

# Town of West Yellowstone

Tuesday, November 7, 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

Waste Water Treatment Plant Update

Discussion

## TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

### Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #5962 to Aqua Pro, Fire Hydrant for Madison Addition \$5,530.16  
#6318 to Montana Tactical, (7) duty rifles, \$12,250

Claims

Business License Applications

Consent Agenda

Minutes: **October 24, 2023 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

## ACTION ITEMS

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Event Permits

Discussion/Action

- Mistletoe Magic Holiday Bazaar – waive resort tax bond, vendor fees, rental fees
- Wildfire Defense Race Series – waive resort tax bond

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](http://www.townofwestyellowstone.com). Questions about the agenda may be directed to the Town Clerk at (406) 646-7795 or [eroos@townofwestyellowstone.com](mailto: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](http://www.townofwestyellowstone.com).



# TOWN OF WEST YELLOWSTONE

## \*Press Release\*

# Wastewater Treatment Plant Project Update

October 31, 2023

for immediate release

The Town of West Yellowstone is pleased to announce that the Wastewater Treatment Plant Technical Review and Environmental Assessment has been completed and approved by The Montana Department of Environmental Quality (DEQ) on October 31, 2023.

This clears the last hurdle to allow the Town to move forward with the bidding and construction of a 1.5 million gallon per day (GPD) mechanical wastewater treatment plant. The project cost is estimated at \$38 million.

The Town has secured \$3,012,438 in ARPA grants, \$125,000 in RRGL grants, \$750,000 in loan forgiveness and \$1,664,761 in local contributions to meet grant requirements. The remaining \$33,000,000 will be funded through loans. The Town of West Yellowstone has been approved for a 30-year term with 2.5% fixed interest rate through the Montana Department of Natural Resources and Conservation (DNRC). We are still actively pursuing other funding sources to help lower these loan amounts.

The Town anticipates putting the project out to bid immediately, opening bids in January 2024 and awarding the contract for the project in February 2024. Construction is on track to begin in May 2024 and is scheduled to be completed in fall of 2025, with the plant being fully operational in the spring of 2026.

The Town's existing wastewater facility was built in the 1960's and is currently at full capacity. The Town has been under a Wastewater Connection Moratorium since May 2022, which has restricted development and new connections to the wastewater system.

The Town would like to thank our partners for moving this important project forward. Montana Department of Natural Resources and Conservation and other funding partners, Department of Environmental Quality, Montana Department of Aeronautics, Gallatin County Commissioners, State Senator Pat Flowers, State Representative Jane Gillette, Forsgren Engineering, Town Attorney Jane Mersen, and Bond Counsel Dan Semmens. We would also like to thank previous and current Town Council Members and Town Administration and Staff.

**440 Yellowstone Avenue \* PO Box 1570 \* West Yellowstone, MT 59758 \* (406) 646-7795**  
[www.townofwestyellowstone.com](http://www.townofwestyellowstone.com)



Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 General Fund						
101000 CASH	620,291.26	109,937.70	489.14	0.00	442,936.84	287,781.26
101100 Investments - CD's	746,161.67	0.00	0.00	0.00	0.00	746,161.67
101500 Investment-STIP	369,933.14	8,879.31	0.00	0.00	0.00	378,812.45
103000 Petty Cash	50.00	0.00	0.00	0.00	0.00	50.00
103100 Town Office	100.00	0.00	0.00	0.00	0.00	100.00
103200 Petty Cash/WY Police Dept	100.00	0.00	0.00	0.00	0.00	100.00
<b>Total Fund</b>	<b>1,736,636.07</b>	<b>118,817.01</b>	<b>489.14</b>		<b>442,936.84</b>	<b>1,413,005.38</b>
2100 Local Option Taxation-Resort Tax						
101000 CASH	3,202,075.94	1,260,427.73	0.00	0.00	3,500.00	4,459,003.67
101500 Investment-STIP	458,780.62	0.00	0.00	0.00	0.00	458,780.62
102215 STIP Investment-Rev Bond	6,812.61	540.25	0.00	0.00	0.00	7,352.86
102225 STIP Reserve Acct Town Hall	141,746.53	760.90	0.00	0.00	0.00	142,507.43
<b>Total Fund</b>	<b>3,809,415.70</b>	<b>1,261,728.88</b>			<b>3,500.00</b>	<b>5,067,644.58</b>
2101 Marketing & Promotions (MAP)						
101000 CASH	-9,804.41	122.42	0.00	0.00	12,441.70	-22,123.69
101500 Investment-STIP	266,937.45	1,432.95	0.00	0.00	0.00	268,370.40
<b>Total Fund</b>	<b>257,133.04</b>	<b>1,555.37</b>			<b>12,441.70</b>	<b>246,246.71</b>
2104 Additional 1%						
101000 CASH	875,200.77	3,213.18	0.00	0.00	0.00	878,413.95
101500 Investment-STIP	2,233,188.17	8,535.61	0.00	0.00	0.00	2,241,723.78
<b>Total Fund</b>	<b>3,108,388.94</b>	<b>11,748.79</b>				<b>3,120,137.73</b>
2111 Off Street Parking						
101000 CASH	12,220.02	2,427.65	0.00	0.00	0.00	14,647.67
101500 Investment-STIP	172,781.58	655.65	0.00	0.00	0.00	173,437.23
<b>Total Fund</b>	<b>185,001.60</b>	<b>3,083.30</b>				<b>188,084.90</b>
2210 Parks & Recreation						
101000 CASH	2,150.00	350.00	0.00	0.00	350.00	2,150.00
2211 Youth Program Donations						
101000 CASH	3,899.11	9.78	0.00	0.00	0.00	3,908.89
2212 Parks - Volleyball Court						
101000 CASH	5,232.96	13.13	0.00	0.00	0.00	5,246.09
2214 Rec. Program Scholarships						
101000 CASH	27,442.63	50.10	0.00	0.00	0.00	27,492.73
2220 Library						
101000 CASH	24,472.22	209.66	0.00	0.00	20,246.36	4,435.52
2240 Cemetery						
101000 CASH	2,066.47	103.03	0.00	0.00	92.60	2,076.90
101500 Investment-STIP	11,306.69	60.73	0.00	0.00	0.00	11,367.42
<b>Total Fund</b>	<b>13,373.16</b>	<b>163.76</b>			<b>92.60</b>	<b>13,444.32</b>
2392 CDBG-Local Source						
101000 CASH	37,716.15	1,204.96	0.00	0.00	0.00	38,921.11
101500 Investment-STIP	43,610.71	234.13	0.00	0.00	0.00	43,844.84
<b>Total Fund</b>	<b>81,326.86</b>	<b>1,439.09</b>				<b>82,765.95</b>
2701 Cemetery Perpetual Care (7050)						
101000 CASH	9,313.27	68.73	0.00	0.00	0.00	9,382.00

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101500 Investment-STIP	40,724.30	218.61	0.00	0.00	0.00	40,942.91
<b>Total Fund</b>	<b>50,037.57</b>	<b>287.34</b>				<b>50,324.91</b>
2820 Gas Tax Apportionment						
101000 CASH	121,818.09	5,629.60	0.00	0.00	29,673.50	97,774.19
101500 Investment-STIP	126,457.10	568.02	0.00	0.00	0.00	127,025.12
<b>Total Fund</b>	<b>248,275.19</b>	<b>6,197.62</b>			<b>29,673.50</b>	<b>224,799.31</b>
2821 Gas Tax BARSAA Funds						
101000 CASH	70,160.00	32.24	0.00	0.00	0.00	70,192.24
2850 911 Emergency						
101000 CASH	4,055.97	220.22	0.00	0.00	1,651.94	2,624.25
101500 Investment-STIP	50,236.39	853.32	0.00	0.00	0.00	51,089.71
<b>Total Fund</b>	<b>54,292.36</b>	<b>1,073.54</b>			<b>1,651.94</b>	<b>53,713.96</b>
2917 Crime Victims Assistance						
101000 CASH	6,454.93	0.00	0.00	0.00	0.00	6,454.93
2992 ARPA Funds						
101000 CASH	52,669.97	0.00	0.00	0.00	0.00	52,669.97
101500 Investment-STIP	308,211.03	567.20	0.00	0.00	0.00	308,778.23
<b>Total Fund</b>	<b>360,881.00</b>	<b>567.20</b>				<b>361,448.20</b>
3050 GO Bond						
101000 CASH	5,949.36	14.83	0.00	0.00	0.00	5,964.19
101500 Investment-STIP	94,632.24	1,912.87	0.00	0.00	0.00	96,545.11
<b>Total Fund</b>	<b>100,581.60</b>	<b>1,927.70</b>				<b>102,509.30</b>
4000 Capital Projects/Equipment						
101000 CASH	785,203.03	395.30	0.00	0.00	29,870.00	755,728.33
101500 Investment-STIP	1,071,642.02	6,611.42	0.00	0.00	0.00	1,078,253.44
<b>Total Fund</b>	<b>1,856,845.05</b>	<b>7,006.72</b>			<b>29,870.00</b>	<b>1,833,981.77</b>
4030 80-acre Development						
101500 Investment-STIP	527,592.30	2,832.11	0.00	0.00	0.00	530,424.41
4060 Public Works Equipment Replacement						
101000 CASH	-16,081.11	0.99	0.00	0.00	0.00	-16,080.12
101500 Investment-STIP	269.92	1.46	0.00	0.00	0.00	271.38
<b>Total Fund</b>	<b>-15,811.19</b>	<b>2.45</b>				<b>-15,808.74</b>
4070 Parkway Construction/Mtn						
101000 CASH	0.34	0.00	0.00	0.00	0.00	0.34
101500 Investment-STIP	7,717.35	41.42	0.00	0.00	0.00	7,758.77
<b>Total Fund</b>	<b>7,717.69</b>	<b>41.42</b>				<b>7,759.11</b>
4075 Street Construction /Maintenance						
101000 CASH	-47,593.31	76.59	0.00	0.00	0.00	-47,516.72
101500 Investment-STIP	1,405,091.20	7,270.68	0.00	0.00	0.00	1,412,361.88
<b>Total Fund</b>	<b>1,357,497.89</b>	<b>7,347.27</b>				<b>1,364,845.16</b>
5210 Water Operating Fund						
101000 CASH	416,012.17	55,015.49	0.00	0.00	36,763.35	434,264.31
101500 Investment-STIP	472,440.11	1,992.39	0.00	0.00	0.00	474,432.50
102245 Replacement & Depreciation	24,972.53	134.07	0.00	0.00	0.00	25,106.60
<b>Total Fund</b>	<b>913,424.81</b>	<b>57,141.95</b>			<b>36,763.35</b>	<b>933,803.41</b>
5220 Water Replacement Depreciation Fund						

TOWN OF WEST YELLOWSTONE  
Cash Report  
For the Accounting Period: 9/23

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101000 CASH	20,049.24	50.30	0.00	0.00	0.00	20,099.54
101500 Investment-STIP	271,042.99	1,183.18	0.00	0.00	0.00	272,226.17
<b>Total Fund</b>	<b>291,092.23</b>	<b>1,233.48</b>				<b>292,325.71</b>
5310 Sewer Operating Fund						
101000 CASH	854,723.03	132,941.20	1,917.92	0.00	13,915.24	975,666.91
101500 Investment-STIP	472,838.34	2,266.37	0.00	0.00	0.00	475,104.71
<b>Total Fund</b>	<b>1,327,561.37</b>	<b>135,207.57</b>	<b>1,917.92</b>		<b>13,915.24</b>	<b>1,450,771.62</b>
5320 Sewer Replacement Depreciation Fund						
101000 CASH	132,344.64	333.12	0.00	0.00	0.00	132,677.76
101500 Investment-STIP	2,035,892.09	10,385.00	0.00	0.00	0.00	2,046,277.09
<b>Total Fund</b>	<b>2,168,236.73</b>	<b>10,718.12</b>				<b>2,178,954.85</b>
7010 Social Services/Help Fund						
101000 CASH	45,023.08	674.63	0.00	0.00	2,081.16	43,616.55
101500 Investment-STIP	126,025.04	404.72	0.00	0.00	0.00	126,429.76
<b>Total Fund</b>	<b>171,048.12</b>	<b>1,079.35</b>			<b>2,081.16</b>	<b>170,046.31</b>
7195 Court Collections Trust Acct						
101000 CASH	8,296.49	0.00	0.00	0.00	0.00	8,296.49
7202 TBID Agency Fund						
101000 CASH	54,132.17	50,600.79	0.00	0.00	49,436.05	55,296.91
7458 Court Surcharge HB176						
101000 CASH	620.00	0.00	0.00	0.00	620.00	0.00
7467 MT Law Enforcement Academy (MLEA)						
101000 CASH	690.00	0.00	0.00	0.00	690.00	0.00
7469 City Court - Judge Jent						
101000 CASH	17,351.00	10,320.00	0.00	0.00	455.00	27,216.00
7699 Victims Assistance Program						
101000 CASH	-37.00	0.00	0.00	0.00	294.00	-331.00
7910 Payroll Fund						
101000 CASH	10,025.60	0.00	246,837.17	256,688.32	0.00	174.45
7930 Claims Fund						
101000 CASH	61,654.89	0.00	395,773.51	393,451.96	0.00	63,976.44
<b>Totals</b>	<b>18,903,093.09</b>	<b>1,692,785.74</b>	<b>645,017.74</b>	<b>650,140.28</b>	<b>645,017.74</b>	<b>19,945,738.55</b>

\*\*\* Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

TOWN OF WEST YELLOWSTONE  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 23

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 General Fund	442,447.70	1,401,097.43	7,354,327.00	7,354,327.00	5,953,229.57	19 %
2100 Local Option Taxation-Resort Tax	0.00	113,927.19	7,132,303.00	7,132,303.00	7,018,375.81	2 %
2101 Marketing & Promotions (MAP)	12,441.70	69,707.23	150,000.00	150,000.00	80,292.77	46 %
2104 Additional 1%	0.00	0.00	2,500,000.00	2,500,000.00	2,500,000.00	0 %
2111 Off Street Parking	0.00	0.00	75,000.00	75,000.00	75,000.00	0 %
2214 Rec. Program Scholarships	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
2220 Library	20,246.36	58,500.64	273,518.00	273,518.00	215,017.36	21 %
2240 Cemetery	92.60	1,874.44	9,345.00	9,345.00	7,470.56	20 %
2392 CDBG-Local Source	0.00	0.00	68,000.00	68,000.00	68,000.00	0 %
2820 Gas Tax Apportionment	29,673.50	29,673.50	259,126.00	259,126.00	229,452.50	11 %
2850 911 Emergency	1,651.94	4,942.16	163,300.00	163,300.00	158,357.84	3 %
2917 Crime Victims Assistance	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
2992 ARPA Funds	0.00	0.00	87,871.00	87,871.00	87,871.00	0 %
4000 Capital Projects/Equipment	29,870.00	29,870.00	1,436,029.00	1,436,029.00	1,406,159.00	2 %
4030 80-acre Development	0.00	0.00	1,000,000.00	1,000,000.00	1,000,000.00	0 %
4060 Public Works Equipment Replacement	0.00	26,496.40	65,609.00	65,609.00	39,112.60	40 %
4075 Street Construction /Maintenance	0.00	78,119.92	1,445,000.00	1,445,000.00	1,366,880.08	5 %
5210 Water Operating Fund	34,814.34	61,402.46	1,038,524.00	1,038,524.00	977,121.54	6 %
5220 Water Replacement Depreciation Fund	0.00	0.00	300,000.00	300,000.00	300,000.00	0 %
5310 Sewer Operating Fund	13,915.24	50,520.34	1,840,100.00	1,840,100.00	1,789,579.66	3 %
5320 Sewer Replacement Depreciation Fund	0.00	0.00	41,702,870.00	41,702,870.00	41,702,870.00	0 %
7010 Social Services/Help Fund	2,081.16	3,687.74	38,275.00	38,275.00	34,587.26	10 %
7202 TBID Agency Fund	49,436.05	134,040.80	340,900.00	340,900.00	206,859.20	39 %
<b>Grand Total:</b>	<b>636,670.59</b>	<b>2,063,860.25</b>	<b>67,300,097.00</b>	<b>67,300,097.00</b>	<b>65,236,236.75</b>	<b>3 %</b>

TOWN OF WEST YELLOWSTONE  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 9 / 23

Fund	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
1000 General Fund	118,817.01	238,829.09	4,763,444.00	4,524,614.91	5 %
2100 Local Option Taxation-Resort Tax	1,261,728.88	3,891,054.00	6,000,500.00	2,109,446.00	65 %
2101 Marketing & Promotions (MAP)	1,555.37	4,137.69	150,660.00	146,522.31	3 %
2104 Additional 1%	11,748.79	36,567.97	2,010,750.00	1,974,182.03	2 %
2111 Off Street Parking	3,083.30	4,680.49	3,300.00	-1,380.49	142 %
2211 Youth Program Donations	9.78	24.09	0.00	-24.09	** %
2212 Parks - Volleyball Court	13.13	32.33	0.00	-32.33	** %
2214 Rec. Program Scholarships	50.10	123.37	9,000.00	8,876.63	1 %
2220 Library	209.66	393.60	284,032.00	283,638.40	0 %
2240 Cemetery	163.76	2,269.99	675.00	-1,594.99	336 %
2392 CDBG-Local Source	1,439.09	3,079.13	5,750.00	2,670.87	54 %
2701 Cemetery Perpetual Care (7050)	287.34	1,681.38	0.00	-1,681.38	** %
2820 Gas Tax Apportionment	6,197.62	148,244.00	281,534.00	133,290.00	53 %
2821 Gas Tax BARSAA Funds	32.24	57,388.56	0.00	-57,388.56	** %
2850 911 Emergency	1,073.54	6,620.40	219,907.00	213,286.60	3 %
2992 ARPA Funds	567.20	3,346.67	0.00	-3,346.67	** %
3050 GO Bond	1,927.70	2,795.58	0.00	-2,795.58	** %
4000 Capital Projects/Equipment	7,006.72	18,673.75	130,350.00	111,676.25	14 %
4030 80-acre Development	2,832.11	7,582.24	500,000.00	492,417.76	2 %
4060 Public Works Equipment Replacement	2.45	6.32	55,382.00	55,375.68	0 %
4070 Parkway Construction/Mtn	41.42	110.91	0.00	-110.91	** %
4075 Street Construction /Maintenance	7,347.27	20,111.03	127,325.00	107,213.97	16 %
5210 Water Operating Fund	52,014.16	165,361.64	448,322.00	282,960.36	37 %
5220 Water Replacement Depreciation Fund	1,233.48	3,748.48	210,500.00	206,751.52	2 %
5310 Sewer Operating Fund	145,148.54	424,740.11	983,800.00	559,059.89	43 %
5320 Sewer Replacement Depreciation Fund	10,718.12	29,537.48	40,929,035.00	40,899,497.52	0 %



11/02/23  
16:15:00

TOWN OF WEST YELLOWSTONE  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 9 / 23

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Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
7010 Social Services/Help Fund	1,079.35	11,540.40	27,600.00	16,059.60	42 %
7202 TBID Agency Fund	50,600.79	151,379.11	325,400.00	174,020.89	47 %
<b>Grand Total:</b>	<b>1,686,928.92</b>	<b>5,234,059.81</b>	<b>57,467,266.00</b>	<b>52,233,206.19</b>	<b>9 %</b>

P.O. BOX 1570

# TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

5210-~~430500-940~~ <sup>430500-940</sup> ~~050~~ KT

Date 11-02-23

Ship Via

Order No. 005962

Department Public works

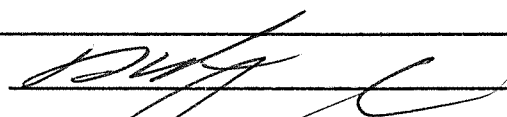

TO: AQUA PRO

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	New Fire hydrant, Madison Addition

Estimated Cost \$ 5,530.<sup>16</sup>

Authorized By   
Requested By 

VENDOR COPY - White OFFICE COPY - Canary



**AQUAPRO**™

# INVOICE

REMIT TO:  
AQUAPRO  
PO BOX 246  
LIVINGSTON, MT 59047  
P: 406-580-9460

Invoice Date	Invoice #
11/1/2023	A23259

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

<b>Ship To</b>
Town of West Yellowstone 440 Yellowstone Avenue West Yellowstone, MT 59758

P.O. Number	Terms	Rep	Order Date	Via	F.O.B.	Project
JB	Net 30	BLS	11/1/2023	Delivery		

Quantity	Item Code	Description	Price Each	Amount
1	K8112S	12" EXTENSION FOR 5-1/4" MVO KENNEDY K-81 FIRE HYDRANT	1,117.22	1,117.22
1	K816FT	5-1/4" KENNEDY K-81D FIRE HYDRANT, *RED*, 6'0" BURY, 6" MJ BASE, 4.5" NST PN, 1.5" PONOL, LESS MJ ACC	4,307.94	4,307.94
1	Freight		105.00	105.00

Thank you for your business.	<b>Total</b>	\$5,530.16
------------------------------	--------------	------------

P.O. BOX 1570

# TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

*Police Department*

Date

Ship Via

Order No. **006318**

Department

*1000-42200-212 KT*

TO: *MONTANA TACTICAL*

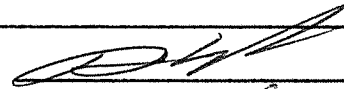
ADDRESS: *6994 Gooch Hill RD  
BOZEMAN MT 59718*

*(406) 581-8686  
WWW.MONTANATACTICAL.COM*

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
7	Daniels Defense AR-15 NDM4 MK18 FDE @ \$1,750 ea.

Authorized By



Estimated Cost \$

*12,250*

Requested By:

*MIKE CAVAGAN*

# TOWN OF WEST YELLOWSTONE

Purchase Order #006318

The West Yellowstone Police Department is requesting to purchase new duty rifles for the officers. Our current rifles are 1980's vintage AR-15's. Some of them have upper's that don't match the lower's serial numbers. These guns have long surpassed their life expectancy and we are having reliability issues with a few of them while doing firearms training.

The new rifles are also AR-15's and they are manufactured by Daniels Defense, Model DDM4 MK18 FDE. These rifles are among the top of the line in their class of rifle. The purchase would be through Montana Tactical. They are authorized to sell firearms to law enforcement agencies and they are a Daniels Defense authorized dealer. Through them, we are getting an LE discount at the fixed price on the quote. They are located in Gallatin County and also serve Bozeman PD and other state agencies. We would be purchasing 7 rifles, one for each officer.

I have included two other quotes. One (Quote #2) is from the manufacture directly which is \$553 less. The manufacture provided this quote blind and said no matter where their price came in, they would not undercut one of their authorized dealers, so it would move up to the same price as Montana Tactical. The third quote is from Shedhorn Sports who is not an authorized dealer to LE for this brand rifle and that quote is \$3,150 more.

I am recommending purchasing the rifles through Montana Tactical out of Bozeman so that after-sale service can be handled somewhat locally by an authorized dealer.

I have budgeted the funds for this purchase into our 2023/2024 budget cycle. The total cost for the rifles is \$12,250.

Respectfully,

A handwritten signature in blue ink that reads "Michael P. Gavagan". The signature is written in a cursive style and is positioned over a large, semi-transparent watermark of the West Yellowstone Police Department badge.

Mike Gavagan

Chief of Police - WYPD





Quote # 1



Montana Tactical  
6994 Gooch Hill Road  
Bozeman, MT 59718  
406-581-8686  
www.montanatactical.com

Sales Receipt  
05/18/2023 12:39 pm  
Sale Id: SALE 5457



Layaway  
Register Name: Terminal 2  
Employee: Dave Ziebarth

Invoice to:  
Customer: West Yellowstone Police  
Dept.  
E-Mail :  
jtrujillo@townofwestyellowstone.com

Item Name	Price	Ord/Picked Up	Total
<del>AIMPOINT DUTY RDS</del>	<del>\$499.00</del>	7/0	<del>\$3,493.00</del>
DDM4 MK18 FDE RISII RAIL / DD FURNITURE	\$1,750.00	7/0	\$12,250.00
		Sub Total	\$15,743.00
		Total	<del>\$15,743.00</del>
		Number of items sold	7 <del>14</del>
		Amount Due	\$15,743.00

Pay Online  
<https://montanatactical.coreclear.com/p/UXBnUGRRPT0>



*\$12,250.00*



Quote # 2

Quote No.: WYPD-0929

Quote Date: 9/29/2023

West Yellowstone Police Department

Customer ID	Sales Rep	Terms	Ship Via		
	JMarler	Net 30 Days	Best Method		
Item	Description	Quantity	Unit Price	Total	
02-088-17024	DDM4 MK18 SBR FLAT DARK EARTH	7	1,671.00	\$11,697.00	
			Total	11,697.00	

## Mike Gavagan

---

**From:** Juan Trujillo  
**Sent:** Tuesday, October 24, 2023 2:03 PM  
**To:** Mike Gavagan  
**Subject:** Fwd: MK18 Price

*Quote # 3*

Hi Chief,

Here is a rifle quote from Shedhorn.

Get [Outlook for iOS](#)

---

**From:** Brandon Rowberry <brandon@shedhorn.com>  
**Sent:** Tuesday, October 24, 2023 13:25  
**To:** Juan Trujillo <jtrujillo@townofwestyellowstone.com>  
**Subject:** MK18 Price

Hey Juan, those Daniel Defense MK18 would be about \$2,200 each so it would be \$15,400 For seven of them.

BRANDON ROWBERRY

**SHEDHORN SPORTS**

103 W. MAIN ST.

ENNIS, MT 59729

P-406-682-4210

F-406-682-5048



11/03/23  
16:14:06

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

Page: 1 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
50597		266 Utilities Underground Location	17.27					
	10/31/23	excavation notifications	8.63		WATER	5210 430500	357	101000
	10/31/23	excavation notifications	8.64		SEWER	5310 430600	357	101000
50599		2575 WY Tourism Business Improvement	51,665.11					
	11/02/23	Collections in October 2023	51,665.11		TBID	7202 411800	540	101000
50601		2813 Century Link	1,563.18					
	10/19/23	E911 Viper 255-9710	988.48		E911	2850 420750	345	101000
	10/19/23	E911 Viper 255-9712	30.35		E911	2850 420750	345	101000
	10/19/23	E911 Viper 646-5170	123.18		E911	2850 420750	345	101000
	10/19/23	Alarm Lines 646-5185	102.42		TWNHLL	1000 411250	345	101000
	10/19/23	Police - 646-7600	318.75		POLICE	2850 420750	345	101000
50604		151 Gallatin County WY TS/Compost	815.00					
	10/31/23	Household waste	815.00		PARKS	1000 460430	534	101000
50605		2088 Town West Yellowstone	808.87					
	11/01/23	utility chrgs, Chamber, 895	86.54		BLDGS	1000 411257	340	101000
	11/01/23	utility chrgs, UPDL, 892	115.03		BLDGS	1000 411252	340	101000
	11/01/23	utility chrgs, PS Shops, 884	52.78		BLDGS	1000 411253	340	101000
	11/01/23	utility chrgs. Povah Ctr, 887	99.55		BLDGS	1000 411255	340	101000
	11/01/23	utility chrgs, Police Dept, 886	67.12		BLDGS	1000 411258	340	101000
	11/01/23	utility chrgs, City Park, 885	171.10		BLDGS	1000 411253	340	101000
	11/01/23	utility chrgs, Library, 891	53.64		LIBBLD	1000 411259	340	101000
	11/01/23	utility chrgs, Twn Hall, 921	163.11		TWNHAL	1000 411250	340	101000
50607		2852 Blackfoot Communications	2,090.98					
	11/01/23	646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	11/01/23	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	11/01/23	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	11/01/23	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	11/01/23	646-7311, social services	21.76		SOCSRV	1000 450135	345	101000
	11/01/23	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	11/01/23	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	11/01/23	646-7609, public works	26.48		PUBSVC	1000 430200	345	101000
	11/01/23	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	11/01/23	646-7715, povah center	24.95		POVAH	1000 411255	345	101000
	11/01/23	646-7795, town hall	231.64		TWNHAL	1000 411250	345	101000
	11/01/23	646-7845, court clerk	99.02		COURT	1000 410360	345	101000
	11/01/23	646-9017, library	43.95		LIBRAR	2220 460100	345	101000
	11/01/23	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	11/01/23	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	11/01/23	ethernet, povah center	187.26		POVAH	1000 411255	345	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org	Acct	Object	Proj	Cash Account
	11/01/23	ethernet, police station	350.00		POLICE	1000	411258	345		101000
	11/01/23	ethernet, town hall	272.00		TWNHAL	1000	411250	345		101000
	11/01/23	ethernet, public works shop	125.00		STREET	1000	430200	345		101000
	11/01/23	602-4909, town hall judge	14.45		COURT	1000	410360	345		101000
	11/01/23	602-4894 Town hall Court Clerk	1.10		COURT	1000	410360	345		101000
	11/01/23	602-4897 town hall	1.10		TWNHAL	1000	411250	345		101000
	11/01/23	602-4898 town hall	1.10		TWNHAL	1000	411250	345		101000
	11/01/23	602-4900 town hall	5.25		TWNHAL	1000	411250	345		101000
	11/01/23	602-4901 town hall	5.25		TWNHAL	1000	411250	345		101000
	11/01/23	602-4902 town hall	1.10		TWNHAL	1000	411250	345		101000
	11/01/23	602-4903 town hall	1.10		TWNHAL	1000	411250	345		101000
	11/01/23	602-4904 town hall	1.10		TWNHAL	1000	411250	345		101000
	11/01/23	602-4905 town hall	1.10		TWNHAL	1000	411250	345		101000
	11/01/23	602-4906 Library Main desk	1.10		LIBRY	2220	460100	345		101000
	11/01/23	602-4907 Library Director	1.10		LIBRY	2220	460100	345		101000
	11/01/23	602-4908 Povah Ctr	11.10		POVAH	1000	411255	345		101000
	11/01/23	602-4949 Town Hall	11.10		TWNHAL	1000	411250	345		101000
	11/01/23	6024044 Soc Ser Pantry	10.00		SOCSER	1000	450135	345		101000
50610		2546 Century Link QCC	15.16							
	661607261	10/24/23 long dist chg 406-646-7600	15.16		DISPAT	1000	420160	345		101000
50611		73 Westmart Building Center	1,584.94							
	10/27/23	Street Supplies	601.98		STREET	1000	430200	220		101000
	10/27/23	Street Vehicle repairs	94.76		STREET	1000	430200	361		101000
	10/27/23	Sewer supplies	12.34		SEWER	5310	430630	220		101000
	10/27/23	Police Supplies	86.54		POLICE	1000	420100	220		101000
	10/27/23	Police Misc Supplies	58.84		POLICE	1000	420100	870		101000
	10/27/23	Museum/UPDL Supplies	30.20		UPDL	1000	411252	220		101000
	10/27/23	Povah Building Supplies	35.23		POVAH	1000	411255	220		101000
	10/27/23	Parks Supplies	665.05		PARKS	1000	460430	220		101000
50612		3242 Fisher's Technology	13.50							
	1240823	10/25/23 copy fee	13.50		FINADM	1000	410510	356		101000
50613		42 Fall River Electric	7,381.40							
	10/20/23	PARK, old firehouse 2901001	68.95		PARK	1000	411253	341		101000
	10/20/23	povah comm ctr 4212001	207.92		POVAH	1000	411255	341		101000
	10/20/23	unmetered lights 4212004	1,451.25		STLITE	1000	430263	341		101000
	10/20/23	RR Well 4212005	47.50		WATER	5210	430500	341		101000
	10/20/23	SEWER LIFT STATION 4212006	356.64		SEWER	5310	430600	341		101000
	10/20/23	SEWER PLANT 4212007	1,442.65		SEWER	5310	430600	341		101000
	10/20/23	POLICE 4212008	179.50		POLICE	1000	411258	341		101000
	10/20/23	TOWN HALL 4212009	377.12		TWNHLA	1000	411250	341		101000
	10/20/23	ICE RINK 421010	60.93		PARKS	1000	411253	341		101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	10/20/23	S Canyon XmasTree Light 421011	0.00		STLITE	1000 430263	341	101000
	10/20/23	South Iris Street Well 4212013	125.43		WATER	5210 430500	341	101000
	10/20/23	MAD SEWER LIFT 4212014	155.13		SEWER	5310 430600	341	101000
	10/20/23	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000
	10/20/23	911 Tower 4212016	106.76		911	2850 420750	341	101000
	10/20/23	MADADD H20 Tower 4212017	54.40		WATER	5210 430500	341	101000
	10/20/23	SHOP 4212018	64.91		STREET	1000 430200	341	101000
	10/20/23	ANIMAL 4212029	55.14		ANIML	1000 440600	341	101000
	10/20/23	CLORINATOR 4212030	53.28		WATER	5210 430500	341	101000
	10/20/23	Electric Well 4212031	40.86		WATER	5210 430500	341	101000
	10/20/23	PARK 4212032	155.21		PARKS	1000 411253	341	101000
	10/20/23	UPDH 4212041	1,055.18		UPDH	1000 411252	341	101000
	10/20/23	SEWER TREAT SERV 4212046	1,138.44		SEWER	5310 430600	341	101000
	10/20/23	LIBRARY 23 dunraven 4212054	145.20		LIBR	1000 411259	341	101000
50617		2421 NAPA Auto Parts	1,880.36					
	10/31/23	Napa Fuel & Oil Supplies	546.08		STREET	1000 430200	231	101000
	10/31/23	Napa Equipmnt repairs Supplies	704.33		STREET	1000 430200	369	101000
	10/31/23	Napa Supplies	74.02		STREET	1000 430200	220	101000
	10/31/23	NAPA Police supplies	18.58		POLICE	1000 420100	220	101000
	10/31/23	NAPA Sewer supplies	537.35		SEWER	5310 430600	220	101000
50620		3400 Julie Brown	2,795.00					
	10/20/23	Dispatch Building	487.50		DSPTCH	1000 411258	398	101000
	10/20/23	Library	337.50		LIBRY	1000 411259	357	101000
	10/20/23	Rendezvous Ski building	120.00		TRLHD	1000 411256	350	101000
	10/20/23	Town Hall	1,100.00		TWNHLL	1000 411250	357	101000
	10/20/23	Povah Building	750.00		POVAH	1000 411255	350	101000
50621		3400 Julie Brown	1,627.50					
	11/02/23	Cleaning Town Office	825.00		TWNHLL	1000 411250	357	101000
	11/02/23	Cleaning TrailheadBuilding	60.00		TRLHD	1000 411256	350	101000
	11/02/23	Cleaning Library	225.00		LIBRY	1000 411259	357	101000
	11/02/23	Cleaning Dispatch w/laundry	192.50		DSPTCH	1000 411258	398	101000
	11/02/23	Cleaning Povah	325.00		POVAH	1000 411255	350	101000
50622		1514 Verizon Wireless	1,121.68					
		21 Smartphones						
		5 laptops						
	10/20/23	640-0108, Police	43.88		POLICE	1000 420100	345	101000
	10/20/23	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	10/20/23	640-0141 Street SP	43.88		STREET	1000 430200	345	101000
	10/20/23	640-0159 Street SP	43.88		STREET	1000 430200	345	101000
	10/20/23	640-0606 911 Dispatch	43.90		911	1000 420160	345	101000
	10/20/23	640-1103, Operator SP	43.90		STREET	1000 430200	345	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	10/20/23	640-1460, Library Dir, SP	43.90		LIBRAR	2220 460100	345	101000
	10/20/23	640-1461, S & W operator, SP	43.88		SEWER	5310 430600	345	101000
	10/20/23	640-1462, S & W Super, SP	43.88		WATER	5210 430500	345	101000
	10/20/23	640-1463, Deputy PSS, SP Sspnd	43.88		PARKS	1000 460430	345	101000
	10/20/23	640-1472, Ops Mgr, SP	43.89		ADMIN	1000 410210	345	101000
	10/20/23	640-1676, Rec Coor, SP	43.88		REC	1000 460440	345	101000
	10/20/23	640-1754, COP, SP	43.90		POLICE	1000 420100	345	101000
	10/20/23	640-1755, Police	43.88		POLICE	1000 420100	345	101000
	10/20/23	640-1756, Police	43.88		POLICE	1000 420100	345	101000
	10/20/23	640-1757, Police	43.88		POLICE	1000 420100	345	101000
	10/20/23	640-1758, Head Dispatcher	43.90		DSPTCH	1000 420160	345	101000
	10/20/23	640-1759, Police	43.88		POLICE	1000 420100	345	101000
	10/20/23	640-7547,WS Super	43.90		SEWER	5310 430600	345	101000
	10/20/23	640-9074, PSS, SP	43.88		STREET	1000 430200	345	101000
	10/20/23	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	10/20/23	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	10/20/23	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	10/20/23	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	10/20/23	640-2354 Social Services	43.90		SOCSEK	1000 450135	345	101000
	10/20/23	640-2629 City Judge	43.88		COURT	1000 410360	345	101000
50625		2789 WEX Bank	4,477.53					
	11/01/23	JD Loader 624P	0.00		STREET	1000 430200	231	101000
	11/01/23	10 JD Backhoe 310SJ	0.00		STREET	1000 430200	231	101000
	11/01/23	91 Ford 6-582	59.32		STREET	1000 430200	231	101000
	11/01/23	SS Snow Blower Green	0.00		STREET	1000 430200	231	101000
	11/01/23	Grader	0.00		STREET	1000 430200	231	101000
	11/01/23	14 Water Truck	0.00		STREET	1000 430200	231	101000
	11/01/23	2010 JD 772 Grader	0.00		STREET	1000 420100	231	101000
	11/01/23	92 SS Blower-Yellow	0.00		STREET	1000 430200	231	101000
	11/01/23	02 Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	11/01/23	08 GMC Pickup 6-1484	468.11		STREET	1000 430200	231	101000
	11/01/23	JD Loader 624P	0.00		STREET	1000 430200	231	101000
	11/01/23	08 CAT 938H Loader	0.00		STREET	1000 430200	231	101000
	11/01/23	08 904B MiniLoader	124.56		STREET	1000 430200	231	101000
	11/01/23	15 Ford F-250	165.76		STREET	1000 430200	231	101000
	11/01/23	18 2018 Dodge Ram-PW	290.16		STREET	1000 430200	231	101000
	11/01/23	18 Dodge Ram-Police	335.05		POLICE	1000 420100	231	101000
	11/01/23	19 Dodge Durango	439.87		POLICE	1000 420100	231	101000
	11/01/23	Multi-Use Vehicle - Sienna	27.45		STREET	1000 430200	231	101000
	11/01/23	Multi-Use Vehicle - Sienna	44.70		HELP	7010 450135	231	101000
	11/01/23	Multi-Use Vehicle - Sienna	19.19		LIBRY	2220 460100	370	101000
	11/01/23	06 Dodge Durango 6-1374/6-2010	72.39		STREET	1000 430200	231	101000
	11/01/23	15 Sweeper	59.89		STREET	1000 430200	231	101000
	11/01/23	'00 FL Dumptrk 6-60700A	0.00		STREET	1000 430200	231	101000

11/03/23  
16:14:06

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

Page: 5 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
	11/01/23	'14 Ford Intercep	326.83		POLICE	1000 420100	231	101000
	11/01/23	PD Dodge Ram#1	704.19		POLICE	1000 420100	231	101000
	11/01/23	PD Dodge Ram#2	404.36		POLICE	1000 420100	231	101000
	11/01/23	01 Frht truck #1	164.22		STREET	1000 430200	231	101000
	11/01/23	01 Frht truck #2	0.00		STREET	1000 430200	231	101000
	11/01/23	19 Dodge 5500	135.49		STREET	1000 430200	231	101000
	11/01/23	20 Dodge Ram (silver)	263.16		POLICE	1000 420100	231	101000
	11/01/23	'17 Chevy 3/4 ton white	372.83		WATER	5210 430500	231	101000
	11/01/23	'13 Chevy 3500	0.00		STREET	1000 430200	231	101000
	11/01/23	77 Int'l Dump 6-1368	0.00		STREET	1000 430200	231	101000
	11/01/23	Pickup 6-1450	0.00		STREET	1000 430200	231	101000
50626		2099 Quick Print of West Yellowstone	122.67					
	18377	10/19/23 Business Cards KC	45.00		BULDIN	1000 420531	220	101000
	18387	10/24/23 Council Name Plates	46.00		LEGIS	1000 410100	220	101000
	18409	10/31/23 Supplies	3.98		BULDIN	1000 420531	220	101000
	18413	10/31/23 Supplies	27.69		BULDIN	1000 420531	220	101000
50627		1454 Bozeman Daily Chronicle/Big Sky	900.00					
	414246	08/24/23 Police Officer Job Posting	900.00		ADMIN	1000 410210	327	101000
50628		3438 ESG (Elemental Solutions Group)	4,962.28					
	E231P006	09/05/23 Sewer Supplies	575.22		SEWER	5310 430600	231	101000
	E231P008	09/08/23 Radio Upgrades Sewer	3,888.61		SEWER	5310 430600	220	101000
	E231P012	10/27/23 Sewer Supplies	369.45		SEWER	5310 430600	220	101000
	E231E009	10/27/23 Sewer Supplies	129.00		SEWER	5310 430600	220	101000
50629		3309 AQUAPRO	11,839.52					
	A23254	10/27/23 Water Equipment Supplies	1,573.76		WATER	5210 430500	940	101000
	A23261	11/01/23 (4) 1" meters	2,406.12		WATER	5210 430590	251	101000
	A23256	10/27/23 Hydrant supplies	1,313.83		WATER	5210 430500	220	101000
	A23255	10/27/23 Water Supplies	546.33		WATER	5210 430500	220	101000
	A23258	11/01/23 Sewer Supplies	553.48		SEWER	5310 430600	220	101000
	A23260	11/01/23 (1) 2" Meter	1,492.77		WATER	5210 430590	251	101000
	A23253	10/27/23 Water Supplies	1,078.29		WATER	5210 430500	220	101000
	A23257	10/27/23 (6) 5/8-3/4" Meters	2,874.94		WATER	5210 430590	251	101000
50630		2586 Waxie Sanitary Supply	2,311.70					
	82071967	10/27/23 Cleaning supplies	2,311.70		PARKS	1000 460430	220	101000

11/03/23  
16:14:06

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

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
50631		660 Swiss Precision Landscaping	993.00					
	23297	10/16/23 Winterize Sprinklers	993.00*		PARKS	1000 460430	365	101000
50632		65 T & E	49.45					
	0464607	10/09/23 Parts	49.45		STREET	1000 430200	220	101000
50633		3179 Yellowstone Point S	209.95					
	21785	10/19/23 Mount/balance tires	209.95		STREET	1000 430200	239	101000
50634		2822 ClearBlu Business Services	1,773.00					
	2210	10/27/23 Hydro-JetcleaningManholes/Main	1,773.00		SEWER	5310 430630	357	101000
50635		3115 Spiffy Biffy	187.50					
	11/02/23	Porta Potty cleaning	187.50		PARKS	1000 460430	357	101000
50636		999999 JOHN STEPHEN DENOSKY	285.00					
	10/23/23	Exonerated Bond Denosky	285.00		COURT	7469 212401		101000
50637		2751 Gallatin County Justice Court	285.00					
	10/23/23	PassThroughBondResendizVazquez	285.00		COURT	7469 212401		101000
50638		2751 Gallatin County Justice Court	885.00					
	10/23/23	PassThroughBond-Krug	885.00		COURT	7469 212401		101000
50639		2751 Gallatin County Justice Court	285.00					
	10/23/23	PassThroughBons(3)Freeman	285.00		COURT	7469 212401		101000
50640		1386 MONTANA AERONAUTICS DIVISION	25,000.00					
	2318-2024	08/10/23 SewageTreatmentLagoonLease2	25,000.00		SEWER	5310 430600	532	101000
50641		2162 Holiday Inn	200.00					
	9028	10/14/23 HelpFundSelfCare Fair	200.00		HELP	7010 450135	790	101000
50642		3388 YCG, Inc.	1,317.00					
	231628	10/31/23 Refurbished Radar	1,317.00		POLICE	4000 420110	944	101000
50643		3239 Salt Lake Wholesale Sports	217.00					
	93565	10/24/23 Equipment supplies	217.00		POLICE	1000 420100	212	101000

11/03/23  
16:14:06

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

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
50644		2470 Island Park News	10.00					
	4029 10/31/23	SelfCare Advertising	10.00		HELP	7010 450135	790	101000
50645		999999 CAROLINA JIMINEZ	350.00					
	10/23/23	RefundCleaningDepPovah	350.00		POVAH	2210 214001		101000
50646		3422 Sprinter Heating & Air LLC	1,350.00					
	20553 11/02/23	Boiler in ShopRepairs	300.00		STREET	1000 430200	357	101000
	20471 10/20/23	Repairs to Tw n Hll furnace	1,050.00		TWNHLL	1000 411250	357	101000
50647		1331 West Yellowstone Foundation	1,500.00					
	11/02/23	RefundEventRTBondWYFoundation	1,500.00		RT	2100 214000		101000
50648		3373 Ricardo Morales	200.00					
	11/03/23	Uniform reimbursement	200.00		STREET	1000 430200	226	101000
50649		3394 Ashlee Stoneburner	24.97					
	11/03/23	Vehicle repair supplies	24.97		STREET	1000 430200	361	101000
		# of Claims 39	Total: 133,115.52					

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Fund/Account	Amount
1000 General Fund	
101000 CASH	\$26,050.25
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$1,500.00
2210 Parks & Recreation	
101000 CASH	\$350.00
2220 Library	
101000 CASH	\$409.24
2850 911 Emergency	
101000 CASH	\$1,648.58
4000 Capital Projects/Equipment	
101000 CASH	\$1,317.00
5210 Water Operating Fund	
101000 CASH	\$12,071.85
5310 Sewer Operating Fund	
101000 CASH	\$36,108.79
7010 Social Services/Help Fund	
101000 CASH	\$254.70
7202 TBID Agency Fund	
101000 CASH	\$51,665.11
7469 City Court - Judge Jent	
101000 CASH	\$1,740.00
Total:	\$133,115.52



WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**October 24, 2023**

COUNCIL MEMBERS PRESENT: Travis Watt, Brian Benike, Lisa Griffith by Zoom, 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 5:30 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded by participants, 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**

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Mayor Watt calls the meeting to order and turns the meeting over to Amanda Hannah from Billings Clinic to present an operations update for 2023. Hannah introduces Becky Goltz, Lead Clinic RN, and Emma Sparboe, Nurse Practitioner. She also reports that they have hired a full time medical doctor that will start in January. She reports that they have hired a full-time registration staff member that starts next week. Hannah reports on visitation to the clinic through the summer months, adjustments they made to operating hours, survey results, and summary of provider visits. Hannah also focuses on community involvement including vaccination clinics during senior lunch, participation in the bike rodeo, safety fair, self-care fair, and career fair. She also reports on the merger between Billings Clinic and Logan Health to form a new, not-for-profit health system. Hannah summarizes ongoing enhancements, improvements, and online scheduling and services. The Council indicates that they have heard many good things about their first year at the clinic and asks for information about visits from local residents as opposed to people visiting the community.

Finance Director Katie Thompson addresses the Council to present a quarterly report for the first quarter of FY 2024. Thompson briefly describes where the Town's money is currently invested and points out that interest rates are generally good right now. They have approximately \$13 million in the Montana State Investment Pool (STIP). They keep \$2500 in the Town's operating account and \$1 million in the repurchase account that is in First Security/Glacier Bank. Thompson briefly covers outstanding long-term debt, which includes the Town Hall construction, 80-acre loan, and Siegel Learning Center. She also presents the funding plan for the wastewater treatment plant, which they hope to put out to bid before the end of the year. The current estimate for the project is anticipated to be \$38 million. Thompson presents a Capital Improvement Plan progress report, which details the current status of capital projects budgeted in this fiscal year. Thompson updates that after the first quarter, they have only spent 3% of the budget. She updates current grant applications for the trail project, historic buildings, and lead/copper testing.

### **Public Comment Period**

Emma Sparboe, Family Nurse Practitioner for Billings Clinic introduces herself. She explains that she has moved to West Yellowstone to work as a provider. She is a native of Billings, did her undergraduate at Montana State and received her doctorate from University of Mary in Bismark, ND.

### **Council Comments**

Jeff Mathews comments that the high school football team is playing in the first round of the playoffs this Saturday against Savage. Council Member Griffith reports that they attended the MLCT conference in Helena last week and enjoyed the conference. Mayor Watt reports that the high school girls volleyball team is playing in the divisional tournament on Thursday and Friday of this week at Manhattan Christian. He also attended the MLCT conference and enjoyed it.

### **ACTION TAKEN**

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- 1) Motion carried to approve the claims, which total \$209,289.01. (McBirnle, Benike)
- 2) Motion carried to approve the business license application for Gibbon Meadows Lodge at 522 Gibbon Avenue to operate a vacation rental home. (McBirnle, Benike)
- 3) Motion carried to approve the minutes for October 3, 2023. (McBirnle, Benike) Griffith is opposed, motion passes.
- 4) John Greve addresses the Council on behalf of the Marketing and Promotions Fund Advisory Board. He reports that the board recommends funding the Yellowstone Ski Festival for 2023 for the requested \$23,000.

### **DISCUSSION**

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- 4) Motion carried to accept the recommendation from the Marketing and Promotions Fund Advisory Board to award \$23,000 to the 2023 Yellowstone Ski Festival Event. (Benike, Mathews)
- A) **Town Manager/Staff Reports:** Town Manager Dan Walker reports that they met with Montana DEQ this afternoon regarding the wastewater treatment plant review. They anticipate a formal letter of approval of the project by next week. He explains that the bidding documents will be released as soon as possible and anticipate opening bids after the first of the year. Griffith asks for clarification about the elevated BOD levels in the system. Walker explains that they do need to determine what is causing those elevated levels but it should not hold up the treatment facility project. He explains that they received the executive use license for the lagoon property, which they will need until 2026. Walker reports that at the MLCT conference last week, they created a new Montana City/County Management Association. They are hosting the MLCT conference next year and met with Leandra Lipson of MLCT today in Town to look at facilities and meeting options. He reports that he and Finance Director Katie Thompson attended the Resort Tax Association meeting in Helena last week. He reports that he talked with Marty Mattsen last week regarding the zoning code update, they expect a draft of the new code in December. He reports on attending the Shortline Trail meeting last week. He explains that the municipal ballots have been mailed out and includes the initiative to repeal the resolution and ordinance prohibiting marijuana businesses. He reminds the council and staff that they may express opinions on the issue but may not advocate on behalf of either side of the year. He also explains that it was determined at the MLCT conference that he is the only town manager in Montana. All others are managers for either cities or are chief executives, etc.

The meeting is adjourned at 7:35 PM. (McBirnle, Benike)

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Mayor

ATTEST:

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Town Clerk

## **Public Services Dept. Bi-Weekly Report: Oct 19<sup>th</sup> through Nov 2<sup>nd</sup>, 2023**

### **Work Performed**

First snowfall 10-16: pushed all parking lots, not enough snow to plow streets yet. Calls for curb stop service requests going into winter shutdown: ongoing. Water service line leak at library. Grading: ongoing (installed wing and vee-plow). Vehicle and equipment maintenance: ongoing, our fleet is old and it's a constant battle to keep things running. Repaired leak on fuel tank on f-350, out-service on CH 55 (diagnosed electric issues on master board and joystick/ ram controls). Work on replacing ignition switch in FL 112, and installing kill switches. Full service on 938 loader and diagnose short to wiring harness. Begin replacing accessory drive seal on 99 yellow rotary loader. Ball joint and steering linkage repairs to snow haul trucks. Replace pivot arm cylinder on crane truck. Replace hydraulic hoses and build out replacement for line blowouts this winter. Replace retarder control relay on Freightliner 55. Replace window wiper motors, bushings and slide bars on 92 rotary loader. Redo upper flights on 92 snow rotary truck. Reels are being redone on rotary's and getting beefed up/ reinforced with metal stock. Pulled cutting edges off of older rotary to be redone. Modify connection arms on the push box of the old 936, we replaced these to get locking pins to match so we can run the same box on the new loader. We'll be looking to get a combination vee-plow- push box on this unit next season to streamline our snow removal operations. Get DEF tank moved over to the park shop for our newly leased equipment. We'll go through a tank of diesel exhaust fluid once every three fill ups on the fuel tanks. HVAC building upgrades: ongoing. Recharge glycol to in floor heat at the PW shop. Pressure relief valve and bypass element replaced from manual override. Work on both freezers at povah center, ice machine up and running. Looked over issues with their dishwasher as well, syphon issues. Replaced parts on ice machine at UPDL. Partially winterized the dining hall, east side and Firehole room are all taken care of. Replace elbows and ball valves on backflow preventers inside crawlspace/ service line tunnels at dining hall. 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 16<sup>th</sup>. Manhole inspections for the facilities planning study: ongoing. Continue filling in low spots within each snow storage area. Fix door closers at the police department and the dining hall. Get radar trailer moved off the highway and into storage for the police department. Help the social services department haul spoiled and unwanted items. Signage updates and pole repairs: ongoing. Install all missing road name signs in the Madison Addition. Get winter signage up for snowmobile traffic throughout old town. Performed water samples and WW samples. Rake off surface debris from Cell B at sewage lagoon, redirect flows within IP cells. 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. Look at seized up attic fan at town hall. 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. Get blue board insulation up in the east bay window at the park shop to help with lines freezing throughout the winter. 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. 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. We've finished disinfecting trash containers, steam cleaning the insides, adjusting, and lubing hardware and putting away for the season. Lost another full-time equipment operator this past Friday due to personal reasons.

### Administrative

Continue lining up projects and go over scheduling with contractors. Spoke with vendors on equipment upgrades and repairs. Discuss snow removal callout and process with Tri- State Excavating and go over how their invoice and billing process will be this year with Dan and Katie. Met with Kodiak's snow removal products rep, Shane Pierce. Showed him our fleet and what we're looking to get in the coming years. He's working on a few options on rotary truck, loader mount and leasing/ purchase options for us. I asked him about ribbon loaders verses dual augers, he confirmed that a single reel is the best way to go. Schedule meeting Walt Kettula, MDOT's head of purchasing on new equipment. Will be seeing what funding opportunities or assistance programs ("Biden Bucks") may be available for the town that we've overlooked. Reached out to Richard Chaffee at Floyds Freightliner and Travis Sandau at I- State Truck Center for options on new/ used trucks for our operation next season. These snow haul trucks in our fleet are falling apart, we're going to need more dependable vehicles if we're going to continue to be in the snow removal business. Also, a full-time mechanic that could serve as an operator while they're not wrenching would help tremendously, just saying... Spoke with business owners regarding upcoming season and went over encroachment permits, reminded them that they need to be submitted yearly. Got back to Bridger Built regarding the reroof at the police department this spring hopefully. I'll need to get this out to bid/ advertisement in the coming weeks in order to lock in material and supplies for next construction season. Arrange for future burial services as well as headstone deliveries with monument companies. Met with Roger Beatty at SWS Equipment regarding next year's loader mount purchase. Sent over spec sheet and additional measurements for attachments. Discussed the critical importance of attaining and retaining equipment operators within public works with town manager. This will be the third season that I've been overseeing public works and have also had to be an equipment operator, fulfilling two major roles for the town. Good staff with institutional knowledge are a municipality's best resource. Coordinated HVAC services with Sprinter Heating and Cooling. Facilitated the necessary updates to the town hall roof where water intrusion has taken place over the years. Work with American Insulation to get roof lid and baffles sprayed with closed cell insulation to achieve an R-28 value. 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, town manager and finance director. Meet with engineers regarding facility planning study, high BOD readings, trunkline

models and the upcoming lead and copper rule. Coordinate with Behm Electric on power supply updates and needed service. Met with Ed Geiger regarding security camera needs to help mitigate vandalism. Reached out to Anthem Broadband on getting Wi-Fi in select location for new cameras. Set up accounts with Reo-link and T-Mobile for remote access and recording capabilities. Met with contractor regarding sewer and water upgrades. Schedule for cleaning Whiskey Spring holding tank with Midco fell through and we weren't able to get in and cleaned due to the weather changing on us. Toured the town with Zach at Liberty Lawn and Landscape. They're going to get us bids for this spring for invasive weed control and mitigation within town. Roger at Kenco Security to come down and service monitoring panel at town hall and get parts replaced. Met with Jess at ASI regarding our pavement management plan and coordinate needs for the upcoming season. 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. 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. Fill in shifts on equipment, trash route, litter collection, skimming suspended sewage from Cell B at WW lagoon and daily lift station monitoring as needed. Continued SAS line, field verification and manhole inspections for Forsgren Engineering. Dealt with staffing issues and went over laundry list items with the guys. Continue to put out building cleaning and trash route rotation schedule for public works crew. Lined up carpet deep cleaning with Cold Creek for the springtime. Met with Claud Coffin regarding what they'll need from the town for the community feed on November 16<sup>th</sup>. Continue reaching out to certified techs who are willing to work on the town's outdated equipment. Set up the transmission recall appointment on 2017 ram, brake issues and out service on 2022 sienna for mid-week, next week. Work with DIS on getting PW's crew computer synced up along with KC's new computer upgrades. 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 should have our latest test results back from individual alleyways by late next week. Reached out to sales rep at United Rentals for 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. This will also be beneficial with the new mechanical plant when isolating cells. 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. 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

11/1/23: Water/Wastewater rounds. wastewater samples collected for November and delivered to IAS Envirochem.

Worked on rebuilding a fire hydrant in the Madison addition this project is completed just in time for winter.

11/2/23: Water/Wastewater rounds. Worked on lead and copper inventory.

11/3/23: Water/Wastewater rounds. worked with the cat mechanic lining up repairs on the 938 loader and the yellow snow blower.

Helped with repairs on fleet trucks getting ready for snow season.

Worked on #1 and #2 blowers at the wastewater facility servicing units.

Adjusting weirs at the lagoon's flows are dropping still. Working on lead and copper inventory.

Wastewater flows have dropped this week to 327.000 gallons per day.

BOD results have come back from the lab on 10-25-23 we can now narrow the area of concern to alley B

The BOD in alley B was significantly higher then the rest of the areas in town that we have tested. We will be sampling alley B in more depth the locate the source.

If you have any Questions fill free to reach out.

Jon Brown

**From:** [Dan Walker](#)  
**To:** [Elizabeth Roos](#)  
**Subject:** FW: Bullet points  
**Date:** Thursday, November 2, 2023 2:17:20 PM

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**From:** Kyle Tanner <ktanner@townofwestyellowstone.com>  
**Sent:** Thursday, November 2, 2023 2:16 PM  
**To:** Jon Simms <jsimms@townofwestyellowstone.com>  
**Cc:** Dan Walker <dwalker@townofwestyellowstone.com>  
**Subject:** Bullet points

11/2/2023 bullet points

- #1 Certificate of occupancy's for 514, 516, and 518 Gibbon Ave
- #2 framing inspection for 432 parkway A
- #3 Zoning/ DRG projects
- #4 Equipment winter prep
- #5 Mechanical inspection certification test prep



Police Department - Department Head(s) Report October 26 – November 1, 2023

- 101 calls for service
  - 13 citations issued
  - 19 Warnings
  - 2 Cases Generated
  - 0 Arrests
  - 7 Ambulance Requests
  - 8 Public Assists
  - 4 Agency Assists
- 
- Calls included: Traffic Stops, School Resource Officer calls, Animal Complaints, Vehicle Crashes, Welfare Checks, 911 calls, Parking, Suspicious Persons/Activity, Citizen Assists, Agency Assists, Reckless Driving, Fingerprints, Fire Alarm, Search & Rescue, Slide-Offs and other fun stuff.
  - Officer Courtis, Officer Sosa and I participated in the Trunk or Treat program.
  - After a slightly stressful reconfiguration of computers, we started Central Square training 10/30, Training will continue through next Thursday the 9th. This training includes all officers and dispatchers.
  - Brenda has been working on installing mapping software on all of the officer's mobile computers.
  - In continuing to work towards a permanent connection and our own domain for Central Square we had to move from a single IP address to a dual IP address. DIS worked with Blackfoot Communications to get this done on Tuesday 10/31. We only had one minor glitch, the officers lost connection to our current system, Eforce, on the mobile app, but that was remedied the following day. For moving all of our radios, phones and RMS system in one day we feel that was very successful.
  - I spent a very good amount of time coordinating with the GCSO, Victim's Advocates, the county attorney, and district court regarding a dangerous individual released from the state mental hospital. All parties involved in this are working aggressively on fixing this issue.

Until next week, Mike & Brenda



NOVEMBER 3, 2023

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TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

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- Met with Leandra Lipson of the Montana League of Cities & Towns for planning of the conference for next year, toured the Holiday Inn, UPDL, and Three Bear. We also took her to the Imax Theatre, pointed out the Museum, Grizzly & Wolf Discovery Center, Town Hall, Povah Center, and Yellowstone Shortline Trail as possible attractions and meeting locations during the conference.
- Handed out multiple voter registration forms and fielded questions about the election process
- Accepted ballots! We will continue to accept ballots until 8 PM on Tuesday, November 7.
- Met with Dan and our attorneys to review the proposed changes to the Personnel Policy Manual. The next step is to send the draft to the union and MMIA for review.
- Processed payroll for November 3, 2023 and prepared agenda/packet for November 7, 2023 Town Council Meeting.





## Week of 10.30.2023

- Gave an update on October 2023 Resort Tax.
- Worked on Personal Property Tax year-end closing entries for AFR.
- Worked on closing entries for October 2023 for financials.
- Visited with Katrina Wiese and Dan Walker regarding the Chamber of Commerce expenses.
- Utility bills went out!
- Celebrated one year with the team! 😊

## **Highlights**

### **Social Service Office**

**October 27- November 2, 2023**

- Still assisting clients with Unemployment problems
- Assisted with the Trunk or Treat event held at the Povah Center on Friday, October 27
- Lots of Clothing and Food donations are coming through our doors
- Received a large quantity of diapers for our Diaper Depot from the Billings Clinic at West
- Senior Center is using one of our freezers in the basement as their freezer quit
- Assisting clients with the LEAP applications for energy assistance
- Several Emergency food boxes prepared for employees laid off
- Individuals checking out the Job Board
- Coordinating with the school regarding assisting with the Turkey Bags
- Monthly reports sent about MFVB, SNAP, and Senior Food
- Monthly client number for October completed. 300 clients this month

# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: ~~Yellowstone rod-run~~ mistletoe magic - Holiday Bazaar  
 Sponsor Organization: Three Wise Women  
 Sponsor Address: PO Box 344  
 Contact Person: Stacey Schmier, Diana Morrow, Debby Hermanson  
 Contact Phone: 640-1345 Fax: 646-9206  
 E-mail Address: SASCHMIER@AOL.com  
 Date(s) of Event: ~~Dec 6, 2019~~ ~~Dec 7, 2018~~ ~~Dec 2-3, 2022~~  
 Location of Event: Povah Center Dec 1-2 2023

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code ([www.codepublishing/MT/WestYellowstone.html](http://www.codepublishing/MT/WestYellowstone.html)). The sponsor and vendors must collect 3% on all resort tax applicable sales and remit to the Town by the 20<sup>th</sup> of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

Event Fee: \$ 25.00 ~~paid 11/21/19~~  
 Resort Tax Bond: \$ Waived ~~11/21/19~~  
 Vendor(s) Fee: ~~#15.00~~ \$ Waived ~~11/21/19~~  
 Total Due: \$ 25.00 ~~paid 11/21/19~~

Signature of Applicant: Stacey Schmier  
 Date: 11/4/19

Date Received by the Town: 11/4/19 ER



# VENDING AND SALES

Complete this section if the event includes sales of any kind.

Event: Mistletoe Magic

Date(s): ~~Dec 6-7 2019~~  
Dec 1-2 2023

Attach additional sheets as necessary.

Primary Sponsor: Stacey Schmier  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Vendor Name: ~~Adele Goods~~  
Contact Person: Debbie Fleming  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Vendor Name: Diana Morris  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Vendor Name: ~~Monika Black~~  
Contact Person: Sarah Watson  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Vendor Name: ~~Carrie Pope~~  
Contact Person: Monika Watson  
Address: \_\_\_\_\_

Vendor Name: Liz Breyers  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Vendor Name: ~~Pam Tataseo~~  
Contact Person: Palma Salinas  
Address: \_\_\_\_\_

Vendor Name: ~~Amy Schmier~~  
Contact Person: Liz Breyers  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Special Goods  
Diane Konitzky  
Laurie Farmer

Plus a few more

### Event Detail

Please use this sheet to describe your event in detail including expected sales, type of sales, layout, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the Town. Please also address parking, trash collection and disposal, expected number of participants and spectators, signs, alcohol use, and amplified sound (if applicable).

The Three-Wise Women are hosting a Holiday Craft Bazaar in conjunction with the Town of West Yellowstone we will have 10-15 vendors from the greater Yellowstone area and all proceeds will be donated to the Community West Outreach (Booth rental minus cost of license and advertising). (Approx. \$80). The vendors will pay all appropriate city tax.

This is the 8<sup>th</sup> year for this event. It will be held 

<del>Dec 6<sup>th</sup></del> 3-7 PM	and	<del>Dec 7, 2019</del> 9am-4pm
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Dec 1-2, 2023      Dec. 2-3, 2022

We are asking the city to waive the bond as their base for the last 8 years. We also request that you waive the vendor fees + insurance + rental fee for Polah.

- TC Approval 11-20-18 ER      Last year approval
- TC Approval 11-26-19 ER
- TC Approval 11-15-22 GR

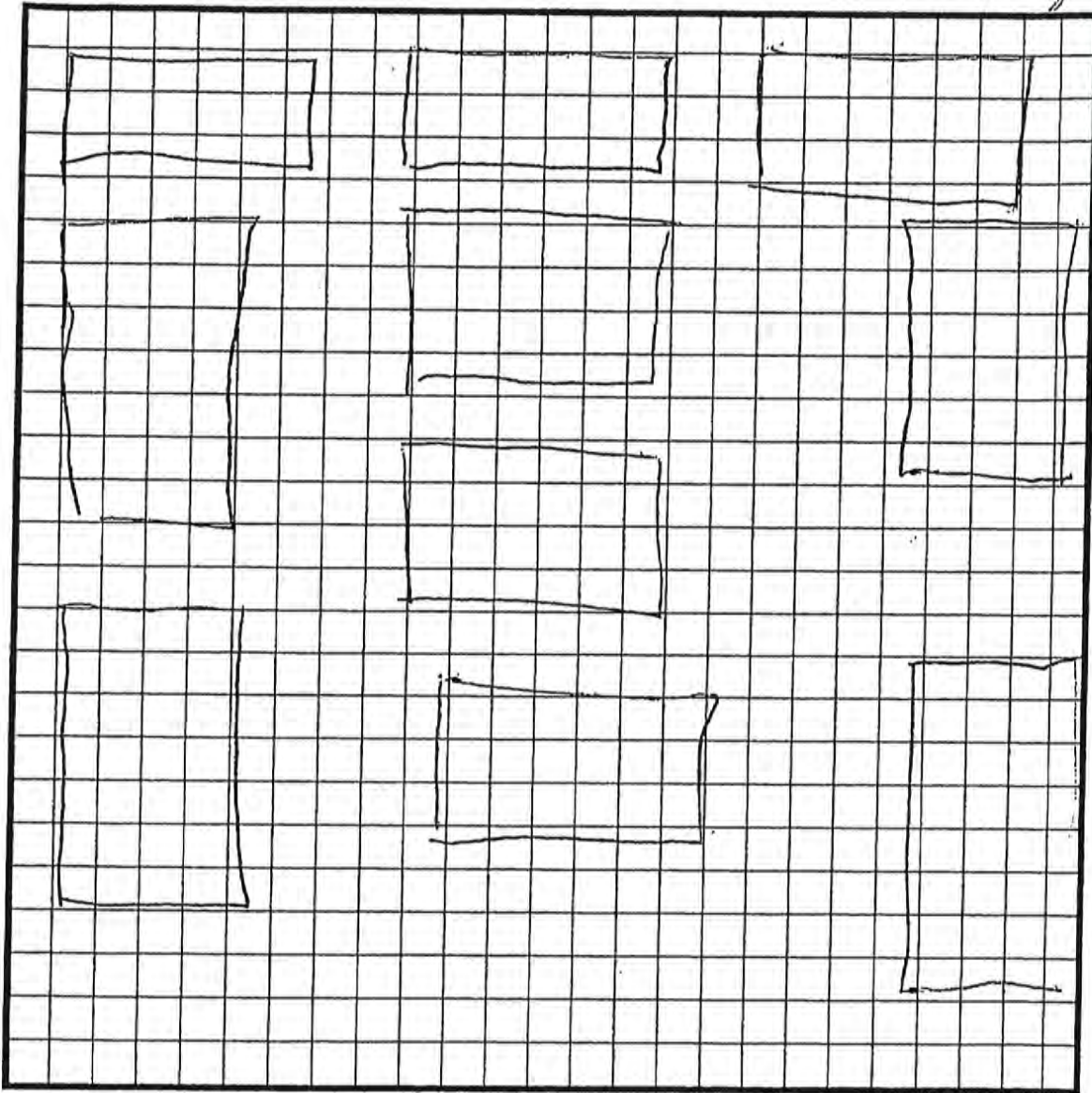


# SITE PLAN

Event:

*Winstetore magic*

*each vendor  
will have a  
6x3 space  
so set up  
may  
vary*



Please indicate direction



**FOR OFFICE USE ONLY**

Department	Initials	Date	Comments
Pub Services			
H20/Sewer			
Fire			
Police			
Finance			
Administration			

Notes/Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved

Denied

\_\_\_\_\_  
 Town Clerk

\_\_\_\_\_  
 Date

**ATTACHMENTS**

Liability Insurance	____ Yes	____ No	____ Waived
Outside Amplification Permit	____ Yes	____ No	____ NA
Encroachment Application	____ Yes	____ No	____ NA
Open Container Resolution	____ Yes	____ No	____ NA
Resort Tax Bond	____ Paid	____ Surety	____ NA

# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: wildfire Defense Race Series - sled Dog Races  
 Sponsor Organization: Klondike Dreams  
 Sponsor Address: 3901 Henrys Lake Dr, Island Park, ID 83429  
 Contact Person: Charlotte Mooney  
 Contact Phone: 406-646-4958 Fax: \_\_\_\_\_  
 E-mail Address: klondikedreams1@gmail.com  
 Date(s) of Event: January 20-21 and February 7, 8, & 9, 2024  
 Location of Event: north end of Dunraven Street

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code ([www.codepublishing/MT/WestYellowstone.html](http://www.codepublishing/MT/WestYellowstone.html)). The sponsor and vendors must collect 3% on all resort tax applicable sales and remit to the Town by the 20<sup>th</sup> of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

Event Fee: \$ 25  
 Resort Tax Bond:  \$ waiver requested  
 Vendor(s) Fee: \$ NA  
 Total Due: \$ 25

[Signature]  
 Signature of Applicant  
8/8/2024  
 Date

CN# 1050 \$25

Date Received by the Town: 9-5-23

## Event Detail

Please use this sheet to describe your event in detail including expected sales, type of sales, layout, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the Town. Please also address parking, trash collection and disposal, expected number of participants and spectators, signs, alcohol use, and amplified sound (if applicable).

Sled dog races will start on north end of Dunraven Street at the snowmobile trailhead. Races will start at 8 am, expecting participants to start parking as early as 6 am, expecting the last team to pull out by 10 am. Race will end at power substation west of town, so teams will not be returning to the start location. There will be no tents or sales of any kind. There will be 1 portable toilet and 1 trash can for each day of racing. Maximum of 25 teams at start of each race. Requesting town to close the intersection of Dunraven St and Gibbon Ave from approximately 7:45 am until 10 am each race day. Local traffic will be able to access businesses on west side of Dunraven street - see Map. Also requesting closure of Alley and most of Dunraven St between highway 20 and snowmobile trailhead. We will hang start banner on Forest Service. We will not be advertising to spectators at these races, at this time until they are re-established, so few to no spectators expected.

Town of West Yellowstone,

I am writing this letter to request a waiver of the Resort Tax Bond required for approval of Special Event Permits. There will be no sales at the races and the only taxable income will be on entry fees. There will be a limit on the number of competitors allowed in each race and expected Resort Tax payable will be approximately \$149. I can pay the entire expected tax due in advance in lieu of the Resort Tax Bond, a detailed breakdown of maximum receipts from entries is as follows:

Fun Run

15 Pro Teams @\$65ea = \$975

10 Rec Teams @\$35ea = \$350

Yellowstone Special

20 Pro Teams @\$120ea = \$2,400

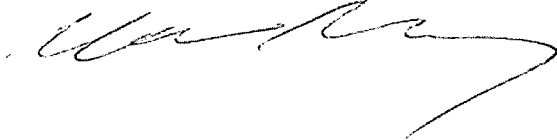
Total Taxable Receipts = \$3,725

X 4% = \$149

Thank you for your time and consideration.

Regards

Charlotte Mooney – Race Manager

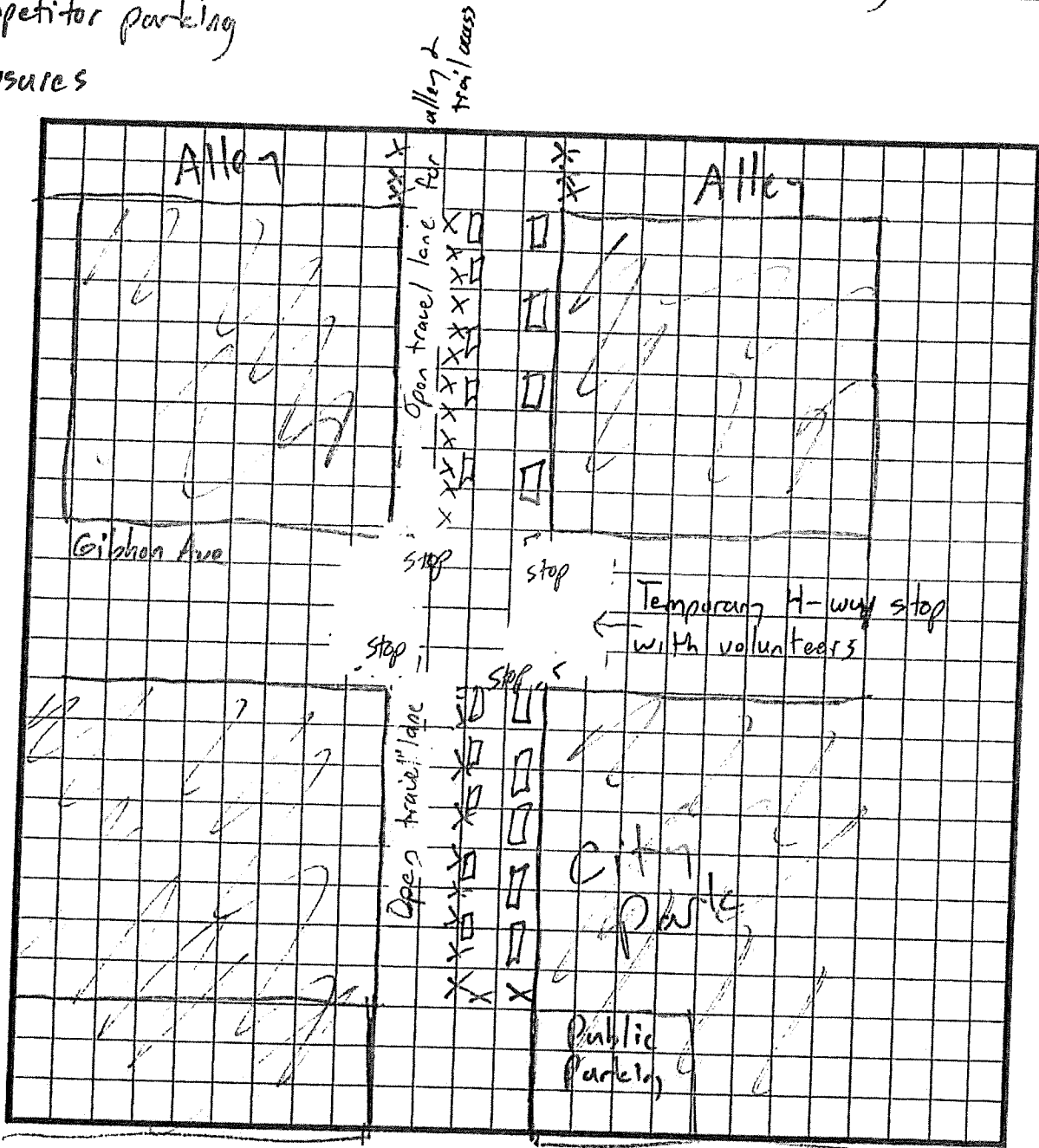


# SITE PLAN

Event: Wildfire Defense Race Series - Sled Dog Races

□ = competitor parking

x = closures



Please indicate direction Highway 20

**FOR OFFICE USE ONLY**

Department	Initials	Date	Comments
Pub Services			
Fire			
Police			
Finance			
Administration			

Notes/Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved

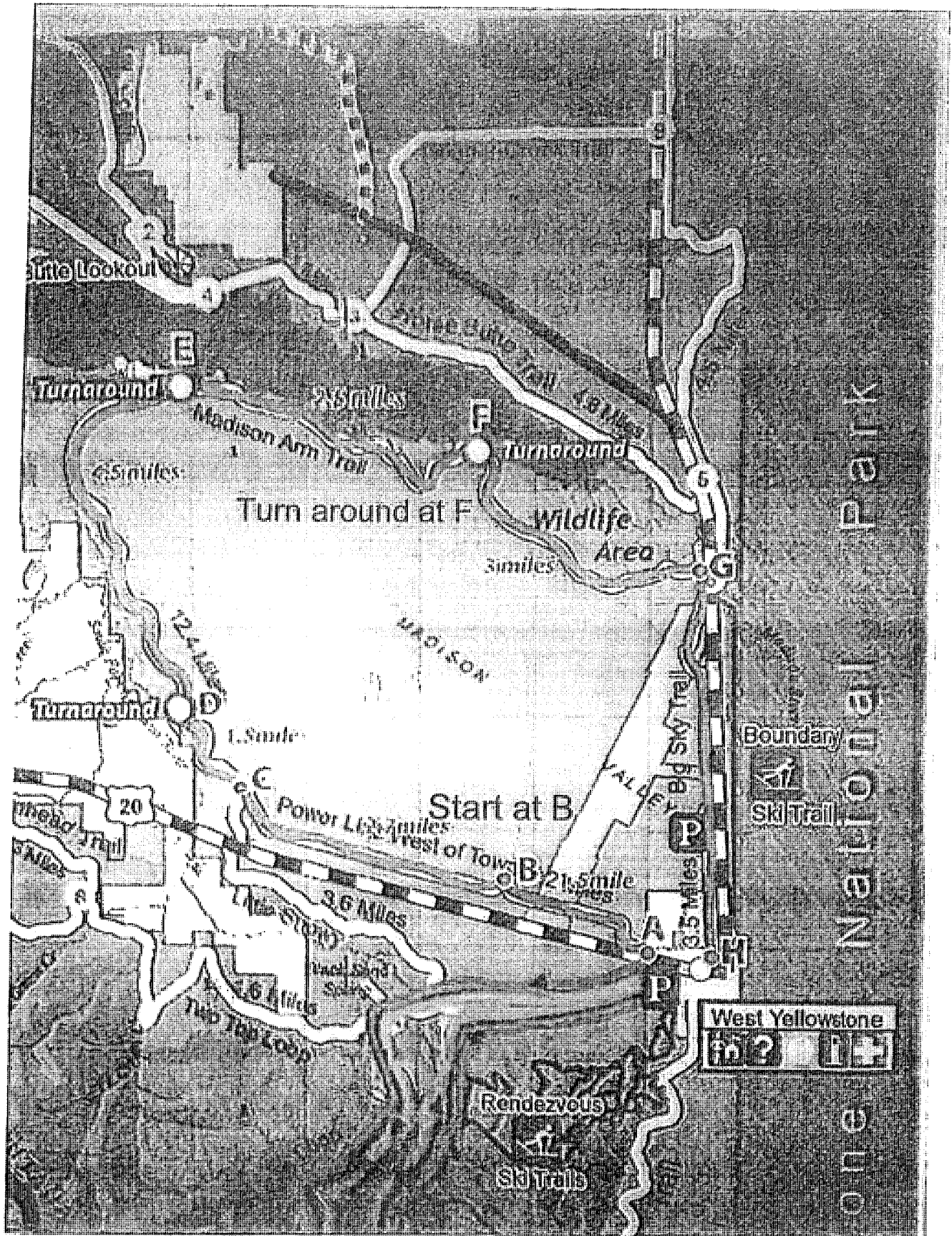
Denied

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

**ATTACHMENTS**

Liability Insurance	_____ Yes	_____ No	_____ Waived
Outside Amplification Permit	_____ Yes	_____ No	_____ NA
Encroachment Application	_____ Yes	_____ No	_____ NA
Open Container Resolution	_____ Yes	_____ No	_____ NA
Resort Tax Bond	_____ Paid	_____ Surety	_____ NA



Point H = start  
 Point B = finish

one way trail, 18 miles



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/31/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> CIA Insurance Agency Inc Ty Moline Meadow Village Big Sky MT 59716		<b>CONTACT NAME:</b> Ty Moline <b>PHONE (A/C, No, Ext):</b> (406) 993-9242 <b>E-MAIL ADDRESS:</b> tymoline@ins-agency.com <b>FAX (A/C, No):</b>	
<b>INSURED</b> Klondike Dreams c/o Charlotte Mooney 3901 Henrys Lake Dr Island Park ID 83429		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Evanston Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 35378	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	3DS5474-M3708296	02/07/2024 12:01 AM	02/10/2024 12:01 AM	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Attendance: 150, Event Type: Dog Event.

**CERTIFICATE HOLDER****CANCELLATION**

Town Of West Yellowstone Yellowstone Ave West Yellowstone MT 59758	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> Ty Moline
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