

# Town of West Yellowstone

Tuesday, March 5, 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 Manager Employment Contract

Discussion/Action

Potential Executive Session, no action will be taken in Executive Session

## TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #6540 to RDO Equipment Co., blades and rams, \$9582.35

Claims

Business License Applications

Consent Agenda

Minutes: **February 20, 2024 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

### ACTION ITEMS

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Wastewater Facilities Planning Study

Discussion/Action

Planning Consultant Contract, Hyalite Planning

Discussion/Action

Town Manager Employment Contract

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).



Payroll Program Notes – Daniel Walker

8/2/21 Hired as Town Manager. Starting salary is \$115,000 annually or \$4423.08 per pay period. Paid for half of the pay period for first week of work. DW has prior credit from Minnesota for 14 years and 2 months, will accrue vacation at 5.54 hours per pay period for 12 months and then may move up to 6.46 hours per pay period. - er

9/20/22 TC authorized 5% pay increase, new salary is \$120,750, bi-weekly is \$4644.23. - er

12/16/22 Payroll, Town Council authorized a 1.5% pay increase for all employees, effective this payroll. New salary is \$122,561.25, biweekly \$4713.89. - er

8/8/23 Town Council Meeting, TC authorized annual pay increase of \$6000 and extended contract by 2 years, effective anniversary date of 8/2/23. New salary is \$128,561.25, biweekly \$4944.66.er

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this 24<sup>th</sup> day of June, 2021, by and between the TOWN OF WEST YELLOWSTONE ("Town"), a Montana municipal corporation, of P.O. Box 1570, West Yellowstone, Montana 59758, and Daniel Walker ("Employee"), of \_\_\_\_\_, West Yellowstone, Montana 59758.

WITNESSETH

WHEREAS, the Town of West Yellowstone wishes to employ the services of Employee as the Town Manager;

WHEREAS, the Town and Employee desire to provide for certain procedures, benefits and requirements regarding the employment of Employee by the Town; and

WHEREAS, Employee wishes to accept employment as Town Manager under the terms and conditions described herein.

IN CONSIDERATION of the mutual promises contained herein, the parties agree as follows:

1. Duties.

The Town agrees to employ Daniel Walker as the Town Manager of the Town of West Yellowstone to perform the duties of Town Manager as specified by Town charter, ordinances, resolutions and law, and to perform such other duties as assigned by the Town Council or Mayor of West Yellowstone. Employee warrants that he will perform his duties with the highest degree of skill and judgment in accordance with accepted standards for the municipal management profession.

2. Salary.

The annual salary of Employee shall be one hundred and fifteen thousand dollars (\$115,00.00). The salary shall be paid in accordance with the pay periods for other Town employees. The Town will consider appropriate salary increases, considering all relevant factors, such as performance reviews for the employee and salary increases for other town employees, particularly

department heads.

3. Term of Employment.

a. Employee's term of employment begins on August 2, 2021 and shall continue for a term of three years, until August 1, 2024.

b. The first eighteen months of employment with the Town of West Yellowstone shall be considered probationary. During this time, either party may terminate the employment relationship for any reason or no reason at all, provided such termination complies with the Town of West Yellowstone Charter.

c. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Town Council to terminate the services of Employee at a duly authorized public meeting with an affirmative vote of the majority of the Town Council at any time before the term of the Agreement expires subject only to the provisions set forth in Section 4 of this Agreement.

d. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with the Town, subject only to the provisions set forth in Section 5 of this Agreement.

e. Employee acknowledges that his employment with the Town is only for the specified term of this Agreement, subject to the termination provisions contained in Section 4 and Section 5 below, and that he accrues no legal right to continued employment as the Town Manager beyond the term specified herein.

f. The Employee acknowledges that his position as Town Manager consists solely of executive, administrative and professional duties that exempt him from various state and federal wage, hour and labor laws.

4. Termination of Employment by Town After Probationary Period.

After the probationary period, the Town may terminate the employment of Employee, at any time before the end of the terms of this Agreement for good cause or any other legitimate business

reason by giving written notice of termination to Employee by certified mail, return receipt requested, or by personally delivering such notice to the Employee. The termination is effective immediately upon receipt of the notice.

5. Resignation by Employee.

Employee may voluntarily resign and terminate his employment with the Town by giving written notice of resignation to the Town by certified mail, return receipt requested, at least one (1) month before the effective date of resignation. In the event of such resignation Employee shall be entitled to receive accrued vacation pay and the applicable portion of sick leave accumulations to the effective date of resignation in accordance with the Town's employment personnel policy manual, Section 6-03(E) and Section 6-04(F). This provision supersedes any contrary provisions of the Town personnel policy manual. The Employee shall not be paid for accrued excess compensatory time.

6. Performance Reviews.

The Town Council will endeavor to conduct reviews of Employee's performance after the first 6 months of employment, before each anniversary date of the date of hire outlined in this Agreement, and at least 60 days prior to the end of this contract. If a review is conducted, the Town, in its sole discretion, may consider increasing the Employee's salary or benefits.

7. Retirement Benefits.

The Town shall contribute to the Public Employment Retirement System (PERS) on behalf of the employee in accordance with the rules set forth by the Public Employment Retirement Administration as referenced in the MCA 19-3-315.

8. Insurance Coverage.

The Town shall provide the same group health, dental, vision and insurance benefits for Employee as provided for Town employees generally.

9. Vacation and Sick Leave.

From the first day of employment, the Employee will have 80 hours of paid vacation. The Employee shall then accrue vacation leave and sick leave at the same rate as provided for Town employees generally accordance with Sections 06-03 and 06-04 of the Town personnel policy

manual. The Employee shall be entitled to take the same holidays from work as Town employees generally in accordance with Section 06-13 of the Town personnel policy manual. At the conclusion of the Employee's employment, the Employee shall be entitled to receive accrued vacation leave and sick leave to the same extent and in the same manner as is provided for Town employees generally in accordance with Sections 06-03 and 06-04 of the Town personnel policy manual and as referenced in MCA 2-18-604-617 and 39-31-102.

10. Other Benefits.

In addition to the benefits cited herein, the Town shall provide the Employee with all other benefits that apply to Town employees generally. The Town shall also reimburse the Employee up to \$2,500.00 for relocation costs in moving to West Yellowstone or within the surrounding Hebgen Basin. To the extent you do not remain in employment with the Town of West Yellowstone for a full twelve months, you shall pay back the reimbursement to the Town of West Yellowstone within thirty (30) days of your departure.

11. Work Week.

A normal work week for the employee is five days, Monday through Friday, of each week. The Employee will be in his office, or other Town department or property, during the hours of 8:00 a.m. and 5:00 p.m., each workday. Further, the Employee shall attend all meetings of the Town Council unless otherwise decided by the Council. However, this work week may vary depending upon the circumstances and needs of the Town and the Employee, including but not limited to special events and activities that may occur on weekends or holidays.

12. Travel & Training.

The Town will pay for professional dues to AICP, ICMA and GOSCMA and for travel expenses as outlined in Policy 14 of the Town Policies and as budgeted.

13. Phone & Tablet.

A smart phone with service and tablet will be provided after you begin employment. The Employee is expected to maintain these items in good and working condition as tools of his employment and shall immediately return both upon separation from employment.

14. Modifications to Agreement.

No changes, amendments or modifications of any kind to its terms and conditions shall be valid unless agreed upon by both parties and reduced to writing.

15. Outside Employment.

Outside employment is prohibited to avoid any conflicts of time or interest with the Employee's duties as Town Manager unless the Town Council approves such outside employment in writing.

16. Conflict with Town Policies.

In the event that the terms of this Agreement conflict with any policy or procedure of the Town, including the Town's written policy and procedure manual, the terms of this Agreement shall govern.

17. Applicable Law.

This Agreement shall be governed in all respects by the laws of the State of Montana. Any lawsuit arising from or alleging breach of this Agreement shall be filed in Gallatin County, Montana.

18. Entire Agreement.

This Agreement sets forth the entire understanding of the parties with respect to the subject matter hereof and supersedes all existing agreements between them concerning such subject matter.

19. Headings.

The headings in this Agreement are solely for convenience of reference and shall not affect its interpretation.

20. Severability Provision.

If any provision of this Agreement is declared invalid, illegal or incapable of being enforced by any court of competent jurisdiction, all of the remaining provisions of this Agreement shall nevertheless continue in full force and effect and no provision shall be deemed dependent upon



any other provision unless so expressed herein.

21. Construction.

Neither this Agreement nor any uncertainty or ambiguity in this Agreement shall be construed against any party hereto, whether under any rule of construction or otherwise. Each party to this Agreement has cooperated in the drafting, negotiation and preparation of this Agreement. Hence, in any construction to be made of this Agreement, including but not limited to with respect to any uncertainties or ambiguities, the same shall not be construed against either party to this Agreement on the grounds of it being the drafting party or otherwise.

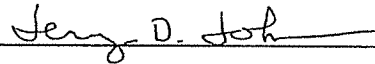
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

EMPLOYEE

  
\_\_\_\_\_

Daniel Walker

THE TOWN OF WEST YELLOWSTONE

By  \_\_\_\_\_

Mayor Jerry Johnson

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE  
MONTANA**

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

info@townofwestyellowstone.com

**PURCHASE ORDER**

Date \_\_\_\_\_ Ship Via Road & Street Services KT

Order No. 006540 Department 1000 - 4130200 - 369 JB

TO: RDO Equipment Co

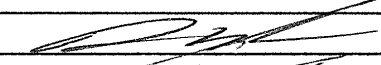
ADDRESS: 257 Laura Louise Lane

406-551-2142

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
4	Hinky Plow Blades
2	Cylinder Rams

Estimated Cost \$ 9582.35

Authorized By 

Requested By: 

VENDOR COPY - White OFFICE COPY - Canary



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

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

Ship to: N/A

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

Branch  
 BOZEMAN, MT

Date  
 10/10/19

Time  
 21:33:51 (B)

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Account No.  
 9074003

Phone No.  
 4066467609

Invoice No.  
 W09272

Ship Via

Purchase Order

Tax Exemption Number

Federal ID Number

Salesperson  
 J8R / AV4

**SERVICE INVOICE**

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS
X627580	772G MOTOR GRADER	6704	1DW772GXVA0631577	10/28/11	
	772G			10/26/15	7500 X

1. CIRCLE LOWER HORIZONTAL & VERTICAL  
 WEARSTRIPS, REPLACE-6 (03440A129)  
 THIS JOB INCLUDES ALL REQUIRED STEPS TO REPLACE CIRCLE  
 LOWER HORIZONTAL  
 & VERTICAL WEARSTRIPS.

Quantity

=====  
 x1  
 =====  
 2.40

FRT	SHIP/HANDLING	2	99.00	198.00
T128502	PLATE	2 N	81.07	162.14
T150614	SUPPORT	2 N	590.08	1180.16
T163748	INSERT	6 S	101.44	608.64
T184082	INSERT	6	142.63	855.78
T297340	Cap Screw	4	2.47	9.88
24M7470	WASHER	4	1.64	6.56
	PARTS			3021.16
	LABOR			907.50
10401099	SEGMENT TOTAL==>			3928.66

SEGMENT# 3 C AV401 NA 09/26/19 09/26/19

Strobe Light

CONDITION:

Strobe light wont turn on.

CORRECTION:

\*beacon does not work, verified power to beacon ok,  
 installed new beacon assembly, verified repair

AT435890	Strobe Light	1 M	162.61	162.61
FRT	SHIP/HANDLING	1	10.00	10.00

CONTINUED ON PAGE 03

Thank you for your business



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

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

Ship to: N/A

Branch  
 BOZEMAN, MT

Date  
 10/10/19

Time  
 21:33:51 (B)

Page  
 03

Account No.  
 9074003

Phone No.  
 4066467609

Invoice No.  
 W09272

Ship Via

Purchase Order

Tax Exemption Number

Federal ID Number

Salesperson  
 J8R / AV4

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

**SERVICE INVOICE**

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS	
X627580	772G MOTOR GRADER 772G	6704	1DW772GXVA0631577	10/28/11 10/26/15	7500 X	
				PARTS		172.61
				LABOR		165.00
10401099				SEGMENT TOTAL==>		337.61

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

PARTS	3193.77
LABOR	1768.80
SRV ACCESSORIES	150.00
TOTAL DUE RDO	5112.57

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

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

Thank you for your business

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50940		2264 MORNING GLORY COFFEE & TEA	33.75					
	359066	02/28/24 Dispatch coffee	33.75		DISP	1000 420160	220	101000
50943		2813 Century Link	1,561.94					
	02/19/24	E911 Viper 255-9710	988.50		E911	2850 420750	345	101000
	02/19/24	E911 Viper 255-9712	29.05		E911	2850 420750	345	101000
	02/19/24	E911 Viper 646-5170	123.20		E911	2850 420750	345	101000
	02/19/24	Alarm Lines 646-5185	102.44		TWNHLL	1000 411250	345	101000
	02/19/24	Police - 646-7600	318.75		POLICE	2850 420750	345	101000
50945		2088 Town West Yellowstone	791.12					
	03/01/24	utility chrgs, Chamber, 895	69.80		BLDGS	1000 411257	340	101000
	03/01/24	utility chrgs, UPDL, 892	114.33		BLDGS	1000 411252	340	101000
	03/01/24	utility chrgs, PS Shops, 884	52.74		BLDGS	1000 411253	340	101000
	03/01/24	utility chrgs. Povah Ctr, 887	98.62		BLDGS	1000 411255	340	101000
	03/01/24	utility chrgs, Police Dept, 886	67.33		BLDGS	1000 411258	340	101000
	03/01/24	utility chrgs, City Park, 885	171.73		BLDGS	1000 411253	340	101000
	03/01/24	utility chrgs, Library, 891	53.37		LIBBLD	1000 411259	340	101000
	03/01/24	utility chrgs, Twn Hall, 921	163.20		TWNHAL	1000 411250	340	101000
50950		2546 Century Link QCC	12.21					
	676827874	02/24/24 long dist chg 406-646-7600	12.21		DISPAT	1000 420160	345	101000
50951		73 Westmart Building Center	82.78					
	02/27/24	Street Supplies	112.01		STREET	1000 430200	220	101000
	02/27/24	PoliceBuilding	36.10		POLICE	1000 411258	366	101000
	02/27/24	Library Supplies	16.47		LIBRY	1000 411259	220	101000
	02/27/24	Town Hall Suuplies	-175.71		TWNHLL	1000 411250	220	101000
	02/27/24	Parks Supplies	87.27		PARKS	1000 460430	220	101000
	02/27/24	Clinic Building	6.64*		CLINIC	1000 411251	366	101000
50952		3242 Fisher's Technology	22.28					
	1293385	02/26/24 copy fee	22.28		FINADM	1000 410510	356	101000
50953		42 Fall River Electric	4,528.06					
	02/20/24	PARK, old firehouse 2901001	304.15		PARK	1000 411253	341	101000
	02/20/24	povah comm ctr 4212001	128.93		POVAH	1000 411255	341	101000
	02/20/24	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	02/20/24	RR Well 4212005	46.03		WATER	5210 430500	341	101000
	02/20/24	SEWER LIFT STATION 4212006	169.52		SEWER	5310 430600	341	101000
	02/20/24	SEWER PLANT 4212007	552.62		SEWER	5310 430600	341	101000
	02/20/24	POLICE 4212008	190.90		POLICE	1000 411258	341	101000
	02/20/24	TOWN HALL 4212009	136.37		TWNHLA	1000 411250	341	101000
	02/20/24	ICE RINK 421010	29.08		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
	02/20/24	S Canyon XmasTree Light 421011	0.00		STLITE	1000 430263	341	101000
	02/20/24	South Iris Street Well 4212013	77.71		WATER	5210 430500	341	101000
	02/20/24	MAD SEWER LIFT 4212014	118.89		SEWER	5310 430600	341	101000
	02/20/24	Hayden/Grouse Well 4212015	16.57		WATER	5210 430500	341	101000
	02/20/24	911 Tower 4212016	66.66		911	2850 420750	341	101000
	02/20/24	MADADD H20 Tower 4212017	23.45		WATER	5210 430500	341	101000
	02/20/24	SHOP 4212018	97.57		STREET	1000 430200	341	101000
	02/20/24	ANIMAL 4212029	91.48		ANIML	1000 440600	341	101000
	02/20/24	CLORINATOR 4212030	36.54		WATER	5210 430500	341	101000
	02/20/24	Electric Well 4212031	18.64		WATER	5210 430500	341	101000
	02/20/24	PARK 4212032	123.16		PARKS	1000 411253	341	101000
	02/20/24	UPDH 4212041	260.36		UPDH	1000 411252	341	101000
	02/20/24	SEWER TREAT SERV 4212046	517.59		SEWER	5310 430600	341	101000
	02/20/24	LIBRARY 23 dunraven 4212054	70.59		LIBR	1000 411259	341	101000
50954		95 Energy West-Montana	4,702.86					
	03/01/24	nat gas 210361788 updl	113.88		UPDH	1000 411252	344	101000
	03/01/24	nat gas 210360293 Police	28.79		POLBLD	1000 411258	344	101000
	03/01/24	nat gas 210361746 Pub Services	1,290.50		STREET	1000 430200	344	101000
	03/01/24	nat gas 210361811 old firehall	333.11		PARK	1000 460430	344	101000
	03/01/24	nat gas 210363966 old bld ins	192.11		STREET	1000 430200	344	101000
	03/01/24	nat gas 210360540 library	584.99		LIBBLD	1000 411259	344	101000
	03/01/24	nat gas 210364599 Povah	1,192.87		POVAH	1000 411255	344	101000
	03/01/24	nat gas 210361697 Iris Lift St	42.81		SEWER	5310 430600	344	101000
	03/01/24	nat gas 210365425 Twn Hall	897.01		TWNHAL	1000 411250	344	101000
	03/01/24	nat gas 210361655 Mad Add Sewe	26.79		SEWER	5310 430600	344	101000
50960		1514 Verizon Wireless	1,350.27					
		21 Smartphones						
		5 laptops						
	02/20/24	640-0108, Police	54.77		POLICE	1000 420100	345	101000
	02/20/24	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	02/20/24	640-0141 Street SP	54.78		STREET	1000 430200	345	101000
	02/20/24	640-0159 Street SP	54.77		STREET	1000 430200	345	101000
	02/20/24	640-0606 911 Dispatch	54.78		911	1000 420160	345	101000
	02/20/24	640-1103, Operator SP	54.77		STREET	1000 430200	345	101000
	02/20/24	640-1460, Library Dir, SP	54.77		LIBRAR	2220 460100	345	101000
	02/20/24	640-1461, S & W operator, SP	54.77		SEWER	5310 430600	345	101000
	02/20/24	640-1462, S & W Super, SP	54.77		WATER	5210 430500	345	101000
	02/20/24	640-1463, Deputy PSS, SP Sspnd	54.77		PARKS	1000 460430	345	101000
	02/20/24	640-1472, Ops Mgr, SP	54.77		ADMIN	1000 410210	345	101000
	02/20/24	640-1676, Rec Coor, SP	54.77		REC	1000 460440	345	101000
	02/20/24	640-1754, COP, SP	54.78		POLICE	1000 420100	345	101000
	02/20/24	640-1755, Police	54.78		POLICE	1000 420100	345	101000
	02/20/24	640-1756, Police	54.77		POLICE	1000 420100	345	101000

03/01/24  
16:02:13

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 3/24

Page: 3 of 7  
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
	02/20/24	640-1757, Police	54.78		POLICE	1000	420100	345		101000
	02/20/24	640-1758, Head Dispatcher	54.77		DSPTCH	1000	420160	345		101000
	02/20/24	640-1759, Police	54.77		POLICE	1000	420100	345		101000
	02/20/24	640-7547,WS Super	54.77		SEWER	5310	430600	345		101000
	02/20/24	640-9074, PSS, SP	54.77		STREET	1000	430200	345		101000
	02/20/24	640-2195 683 laptop	40.01		POLICE	1000	420100	345		101000
	02/20/24	640-2551 COP laptop	40.01		POLICE	1000	420100	345		101000
	02/20/24	641-0184 686 laptop	40.01		POLICE	1000	420100	345		101000
	02/20/24	641.0207 681 laptop	40.01		POLICE	1000	420100	345		101000
	02/20/24	640-2354 Social Services	54.77		SOCSER	1000	450135	345		101000
	02/20/24	640-2629 City Judge	54.77		COURT	1000	410360	345		101000
50961		3421 Ernesto Romero Rivero	2,100.00							
	02/29/24	CleaningCofCRstrms 2/1-2/29/24	1,300.00		CHMBR	1000	411257	357		101000
	02/29/24	CleaningParkRstrms 2/1-2/29/24	800.00		PARK	1000	411253	357		101000
50968		3403 Armscor Cartridge Inc.	720.00							
	17802 02/19/24	Cartridges	720.00*		POLICE	1000	420100	389		101000
50969		3239 Salt Lake Wholesale Sports	798.05							
	94336 11/30/23	Protac Rail Mounts	798.05		POLICE	1000	420100	212		101000
50970		1379 Montana Legislative Services	350.00							
	39902 02/12/24	2023MTCodeAnnotated	350.00		POLICE	1000	420100	220		101000
50971		2116 DEQ/WWOC	70.00							
	02/01/24	Application Fee	70.00		WATER	5210	430500	335		101000
50972		999999 RICKY OR JANNIE SKIDEMORE	350.00							
	02/28/24	RefundCleaningdeposit Povah	350.00		POVAH	2210	214001			101000
50973		3314 Intrinsik Architecture	877.50							
	20240017 01/09/24	Zoining Permit	877.50		PLNNIN	1000	411000	354		101000
50974		2800 RDO Equipment Co.	9,770.99							
	7237116 02/19/24	HinkyPlowBlades,CylinderRams	9,582.35		STREET	1000	430200	369		101000
	7243916 02/21/24	Repair Supplies	188.64		STREET	1000	430200	369		101000
50975		2455 Tri State Excavating, LLC	2,730.00							
	14106SJan 02/29/24	Help Hauling Snow	2,730.00		STREET	1000	430200	357		101000

03/01/24  
16:02:13

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 3/24

Page: 4 of 7  
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
50976		309 PJ's Plumbing & Heating	130.00					
	99013562	02/22/24 VacuumBreakerReplacement	130.00		TWNHLL	1000 411250	357	101000
50977		3455 CrossWinds Inn	50.00					
	195744	02/22/24 Lodging Voucher	50.00		HELP	7010 450135	370	101000
50978		999999 HUDSON LOUIS HUMPHREYS	85.00					
	02/28/24	ExoneratedBond-Humphreys	85.00		COURT	7469 212401		101000
50979		3242 Fisher's Technology	175.25					
	1272849	01/10/24 Toner & Wastetoner box	175.25		DSPTCH	1000 420160	220	101000
50980		1934 Brenda Martin	260.88					
	02/26/24	MLEA Graduation 2/9/24	260.88		DSPTCH	1000 420160	370	101000
50981		3386 Eagle Safe Surfaces Colorado	723.01					
	6001465	02/27/24 Repair Supplies	139.58		STREET	1000 430200	369	101000
	6001464	02/27/24 Repair Supplies	583.43		STREET	1000 430200	369	101000
50982		65 Tractor & Equipment	810.19					
	0830128	02/19/24 Repair Supplies	261.28		STREET	1000 430200	369	101000
	0232440	02/13/24 Repair Supplies	548.91		STREET	1000 430200	369	101000
50983		3226 Peggy Russell	110.00					
	03/01/24	Travel/Meal expense	110.00		WATER	5210 430500	370	101000
50984		1331 West Yellowstone Foundation	5,244.53					
	23-08	02/12/24 Wretched Mass Arts Fest	5,244.53		MAP	2101 410130	398	101000
50985		3233 Safeguard Business Systems	692.43					
	9004017052	02/24/24 Operating Checks	692.43		FINADM	1000 410510	220	101000
50986		3456 Megan Mentzer	105.32					
	02/22/24	Library Conference 2/22/24	105.32		LIBRY	2220 460100	370	101000
50987		2854 Mountain Alarm	1,002.90					
	4434292	02/26/24 Repair in alarm systemTwnHall	1,002.90		TWNHLL	1000 411250	357	101000
50988		2976 Watts Steam Store Rocky Mountain	680.74					
	7172164	02/21/24 Pressurwasherrepair	680.74		STREET	1000 430200	361	101000



03/01/24  
16:02:13

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 3/24

Page: 5 of 7  
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
50989		3350 Mid-American Research Chemical	940.43					
	0811375	02/09/24 Sewer supplies	940.43		SEWER	5310 430600	220	101000
50990		2088 Town West Yellowstone	35.00					
	02/26/24	Exonerated Bond-BennettSocSer	35.00		COURT	7469 212401		101000
50991		1379 Montana Legislative Services	350.00					
	39666	02/26/24 MTCodeAnnotated-FullSet	350.00		COURT	1000 410360	215	101000
50992		171 Montana Food Bank Network	360.52					
	32637-1	02/22/24 Food Bank Supplies	360.52		HELP	7010 450135	220	101000
50993		2099 Quick Print of West Yellowstone	40.80					
	18791	02/21/24 FinishingServicesfor68pagebook	40.80*		ADMIN	1000 410210	220	101000
50994		999999 KATRINA WIESE	225.00					
	02/22/24	RefundonSumRec2023Wiese	225.00		SUMREC	1000 346051		101000
50995		3452 Local Government Services	250.00					
	16078	02/08/24 FY2023-02/2416078AFR	250.00*		FINADM	1000 410510	631	101000
50996		1751 DPHHS-FCSS	140.00					
	02/14/24	2024 License renewal	140.00*		POVAH	1000 411255	335	101000
50997		3298 Dallen Griffel	240.00					
	02/19/24	CII Training	240.00		POLICE	1000 420100	370	101000
50998		1331 West Yellowstone Foundation	100.00					
	020124	02/01/24 Bus Vouchers	100.00		HELP	7010 450135	370	101000
50999		3403 Armscor Cartridge Inc.	720.00					
	2792	02/04/24 Cartridges	720.00*		POLICE	1000 420100	389	101000
51000		764 General Distributing Co.	85.17					
	1347703	02/29/24 Welding supplies	85.17		STREET	1000 430200	231	101000
51001		3306 Jon Simms	110.00					
	03/01/24	MRWSConference Travel	110.00		WATER	5210 430500	370	101000

03/01/24  
16:02:13

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 3/24

Page: 6 of 7  
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
51002		3370 Jon Brown	110.00					
	03/01/24	MRWSConference Travel	110.00		WATER	5210 430500	370	101000
51003		3330 Sam Mouldenauer	110.00					
	03/01/24	MRWSConference Travel	110.00		WATER	5210 430500	370	101000
		# of Claims	46	Total:				44,738.98

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Fund/Account	Amount
1000 General Fund	
101000 CASH	33,565.78
2101 Marketing & Promotions (MAP)	
101000 CASH	5,244.53
2210 Parks & Recreation	
101000 CASH	350.00
2220 Library	
101000 CASH	160.09
2850 911 Emergency	
101000 CASH	1,526.16
5210 Water Operating Fund	
101000 CASH	783.71
5310 Sewer Operating Fund	
101000 CASH	2,478.19
7010 Social Services/Help Fund	
101000 CASH	510.52
7469 City Court - Judge Jent	
101000 CASH	120.00
Total:	44,738.98

TOWN OF WEST YELLOWSTONE  
**Town Council Meeting**  
**February 20, 2024**

TOWN COUNCIL MEMBERS PRESENT: Mayor Travis Watt, Jeff Mathews, Lisa Griffith, Jeff McBirnie

OTHERS PRESENT: Town Attorneys Jane Mersen and Lillia Tyrell by Zoom, Town Manager Dan Walker, Town Clerk Liz Roos

The meeting is called to order by Mayor Travis Watt at 5:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

The meeting is being broadcast over the internet using a program called Zoom.

**WORK SESSION**

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Town Manager Dan Walker explains that the topic for the work session is an update of the Employee Personnel Policy Manual. Walker explains that the manual was last updated in 2017. The Council has been provided with copies of the manual with the recommended changes. He explains that a staff group worked through the manual and then they submitted the manual for review by Town Attorney Lillia Tyrell. Walker points out changes to the welcome and receipt pages and then that they agreed to remove sections that are specific to the Town Manager and Department Heads as the manual should apply to all employees. They added language to provide consistency regarding access to employee records and post-employment referrals. He explains that they updated the hiring process, so it is consistent across all departments. They updated the term “permanent” to “regular” throughout the manual per MMIA guidance. They also recommend changing the probationary period to twelve months, as allowed by the Montana Wrongful Discharge and Termination Act. Tyrell recommends changing it to twelve months considering that termination of an employee after the probationary period requires cause and progressive discipline. Tyrell explains that due to the Montana Wrongful Discharge and Termination Act, the employee personnel manual is a very important document. For that reason, throughout the manual, they have removed any obligations by the Town that are not required. They also removed the Department Head Placement and Advancement section, which will be replaced by a standalone policy. Walker explains that they made general changes to the employee benefits section, but there is no loss of benefits or significant changes. He explains that they did remove the police officer training reimbursement section, which Tyrell and Chief Gavagan also agree with. They discussed changes to residency requirements and recommend changes that require employees to live within the Hebgen Basin unless an approved work plan is approved by the Town Manager. This would not affect current employees. Griffith suggests adding clarification that the policy applies to employees hired after a certain date. The Council considers the language and the effect it may have on future hires. The Council and staff discuss language regarding on-call positions as a place holder for future discussions. Walker explains that they removed the hours of work language as discretion of schedule belongs to management. They also discuss the allowance of remote work with approval of the Town Manager. Walker points out updates to the travel policy for employee reimbursements. Regarding discipline and grievance procedures, Tyrell recommends updates to these procedures and also removing investigative responsibilities, defining the procedures that can also be incorporated into the union contracts. He points out that the chapter on safety has been removed and the Safety Policy is attached as a stand-alone appendix. The Council inquires about social media posts made by employees. Town Attorney Jane Mersen says that there are several cases out there that revolve around free speech on social media, and they are actually waiting for a ruling from the Supreme Court for more direction. Tyrell says that she recommends being very careful when it comes to restricting an employee’s right to comment or post on social media. Walker points out updated appraisal language and the new receipt page.

Walker explains that they also reviewed the Workforce Drug and Alcohol Testing Policy. He explains that in light of changes at the State level regarding the legalization of marijuana and guidance from MMIA, they are working on updating the testing policies. They are proposing that the Town cease random drug testing except for Public Safety positions and those that require testing per federal laws for specific licensing. The Town will continue to drug test for accidents, reasonable suspicion of intoxication, injuries, and pre-employment. Tyrell points out that to test

for reasonable suspicion, the supervisor must complete training. Walker explains that he will work with the union to review and prepare to bring the manual to the council for adoption in the near future.

The work session is adjourned at 6:30 PM, the regular meeting will commence at 7:00 PM.

#### **Public Comment Period**

No public comment is received.

#### **Council Comments**

Mathews mentions that the funeral for Dixie Klostrich will be this Saturday at the Lady of the Pines Catholic Church. Griffith mentions the open house at Billings Clinic earlier today and the opportunity to meet the new physician, Samone Franzese. Mayor Watt congratulates the high school basketball teams at the district tournament last weekend. The girls' team placed second and the boys team placed third, both teams qualified to move on to the divisional tournament this weekend in Frenchtown.

#### **ACTION TAKEN**

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- 1) Motion carried to approve purchase order #6612 to Yellowstone Log Chinking for snow removal from roofs for \$6160.00. (McBirnie, Mathews)
- 2) Motion carried to approve purchase order #6613 to RDO Equipment to purchase parts for plows for \$6860.00. (McBirnie, Griffith)
- 3) Motion carried to approve the claims, which total \$147,015.68. (Griffith, McBirnie)
- 4) Motion carried to approve the business license application for Griffin Plumbing & Heating, LLC. (Mathews, McBirnie)
- 5) Motion carried to approve the minutes of the February 6, 2024 Town Council meeting. (McBirnie, Mathews) Griffith is opposed, motion passes.
- 6) Motion carried to approve Resolution No. 797, a resolution calling for an election on the question of conducting a local government review at the primary election on June 4, 2024, amended to correct a typographical error on the signature page. (Griffith, Mathews)
- 7) Motion carried to appoint Brian Thompson to serve on the Marketing and Promotions Advisory Board for a term of three years. (Griffith, McBirnie)
- 8) Motion carried to approve the 2024 Town Council Priorities list as prepared by Town Manager Dan Walker. (Griffith, McBirnie)

#### **DISCUSSION**

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- 3) McBirnie inquires about the \$20,000 payment to the Chamber, Walker explains that is half of what the Town budgeted this year to support the Chamber. Watt asks about the resort tax audits and how many businesses are audited each year. Thompson responds that ten businesses were audited for resort tax collections and two for TBID collections.
- A) **Town Manager & Staff Reports:** Town Clerk Liz Roos reports on activities of the Administration Office for 2023. She reports that in the last year, they have had 26 council meetings, passed 11 resolutions, and passed 2 ordinances (prohibition of marijuana sales in town, mobile food vendor regulations.) They processed 26 payrolls, implemented a wage increase of \$1/hour + 2%, hired four new full-time employees and one seasonal. Roos issued 57 W2 forms, payroll for the year cost approximately \$1.5 million dollars. Roos also reports that she sold 34 cemetery plots, they have 77 full lots left and 12 cremains only plots left. The biggest project of the year was bidding out the

wastewater treatment plant. They launched a new website this year, which is a major improvement and also got the minute books signed and up to date and then scanned. Projects for the upcoming year include facilitating the Local Government Study Commission, adopting the revised Personnel Policy Manual, and hosting the Montana League of Cities & Towns conference in October. Walker reports that they have been working through the protest from Prospect Construction regarding the wastewater treatment plant, Mersen adds that they are working with Montana DEQ to issue a letter of award for the wastewater treatment plant to RSCI and then will move on to signing a contract. Walker reports that he attended the first meeting of the Montana Resort Tax Association recently. He explains the purpose of the association is to protect the interests of resort tax cities and areas in the state. He mentions an updated work session meeting schedule. He says the second session of Reimagining Rural was held on February 12 and well attended. He reports they had an interesting presentation on idea friendly approach. The last session will be this next Monday, topic will be growing small towns. He reports that Forsgren Associates is finishing up the Facilities Planning Study and intends to report on March 5. He reports that he talked with Alanah Griffith last week to assist Intrinsic Architecture and Marty Mattson of Fall Creek Planning in finishing the zoning code update. The Planning Board met last week to review the zoning permit from Moonrise at Yellowstone. The item was tabled and will be addressed again on March 1, 2024. He also reports that they are ready to release the RFQ for engineering services, once they establish meeting dates for the next couple of months.

The meeting is adjourned, 8:10 PM.

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Mayor

ATTEST:

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Town Clerk

## **Public Services Dept. Bi-Weekly Report: Feb 14<sup>th</sup> through Feb 29<sup>th</sup>, 2024**

### Work Performed

- Vehicle and equipment repairs: ongoing.
- Snow removal: ongoing.
- Flush SAS service laterals and mainlines that continue accumulating debris.
- Building maintenance and service calls: ongoing.
- Prep for Ski Race Event
- Trash route: ongoing.
- SAS weekly manhole/ problem areas inspections: ongoing.
- Perform water & WW samples: ongoing.
- Sewer and water systems maintenance: ongoing,
- Continue inventory for the EPA's lead and copper rule/ data entry to meet the October 16<sup>th</sup>, 2024, deadline.
- Utility locates ongoing.
- Respond to vandalism: ongoing.
- Maintain the ice rink at town park.
- Code enforcement and citations issued: ongoing.
- Cross training the PW crew on: vehicle maintenance, daily lift stations route, utility locates, water monitoring and testing, equipment, etc.
- Fix damaged castings and signage: ongoing.

### Administrative

- Continue to work with vendors and technicians on fleet updates: ongoing.
- Coordinate parts and supplies orders: ongoing
- Work with contractors on projects and scheduling: ongoing
- Fill in for staff/ operate equipment/ wrench on equipment.
- Manage current public works staff and seek ways to recruit additional employees to help offset the workload: ongoing.
- Chase parts orders: ongoing.
- Met with residents and business owners regarding complaints: ongoing.
- Meetings: Planning Board, Engineering, Town Council, Supervisors.
- Continue to seek bids for CIP's and get the ball rolling years in advance.
- Interviewed FT Equipment Operator applicant Oscar Salinas.
- Submit reports to the Town Manager.
- Code bills and submit check request for invoices: ongoing.
- Seek additional training opportunities for the crew.
- Evaluate building and infrastructure issues, coordinate repairs as needed.

Police Department - Department Head(s) Report February 22 – February 28, 2024

- 97 calls for service
  - 9 citation issued
  - 25 Warnings
  - 3 Cases Generated
  - 1 Arrest
  - 6 Public Assists
  - 5 Agency Assists
  - 6 Ambulance requests
  - 1 Search & Rescue
- Calls included: Traffic Stops, School Resource Officer calls, Animal Complaints, 911 calls, Citizen Assists, Agency Assists, VIN Inspections, Crashes (6), Disabled Vehicle, Reckless, Lost & Found, Special Event and other fun stuff.
- 
- The dispatchers have been completing monthly Police One training
  - We had a couple power outages and the battery backups did not keep everything at the consoles up. We will be looking at that this week to see what is not working correctly.
  - Central Square FBI reporting has not been working correctly in the state, Dave is entering these reports in the old manual system we had used prior.
  - Linda worked her first solo shift this week
  - Set-up a meeting with a contractor to evaluate putting up two walls in the evidence room to establish an approved and secure storage area for evidence. This project has been on the list of the last two Chiefs. We really need to make this happen very soon.
  - We received our new long rifles. Dallen is assembling the rifles, optics, lights and slings. We will do a range day soon to introduce the new rifles to the officers and get use to firing them, loading them, cleaning them, etc. We will not be able to qualify until we can get to an outdoor range with a longer shooting lane.

Until next week, Mike & Brenda





MARCH 1, 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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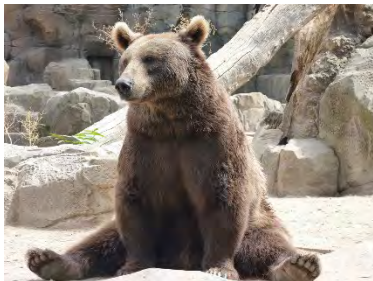
- Planned and facilitated the Planning Board Meeting on the Moonrise at Yellowstone project on Friday, March 1, 2024, we have done a lot of research looking for minutes and records from when the Madison Addition was developed in the early 1980s.
- Sold 3 cemetery plots this week
- Submitted an insurance claim this week for the damage done by an inmate in the holding facility at the Police Station. The inmate attempted to flush blankets, sheet, toilet paper, and his jumpsuit until the plumbing backed up and flooded the entire building.
- Working on additional discovery responses for the West Development lawsuit.
- Prepared agenda and packet for March 5, 2024 Town Council Meeting



# SOCIAL SERVICE OFFICE HIGHLIGHTS WEEK OF FEBRUARY 17 – 29, 2024

- Helped Peggy Russell with the Planning Board meeting on Friday
- Enjoyed the long 3-day weekend
- Gave 4 different people vouchers this week, Gas for a medical appointment and a Motel voucher for a homeless man
- Lobby food is still popular
- Attended a job interview for a Public Work position candidate
- Delivered an Emergency Box to a COVID-19 victim
- Learned how to kill a Grizzly Bear. Thanks, KC
- Dianna is picking up MFBN food and dropped off a repair for Public Works in Bozeman
- Computers are being used for clients to file their taxes
- Dianna did a presentation on weekly meal prep class on Thursday night. Eleven attended the class
- Di attended the Yellowstone Foundation transportation meeting on Wednesday
- Deb is preparing the end-of-the-month reports
- 210 people through the door this month

Dianna and Debbi



# MONTHLY CLIENT ASSISTANCE LOG 2024

<b>FEBRUARY</b>	INDIVIDUALS	NON LOCALS	UNEMPLOYMENT	SOCIAL SECURITY	SNAP	LIEAP	MEDICAID	SENIOR FOOD	FOOD BANK	LOBBY FOOD	VOLUNTEER	STRANDED/HOMELESS	<b>FEBRUARY</b>	VOUCHERS	JOB HUNTING	COVID	CLOTHING BANK
1	11				2	1			1				1		2		
2	12									5	1		2				1
5	10								1	1	1		5		1		5
6	5								1	1			6				
7	18								1	4		1	7		2		1
8	12									1			8		1		2
9	8							1		2	1		9		1		1
12	12						1			4			12		2		
13	20				1				1		13		13				
14	10				1				1	2	1		14				
15	11								1	1		1	15		1		2
16	8								1	1	1		16				
19	Holiday												19	Holiday			
20	10									1		1	20	1	1		1
21	15												21				
22	8												22				
23	11									2	2		23				
26	11		1	1						4			26				
27	9				1				1	2			27		1		1
28	13							1	1	2			28				
29	5												29				
<b>TOTALS</b>	<b>219</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>10</b>	<b>33</b>	<b>20</b>	<b>3</b>	<b>TOTALS</b>	<b>1</b>	<b>12</b>	<b>0</b>	<b>14</b>

DONATIONS	COMPUTER USAGE	SHOWER	HOUSING	COPY/FAX/EMAIL	EMERGENCY BOX	MEDICAL ISSUES	DIAPERS	OTHER
1				1		1		4
								2
1	1			1				4
	2			1		1		
3	1				2		2	4
1	1			1	1		1	4
1	1	1		1				2
1	2			1		2		2
1				1		2		1
	3					1		2
2						2		3
1	2							4
1	1							4
2	2							4
1	2			2		2		1
						2		3
1	1		1			1		4
1	1							2
18	20	1	1	9	3		3	50

# March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Pickleball 6pm 1	Final Feed Kelly Hart 2
Pickleball 10am Basketball 8pm 3	Volleyball 6pm 4	Pickleball 6pm 5	Volleyball 6pm Basketball 8pm 6	Volleyball 7pm MAPFAB 12-7	Pickleball 6pm 8	9
Pickleball 10am Basketball 8pm 10	Volleyball 6pm 11	Blood Drive Pickleball 6pm 12	Volleyball 6pm Basketball 8pm 13	Conf. room Volleyball 7pm 14	Pickleball 6pm 15	16
Pickleball 10am Basketball 8pm 17	Volleyball 6pm 18	Pickleball 6pm 19	Volleyball 6pm Basketball 8pm 20	Volleyball 7pm 21	School Dance Pickleball 6pm 22	23
Pickleball 10am Basketball 8pm 24	Volleyball 6pm 25	Pickleball 6pm 26	Volleyball 6pm Basketball 8pm 27	ServSafe 8-4 Volleyball 7pm 28	Pickleball 6pm 29	30
Pickleball 10am Basketball 8pm 31						





## **Week of 02.26.2024**

- Prepare for the Town Council meeting on 03.05.2024.
- Finished up the net pension liability section of the AFR. Still working through some depreciation issues from previous years but this is wrapping up.
- Worked on the Montana Historic Preservation Grant most of the week. I got it submitted on time now we wait to hear. Shoutout to Ellen Butler for critiquing my work so we could have the best shot on this \$500,000 for the Mammoth Room roof replacement at the Union Pacific Dining Lodge.
- Peggy worked on February 2024 utility billing.
- Sent the department heads their budget report updates for 02.2024.
- Worked on OPEB section of annual financial report.



## Town Council Agenda Item Summary Report

<b>Meeting Date:</b> March 5, 2024	
<b>Item Title:</b> Planning Consultant- Hyalite/Scott Hazelton	
<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> 1000.411000.354	<b>Budgeted</b> <input checked="" type="checkbox"/>
<b>Estimated Date of Completion:</b> 7/31/24	

### Item Summary

We are cancelling our contract with Fall Creek Planning for planning services.

Scott Hazelton from Hyalite Planning has submitted the attached proposal to complete the Zoning Code update. Scott is also working with the City of Manhattan on their update.

Fall Creek's estimate for services was \$43,700. We have paid \$5,940 of that contract. Fall Creek has indicated that they have partially completed some of the work, and will be turning that product over to the Town for Hyalite to continue with.

Hyalite has submitted a proposal for \$36,000 for the Zoning Code update, and an additional fee of \$3,500 for online GIS link to the map once the project is completed.

I have a call with Scott, Jane, and Rob from Intrinsic on Monday to finalize the scope and discuss Intrinsic's role moving forward. They have a contract to support Fall Creek, and also some work with the 80 acres.

Scott indicated that they can complete the project by July 31, 2024.

### Staff Recommendation

Approve the professional service agreement with Scott Hazelton/Hyalite to complete the Zoning Code update.

### Suggested Motion

I move we approve the professional service agreement with Scott Hazelton/Hyalite to complete the Zoning Code update.



February 29, 2024

Town of West Yellowstone  
440 Yellowstone Ave.  
West Yellowstone, MT 59758

**RE: Zoning Code Update**

Dear Town of West Yellowstone,

Hyalite has prepared this estimate to work on an update to the Town of West Yellowstone Zoning Code. This estimate is after our recent discussions with the Town Attorney and outlines our anticipated scope and budget for this project. Due to recent legislative changes and annexations to the Town a new zoning code is desired to ensure future development meets the character, infrastructure capabilities, and built environment of the Town.

## **I. Scope**

### **SR 1-1 Zoning Code Update for West Yellowstone**

This proposal includes the necessary research for updating the Zoning Code in a manner that ensures that the Town is well planned and designed. This proposed change will replace and update Title 17 of the current West Yellowstone Town Code. This item also includes the needed research to ensure that the proposed updates also match the intent and regulations of the Montana Code Annotated.

This proposal is limited to the items currently found in Title 17 of the West Yellowstone Town Code except for the potential of a new zoning district to meet the community's needs. For example, creation and inclusion of a mixed-use zone to facilitate development of the 80-acre project. We would propose no more than 3 new districts at the maximum to help with enforcement and implementation. The following items are in Title 17 and proposed for this update:

- General Provisions
- Definitions
- Establishment of Districts
- Application of District Regulations
- R-1 Residential-Single-Family-Low Density
- R-2 Residential-Single-Family-Medium Density
- R-3 Residential-Medium Density
- R-4 Residential-Medium Density Apartments
- R-MH Residential-Mobile Home District
- B-2 Community Business District
- B-3 Central Business District
- B-4 Expanded Business District
- M-1 Commercial-Light Manufacturing
- E-2 Entertainment District
- PLI Public Land and Institutions
- T Transitional District
- Supplementary Regulations
- Conditional Uses
- Planned Unit Development
- Mobile Home Parks
- Travel Trailer Parks
- Limited Services Campgrounds
- Townhouse Development Standards
- Off-Street Parking
- Off-Street Loading
- Nonconforming Lots, Uses and Structures
- Signs
- Administration and Enforcement-Permits
- Board of Adjustment
- Minimum Requirements
- Amendments and Changes
- Violations-Penalties

This research would also include meetings with the Town Planning Board, Sign Review and Appeal, Business Improvement Advisory Board, and Town Council. While Hyalite is knowledgeable from working across Montana, we want to ensure that the code reflects the desires of West Yellowstone and its residents. We would ask that each board look at the Town Code to see what they like and want to keep in the updated code. We also hope that the board can help to identify problematic or confusing

sections in the code. The goal is to provide the Town with a document that resolves issues and is easy to understand and implement. This would include some elements of visioning on what the end goals of the updated code will lead to. This draft will be thoroughly reviewed and researched in partnership with the various boards and Town professionals identified. The draft will also go through a full public engagement process.

The engagement period includes one town hall meeting, an engagement survey, and a website where residents can add their comments on the draft document. The town hall meeting would begin to develop a framework for what the code will do. The meeting will also include education of the public showing proposed changes and explanation on what they translate to in the built environment. The town hall meeting would also be to get feedback from residents regarding the proposed changes.

This item also covers the need for adoption meetings and work sessions with the Planning Board and Town Council. We propose 2 work sessions; one with the Planning Board and one with the Town Council. The item includes 4 public adoption meetings, two meetings with the Planning Board and two meetings with the Town Council.

To summarize this will include 11 meetings with the various boards that interact with the zoning code, engagement meetings, and meetings necessary for adopting the proposed zone code changes. The proposed budget found below includes travel to the proposed meetings.

#### **SR 1-2 Online Mapper Linked to Zone Code Once Updated**

This item would include the creation of a dynamic zoning map that would be hosted by Hyalite Engineers that will allow the Town to place a link on their website. This application would allow the Town Staff and residents the ability to look up their zoning and have a direct link to the chapter that applies to their property. This item would function similar to Montana Cadastral but would include Town Zoning. Hyalite can manage the map and update the zoning and links if there are changes.

#### **II. Schedule**

We propose to start our work as soon as authorized. We anticipate a schedule of 3-4 months. We expect to complete this project on or before July 31<sup>st</sup>, 2024.

**III. Budget**

We propose to work on this project on a Time and Materials basis to be paid at project completion with an estimate as follows in the below schedule. Payment shall be in accordance with the provided 2024 Agreement for Professional Services. The below costs do not include any review fees, attorney fees, public notices fees including mailings, etc.

Item No.	Description	Est. Cost
SR 1-1	Zoning Code Update for West Yellowstone	\$36,000
SR 2-1	Online Mapper Linked to Zone Code Once Updated	\$3,500

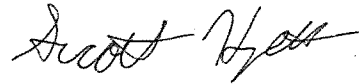
Table 1 – Summary of Proposed Budgets for a Zone Code Update for the Town of West Yellowstone

Thank you for the opportunity to provide you with an estimate for this project. Please let me know if you have any questions.

Respectfully Submitted,



Mike Stenberg, PE  
Principal Engineer



Scott Hazelton, AICP CFM  
Senior Planner

Cc: File – 244101

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Mayor Watt

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Date