

WEST YELLOWSTONE TOWN COUNCIL

**Work Session
February 2, 2016**

COUNCIL MEMBERS PRESENT: Deputy Mayor Brad Schmier, Greg Forsythe, Cole Parker, Pierre Martineau

OTHERS PRESENT: Town Manager Daniel Sabolsky, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Social Services Director Kathi Arnado, Town Engineer Dick Dyer, WY News Editor Jeremy Weber, Lew Scott, Teri & Richard Gibson

The meeting is called to order by Deputy Mayor Brad Schmier at 12 Noon in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana

Public Comment Period

Lew Scott addresses the Council and encourages the Council to not only consider increasing the water and sewer rates but implementing impact fees on new construction. Teri Gibson asks the Council to consider “tiered” utility rates so different users are charged at different rates based on the type of use and/or zoning.

DISCUSSION

Deputy Mayor Brad Schmier calls the meeting to order and refers to the rate analysis information that has been prepared by Town Engineer Dick Dyer. Dyer briefly describes how the current rates for water are structured. Dyer explains that based on revenue and expenses for the previous year, the water system generated approximately \$218,000 in income but expenses were closer to \$237,000. He outlines four different options for adjusting the base fees and/or usage rates to bring the revenue and expenses in line. He explains that in general, raising the base fee tends to have greater impact on residential users and raising the usage rate tends to have greater impact on commercial users. He recommends “Option D” which would leave base rates unchanged and increasing the usage rate from \$.40/1000 gallons to \$.50/1000 gallons. The current base rate is \$10.15 per volume ratio unit (VRU). Dyer also explains that in order to qualify for low-interest loans or financing through the State of Montana, they are expected to meet the target rates, which are \$47.62 per month for water and \$30.61 per month for sewer. The group briefly discusses whether it is likely that the Town could qualify for such financing but agrees that the current rate structure is just too far off from the target rates. Forsythe suggests combining a couple of the options presented by Dyer and raising the base fee to \$11.48 VRU and usage rate to \$.55/1000 gallons. The group considers the impact on rates of Forsythe’s suggestion. Lew Scott suggests implementing impact fees. Dyer explains that the current connection fees do account for expected capital improvement fees but acknowledges that some communities charge both connection fees and impact fees. Teri Gibson agrees with impact fees and also suggests implementing the increases over the course of a couple years. The group discusses increasing connection fees, adding additional connection fees, and whether the rates suggested by Forsythe are even high enough. Sabolsky says that they do have a copy of a utility rate study for the entire state and they will work on putting together some comparisons of other communities. The Council indicates they would like to see a recommendation from the staff for the next five years.

Dyer briefly describes his analysis of the sewer rates and sewer system. He explains that the current equivalent user fee of \$13.50 per month is sufficient for current needs, bringing in about \$410,000 per year. Dyer explains that they could consider an inflationary adjustment or even reducing the rate. Schmier suggests increasing rates to \$15.00 per equivalent user and then proceeding with the suggestion to put together a five-year plan. Forsythe suggests raising the rates 20% but waiting until they hear back from DEQ on the permit process to expand the sewer lagoon. Sabolsky indicates he will work with the staff to put together a five-year plan for both systems.

The meeting is adjourned. (1:05 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
February 2, 2016

COUNCIL MEMBERS PRESENT: Mayor Jerry Johnson, Brad Schmier, Pierre Martineau, Cole Parker, Greg Forsythe

OTHERS PRESENT: Town Manager Daniel Sabolsky, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Scott Newell, Social Services Director Kathi Arnado, Head Dispatcher Brenda Martin, Helene Rightenour, Kirstin Goldstein, Officer Anthony Kearney, WY News Editor Jeremy Weber, Randy Wakefield (Fall River), Richard and Teri Gibson

The meeting is called to order by Mayor Jerry Johnson at 7:00 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded.

The Treasurer's Report with corresponding banking transactions is on file at the Town Offices for public review during regular business hours.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$116,571.19. (Forsythe, Martineau)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the January 19, 2016 Town Council Meeting, as amended. (Forsythe, Parker)
- 3) Motion carried to approve the request to waive the resort tax bond for Doc's Place made by Jim and Sue Burton. (Forsythe, Martineau) Martineau is in favor, the rest of the Council is opposed, motion fails.

Public Comment Period

No comments are received.

Council Comments

Council Member Cole Parker says that he attended one of the focus group meetings hosted last week by Kirstin Goldstein to discuss development of the 80 acres. He says the meeting was well attended and the biggest concern was housing. He says there was also an emphasis on zoning and suggests they consider re-zoning in the old part of town.

DISCUSSION

- 3) The Council discusses whether it is appropriate to waive the bond but conclude that although the Burton's were residents for many years, they have no evidence that they have ever been responsible for paying resort tax.
- A) **Advisory Board Reports:** Council Member Forsythe reports that the Parks & Recreation Advisory Board has been meeting regularly and is actively working on a 5-year plan. They also agreed that they need to advertise for another board member and Forsythe will continue to serve as the representative from the Council.

Town Clerk Liz Roos explains that they are expecting responses to the Health Care RFP from Community Health Partners/Bozeman Health, Billings Clinic, Madison Valley Medical Center, and Eastern Idaho Regional Medical Center. The responses are due the first of March 2016.

- B) **Town Manager Report:** Town Manager Daniel Sabolsky reports on current issues.
Water and Sewer Issues: Mr. Dyer and I had a phone conversation about the Town's water and sewer rates. Fact sheets assembled by Mr. Dyer were emailed to council for their review. In Mr. Dyer's email, he provided an executive summary of the fact sheets. There will be a work session on Feb. 2, 2016 to review the options provided by Mr. Dyer.

West has rates that are some of the lowest in the State, that is not necessarily a bad thing. However, there are grants and low interest loans for water and sewer improvements that are not available to the Town due to our extremely low rates. Status: On-going.

Recreation Scholarships:Kathi Arnado and Brandy Holland are taking the lead on this endeavor and are in the process gathering list of all the participants in the recreation programs. They are putting together a list of children not attending programs offered by the Town that will be contacted and encouraged to participate. They are developing the marketing materials, in English and Spanish that will be distributed throughout town. Once a grant proposal is completed, they will be approaching business and foundations to assist in funding the program. Status: On-going.

School Recycling Program:The Town will assist the students in transporting their recyclables. The Service Department staff will assist the students by moving the materials and asking the recycler for any assistance that he can provide. Status: Completed

WYED Consulting Contract – Public Input Project:I have met with Kirsten Goldstein, too many times to count, regarding the WYED's efforts to gather the necessary information for the 80 acre development. Ms. Goldstein is finishing her public forums about the 80 acre development. In addition, it is my understanding; she has met with all council members regarding the project. Status: In progress.

Food Bank Training: Recently, Social Service was informed that their employees need to comply with regulations set forth by the Regional FoodBank. Last week, Ms. Arnado and Leah Sherman have completed the training and the Town is in full compliance with the Foodbank for the next five years. Status: Completed

Police Union Contract:The Union contract was approved by council and copies of the contract signed by regional representatives were received. The Mayor and I have signed the contract and we are waiting for the local union representative to sign. Status: Near completion.

Food Truck Ordinance:I have completed most of the research to draft an ordinance to address, if desired by council, the location and operation of food trucks within the Town. Status: In progress.

Grizzly Internet: Jane Mersen has completed the draft of the assignment agreement for the Grizzly Internet Development to Safelink. The final draft was sent to members of Council. This week, I will be mailing the document to Safelink for their signatures. Status: Pending.

Payroll System:The management staff has been exploring the option to fully automate the time clock and payroll system before the Town converts to a bi-weekly payroll system. Status: In-progress.

State Audit: The Town's auditor has completed our audit that is required by the State of Montana. This week, the Mayor, Lanie Gospodarek, and myself will be meeting the auditor to discuss the outcomes of the audit. Status: In-progress

Growth Policy:The Planning Board has been working on the update to the Town's Growth Policy. They provided me with the first draft of the document that I have read and revised. This document will be reviewed by the Board and then sent to legal counsel before being sent to Town Council for the approval. Status: In-progress.

Sewer Lagoon and Gun Range Lease:Both were approved at the last Town Council meeting. The Town is waiting for the documents to be signed by the other parties. Status: Near completion.

Police/Dispatcher/ 911 Training:The Mayor, Chief, and I have been working to determine the future software and hardware needs of the police department and the dispatch center. We have met with 911 and training vendors and reviewed their bids/proposals. There is a great deal of projects that need to be completed in the coming year on this matter. Status: In-progress.

Town Related Items: Reviewed the following documents: Employee Union Contract, monthly budget update, Employee Manual, Pending Lawsuit Information, Capital Budget, Budget, a very large package from the Town Engineer, and resumes for the vacant positions in the Police Department.

Meetings (Partial List): Community Health Department administration, MSU Extension Local Government Center training, Planning Committee Board (2), Town Engineer, Council meeting, Regional and local Union Reps., Fire Chief, Legal Council, a Local Sheriff Deputy, Head Forest Service Ranger, and most West employees.

Public Events Attended:Fire Department Annual Banquet.

Public Services Superintendent James Patterson reports that his department is preparing for the next storm but they do expect to more snow later this week and then a melt down next week. He also mentions that they have reached a verbal agreement to use a couple dump-trucks from Yellowstone National Park for the rest of the winter and potentially for

many winters to come. Finance Director Lanie Gospodarek reminds the Council that they are meeting by Skype tomorrow morning with Amatics CPA Group, the company that recently completed the financial audit. She also mentions upcoming meetings, training, and projects. Social Services Director Kathi Arnado reports that they have started tracking the number of contacts or incidents they serve through their office. Since January 15, 2016 they have had 161 incidents or requests for assistance. She mentions the food service training they recently completed, a domestic abuse transport to Hope House in Bozeman, and food bank pickup. Chief Newell reports that he is pursuing selling both of the Ford Crown Victoria cars to the Deere Lodge police department. They are the oldest cars in the fleet but the 2010 does have a salvaged title. He reports on research he has done on tri-band radio upgrades, computer upgrades in the dispatch center, an upcoming presentation for a CAD-R system. He says that he has a template ready to release an RFP for a 911 system but they have learned that Gallatin County is about to release an RFP and are willing to include our system in that RFP which will likely generate a better price. He also describes an incident Officer Kearney handled recently where an intoxicated individual ran over a sign and attempted to leave the scene of the accident. After fair warning and attempts to apprehend the individual, Officer Kearney did use his taser to stop the individual and he is currently being held by Gallatin County.

The meeting is adjourned. (8:00 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

Work Session
February 9, 2016

COUNCIL MEMBERS PRESENT: Mayor Jerry Johnson, Brad Schmier, Cole Parker, Pierre Martineau

OTHERS PRESENT: Town Manager Dan Sabolsky, Finance Director Lanie Gospodarek, Kirstin Goldstein, WY News Editor Jeremy Weber, Jennifer Jordan, Moira Dow, Chris Burke

The meeting is called to order by Mayor Jerry Johnson at 12 Noon in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana

Public Comment Period

No public comments are received. Council member Parker reports that he attended a meeting yesterday with representatives from Yellowstone National Park regarding traffic congestion at the gate this summer. He says they discussed some ideas for relieving that congestion and suggested they come to a Council meeting to discuss it further. Council Member Pierre Martineau mentions that Eric Hanson, the son of the late Guy Hanson, recently passed away-long-time residents of West Yellowstone.

DISCUSSION

Mayor Johnson calls the meeting to order and explains that the purpose of this meeting is to discuss resort tax exemptions. He says that since they met about this topic a couple months ago, he and Council Member Forsythe have discussed possible criteria for granting exemptions to the resort tax. He says that Forsythe suggested developing a mission statement for the resort tax ordinance, to help people understand the purpose of the tax. Johnson suggests that they review the Exemption section of the current ordinance. He says that he doesn't like listing things in the ordinance and suggests replacing Item G in the exemption list with the "anything over \$3000." He says the original intention of the ordinance was to not charge the tax on anything that costs enough that it would be worth it to the consumer to purchase it outside of town. Teri Gibson suggests eliminating Item G and thinks all those items should be taxed, she says that exemption is only benefiting a couple stores. Chris Burke agrees. Schmier says that he thinks they are actually discussing two issues: what is taxed and who is taxed. The group discusses specific examples in town where the tax may not be applied correctly. The group also considers the impact of actually collecting the tax can be on the event organizer. Moira Down, Muscle Sports Event Coordinator for the WY Chamber, says that collecting the tax on top of the entrance fee is a logistical nightmare and they really have to just round the fee up to an even number to make the check in process quicker and easier. She says that if they increase the fee too much, they will lose participants to other events in the area. She also says that WYSEF's primary purpose is to support the school ski team. Johnson suggests developing criteria that establishes events that could be exempted from the tax. He suggests criteria such as affiliation with the school or church, the event donates a certain amount back to the community, the event collects less than \$50 in tax, all fees for the event are considered donations, and/or fees are governed by another separate entity. The group considers Johnson's suggestions and possible ramifications. After further discussion, the Council agrees that they would like to add language to the ordinance to exempt school and non-profit youth programs and also establish criteria to exempt other events. Johnson indicates they should talk to the town attorney to determine whether to establish that criteria by policy or imbed it in the ordinance. Teri Gibson suggests that they should also remove Item G, but the group considers the impact of that on local businesses.

The meeting is adjourned. (1:00 PM)

ATTEST:

Mayor

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
February 16, 2016

COUNCIL MEMBERS PRESENT: Mayor Jerry Johnson, Brad Schmier, Pierre Martineau, Cole Parker

OTHERS PRESENT: Town Manager Daniel Sabolsky, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Social Services Director Kathi Arnado, WY News Editor Jeremy Weber, Richard and Teri Gibson, Helen Rightenour, Patti Hostetter, SJ Shepherd, Tom Cherhoniak, Randy Wakefield, Garrett Ostler, James McBirnie and two other Hebgen Basin Fire Fighters, Custer Gallatin District Ranger Jason Brey, Fire Chief Shane Grube

The meeting is called to order by Mayor Jerry Johnson at 6:00 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded.

The Treasurer's Report with corresponding banking transactions is on file at the Town Offices for public review during regular business hours.

WORK SESSION

Mayor Johnson calls the meeting to order. The purpose of the meeting is to discuss the scoring process for the Health Care Services Request for Proposals (RFP), which are due back to the Town by March 1, 2016. Town Clerk Liz Roos indicates that they are expecting four responses at this point from health care providers in the area. Mayor Johnson suggests that after the responses are received, they schedule a public forum with the Town Council and the Health Care Services Advisory Board to allow each responder to make a 15 minute presentation and allow 15 minutes to answer questions. He also recommends that the Health Care Advisory Board score the responses and the Town Manager advise through that process. The members of the Health Care Advisory Board include Kyle Goltz, Norma Salinas, Jessie Wittmer, Jennifer Jordan, and Cole Parker is the Council representative. Parker agrees with Johnson's previous suggestion that each member of the board score a specific portion of the responses and then the board makes a recommendation to the Council. The group discusses whether the responses are public documents and whether the scores should be released to the public. Johnson and Schmier compare the process to a similar one they have been through with the National Park Service. They also discuss whether it is appropriate to redact all identifying information from the responses and then distribute copies. Town Manager Dan Sabolsky indicates he will talk to the Town attorney to determine the correct way to proceed. The Council also discusses a timeline for evaluating the responses and selecting the best response. They tentatively agree to schedule presentations from the responders on April 5, 2016, prior to the first Town Council meeting in April. It is also suggested that the Health Care Services Advisory Board should meet following the presentations, score the applications, and put together a recommendation to present to the Council at the May 3, 2016 Town Council meeting.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$208,809.46. (Schmier, Parker)
Schmier abstains from #41746.
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the February 2, 2016 Work Session, February 2, 2016 Town Council meeting, and February 9, 2016 Work Session, as amended. (Martineau, Parker)
- 3) Motion carried to authorize and direct the Mayor to sign the Purchase and Sale Agreement between the Town of West Yellowstone and the US Forest Service to purchase 80 acres of land that is adjacent to the Town. (Schmier, Martineau)
- 4) Motion carried to approve the Application to Maintain an Encroachment for Wild Bill Productions to put up four banners. (Parker, Martineau)

- 5) Motion carried to appoint Greg Forsythe to be the Council Representative on the 911 Advisory Board. (Johnson, Martineau)
- 6) Motion carried to table Resolution No. 674 until the next Town Council meeting. (Parker, Martineau)

Public Comment Period: No public comment is received.

Council Comments: Mayor Johnson wishes the high school teams luck at the upcoming basketball tournament. Schmier congratulates Sabolsky on his one-month anniversary working for the Town.

Public Hearing: Purchase of 80 Acres of Real Property from the US Forest Service property adjacent to the Town. Mayor Johnson opens the hearing at 7:30 PM and reads the hearing notice. The hearing was noticed in the February 5, 2016 and February 12, 2016 editions of the West Yellowstone News, posted on the Town's website, posted publicly, and posted on the Town's Facebook page. Mayor Johnson reads emails that were received in favor of the purchase from Chris Burke, Patti Hostetter, and Andie Withner. Tom Cherhoniak says that he doesn't think the Town should spend the money to purchase the property before deciding what to do with it. Teri Gibson says she thinks the Town should purchase the property now and then take their time to decide how to develop it. Garrett Ostler says he is a fairly new resident but says he has watched the Town grow over the years. He says that the Town needs to purchase the property to benefit the community. James McBirnie says that they should purchase the property, affordable housing should be a priority as well as addressing the sewer and water issues that will come with new development. The hearing is closed at 7:40 PM.

DISCUSSION

- 4) Schmier recommends that they encourage the applicant to make sure the banners stay up and mounted appropriately as the wind and weather beat on them and someone needs to take responsibility for that. Mayor Johnson asks Town Clerk Liz Roos to pass that on to the applicants.
 - 5) Johnson explains that he received an email from Forsythe this week offering to serve on the 911 Advisory Board and recommends they accept his offer.
 - 6) Parker makes a motion, seconded by Martineau, to approve Resolution No. 674, a resolution authorizing participation in the Board of Investments of the State of Montana Short Term Investment Pool (STIP). Finance Director Lanie Gospodarek explains that they have to periodically authorize this type of resolution so the Town may participate in the investment pool. After discussion, the Council realizes that some of the options in the resolution have not been selected and they may need some more time to determine how to complete the resolution appropriately. Martineau withdraws his second and the motion dies. A new motion is carried to table the resolution.
- A) **Advisory Board Reports:** Mayor Johnson explains that they have released a vacancy notice for the Parks and Recreation Advisory Board. The council briefly discusses the composition of the various boards.
- B) **Town Manager/Department Head Reports:** Town Manager Daniel Sabolsky reports on current issues: **Water and Sewer Issues:** There was a work session on Feb. 2, 2016 to review the rate options provided by Mr. Dyer. Mr. Dyer, James, and I have started exploring various levels of water and sewer rate adjustments. In addition, we are determining the amount of revenue that will be generated from each rate structure. Status: On-going. **Recreation Scholarships:** Kathy and Brandy have forwarded the recreation liability waiver form to the Town's legal counsel for review and update. We have also contacted MMIA for sample waiver forms and forwarded those to our legal counsel. Kathy and Brandy have started working on the grant proposal. Status: On-going. **WYED**

Consulting Contract – Public Input Project: Ms. Goldstein has started to compile the data she gathered from her public forums. She has met with all council members regarding the project. I meet with members of the WYED Board, HRDC staff members, and Ms. Goldstein regarding the development of residential units on Electric Street. Next week, I have a meeting scheduled with Habitat for Humanity. These discussions are centered on how to move the housing project forward. Status: In progress. **Food Truck Ordinance:** I have completed most of the research to draft an ordinance to address food trucks in the Town, if desired by council. As requested by Council, I forwarded a copy of an educational pamphlet by the American Planning Association and a sample ordinance from the City of Raleigh. Status: In progress. **Grizzly Internet:** Last week, we emailed the assignment of lease document to Safelink for their signatures. Status: Pending. **Payroll System:** The management staff has been exploring the option to fully automate the time clock and payroll system before the Town converts to a bi-weekly payroll system. Status: In-progress. **State Audit:** This week, the Mayor, Lanie Gospodarek, and myself met with the auditor to discuss the outcomes of the audit. A few days later, hard copies of the final audit were received at the Town offices. Lanie should be recognized for her outstanding efforts on a successful audit. Status: In-progress. **Growth Policy:** The Planning Board has been working on the update to the Town's Growth Policy. I have started to review the document for the second time before it goes back to the Planning Board. Once reviewed by the Board, it will then be sent to the Town's legal counsel. Ultimately, the Town Council will review and approve the document before sending to the State. Status: In-progress. **Sewer Lagoon and Gun Range Lease:** Both were approved at the last Town Council meeting. The Town is still waiting for the documents to be signed by the other parties. Status: Near completion. **Police/Dispatcher/ 911 Training:** The Mayor, Chief, and I have been working to determine the future software and hardware needs of the police department and the dispatch center. We have met with 911 and training vendors and reviewed their bids/proposals. A vendor came to town to demo their CAD software. There are a great deal of projects that need to be completed in the coming year on this Department. Status: In-progress. **80 Acre Financing:** Lanie and I have worked with bonding agencies to assemble tentative financing for the 80 acres. Last week, I met with the two local banks to provide them the opportunity to submit conventional financing proposals for the 80 acres. In addition, we have asked the bonding agencies and the local banks for proposals to refinance existing Town bonds. All proposals should be submitted by the end of the month. We feel that refinancing the Town's existing debt would save the Town a significant amount of funds. Status: In progress. **YNP Traffic Meeting:** YNP meet with Town staff regarding the summer traffic issues. There was a lengthy decision regarding how to minimize the traffic problems the town faced last year. I have forwarded the notes taken by YNP staff to council members for their comments and suggestions. There are a number of technology solutions that should increase the awareness of the traffic issues and hopefully encourage tourists to modify their travel schedules. Status: In progress. **Town Related Items:** Reviewed the following documents: Employee Union Contract, wrote a grievance response, monthly budget update, reviewed department head compensation plan, started the review of the employee manual, received an update on pending or current lawsuits, reviewed the capital budget, reviewed the final draft of 80 acre purchase agreement, read a performance evaluation of a police dispatcher, and examined the resumes for the police officer position. **Meetings (Partial List):** Skype meeting with Amatics CPA Group (Audit Firm), met with a board member from Yellowstone Historic Center, attended interviews with police officer candidates, met Community Health Partner's CEO, attended Planning Committee Board (1), met with Yellowstone Basin Bank (CEO, CFO, and Local Loan Officer), met with First Security Bank (Local President and Vice Pres.), met with the Town Engineer, attended a Council meeting and work session, met with regional and local union representatives (2), conferred with legal counsel, held Quarterly Management and Union meeting, and conducted pre-evaluation meetings with Department Heads. **Public Events Attended:** None.

Mayor Johnson adds that they received an email today from Yellowstone Airport Manager, Jeff Kadlec, informing the Town that the Federal Aviation Administration (FAA) is not interested in selling the land that the sewer lagoon is on.

Public Services Superintendent James Patterson reports that they are experiencing a meltdown throughout town. He says they have also discovered that the roof is leaking on the Town Hall in several places so he has been in contact with Dick Anderson and the architect...again. They have been able to solve the heating/cooling inconsistencies except for in the hallway on the northeast side of the building. Social Services Director Kathi Arnado reports that she attended Crises Intervention Training (CIT) last week and is working with Recreation Coordinator Brandy Holland and the WY Foundation to establish a scholarship program for the recreation programs. Gospodarek reports that she has started working on budgeting for next year, scheduled trainings, amending the business license and resort tax ordinances, and end-of-year closing entries. Police Chief Scott Newell reports they are having problems with the generator at the Police department, working with DOT on the streetlight responses, and obtained a mini-grant from DOT to offset overtime costs for the Wild Bill Octane Nights event that is scheduled for March. Sabolsky also mentions a notice they are preparing for the website regarding water service advising people contact the Town prior to commencing new construction. He says that they are working with the engineer to put together a recommendation for water and sewer rates and he has also started reviewing the Department Head pay plan section of the Personnel Policy Manual.

The meeting is adjourned. (8:15 PM)

Mayor

ATTEST:

Town Clerk