

Town of West Yellowstone

Tuesday, July 11, 2017

West Yellowstone Town Hall, 440 Yellowstone Avenue

WORK SESSION

6:00 PM

FY 2017-2018 Municipal Budget, Capital & Enterprise Funds

Discussion ∞

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Purchase Orders #6741 to Teton Communications Inc., AvTec Console Upgrade, \$17,450
#6743 to eForce Software, CAD/RMS system balance, \$45,670.65
#6746 to Pathway AV Integration, Court of Record, \$13,000

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of June 20, 2017 Town Council Meeting** ∞

Business License Applications ∞

- Madison Plaza (Update)

Advisory Board Report(s)

Town Manager & Department Head Reports

Comment Period

- **Public Comment**
- **Council Comments**

UNFINISHED BUSINESS

Conditional Use Application, Limited Services Campground, Kelly Midwest Ventures Discussion/Action ∞

NEW BUSINESS

Resolution No. 700, FY 2017-2018 Preliminary Budget Discussion/Action ∞

Outside Amplification Permit, 2017 Yellowstone Rod Run Discussion/Action ∞

Resolution No. 701, Lift Open Container Ordinance, 2017 Yellowstone Rod Run Discussion/Action ∞

Siegel Learning Center Construction Bids Discussion/Action ∞

Employee Drug & Alcohol Testing Policy Discussion/Action ∞

Staffing Plan Update Discussion/Action ∞

Storage on Public Property Discussion

Correspondence/FYI/Meeting Reminders

Work Session July 19, 2017, 6 PM, Siegel Learning Center



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 Operations 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 at 12 Noon on Tuesdays and occasionally on other mornings and evenings. Work sessions also take place at the Town Hall located at 440 Yellowstone Avenue.
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meeting room.
- Agendas are published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas and packets are available online at the Town's website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at 646-7795.
- 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.

TOWN OF WEST YELLOWSTONE
Revenue Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Rec.	Budget	Change	Budget	Budget
4000 Capital Projects/Equipment										
330000 Intergovernmental Revenues										
335050 Insurance Premium		26,469			0	0%			0	0%
Group:		26,469			0	0%	0	0	0	0%
360000 Miscellaneous Revenues										
365000 Contributions & Donations		21,000	10,000	75,000	0	***%	150,000		150,000	*****%
Donation from Arnie Siegel for movable stage.										
365010 Private Gifts & Bequests					0	0%	250,000		250,000	*****%
Little Rangers Learning center donation not yet spent.										
365020 Private grants			10,000		0	0%	12,500	-12,500	0	0%
match from Smoke Jumpers for improvements in Dunbar Park. project moved to FY 19										
Group:		21,000	20,000	75,000	0	***%	412,500	-12,500	400,000	*****%
370000 Interest										
371010 Interest-Money Market			11	60	0	***%			0	0%
371020 Interest Earned	20	-2	14	108	0	***%			0	0%
371050 STIP Program	27	144	364	2,224	0	***%			0	0%
Group:	47	142	389	2,392	0	***%	0	0	0	0%
380000 OTHER FINANCING SOURCES										
380010 Intercap Loan					0	0%	650,000		650,000	*****%
proceeds from loan for little rangers										
383000 Interfund Operating	164,500		194,700	476,701	526,701	91%	98,637		98,637	18%
transfer in from RT										
Group:	164,500		194,700	476,701	526,701	91%	748,637	0	748,637	142%
Fund:	164,547	47,611	215,089	554,093	526,701	105%	1,161,137	-12,500	1,148,637	218%
Grand Total:	164,547	47,611	215,089	554,093	526,701		1,161,137	-12,500	1,148,637	

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

4000 Capital Projects/Equipment

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
410360	City/Municipal Court										
945	Communication Equipment					0	0%	11,600		11,600	*****%
	Court of Record sound/recording equipment for courtroom/council chambers										
	Account:					0	***%	11,600	0	11,600	*****%
410500	Financial Services										
947	Office Machinery & Equipm					0	0%	15,000		15,000	*****%
	new copier for Town Offices										
	Account:					0	***%	15,000	0	15,000	*****%
411240	Improvements										
920	Buildings					70,000	0%			0	0%
929	Other Buildings	3,600	80,691			0	0%			0	0%
930	Improvements Other than B					6,000	0%			0	0%
937	Other Improvements	7,210		77,212		0	0%			0	0%
	Account:	10,810	80,691	77,212		76,000	0%	0	0	0	0%
420110	Law Enforcement Administration										
944	Transportation Equipment				99,768	100,000	100%	35,000		35,000	35%
	new police car the balance will be paid out of drug forfeiture fund (2390)										
	Account:				99,768	100,000	100%	35,000	0	35,000	35%
430200	Road & Street Services										
940	Machinery & Equipment				19,629	20,000	98%			0	0%
944	Transportation Equipment					0	0%	23,000		23,000	*****%
	utility pick up for Public Services. The other half of this will come out of sewer fund										
	Account:				19,629	20,000	98%	23,000	0	23,000	115%
430263	Street Lighting										
937	Other Improvements					100,000	0%	150,000		150,000	150%
	Street light fund set aside (Madison Ave.)										
	Account:					100,000	0%	150,000	0	150,000	150%
460430	Parks										
920	Buildings				1,893	210,000	1%	58,107		58,107	28%
	Picnic Pavillion carryover from last year of 60K										
929	Other Buildings				8,079	0	***%	38,921		38,921	*****%
	Park Bathroom remodel completion.										
930	Improvements Other than B				2,000	30,000	7%	30,000		30,000	100%
	Frontier Trail match (3 yr set aside of \$30K)										
931	Roads, Streets & Parking			83,213		0	0%			0	0%
936	Parks & Recreation Facili				14,021	0	***%	145,000		145,000	*****%
	portable stage purchase - grant funded										
937	Other Improvements					0	0%	5,300		5,300	*****%
	Re-face the outside of the pump house at the City Park										
938	Street Light Equipment					0	0%	20,000	15,580	35,580	*****%
	Lit trail from Grizzly Ave to Yellowstone Ave. (20k) and install a light pole along Gibbon Ave. for snow hill (15,600)										
	Account:			83,213	25,993	240,000	11%	297,328	15,580	312,908	130%

07/06/17
17:20:07

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

Page: 2 of 6
Report ID: B240

4000 Capital Projects/Equipment

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
460439	Other Park Activities										
936	Parks & Recreation Facili		47,100	64,021		0	0%			0	0%
	Account:		47,100	64,021		0	***%	0	0	0	0%
460460	Historical Preservation										
920	Buildings				65,491	50,000	131%	150,000		150,000	300%
	Historic District Projects: other restroom improvement, floors & bar in Firehole Room										
	Account:				65,491	50,000	131%	150,000	0	150,000	300%
470120	Facilities										
920	Buildings					0	0%	850,000		850,000	****%
	Little Rangers Learning Center - this number represents only the current authority by the town and the remaining amount of dollars left to be put toward the project from the Seigel Family.										
	Account:					0	***%	850,000	0	850,000	****%
	Fund:	10,810	127,791	224,446	210,881	586,000	36%	1,531,928	15,580	1,547,508	264%

%

TOWN OF WEST YELLOWSTONE
Revenue Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

4060 Public Works Equipment Replacement

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Rec.	Budget	Change	Budget	Budget
370000 Interest										
371010 Interest-Money Market				21	0	***%				0 0%
371050 STIP Program			1	2	0	***%				0 0%
Group:			1	23	0	***%	0	0		0 0%
380000 OTHER FINANCING SOURCES										
381070 Proceeds from				140,000	149,800	93%				0 0%
383000 Interfund Operating	7,520	7,461		40,400	7,383	547%				0 0%
383005 Transfer In-Capital				7,383	40,400	18%				0 0%
Group:	7,520	7,461		187,783	197,583	95%	0	0		0 0%
Fund:	7,520	7,461	1	187,806	197,583	95%	0	0		0 0%

07/06/17
17:20:07

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

Page: 4 of 6
Report ID: B240

4060 Public Works Equipment Replacement

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
430200	Road & Street Services										
940	Machinery & Equipment				188,679	189,000	100%			0	0%
	Account:				188,679	189,000	100%		0	0	0
490520	Debt Service-Public Works										
610	Principal		13,049			8,000	0%			0	0%
	1st loan payment for loader was only \$870.00 and was paid out of the general fund										
620	Interest		676			2,000	0%			0	0%
	Account:		13,725			10,000	0%		0	0	0
	Fund:		13,725		188,679	199,000	95%		0	0	0

07/06/17
17:22:27

TOWN OF WEST YELLOWSTONE
Revenue Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

Page: 2 of 3
Report ID: B250

4070 Parkway Construction/Mtn

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Rec.	Budget	Change	Budget	Budget
370000 Interest										
371010 Interest-Money Market	133	30	5	2	0	***%				0 0%
371020 Interest Earned	15	1			0	0%				0 0%
371050 STIP Program	288	43	17	42	0	***%				0 0%
Group:	436	74	22	44	0	***%	0	0		0 0%
380000 OTHER FINANCING SOURCES										
383000 Interfund Operating	272,501				0	0%				0 0%
Group:	272,501				0	0%	0	0		0 0%
Fund:	272,937	74	22	44	0	***%	0	0		0 0%

07/06/17
17:20:07

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

Page: 5 of 6
Report ID: B240

4070 Parkway Construction/Mtn

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
		17-18	17-18	17-18	17-18	17-18	17-18	17-18	17-18	17-18	17-18

430230 Road and Street -Highway Construction											
937	Other Improvements	367,429	215,696			0	0%			0	0%
	Account:	367,429	215,696			0	***%	0	0	0	0%
	Fund:	367,429	215,696			0	0%	0	0	0	0%
%											

07/06/17
17:22:27

TOWN OF WEST YELLOWSTONE
Revenue Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

Page: 3 of 3
Report ID: B250

4075 Street Construction /Maintenance

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Rec.	Budget	Change	Budget	Budget
	13-14	14-15	15-16	16-17	16-17	16-17	17-18	17-18	17-18	17-18
370000 Interest										
371010 Interest-Money Market			11	51	0	***%				0 0%
371020 Interest Earned		4	30	83	0	***%				0 0%
371050 STIP Program	303	345	1,653	3,931	0	***%				0 0%
Group:	303	349	1,694	4,065	0	***%	0	0	0	0 0%
380000 OTHER FINANCING SOURCES										
383000 Interfund Operating	125,000	175,000	175,000	175,000	175,000	100%	175,000		175,000	100%
Group:	125,000	175,000	175,000	175,000	175,000	100%	175,000	0	175,000	100%
Fund:	125,303	175,349	176,694	179,065	175,000	102%	175,000	0	175,000	100%
Grand Total:	405,760	182,884	176,717	266,915	372,583		175,000	0	175,000	

07/06/17
17:20:07

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

Page: 6 of 6
Report ID: B240

4075 Street Construction /Maintenance		Actuals				Current	%	Prelim.	Budget	Final	% Old	
Account	Object	13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget	
		17-18	17-18	17-18	17-18	17-18	17-18	17-18	17-18	17-18	17-18	
430230	Road and Street -Highway Construction					177,000	0%				0	0%
	931 Roads, Streets & Parking					177,000	0%		0	0	0	0%
	Account:											
521000	Interfund Operating Transfers Out - (Specify											
	820 Transfer To Other Funds	200,000					0	0%			0	0%
	Account:	200,000					0	***%	0	0	0	0%
	Fund:	200,000				177,000	0%		0	0	0	0%
												%
Grand Total:		614,972	357,212	224,446	399,560	962,000			1,531,928	15,580	1,547,508	

07/06/17
17:33:09

TOWN OF WEST YELLOWSTONE
Revenue Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

Page: 1 of 4
Report ID: B250

5210 Water Operating Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Rec.	Budget	Change	Budget	Budget
	13-14	14-15	15-16	16-17	16-17	16-17	17-18	17-18	17-18	17-18
330000 Intergovernmental Revenues										
336020 Revenue on-behalf		2,060			0	0%			0	0%
Group:		2,060			0	0%	0	0	0	0%
340000 Charges for Services										
343021 Metered Water Sales	219,711	214,615	219,136	266,742	220,000	121%	293,416		293,416	133%
have a scheduled increase in base rates and per gallon rates Increased revenue over last year's actual by 10%										
343024 Sales of Water Materials	503	4,308	6,322	834	1,000	83%	500		500	50%
343027 Miscellaneous Water	31	19		46	0	***%			0	0%
343029 Water service charge	225	140	140		100	0%			0	0%
343034 Connection Fees	5,755	31,200	10,575	4,800	2,900	166%	1,600		1,600	55%
Group:	226,225	250,282	236,173	272,422	224,000	122%	295,516	0	295,516	131%
370000 Interest										
371010 Interest-Money Market	15	19	46	2	0	***%			0	0%
371020 Interest Earned	13	11	67	98	0	***%			0	0%
371050 STIP Program	482	464	1,368	2,184	500	437%	500		500	100%
Group:	510	494	1,481	2,284	500	457%	500	0	500	100%
Fund:	226,735	252,836	237,654	274,706	224,500	122%	296,016	0	296,016	131%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

5210 Water Operating Fund		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
						16-17	16-17	17-18	17-18	17-18	17-18
937	Other Improvements		9,359		108	20,000	1%	20,000		20,000	100%
	replace curb stop valves town-wide (CIP) not completed last year.										
	Account:	1,028	29,359	12,790	48,579	41,000	118%	37,500	10,000	47,500	116%
430570	Customer Accounting and Collection										
110	Salaries and Wages	8,160	7,973	8,206	3,437	10,134	34%	8,871		8,871	88%
	1/4 time of Deputy Town Clerk (8871)										
140	Employer Contributions	1,817	1,361	1,385	582	1,709	34%	3,090		3,090	181%
220	Operating Supplies	10	238	366	303	400	76%	400		400	100%
311	Postage, Box Rent, etc.	1,035	979	865	1,067	1,200	89%	1,200		1,200	100%
355	Data Processing Services	2,294	1,206	794	1,311	1,500	87%	1,500		1,500	100%
359	Administration Charges	31	10	332		300	0%	300		300	100%
	in case of refunds										
	Account:	13,347	11,767	11,948	6,700	15,243	44%	15,361	0	15,361	101%
430590	Other Activities										
251	Water Materials	9,037	11,755	14,588	7,606	37,000	21%	12,000	25,000	37,000	100%
	hydrant repair & water meters at YNP housing complex (25K) the rest is for regular stock of water meters										
357	Other Professional Servic	580	375			500	0%	500		500	100%
940	Machinery & Equipment				18,962	9,600	198%			0	0%
	Account:	9,617	12,130	14,588	26,568	47,100	56%	12,500	25,000	37,500	80%
510330	Comprehensive Liability Insurance										
512	Insurance on Vehicles & E	3,398	3,470	3,620	2,157	2,157	100%	3,000		3,000	139%
	estimate										
513	Liability	7,814	7,185	8,104	5,090	5,090	100%	5,200		5,200	102%
	estimate										
	Account:	11,212	10,655	11,724	7,247	7,247	100%	8,200	0	8,200	113%
510600	Pensions										
191	pension expense		939	5,302		0	0%	6,000		6,000	*****
	estimate										
	Account:		939	5,302		0	***%	6,000	0	6,000	*****
521000	Interfund Operating Transfers Out - (Specify										
820	Transfer To Other Funds				50,000	50,000	100%	50,000	50,000	100,000	200%
	A 50K transfer is recommended (by engineer) to capital fund for future captial outlay.										
	50K transfer specifically for De-flouridization plant (101700)										
840	Contributions -depreciati	57,077	60,000	65,093	81,071	81,071	100%	85,000		85,000	105%
	estimated annual depreciation entry to water capital fund										
	Account:	57,077	60,000	65,093	131,071	131,071	100%	135,000	50,000	185,000	141%
	Fund:	196,939	230,643	238,560	398,602	465,452	86%	392,139	114,250	506,389	109%

07/06/17
17:33:09

TOWN OF WEST YELLOWSTONE
Revenue Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

Page: 2 of 4
Report ID: B250

5220 Water Replacement Depreciation Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Rec.	Budget	Change	Budget	Budget
	17-18	17-18	17-18	17-18	16-17	16-17	17-18	17-18	17-18	17-18
370000 Interest				137	0	***%			0	0%
371020 Interest Earned				2,062	0	***%	500		500	*****%
371050 STIP Program	246	318	1,165	2,062						
Group:	246	318	1,165	2,199	0	***%	500	0	500	*****%
380000 OTHER FINANCING SOURCES										
383000 Interfund Operating	57,077	60,000	65,093	81,071	81,071	100%	85,000		85,000	104%
year end adjusting entry estimate				50,000	50,000	100%	50,000		50,000	100%
383005 Transfer In-Capital										
Group:	57,077	60,000	65,093	131,071	131,071	100%	135,000	0	135,000	102%
Fund:	57,323	60,318	66,258	133,270	131,071	102%	135,500	0	135,500	103%

07/06/17
17:30:47

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

Page: 3 of 5
Report ID: B240

5220 Water Replacement Depreciation Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
430530	Source of Supply and Pumping										
939	Well project					0	0%	500,000		500,000	****%
	well and well building project										
	Account:					0	***%	500,000	0	500,000	****%
	Fund:					0	0%	500,000	0	500,000	****%

07/06/17
17:33:09

TOWN OF WEST YELLOWSTONE
Revenue Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

Page: 3 of 4
Report ID: B250

5310 Sewer Operating Fund										
Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Rec.	Budget	Change	Budget	Budget
	17-18	17-18	17-18	17-18	16-17	16-17	17-18	17-18	17-18	17-18
330000 Intergovernmental Revenues										
336020 Revenue on-behalf		1,594			0	0%			0	0%
Group:		1,594			0	0%	0	0	0	0%
340000 Charges for Services										
343030 Sewer User Fees	367,971	397,347	412,015	458,226	412,000	111%	504,049		504,049	122%
anticipate a 10% increase in base rate revenue based on rate increase plan of resolution # 677										
343032 Sewer Installation			-375		0	0%			0	0%
343034 Connection Fees	8,555	61,329	20,400	9,000	2,900	310%	3,000		3,000	103%
343037 Dumping at Lagoon	6,602	10,660	12,100	8,790	10,000	88%	8,500		8,500	85%
Group:	383,128	469,336	444,140	476,016	424,900	112%	515,549	0	515,549	121%
370000 Interest										
371010 Interest-Money Market	59	120	93	57	0	***%			0	0%
371020 Interest Earned	12	18	163	178	0	***%	50		50	****%
371050 STIP Program	858	801	3,038	6,035	1,000	604%	1,000		1,000	100%
Group:	929	939	3,294	6,270	1,000	627%	1,050	0	1,050	105%
Fund:	384,057	471,869	447,434	482,286	425,900	113%	516,599	0	516,599	121%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

5310 Sewer Operating Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
430000	Public Works										
191	pension expense		41			0	0%			0	0%
	Account:		41			0	***%	0	0	0	0%
430600	Sewer Utilities										
110	Salaries and Wages	42,732	47,409	54,655	19,970	20,123	99%	20,521		20,521	102%
	1/4 time of PSS (20521),										
140	Employer Contributions	18,608	20,557	21,516	7,814	7,858	99%	8,093		8,093	103%
191	pension expense			-1,022		0	0%			0	0%
212	Small Items of Equipment					0	0%	1,000		1,000	*****
220	Operating Supplies	4,989	2,649	2,397	6,500	3,000	217%	3,000		3,000	100%
226	Clothing and Uniforms	178	187			300	0%	300		300	100%
311	Postage, Box Rent, etc.		50	25	24	200	12%	200		200	100%
335	Membership Fees & Dues		120		120	300	40%	300		300	100%
340	Utility Services	122	122	122	136	150	91%	150		150	100%
341	Electric	28,003	55,291	49,450	49,770	52,000	96%	51,000		51,000	98%
344	Natural Gas/propane	695	317	287	334	350	95%	350		350	100%
345	Telephone & Internet	910	2,221	2,346	2,306	2,500	92%	2,500		2,500	100%
351	Medical, Dental, Veterina shots for the employees		517			550	0%	2,000		2,000	364%
354	Architectural, Engineerin preliminary eqn. report in here every year. Dick?	1,085	1,615	3,610	715	40,000	2%	40,000		40,000	100%
357	Other Professional Servic clean and camera Grizzly Park	15,895	9,784	31,209	33,504	35,000	96%	35,000		35,000	100%
366	Buildings		12		238	500	48%	500		500	100%
369	Other Repair & Mtn Equipm	1,566	2,665	4,982	1,009	3,000	34%	3,000		3,000	100%
370	Travel	321				1,500	0%	3,000		3,000	200%
380	Training Tuition/Registra	627		670	100	700	14%	1,500		1,500	214%
398	Other contracted services maintenance fees	4,952	2,490	4,751	3,290	2,500	132%	3,000		3,000	120%
532	Land Rental	11,000	11,000	26,416	25,000	25,000	100%	30,000		30,000	120%
870	Miscellaneous	171				500	0%	500		500	100%
940	Machinery & Equipment				37,725	9,000	419%			0	0%
944	Transportation Equipment Utility PU truck. Other half is paid out of the capital fund, road & street, trans. equip					0	0%	23,000		23,000	*****
	Account:	131,854	157,006	201,414	188,555	205,031	92%	228,914	0	228,914	112%
430630	Collection and Transmission										
355	Data Processing Services Add'l GIS costs Or are we done?				13,377	5,000	268%	1,500		1,500	30%
369	Other Repair & Mtn Equipm	12,903	21,535		13,495	22,000	61%	10,000		10,000	45%
941	General Purpose Machinery previously the Mad Ad. pump station project will this be more charges for the same project or a new project? Added 10K or new air pumps				41,795	40,000	104%	20,000	10,000	30,000	75%
	Account:	12,903	21,535		68,667	67,000	102%	31,500	10,000	41,500	62%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

5310 Sewer Operating Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
430640	Treatment and Disposal										
212	Small Items of Equipment	2,100		158		300	0%	300		300	100%
354	Architectural, Engineerin	69,150	20,017	42,479	10,633	70,000	15%			0	0%
357	Other Professional Servic	2,911	5,467	5,799	2,779	7,000	40%	7,000		7,000	100%
459	Other	11,978	9,793	13,008	12,088	14,000	86%	14,000		14,000	100%
934	Sewage Disposal lagoon				39,000	75,000	52%	250,000		250,000	333%
	new estimate of what it will cost to construct add'l infiltration ponds										
940	Machinery & Equipment		-19,759			0	0%			0	0%
941	General Purpose Machinery		19,759			0	0%			0	0%
	Account:	86,139	35,277	61,444	64,500	166,300	39%	271,300	0	271,300	163%
430670	Customer Accounting and Collection										
110	Salaries and Wages	8,160	7,973	8,206	3,437	10,134	34%	8,871		8,871	88%
	1/4 time of Deputy Town Clerk (8871)										
140	Employer Contributions	1,817	1,361	1,385	582	1,709	34%	3,090		3,090	181%
220	Operating Supplies	-212	238	366	303	400	76%	400		400	100%
311	Postage, Box Rent, etc.	1,071	979	865	967	1,000	97%	1,000		1,000	100%
355	Data Processing Services	1,300	1,206	670	1,311	1,600	82%	1,400		1,400	88%
	software maintennce fees (1/2 - split between sewer and water)										
359	Administration Charges		9	13		100	0%	100		100	100%
	Account:	12,136	11,766	11,505	6,600	14,943	44%	14,861	0	14,861	99%
510330	Comprehensive Liability Insurance										
512	Insurance on Vehicles & E	2,718	2,550	2,895	3,116	3,116	100%	3,000		3,000	96%
	estimate										
513	Liability	6,251	4,975	6,483	7,352	7,352	100%	7,500		7,500	102%
	estimate										
	Account:	8,969	7,525	9,378	10,468	10,468	100%	10,500	0	10,500	100%
510400	Depreciation										
840	Contributions -depreciati	80,528					0%			0	0%
	Account:	80,528					0%	0	0	0	0%
510600	Pensions										
191	pension expense		726	4,194		0	0%	5,500		5,500	*****%
	estimate										
	Account:		726	4,194		0	0%	5,500	0	5,500	*****%
521000	Interfund Operating Transfers Out - (Specify										
820	Transfer To Other Funds					100,000	0%	200,000		200,000	200%
	annual engineer-recommended transfer to sewer capital fund										
840	Contributions -depreciati	70,322	72,000	86,173		83,164	0%	85,000		85,000	102%
	annual depreciation outlay towards future capital and maintenance										
	Account:	70,322	72,000	86,173		183,164	0%	285,000	0	285,000	156%
	Fund:	402,851	305,876	374,108	338,790	646,906	52%	847,575	10,000	857,575	133%
	Grand Total:	599,790	536,519	612,668	737,392	1,112,358		1,739,714	124,250	1,863,964	

07/06/17
17:33:09

TOWN OF WEST YELLOWSTONE
Revenue Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

Page: 4 of 4
Report ID: B250

5320 Sewer Replacement Depreciation Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Rec.	Budget	Change	Budget	Budget
370000 Interest										
371020 Interest Earned				24	0	***%			0	0%
371050 STIP Program	300	389	1,262	3,071	0	***%	1,000		1,000	****%
Group:	300	389	1,262	3,095	0	***%	1,000	0	1,000	****%
380000 OTHER FINANCING SOURCES										
383000 Interfund Operating	70,322	72,000	86,173		83,164	0%	85,000		85,000	102%
383005 Transfer In-Capital					100,000	0%	100,000		100,000	100%
Group:	70,322	72,000	86,173		183,164	0%	185,000	0	185,000	101%
Fund:	70,622	72,389	87,435	3,095	183,164	2%	186,000	0	186,000	101%
Grand Total:	738,737	857,412	838,781	893,357	964,635		1,134,115	0	1,134,115	

06/01/17
14:47:38

TOWN OF WEST YELLOWSTONE
Revenue Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

Page: 32 of 32
Report ID: B250

7010 Social Services/Help Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	%
	13-14	14-15	15-16	16-17	Budget	Rec.	Budget	Change	Budget	Budget
360000 Miscellaneous Revenues										
362000 Refunds & Reimbursement				211	500	42%				0 0%
365000 Contributions & Donations	12,826	11,867	13,895	21,333	10,000	213%	15,000		15,000	150%
Group:	12,826	11,867	13,895	21,544	10,500	205%	15,000	0	15,000	142%
370000 Interest										
371010 Interest-Money Market			27	16	0	***%				0 0%
371020 Interest Earned	8	5	21	57	0	***%				0 0%
371050 STIP Program				73	0	***%				0 0%
Group:	8	5	48	146	0	***%	0	0	0	0%
Fund:	12,834	11,872	13,943	21,690	10,500	207%	15,000	0	15,000	142%
Grand Total:	9,046,637	8,590,653	11,153,784	9,145,543	9,969,885		9,876,427	0	9,876,427	

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2017 - 2018

7010 Social Services/Help Fund		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
		13-14	14-15	15-16	16-17	16-17	16-17	17-18	17-18	17-18	17-18
450135	Social & Economic General Assistance										
220	Operating Supplies	11,151	6,556	4,431	3,664	10,000	37%	4,500		4,500	45%
231	Gas, Oil, Diesel Fuel, Gr	664	225	308	306	1,500	20%	1,500		1,500	100%
270	Supplies - Pool Operation				50	0	***%			0	0%
335	Membership Fees & Dues			75	75	75	100%			0	0%
351	Medical, Dental, Veterina	1,798	94	312	332	1,000	33%	500		500	50%
358	Prescription Vouchers		910	1,017	1,472	1,500	98%	1,500		1,500	100%
370	Travel	1,361	130	305	371	1,250	30%	2,000		2,000	160%
710	Direct Relief to Indigent				2,000	2,000	100%	24,000		24,000	1200%
	expect to make a donation to the Food Bank Endowment at the WYF with surplus fund balance of FY 16-17										
	Account:	14,974	7,915	6,448	8,270	17,325	48%	34,000	0	34,000	196%
	Fund:	14,974	7,915	6,448	8,270	17,325	48%	34,000	0	34,000	196%
											%
	Grand Total:	1,373,201	1,030,479	974,395	1,081,157	2,338,335		896,602	0	896,602	

07/06/17
17:44:02

TOWN OF WEST YELLOWSTONE
Cash Reserve Worksheet
For the Year: 2017 - 2018

Fund	Cash Available	Proposed Revenues	Proposed Expenditures	AP/AR Outstanding	Cash Remaining	% of Exp.
1000 General Fund	1,327,204.12	4,040,312.00	5,152,305.00	-127.27	215,338.39	4.18%
2100 Local Option Taxation-Resort	912,206.36	4,401,200.00	4,743,291.00	17,000.00	553,115.36	11.66%
2101 Marketing & Promotions (MAP)	139,710.59	91,020.00	90,500.00	0.00	140,230.59	154.95%
2102 TBID (Tourism Business	37,931.59	345,000.00	350,800.00	0.00	32,131.59	9.16%
2111 Off Street Parking	109,840.46	605.00	74,000.00	0.00	36,445.46	49.25%
2210 Parks & Recreation	2,425.00	0.00	0.00	2,425.00	0.00	%
2211 Parks/Rec Donations - Teen	1,550.61	0.00	1,550.00	0.00	0.61	0.04%
2212 Parks - Volleyball Court	5,026.73	5.00	5,029.00	0.00	2.73	0.05%
2213 Community Garden	642.11	250.00	250.00	0.00	642.11	256.84%
2214 Rec. Program Scholarships	2,593.36	0.00	2,573.00	0.00	20.36	0.79%
2220 Library	21,376.53	218,224.00	233,683.00	0.00	5,917.53	2.53%
2240 Cemetery	13,257.33	205.00	6,375.00	0.00	7,087.33	111.17%
2390 Drug Forfeiture	22,913.75	0.00	22,913.00	0.00	0.75	%
2392 CDBG-Local Source	88,925.43	0.00	25,000.00	0.00	63,925.43	255.70%
2701 Cemetery Perpetual Care	39,590.85	200.00	0.00	0.00	39,790.85	%
2820 Gas Tax Apportionment	35,042.42	135,401.00	154,200.00	0.00	16,243.42	10.53%
2850 911 Emergency	131,158.92	114,650.00	153,606.00	0.00	92,202.92	60.03%
2917 Crime Victims Assistance	6,454.93	0.00	6,454.00	0.00	0.93	0.01%
3050 GO Bond	142,681.95	145,000.00	116,759.00	0.00	170,922.95	146.39%
4000 Capital Projects/Equipment	427,556.19	1,148,637.00	1,547,508.00	0.00	28,685.19	1.85%
4060 Public Works Equipment	621.59	0.00	0.00	0.00	621.59	%
4070 Parkway Construction/Mtn	6,890.61	0.00	0.00	0.00	6,890.61	%
4075 Street Construction	777,137.34	175,000.00	0.00	0.00	952,137.34	%
5210 Water Operating Fund	202,854.59	296,016.00	506,389.00	-17,164.36	9,645.95	1.90%
5220 Water Replacement	482,603.58	135,500.00	500,000.00	0.00	118,103.58	23.62%
5310 Sewer Operating Fund	978,468.58	516,599.00	857,575.00	-36,941.62	674,434.20	78.64%
5320 Sewer Replacement	433,223.27	186,000.00	0.00	0.00	619,223.27	%
7010 Social Services/Help Fund	40,652.76	15,000.00	34,000.00	0.00	21,652.76	63.68%
7469 City Court - Judge Brandis	24,566.22	0.00	0.00	24,566.22	0.00	%
7699 Victims Assistance Program	158.00	0.00	0.00	158.00	0.00	%
Totals	6,415,265.77	11,964,824.00	14,584,760.00	-10,084.03	3,805,413.80	

Table 7 – Capital Improvement Plan Summary

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
1	FY-18	Police Patrol Vehicle – 1 New Car	\$50,000	\$35,000 \$15,000	RT Transfer Drug Fort. (2390)	4000-420110-944 2390-420143-944
2	FY 18	Volleyball Court in City Park	\$5,000	\$5,000	Donation \$3,880 RT transfer of bal.	2212-460000-936
3	FY 18	Construct Additional Infiltration Ponds	\$250,000	\$250,000	5310	5310-430640-934
4	FY 18	Develop an Interior Park using Mag Chloride Will do a small test portion	\$15,000	\$15,000	RT Transfer	2820-430243-931
5	FY 18	Clean & Camera Grizzly Park	\$34,000	\$34,000	Sewer Fund	5310-430600-357
6	FY 18	Annual Sidewalk Maintenance/ADA Accessibility Improvements – 1 street annually.	\$80,000	\$80,000	General Fund	2820-430262-365
7	FY 18	Replace Curb Stop Valves Town-wide To complete the project	\$20,000	\$20,000	Water Fund	5210-430550-937
8	FY 18	1 Large water meter for USFS housing	\$25,000	\$25,000	Water Fund	5210-430590-251
9	FY18	Changing lights to LED- constr. in progress	\$60,000	\$16,800 \$23,000	Gen. Fund Gen. Fund	1000-430263-357 1000-430263-220
10	FY 18	Crack Seal Streets in Madison Addition	\$22,000	\$22,000	Gas Tax	2820-430200-367
11	FY 18	Repave Town Streets – Allocate Funding Allocate \$125,000 annually + \$50K Re-imburse from parkway fund-final pay).	\$4,300,000	\$125,000 \$50,000	RT Transfer RT Transfer	2100-521000-825 2100-521020-820
12	FY 18	De-fluoridation Plant 2 nd year @ \$50,000	\$1,300,000	\$50,000	Water Fund Grant/Loan	5210-521000-820 Trans. to Ent.

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
13	FY 18	Portable Stage	\$150,000	\$145,000	Donation	4000-460430-936
14	FY 18	Construct Picnic Pavilion –Constr. In Progress	\$60,000	\$58,107	RT Transfer	4000-460430-920
15	FY-18	Surface the Frontier Trail – set aside (3 rd year @ 10,000)	\$250,000	\$30,000	RT Transfer	4000-460430-930
16	FY 18	City Park Bathroom Remodel completion	\$47,000	\$38,921	RT Transfer	4000-460430-929
17	FY 18	Streetlight Fund Set-aside (Madison Ave.) 1 st year @ \$100K 2 nd year @ \$50K	TBD	\$150,000	RT Transfer	4000-430263-937
18	FY 18	Annual Set-aside for new sewer plant	\$15 million	\$200,000	Sewer Fund	5310-521000-820
19	FY 18	Lighted trail from Grizzly Ave to Yellowstone Ave.(set-aside)	\$35,000	\$20,000	RT Transfer	4000-460430-938
20	FY 18	Utility Pick-up Truck –Public Services	\$46,000	\$23,000 \$23,000	RT Transfer Sewer Fund	4000-430200-944 5310-430600-944
21	FY 18	Historic District Projects	\$150,000	\$150,000	RT Transfer	4000-460460-920
22	FY 18	PSAP Generator for Dispatch/Police Operations	\$45,000	\$45,000	911 Fund	2850-420750-945
23	FY 18	Copier for Town Office	\$15,000	\$15,000	RT Transfer	4000-410510-947
24	FY 18	Re-do outside of Pump House Bldg. City Park	\$5,300	\$5,300	RT Transfer	4000-460430-937

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
25	FY 18	Install Light Poles along Gibbon Ave. for Snow Hill	\$ 15,580	\$15, 580	RT Transfer	4000-460430-938
26	FY 18	Fingerprinting Machine	\$7,913	\$7,913	911 Fund	2390-420142-900
27	FY 18	Little Rangers Learning Center	\$1,200,000	\$1,200,000	Financing Donation	4000-460180
28	FY 18	Well and Well Building with Generator	\$500,000	\$500,000	Water Capital Fund	5220-430530-939
29	FY 18	Court of Record – Recording Equipment	\$11,600	\$11,600	RT Transfer	4000-410360-935
30	FY 19	Dunbar Park – Pathway Improvements & Signage	\$12,500	\$12,500	RT Transfer Smokejumper Match	4000-460430-939
31	FY 19	Slurry Seal Town Streets Construction in Progress	\$358,000	\$181,000	RT Transfer	2820-430200-931
32	FY 19	Construct Equipment Storage Barn/ Testing facility (10/11)	\$70,000	\$0	5310	5310
33	FY 19	Hayden & Iris Grass Project	\$50,000	\$0	RT Transfer	4000-460430-943
34	FY19	Public Services 2008 Ford-350 Pick-up Replace/refurbish	\$50,000	\$0	RT Transfer	4000-460430-944
35	FY 19	Build an additional million-gallon water tank (10/11)	\$1,500,000	\$0	Water Fund Outside Financing	5210
36	FY19	Water Truck	\$170,000	\$30,000 Our match	RT Transfer DEQ Grant	4000
37	FY19	Climbing Boulder for City Park Playground	\$15,000	\$0	RT Transfer	4000-460430-936
38	FY19	Fountain in City Park	\$150,000	\$0	Donation	4000-460430-940

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
36	FY 19	Engineering for Interior Park Paving project Construction in Progress	\$30,000	\$25,800	RT Transfer	2820-430200-931
37	FY19	Interior Park Parking Lot (1 st of 4)	\$85,000	\$0	Gas Tax Fund	2820-430200-931
38	FY19	New Riding Lawn Mower	\$10,000	\$0	RT Transfer	4000-460430-940
39	FY 19	Flooring for Povah Center	\$15,000		Donation/RT Transfer	4000-460432-936
40	FY 19	Water meters YNP housing	\$25,000	\$0	RT Transfer	5210-430590-251
41	FY 19	Plow Attachment for Loader	\$21,000	\$21,000	RT Transfer	4000-430200-940
42	FY 19	Administrative Vehicle	\$30,000	\$30,000	RT Transfer	4000-410210-944
43	FY 20	Public Services 2008 GMC Pickup Replace	\$45,000	\$0	RT Transfer	4000-430200-944
44	FY 20	Replace 936 Loader	\$150,000	\$0	RT Transfer	4060
45	FY 20	Police Vehicle	\$50,000	\$0	RT Transfer	4000
46	FY 20	Interior Park Parking Lot (2nd of 4)	\$85,000	\$0	Gas Tax Fund	2820-430200-931
47	FY 20	Study to Relocate Public Services Shop (10/11)	\$30,000	\$0	RT Transfer	4000-430200-929
48	FY 20	Copier for PD	\$10,000		RT Transfer	4000-420100-947
49	FY20	Walk-in Cooler/Freezer for Povah Center	TBD		RT Transfer	4000-450310-949
50	FY 20	Re-Face Old Firehouse	\$54,400		RT Transfer	4000-460430-930
51	FY 21	Install Street Lights on South Canyon and/or Lights on Electric Street (13/14)	\$?	\$0	RT Transfer	4000-430263-938

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
52	FY 21	Toilet Vault at Tennis Courts	\$50,000	\$0	RT Transfer	4000-460430-920
53	FY 21	Resurface the Tennis Courts	TBD	\$0	RT Transfer	4000-460430-936
54	FY 21	Gazebo	\$30,000	\$0	RT Transfer	4000-460430-937
55	FY 21	Walk In Freezer for Social Services	\$35,000	\$0	RT Transfer	4000-450135-949
56	FY 21	Interior Park Parking Lot (3 rd of 4)	\$85,000	\$0	Gas Tax Fund	2820-430200-931
57	FY 21	Summer Rec. Building/Warming Hut	\$300,000		RT Transfer	4000-460430-936
58	FY 22	Expand/Improve ice skating rink	TBD	\$0	RT Transfer	4000-460430-937
59	FY 22	Splash Park	TBD	\$0	RT Transfer	4000-460430-936
60	FY 22	Interior Park Parking Lot (4 th of 4)	\$85,000	\$0	Gas Tax Fund	2820-430200-931
61	TBD	Pave Obsidian St. between Geyser and Faithful Streets (13/14)	TBD	\$0	Gas Tax Fund	2820-430200-931
62	TBD	Social Services Vehicle or refrigerated trailer	\$50,000	\$0	RT Transfer Donation?	4000-450135-944
63	TBD	Install Elevator in Town Hall (14/15)	\$100,000	\$0	RT Transfer	4000-411240-930
64	TBD	Parkway Paving Project – Phase II	\$1,100,000	\$0	Gas Tax RT Transfer	2820
65	TBD	Event Center/Fairgrounds (10/11)	TBD	\$0		4000
66	TBD	Work Force Housing (10/11)	TBD	\$0		4000
67	TBD	Construct Aquatic Center (13/14)	TBD	\$0		4000
68	TBD	Rehabilitate Aeration Ponds	\$150,000	\$0		5310

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

Order No. **006741**

Department

TO: Teton Communications Inc

ADDRESS: 545 South Utah Circle
Idaho Falls ID 83402

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	ArTec Console Upgrade - Radio software in dispatch

Authorized By 

Estimated Cost \$ 17,450.00

Requested By: Scott Newell

VENDOR COPY - White OFFICE COPY - Canary

8850-420750-362

Teton Communications, Inc.

545 South Utah Circle
Idaho Falls, ID 83402

Phone # 208-522-0750 Fax # 208-525-3400



Project Quote

Date	Quote No.
12/2/2016	th3

Customer Name / Info	
West Yellowstone Police Department P.O. Box 1570 West Yellowstone, MT 59758	
C3 / Cell	Chief Newel
C3 Phone / Fax	
C3 E-mail	

Salesman Name / Info	
Tony Hafla	
Salesman E-Mail	tony@tetoncommunications.com

Project Description
Avtec Console Upgrade

Qty	Item	Description	Price	Amount
1	Description	Price quote to provide the time and materials necessary to upgrade the Avtec radio console to the version 4 platform.		0.00
2	Avtec Gateway PC	Industrial 1U Computer, solid state hard drives, and Win 7 OS.	6,325.00	12,650.00
	01 - Service and Rep...	Estimated labor to install the Avtec gateway computers, and upgrade the existing PC's to the new software platform.	4,800.00	4,800.00

Terms	Net 30	Subtotal	\$17,450.00	Sales Tax (0.0%)	\$0.00
-------	--------	----------	-------------	------------------	--------

Signature:	Grand Total	\$17,450.00
------------	-------------	-------------

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

Order No: **006743**

Department

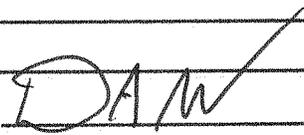
TO: *eForce Software* DBA *Intell: Choice*

ADDRESS: *1047 South 100 West Suite #130*
Logan UT 84321

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	<i>Remaining^{ing} balance for the CAD RMS</i>

Authorized By



Estimated Cost \$

45,670⁶⁵

Requested By:

Scott Newell

VENDOR COPY - White OFFICE COPY - Canary

2850-420750-398

IntelliChoice, Inc.

1047 S 100 W Suite 130
 Logan, UT 84321
 1-888-570-4943



Bill To
West Yellowstone Police Department 110 S. Faithful St. West Yellowstone, MT 59758

INVOICE

Terms	Date	P.O. No.	Invoice #	Due Date
Due on receipt	7/1/2017		1228562	7/10/2017

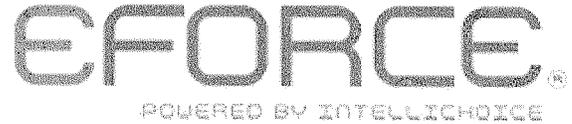
Quantity	Description	Amount
1	AVL Server License	
6	AVL User License	
	AVL Subtotal	16,383.32
1	CAD Server License with e911	
1	CAD Mapping	
6	CAD User License	
	CAD Subtotal	40,909.42
1	Jail Management User License	12,531.65
1	Mobile Server License	
6	iOS: eCitations User	
6	Mobile License - Voiceless Dispatch	
	Mobile Subtotal	17,683.50
1	RMS Server License	
7	RMS User License	
5	RMS Limited Use License	
	RMS Subtotal	28,013.76
1	Data Conversion	

Mark your calendars for your 2017 eFORCE Users Conference! It will be held in beautiful Cache Valley Monday, Sept. 18 - Thursday, Sept. 21, 2017. Visit eforcesoftware.com/conference to register and for more details. See you there!

Total
Payments/Credits
Balance Due

IntelliChoice, Inc.

1047 S 100 W Suite 130
 Logan, UT 84321
 1-888-570-4943



Bill To
West Yellowstone Police Department 110 S. Faithful St. West Yellowstone, MT 59758

INVOICE

Terms	Date	P.O. No.	Invoice #	Due Date
Due on receipt	7/1/2017		1228562	7/10/2017

Quantity	Description	Amount
1	ImageTrend Interface	
1	MTIBRS	
1	Site License	
1	State Query - MT	
	Additional Items Subtotal	23,149.00
	Less: First Installment	-93,000.00

Mark your calendars for your 2017 eFORCE Users Conference! It will be held in beautiful Cache Valley Monday, Sept. 18 - Thursday, Sept. 21, 2017. Visit eforcesoftware.com/conference to register and for more details. See you there!

Total	\$45,670.65
Payments/Credits	\$0.00
Balance Due	\$45,670.65

TOWN OF WEST YELLOWSTONE
MONTANA

info@townofwestyellowstone.com

PURCHASE ORDER

Date 7/7/2017

Ship Via

Order No. 006746

Department Crty Court

TO: Mark Mountaintes - Pathway AV Integration

ADDRESS: 3525 N. Ping Rd. Post Falls, ID 83854

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

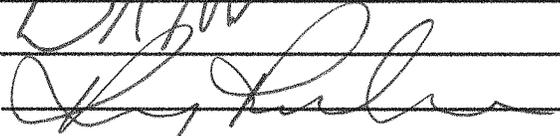
Quantity	Description
1	Court of Record - Recording System (\$12,145.15 system + per draw)

Authorized By



Estimated Cost \$ 13,000.00

Requested By:



VENDOR COPY - White OFFICE COPY - Canary

Mark Mountaintes

Pathway AV integration
 3525 N. Ping Rd
 Post Falls ID 83854
 Phone (208) 446-9756

pavi3530@gmail.com

Date:
 6/19/2017



Quote

Invoice #
 TOWY-Comp

Quote:
 Town of West Yellowstone
 Kerry Parker
 Town of West Yellowstone Court
 Gallatin County
 406-646-7845

kparker@townofyellowstone.com

Laptop Computer ASUS 15

Qty	Parts #	Description	Unit Price	Total
Computer / Portable Recorder				\$1,634.40
1	ASUS	Laptop Computer ASUS 17	\$1,198.80	\$1,198.80
1	HDD	HDD Storage 4TB	\$180.00	\$180.00
1	Zoom H1	Zoom H1 Portable Recorder w/assec	\$118.80	\$118.80
1	DVDDD	DVD Disk Drive	\$60.00	\$60.00
1	Mouse	Logitech MX Master	\$76.80	\$76.80
Sub Total				\$1,634.40
Subtotal				\$1,634.40
Shipping				\$6.00
Total				\$1,640.40
Sales tax rate				
Sales tax on purchase				
Total				\$1,640.40

Extended Description

ASUS Zenbook i7 2.5GHz
 4 TB HDD for Archive Recordings
 Judges' Remote Recorder
 Disk Drive for Recording Laptop
 Wireless Mouse for Laptop

Mark Mountaintes

Pathway AV integration
 3525 N. Ping Rd
 Post Falls ID 83854
 Phone (208) 446-9756

pavi3530@gmail.com

Date:
 6/19/2017

Quote



Invoice #
 TOWY-SYSWireless

Quote:
 Town of West Yellowstone
 Kerry Parker
 Town of West Yellowstone Court
 Gallatin County
 406-646-7845

kparker@townofyellowstone.com

Scenario With wireless					
Qty	Parts #	Description	Unit Price	Total	Extended Description
Software				\$3,504.15	
1	FTR 5.7.1	FTR 5.7.1 Audio/Video HD	\$3,504.15	\$3,504.15	Recording Software
Hardware				\$3,757.79	
1	MOTU 8pre	MOTU 8Pre Mixer	\$658.80	\$658.80	8 Channel Audio Mixer
2	SPK	Powered Speakers Trouper	\$238.80	\$477.60	Powered Ceiling Speakers
5	MX412DC	MX412 Gooseneck Microphone Desk	\$345.60	\$1,728.00	Gooseneck Microphones
1	MX412S	MX412 Gooseneck Microphone Podium	\$271.20	\$271.20	Podium Microphone
1	A400SM	Podium Gooseneck Mount	\$24.59	\$24.59	Podium Microphone Mount
2	Presenter Set	Wireless Microphone AKG	\$298.80	\$597.60	Wireless Microphone for lawyers
Infrastructure Hardware				\$442.81	
14	NC3MX	Neutrik Male Connectors	\$2.86	\$39.98	Wire and connectors for all connectivity
10	NC3FD	Neutrik Panel XLR Connectors	\$3.23	\$32.28	
5	NAUSB-W-B	Neutrik Panel USB Connectors	\$6.68	\$33.42	
2	USB XtnD	USB Extender	\$18.00	\$36.00	
1	WP 291	West Penn 291 Signal Wire-500'BK	\$72.00	\$72.00	
1	Audio-USB	iMic	\$47.99	\$47.99	Adapter to deliver audio to skype
1	Vol	Line Level Volume Control w/remote	\$44.39	\$44.39	
4	Y	RCA "Y" Connector	\$6.00	\$24.00	Volume control for audio to skype
2	USB	USB AtoB Adapter 6'	\$13.19	\$26.38	Delivers audio from mixer to speakers and skype
1	HDMI - USB	Hdmi to USB Adapter	\$38.39	\$38.39	Connects mixer to laptop under floor
1	HDMI	HDMI Splitter	\$47.99	\$47.99	Converts HDMI from skype laptop to recording laptop and TV
1	Converter	Skype Audio Conversion	\$65.52	\$65.52	
1	Install	Installation / Training of FTR & System	\$2,600.00	\$2,600.00	Converts audio from Skype to mixer
Sub Total				\$10,304.75	
Subtotal				\$10,304.75	
Shipping				\$200.00	
Total				\$10,504.75	
Sales tax rate					
Sales tax on purchase					
Total				\$10,504.75	

07/07/17
15:46:16

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/17
For Pay Date: 07/07/17

Page: 1 of 9
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
43337		2815 Sherwin Williams Co. 0E0293602a 06/26/17 Paint, striping streets		1,937.15 1,937.15		PARKIN	2111 430266	368	101000
43338		2866 Blue Heron Enterprises 1 07/03/17 City Pavillion construction 1 07/03/17 City Bathroom Exterior constru		11,471.58 3,343.58 8,128.00		PARKS PARKS	4000 460430 4000 460430	920 920	101000 101000
43339		1031 Murdoch's Ranch & Home Supply 512906 06/11/17 Employee Workwear 513004 06/16/17 Employee Workwear		319.98 134.99 184.99		STREET STREET	1000 430200 1000 430200	226 226	101000 101000
43340		1219 Sabol and Rice, Inc 238946 06/21/17 freight, blower		201.88 201.88		SEWER	5310 430630	369	101000
43341		3004 Partsmaster 23161354 06/19/17 tools 23103171 02/09/17 credit 23138476 04/17/17 credit		263.76 400.52 -104.87 -31.89		STREET STREET STREET	1000 430200 1000 430200 1000 430200	220 220 220	101000 101000 101000
43342		1454 Bozeman Chronicle/Big Sky 1052175 06/18/17 Learning Center invite to bid		124.00 124.00		ADMIN	1000 410210	327	101000
43343		2470 Island Park News 734 06/28/17 Learning Center invite to bid		225.00 225.00		ADMIN	1000 410210	327	101000
43344		2797 Rocky Mountain Supply 038522 06/28/17 Fertilizer 038522 06/28/17 Fertilizer 038376 06/20/17 Fertilizer		5,903.13 1,983.45 2,975.18 944.50		SEWER PARKS PARKS	5310 430600 1000 460430 1000 460430	220 220 221	101000 101000 101000
43345		3035 Frontline Ag Solutions, LLC 455119 06/26/17 U-bolt and Chute		80.20 80.20*		PARKS	1000 460430	361	101000
43346		2788 Sabrah L. Van Leeuwen 06/20/17 meals, Great Falls training		58.00 58.00		POLICE	1000 420100	370	101000
43347		3046 Benjamin Westphal 171785 06/22/17 DOT Physical		100.00 100.00		STREET	1000 430200	351	101000
43348		1273 Montana Security and 52295 06/20/17 Dining Lodge security monitori		61.50 61.50		UPDL	1000 411252	357	101000

07/07/17
15:46:16

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/17
For Pay Date: 07/07/17

Page: 2 of 9
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account	
43349	2782 BioLynceus Biological Solutions, 6735 06/09/17 Accu Drop Pump, Battery Pack	785.00 785.00		SEWER	5310 430640	459	101000	
43350	1796 Barta Electric, Inc. 4994 06/20/17 CHP Air Conditioning 4965 06/19/17 Hayden Well 4966 06/19/17 Park 4964 06/19/17 UPDL 4974 06/19/17 UPDL	4,291.58 1,038.96 70.00 488.62 1,842.75 851.25		CLINIC WATER PARK UPDL UPDL	1000 5210 1000 1000 1000	411251 430500 411253 411252 411252	366 369 366 366 366	101000 101000 101000 101000 101000
43351	474 Three Bears Lodge, Inc. 257606 04/25/17 Comm Help, Stranded fund	77.92 77.92		SOCSRVS	7010 450135	370	101000	
43352	674 Karst Stage 107121 06/20/17 idaho falls Awesome Adventure	695.00 695.00		SUMREC	1000 460449	319	101000	
43353	3047 Leonel Sosa Jimenez 06/01/17 travel to MT Law Enforc Academ	95.68 95.68		DISPAT	1000 420160	370	101000	
43354	75 Montana League Cities/Towns WEST201706 06/06/17 Membership Dues	419.43 419.43		LEGIS	1000 410100	335	101000	
43355	951 Barnes & Noble 3479679 05/29/17 Library Books 3479691 05/29/17 Library Books 3480448 05/31/17 Library Books 3483103 06/04/17 Library Books 3483110 06/04/17 Library Books 3480447 05/31/17 Library Books	745.74 282.72 20.00 28.00 193.46 203.56 18.00		LIBRAR	2220 2220 2220 2220 2220 2220	460100 460100 460100 460100 460100 460100	215 215 215 215 215 215	101000 101000 101000 101000 101000 101000
43356	3013 IntelliChoice, Inc. / EForce 1228440 02/21/17 New Dispatch System	45,670.65 45,670.65*		DISPAT	2850 420750	398	101000	
43357	2925 Daniel Sabolsky 10939 06/22/17 Candy for 4th of July Parade	36.00 36.00		ADMIN	1000 410210	220	101000	
43358	2537 Balco Uniform Co., Inc. 46689 06/19/17 Police Uniforms 46759 06/15/17 Police Uniforms 46715 06/29/17 Police Uniforms	1,520.73 564.00 468.00 488.73		POLICE	1000 1000 1000	420100 420100 420100	226 226 226	101000 101000 101000

07/07/17
15:46:16

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/17
For Pay Date: 07/07/17

Page: 3 of 9
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
43359	626 Yellowstone Arctic Yamaha	467.55					
	53625 06/20/17 weed eater repair	33.60*		PARKS	1000 460430	361	101000
	53648 06/26/17 Sharpen chain	54.00*		PARKS	1000 460430	361	101000
	53566 06/07/17 New Weed Eater	379.95		PARKS	1000 460430	212	101000
43360	2977 Staples Credit Plan	268.08					
	1820558701 05/16/17 Printer Ink	70.89		SOCSR	1000 450135	220	101000
	1832578221 06/06/17 Office Supplies	101.74		SOCSR	1000 450135	220	101000
	1835443241 06/09/17 Office Supplies	68.47		DISPAT	1000 420160	220	101000
	1832443241 06/09/17 Office Supplies	26.98		JAIL	1000 420230	220	101000
43361	2586 Waxie Sanitary Supply	2,235.36					
	76781429 06/26/17 Bathroom Supplies	2,623.06		PARKS	1000 460430	220	101000
	76781568 06/26/17 Cleaning Supplies	755.30		PARKS	1000 460430	220	101000
	76608550 06/05/17 Credit for return	-1,143.00		PARKS	1000 460430	220	101000
43362	40 Jerry's Enterprises	100.00					
	7022 06/25/17 Community Help Fuel	100.00		SOCSR	7010 450135	231	101000
43363	2264 MORNING GLORY COFFEE & TEA	37.50					
	460825 06/20/17 Coffee	37.50		DISPAT	1000 420160	220	101000
43364	2725 Bozeman Municipal Court	1,035.00					
	06/28/17 Bond Pass thru, Cody J Hall	1,035.00		COURT	7469 213000		101000
43365	2099 Quick Print of West Yellowstone	709.12					
	8715 06/14/17 2000 Resort Tax Forms	304.10		FINADM	1000 410510	220	101000
	8762 06/27/17 Lamination	52.25		PARKS	1000 460430	220	101000
	8785 06/30/17 500 TBID Forms	117.60		TBID	2102 411800	540	101000
	8772 06/28/17 WYPD Letterhead	191.25		DISPAT	1000 420160	220	101000
	8629 06/05/17 Lamination	22.75		STREET	1000 430200	380	101000
	06/28/17 Shipping	21.17		WATER	5210 430500	357	101000
43366	2952 DIS Technolgies	773.27					
	31682 06/27/17 Annual Subscription, online ba	660.00		DISPAT	1000 420160	398	101000
	31666 06/20/17 Annual Subscription	113.27*		DISPAT	1000 420160	390	101000
43367	547 WY Chamber of Commerce	1,425.02					
	grant16-17 05/17/17 Kids n Snow 16-17 Final MA	1,425.02		MAP	2101 410130	398	101000
43368	2764 HD Supply Waterworks, Ltd.	1,476.67					
	H357771 06/27/17 Barb, steel	73.02		STREET	1000 430200	369	101000
	H100340 06/16/17 Curb key, sewer supplies	1,383.83		SEWER	5310 430600	369	101000
	H408028 06/29/17 3" steel 90	19.82		STREET	1000 430200	369	101000

07/07/17
15:46:16

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/17
For Pay Date: 07/07/17

Page: 4 of 9
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
43369		2421 NAPA Auto Parts		603.35					
	100494333	06/30/17 Vehicle Parts & Supplies		603.35		STREET	1000 430200	220	101000
43370		2575 WY Tourism Business Improvement		39,198.95					
	07/01/17	June 2017 collections		39,198.95		TBID	2102 411800	540	101000
43371		2551 Thyssenkrupp Elevator Corp		415.50					
	209296	07/01/17 elevator maint-Povah		415.50		POVAH	1000 411255	350	101000
43374		2821 Teton Turf & Tree Farm		2,452.00					
	15286	06/22/17 8 quaking Aspens		1,280.00		PARKS	1000 460430	221	101000
	15327	06/28/17 7 aspens, 120 sod rolls		1,172.00		PARKS	1000 460430	221	101000
43376		5 Beck Construction		13.45					
	06/23/17	long dist chg 406-646-7600		13.45		finadm	1000 410510	345	101000
43377		42 Fall River Electric		9,018.71					
	06/20/17	UPDH 4212041 elec service		907.09		UPDH	1000 411252	341	101000
	06/20/17	POLICE 4212008 elec service		134.15		POLICE	1000 411258	341	101000
	06/20/17	shop 4212018 elec service		81.73		STREET	1000 430200	341	101000
	06/20/17	ANIMAL 4212029 elec serv		49.76		ANIMAL	1000 440600	341	101000
	06/20/17	PARK 4212032 Elec ser		106.13		PARK	1000 411253	341	101000
	06/20/17	PARK 2901001 elec serv		229.30		PARK	1000 411253	341	101000
	06/20/17	COLORINATOR 4212030 elec serv		50.52		WATER	5210 430500	341	101000
	06/20/17	MAD ADD WATER 4212017		49.88		WATER	5210 430500	341	101000
	06/20/17	PUMP 4212005 elec serv		566.60		WATER	5210 430500	341	101000
	06/20/17	SEWER LIFT STATION 4212006		308.79		SEWER	5310 430600	341	101000
	06/20/17	SEWER PLANT 4212007 elec ser		1,468.44		SEWER	5310 430600	341	101000
	06/20/17	MAD SEWER LIFT 4212014 elec		112.42		SEWER	5310 430600	341	101000
	06/20/17	SEWER TREAT SERV 4212046 ele		2,649.30		SEWER	5310 430600	341	101000
	06/20/17	library 23 dunraven 4212054		144.61		LIBRY	1000 411259	341	101000
	06/20/17	povah comm ctr 4212001		49.59		POVAH	1000 411255	341	101000
	06/20/17	unmetered lights 4212004		1,451.25		STLITE	1000 430263	341	101000
	06/20/17	Town Hall 4212009		540.72		TWNHAL	1000 411250	341	101000
	06/20/17	Ice Rink 421010		38.17		PARKS	1000 411253	341	101000
	06/20/17	Hayden/Grouse Well 4212015		39.81		WATER	5210 430500	341	101000
	06/20/17	Electric Well 4212031		40.45		WATER	5210 430500	341	101000
43379		2088 Town West Yellowstone		706.82					
	07/01/17	utility chrgs, Chamber, 895		70.93		BLDGS	1000 411257	340	101000
	07/01/17	utility chrgs, UPDL, 892		60.03		BLDGS	1000 411252	340	101000
	07/01/17	utility chrgs, PS Shops, 884		26.62		BLDGS	1000 411253	340	101000
	07/01/17	utility chrgs. Povah Ctr, 887		67.33		BLDGS	1000 411255	340	101000
	07/01/17	utility chrgs, Police Dept, 886		34.19		BLDGS	1000 411258	340	101000
	07/01/17	utility chrgs, City Park, 885		288.76		BLDGS	1000 411253	340	101000
	07/01/17	utility chrgs, Library, 891		32.03		LIBBLD	1000 411259	340	101000

07/07/17
15:46:16

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/17
For Pay Date: 07/07/17

Page: 5 of 9
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	07/01/17 utility chrgs, Lift #1, 903	11.49		SEWER	5310 430600	340	101000
	07/01/17 utility chrgs, TwN Hall, 921	115.44		TWNHAL	1000 411250	340	101000
43383	95 Energy West-Montana	966.58					
	06/28/17 nat gas 210361788 updl	252.91		UPDH	1000 411252	344	101000
	06/28/17 nat gas 210360293 Police	21.65		POLBLD	1000 411258	344	101000
	06/28/17 nat gas 210361746 Pub Services	119.86		STREET	1000 430200	344	101000
	06/28/17 nat gas 210361811 old firehall	26.49		PARK	1000 460430	344	101000
	06/28/17 nat gas 210363966 old bld ins	22.87		STREET	1000 430200	344	101000
	06/28/17 nat gas 210360540 library	48.33		LIBBLD	1000 411259	344	101000
	06/28/17 nat gas 210364599 Povah	218.20		POVAH	1000 411255	344	101000
	06/28/17 nat gas 210361697 Iris Lift St	30.13		PUBSVC	1000 430200	344	101000
	06/28/17 nat gas 210365425 TwN Hall	200.85		TWNHAL	1000 411250	344	101000
	06/28/17 nat gas 210361655 Mad Add Sewe	25.29		SEWER	5310 430600	344	101000
43384	2852 Blackfoot Communications	1,717.08					
	two months' bills combined						
	07/15/17 602-4908, povah center	5.00		POVAH	1000 411255	345	101000
	07/15/17 646-5106, fax soc svc	1.10		SOCSRV	1000 450135	345	101000
	07/15/17 646-5119, police station	1.10		POLICE	1000 420100	345	101000
	07/15/17 646-5141, sewer plant alarm	1.10		SEWER	5310 430600	345	101000
	07/15/17 646-5185, town hall alarm	1.10		TWNHAL	1000 411250	345	101000
	07/15/17 646-7311, social services	83.35		SOCSRV	1000 450135	345	101000
	07/15/17 646-7481, povah elevator	1.10		POVAH	1000 411255	345	101000
	07/15/17 646-7511, town hall fax	1.10		TWNHAL	1000 411250	345	101000
	07/15/17 646-7609, public works	27.22		SEWER	5310 430600	345	101000
	07/15/17 646-7650, police station fax	1.10		POLICE	1000 420100	345	101000
	07/15/17 646-7715, povah center	31.85		POVAH	1000 411255	345	101000
	07/15/17 646-7795, town hall	246.52		TWNHAL	1000 411250	345	101000
	07/15/17 646-7845, court clerk	14.58		COURT	1000 410360	345	101000
	07/15/17 646-9017, library	41.85		LIBRAR	2220 460100	345	101000
	07/15/17 646-9027, sewer plant alarm	1.10		SEWER	5310 430600	345	101000
	07/15/17 ethernet, library	280.67		LIBRAR	2220 460100	345	101000
	07/15/17 ethernet, povah center	310.00		POVAH	1000 411255	345	101000
	07/15/17 ethernet, police station	361.16		POLICE	1000 420100	345	101000
	07/15/17 ethernet, town hall	280.67		TWNHAL	1000 411250	345	101000
	07/15/17 Late fee	25.41		TWNHA	1000 411250	345	101000
43386	1514 Verizon Wireless	1,122.08					
	13 Smartphones						
	6 regular phones						
	3 laptops						
	06/20/17 640-0108, Police	31.88		SOCSER	1000 420100	345	101000
	06/20/17 640-0121 Laptop	40.01		STREET	1000 430200	345	101000
	06/20/17 640-0141 Street SP	61.88		STREET	1000 420100	345	101000
	06/20/17 640-1103, Operator SP	61.88		STREET	1000 430200	345	101000
	06/20/17 640-1438, SS Director	31.88		SOCSER	1000 450135	345	101000

07/07/17
15:46:16

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/17
For Pay Date: 07/07/17

Page: 6 of 9
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	06/20/17 640-1460, Library Dir, SP	61.88		LIBRAR	2220 460100	345	101000
	06/20/17 640-1461, Facilities Tech, SP	61.88		WATER	5210 430500	345	101000
	06/20/17 640-1462, Operator, SP	61.88		WATER	5210 430500	345	101000
	06/20/17 640-1463, Deputy PSS, SP	61.88		SEWER	5310 430600	345	101000
	06/20/17 640-1472, Ops Mgr, SP	61.88		ADMIN	1000 410210	345	101000
	06/20/17 640-1676, Rec Coord, SP	61.88		REC	1000 460440	345	101000
	06/20/17 640-1754, COP, SP	61.88		POLICE	1000 420100	345	101000
	06/20/17 640-1755, Police	31.88		POLICE	1000 420100	345	101000
	06/20/17 640-1756, Police	31.88		POLICE	1000 420100	345	101000
	06/20/17 640-1757, Police	31.88		POLICE	1000 420100	345	101000
	06/20/17 640-1758, Police, SP	61.88		POLICE	1000 420100	345	101000
	06/20/17 640-1759, Police	31.88		POLICE	1000 420100	345	101000
	06/20/17 640-7547, Facilities Tech SP	61.88		PARKS	1000 460430	345	101000
	06/20/17 640-9074, PSS, SP	61.88		SEWER	5310 430600	345	101000
	06/20/17 COP laptop	46.21		POLICE	1000 420100	345	101000
	06/20/17 683 laptop	40.01		POLICE	1000 420100	345	101000
	06/20/17 Equipment returns	0.00		STREET	1000 430200	220	101000
	06/20/17 new phone	0.00		LIB	2220 460100	220	101000
	06/20/17 640-0159 STREET SP	62.01		STREET	1000 430200	345	101000
43387	2813 Century Link	1,591.04					
	06/19/17 DSL Pub Serv Office 646-7949	62.00		BLDINS	1000 430200	345	101000
	06/19/17 Police 646-7600	334.43		POLICE	1000 420100	345	101000
	06/19/17 E911 Viper 646-5170	98.20		E911	2850 420750	345	101000
	06/19/17 E911 255-9710	998.78		E911	2850 420750	345	101000
	06/19/17 E911 255-9712	24.51		E911	2850 420750	345	101000
	06/19/17 Alarm Lines, 646-5185	73.12		TWNHAL	1000 411250	345	101000
43388	320 Yellowstone T-Shirt Co.	130.00					
	2022 06/16/17 Women's Ts	130.00		SUMREC	1000 460449	226	101000
43389	1189 South Fork Builders	7.00					
	07/05/17 Driveway Bond refund differenc	7.00		REFUND	1000 214100		101000
43390	2898 TransUnion Risk and Alternative	34.60					
	1856110 07/01/17 Background check	34.60		POLICE	1000 420100	220	101000
43391	2901 Pump Excellence	5,433.00					
	187 07/05/17 Well Replacement Motor	5,433.00		WATER	5210 430550	369	101000
43392	2924 USABlueBook	35.18					
	298298 06/28/17 ANSI vests	35.18		STREET	1000 430200	226	101000

07/07/17
15:46:16

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/17
For Pay Date: 07/07/17

Page: 7 of 9
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
43393	2942 New York Times	192.40					
	91 06/18/17 Newspaper Subscription	192.40		LIBRAR	2220 460100	398	101000
43394	29 Terrell's Office Machines Inc	298.00					
	339050 06/22/17 toner box	14.00		LIBRAR	2220 460100	220	101000
	338791 06/13/17 Toner	284.00		LIBRAR	2220 460100	220	101000
43395	375 Black Mountain	16,139.00					
	22363 07/01/17 Annual Fees for software/hosti	11,307.00		FINANC	1000 410510	356	101000
	22363 07/01/17 Annual Fees for software	1,479.50		WATER	5210 430570	355	101000
	22363 07/01/17 Annual Fees for software	1,273.50		SEWER	5310 430670	355	101000
	22363 07/01/17 Annual Fees for software	1,183.00*		CEMET	2240 430900	355	101000
	22363 07/01/17 Annual Fees for software	896.00		RTAX	2100 410540	355	101000
43396	2991 West Yellowstone Star	1,276.45					
	1466 06/14/17 Notice of Public Hearing, budg	44.00		ADMIN	1000 410210	327	101000
	1467 06/14/17 Notice Public Hear, cond use	64.00		ADMIN	1000 410210	327	101000
	1499 06/29/17 Ad, Prelim Budget	64.00		ADMIN	1000 410210	327	101000
	1498 06/29/17 CCR	346.40		WATER	5210 430500	327	101000
	1491 06/22/17 Invite to Bid	126.00		ADMIN	1000 410210	327	101000
	1439 06/30/17 Ads cleanup,fireworks,flour,di	632.05		ADV	1000 410210	327	101000
43397	146 Morrison-Maierle, Inc	472.50					
	27618 06/26/17 network maintenance	472.50		FINADM	1000 410510	356	101000
43398	2214 MMCT & FOA	150.00					
	07/01/17 annual dues, L. Gospodarek	50.00		FINADM	1000 410510	335	101000
	07/01/17 annual dues, E. Roos	50.00		FINADM	1000 410510	335	101000
	07/01/17 annual dues, L. Johnson	50.00		FINADM	1000 410510	335	101000
43399	3048 Stageline Mobile Stage Inc.	130,915.00					
	8427 04/05/17 SL100 mobile stage	130,915.00			4000 460430	936	101000
43400	171 Montana Food Bank Network	578.23					
	AOR-9528-1 07/06/17 Comm Help Food	88.00		SOCSR	7010 450135	220	101000
	AOR-9529-1 07/06/17 Comm Help Food	490.23		SOCSR	7010 450135	220	101000
43401	3049 Bridger Drilling Inc.	21,484.55					
	2152 07/06/17 drill test well in 80 acres	21,484.55		WATER	5210 521000	820	101000
43402	2673 First Bankcard	1,999.91					
	06/04/17 Microsoft, software subscrip	150.00		REC	1000 460440	220	101000
	06/05/17 USPS, stamps	98.00		FINADM	1000 410510	311	101000
	06/05/17 USPS, stamps	49.00		SS	1000 450135	311	101000
	06/05/17 USPS, stamps	49.00		POLICE	1000 420100	311	101000
	06/07/17 USPS, postage	6.59		POLICE	1000 420100	311	101000

07/07/17
15:46:16

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/17
For Pay Date: 07/07/17

Page: 8 of 9
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	06/08/17 Patterson Medical	194.60		SUMREC	1000 460449	220	101000
	06/09/17 OTC Brands, Inc.	20.97		SUMREC	1000 460449	220	101000
	06/09/17 Playpower, playground equip	1,391.71		PARKS	1000 460430	365	101000
	06/09/17 interest	40.04		FINADM	1000 410510	870	101000
43403	2673 First Bankcard	2,578.62					
	120513 06/20/17 Staples, mesh organizer	25.99		TWNHAL	1000 411250	364	101000
	818855 06/15/17 Sportman's Warehouse	100.90		WATER	5210 430500	220	101000
	7625852 05/31/17 Amazon, Elk Products	42.88		WATER	5210 430500	220	101000
	432 06/23/17 Yellowstone Log Homes	2,000.00		PARKS	4000 460430	920	101000
	6028234 06/15/17 Kenyon Noble, tint base kit	207.16		UPDL	1000 411252	366	101000
	06/27/17 Amazon	201.69		WATER	5210 430500	220	101000
43404	2800 RDO Equipment Co.	61.71					
	P32483 06/13/17 hitch pins	84.76		STREET	1000 430200	369	101000
	C51448 05/31/17 credit	-23.05		STREET	1000 430200	369	101000
43405	764 General Distributing Co.	47.40					
	551266 06/30/17 gas cylinder rental	47.40		STREET	1000 430200	220	101000
43406	73 Westmart Building Center	7,412.35					
	06/27/17 Street Buildings	110.09		STREET	1000 430200	366	101000
	06/27/17 Street Supplies	49.13		STREET	1000 430200	220	101000
	06/27/17 Sewer Supplies	27.61		SEWER	5310 430600	220	101000
	06/27/17 UPDL	419.25		UPDL	1000 411252	220	101000
	06/27/17 Library	167.01		LIBRAR	2220 460100	220	101000
	06/27/17 Povah Center	37.26		POVAH	1000 411255	220	101000
	06/27/17 Parks Grounds	2,016.65*		PARK	1000 460430	366	101000
	06/27/17 Parks Supplies	454.74		PARK	1000 460430	220	101000
	06/27/17 Community Garden	138.58		GARDEN	2213 460000	220	101000
	06/27/17 Park Restroom	3,707.75		RSTRMS	4000 460430	920	101000
	06/27/17 Picnic Pavillion	284.28		PAVILL	4000 460430	920	101000
43407	151 Gallatin County WY TS/Compost	1,017.45					
	095193 06/30/17 Trash Removal	1,017.45		PARKS	1000 460430	534	101000
43408	2952 DIS Technolgies	5,925.13					
	31538 05/31/17 server for CAD/RMS meeting	5,925.13		911	2850 420750	945	101000
	# of Claims	64	Total:				337,605.52

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$47,599.35
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$896.00
2101 Marketing & Promotions (MAP)	
101000 CASH	\$1,425.02
2102 TBID (Tourism Business Improvement	
101000 CASH	\$39,316.55
2111 Off Street Parking	
101000 CASH	\$1,937.15
2213 Community Garden	
101000 CASH	\$138.58
2220 Library	
101000 CASH	\$1,787.55
2240 Cemetery	
101000 CASH	\$1,183.00
2850 911 Emergency	
101000 CASH	\$52,717.27
4000 Capital Projects/Equipment	
101000 CASH	\$148,378.61
5210 Water Operating Fund	
101000 CASH	\$30,051.11
5310 Sewer Operating Fund	
101000 CASH	\$10,384.18
7010 Social Services/Help Fund	
101000 CASH	\$756.15
7469 City Court - Judge Brandis	
101000 CASH	\$1,035.00
Total:	\$337,605.52

WEST YELLOWSTONE TOWN COUNCIL
Town Council Work Session & Meeting
June 20, 2017

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

The meeting is called to order by Mayor Jerry Johnson at 5:30 PM in the 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 and explains the topic of discussion is the Capital Improvement Plan for FY 2018. Town Manager Dan Sabolsky explains that the current draft of the plan includes the projects that the staff has prioritized for the upcoming year. Finance Director Lanie Gospodarek explains that all the money the Town has is held in funds. The money in specific funds is encumbered for specific purposes. The Council and staff discuss each project that is included in the plan for the next fiscal year. They discuss the purchase of a new police patrol vehicle, to be funded both by resort tax and money from the drug fund. They also discuss constructing a volleyball court in the city park and constructing additional infiltration ponds. They also intend to develop an interior park using magnesium chloride using resort tax and clean and camera the sewer lines in Grizzly Park. They intend to budget \$80,000 for sidewalk maintenance, completion of the curb stop replacement project, installing water meters at the USFS housing, converting all the street lights to LED bulbs, crack sealing the Madison Addition, and setting aside money to repave the streets. They also intend to set aside \$50,000 for a water and/or de-fluoridation plant. The portable stage has arrived and will be funded by a donation through from the West Yellowstone Foundation. Other projects include the completion of the new pavilion that has been started in Pioneer Park, \$10,000 to put towards surfacing the Frontier Trail, completing the remodel on the bathrooms in the city park, setting aside money for streetlights and eventually a new sewer plant. They also intend to set aside money to light the trail in Grizzly Park, purchase a utility pickup, \$150,000 for projects in the Historic District, and a new generator for Dispatch. They also discuss replacing the copier in the Town Hall but the staff explains that they will try to keep the current copier going but it is getting old and starting to make strange noises.

The Council discusses some of the projects in detail. Sabolsky explains that the staff spent considerable time working through the document and moving some purchases out a few years. Johnson says that he thinks they need to allocate more money for streetlights and light the old part of town. He says that he would like to see at least one of the walkways lit, which is really just customer service. He says he was encouraged to see that the allocation for the Yellowstone Historic District went up to \$150,000. Sabolsky distributes a capital plan proposed by the Yellowstone Historic Center (YHC) for FY 2018. The list includes multiple projects to improve and restore the Firehole Room and kitchen and then repairs and security at the Museum. Johnson says he would like to see them finish a project, such as the windows. Kaitlin Johnson says they would love to finish the windows, but the estimated cost is \$176,000. They also discuss replacing the sprinkler system in Pioneer Park. Patterson says that the park is very uneven in places and full of holes, he believes they should methodically replace the system and level the ground at the same time. Cole Parker says he would like to see closed circuit TVs or surveillance of the busy areas of downtown to discourage break ins and protect business owners. Johnson asks questions about putting down magnesium chloride in one of the interior parks. He says he has always favored paving the interior parks, but would like to see how the parks would hold up through an entire summer using mag chloride. He says he'd rather see them do an entire half of an interior park and then observe how it holds up. Patterson says they make mag chloride

in a pellet form, which he thinks may hold up longer than the liquid application. The Council asks if they need to cut anything from the plan at this point. Gospodarek says that at this point, they need to wait until after the end of the fiscal year to determine exactly where they are and if anything needs to be cut or delayed. The Council discusses prioritizing the projects. Schmier says that he thinks they need to prioritize infrastructure, such as water/sewer systems and streets. Patterson says they will drill the test well on Monday. They have marked the location out and are ready to drill. Johnson asks about the proposed learning center and whether that should be on the capital plan. Gospodarek and Sabolsky explain that they have planned for payments on the proposed building, assuming that they'll have to take out a revenue bond to guarantee the payments with resort tax.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6745 to DIS Technologies to purchase a server to host the Computer Aided Dispatch/Records Management System for \$5925.13. (Forsythe, Schmier)
- 2) Motion carried to approve the May 2017 Treasurer's & Securities Report. (Schmier, Forsythe)
- 3) Motion carried to approve the claims, which total \$232,862.83. (Forsythe, Schmier)
- 4) Motion carried to approve the minutes of the June 6, 2017 Town Council Work Session and Town Council Meeting. (Schmier, Forsythe)
- 5) Motion carried to table the Conditional Use Application for a Limited Services Campground as made by Kelly Midwest Ventures. (Forsythe, Parker)
- 6) Motion carried to approve Resolution No. 698, a resolution amending the FY 2016-2017 Budget. (Forsythe, Parker)
- 7) Motion carried to approve the Marketing and Promotions Fund Advisory Board recommendations to award \$5000 to the West Yellowstone Ski Education Foundation to purchase competition bibs, \$13,000 to the West Yellowstone Old Faithful Cycle Tour-20th Anniversary, and \$16,400 to the Yellowstone Ski Festival, Rendezvous Ski Trail improvements. (Parker, Forsythe)
- 8) Motion carried to Resolution 699, a resolution to cancel three municipal warrants totaling \$272.00. (Parker, Forsythe)

Public Comment Period

Dave Magistrelli of Habitat for Humanity invites everyone to attend an open house this Saturday at 103 Moose Drive to see the Habitat house they have built here and enjoy a BBQ. Teri Gibson asks if the Public Services Department is going to paint the yellow lines down the middle of the roads and also suggests more crosswalks in town. Moira Dow agrees and says that especially on Highway 20, it is very difficult to cross this time of year. Rich Lloyd reports a dumpster on Boundary Street that is uncovered and frequently emptied by birds and other animals and asks that be addressed.

Council Comments

Brad Schmier says that he has been elected to the Council for two terms and has once again put his name in to be considered this fall. Greg Forsythe says that he is still concerned about the service from Safelink but hopes that will improve. He says that he has concerns about fireworks being allowed in town and says that he thinks they have a great liability allowing fireworks. He credits the management staff for working through some stressful issues in recent weeks. He also expresses frustration and states that he thinks the Little Rangers Learning Center plans are way over-complicated and specs are way over-done. He says it will be difficult for any local contractors to bid on it and even the architect admitted that they just took the specs from another

building. Schmier also expresses concerns about fireworks and specifically how to handle the new 80 acres. Johnson says that about a year ago, they passed an ordinance about storage and signage in interior parks. He suggests that they give everyone one year to get all their stuff that is stored on public property moved, and then they start removing things. He says that he is talking specifically about things that are stored, not necessarily legally licensed vehicles that can easily be moved. He says that he knows that will not be popular, but asks that be on the next agenda, possibly a resolution of intent.

Public Hearing: Conditional Use, Limited Services Campground, Kelly Midwest Ventures

Mayor Johnson opens the hearing and explains that the staff still has some questions about the application. The hearing was advertised in the June 9 and June 16, 2017 editions of the West Yellowstone Star. Kelly Midwest Ventures has purchased 19 Gibbon and wishes to install a Limited Services Campground on the property to provide employee housing. Garrett Ostler of the Madison Hotel says that they have a similar area to provide housing and supports allowing it. Rich Lloyd asks if the campers will be rented nightly or long-term. Jeff Schoenhard of Kelly Midwest Ventures says that they will be for employee housing. Long term they intend to connect the RVs to the water and sewer system once the water moratorium is lifted. He says that this year they may not get all the dirt work and set up completed, so they would have to move any that are parked this year to dispose of waste and fill water. Rich Lloyd asks multiple questions about the number of people that will be living on the property, parking, and possible concerns about the effect on his property value next door. SJ Sheppard says that she does sit on the Planning Board but abstained from voting on this issue because she was hired by Kelly Midwest Ventures to review this plan. She says that Schoenhard has been diligent about going through this process and presented it to the Planning Board multiple times, where it was approved. Rich and Danna Lloyd express multiple concerns about the development. SJ Sheppard explains that the application does comply with the zoning and ordinances. She says they will also have to obtain a permit from the County to complete the project.

Public Hearing: FY 2017 Budget Amendment

Finance Director Lanie Gospodarek explains that they usually have to amend the budget annually because they expended more than the amount that was authorized in specific funds during the fiscal year. She explains that since they reallocated the money from the toilet vault at the tennis courts to the CAD/RMS 911 system, a budget amendment was necessary. She says that the Community Garden Fund also expended more than was necessary and therefore needed to be amended. Mayor Johnson reads the resolution. The hearing was advertised in the June 9 and June 16, 2017 editions of the West Yellowstone Star.

DISCUSSION

- 1) Newell explains that the project has come in under budget and the server that they have is not adequate to support the new system, they will still be under budget after it has been purchased.

- 3) Forsythe asks about the additional \$57,000 for the Fire Department and asks if that amount is the money that the shorted the Fire Department over the course of the year. Sabolsky says that is correct. He says that Addendum A of the agreement outlines the annual payments minus annual debt forgiveness to pay for the building. Forsythe asks how much money has the Town paid the Fire Department this year. Gospodarek explains that they budgeted \$480,950 because as was interpreted when it was signed, they were supposed to deduct the building payment from the payment for services. The Council debates the interpretation of the language in the addendum at length, with input from Town Manager Dan Sabolsky and Fire Chief Shane Grube and other members of the Hebgen Basin Board of Trustees. Johnson is adamant that the agreement that was approved by the Town Council was with the understanding that the Fire Department would pay for the building by subtracting the cost of the building from the payments from the Town to the Fire Department. Sabolsky says he has talked to the four people that worked on the agreement and discussed the issue with legal counsel. He says they all agreed that the intent was to pay for the building through debt forgiveness, achieved

by the difference between what the Town would have paid under the old agreement and what the Town has to pay under the new agreement. Parker clarifies that the Town's attorney agreed with Sabolsky's interpretation. Sabolsky says that is correct. Parker says that they just gave the Fire Department \$88,000 to hire another staff member and questions which entity's interests are his priority. Schmier says that he signed the agreement and he is certain that the Fire District Board would not have agreed to something if they thought their funding would be cut that substantially. Johnson says that he thinks this is a much bigger issue than just putting it on the claims list. He says that he should have brought this before the Council before just making a decision to pay the Fire Department, an amount that is well over his spending authority. Sabolsky says that he thought it was a non-issue. Parker reiterates that town attorney Jane Mersen agrees with this interpretation? Sabolsky says that she could see both sides of the issue but ultimately agreed that paying the Fire Department the additional \$57,000 was appropriate.

- 5) Parker says that he applauds Schoenhard for trying to provide more housing. He also understands the concerns by the Lloyds about the impact on their property. Richard Gibson says that SJ Sheppard's membership on the Planning Board as well as being a contracted employee of Kelly Midwest Ventures is a conflict of interest. SJ Sheppard says that is why she made it clear multiple times that she abstained from voting on the issue.
- A) **Advisory Board Reports:** Council Member Parker says that the Planning Board met yesterday to discuss the draft Growth Policy. He says that the Planning Board did have a quorum at the meeting but they were still missing two members of the board, SJ Shepherd and Bill Howell, and still need to get comments from them.
- B) **Town Manager/Department Head Reports:** Town Manager Dan Sabolsky shares a letter from Safelink CEO, Jacob Larsen. Larsen explains that shortly after Safelink purchased Grizzly Internet, they experienced some significant growing pains. He says they are now fully staffed and are making progress towards finishing the full fiber optic build in Old Town and in the Madison Addition in 2017. Sabolsky reports on progress by Land Solutions on the Growth Plan. The survey of the 80 acres has been completed by the Forest Service. The Little Rangers Learning Center (Siegel Learning Center) plans have been released for bids, bids are due June 27, 2017. The mobile stage is here and they are working on banners and wraps for the stage. He says that there has been interest from other events to rent the stage, especially from Big Sky. They have also ordered lights for the stage and expect to have it ready by the 4th of July. The Drug and Alcohol Policy has been released to the union stewards and staff for comment. He says that he is continuing to work through the Employee Personnel Manual with Officer Anthony Kearney and making multiple calls to MMIA to ensure it complies. He says that the Summer Recreation Program is underway and they have been able to distribute multiple scholarships to local families due to an endowment from the Yellowstone Foundation. Parker asks about the paragraph on Sabolsky's report regarding hiring another person, possibly part or full time, to focus exclusively on cleaning and maintenance of buildings. He points out that they have two more employees in that department than they did last year. Sabolsky says that they have a lot of useful skills in that department and it's unfortunate when they have to pull someone off a building or construction project to clean bathrooms. He says they are also looking at just contracting with a cleaning company to handle those tasks. Johnson asks about the housing project on Electric Street, noting that Sabolsky has met with the land owner. Sabolsky says he has plans to build middle income housing, duplexes and condos. Most will be for rent and possibly will be sold. He says that they understand the Town cannot guarantee water at this time.

Public Services Superintendent James Patterson says that his department has been busy cleaning up the town. They have specifically been painting the lines on the streets to maximize parking spaces and parking areas. Forsythe asks Patterson to talk to Newell about some specific areas that may not be painted the right colors. Schmier asks about

grading the interior parks, specifically in the downtown area. He also asks about water supply. Patterson says that right now, the well is running 16 to 18 hours a day and supply is about the same as last year. Finance Director Lanie Gospodarek reports on working on the budget, wrapping up the fiscal year, and establishing a collections process for the Summer Recreation program. Chief Newell reports on some unusual calls lately, including a kidnapping by a non-custodial parent from Oregon and traffic stops. He reports that his department is now fully staffed. Social Services Director Kathi Arnado reports that they are again seeking a grant from Town Pump that they can match to supply the food bank. She says that the job board this summer seems to be not as busy this year, which she attributes to fewer foreign workers in town this year. She says that changes they made to the operation of the food bank this year has saved a substantial amount of money and she credits previous employee Leah Sherman for her assistance on that. Arnado also reports on progress they have made helping Hispanic families, especially since new Social Services Assistant Velli Vazquez is bilingual.

The meeting is adjourned. (9:30 PM)

Mayor

ATTEST:

Town Clerk

Town of West Yellowstone Business License Application

Business Name: Madison Plaza
Applicant: Madison Plaza, LLC
Contact Person: Jay Thrift, Pati Taylor
Mailing Address: P.O.Box 468
Physical Address of Business: 326 Madison Ave
Phone Number: 406-640-2806 Fax Number: _____
Email Address: madisonplazawy@gmail.com Website: _____

Signature of Property Owner of Record: 

Subdivision: _____
Block: 25 Lot: 3 & 4

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

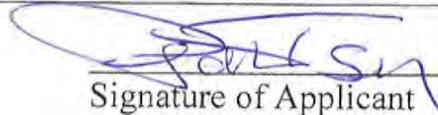
- Is this business licensed by the State of Montana? Yes No
- Appropriate City/County/Health Dept approvals (if applicable) Yes No (please attach)
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)? Yes No N/A

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.

Change of Use, converting 2 apartments to short term vacation rentals
We now have
10 apartments, one mobile home site, one RV space, five nightly rentals.
The current parking plan on file should be sufficient for this use.

Business License Fee: \$99
Resort Tax Bond: \$ _____

Total Amount Due: \$99


Signature of Applicant

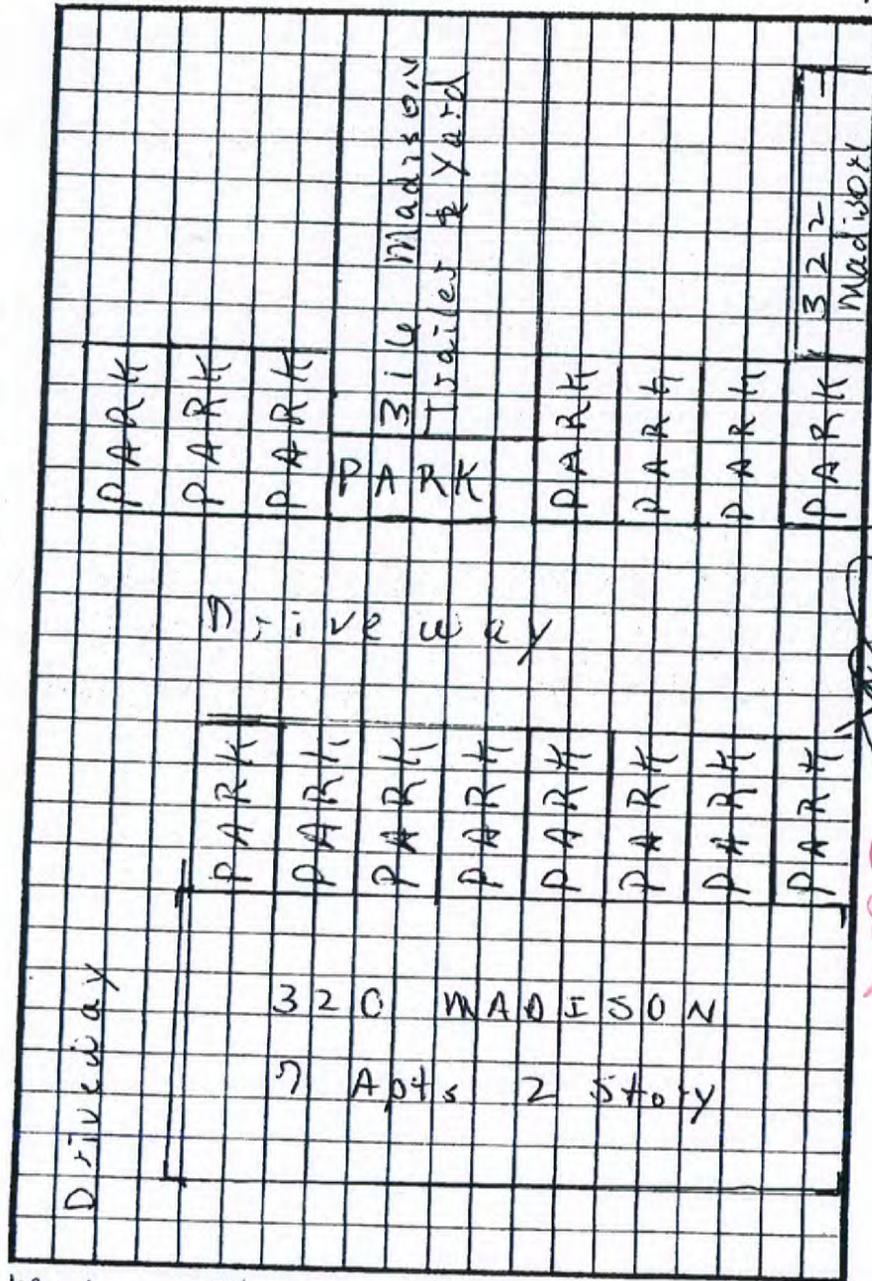
Signature of Applicant
6/19/2017
Date

FOR OFFICE USE ONLY				
Date Approved by Town Council:	_____			
Date <u>6/19/17</u>	Check # <u>1321</u>	Amount \$ <u>99</u>	License # _____	
SCN _____	BLP _____	STX _____	BLC _____	RDX _____

Site Plan

Business Name: Madison Plaza Apartments
 Business Owner: Jay Thritt, Pati Taylor
 Business Street Address: 326 Madison #A
 Block: 25 Lot: 3 Subdivision:

↑ ↑
 Holiday INN



Madison St.

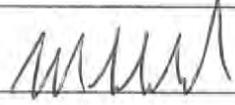
Scale: 1 inch = 20 feet

Note: This grid represents a standard Town lot, 100 feet by 150 feet.

REQUEST FOR CONDITIONAL USE

Town of West Yellowstone
Gallatin County, Montana

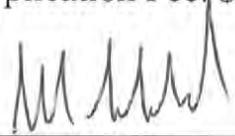
DATE: 4/28/17
APPLICANT: Kelly Midwest Ventures
ADDRESS: 19 Gibbon Ave
PHONE: cell 406-640-1336 - Jeff Schoenhard
INTEREST IN PROPERTY: _____

OWNER OF RECORD'S SIGNATURE: _____ 

1. LEGAL DESCRIPTION:
Subdivision: original townsite
Block: 1 Lot: 7
Zoning District Number: _____

2. Please state specifically the proposed conditional use including the construction, size, and all relevant details regarding the proposal. Permitted conditional uses are listed in Section 17.32.050 of the West Yellowstone Municipal Code. Following the guide lines provided by chapter 17.39 of the town code for a limited service campground we would like to place five RV spaces on this property for employee housing for our 3 lodging facilities in town. This is not for nightly rentals, just for long term stays for employee housing. We currently own 3 RVs

3. Application Fee: \$150.00 Paid 6/2/17 Date \$150
CH# 51706621


Signature of Applicant
4/28/17
DATE

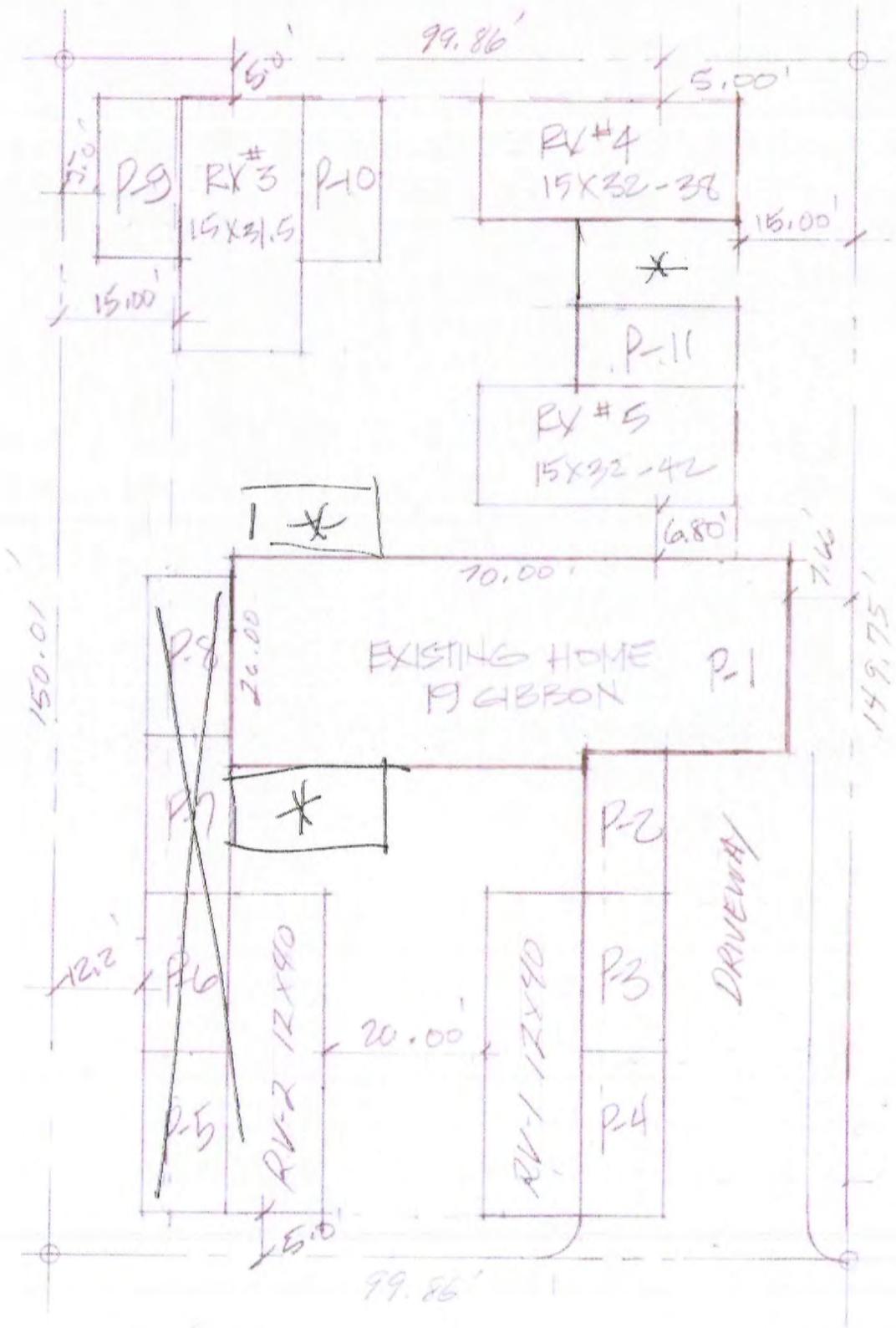
For Office Use Only:
DECISION BY TOWN COUNCIL
Tabled 6-20-17 TC
Approved Disapproved

Mayor/Operations Manager

DATE

WY Stax June 9 + 16, 2017

PLAN REVISED 7/10/01



19 GIBSON
 SCALE: 1" = 20'-0"

A - DUPLEX
 5 RV'S
 11 PARKING / 10 REQ.

NOTICE OF PRELIMINARY MUNICIPAL BUDGET

The Town of West Yellowstone municipal preliminary budget for the fiscal year 2016-2017 will be submitted to the governing body on July 11, 2017 at the special Town Council meeting. The public is invited to attend and any citizen or interested party may appear at the meeting to be heard for or against any part of the proposed budget. After the July 11, 2017 public submittal, the preliminary budget will be available for public inspection at the Town offices, located at 440 Yellowstone Avenue, Monday through Friday 8Am to 5PM.

The fiscal year 2017-2018 budget addresses revenue sources, maintenance, operation, the capital improvement plan, debt payments, and equipment purchases for the general fund, special revenue funds, debt service funds, capital project funds, and enterprise funds.

The Town Council will hold budget work sessions to make further revisions to the Fiscal year 2017-2018 preliminary budget starting June 11, 2017 in the council chambers of the Town Hall, located at 440 Yellowstone Avenue. Citizens are invited to attend and any resident or interested party may appear at the meetings and be heard for or against any part of the proposed budget. Final adoption of the 2017-2018 fiscal year budget is anticipated on August 15, 2017.

RESOLUTION NO. 700

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE,
IN THE COUNTY OF GALLATIN AND STATE OF MONTANA TO ADOPT A
PRELIMINARY BUDGET FOR THE FISCAL YEAR 2017-2018.

BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF WEST YELLOWSTONE, MONTANA:

1. That we adopt a preliminary general fund revenue budget in a total amount of \$3,245,475 and a preliminary general fund expenditure budget in a total amount of \$4,791,257. The Town Court Judge wages are reflected in the general fund budget.
2. That we fully fund an unassigned fund balance in the General Fund that is equal to twice the average monthly General Fund expenditure for the previous fiscal year. The estimated average monthly expenditure is \$305,255 and the unassigned fund balance for FY 17-18 will be \$610,510..
3. That we adopt preliminary special revenue funds, revenue budget in the amount of \$4,659,937 and preliminary special revenue funds expenditure budget in the amount of \$6,959,720.
4. That we adopt a preliminary debt service funds revenue budget in the amount of \$140,000 and a preliminary debt service funds expenditure budget in the amount of \$139,240.
5. That we adopt a preliminary Capital Improvement Program funds revenue budget in the amount of \$899,284. Capital Improvement Program funds preliminary expenditure budget in the amount of \$987,000. The capital improvement program funds are to be used for street and building maintenance and replacement and acquisition of equipment for the town, and for construction and remodeling of town buildings.
6. That we adopt preliminary water and sewer enterprise revenue budgets in the amount of \$964,635 and preliminary water and sewer enterprise expenditure budgets in the amount of \$1,112,358.
7. That a copy of said preliminary budget is attached hereto and by this reference made a part of the Resolution # 700.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WEST
YELLOWSTONE, MONTANA, THIS 11th DAY OF JULY, 2017 AND APPROVED BY THE
MAYOR OF THE TOWN OF WEST YELLOWSTONE.

Mayor

ATTEST
Town Clerk

Application for Outside Amplification Permit
Town of West Yellowstone
Gallatin County, Montana

Event: Rod Run/Music in the Park

Contact Person: Travis Watt

Address of Contact Person: P.O. Box 1545, West Yellowstone, MT 59758

Phone Number: 406-640-0393

Signature of Property Owner of Record: _____

Date(s) of Event: August 4 & 5, 2017

Location: West Yellowstone City Park

Amplification between the hours of: 10:00 AM/PM and 10:00 AM/PM

Description of Event: The 47th Annual Rod Run will be held again at the City Park. We will have a live DJ playing music during registration on Friday and during the Show n Shine on Saturday. The music will run Friday evening and all day Saturday.


Signature of Applicant

6/27/2017
Date

FOR OFFICE USE ONLY

Decision by Town Council: Approved Disapproved

Conditions: _____

Signature of Mayor/Operations Manager: _____

_____ Date

Resolution No. 701

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA TO EXEMPT PIONEER PARK FROM SECTION 9.12.020 OF THE WEST YELLOWSTONE MUNICIPAL CODE, PUBLIC DRINKING PROHIBITED, AUGUST 4-5, 2017 DURING THE YELLOWSTONE ROD RUN

WHEREAS, the Town Council of the Town of West Yellowstone desires to support and encourage events that bring visitors to the Town; and

WHEREAS, the Yellowstone Rod Run is an annual special event held in Pioneer Park; and

WHEREAS, Rodney Sainsbury, Owner of the Buffalo Bar, desires to sell and allow the consumption of alcoholic beverages in Pioneer Park on August 4 and 5, 2017 between the hours of 10:30 AM and 6 PM; and

WHEREAS, all proceeds from the sale of alcoholic beverages by Sainsbury and the staff of the Buffalo Bar will be donated to the Snowmobile Events Committee to help fund the Snowmobile EXPO in March; and

WHEREAS, in accordance with Section 9.12.020, Part B of the West Yellowstone Municipal Code, the Town Council may exempt a specific area of a public place where an event or activity will be held from the prohibition of public display or public drinking of alcoholic beverages;

NOW THEREFORE BE IT RESOLVED THAT the Town Council of the Town of West Yellowstone, County of Gallatin, State of Montana, grants an exemption to Rodney Sainsbury, owner of the Buffalo Bar, and the participants at the Yellowstone Rod Run from the Public Drinking Prohibition in Pioneer Park, effective only August 4 and 5, 2017 between the hours of 10:30 AM and 6:00 PM.

PASSED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF WEST YELLOWSTONE THIS 11th DAY OF JULY 2017.

Mayor

Council Member

Council Member

ATTEST:

Town Clerk

Council Member

Council Member

June 27, 2017

To the Town of West Yellowstone, Honorable Mayor, and Town Council:

We are asking for your permission to lift the open container ordinance as a variance for Friday and Saturday August 4-5, 2017 on the City Park during the Yellowstone Rod Run for the hours of 10:30am – 6:00pm.

With the permission and blessing of the Rod Run Committee, it is our intent to have a Beer Garden on the City Park property adjacent to the food booth that will be operated by the Rod Run Committee with assistance from the EXPO Committee.

We will be donating the proceeds of the Beer Garden to the Snowmobile Events Committee to help fund the Snowmobile EXPO in March.

We will supply you with the necessary paperwork as requested, including proof of insurance with additionally insured to include the Town of West Yellowstone, Yellowstone Rod Run, and the West Yellowstone Chamber of Commerce.

Thank you for your time and consideration and for your quick response to this urgent request.

Sincerely,

A handwritten signature in cursive script that reads "Rod Sainsbury". The signature is written in black ink and is positioned above the typed name.

Rod Sainsbury,

Owner, Buffalo Bar

Please Drink Responsibly

OPEN CONTAINER

ONLY ALLOWED IN CITY PARK

FRIDAY AND SATURDAY

Please do not leave the park with your drink.

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone
Gallatin County, Montana

RECEIVED JUN 27 2017

Event: 47th Annual West Yellowstone Rod Run
 Sponsor Organization: West Yellowstone Events Association, dba West Yellowstone Rod Run
 Sponsor Address: P.O. Box 1646, West Yellowstone, MT 59758
 Contact Person: Travis Watt
 Contact Phone: 406-640-0393 Fax: _____
 E-mail Address: travis@threebearlodge.com, yellowstonecars@aol.com
 Date(s) of Event: August 4-5, 2017
 Location of Event: West Yellowstone City Park, Parade on city streets Saturday morning

Respond to all sections either on the applicable sheets, or attach sheets as needed. A complete application should be submitted a minimum of 4 weeks prior to the event.

- A. Event detail: Use the attached sheet to describe your event in detail and any special accommodations you are requesting from the Town.
- B. Site Plan: Detail the physical layout of your event on the attached site plan and return with the application.
- C. Liability Insurance: Please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Operations Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.

Application Fee: \$ 25.00 *pd #1607*

Administration Fee: \$ _____

Signature of Applicant

Date

Total Due: \$ _____

Travis Watt

6/27/17

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<i>JOB</i>	<i>7-3-17</i>	
Fire	<i>SB</i>	<i>7/7/17</i>	
Police	<i>6/29/17</i>	<i>6/29/17</i>	
Administration			

Notes/Conditions: _____

Approved

Denied

Town Clerk

Date

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Event Details

Use this sheet to describe your event in detail including location, routes, directions, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the

Town. Please also address parking, trash collection and disposal, expected number of participants and spectators, signs, and amplified sound (if applicable). Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be specifically exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council to make this request. If anything will be sold at the event, an Exposition Business License must also be obtained. Please describe any sale activity below and attach the Exposition Business License application.

The 47th Annual Yellowstone Rod Run will take place this summer on August 4-5, 2017 in West Yellowstone.

We are instituting some changes to include more of the general public and to make it a full 2 day event.

We would like to have the majority of the Rod Run activities to take place at the City Park. We would start

by having registration at the city park on Thursday evening. On Friday we would begin all of our activities at the city park. These include the famous Poker Run, and a ^{Saturday} Town Poker Stroll.

We will have a DJ with music all day Friday and Saturday to enhance the atmosphere of the event.

Friday night will be our BBQ dinner at the UPDH, then Saturday will be our parade and Show 'n' Shine.

We will have food and drinks available all day Saturday and have requested a lift of the open container ordinance for these two days and will have a beer garden, with your permission, of course!

We are also asking for your assistance for traffic control on Saturday morning for our 10am Parade.

(see attached map of proposed route).

Due to the large number of visitors for this event, we will secure additional porta-potties for both days.

We will have vendor booths selling food, beer, photos, shirts, stickers, and other related items.

EXPOSITION LICENSE APPLICATION

Town of West Yellowstone
Gallatin County, Montana

RECEIVED JUN 27 2017

Exposition: 47th Annual West Yellowstone Rod Run
 Sponsor Organization: West Yellowstone Events, Association, dba West Yellowstone Rod Run
 Sponsor Address: P.O. Box 1646, West Yellowstone, MT 59758
 Contact Person: Travis Watt
 Contact Phone: 406-640-0393 Fax: _____
 E-mail Address: travis@threebearlodge.com, yellowstonecars@aol.com
 Date(s) of Event: August 4-5, 2017
 Location of Event: West Yellowstone City Park

Respond to all sections either on the applicable sheets, or attach sheets as needed. A complete application should be submitted a minimum of 4 weeks prior to the event.

- A. Exposition detail: Use the attached sheet to describe the expo in detail and any special accommodations you are requesting from the Town.
- B. Site Plan: Detail the physical layout of the expo on the attached site plan and return with the application.
- C. Vendor List: Provide a list of the names and addresses of all participating vendors 14 days in advance.
- D. Fees: Fees are \$50 for vendors not already licensed in West Yellowstone or \$250 for the entire event.
- E. Resort Tax: The sponsor must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code (www.codepublishing/MT/WestYellowstone.html). Vendors must collect 3% on all resort tax applicable sales and remit to the Town by the 20th of the month following the month of the event. Most retail sales are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information. The bond will be returned within 90 days of remittance of the resort tax.

Application Fee: \$ 250⁰⁰ pd #1607 Travis Watt
 Bond: \$ 1500.00 -WYED Signature of Applicant
 Total Due: \$ _____ Date 6/27/2017

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<u>[Signature]</u>	<u>6/30/17</u>	
Fire	<u>DSB</u>	<u>6/30/17</u>	
Police	<u>SN</u>	<u>6/29/17</u>	
Administration			

Notes/Conditions: _____

Approved

Denied

Town Clerk

Date

EXPOSITION LICENSE APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Exposition Detail

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

The 46th The Annual Yellowstone Rod Run will take place this summer on August 4-5, 2017
in West Yellowstone.

We will have a DJ with music and we will have

food booths and a beer garden on Friday evening and all day Saturday. We will also have other
retail sales vendors selling items related to car shows similar to past years. These may include
stickers, photos, collectables, t-shirts and mugs, pin-striping service, car parts, Flathead cherries,
and kids toys.

We will apply to WYED for the resort tax security payment and will ensure

that all vendors fill out the resort tax voucher and submit appropriate fees based on gross sales.

We will have some trailers and tents for the vendor booths (each will be responsible for their own).

A strong law enforcement presence is always appreciated and we believe helpful in keeping people
honest and behaving appropriately. We would like to know if more toilets (porta-potties) could be
moved to the City Park. Regular trash removal from the town would be sufficient and the food
vendors will take care of their own trash. We expect 250-300 cars this year and up to 1,000
direct participants, and we hope for a couple more thousand visitors to stop by, but we really don't
know how many total may attend. We have also made an application for Outside Amplification and
the lift of the open container ordinance for this event.

EXPOSITION LICENSE APPLICATION

Town of West Yellowstone
Gallatin County, Montana

RECEIVED JUN 27 2017

Event: Yellowstone Rod Run 2017

Date(s) August 4-5, 2017

Vendors

Attach additional sheets as necessary.

Vendor Name: Buffalo Bar/Willies
Contact Person: Rod Sainsbury
Address: (Buffalo Bar has their own license and will
report their sales seperately.)
Phone: _____
Type of sales: food and alcohol sales
Resort Tax applicable: YES NO

Vendor Name: Photo Rodz
Contact Person: Kathleen Benoer
Address: P.O. Box 1184
Sandpoint, ID 83864
Phone: 208-255-8074
Type of sales: Photos/magazine cover
Resort Tax applicable: YES NO

Vendor Name: The Streetrods.com
Contact Person: Kelly Robison
Address: 1019 N 4000 W
Rexburg, ID 83440
Phone: 208-356-8649
Type of sales: Diecast cars/Hotwheels
Resort Tax applicable: YES NO

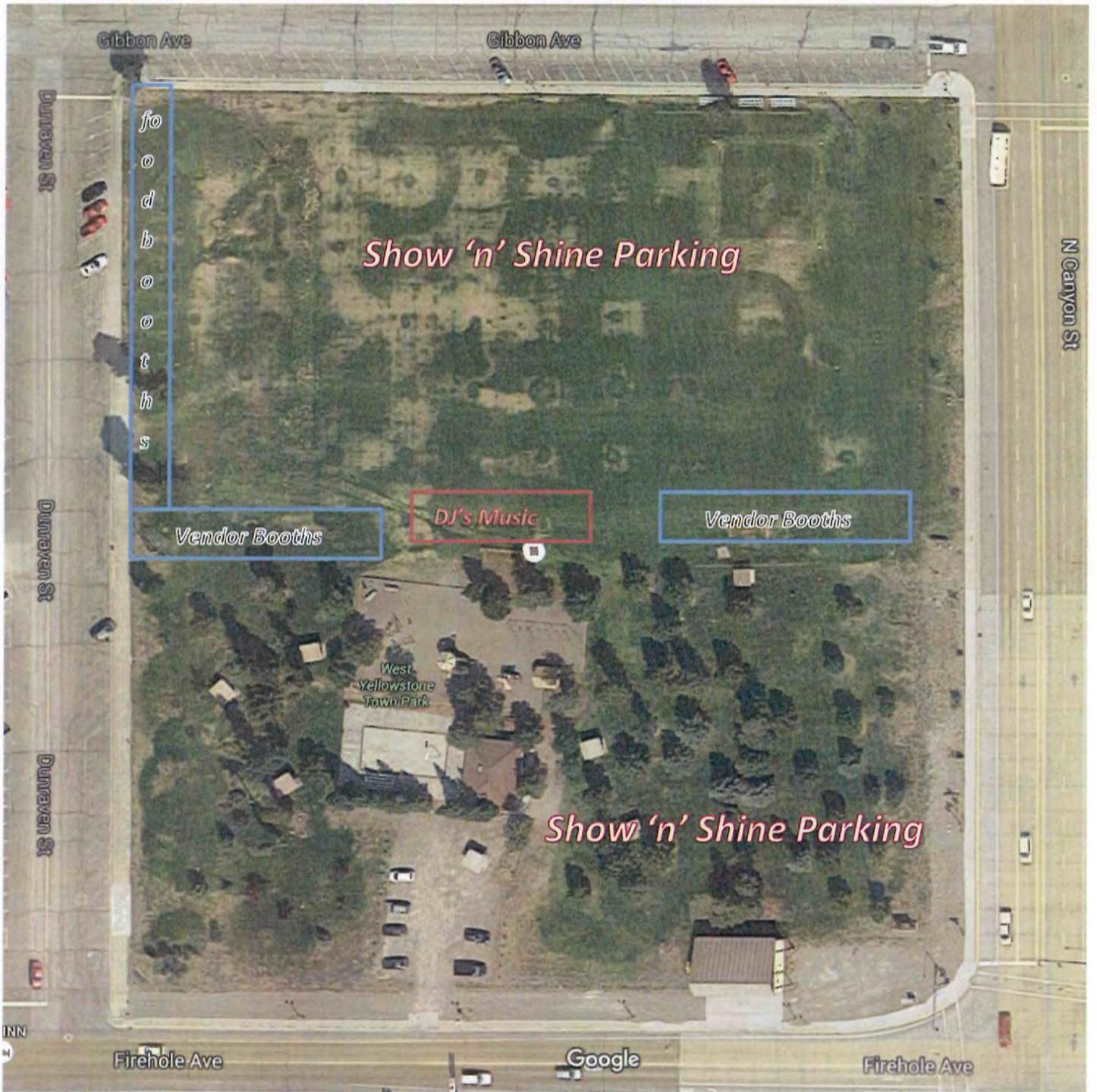
Vendor Name: _____
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Mountain Air Sports
Contact Person: Terry Kinne
Address: 711 W. Park Street
Livingston, MT 59047
Phone: 406-222-0882
Type of sales: T-shirt
Resort Tax applicable: YES NO

Vendor Name: Bob Brockman
Contact Person: Bob Brockman
Address: 23316 MT Highway 35
Bigfork, MT 59911
Phone: 406-982-3137
Type of sales: Flathead Cherries
Resort Tax applicable: YES NO

Vendor Name: Maurice's Antler Art
Contact Person: Maurice
Address: _____
Phone: _____
Type of sales: Antler Art
Resort Tax applicable: YES NO

Vendor Name: _____
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO



BID TABULATION



DRAFT

Town of West Yellowstone
Siegel Learning Center

PROJECT NAME: Siegel Learning Center

PROJECT NUMBER: 1706

BID OPENING DATE: 27-Jun-17

BIDDERS	ACK. ADDENDUM	BID SECURITY	BASE BID	ADD. ALT. NO.1	ADD. ALT. NO. 2	ADD. ALT. NO. 3	ADD. ALT. NO. 4
CONTRACTOR/ADDRESS Southpaw Construction West Yellowstone, MT	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	\$1,386,000.00				
CUMULATIVE TOTALS:			\$1,386,000.00	\$1,386,000.00	\$1,386,000.00	\$1,386,000.00	\$1,386,000.00
CONTRACTOR/ADDRESS Rotherham Construction Bozeman, MT	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	\$1,505,464.00	\$21,586.00	\$45,848.00	\$90,063.00	\$5,403.00
CUMULATIVE TOTALS:			\$1,505,464.00	\$1,527,050.00	\$1,572,898.00	\$1,662,961.00	\$1,668,364.00
CONTRACTOR/ADDRESS Battle Ridge Builder Belgrade, MT	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	\$1,470,000.00	\$22,000.00	\$49,000.00	\$48,000.00	\$8,800.00
CUMULATIVE TOTALS:			\$1,470,000.00	\$1,492,000.00	\$1,541,000.00	\$1,589,000.00	\$1,597,800.00
CONTRACTOR/ADDRESS CS Structures Bozeman, MT	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	\$1,539,000.00	\$44,877.00	\$56,310.00	\$50,272.00	\$3,572.00
CUMULATIVE TOTALS:			\$1,539,000.00	\$1,583,877.00	\$1,640,187.00	\$1,690,459.00	\$1,694,031.00
CONTRACTOR/ADDRESS	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>					
CUMULATIVE TOTALS:							

Town of West Yellowstone Drug-Free Workplace Policy

Section 1. Preamble.

- a. The Drug-Free Workplace Act (DFWA) of 1988 is a federal law that requires recipients of grants from any federal agency to agree to provide a drug-free work place. As a recipient of federal grants, the Town of West Yellowstone is publishing this policy for the purpose of fulfilling its duties under the DFWA.
- b. This policy covers all employees of the Town without exception. This policy is also broader than the Town's Workforce Drug and Alcohol Testing Policy. The sanctions imposed by this policy will be in addition to, and not exclusive of, the sanctions imposed by the Workforce Drug and Alcohol Testing Policy. Actual testing for drugs and alcohol may be performed by or on behalf of the Town **only** under the terms and conditions of the Workforce Drug and Alcohol Testing Policy. What this means is, an employee of the Town may be subject to the sanctions of this policy under the terms and conditions stated below without regard to whether testing for drugs or alcohol has occurred, as long as the conditions for imposing sanctions under this policy are satisfied.

Section 2. Definitions. In this policy:

- a. "*Controlled substance*" means a controlled substance listed in schedules I through V of section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (21 U.S.C. 812), as amended from time-to-time.
- b. "*Conviction*" means a finding of guilt (including a plea of nolo contendere), an imposition of sentence, or both, by a judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes.
- c. "*Criminal drug statute*" means a state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of a controlled substance.
- d. "*Drug abuse violation*" means any failure by a Town employee to comply with the terms and conditions of this policy.
- e. "*Drug-free work place or 'workplace'*" means (i) any Town property, (ii) anywhere any employee of the Town performs Town business, including in a private or Town vehicle going to or from work or a Town activity, and (iii) any place where a Town activity (whether social, educational, or otherwise, and whether on Town property or otherwise).
- f. "*Employee*" means any employee of the Town, whether full or part time, permanent, temporary, or probationary, and includes any person working for the Town as an employee under a contract, written or oral.

Section 3. Policies.

- a. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance are prohibited in the Town's workplace.
 - b. The Town will establish and maintain a drug-free awareness program. The program will inform employees about:
 - (i) the dangers of drug abuse in the workplace, including health and workplace risks associated with the use of drugs and alcohol;
 - (ii) the Town's policy of maintaining a drug-free workplace;
 - (iii) available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) the penalties that may be imposed on employees for drug abuse violations, including those that may be imposed as a sanction for a violation of the standards of conduct established in the Town's Workforce Drug and Alcohol Testing Policy.
 - c. Each employee of the Town will be given a copy of this policy and will be required to sign an Acknowledgment of Receipt and Reading of the Town's Drug-Free Workplace Policy. The Acknowledgement will be placed in the employee's personnel file.
 - d. As conditions of continued employment with the Town, each employee of the Town must:
 - (i) Abide by the terms of this policy; and
 - (ii) Give the Town Manager a written notice of conviction no later than five days after a conviction of any criminal drug statute for a violation occurring in the workplace. The Town will notify the applicable federal agency within ten days after receiving a notice required by this paragraph or otherwise receiving actual notice of such a conviction.
 - (iii) Failure to satisfy the terms of these conditions of continued employment may result in disciplinary action, up to and including termination of employment.
 - (iv) Failure to give the Town Manager the written notice of conviction required by Section 3.d(ii) will be an aggravating factor in the decision what personnel action will be taken against the employee.
- NOTE: This is not an exclusive list of the *conditions* for continued employment of Town employees. All Town employees must abide by the terms and conditions of all applicable personnel policies and procedures and all applicable collective bargaining agreements, as they may be revised from time-to-time.
- e. Within thirty (30) days after receiving notice from an employee or

otherwise receiving actual notice of a conviction as defined by this Policy, the Town will (i) take appropriate personnel action against the employee, up to and including termination, or (ii) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for those purposes by a Federal, State, or local health, law enforcement, or other appropriate agency. A combination of personnel action and participation in a drug abuse assistance or rehabilitation program may also be imposed following the Town's notice of a conviction.

Town of West Yellowstone Workforce Drug and Alcohol Testing Policy

Section 1. Purposes. The Town of West Yellowstone is committed to maintaining a safe, healthy, and productive work place that is drug and alcohol free.

- a. The use and abuse of drugs, as the term “drugs” is defined in Section 2 below, and alcohol increases the potential for accidents, absenteeism, substandard performance, and poor employee morale.
- b. Impaired judgment of employees may have serious financial consequences for the Town through increased risk of employee caused accidents resulting in injury or death and property damage, and potential liability to others not employed by the Town from accidents caused by employees under the influence of drugs or alcohol, and impaired job performance.
- c. The use and abuse of drugs and alcohol undermines the Town’s mission to provide the community with an excellent quality of life through leadership, communication, and delivery of services that are (i) responsive to its citizen’s needs, (ii) cost effective, and (iii) oriented to the future.
- d. This policy is independent of the Town’s Drug-Free Workplace Policy and is intended to cover those situations where drug or alcohol testing is permitted.
- e. This policy is also independent of any policy adopted by the Town after the date this Policy is adopted that covers the misuse of prescription or over-the-counter medications, except to the extent that a prescription drug is specifically included in the definition of “drugs” below.
- f. Questions concerning the interpretation and application of this policy may be addressed to the Town Manager.
- g. *Special Note:* This policy will not become effective until 60 days after it is adopted by the Town Council.

Section 2. Definitions. As used in this policy, the following terms having the stated meanings:

- a. “*Adulterated specimen*” is one that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance, as determined by the MRO.
- b. “*Alcohol*” means an intoxicating agent in alcoholic beverages, ethyl alcohol, also called ethanol, or the hydrated oxide of ethyl.
- c. “*Alcohol concentration*” means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath, as indicated by an evidential breath test, or the equivalent as shown by a blood or urine test.
- d. “*Confirmation test*” for alcohol is a second test that is performed after an initial test, which provides an exact measure of alcohol concentration. For controlled substances testing, the term means a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify

the presence of a specific drug or drug metabolite.

e. “*Drug*” means marijuana, cocaine, amphetamines, phencyclidine (PCP), all hallucinogens, all opiates (including, without limitation, codeine, morphine, heroin, and opium, or any other derivative of an opiate), and opioids (including, without limitation, methadone, Percocet, Percodan, OxyContin (oxycodone), Vicodin, Lorcet, Lortab (hydrocodone), Demerol (pethidine), Dilaudid (hydromorphone), Duragesic (fentanyl), or any other synthetic form of an opiate. “Drug” includes, for all purposes of this Policy, marijuana, even if an employee has obtained a registry identification card, or has been issued a written certification by a physician, pursuant to the Montana Marijuana Act (§§ 50-46-301 *et seq.* MCA, as amended by I-182, Nov. 8, 2016, eff. June 30, 2017, or as otherwise ordered by a Montana court of record), or a similar act of any other state. Without limiting the foregoing definition, “drug” also includes any dangerous drug, as defined in 49 CFR, part 40. “Drug” does not include a drug used pursuant to a valid prescription of the employee being tested.

f. “*Diluted specimen*” is a specimen with creatinine and specific gravity values that are lower than expected, but are still within the physiologically producible ranges of human urine, as determined by the MRO.

g. “*Employee*” means, *for purposes of drug and alcohol testing covered by this policy only*, an individual, and only those individuals, working for the Town who are engaged in the performance, supervision, or management of work in a (i) hazardous work environment; (ii) security position; or (iii) position (A) affecting public safety or public health; (B) in which driving a motor vehicle is necessary for any part of the individual's work duties; or (C) involving a fiduciary responsibility for the Town.

h. “*Hazardous work environment*” includes, but is not limited to positions (a) for which controlled substance and alcohol testing is mandated by federal law, such as aviation, commercial motor carrier, railroad, pipeline, and commercial marine employees; (b) that involve the operation of or work in proximity to construction equipment, industrial machinery, or mining activities; or (c) that involve handling or proximity to flammable materials, explosives, toxic chemicals, or similar substances.

i. “*Medical Marijuana*” means marijuana when used pursuant to the Montana Marijuana Act, as amended by L. 2013, Ch. 153, sec. 6 and Initiative No. 182 (Nov. 8, 2016), or a similar act of any other state.

j. “*Medical Review Officer (MRO)*” means a licensed physician trained in the field of substance abuse.

k. “*Primary specimen*” in drug testing is the urine specimen bottle that is opened and tested by the first laboratory to determine whether the employee has a drug or drug metabolite in his or her system.

l. “*Prospective employee*” means an individual who has made a written or oral application to the Town to become an employee.

m. “*Reasonable suspicion*” means,

(i) when used as grounds for *alcohol testing*, a determination by a Town supervisor or manager, trained in at least one hour of alcohol misuse and at least one hour of drug use, that an employee's faculties are impaired on the job as the result of alcohol consumption based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee; or,

(ii) when used as grounds for *drug testing*, a determination by a Town supervisor or manager, trained in at least one hour of alcohol misuse and at least one hour of drug use, that an employee's faculties are impaired on the job as the result of the use of drugs based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, including indications of the chronic and withdrawal effects of drugs (as defined in this policy).

n. "*Rehabilitation program*" is a program established by a substance abuse professional/organization for the employee who violates this policy or voluntarily seeks treatment for drug and/or alcohol related issues, including recommendations concerning education, treatment, follow-up testing, and aftercare.

o. "*Sample*" means a urine specimen, a breath test, or oral fluid obtained in a minimally invasive manner and determined to meet the reliability and accuracy criteria accepted by laboratories for the performance of drug testing that is used to determine the presence of a drug or alcohol.

The plural of any of the above definitions will have the same meaning as the singular and vice versa.

Section 3. Criminal law sanctions.

a. The manufacture, distribution, possession, or use of drugs (other than pursuant to a valid prescription or as may be otherwise authorized and specifically allowed in the work place by law) is illegal under state and federal law, and is subject to various criminal sanctions, including fines up to \$50,000 and incarceration up to life in prison. In some cases, there are mandatory minimum prison sentences. Federal sanctions are generally more severe than state sanctions.

b. The foregoing does not mean that the use of Medical Marijuana is exempt from the provisions of this Policy. The use of Medical Marijuana is not exempt from the provisions of this Policy even if an employee has obtained a registry identification card (either before or after a test), or has been issued a written certification by a physician stating that the employee used Medical Marijuana.

Section 4. Educational and drug-free awareness program. The Town will establish and maintain a program for regularly educating or providing information to employees on the health and workplace safety risks associated with the use of drugs and alcohol.

Section 5. Standards of conduct.

a. Employees are prohibited from working while impaired by the use of any drug or drugs, or Medical Marijuana.

b. The sale, possession, transfer, use, or purchase of any drug on Town property, including Medical Marijuana, while performing Town business, and while present at any Town activity (whether social, educational, or otherwise, and whether on Town property or otherwise) is prohibited.

c. The use of alcohol by employees while working, while on Town premises, while using a Town vehicle or equipment, or while using a personal vehicle for Town business is expressly prohibited.

d. No employee will report for duty or remain on duty while the employee is under the influence of, or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the Town permit an employee to perform job duties or continue to work, until (i) an alcohol test is administered and the employee's alcohol concentration measures less than 0.02; or, (ii) twenty-four hours have elapsed following the determination under this policy that there is reasonable suspicion to believe that the employee has violated the prohibitions in this policy concerning the use of alcohol.

e. No employee will report for duty or remain on duty while the employee is under the influence of or impaired by any drug as shown by the behavioral, speech, and performance indicators of use of a drug, nor will the Town permit an employee to perform job duties or continue to work, until (i) a drug test is administered and the employee tests negative; or, (ii) twenty-four hours have elapsed following the determination under this policy that there is reasonable suspicion to believe that the employee has violated the prohibitions in this policy concerning the use of any drug, including marijuana even if an employee has obtained a registry identification card (either before or after a test), or has been issued a written certification by a physician stating that the employee used Medical Marijuana.

f. Nothing in this policy may be construed as:

(i) prohibiting the Town from including in any contract, a provision prohibiting the use of marijuana for a debilitating medical condition (or any other purpose); or,

(ii) permitting an employee to bring a cause of action against the Town for wrongful discharge pursuant to the Montana Wrongful Discharge from Employment Act, or for discrimination pursuant to the Montana Human Rights Act, or any other provision of municipal, state or federal law.

Section 6. Employee assistance program. Individuals wishing to utilize the Town's employee assistance program should contact Montana Municipal Interlocal Authority.

Section 7. Sanctions for policy violations. The following sanctions will apply to prospective employees and employees violating the standards of conduct or for testing positive for drugs or alcohol, as provided in this policy:

a. Sanctions applicable to prospective employees

All prospective employees will be tested for drug and alcohol in the manner

prescribed in this policy only after the Town extends a conditional offer of employment to that prospective employee subject to the prospective employee passing the tests and fulfilling any other pre-hiring conditions specified in an offer of employment extended to the prospective employee. Any prospective employee who tests positive for alcohol or drugs after receiving a conditional offer of employment will be disqualified from continuing the application process for the position for which the prospective employee applied. Further, any and all prospective employees who test positive for alcohol or drugs under the foregoing circumstances will be ineligible to apply for any position with the Town for a period of two years commencing from the date of the negative test.

b. Sanctions applicable to current employees

(i) Subject to the provisions of Subsection 7.b.(iii), employees who violate the Standards of Conduct set forth above are subject to discipline up to and including immediate dismissal.

(ii) Subject to the provisions of Subsection 7.b.(iii), employees who test positive for drugs or alcohol pursuant to the procedures set forth in this policy are subject to immediate dismissal upon the completion or waiver of all post-testing procedures.

(iii) Any employee who tests positive the first time for drugs or alcohol may be given the option to participate in a drug or alcohol rehabilitation program at the employee's expense as a condition of continued employment. Only those employees who have been employed by the Town for over two full years and who have not been the subject of any written disciplinary action during the preceding two-year period are eligible for this option and only if the Town Manager, in the Town Manager's sole and absolute discretion, decides the record of the employee and the circumstances surrounding the drug or alcohol use detected by testing warrants offering this option to the employee. If an employee tests positive for drugs or alcohol a second time at any time, it will result in immediate termination upon the completion or waiver of all post-testing procedures. Employees terminated pursuant to this section of this policy will be ineligible for re-hire by the Town for five years, and will be required to submit to drug and alcohol testing as a condition of re-hire for one year following re-hire. Time off to participate in a rehabilitation program will be without pay or benefits.

c. Refusal to submit to testing. Refusal by an employee to submit to testing will be deemed a positive test and will subject the employee to discipline up to and including immediate dismissal. An employee will be treated as refusing to take a drug test if the employee:

(i) Fails to appear for any test within a reasonable time after being directed to do so by the Town (does not apply to pre-employment test).

(ii) Fails to remain at the collection site until the collection process is

completed (does not apply for pre-employment test).

(iii) Fails to provide a urine specimen for any drug test required under this policy (does not apply for pre-employment test).

(iv) Fails to permit the observation or monitoring while providing a specimen, or fails to follow the observer's instructions related to the collection process.

(v) Fails to provide a sufficient amount of urine when directed, if it is determined through a required medical evaluation that there is no adequate medical explanation for the failure.

(vi) Fails or declines to take an additional drug test or collection as directed by the collector.

(vii) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process.

(viii) Fails to cooperate with any part of the testing process resulting in an inability to perform the required testing.

(ix) Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.

(x) Admits to the collector or MRO that the employee has adulterated or substituted the specimen.

(xi) Provides test results that are verified by the MRO as adulterated or substituted.

d. Diluted specimen. If an employee's drug test is based on a diluted specimen, the following will apply:

(i) A positive test result will be treated as a verified positive test and subject the employee to the sanctions set forth above.

(ii) If an employee's negative test is based on diluted specimen, the Town will follow the MRO's direction, which may include another test (possibly under direct supervision), which will take place as soon as the MRO informs the Town of the existence of a diluted specimen. The results of the second test will be the results on which the Town will rely. If the employee refuses to take the additional test after a result based on a diluted specimen, the employee's refusal will be treated as a refusal to test.

e. Limitation on adverse action

(i) Except as provided in Section 7.e.(ii), no adverse action, including follow-up testing, may be taken by the Town if the employee presents a reasonable explanation or medical opinion indicating that the original test results were not caused by the use of a drug or drugs or by alcohol consumption. If the employee presents such a reasonable explanation or medical opinion, the test results must be removed from the employee's record and destroyed. The MRO will determine whether the explanation or medical opinion is reasonable, and the MRO's determination will be final

unless it is obviously unreasonable, in which case the Town Manager will make the determination.

(ii) Regardless of any other provision of this policy, neither the MRO nor the Town Manager may change a positive test for marijuana to negative because the employee obtained a registry identification card (either before or after the test), or has been issued a written certification by a physician stating that the employee used Medical Marijuana.

(iii) The limitation on adverse action stated in Section 7.e.(i) does not apply to an employee testing positive for Medical Marijuana.

f. Chapter IX: Employee Work Rules-Discipline. The provisions of Chapter IX of the Town of West Yellowstone Personnel Policy, June 24, 2009, as amended from time-to-time after that date, do not apply to any violation of the standards of conduct established by Section 7 of this policy.

g. Due Process Hearing. Notwithstanding any other provision of this policy, any employee subjected to sanction pursuant to this Section 7 of this policy is entitled to a due process hearing to the same extent as any employee otherwise subject to termination, as provided by any provision of Town ordinance, policy, procedure, or an applicable provision of any collective bargaining agreement covering the employee.

Section 8. Types of tests to be used. The Town will perform the following types of testing for drugs or alcohol, or both, unless otherwise stated:

a. Pre-employment testing. All candidates receiving a conditional offer of employment will be tested for drugs and alcohol.

b. Random. Random testing of all applicable employees, as follows:

(i) A random selection process, established through a scientifically valid method, will determine who will be tested on any given date during the calendar period for testing.

(ii) The calendar period for random testing will be established by the contractor retained by the Town to oversee random drug and alcohol testing.

(iii) The random testing rate for this calendar period will be established by the contractor retained by the Town to oversee random drug and alcohol testing.

(iv) The Town will obtain a signed statement from each employee that confirms that the employee has received a written description of the random selection process and will maintain the statement in the employee's personnel file.

(v) Nothing in this Section 8.c. of this policy requires the Town to otherwise provide advance notice to any employee selected for random testing to be told the employee is subject to such testing before actually informed the employee will be tested.

c. Reasonable suspicion testing. Testing is authorized by this provision only if the observations required by the definition of “reasonable suspicion” are made during, just preceding, or just after the period of the work day that the employee is required to be in compliance with this policy. A written record of the observations leading to an alcohol or drug reasonable suspicion test must be made by the person making the reasonable suspicion determination, and signed by the supervisor or manager who made the observations, within 24 hours of the observed behavior or before the results of the alcohol or drug tests are released, whichever is earlier. The person who makes the determination that reasonable suspicion exists to conduct an alcohol or drug test must not conduct the test.

d. Follow-up tests. The Town may require an employee to submit to follow-up tests if the employee has had a verified positive test for drugs or alcohol. The follow-up tests will be the same as the other tests described in this policy and may only be conducted for up to one year from the time that the employer first requires a follow-up test.

e. Work-related accidents. The Town may require an employee to be tested for drugs or alcohol if a supervisor or manager has reason to believe that the employee’s act or failure to act is a direct or proximate cause of a work-related accident that caused death or personal injury to any person, or property damage in excess of \$1,500.

Section 9. List of drugs and alcohol levels to be tested.

a. The drugs for which testing will be performed under this policy are marijuana, cocaine, amphetamines, phencyclidine (PCP), all hallucinogens, all opiates (including, without limitation, codeine, morphine, heroin, and opium, or any other derivation of an opiate), and all opioids (including, without limitation, methadone, Percocet, Percodan, OxyContin (oxycodone), Vicodin, Lorcet, Lortab (hydrocodone), Demerol (pethidine), Dilaudid (hydromorphone), Duragesic (fentanyl), or any other synthetic form of an opiate, and all controlled substances as defined in 49 CFR, part 40.

b. Employees who test positive for an alcohol concentration level at or above .04 will be subject to sanctions as set forth above in Section 7.b.

Section 10. Hiring policy for prospective employees who test positive.

a. Publication of policy. All position announcements and job applications for any position vacancies the Town actively seeks to fill with any individual that would be subject to the provisions of the drug and alcohol testing provisions of this policy will include a summary of the provisions of Section 7.a. of this policy in text that is underlined and bolded.

b. Failure to test. Any prospective employee who fails to report timely for a drug or alcohol test pursuant to the provisions of Section 7.a. of this policy will be subject to the same sanctions as those prescribed in Section 7.a. of this policy. All announcements, job applications, or conditional offers of employment extended to any prospective employee will also include a summary of the provisions of Section 7.a. of this policy in text that is underlined and bolded.

c. A prospective employee who tests positive for drugs or alcohol will be provided with a copy of the test results after it is reviewed and certified by the MRO, but the prospective employee does not have the rights provided in Section 11 to employees of the Town.

Section 11. Procedures to be used to conduct testing.

a. The Town contracted with Chemnet Montana to perform all testing, including the provision of a MRO. As part of that contract the Town requires Chemnet Montana to conform with the provisions of 49 CFR, Part 40, and to use a testing methodology cleared by the United States Food and Drug Administration.

b. Chemnet Montana will be responsible for performing the collection, transport, and confirmation testing of urine samples in accordance with 49 CFR, Part 40. The collection, transport, and confirmation testing of non-urine samples must be as stringent as the requirements of 49 CFR, Part 40, in requiring (i) split specimens, (ii) transport to a testing facility under the chain of custody, and (iii) confirmation of all screened positive results using mass-spectrometry technology, as defined by the United States Department of Health and Human Services.

c. The initial test will be at the Town's expense and employees will be paid at their regular rate, including benefits, for time attributable to the testing procedure.

d. Before the Town takes any action based on a positive test result, the Town will have the results reviewed and certified in writing by the MRO.

e. A copy of the test results with the MRO's signed certification of review will be given to the employee.

f. The Town will also obtain, at the employee's request, an additional test of the split sample by an independent laboratory selected by the person tested. The Town will pay for the additional tests if the additional test results are negative, and the employee shall pay for the additional tests if the additional test results are positive.

g. An employee must be given the opportunity to provide notification to the MRO of any medical information that the employee or the employee's physician deems to be relevant to interpreting test results, including information concerning currently or recently used prescription or nonprescription medications. Any employee who takes advantage of the opportunity provided by this subsection must permit the MRO to ask the employee or the employee's physician reasonable follow-up questions based on the information provided

h. An employee subjected to drug or alcohol testing pursuant to this policy will be placed on paid leave until the test results are presented to the employee with the MRO's signed certification. If the results are negative, the employee will be returned to duty absent other circumstances that warrant discipline. If the results are positive, the employee will be placed on unpaid leave pending dismissal pursuant to this policy and any other applicable policy.

Section 12. Confidential communications.

All information, interviews, reports, statements, memoranda, and test results are confidential communications that may not be disclosed to anyone except as applicable under one or more of the following exceptions:

(i) The tested employee.

(ii) The representative or representatives of the Town, including the Town Manager, the members of the Town Council, the MRO, and any other person designated in writing by one of the foregoing with a business need-to-know the information. This means that the members of the Town Council, the Town Manager and the MRO may be informed of such communications, and each is authorized to designate in writing one or more other employees or representatives of the Town who, under the circumstances of each individual case, has a specific business need to be informed of such communications. Any individual authorized pursuant to this Section 12 to receive confidential communications, other than the MRO, is prohibited from disclosing such information to anyone.

(iii) In connection with any legal or administrative claim arising out of the Town's implementation of Sections 39-2-205 through 39-2-211 (Workforce Drug and Alcohol Testing Act), or in response to inquiries relating to a workplace accident involving death, physical injury, or property damage in excess of \$1,500, when there is reason to believe that the tested employee may have caused or contributed to the accident.

Section 13. Limitation on use of unrelated information.

Any information obtained through testing that is unrelated to the use of a drug covered by this policy or alcohol will be held in strict confidentiality by the MRO and will not be released to the Town.

July 11, 2017
TOWN OF WEST YELLOWSTONE STAFFING PLAN
Town Council and Mayor
Town Manager

FINAL

Finance Director - DH
Town Clerk FT
Deputy Town Clerk FT

Chief of Police - DH
Patrol Officers 5 FT

Social Services Director - DH
Social Services Assistant FT

Public Services Superintendent - DH
Deputy Public Services Superintendent FT
Operator 6 FT
Seasonal Laborer 3 SFT

911 Communication Center Manager FT
Dispatchers 5 FT
Dispatcher 1 PT (As Needed)

As Needed Truck Drivers (note 2)

Recreation Coordinator FT
Senior Recreation Counselor SFT
Recreation Counselors 2 SFT
Recreation Specialists 2 TPT

City Judge (note 2)
Court Clerk PT

Library Director (note 1)
Children's Librarian FT
Library Clerk FT (note 3)

Language Instructor PT

(Aprx. 625 hrs/yr - Grant Funded)

note 1: Library functions are governed by agreement; Director is appointed by board and directs staff.

note 2: List of people with CDLs will be maintained to call as needed during the winter plowing season.

note3: **Changed from 3/4 time to Full-time**

FT = full-time status
PT = part-time status

SFT = seasonal full-time status
TPT = temporary part-time status
DH = Department Head