

# Town of West Yellowstone

Tuesday, February 20, 2024

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

5:00 PM

Town Employee Personnel Policy Manual

Discussion

## TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #6613 to Yellowstone Log Chinking, snow removal from roofs, \$6160.00  
#6612 to RDO Equipment, parts for plows \$6860.00

Claims

Business License Applications

- Griffin Plumbing & Heating LLC

Consent Agenda

Minutes: **February 6, 2024 Town Council Meeting**

Town Manager & Staff Reports

- 2023 Department Reports: Town Clerk/Administration, Social Services

Advisory Board Reports

### **ACTION ITEMS**

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Resolution No. 797, Local Government Review 2024

Discussion/Action

Advisory Board Appointment

Discussion/Action

- Brian Thompson, Marketing & Promotions Fund Advisory Board

Town Council Goals and Priorities for 2024

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](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).





# Memorandum

**To:** Mayor and Town Council Members  
**From:** Dan Walker, Town Manager  
**Date:** 2/20/24  
**Re:** Personnel Policy Manual Update

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In April 2023, we put together an Ad Hoc Employee committee to review and suggest updates/changes to the Town Personnel Manual. The Policy has not been updated since 2017. The Committee included Dan Walker-Town Manager, Liz Roos-Clerk/HR, Katie Thompson- Finance Director, Mike Gavagan- Chief of Police, Dianna Hansen- Social Services Director, and KC Tanner- Deputy Public Services Director.

We reviewed the Employee Personnel Policy, Safety Policy, and Drug and Alcohol Policy. The Committee met roughly once a week between April and September and reviewed 1-2 chapters per week. In November 2023, Liz and I met in Bozeman at the Town Attorney's Office to review the changes.

The purpose of the updates were to ensure that we were in compliance with any applicable laws, ensuring consistency with actual practices and equity, removing irrelevant sections, limiting liability, formatting, and policy changes to align with current management.

The Drafts (marked and clean) are attached for your review. I will be going through the main changes in more detail at the Town Council Work Session on Tuesday 2/20. We will then have a chance to discuss, and present a final version of the policy at the 3/5 Town Council Meeting.

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE  
MONTANA**

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

info@townofwestyellowstone.com

PURCHASE ORDER

1000-430200-369

Date 2-14-24

Ship Via

Order No. 006613

Department Public Works

TO: RDO Equipment

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Plow parts

Estimated Cost \$ 6,860.56

Authorized By 

Requested By: \_\_\_\_\_



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

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

Ship to: N/A

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

Branch  
 BOZEMAN, MT CNYYYY  
 Date 01/30/24 Time 12:40:23 (R) Page 01  
 Account No. 9074003 Phone No. 4066467609 Invoice No. P7198016  
 Ship Via Purchase Order CUTTINGEDGE/JON  
 Tax Exemption Number Federal ID Number  
 Salesperson K8Q / AV4

**PARTS INVOICE**

ORDER#: 060020

\*Buy parts online and view your invoices at RDOequipment.com/account.  
 Create your FREE RDO Account today!

Part#	Description	Bin	ORD	ISS	SHF	B/O	U	Price	Amount
T147192	CUTTING ED Dura-Max Cutting Edge	BZ03679	2	2	2			261.06	522.12
PB625225	BOLT BINS: I803	1011C5	30	30	30			3.93	117.90
7140001	11"SHOE,MUSHR	BZ03681	2	2	2			525.85	1051.70
6216214	FV12 CES WEAR K	BZ03681	2	2	2			2256.92	4513.84
FRT	SHIP/HANDLING		1	1	1			330.00	330.00
FRT	SHIP/HANDLING		1	1	1			325.00	325.00

LET CODY WHEN EDGES OR IN. HAVE NOT PULLED BOLTS YET.  
 picked up everything we had bill out when last part shows  
 up.

TOTAL DUE RDO 6860.56

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

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

TOTAL WEIGHT=> 225.50

**Thank you for your Business**

Stocked parts can be returned within 30 days with copy of invoice. Special order parts \$20.00 and up may be returned within 30 days with copy of invoice. 25% restock charge will apply to all special order parts. All sales are final on special order non-returnable parts. All parts must be new, uninstalled and in original packaging. No returns on electrical components. No refunds on freight charges.



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

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

Ship to: N/A

**Branch**  
 BOZEMAN, MT CNYYYY

**Date** 01/30/24 **Time** 12:40:23 (R) **Page** 02

**Account No.** 9074003 **Phone No.** 4066467609 **Invoice No.** P7198016

**Ship Via** **Purchase Order**  
 CUTTINGEDGE/JON

**Tax Exemption Number** **Federal ID Number**

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

**Salesperson**  
 K8Q / AV4

**PARTS INVOICE**

ORDER#: 060020

<u>Part#</u>	<u>Description</u>	<u>Bin</u>	<u>ORD</u>	<u>ISS</u>	<u>SHP</u>	<u>B/O</u>	<u>U</u>	<u>Price</u>	<u>Amount</u>
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*Cody Dwyer*  
 TOWN OF WEST YELLOWSTONE

**Thank you for your Business**

Stocked parts can be returned within 30 days with copy of invoice. Special order parts \$20.00 and up may be returned within 30 days with copy of invoice. 25% restock charge will apply to all special order parts. All sales are final on special order non-returnable parts. All parts must be new, uninstalled and in original packaging. No returns on electrical components. No refunds on freight charges.

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE  
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER 1000-411252-357

Date 2-14-24

Ship Via

Order No. 006612

Department Public Works

TO: Yellowstone Log Chinking

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description	
	Snow removal off roofs:	Museum \$2,880. <sup>00</sup>
		Dining Hall \$2,880. <sup>00</sup>

Estimated Cost \$ 6,160.<sup>00</sup>

Authorized By

Requested By:

VENDOR COPY - White OFFICE COPY - Canary





02/16/24  
11:03:54

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 2/24

Page: 1 of 7  
Report ID: AP100

For doc #s from to 999999  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50846		3192 Floyd's Truck Center	103.00					
	401185612	02/09/24 Repair supplies	103.00		STREET	1000 430200	369	101000
50847		266 Utilities Underground Location	13.76					
	4015374	01/31/24 excavation notifications	13.76		SEWER	5310 430600	357	101000
50848		2264 MORNING GLORY COFFEE & TEA	33.75					
	350525	02/05/24 Dispatch coffee	33.75		POLICE	1000 420230	220	101000
50850	E	2964 CITI CARDS	1,589.06					
		01/25/24 Amazon - Credit	-10.00*		ADMIN	1000 410210	220	101000
		01/06/24 Zoom-Annual renewal	149.90		LEGIS	1000 410100	220	101000
		01/09/24 Toner Cartridges	89.62*		ADMIN	1000 410210	220	101000
		01/10/24 Admin Supplies	8.40*		ADMIN	1000 410210	220	101000
		01/16/24 Admin Supplies	761.85*		ADMIN	1000 410210	220	101000
		01/22/24 Admin supplies	10.00*		ADMIN	1000 410210	220	101000
		01/22/24 Toner cartridges	72.99*		ADMIN	1000 410210	220	101000
		01/22/24 LanguageServices	237.50		COURT	1000 410360	350	101000
		01/24/24 CodeGuard Basic renewal	47.88		IT	1000 410580	355	101000
		01/30/24 Supplies	30.53		LEGIS	1000 410100	220	101000
		01/30/24 Wild West Pizza	190.39		LEGIS	1000 410100	220	101000
50854		2845 Kasting, Kauffman & Mersen, PC	13,754.79					
	272024	02/07/24 legal services 1/1-1/31/24	13,754.79		LEGAL	1000 411100	352	101000
		02/07/24 phone/fax	0.00		LEGAL	1000 411100	345	101000
		02/07/24 travel	0.00		LEGAL	1000 411100	373	101000
50855		2852 Blackfoot Communications	2,098.98					
		02/01/24 646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
		02/01/24 646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
		02/01/24 646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
		02/01/24 646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
		02/01/24 646-7311, social services	20.44		SOCSRV	1000 450135	345	101000
		02/01/24 646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
		02/01/24 646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
		02/01/24 646-7609, public works	32.48		PUBSVC	1000 430200	345	101000
		02/01/24 646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
		02/01/24 646-7715, povah center	24.96		POVAH	1000 411255	345	101000
		02/01/24 646-7795, town hall	231.68		TWNHAL	1000 411250	345	101000
		02/01/24 646-7845, court clerk	92.32		COURT	1000 410360	345	101000
		02/01/24 646-9017, library	43.96		LIBRAR	2220 460100	345	101000
		02/01/24 646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
		02/01/24 ethernet, library	300.00		LIBRAR	2220 460100	345	101000
		02/01/24 ethernet, povah center	187.26		POVAH	1000 411255	345	101000

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TOWN OF WEST YELLOWSTONE  
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	02/01/24	ethernet, police station	359.95		POLICE	1000 411258	345	101000
	02/01/24	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	02/01/24	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	02/01/24	602-4909, town hall judge	14.46		COURT	1000 410360	345	101000
	02/01/24	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	02/01/24	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/24	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/24	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	02/01/24	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	02/01/24	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/24	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/24	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/24	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/24	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	02/01/24	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	02/01/24	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	02/01/24	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	02/01/24	6024044 Soc Ser Pantry	10.00		SOCSEK	1000 450135	345	101000
50856	E	2673 First Bankcard	89.44					
	01/31/24	USPS - Postage	4.22		ADMIN	1000 410210	311	101000
	01/09/24	Small Item of Equipment	85.22		FINADM	1000 410510	212	101000
50857	E	2673 First Bankcard	1,069.66					
	12/09/24	01/04/24 Copier supplies	41.98		LIBRY	2220 460100	398	101000
	01/07/24	Zoom	165.90		LIBRY	2220 460100	398	101000
	01/12/24	Books	28.93		LIBRY	2220 460100	215	101000
	01/12/24	Supplies	57.97		LIBRY	2220 460100	220	101000
	01/14/24	GoDaddy	23.17		LIBRY	2220 460100	398	101000
	01/15/24	Books	395.51		LIBRY	2220 460100	215	101000
	01/15/24	Membership	14.99		LIBRY	2220 460100	398	101000
	01/15/24	Books	55.30		LIBRY	2220 460100	215	101000
	01/17/24	Books	21.73		LIBRY	2220 460100	215	101000
	01/26/24	Supplies	61.24		LIBRY	2220 460100	220	101000
	01/26/24	Supplies	10.78		LIBRY	2220 460100	220	101000
	01/31/24	supplies	28.99		LIBRY	2220 460100	220	101000
	01/31/24	Books	138.86		LIBRY	2220 460100	215	101000
	01/31/24	Supplies Silent reading	12.27		LIBRY	2220 460100	220	101000
	02/01/24	Supplies	12.04		LIBRY	2220 460100	220	101000

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11:03:54

TOWN OF WEST YELLOWSTONE  
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50863		2952 DIS Technologies	823.92					
	13285	02/05/24 Monthly Managed IT	823.92		IT	1000 410580	355	101000
50865	E	2673 First Bankcard	973.55					
	01/11/24	Police Small itemofequpmt	479.99		POLICE	1000 420100	212	101000
	01/12/24	TrainingPolice Small itemofequ	151.95		POLICE	1000 420100	212	101000
	01/13/24	Credit	-479.99		POLICE	1000 420100	212	101000
	01/13/24	FTO Training	375.00		POLICE	1000 420100	380	101000
	01/22/24	Retirement gift	19.99		POLICE	1000 420100	870	101000
	01/23/24	SpecialOlympicsConferReg	88.30		POLICE	1000 420100	380	101000
	01/23/24	Travel	88.00		POLICE	1000 420100	370	101000
	01/27/24	Misc Supplies	45.31		POLICE	1000 420100	870	101000
	01/30/24	IACP Membershipdues	190.00		POLICE	1000 420100	335	101000
	01/30/24	Misc fuel	15.00		POLICE	1000 420100	231	101000
50867		3400 Julie Brown	2,290.00					
	021624	02/16/24 Cleaning Town Office	1,100.00		TWNHLL	1000 411250	357	101000
	021624	02/16/24 Cleaning TrailheadBuilding	160.00		TRLHD	1000 411256	350	101000
	021624	02/16/24 Cleaning Library	225.00*		LIBRY	1000 411259	357	101000
	021624	02/16/24 Cleaning Dispatch	355.00*		DSPTCH	1000 411258	398	101000
	021624	02/16/24 Cleaning Povah	450.00		POVAH	1000 411255	350	101000
50870		2558 Hebgen Basin Fire District	55,849.00					
	02/01/24	February 2024	48,294.00		FIRE	1000 420400	357	101000
	02/01/24	February 2024	7,555.00		FIRE	1000 420400	140	101000
50871	E	2673 First Bankcard	2,479.04					
	01/03/24	Apple	5.99		ADMIN	1000 410210	335	101000
	01/09/24	Apple	0.99		ADMIN	1000 410210	335	101000
	01/10/24	Apple	5.99		ADMIN	1000 410210	335	101000
	01/13/24	Apple	5.99		ADMIN	1000 410210	335	101000
	01/15/24	Adobe	19.99		ADMIN	1000 410210	335	101000
	01/16/24	MTRuralWaterSystem	360.50		WATER	5210 430500	380	101000
	01/18/24	Equipment Repairs	152.58		WATER	5210 430500	870	101000
	01/18/24	Equipment Repairs	152.59		SEWER	5310 430600	870	101000
	01/18/24	Equipment Repairs	197.59		WATER	5210 430500	870	101000
	01/18/24	Equipment Repairs	197.59		SEWER	5310 430600	870	101000
	01/19/24	TMoble	93.47		ADMIN	1000 410210	335	101000
	01/20/24	Apple	5.99		ADMIN	1000 410210	335	101000
	01/23/24	Water	277.61		WATER	5210 430530	937	101000
	01/31/24	Apple	5.99		ADMIN	1000 410210	335	101000
	01/31/24	Safety Vest	996.18		SEWER	5310 430600	226	101000

02/16/24  
11:03:54

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
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For doc #s from to 999999  
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50872	E	2673 First Bankcard	963.41					
		01/05/24 Help Supplies	29.50		HELP	7010 450135	220	101000
		01/08/24 Help Supplies	48.99		HELP	7010 450135	220	101000
		01/09/24 Social Supplies	39.97		SOCSE	1000 450135	220	101000
		01/10/24 Help fund supplies	52.33		HELP	7010 450135	220	101000
		01/10/24 Social Supplies	16.00		SOCSE	1000 450135	220	101000
		01/17/24 Help fund supplies	127.20		HELP	7010 450135	220	101000
		01/17/24 Help Fund Supplies	55.80		HELP	7010 450135	220	101000
		01/22/24 Help Fund Supplies	13.50		HELP	7010 450135	220	101000
		01/22/24 Social Supplies	38.83		SOCSE	1000 450135	220	101000
		01/23/24 Help Fund Supplies	69.99		HELP	7010 450135	220	101000
		01/30/24 Help Fund Supplies	266.30		HELP	7010 450135	220	101000
		01/30/24 Help Fund Supplies	-48.99		HELP	7010 450135	220	101000
		01/30/24 Help Fund Supplies	54.99		HELP	7010 450135	220	101000
		02/01/24 Subscription	199.00		SOCSE	1000 450135	220	101000
50873		2952 DIS Technologies	750.99					
		13288 02/05/24 Monthly IT	740.00		IT	1000 420160	398	101000
		13321 02/12/24 Modem port (2)	10.99*		911	2850 420750	216	101000
50874	E	2673 First Bankcard	793.32					
		01/04/24 Dispatch Supplies	116.91		DSPTCH	1000 420160	220	101000
		01/09/24 Supplies	158.94		POLICE	1000 420230	220	101000
		01/16/24 Dispatch Supplies	36.97		DSPTCH	1000 420160	220	101000
		01/17/24 Police supplies	107.19		POLICE	1000 420100	220	101000
		01/25/24 Dispatch Supplies	56.30		DSPTCH	1000 420160	220	101000
		01/23/24 Credit	-57.99		POLICE	1000 420230	220	101000
		01/30/24 Dispatch supplies	375.00		DSPTCH	1000 420160	335	101000
50913		3200 Yellowstone Log Chinking	6,160.00					
		3 02/02/24 Roof SnowRemoval Museum	2,880.00		UPDL	1000 411252	357	101000
		3 02/02/24 Roof SnowRemoval UPDL	2,880.00		UPDL	1000 411252	357	101000
		3 02/02/24 Appliedwinterwindo protectionM	400.00		UPDL	1000 411252	357	101000
50914		2800 RDO Equipment Co.	6,860.56					
		P7198016 01/30/24 Plow parts	6,860.56		STREET	1000 430200	369	101000
50915		2822 ClearBlu Business Services	2,000.00					
		2344 02/12/24 Cleaning of Manholes Jan/Feb	2,000.00		SEWER	5310 430630	369	101000

02/16/24  
11:03:54

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 2/24

Page: 5 of 7  
Report ID: AP100

For doc #s from to 999999  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50916		3242 Fisher's Technology	40.71					
	1286032	02/09/24 Wastetoner box	40.71*		ADMIN	1000 410210	220	101000
50917		533 Market Place	13.38					
	01/17/24	Grocery	13.38		REC	1000 460440	220	101000
50918		547 WY Chamber of Commerce	20,000.00					
	TOWN224	02/02/24 2nd HalfVICsupportFY24	20,000.00*		LEGIS	1000 410100	870	101000
50919		379 Energy Laboratories, Inc	103.75					
	610992	02/07/24 WATER TEST	103.75		WATER	5210 430500	348	101000
50920		3315 IAS EnviroChem	1,060.00					
	2400748	02/15/24 Testing fees	1,060.00		SEWER	5310 430600	348	101000
50921		1955 Dellinger & Gallagher, Inc.	12,148.00					
	156550	01/26/24 Resort Tax Audit	11,928.00		AUDIT	2100 410532	353	101000
	156550	01/26/24 TBID Audit	220.00		AUDIT	7202 411800	357	101000
50922		2 Forsgren Associates P.A.	3,800.70					
	124013	01/25/24 Bidding&NegotiatingWWTP	3,800.70		SEWER	5320 430640	951	101000
50923		135 Food Roundup	70.19					
	01/16/24	Disptch supplies	9.53		DSPTCH	1000 420160	220	101000
	01/17/24	Rec supplies	60.66		REC	1000 460440	220	101000
50924		3309 AQUAPRO	6,071.05					
	A240268	02/06/24 FireHydrantand flangekit	4,521.48		WATER	5210 430500	940	101000
	A23267	02/06/24 Sewer supplies	1,549.57		SEWER	5310 430600	220	101000
50925		3454 Little Ducklings Laundry	101.00					
	2637	02/10/24 LaundryforDispatchflooding	101.00*		DSPTCH	1000 411258	398	101000
50926		3268 Libdata	400.00					
	6253	02/01/24 Annual fee	400.00		LIBRY	2220 460100	398	101000
50927		2099 Quick Print of West Yellowstone	316.40					
	18652	01/09/24 Police supplies	51.96		POLICE	1000 420100	216	101000
	18773	02/12/24 LCRR2ndLetter	141.00*		WATER	5210 430500	327	101000
	18641	01/04/24 Envelopes Simms	2.25*		ADMIN	1000 410210	220	101000
	18763	02/09/24 Zoning Application	82.45*		ADMIN	1000 410210	220	101000
	18695	01/23/24 Water supplies	19.37		WATER	5210 430500	870	101000
	18695	01/23/24 Sewer Supplies	19.37		SEWER	5310 430600	870	101000

02/16/24  
11:03:54

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 2/24

Page: 6 of 7  
Report ID: AP100

For doc #s from to 999999  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account	
50928		1454 Bozeman Daily Chronicle/Big Sky	40.00						
	470471	02/05/24 PublicHearing	40.00		ADMIN	1000 410210	327	101000	
50929		3314 Intrinsik Architecture	923.75						
	20240052	02/07/24 Zoning & Planning Permits	923.75		PLNGG	1000 411000	354	101000	
50930		3432 JED Enterprises	1,298.95						
	202303	01/13/24 TownHallCamera	953.96		TWNHLL	1000 411250	357	101000	
	202303	01/13/24 Clorinestation	344.99		WATER	5210 430500	357	101000	
50931		254 Firehole Fill Up/Economart	418.77						
	01/31/24	Fuel	418.77		STREET	1000 430200	231	101000	
50932		40 Jerry's Enterprises	166.82						
	010224	01/03/24 Fuel Voucher	44.19		HELP	7010 450135	231	101000	
	011624	01/16/24 Fuel Voucher	50.00		HELP	7010 450135	231	101000	
	01/11/24	fuel	72.63		STREET	1000 430200	231	101000	
50933		65 Tractor & Equipment	70.98						
	0829027	02/02/24 Repair supplies	70.98		STREET	1000 430200	369	101000	
50934		3241 Bridger Analytical Lab	300.00						
	2402194	02/14/24 Water Tests	300.00		WATER	5210 430500	348	101000	
50935		3236 Nubia Allen	90.00						
	02/13/24	Spanish Interpreter 2hrs	90.00		COURT	1000 410360	350	101000	
50936		2751 Gallatin County Justice Court	885.00						
	02/13/24	PassThroughMHPBondFord	885.00		COURT	7469 213000		101000	
		<b># of Claims</b>	<b>40</b>	<b>Total:</b>					<b>147,015.68</b>
			<b>Total Electronic Claims</b>	<b>7,957.48</b>	<b>Total Non-Electronic Claims</b>		<b>139058.20</b>		

02/16/24  
 11:03:55

TOWN OF WEST YELLOWSTONE  
 Fund Summary for Claims  
 For the Accounting Period: 2/24

Page: 7 of 7  
 Report ID: AP110

Fund/Account	Amount
1000 General Fund	
101000 CASH	115,021.32
2100 Local Option Taxation-Resort Tax	
101000 CASH	11,928.00
2220 Library	
101000 CASH	1,815.82
2850 911 Emergency	
101000 CASH	92.05
5210 Water Operating Fund	
101000 CASH	6,418.87
5310 Sewer Operating Fund	
101000 CASH	6,070.12
5320 Sewer Replacement Depreciation Fund	
101000 CASH	3,800.70
7010 Social Services/Help Fund	
101000 CASH	763.80
7202 TBID Agency Fund	
101000 CASH	220.00
7469 City Court - Judge Jent	
101000 CASH	885.00
<b>Total:</b>	<b>147,015.68</b>



# Town of West Yellowstone Business License Application

Business Name: Griffin Plumbing & Heating L.L.C.  
 Applicant: Nicklaus Walter Griffin  
 Contact Person: \_\_\_\_\_  
 Mailing Address: PO Box 1752  
 Physical Address of Business: 718 Sylvan Circle  
 Phone Number: 406-641-0040 Fax Number: \_\_\_\_\_  
 Email Address: nick@griffinplumbingandheating.com Website: \_\_\_\_\_  
 Signature of Property Owner of Record: *Nick Griffin*

Subdivision: Madison Addition  
 Block: m17 Lot: 11

Zoning District, please mark one:

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

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

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

Plumbing and heating from a service truck parked in our driveway when not in use.

Business License Fee: \$ 50.00  
 Resort Tax Bond: \$ \_\_\_\_\_  
 Total Amount Due: \$ 50.00

*Nick Griffin*  
 Signature of Applicant  
 \_\_\_\_\_  
 Signature of Applicant  
2/6/24  
 Date

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



WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**February 6, 2024**

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

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Katie Thompson, Public Services Superintendent Jon Simms, Chief of Police Mike Gavagan

The meeting is called to order by Mayor Travis Watt at 5:00 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**

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Mayor Travis Watt calls the work session to order. The purpose of the work session is to hear reports from each department of the Town and then discuss Town Council priorities for 2024.

Recreation Coordinator Vely Vazquez provides a packet for the Recreation Department. Goals for 2024 include getting the community more involved, finding better ways to advertise, the biggest need is green space for the summer rec kids. One more counselor for summer rec is another goal. New events this year included trunk or treat, Cinco de Mayo, winter rec for kids during Christmas break (25-30) kids.

Head Librarian Michele DesRochers reports that the new staff is doing great, and they have strong boards for the Library Board of Trustees and the Library Foundation. Use of e-books is going up and physical books are trending down. DesRochers describes all the programs that the library is doing including: "Cookin the Books," Lego Club, preschool reading twice a week, Spanish to English classes with Nubia Allen are going well and have extended. A new fence outside is a goal for next year.

Jon Brown, Deputy Superintendent-Water & Wastewater, addresses the Council. He reports on testing results, replacements, working on lead and copper inventory including a \$15,000 grant from DEQ and Allied Engineering on-site for 2 days. They took 165 total water samples this last season. They went over daily maximum usage at the sewer lagoon and cleaned up the 22 acres of land that went back to the airport-which was a massive project. Goals for 2024 include attaining special certifications, finally done testing after 18 years, watching WWTP build, repair and replace pipe on Alley A and B, replace 2 fire hydrants, lead and copper inventory, improvements to the Iris lift station. Equipment needs include a vactor truck to clean sewer lines.

Police Chief Mike Gavagan reports statistics on calls, 52 arrests were made this year so about one a week. He thanks everyone for their support. They have established monthly firearm training. Officers Sosa and Stoneburner have been trained on crisis intervention and Officer Griffel is training this week. He reports that he was appointed as an executive member of special task force which will benefit our community. Central Square software update was a yearlong process, they went live in mid- November, and it provides complete connectivity among all agencies. They are still working through configuration issues daily but are making progress. They had an active shooter threat at the school in April, and then held a community education class on what happens in those situations. The department participated in the annual torch run, Officer Stoneburner is the coordinator. They attended more parades than they can remember. There was a tragic bear attack last summer. The new vehicle is perfect, and they ordered another one just like it. Dispatcher Linda Wolf is doing her second week at Policy Academy we get her back next week, they still have one opening in Dispatch. Officer Juan Trujillo retired so we are now working on filling two police officer positions. A human trafficking event was held this year, they participated in the 2<sup>nd</sup> annual high school career fair, held the second annual Shop with the Cop event and hope to find sponsorships in future years. They worked on updating policy

manuals for officers and dispatchers. Goals for 2024 include upgrading the camera system and recording system, updates to the policy and training manuals, renew radios system, and upgrade the phone system.

Finance Director Katie Thompson reports on a clean audit for FY2022, the SFE project that was completed this past calendar year and the rate increases for water/sewer, completed first budget cycle as a new Finance Director, catching up on delinquencies, and attending many classes/trainings for the past calendar year. Goals for 2024 include expanding job by managing the workflow. Thompson would like to expand on some training when time allows.

Court Clerk Kerry Parker acknowledges the new department heads and says this is the best working environment she has been in in her 9 years of working here. The jurisdiction for the City Court, except for Park, is five miles. This year they handled just over 400 cases, orders of protection and Judge Jent does issue search warrants. Trainings has been all about courtroom security. Judge Jent is happy to hear any feedback. Parker also expresses appreciation for Town Attorney Jane Mersen and her professionalism.

Public Services Superintendent Jon Simms reports that the new grader and loader arrived this past summer. They are looking at replacing the Freightliner trucks and a box for grader. The pickup trucks on 12-year rotation, 2008 GMC would be next. Heated storage is a big deal. They have had to replace the battery on the Toyota Sienna twice. He is trying to recruit new staff. A few accomplishments include cleaning up the abandoned vehicles, a heating maintenance program is now in place, locates for digs, extra security cameras set up for the Town. He is working on keyless entry to the buildings for Town Hall, Povah Center, Library and Police. Upcoming projects include Highway 20 lighting, seal coat repairs, Asphalt path on west side of the street and maybe removal of some trees. They are working with the State Historic Preservation Office in the historic district. He says that the roofs for the dining lodge, museum, police department should match.

KC Tanner, Deputy Superintendent-Building Inspector and Code Enforcement, shares a snow video capturing the heavy winter of 2022-2023. He attended a 3-day safety training in Missoula. He is looking for code enforcement training and deescalation training. He would also like to work on getting signs into compliance and t-shirts off the sidewalks. They have spent 140-man hours on the ice rink this year alone.

Fire Chief Shane Grube presents a slide presentation to share the call, response, and financial statistics for the department for 2023. He emphasizes that they need more staffing when they have two or three calls at the same time.

#### **Public Comment Period**

No public comments are received.

#### **Council Comments**

Council Member Griffith states that she was not able to attend the last meeting. The Town still does not record the meetings and she thinks that they should. She states that recording meetings became law recently and that there must be an audio recording of the meetings. She says that she requested information from Town Manager Dan Walker on the Wastewater Treatment Plant bid opening from the last meeting. Council Member Mathews announces that Dixie Klostrich passed away this week, her funeral will be on February 24, 2024. Council Member Benike praises the public services department for handling the thaw that occurred last week.

#### **ACTION TAKEN**

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- 1) Motion carried to approve Purchase Order #6609 to Tri-State Excavating for road base to improve the alleys during the summer of 2023 for \$24,496.67. (McBirnle, Benike)
- 2) Motion carried to approve the claims, which total \$247,269.32. (McBirnle, Benike)

- 3) Motion carried to approve the minutes of the January 23, 2024 Town Council Meeting. (McBirnle, Benike) Griffith is opposed, motion passes.
- 4) Motion carried to select the Highway 20 Lighting Project for the allocation of funds from HB 355 for the Town of West Yellowstone. (McBirnle, Griffith)
- 5) Motion carried to approve the Subdivision Exemption Request for the Reinsch Commercial Condominiums as presented and authorize the Mayor or Town Manager to sign Exhibit B, Town of West Yellowstone Exemption Certificate. (McBirnle, Griffith) McBirnle is abstains, motion passes.
- 6) Motion carried to direct the Finance Director to apply for the Montana Department of Commerce's Planning Grant on behalf of the town of West Yellowstone and approve a match of up to \$6000. (Griffith, McBirnle)

**Presentation: West Yellowstone Foundation Executive Director Carrie Coan**

Coan announces that the Reimagining Rural Chili and Chat event will be at 5:30 PM on February 12, 2024. She distributes flyers for the housing survey and encourages everyone to participate. Coan also presents information about the operation of the Foundation Bus, which transports residents to vital appointments in Bozeman and Idaho Falls several times a week. In 2023, the number of miles driven increased over 5000 miles.

**Public Hearing: House Bill 255 Project Selection for Funding Allocation, Highway 20 Streetlighting**

Finance Director Katie Thompson presents information about House Bill 355, which designated \$103,850 to the Town of West Yellowstone. The House Bill had regulations that there had to be a solicitation of projects, a public hearing, and a Town Council vote before an application could be filled out. The money will be disbursed on a reimbursement basis. Jan Neish of the Island Park News asks if this project will replace the light poles that you can see through, Simms answers in the affirmative. No other public comments are received.

**DISCUSSION**

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- 3) Griffith comments that she thinks recordings of the meetings should be the official meeting minutes. She questions several aspects of the written minutes.
- 4) The Montana Department of Commerce is administering HB 355, the State-Local Infrastructure Partnership Act of 2023. The purpose is to help fund the maintenance and repair of existing local government infrastructure. As part of the legislation, the Town was allocated \$103,850. The staff recommends selecting the lighting project on Highway 20 to be supported by these funds.
- 5) The staff presents a commercial condominium request made by Meridian Land Surveying, Inc., on behalf of the Reinsch Commercial Condominiums (commonly known as Canyon Square Mall) at 104 N Canyon Street, which has applied for a subdivision exemption. The owners of the property wish to divide the existing building into four units with separate ownership. According to MCA 76-3-203 (2), this action is not considered a subdivision if the condominium proposal is in conformance with applicable local zoning regulations. After consultation with Intrinsic Architecture, the Town Engineer, and Town Attorney, staff recommends approval of this proposal based on the following factors: 1 - the building is an existing building with existing connections to the water and sewer system, 2 - there is no change of use, size, or dimensions to the building, only an ownership change, 3 - the existing and proposed use of the building is a permitted use in the B-3 zoning district, 4 - the proposal does not increase the parking requirements, it is a pre-existing non-conforming use. A Municipal Facilities Exclusion Form will be filed with Montana DEQ. This form, signed by the Town Engineer, will verify that the existing water and wastewater systems are in compliance, the systems have adequate capacity to meet the needs of this project (already connected) and the Town will review

storm water drainage and solid waste disposal plans. Michal Lapp of Meridian Surveying clarifies that the application has been forwarded to the Town Engineer. McBirnie says that he will abstain because his business is impacted by this action.

- 6) The Montana Department of Commerce has a grant through the Montana Community Reinvestment Plan Act. The grant request can be for up to \$30,000 with a \$6000 match requirement. The grant aligns with the Town's priority of planning for the 80-acre expansion.
- A) Town Manager & Department Reports: Town Manager Dan Walker thanks the department heads for their efforts preparing reports for the work session. He thanks Island Park News reporter Jan Neish for the knitted ice fishing hat she sent, but he hasn't had much luck fishing. Social Services Director Dianna Hansen and Finance Director Katie Thompson attended Switchback Training hosted by the MSU Local Government Center. The Reimagining Rural meeting last week was attended by 40 community members, hosted by the Business Improvement District Advisory Board. The training they offered for community and non-profit boards was also well attended. He reports that he met with Katrina Wiese, Executive Director for the West Yellowstone Chamber of Commerce, about maintenance of the bathrooms at the Visitors Information Center. The resolution establishing the local government review will be on the Council agenda on February 20. The zoning application for Moonrise Meadows is almost ready to be released, notice will go out this week for the meeting on February 16, 2024. There is brief discussion about establishing by-laws for the advisory boards.
- B) Since they ran out of time during the work session, the Council agrees to discuss priorities for 2024 during the regular meeting. Town Manager Dan Walker highlights priorities and accomplishments from 2023 including going to bid for the wastewater treatment plant, passing the food truck ordinance, launching a new website, extending the Town Attorney contract, extending the Town Engineering contract for one year, monthly meetings about the Capital Improvement Plan, working towards aligning construction and budget season, zoning code and map update process, a Facilities Planning Study and hearing, revisions to the Employee Personnel Policy Manual and Drug & Alcohol Testing Policy, Town Policy Manual, complying with Lead and Copper mandates from the federal government, bid documents for the Mammoth Room at the Union Pacific Dining Lodge. In 2024, they need to prioritize the Growth Policy update, they are party to two lawsuits: Moonrise Meadows and West Development, funding for the wastewater treatment plant. He suggests creating an ordinance for Canyon and Yellowstone to regulate outdoor sales and displays, updating the Town Manager's contract, releasing an RFP for engineering services, union negotiations, Highway 20 streetlighting project, hosting the League of Cities & Towns conference in October, and expanding Fir Ridge Cemetery.

Town Council Members share their priorities for 2024. McBirnie says he would like better signs for downtown, improvements to downtown parking, public restrooms in the parkways, 2-hours parking signs in front of Town Hall, a plan for the 80 Acres to address rumors, and to move forward with the wastewater treatment plant. Griffith says her priorities are the 80 acres needs to be a top priority, public restrooms and suggests using the 1% resort tax revenue to fund them, record the Town Council meetings and convert the recordings to official meetings as well as improve audio at the meetings. Mathews says his priorities are that the 80 acres develop and address the housing needs. He says that more public bathrooms is a concern for the Town based on maintenance and staffing, perhaps they need to look for incentives for businesses to open their bathrooms or create public restrooms. Benike says his priorities are the wastewater treatment plant, zoning for the 80 acres, Rails to Trails proposal, bathrooms in the park, reviewing SFE and sewer fees, housing, releasing an RFP for engineering. Mathews and Griffith agree that they need to release an RFP for engineering services. Mayor Watt prioritizes infrastructure needs in the 80 acres, keeping the Capital Improvement Plan up to date, policy updates, signage, new methods of communication, parks and trails, restrooms and

t-shirts. He suggests a work session on these topics so they can work on vision but needs to be community driven. The Council discusses the ideas that have been shared, Walker thanks them for the feedback.

The meeting is adjourned at 8:50 PM.

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Mayor

ATTEST:

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Town Clerk

DRAFT

Police Department - Department Head(s) Report February 8 – February 14, 2024

- 100 calls for service
  - 9 citations issued
  - 18 Warnings
  - 4 Cases Generated
  - 2 Arrests
  - 14 Public Assists
  - 4 Agency Assists
  - 3 Ambulance requests
  - 3 Search & Rescue
- 
- Calls included: Traffic Stops, School Resource Officer calls, Animal Complaints, 911 calls, Citizen Assists, Agency Assists, Crashes (5), Disabled Vehicle, Reckless, Lost & Found, Suspicious Circumstances/Person, Threats, Welfare Check, Disorderly Conduct, Thefts and other fun stuff.
- 
- Linda Graduated from MLEA... Job well done!!
  - We still have 1 full time position open within dispatch
  - Mickelle completed her bi-annual CJIN Recertification
  - Brenda and I are just trying to take a couple of weeks to try and catch up.

Until next week, Mike & Brenda



# FEBRUARY 9, 2024

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TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

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- Planned and facilitated the Planning Board Meeting on the Moonrise at Yellowstone project on Friday, February 16, 2024
- Correspondence with representatives of the Yellowstone Half Marathon, the event is planning to return in June this summer
- Prepared agenda and packet for February 20, 2024 Town Council Meeting
- Tied up loose ends from being absent last week. It was a busy week, many thanks to Katie, Peggy, Kerry and Dan for covering while I was gone.



## Water/wastewater report

2/12/24; Water/Wastewater rounds.

10 water B-Tee Bacteria samples taken and drove to Bridger labs, February's monthly test.

Worked on blowers in blower building #1 and #2 general maintenance.

2/13/24; Water/Wastewater rounds.

Lead & Copper inventory working with Allied Engineering. Part of the 15,000 dollar- grant money.

Helping with the second round of customer lead & and copper letters. These letters instruct the home owner how to inventory their water lines. This a big help in inventorying the water system.

2/14/24; Water/Wastewater rounds. went to Idaho falls ID picked up the 150 KW backup Generator the town purchased and took it to Rods diesel service so it could be wired correctly for 480 3- phase for the power that the lift stations require we spent the better part of the day rewiring gen set.

2/15/2024; Water/Wastewater rounds.

Had meeting with forsgren Engineering on the collection feasibility study going over the latest draft for completion there was some changes that I wanted to discuss and change.

Got water/wastewater information for Dan for the FRQ.

Lead & copper inventory paper work.

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

Jon Brown



## SOCIAL SERVICE OFFICE

### HIGHLIGHTS

FEBRUARY 1-15 2024

- Many individuals are checking the job board, but not too many new postings
- Assisting clients with SNAP, Medicaid, Unemployment & LEAIP applications
- Donated extra food to the Senior Center giveaway last Friday
- Several volunteers helping in the Clothing Bank
- Faxing and emailing and scanning documents for clients
- Picked up food from a local store. Thanks, Vely for the use of your car
- Deb and Vely rearranged the freezers and took inventory of the contents
- Public Works did pick up our TEFAP order in Bozeman tomorrow Thanks Ricky! Our Public Works department is *always so helpful!!!*
- Dianna has been ill for part of last week, but Debbi survived with “a little help from her friends”
- Appreciation lunch for the Public Work crew
- February Birthday celebration – Pretzels and Purple Cows
- Eleven 7<sup>th</sup> graders helped in the Clothing Bank
- Dianna participated in a SNAP webinar
- Our recipe of the month is Taco Soup-all the ingredients
- School Kid Packs have been delivered to us via a volunteer
- 125 individuals through our doors so far this month
- Attended the Early Childhood Coalition meeting – Child Protective Services/Foster Parents



Happy Valentine's Day

Dianna and Debbi



Recreation Department  
Highlights  
February 15, 2024

- Unemployment: I helped 4 people with unemployment, helped them file. These are people that don't know how to use the app so they come to my office so that I can help them every week.
- Posted on social media our next cooking class. This will be on February 28<sup>th</sup> at 5:30pm
- Looking up new ideas and places to take the summer rec kids

Thank you,

Vely



Want time saving, healthy, meal ideas?  
Join us at the Povah Center  
February 28th at 5:30  
Free to the public, and taste testing  
after presentation.





## **Week of 02.12.2024**

- Attended the facilities planning study meeting to finalize some changes.
- Prepared for the Town Council meeting on 02.20.2024.
- Submitted the Urban and Forestry Grant Application.
- Peggy and Katie met to go over the Finance Clerk job description to make sure it stays up to date.
- Attended the West Yellowstone Engineering monthly meeting.
- Sent updated Multi-Day Event forms to MAPFAB members.
- Continued working on Historic Preservation Grants.



## Town Council Agenda Item Summary Report

<b>Meeting Date:</b>	
<b>Item Title:</b>	
<b>Submitted By (Name/Title):</b>	
<b>Discussion Only</b>	<b>Discussion/Action</b>
<b>Funding Source:</b>	<b>Budgeted</b>
<b>Estimated Date of Completion:</b>	

### Item Summary

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### Staff Recommendation

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### Suggested Motion

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# **RESOLUTION NO. 797**

## **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, PLACING THE QUESTION OF LOCAL GOVERNMENT REVIEW BEFORE THE TOWN ELECTORATE, ESTABLISHING A STUDY COMMISSION TO CONDUCT THE REVIEW AND SETTING A BUDGET FOR THE COMMISSION**

**WHEREAS**, Section 9, Article XI of the Constitution of the State of Montana requires that each unit of local government will undertake a local government review procedure; and

**WHEREAS**, Section 7-3-173(2), MCA, requires that the governing body shall call for an election, to be held on the primary election date (June 4, 2024), on the question of conducting a local government review and establishing a study commission to do so and providing a budget; and

**WHEREAS**, pursuant to Section 7-3-172, MCA, the purpose of a study commission is to study the existing form and powers of the local government and procedures for delivery of local government services and compare them with other forms available under the laws of the State of Montana; and

**WHEREAS**, the West Yellowstone Town Council is the governing body of the Town of West Yellowstone and the Council desires to place the question of conducting a local government review and establishing a study commission to do so on the ballot for the primary election to be held June 4, 2024;

**NOW THEREFORE, BE IT RESOLVED** that:

1. The Town Council of the Town of West Yellowstone hereby calls for an election on the question of conducting a local government review to be held at the primary election on June 4, 2024.
2. If the voters decide in favor of conducting a local government review, a study commission comprised of three (3) members shall be elected at the general election on November 5, 2024.
3. Pursuant to Section 7-3-175, MCA, the question of conducting a local government review shall be submitted to the electors in substantially the following form:

VOTE FOR ONE:

FOR the review of the government of the Town of West Yellowstone and the establishment and funding, not to exceed \$10,000, of a local government study commission consisting of three (3) members to examine the government of the Town of West Yellowstone and to submit recommendations on the government.

AGAINST the review of the government of the Town of West Yellowstone and the establishment and funding, not to exceed \$10,000, of a local government study commission consisting of three (3) members to examine the government of the Town of West Yellowstone and to submit recommendations on the government.

**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AND APPROVED BY THE MAYOR AT A REGULAR MEETING OF THE TOWN COUNCIL, THIS 20<sup>th</sup> DAY OF February, 2024.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

ATTEST:



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





APPLICATION FOR BOARDS AND COMMITTEES

Name Brian Thompson Date 2/1/24

Address 85 N Forest Service Loop

City West Yellowstone State MT Zip 59758

Phone (Home): 660-359-7444 (Work): 406-823-6971 (Cell/Other): \_\_\_\_\_

E-Mail Address: brian.r.thompson@usda.gov

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 8 years

Board or Committee you are applying for: Marketing and Promotion Fund Advisory Board

Occupation: Hebgen Lake Ranger District - Recreation Manager

Employer: US Forest Service

Have you previously served on a County or City board? Yes

If so, which board, and for how long? West Yellowstone's Parks and Recreation Board - 1 year.

Past Memberships and Associations: \_\_\_\_\_

Current Memberships and Associations: Town of West Yellowstone Parks and Recreation Advisory Board.

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: Facilitating a quality recreational experience for millions of people each year.

Managing a complex recreation program on the Hebgen Lake Ranger District for 8 years.

Managing and leading 8 to 14 permanent and seasonal employees.

What are your primary objectives for serving on this board? I have lived here for 8 years and want to be a contributing member of West Yellowstone, one who is involved and committed to better days through better ways.

My job is all about tourism and making vacations here the best they can be. I am excited to learn more about the events that we have here and how we can better help the individuals putting on events.

References (Individual or Organization):

Jason Brey Phone: 307-250-4068

Melinda Scarlett Phone: 406-640-2884

Sara Mallory Phone: 541-973-9327

Signature:  Date: 2/1/24

Please return this application to the Town Offices at 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT, 59758, or by email to: [info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com). Thank you in advance for your interest.



## Town Council Agenda Item Summary Report

<b>Meeting Date:</b> February 20, 2024	
<b>Item Title:</b> Town of West Yellowstone 2024 Priorities	
<b>Submitted By (Name/Title):</b> Dan Walker, Town Manager	
<b>Discussion Only</b> <input type="checkbox"/>	<b>Discussion/Action</b> <input checked="" type="checkbox"/>
<b>Funding Source:</b> NA	<b>Budgeted</b> <input type="checkbox"/>
<b>Estimated Date of Completion:</b> 2024	

### Item Summary

The Town Council discussed priorities for 2024 on 2/6/24. I did my best to distill them down into a workable document. They are loosely listed in order based on your feedback. The Council can accept them as presented, or make any adjustments you see fit through a motion.

### Staff Recommendation

Approve the Town of West Yellowstone 2024 Priorities.

### Suggested Motion

I move we approve the Town of West Yellowstone 2024 Priorities.



## **Town of West Yellowstone Priorities for 2024.**

Updated 2/20/2024.

### **1.A. 80 Acres Development Plan/strategy.**

- ✓ Complete Zoning Code update and Map Amendment.
- ✓ Host Public Open Houses to share information and gather community feedback.
- ✓ Wastewater Plant Construction

### **B. Housing Solutions.**

- ✓ Housing Needs Assessment
- ✓ Housing Strategy

### **2. Review Engineer contract/RFP**

- ✓ RFP to be sent out on 2/21.
- ✓ March 29<sup>th</sup> Deadline for response.
- ✓ Interviews with potential firms first Town Council Meeting in April.

### **3. Town Policy Manual update/revisions.**

- ✓ We will plan to begin the review of the Town Policies and suggestions for revisions around March.

### **4. Support the work of the Advisory Boards and community partners on small projects for future consideration.**

- ✓ Signage/Wayfinding
- ✓ Outdoor sales and display
- ✓ Attractive Streetscapes
- ✓ Beautification Efforts
- ✓ Public Restrooms
- ✓ Exploring Parking Solutions
- ✓ Parks and Trails Plan

### **5. Infrastructure/CIP Projects**

- ✓ Wastewater Plant
- ✓ Highway 20 Streetlights

- ✓ Electric Street Sidewalk
- ✓ Sealcoating projects: Yellowstone, Madison, Firehole, Gibbon
- ✓ Canyon Street Tree Project
- ✓ Police Station and Depot Roofs
- ✓ Mammoth Room

**6. Review SFE Calculator.**

- ✓ We will review later this summer once we have a full year of data to consider.

**7. Growth Policy.**

- ✓ MCA 76-1-601 requires reviewing the growth policy at least once every 5 years and revising the policy if necessary.
- ✓ Last revision adopted by the Town Council on December 5, 2017.

**Town Secondary Priority Projects for 2024**

**New water well.**

- ✓ The Town will need to consider an additional water well in the future.
- ✓ This work can begin once the WWTP is under construction

**Review Advisory Boards.**

- ✓ Some of the established Town Advisory Boards have not meet in a long time.
- ✓ Some are just fine.
- ✓ Consideration should be given at some point about the effectiveness and necessity of certain boards.

**Lead and Copper Mandates.**

- ✓ Jon Brown will continue to monitor and advise as necessary.

**Improved Community Communications/Information**



**Samone Franzese, MD, MPH**



**Emma Sparboe, DNP**

## **Billings Clinic West Yellowstone Provider Meet and Greet February 20, 2024**

**4 - 6 pm**

**236 Yellowstone Avenue  
West Yellowstone, MT**

Join family medicine providers,  
Dr. Samone Franzese and Emma Sparboe, DNP  
for introductions, questions, and conversations.  
Light refreshments will be available.

For more information or to  
make an appointment call 406-646-9441



**Clinic Hours: Monday-Friday, 8 am to 5 pm**

or visit [billingsclinic.com/westyellowstone](https://billingsclinic.com/westyellowstone)



# REIMAGINING RURAL IS COMING TO OUR TOWN.

Join the conversation to reimagine a vibrant future for our town.

## JAN 29 - RURAL IS CHANGING, NOT DYING

*Tara Mastel, MSU Extension, utilizes recent data to debunk the myth, "small towns are dying." Plus, success stories from small towns across Montana.*

## FEB 12 - NEW WAYS TO GET THINGS DONE IN SMALL TOWNS

*National speakers Becky McCray & Deb Brown will lead communities through their simple and effective "idea friendly method" of getting things done. Also, more small town successes.*

## FEB 26 - LOVE TO THE SMALL TOWN DOERS, DREAMERS & SPARK PLUGS

*Rebecca Udem a North Dakota based small town dreamer, farmer, business owner and national speaker will share her amazing story of small town success and lessons she's learned from being an accidental community development professional.*

### REIMAGINING RURAL

is a statewide three part series designed for Montana's rural communities.

### JOIN THE CONVERSATION

to hear inspirational success stories from small towns across the state and fresh perspectives on the future of rural from leading experts. You will leave re-energized and motivated to try new ideas that may help your community reimagine a brighter future.

**Sessions run 6-8 pm and are FREE. The community is encouraged to attend.**

Join us at the Chamber of Commerce for each session!

To learn more, contact: Carrie Coan- West Yellowstone Foundation, Kelli Hart- Freeheel & Wheel or Leah Sherman- L's Boutique

**REIMAGINING RURAL**  
is made possible through  
the work of these great  
organizations:

