

Town of West Yellowstone

TUESDAY, August 7, 2018

West Yellowstone Town Hall, 440 Yellowstone Avenue

WORK SESSION

6:00 PM

80 Acres Planning, Erik Nelson-ThinkTank

Discussion

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Purchase Orders #6760 to DTI Trucks, (2) 2001 Freightliner FL D112 Dump Trucks, \$124,500
#6761 to The Third Element, PSAP Generator, \$83,855

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of July 16, 2018 Town Council Meeting** ∞

Minutes of the July 24, 2018 Work Session ∞

Business License Applications ∞

- Madison Plaza, LLC (Update)

Advisory Board Report(s)

Town Manager & Department Head Reports

Comment Period

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

NEW BUSINESS

Advisory Board Appointments

- Cemetery Board: Ken Davis, Grant Jackson
- Police Commission: Doc Detonancour

Discussion/Action ∞

Site Plan Review, Wagon Wheel Hotel, 608 Gibbon

Discussion/Action ∞

Site Plan Review, Yellowstone Country Inn, 234 Firehole

Discussion/Action ∞

City Judge Selection

Discussion ∞

Town Manager Employment Contract (Possible Executive Session)

Discussion/Action ∞

Correspondence/FYI/Meeting Reminders



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

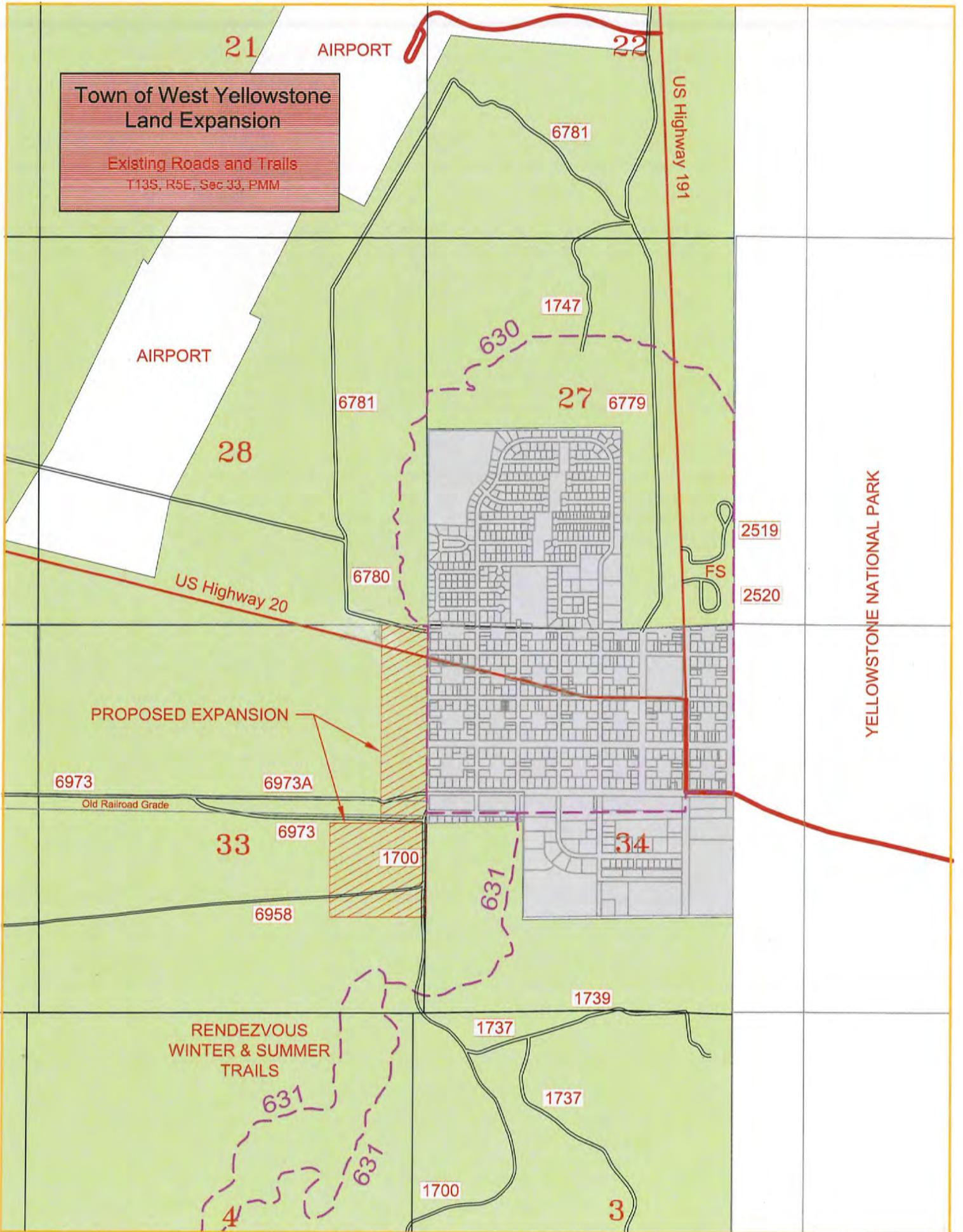
It is the Council's goal that citizens resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to Town Council on matters of concern. Accordingly, Town Council expects any 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.



P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

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

info@townofwestyellowstone.com

PURCHASE ORDER

Date 7-26-2018

Ship Via

Order No. 006760

Department Public Services

TO: DTI Trucks

ADDRESS:

Denver Colorado

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
2	2001 Freightliner F1D112 Dump Trucks

Estimated Cost \$ 124,500.⁰⁰

Authorized By

Requested By:

VENDOR COPY - White OFFICE COPY - Canary



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7672**

**2001 FREIGHTLINER FLD112 For Sale In Denver,
Colorado**



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Heavy

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Financing



P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date 08/03/2018

Ship Via

Order No. 006761

Department Police

TO: The Third Element

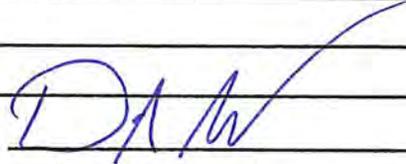
ADDRESS: 3116 East Lyndale Avenue
Helena MT 59602

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	<u>PSAP Generator</u>
	<u>Eric Prickett 406 980 0009</u>
	<u>2850 - 420750 - 945</u>

Estimated Cost \$ 83,855⁰⁰

Authorized By



Requested By:

Scott Newell

VENDOR COPY - White OFFICE COPY - Canary



West Yellowstone Police Station – Generator Upgrade

8/02/2018

Bid Scope: Electrical

Base Bid: **\$83,855.00**

Includes:

- Separation of Primary & Emergency feeders
- Replace existing 200amp 120/240 single phase service
- Refeed existing 150-amp panel in main building
- Install new panel in server room
- Natural Gas and Propane Piping
- Supply & Install 500 gallon, underground propane tank
- Demo & remove existing generator and transfer switch
- Install new 60kw, dual fuel emergency generator & transfer switch
 - New generator to be installed outside East of existing generator building
 - New Transfer switch to be installed in room where generator previously sat
- Temporary Emergency generator as need during construction
- Patch walls & roofing where conduit is removed

Excludes:

- Excavation for propane tank
- Utility costs (There should not be any in this project)
- Overtime costs

Note: There will be a short power outage when connecting and disconnecting temporary generator. Coordination with the police station will be required.

Slight price increase is due to propane, propane tank cost increases, propane/natural gas piping/installation

Thank you for the opportunity.

Eric Pickett
Cell: 406-980-0009
E-mail: eric@3econtractors.com

The Third Element, Inc.
Office: 406-465-6945
3116 East Lyndale Ave. Helena, 59602

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	07/19/18 SEWER TREAT SERV 4212046 ele	2,380.80		SEWER	5310 430600	341	101000
	07/19/18 library 23 dunraven 4212054	197.70		LIBRY	1000 411259	341	101000
	07/19/18 povah comm ctr 4212001	257.58		POVAH	1000 411255	341	101000
	07/19/18 unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	07/19/18 Town Hall 4212009	475.12		TWNHAL	1000 411250	341	101000
	07/19/18 Ice Rink 421010	39.99		PARKS	1000 411253	341	101000
	07/19/18 Hayden/Grouse Well 4212015	38.93		WATER	5210 430500	341	101000
	07/19/18 Electric Well 4212031	39.05		WATER	5210 430500	341	101000
44692	2852 Blackfoot Communications	2,000.04					
	08/15/18 602-4908, povah center	0.00		POVAH	1000 411255	345	101000
	07/15/18 646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	07/15/18 646-5119, police station	40.53		POLICE	1000 420160	345	101000
	07/15/18 646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	07/15/18 646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	07/15/18 646-7311, social services	68.72		SOCSRV	1000 450135	345	101000
	07/15/18 646-7481, povah elevator	41.67		POVAH	1000 411255	345	101000
	07/15/18 646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	07/15/18 646-7609, public works	23.82		SEWER	5310 430600	345	101000
	07/15/18 646-7650, police station fax	40.53		POLICE	1000 420160	345	101000
	07/15/18 646-7715, povah center	31.85		POVAH	1000 411255	345	101000
	07/15/18 646-7795, town hall	268.71		TWNHAL	1000 411250	345	101000
	07/15/18 646-7845, court clerk	7.71		COURT	1000 410360	345	101000
	07/15/18 646-9017, library	41.85		LIBRAR	2220 460100	345	101000
	07/15/18 646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	07/15/18 ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	07/15/18 ethernet, povah center	310.00		POVAH	1000 411255	345	101000
	07/15/18 ethernet, police station	350.00		POLICE	1000 411258	345	101000
	07/15/18 ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
44693	2813 Century Link	1,529.76					
	07/19/18 Police 646-7600	334.47		POLICE	1000 420160	345	101000
	07/19/18 E911 Viper 646-5170	98.34		E911	2850 420750	345	101000
	07/19/18 E911 255-9710	998.92		E911	2850 420750	345	101000
	07/19/18 E911 255-9712	24.77		E911	2850 420750	345	101000
	07/19/18 Alarm Lines, 646-5185	73.26		TWNHAL	1000 411250	345	101000
44694	2546 Century Link QCC	15.07					
	07/23/18 long dist chg 406-646-7600	15.07		DISPAT	1000 420160	345	101000

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TOWN OF WEST YELLOWSTONE
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Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
44695	1514 Verizon Wireless	1,700.10					
	19 Smartphones						
	1 regular phones						
	5 laptops						
	08/20/18 640-0108, Police	59.05		POLICE	1000 420100	345	101000
	08/20/18 640-0121 Laptop	40.03		STREET	1000 420100	345	101000
	08/20/18 640-0141 Street SP	59.05		STREET	1000 430200	345	101000
	08/20/18 640-0159 Street SP	59.05		STREET	1000 430200	345	101000
	08/20/18 640-1103, Operator SP	59.05		STREET	1000 430200	345	101000
	08/20/18 640-1438, SS Director	28.15		SOCSEK	1000 450135	345	101000
	08/20/18 640-1460, Library Dir, SP	59.05		LIBRAR	2220 460100	345	101000
	08/20/18 640-1461, Street, SP	59.05		WATER	5210 430500	345	101000
	08/20/18 640-1462, Operator, SP	59.05		WATER	5210 430500	345	101000
	08/20/18 640-1463, Deputy PSS, SP	59.05		SEWER	5310 430600	345	101000
	08/20/18 640-1472, Ops Mgr, SP	59.05		ADMIN	1000 410210	345	101000
	08/20/18 640-2354, Exec Assis, SP	59.05		ADMIN	1000 410210	345	101000
	08/20/18 640-1676, Rec Coord, SP	59.05		REC	1000 460440	345	101000
	08/20/18 640-1754, COP, SP	59.05		POLICE	1000 420100	345	101000
	08/20/18 640-1755, Police	59.05		POLICE	1000 420100	345	101000
	08/20/18 640-1756, Police	59.05		POLICE	1000 420100	345	101000
	08/20/18 640-1757, Police	59.05		POLICE	1000 420100	345	101000
	08/20/18 640-1758, Police, SP	59.05		POLICE	1000 420100	345	101000
	08/20/18 640-1759, Police	59.05		POLICE	1000 420100	345	101000
	08/20/18 640-7547, Street SP	59.05		PARKS	1000 460430	345	101000
	08/20/18 640-9074, PSS, SP	59.05		SEWER	5310 430600	345	101000
	08/20/18 683 laptop	40.01		POLICE	1000 420100	345	101000
	08/20/18 COP laptop	40.01		POLICE	1000 420100	345	101000
	08/20/18 686 laptop	40.01		POLICE	1000 420100	345	101000
	08/20/18 681 laptop	40.01		POLICE	1000 420100	345	101000
	08/20/18 Items of Small Equipment	349.93		ADMIN	1000 420100	212	101000
44698	2822 ClearBlu Cleaning Services	1,652.50					
	07/30/18 deep clean Town Hall	402.50		PARKS	1000 460430	398	101000
	07/29/18 park/chamber bathrooms	1,250.00		PARKS	1000 460430	398	101000
44699	2993 Land Solutions, LLC	6,072.78					
	06/01/18 Moonrise Meadows subdivision	893.00		PLAN	1000 411000	398	101000
	06/01/18 HRDC land trust project	1,081.00		PLAN	1000 411000	398	101000
	06/25/18 zoning update	1,063.75		PLAN	1000 411000	357	101000
	06/25/18 Moonrise Meadows subdivision	663.52		PLAN	1000 411000	398	101000
	06/25/18 HRDC land trust project	1,431.51		PLAN	1000 411000	398	101000
	07/30/18 Moonrise Meadows subdivision	70.50		PLAN	1000 411000	398	101000
	07/30/18 HRDC land trust project	23.50		PLAN	1000 411000	398	101000
	07/30/18 Vadnais 4-lot subdivision	329.00		PLAN	1000 411000	398	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	07/30/18	Misc/travel		517.00		PLAN	1000		411000	398		101000
44700		999999 MARC OR JASON HOWELL		350.00								
	07/31/18	refund driveway bond 529 DeLac		350.00		DRIVE	1000		214100			101000
44701		2914 NRMEDD		4,500.00								
	502 07/06/18	membership 2018-2019		4,500.00		ADMIN	1000		410210	335		101000
44702		3136 CMRS Holdings		700.00								
	07/31/18	driveway bond, 529 Cascade		350.00		DW	1000		214100			101000
	07/31/18	driveway bond, 516 Gallatin		350.00		DW	1000		214100			101000
44704		1163 CS Construction		1,050.00								
	07/31/18	driveway bond 512 Cascade		350.00		DW	1000		214100			101000
	07/31/18	driveway bond 723 N Electric		350.00		DW	1000		214100			101000
	07/31/18	driveway bond 736 N Electric		350.00		DW	1000		214100			101000
44705		2866 Blue Heron Design-Build, Inc.		350.00								
	07/31/18	driveway bond 521 Grouse		350.00		DW	1000		214100			101000
44706		3137 White Heron Holdings		350.00								
	07/31/18	driveway bond 317 N Canyon		350.00		DW	1000		214100			101000
44707		1085 JD Speciality Services		1,000.00								
	07/31/18	Work Bond, alley B, Bl 15		1,000.00		STREET	1000		214100			101000
44708		2875 GNG		14,578.90								
	85763 07/30/18	cracks/seal Povah Center lot		6,500.55		POVAH	1000		411255	368		101000
	07/30/18	cracks/seal Town Hall lot		4,398.45		TWNHAL	1000		411250	366		101000
	07/30/18	cracks/seal clinic lot		3,679.90		CLINIC	1000		411251	366		101000
44709		1796 Barta Electric, Inc.		238.21								
	5232 07/23/18	electrician UPDL ice maker		238.21		UPDL	4000		460460	920		101000
44710		2782 BioLynceus Biological Solutions,		5,176.55								
	7333 07/17/18	probiotic scrubber 2 drums		5,176.55		SEWER	5310		430640	357		101000
44711		3004 Partsmaster		458.20								
	23310323 07/20/18	tools/supplies		458.20		STREET	1000		430200	220		101000

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Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
44712	2937 CINTAS First Aid & Safety 5011161036 07/18/18 first aid supplies	203.02 203.02		JAIL	1000 420230	351	101000
44713	999999 ARMANDO SAENZ 07/26/18 bond refund TK-110-2018-294	170.00 170.00		COURT	7469 212401		101000
44714	1755 MJC & MCCA 07/26/18 Court clerk assoc dues, K Park	35.00 35.00		COURT	1000 410360	335	101000
44715	2682 TW Enterprises, Inc. 37214 07/25/18 parts/maint 911 generator 37215 07/25/18 parts/maint hayden generator 37216 07/25/18 parts/maint Iris generator	2,289.18 769.65* 771.50 748.03		DISPAT SEWER SEWER	1000 420160 5310 430630 5310 430630	369 369 369	101000 101000 101000
44716	547 WY Chamber of Commerce 07/12/18 VIC support 3/16/18-6/15/18 07/12/18 VIC support	12,836.51 5,671.26 7,165.25		LEGIS LEGIS	1000 410100 1000 410100	870 870	101000 101000
44717	2195 Code Publishing Company 60779 07/19/18 codify business license ordina	206.55 206.55		FINADM	1000 410510	390	101000
44718	146 Morrison-Maierle, Inc 31168 07/23/18 troubleshooting e-mail 31307 07/30/16 Off-site backup 31308 07/30/18 Anti-Virus hosting	118.25 26.25 65.00 27.00		FINADM FINADM FINADM	1000 410510 1000 410510 1000 410510	356 356 356	101000 101000 101000
44719	999999 BEN ANDERSON 07/25/18 RT bond refund, Wapiti Pizza	500.00 500.00		RT	2100 214000		101000
44720	2421 NAPA Auto Parts 236425 07/02/18 vehicle parts/supplies	167.24 167.24		STEET	1000 430200	220	101000
44721	2898 TransUnion Risk and Alternative 08/01/18 background checks	72.50 72.50		POLICE	1000 420100	398	101000
44722	29 Terrell's Office Machines Inc 358731 07/27/18 toner for Town Office printer	370.00 370.00		FINADM	1000 410510	220	101000
44723	2647 Flathead Beacon Productions 24560 07/15/18 website hosting	720.00 720.00		IT	1000 410580	355	101000

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
44724	3107 MarCom, LLC 1806898 07/16/18 WW samples/tests	465.00 465.00			5310 430640	357	101000
44725	2977 Staples Credit Plan	615.97					
	2107042851 06/13/18 office supplies	269.85		DISPAT	1000 420160	220	101000
	2116717691 06/28/18 office supplies	41.58		FINADM	1000 410510	220	101000
	2117384011 06/29/18 office supplies	19.98		FINADM	1000 410210	220	101000
	2117407301 06/29/18 office supplies	4.91		JAIL	1000 420230	220	101000
	2117783081 06/29/18 office supplies	1.79		DISPAT	1000 420160	220	101000
	2121257441 07/07/18 office supplies	274.60		SOCSRV	1000 450135	220	101000
	2118747111 07/02/18 office supplies	3.26		DISPAT	1000 420160	220	101000
44726	1 First Security Bank of BZN, Div	186,475.18					
	08/01/18 GO Bond principal	45,808.44		GOBOND	3050 490100	610	101000
	08/01/18 GO Bond interest	9,821.11		GOBOND	3050 490100	620	101000
	08/01/18 80 acres principal	64,410.76		RT	2100 490200	610	101000
	08/01/18 80 acres interest	12,959.24		RT	2100 490200	620	101000
	08/01/18 Grader principal	13,770.31		STREET	1000 490520	610	101000
	08/01/18 Grader interest	869.63		STREET	1000 490520	620	101000
	08/01/18 Siegel Learning Ctr principal	34,161.05		SIEGEL	1000 490500	610	101000
	08/01/18 Siegel Learning Ctr interest	4,674.64		SIEGEL	1000 490500	620	101000
44727	2357 US Bank	23,149.31					
	08/01/18 CAT loader principal	7,640.59		STREET	1000 490520	610	101000
	08/01/18 CAT loader interest	237.80		STREET	1000 490520	620	101000
	08/01/18 911 remodel principal	14,608.16		911	2850 490530	610	101000
	08/01/18 911 remodel interest	662.76		911	2850 490530	620	101000
44728	2490 MMIA	25,624.09					
	PR-120-201 06/27/18 Property/vehicle insurance	18,193.10		STREET	1000 510330	512	101000
	PR-120-201 06/27/18 Property/vehicle insurance	1,793.69		WATER	5210 510330	512	101000
	PR-120-201 06/27/18 Property/vehicle insurance	5,637.30*		SEWER	5310 510330	512	101000
44729	1331 West Yellowstone Foundation	7,060.00					
	07/23/18 food bank endowment fund	7,000.00		HELP	7010 450135	710	101000
	07/30/18 community help travel vouchers	60.00		COMHLP	7010 450135	358	101000
44730	3124 Rick Chen	105.00					
	07/13/18 court interpreter 7/13/18	105.00		COURT	1000 410360	394	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
44731		2935 Monika Rogers		400.00					
	07/13/18	bond refund P. McLaughlin		400.00		COURT	7469 212401		101000
44732		999999 THOMAS JAMES MAYBERRY		35.00					
	07/13/18	bond overpay TK-2018-331		35.00		COURT	7469 212401		101000
44733		2727 Fly Tyer		41.90					
	08/01/18	magazine subscription		41.90		LIB	2220 460100	215	101000
44734		2369 River Dragon Designs/Rose		350.00					
	07/18/18	2 magnetic 18" logo		350.00		STREET	1000 430200	243	101000
44735		999999 RUSTY FORD		25.65					
	07/19/18	refund overpay, utilities		13.05		WATER	5210 343021		101000
	07/19/18	refund overpay, utilities		12.60		SEWER	5310 343030		101000
44736		2491 MMIA		67,509.00					
	07/01/18	Liability insurance 18-19		47,931.39		INSURA	1000 510330	513	101000
	07/01/18	Liability Insurance 18-19		4,725.63		WATER	5210 510330	513	101000
	07/01/18	Liability Insurance 18-19		14,851.98*		SEWER	5310 510330	513	101000
44737		2942 New York Times		198.90					
	07/08/18	subscription		198.90		LIB	2220 460100	215	101000
44738		320 Yellowstone T-Shirt Co.		131.25					
	6618a 07/10/18	25 tote bags		131.25		LIB	2220 460100	220	101000
44739		153 IIMC		160.00					
	07/02/18	membership, E. Roos		160.00		FINADM	1000 410510	335	101000
44740		2818 Avtec, Inc. (Scoutcare)		2,000.00					
	2018-00864 07/13/18	annual maintenance Scoutca		2,000.00		DISPAT	1000 420160	398	101000
44741		3138 Rebecca Watson		235.00					
	08/02/18	summer rec refund, overpaid		235.00		SUMREC	1000 346051		101000
44742		674 Karst Stage		1,420.00					
	113170 07/11/18	AA 6/27/18 YNP		710.00		SUMREC	1000 460449	319	101000
	113171 07/11/18	AA 7/5/18 Quake Lake		710.00		SUMREC	1000 460449	319	101000

08/03/18
13:13:37

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 8/18

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* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
44743	73 Westmart Building Center	3,342.03					
	07/27/18 Street Buildings	25.27		STREET	1000 430200	366	101000
	07/27/18 Street Supplies	97.73		STREET	1000 430200	220	101000
	07/27/18 Sewer Supplies	104.47		SEWER	5310 430600	220	101000
	07/27/18 Town Hall	4.74		TWNHAL	1000 411250	366	101000
	07/27/18 Parks Grounds	593.12		PARKS	1000 460430	365	101000
	07/27/18 Parks Buildings	982.34		PARKS	1000 460430	365	101000
	07/27/18 Clinic	37.98		CLINIC	1000 411251	366	101000
	07/27/18 Comm Garden	16.14		GARDE	2213 460000	220	101000
	07/27/18 Chamber building	4.13		CHAMB	1000 411257	220	101000
	07/27/18 UPDL remodel	1,476.11		UPDL	4000 460460	920	101000
44744	379 Energy Laboratories, Inc	1,897.50					
	162971 06/19/18 water samples, new well	1,897.50		WATER	5220 430530	939	101000
44745	2 Forsgren Associates P.A.	1,250.00					
	118226 06/25/18 sampling protocols	1,250.00		WATER	5210 430500	357	101000
44746	2821 Teton Turf & Tree Farm	1,933.00					
	16038 07/11/18 landscaping materials	1,933.00		PARKS	1000 460430	365	101000
44747	2586 Waxie Sanitary Supply	1,946.85					
	77574371 07/09/18 supplies	1,946.85		PARKS	1000 460430	220	101000
44748	2544 Yellowstone Lodge	100.00					
	0716201801 07/10/18 community help travel vouc	100.00		SOCSRV	7010 450135	370	101000
44749	3066 Core & Main	18,846.00					
	J043653 07/05/18 hose washer	14.40		WATER	5210 430500	357	101000
	I994939 07/05/18 parts - water	18,831.60		WATER	5210 430550	937	101000
44750	3056 Yellowstone Outlaw Regulators	2,500.00					
	08/01/18 MAP Funds advance 2018 Shootou	2,500.00		MAP	2101 410130	398	101000
44752	3067 Dude & Roundup Motel	224.00					
	0716201801 07/16/18 community help fund travel	56.00		SOCSRV	7010 450135	370	101000
	0701201801 07/04/18 community help fund travel	168.00		SOCSRV	7010 450135	370	101000
44753	2099 Quick Print of West Yellowstone	515.35					
	10585 07/25/18 print plans	209.25		BLDINS	1000 420531	220	101000
	10511 07/12/18 2000 RT forms	306.10*		FINADM	2100 410540	220	101000

08/03/18
13:13:37

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 8/18

Page: 9 of 10
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
44754			2507 Silvertip Pharmacy	103.17					
	0716201802	07/16/18 comm help fund pharmacy vo		54.17		SOCSRV	7010 450135	358	101000
	0718201801	07/18/18 comm help fund pharmacy vo		24.00		SOCSRV	7010 450135	358	101000
	0724201801	07/24/18 comm help fund pharmacy vo		25.00		SOCSRV	7010 450135	358	101000
44755			1930 Wagner Group Associates	50.00					
	18-6674	07/12/18 2018 flex plan fee		50.00		ADMIN	1000 410210	140	101000
44756			2991 West Yellowstone Star	68.60					
	2018ci-41	07/08/18 Exec Assist ad x 2		68.60		ADMIN	1000 410210	327	101000
44757			3139 Michael Norte	50.98					
	07/17/18	refund of closed acct 655-02		50.98		SEWER	5310 343030		101000
44758			3140 Dan McDonald	29.31					
	08/02/18	refund of closed acc 741-01		29.31		SEWER	5310 343030		101000
44759			2684 Titan Machinery	388.20					
	10981228	06/12/18 gutter broom, freight		388.20		STREET	1000 430200	220	101000
		# of Claims	69	Total:	472,924.57				

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$193,984.73
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$78,176.10
2101 Marketing & Promotions (MAP)	
101000 CASH	\$2,500.00
2102 TBID (Tourism Business Improvement	
101000 CASH	\$54,212.23
2213 Community Garden	
101000 CASH	\$16.14
2220 Library	
101000 CASH	\$772.95
2850 911 Emergency	
101000 CASH	\$16,392.95
3050 GO Bond	
101000 CASH	\$55,629.55
4000 Capital Projects/Equipment	
101000 CASH	\$1,714.32
5210 Water Operating Fund	
101000 CASH	\$27,286.89
5220 Water Replacement Depreciation Fund	
101000 CASH	\$1,897.50
5310 Sewer Operating Fund	
101000 CASH	\$32,249.04
7010 Social Services/Help Fund	
101000 CASH	\$7,487.17
7469 City Court - Judge Brandis	
101000 CASH	\$605.00
Total:	\$472,924.57

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
July 16, 2018

COUNCIL MEMBERS PRESENT: Brad Schmier, Jerry Johnson, Pierre Martineau, Chris Burke, Greg Forsythe

OTHERS PRESENT: Town Manager Daniel Sabolsky, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Scott Newell

Parks & Recreation Board Members: Moira Dow, Liz Watt, Jennifer Jordan

Fire Chief Shane Grube, Bob Patzke, Denice Sabolsky, Richard & Teri Gibson, Tim Whitman, John McLaughlin, Kyle & Rachael Burden, Randy Wakefield, Jeff Schoenhard, Garrett Ostler, Grant Jackson, various other community members

The meeting is called to order by Mayor Brad Schmier 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 Schmier calls the meeting to order and explains the purpose of the work session is to discuss the capital funds and capital projects for FY 2019. Finance Director Lanie Gospodarek explains that after the last meeting, they had a shortfall of approximately \$166,000 in the budget. Gospodarek describes the adjustments that they have made to the budget since the last meeting, including reducing the ADA Accessibility improvements to the intersections from \$80,000 to \$70,000. A new administrative vehicle was pushed back from the FY 2019 budget to FY 2020. They had originally allocated \$200,000 to the fund the future repaving of the streets but backed that down to the traditional allocation of \$125,000. A new pickup for Public Services to replace the 2008 Ford was budgeted at \$55,000 from resort tax, but that has been reduced to \$40,000 and the rest will come from the water and sewer funds. They reduced the set aside for a new radio system to \$10,000 and the sprinkler system was reduced from \$60,000 to \$50,000. They also made reductions in the general fund in order to balance the budget. Mayor Schmier clarifies that any projects that were not completed in FY 2018 have been reallocated plus new projects budgeted. Town Manager Dan Sabolsky explains that if they can, they will break down some of the projects in pieces so they can accomplish some of the work as the funding is available such as streetlights or surfacing the Frontier Trail. Johnson asks about the allocation to purchase two dumptrucks in the event that they cannot borrow the trucks from the Yellowstone Park Service this winter. Sabolsky explains that YNP is probably not going to lend the trucks to the Town as they have in the past. He says there is still a possibility, but they decided it was in their best interest to budget to purchase two trucks. Johnson says that the toilet vault at the tennis courts has been on the capital plan for years but they don't seem to make any progress. Forsythe suggests just putting in a portable toilet for just the summer. Johnson calls attention to the letter from the Parks & Recreation Advisory board. He says that they discussed the ice rink at the last meeting and he thought the Council was against expanding the rink but it is still in the budget for \$50,000. Jennifer Jordan, Parks & Recreation Board member, expresses opposition to expanding the ice rink and points out that they can't seem to maintain the rink that they have. She says that the board supports a roof over the existing rink, but not giving up any green space for an expanded rink. She also points out that if they actually build everything that has been suggested for Pioneer Park and won't have any green space left. Forsythe says he would like to see them spend money on conceptual planning to enclose or cover the rink in the winter. Sabolsky says he would like to expand the concrete this year and look into replacing the boards. He says they would like to expand it 15 feet to the east and 80 feet to the south. They would also have to move the basketball hoops and lights. Forsythe agrees with the board members and their concerns about maintaining the rink they have. Johnson says they should move the \$50,000 to FY 20 because it isn't enough money to do any of the things they have talked about. He says they should use that money to do some investigation and figure out what they can do. Forsythe

says he doesn't think they need to go the full 80 fee to the south. Martineau suggests breaking the expansion of the concrete up over the next several years. Johnson says they are not considering the recommendation from the advisory board that is in front of them. Liz Watt, Parks & Recreation Board Member, says that they are not necessarily against the expansion of the rink, but they were never given a plan for the rink so they could understand what the changes would be. Forsythe suggests budgeting \$20,000 towards parks improvements and \$30,000 towards expanding and/or improving the ice rink. He says he'd like to see a drawing of the proposed rink. The Council agrees and specifies that they want to see plans and they should also be submitted to the Parks & Recreation board. Moira Dow suggests a new master plan for Pioneer Park, noting that the current plan is 5 years old. The Council agrees and says a new master plan for the park should come out of the \$30,000. Sabolsky asks for direction about how to expend the \$30,000. The Council indicates that they should work on a parks master plan and get an idea of what the other costs of the project will be such as moving the basketball hoops, lights, the roof, and concrete. Schmier questions the \$50,000 to replace the roof on the Town Hall and whether they need to replace the entire roof. Patterson says the roofer that looked at it recommended they remove the rain gutters, but maybe all they need to do is replace the north side of the roof. Gospodarek briefly describes the status of the remaining capital funds. Forsythe says he still has questions about some of the projects on the plan and asks the Council to schedule another work session to discuss those specific projects including replacing the roof at the Town Hall, volleyball court in Pioneer Park, purchase of two dump trucks, climbing boulder at Pioneer Park, ice rink expansion, and the sprinkler system at Pioneer Park.

The work session is adjourned at 6:55 PM. Regular meeting starts at 7:05 PM.

ACTION TAKEN

- 1) Motion carried to approve payment of the claims, which total \$302,960.46. (Forsythe, Johnson) Schmier abstains from #44642 and #44655. Burke abstains from #44674.
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the July 3, 2018 Town Council Meeting and July 10, 2018 Town Council work session. (Martineau, Burke)
- 3) Motion carried to approve the new business license application for Let's Get Sewing made by Kathy Boyd to operate a sewing and hemming business. (Forsythe, Martineau)
- 4) Motion carried to approve the request made by the Human Resource Development Council (HRDC) for two "relaxations" of technical requirements in Title 17, which the staff report adequately addresses and which is allowed under the Planned Unit Development provisions of Title 17; the requested R3 zoning relaxations referenced in the code by 17.20.200 (separation of driveways) and 17.40.090 (individual yards in lieu of common space), and based on the information provided by HRDC this project substantially complies with the Town of West Yellowstone Growth Policy. (Burke, Martineau) Burke votes in favor, Martineau abstains, Forsythe, Johnson, and Schmier are opposed. Motion fails.
- 5) Motion carried to partner with Kelly Inns Ltd. to pay for the cost of the pipe and fittings for the distance between points #1 and #2 on the presented map up to a cost of \$10,000. (Johnson, Burke) Forsythe is opposed, motion passes.
- 6) Motion carried to approve Resolution No. 713, a resolution adopting the preliminary budget for FY 2019. (Johnson, Martineau)

Public Comment Period

Kyle Burden thanks the community, the Public Services department, and Don Perry for the success of the Music in the Park event on July 4. He says the football team did a fundraiser selling food that evening and did very well.

Council Comments

Johnson says that Mr. Schulberg, a former resident and his family that lived here for many years, passed away recently in Butte. Mayor Schmier says he would like them to look at more cross walks, particularly on Highway 20, because the traffic is just getting heavier. He acknowledges that will take some cooperation with the State but it needs to be addressed.

DISCUSSION

- 4) Mayor Schmier explains that the Conditional Use Application/Planned Unit Development made by HRDC to develop a Community Land Trust Townhome Development was tabled at the two previous meetings. Schmier says that based on extensive research, they have been provided evidence that the area in question is zoned R-3. He says the item before the Council is to consider two relaxations to allow the project to proceed. Burke makes a motion to approve, seconded by Martineau. Schmier asks for public input. Forsythe asks Sabolsky to first explain the procedure. Sabolsky says that if the Town Council approves the project, the Town's involvement will be satisfied. At that point, the project will go before the Madison Addition Architectural Committee for approval. Forsythe asks if there are an appeal process for the decision. Mersen says that there isn't an appeal process in the existing zoning, but a member in good standing could file an objection. Schmier reviews the requested relaxations, one is that there must be 50 feet separation between driveways. He says that he doubts all the driveways in the Madison Addition are 50 feet apart. Schmier says the other relaxation requested is to split the lot into three parcels. Mersen agrees but also points out that the lots do meet the minimum lot sizes. Sabolsky further explains that each home will be on a separate lot that is leased from HRDC. Kyle Burden addresses the Council and expresses concerns about the impact of the project on the area. In addition to the zoning issues, he questions the median income numbers that have been presented, actual affordability, and whether the infrastructure is actually adequate. Brian Guyer of HRDC addresses the Council. He says that the HRDC is a non-profit and they are legally obligated to go by the median income numbers for Gallatin County as determined by the federal government. He says that they know that number is thrown off by salaries in Bozeman and Big Sky. He says that they accommodate that through the sale price of the units. He also explains that they are experienced building high quality homes and vet all potential homebuyers through a required home owners education course. Tim Whitman asks for clarification about the minimum lot sizes and it is explained that the minimum lot size is 1600 square feet. Moira Dow, Secretary for the Architectural Review Committee, explains that they did put the proposal before their attorney. She says that according to their attorney, Wayne Jennings, the section that pertains to Townhomes overrules the PUD section. Chris Burke shares a section from the Growth Policy that encourages increased density in order to provide more affordable housing. Johnson says that in November of 1995, he voted to change the zoning for that area to R-2. He says he knows that was the motion, but there is no evidence that it was ever changed to R-3. He says they have made multiple considerations to provide one more home on that street, without any consideration for the 20 something property owners in that area. He says that when the Growth Policy was presented and adopted last year, they were told over and over it was just a plan. Now it appears it is a policy and now they are being told they must adhere to the policy. Pierre Martineau discloses that he sits on the board for HRDC and believes he must abstain from the vote. The vote is called for, Burke is in favor, Johnson, Schmier and Forsythe are opposed, motion fails. Schmier says that the reason he voted against it is there is just too much confusion about the project. Martineau states that for a town that desperately needs housing, this council has now turned down two housing proposals and that sends a very clear message.

- 5) Mayor Schmier explains that they have also twice tabled the request from Kelly Inns Ltd. to share the cost of the fire water lines to feed the Kelly Inn Annex motel. Kelly Midwest Ventures has requested the Town pay for half of the total cost for the new hydrant, water lines and street asphalt replacement which totaled \$114,184.00. Sabolsky explains that the suggestion that they considered during their multiple conversations last year was to pay for the pipe only to complete the loop of the fire line, expected to cost around under \$10,000. Johnson asks if the Town is liable for requirements set by the Fire Department, if they are deemed to be incorrect. Mersen responds that they are not. Regional Manager Jeff Schoenhard explains that they are building a very similar hotel in Sioux Falls and have had to adhere to the same international codes, but have not been held to the same regulations. Fire Chief Shane Grube says that the only requirement they have set that exceeds the international code is based on the lack of staffing and mutual aid in this area and not in regard to water flow, access, or pressure. Grube explains that the original pressure tests for the new structure were conducted in October when the Town was empty. The Fire Department made the recommendation to loop the line to improve pressure. Schoenhard disputes and says that when the tests were conducted, the occupancy of their other hotels was around 75% to 80%. There is significant discussion about the sequence of events and how the issue developed. Forsythe calls attention to statements made by Brenda Schmidt, President/CEO for Kelly Inns, Ltd., in the letter dated July 12, 2018. Forsythe points out that Kelly Inns Ltd. Made multiple decisions on their own without correspondence or communication with the town and they should not be held responsible for that. Johnson asks Sabolsky about the discussions that were held to ensure the loop of the line to improve water pressure. Sabolsky explains that they realized that they could avoid long-term problems and complaints by participating enough to ensure the line was looped, which they expected to cost less than \$10,000. Johnson says he agrees with Forsythe and also understands Sabolsky's rationale to cover the cost of just the pipe, but they would need to see the actual cost of the pipe and fittings.
- 6) Finance Director Lanie Gospodarek explains that they must adopt the final budget by the first meeting in August or within 30 days of receiving the mill value from Gallatin County.
- A) **Advisory Board Reports:** Mayor Schmier acknowledges that the Parks & Recreation Board met last Friday and their report was discussed at the work session earlier tonight.
- B) **Town Manager/Department Head Reports:** Town Manager Dan Sabolsky reports that the owner of the Electric Street Project has indicated that the project is on hold and they may consider selling the property. They are making progress on the revisions to the Zoning Code and Subdivision regulations and proposed zoning fees. They received three applications for the position of City Judge and are doing some research about residency requirements and whether the judge must be an attorney. He says they have been working on job descriptions for the 911 Communication Center manager, Assistant Public Services Superintendent, and Recreation Coordinator.

Chief of Police Scott Newell reports that they are reaching their typical summer incidents and mentions multiple accidents, traffic violations, and an increase in nighttime activities. Officer Lovingier has tendered his resignation effective August 4, 2018 and they do have an exit interview scheduled.

Social Services Director Kathi Arnado reports that her office has been busy, they had a successful food bank audit. Traffic from J-1s and seasonal employees has been somewhat reduced.

Public Services Superintendent James Patterson reports that he just returned from vacation and replaced sod at the Chamber building. Montana DEQ has put the sewer system approval on hold because DEQ is requesting proof that the IP beds they are working on are not new and have been there for years. He says that he is working with Engineer Dick Dyer and multiple other sources to verify that those are not new beds. This has come up because the lagoon was not a permitted lagoon until July 1 of this year. He says that Dyer sent an email last week detailing the steps they have taken to get the new well approved, but they are still waiting for DEQ to approve the well.

- C) Mayor Schmier explains that they received a letter from the Montana Department of Transportation, Aeronautics Division, expressing concerns about possible incompatible land use near the Yellowstone Airport that could result in hazards to air navigation, obstructions to flight paths, visual obscurations, or noise-related incompatible land use.

The meeting is adjourned. (9:15 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

Work Session

July 24, 2018

COUNCIL MEMBERS PRESENT: Mayor Brad Schmier, Jerry Johnson, Chris Burke, Greg Forsythe, and Pierre Martineau

OTHERS PRESENT: Town Manager, Daniel Sabolsky, Finance Director, Lanie Gospodarek, Public Services Superintendent, James Patterson, Police Chief Scott Newell, Chamber of Commerce Executive Director, Marysue Costello, Parks & Rec Advisory Board Member, Moira Down, Katie Moen reporter for the West Yellowstone Star

The meeting is called to order by Mayor Brad Schmier at 8:00 AM in the Town Hall Council Chambers

Portions of the meeting are being recorded.

Public Comment Period

No public comment is received.

Council Comments

Council Member Johnson mentions an email that he sent out on the weekend about materials as well as vehicles on the tennis courts/basketball courts. Patterson says he will talk to them. Discussion ensues about which public property Safelink should be using to stage the fiber optic installation project.

DISCUSSION

The Council has been provided with an abridged version of the Capital Improvements Plan Summary Table (Table 7) with 6 items about which Councilman Greg Forsythe requested discussion from the council. Greg starts discussion with #4 on the table, the Town Hall roof. Forsythe asks James Patterson if the whole roof needs to be done and whether or not we can reduce that number by only doing a replacement of just ½ the roof. Forsythe says he would like to see that the gutters remain and that if we add the heat tape that could help. Chris Burke clarifies that we are replacing just the north section of the roof and adding tape. Daniel Sabolsky asks how long we have before replacement would be necessary on the other side of the roof and Forsythe and Patterson concur that the south facing portion of the roof should last 30-40 years. Patterson also mentions the problems with the vents that allow snow to come into the Judge's Chambers and the Court Clerk's Office. Jerry Johnson asks if we can use vent covers in addition to raising the vents as proposed by Patterson. Johnson then asks Forsythe whether this is a patchwork project or a complete overhaul of the north side. Forsythe states that it is a complete replacement of that side

The Parks & Recreation Advisory Board discussed a location in the City Park for the volleyball court at their meeting yesterday. The site selected is just south of the expanded skating rink. Martineau states that his donation is what started this and asks if he should take his donation back or move it another project such as the climbing boulder or the skating rink. Moira says that they really are not having a problem with putting the court in but are just hoping to see that it gets done. The group discusses using sand as opposed to another kind of surface. Patterson says he has built a number of them and he has always seen that sand is used. It is agreed that this should get done by next spring.

The group moves on to discuss dump trucks and whether or not it is a viable option to lease them as opposed to buying them. Patterson talks about the information he gathered on leasing them and explains that this is expensive and unlikely. Trucking companies don't like to lease their trucks so they make it expensive; so he looked into purchasing used ones. Forsythe says he thinks this is the best way to go. Burke agrees. As far as leasing they can use Chris Kachur as backup plan and Johnson says if they are leasing he would prefer we stay local. Patterson says that Kachur is amenable to this relationship.

The next item on the list for discussion is the Climbing Boulder. Moira Dow of the Parks & Recreation Advisory Board explains that \$15,000 is only a portion of what it would cost and that fund raising is going to be required. Sabolsky states that the fund raising required would be done in association with Conrad Anker, a famous climber and North Face Team Captain. Dow clarifies that we have only budgeted \$15,000 and Pierre Martineau clarifies that the amount that the Town needs to put up \$50,000. The project/purchase will move to FY 20 and more research will need to be done on the amount. Marysue Costello of the West Yellowstone Chamber of Commerce, asks if there was a minimum percentage of donation required to be put up by the Town. Sabolsky answers that there is not. The decision was made by the Parks & Rec. Advisory Board that the \$15,000 budgeted for this year will move to the ice rink project taking that amount from \$30,000 to \$45,000.

It is clarified that the ice rink will be extended to 210 feet and widened to 80 feet for the now \$45,000 that is in the CIP for this project. Dow says that they would like to make sure that now that there is more concrete that this is also a multiuse space, whether it is by incorporating the other elements of the park plan such as a splash park or skate park elements. Schmier says he would prefer the skate park and Johnson disagrees and says that he thinks the skate park is a waste of time. Dow mentions that a challenge of skate parks is drainage. Johnson also questions a splash park but acknowledges the point of view that if we are just covering everything up with concrete for only one purpose and would defer to the Parks & Rec Advisory Board. Schmier asks if we are all on board for expanding the ice rink. Burke expresses concern that there isn't a plan for the park and Dow adds that the sprinkler system is a priority because it affects everything else. Sabolsky states that they are getting a plan together and that a Parks & Rec. Survey will be done in the fall. They discuss that a well thought out plan that would allow them to move forward in the spring with the ice rink expansion.

The council then moves to speak more specifically about the sprinkler system for Pioneer Park and Forsythe states that Mike Williams, from Flying R Irrigation, said he would be willing to help us lay it out and provide guidance to the public works department. Johnson asks if the well at the park can support the sprinkler system there. Patterson says not currently but that they are checking into whether or not the pump size could be increased to get the job done. Forsythe clarifies that we are looking at newer, better sprinkler heads that would make it so that fewer sprinklers would be required. Martineau asks if the pump could handle it and Patterson that the existing pump went out last fall and that we are currently watering the park on water from the spring. Burke states that it sounds like we are on track for the \$50,000 budgeted for this project and Patterson adds that this number does not include the replacement of the pump for the well.

Johnson brings up a few personal items of concern. The sewer line installation he doesn't think is a priority. Sabolsky reminds him that the funds for that come from the sewer fund. Johnson then states that he thinks that a real bathroom needs to be put in at the tennis courts. Johnson he has conceded to the port-a-potty these last few years but it has never happened and now he thinks it is an insult to our community members that we have nothing there. It was established that previously it was on the CIP with an expected cost of \$50,000. Sabolsky states that plans for a toilet were designed for two places the interior park downtown and the tennis courts but that it was then determined that they would not fund these projects. Schmier and Johnson say they remember the design work for the interior park restrooms but not the tennis court restroom. Burke says if we still have the plans then we should move forward with the restroom for the tennis court. Schmier asks if that can be paid for with water or sewer funds. Sabolsky and Gospodarek say they will look into that possibility. Dow mentions that re-surfacing the tennis courts was part of the discussion of the Parks & Rec. Board but Patterson and Sabolsky say that it has been determined that the tennis courts are not in bad shape. Sabolsky also mentions that this was in the CIP but was considered maintenance rather than an improvement and therefore would not be budgeted as a capital item. Johnson asks that we put \$10,000 back in for the ADA corners – back up to \$80,000 from the \$70,000 it was reduced to. Johnson asks about the mag chloride test and if it could be moved up to this fiscal year. Patterson says he has enough Mag Chloride pellets to do the interior park behind the grocery store because it is the smaller interior park so that the funding doesn't need to be moved in the CIP for FY 19. Patterson says that the

best way to do it is to windrow the dirt to the middle of the parkway, the mix it with oil and then roll it but that we don't have all of the right equipment.

Forsythe reminds the council that Johnson once said that we need to worry about current issues rather than focusing on future ones but he asks about whether or not there is money in the budget for lobbying for the additional 1% RT. Sabolsky confirms that 30K has been budgeted for this in the General Fund. Forsythe then states that he continues to believe that the Town of West Yellowstone needs a real medical facility. Johnson says that he had gotten a contact name for someone that deals with rural health

Schmier summarizes the discussion and outcomes of the meeting so far stating that everyone is good on the amounts of \$125,000 for dump trucks, \$50,000 for the sprinkler system and \$30,000 for the Town Hall roof. Forsythe asks if the new well has been used yet. Patterson says no.

Patterson updates the council on his meeting with DEQ yesterday about the sewer lagoon.

Martineau asks if there is a forest service campground at the end of Iris street. It is decided that there is nothing official there. It is stated that people feel like it is cheaper to pay the fine for camping in a place that it is not authorized than it is to find a camp site.

Mayor

ATTEST:

Finance Director

Town of West Yellowstone Business License Application

Business Name: Madison Plaza, LLC
Applicant: Jay Thrift
Contact Person: Jay Thrift or Pati Taylor
Mailing Address: PO Box 468, West Yellowstone MT 59758
Physical Address of Business: 320 Madison
Phone Number: 406-640-2806 Fax Number: _____
Email Address: madisonplazawy@gmail.com Website: _____

Signature of Property Owner of Record: _____

Subdivision: Old Town
Block: 25 Lot: 3 & 4

Zoning District, please mark one:

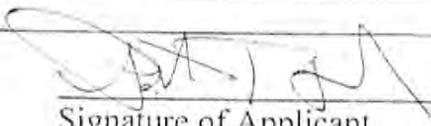
- B-3 Central Business District (Old Town) PUD Planned Unit Development (Grizzly Park)
 B-4 Expanded Business District (Grizzly Park) Residential Districts, Home Occupations Only (Mad Add)
 E-2 Entertainment District (Grizzly Park)
 New Business Transfer of Ownership
 Change of Location Name Change

- 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

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.

7 Vacation Rental units

Business License Fee: \$ 71.00
Resort Tax Bond: \$ _____


Signature of Applicant

Total Amount Due: \$ _____

Signature of Applicant

7/13/18
Date

FOR OFFICE USE ONLY				
Date Approved by Town Council:	_____			
Date _____	Check # _____	Amount \$ _____	License # _____	
SCN _____	BLD _____	STX _____	BLC _____	RDN _____

Town of West Yellowstone Business License Application

Business Name: Madison Plaza, LLC
 Applicant: Jay Thrift
 Contact Person: Jay Thrift or Pati Taylor
 Mailing Address: PO Box 468, West Yellowstone MT 59758
 Physical Address of Business: 320 Madison
 Phone Number: 406-640-2806 Fax Number: _____
 Email Address: madisonplazawy@gmail.com Website: _____

Signature of Property Owner of Record: _____

Subdivision: Old Town
 Block: 25 Lot: 3 & 4

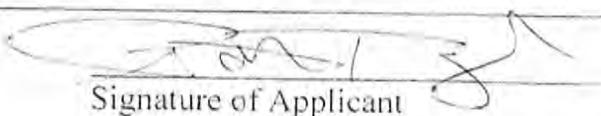
Zoning District, please mark one:

- 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

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.
7 long term rental apartments, one mobile home and one RV spot

Business License Fee: \$ 75.00
 Resort Tax Bond: \$ _____
 Total Amount Due: \$ _____


 Signature of Applicant

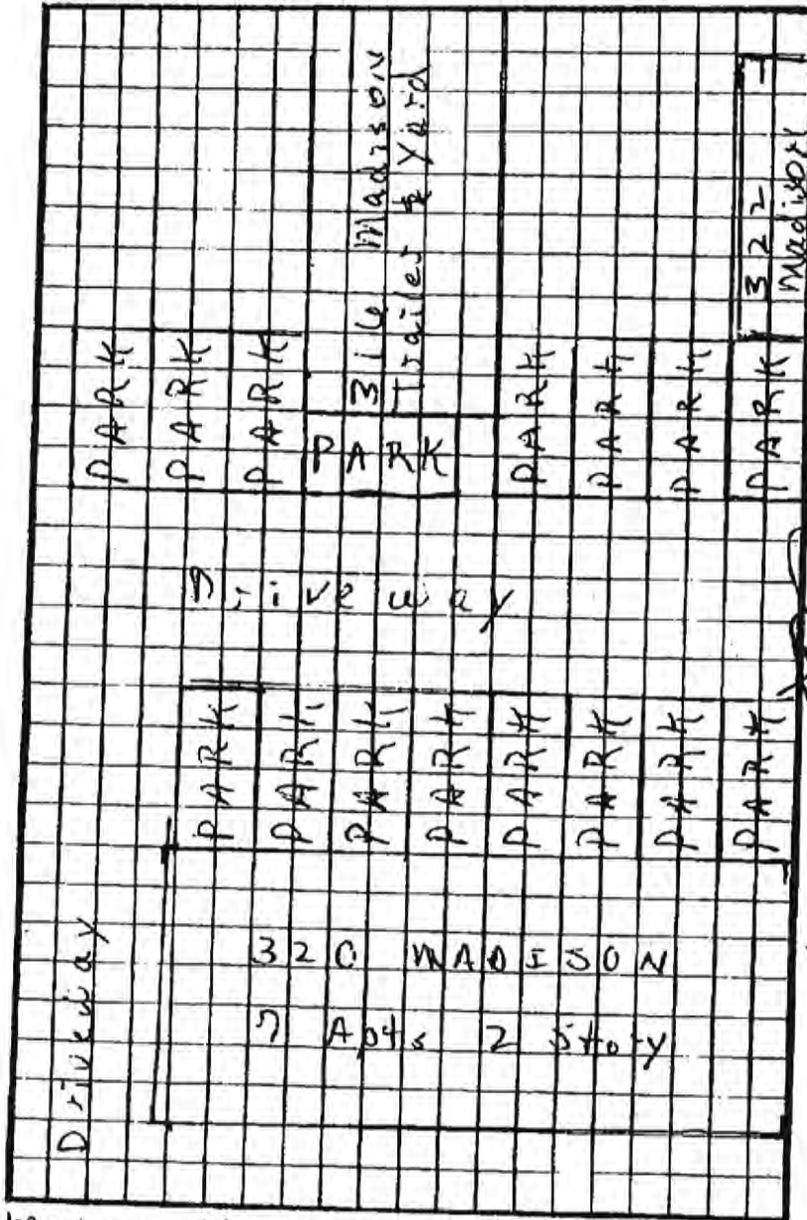
 Signature of Applicant
7/13/18
 Date

FOR OFFICE USE ONLY				
Date Approved by Town Council _____				
Date _____	Check # _____	Amount \$ _____	License # _____	
SCN _____	BLP _____	STX _____	BLC _____	RDX _____

Site Plan

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

↑ ↑
 Holiday INN



N
 ↓

Madison St.

Scale: 1 inch = 20 feet

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

TOWN OF WEST YELLOWSTONE

PUBLIC NOTICE

Cemetery Board of Trustees

The West Yellowstone Town Council is seeking interested individuals to serve on the Cemetery Board of Trustees in accordance with Section 12.28.310 of the West Yellowstone Municipal Code. Board members are appointed by the Mayor, subject to the consent of the Town Council, for a term of two years. The board's responsibilities include oversight and preparing recommendations for the Town Council pertaining to the care, upkeep, and regulations at the Fir Ridge Cemetery

Interested individuals should complete and return the 'Application for Boards and Committees' which is available from the Town Offices, 440 Yellowstone Avenue, West Yellowstone, MT. For more information or to request an application by e-mail, please contact the Town Offices, 646-7795, or info@townofwestyellowstone.com.

Elizabeth Roos
Town Clerk





rec'd 7/23/18
Z

APPLICATION FOR BOARDS AND COMMITTEES

Name Ken Davis Date 7-23-2018

Address 325-A Nez Perce

City West Yellowstone State WY. Zip 59758

Phone (Home): 646-7265 (Work): _____ (Cell/Other): 640-1124

E-Mail Address: kdavis1@icloud.com

Are you a resident of West Yellowstone? Yes! Length of residency in West Yellowstone: 45 yrs

Board or Committee you are applying for: Cemetery

Occupation: Semi-retired

Employer: Yellowstone Guides, Karst Stage

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

If so, which board, and for how long? Cemetery, several terms

Past Memberships and Associations: HBFD

Current Memberships and Associations: HBFD Trustee, West Yellowstone Public Library Foundation

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: _____

What are your primary objectives for serving on this board? Serving community, provide relevant historic information

References (Individual or Organization):

Brind Smith Phone: 646-7617

Doug Schaefer Phone: 646-7735

Michelle Deroucher Phone: 646-7600

Signature: Ken Davis Date: 7/23/18

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



RECEIVED JUL 25 2018

J.

APPLICATION FOR BOARDS AND COMMITTEES

Name GRANT D JACKSON Date 7-25-18

Address POB 235, 726 HAYDEN ST

City W. Yellowstone State MT Zip 59758

Phone (Home): 406.217.3133 (Work): _____ (Cell/Other): _____

E-Mail Address: gdjackson@gmail.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 4 years

Board or Committee you are applying for: Cemetery Board

Occupation: Agonomist

Employer: Retired

Have you previously served on a County or City board? NO

If so, which board, and for how long? _____

Past Memberships and Associations: _____

Current Memberships and Associations: Madison Addition Property Owners Assoc Board.

AMERICAN LEGION POST 78; LIBRARY Foundation

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: _____

What are your primary objectives for serving on this board? SERVE The Community

References (Individual or Organization):

Ed Geiger Phone: 406.539.7281

Benny McCracken Phone: 640.1858

Mac GRAHAM Phone: 640.1397

Signature: *GD Jackson* Date: 7-25-18

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

TOWN OF WEST YELLOWSTONE

PUBLIC NOTICE Police Commission

The West Yellowstone Town Council is seeking an interested individual to serve on the Police Commission. Duties of a Police Commissioner include screening police officer applicants and hearing/deciding upon appeals brought by a police officer that has been disciplined, suspended, removed, or discharged. Police Commissioners are appointed by the Town Council for a term of five years.

Interested individuals should complete and return the 'Application for Boards and Committees' which is available from the Town Offices, 440 Yellowstone Avenue, West Yellowstone, MT, or online at www.townofwestyellowstone.com. This position is open until filled. For more information or to request an application by e-mail, please contact the Town Offices, 646-7795, or info@townofwestyellowstone.com.

Elizabeth Roos
Town Clerk





Received
7-31-18 ak

APPLICATION FOR BOARDS AND COMMITTEES

Name D. H. "Doc" Detonancour Date 7/31/2018

Address 381 Washburn Circle - P.O. 2045

City West Yellowstone State MT Zip 59758

Phone (Home): _____ (Work): _____ (Cell/Other): 406 640 0063

E-Mail Address: Doc_detonancour@live.com

Are you a resident of West Yellowstone? Y Length of residency in West Yellowstone: 13 years

Board or Committee you are applying for: Police Com.

Occupation: Retired

Employer: _____

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

If so, which board, and for how long? Police Com - 11 years, Mad. Addition Ex Bd 12 yrs

Past Memberships and Associations: _____

Current Memberships and Associations: _____

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer:

5 yrs Deer Lodge Co Deputy Sheriff, 12 yrs President

ID National Lab Union President (1000 members)

What are your primary objectives for serving on this board? Help West Yellowstone

References (Individual or Organization):

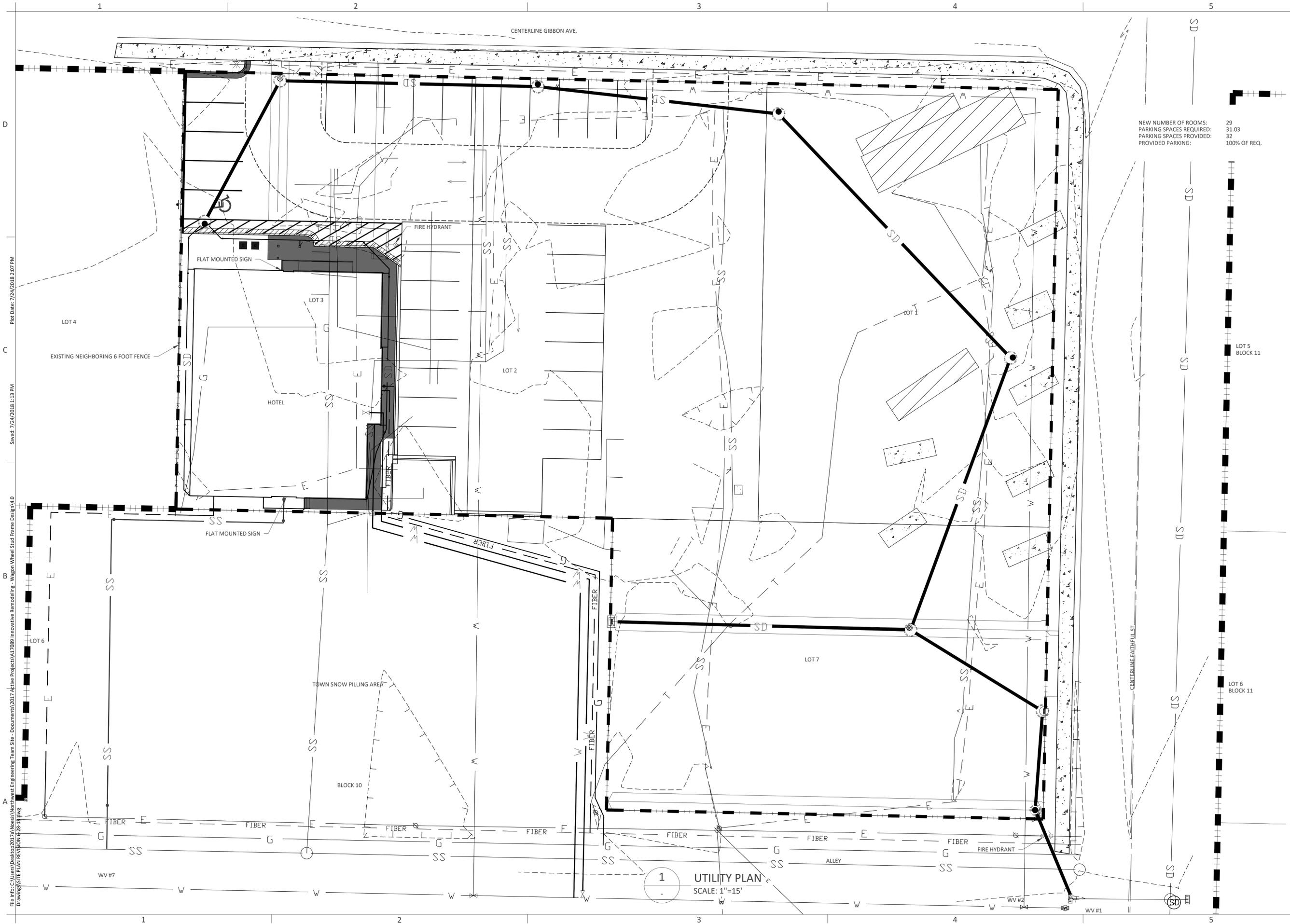
Jeray Johnson Phone: _____

Greg Forsyth Phone: _____

Other current Police Com. Phone: _____

Signature: Don H. Detonancour Date: 7/31/2018

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



File: C:\Users\Desktop2017\A\Projects\2017\A\Projects\17089\Innovative Remodeling - Wagon Wheel Stud Frame Design\A0
 Drawing\SITE PLAN REVISION 4-28-18.rvt
 Plot Date: 7/24/2018 2:07 PM
 Saved: 7/24/2018 1:13 PM

NEW NUMBER OF ROOMS: 29
 PARKING SPACES REQUIRED: 31.03
 PARKING SPACES PROVIDED: 32
 PROVIDED PARKING: 100% OF REQ.

CLIENT
 INNOVATIVE REMODELING
 AND CONSTRUCTION
 1530 TIMBER CREEK LANE
 LAYTON, UT 84041
 (801) 916-6173



NOESIS ENGINEERING
 1680 WOODRUFF PARK
 IDAHO FALLS, IDAHO 83401
 (208) 932-2720 (PHONE)

QT	7/24/18
DRAWN BY	DATE
KC	7/24/18
REVIEWED BY	DATE
DS	7/24/18
TECHNICAL APPROVAL	DATE

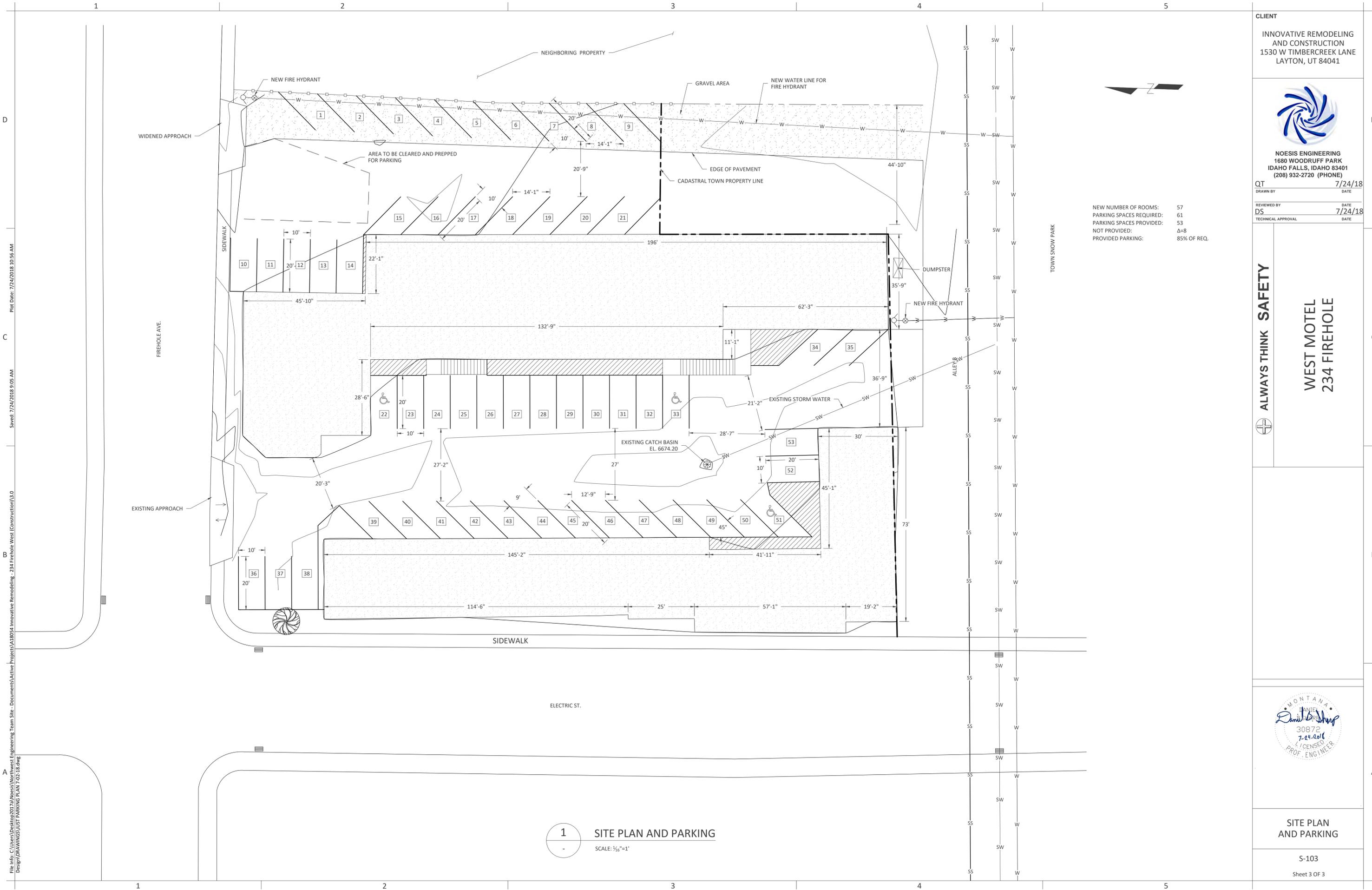
ALWAYS THINK SAFETY

WAGON WHEEL HOTEL



UTILITY PLAN

C-103
Sheet 2 OF 3



File Info: C:\Users\Desktop\2017\Meissa\Northwest Engineering Team Site - Documents\Active Projects\18044 Innovative Remodeling - 234 Firehole West (Construction)\S.0 Design\DRAWINGS\UST PARKING PLAN 7-24-18.dwg
 Plot Date: 7/24/2018 10:56 AM
 Saved: 7/24/2018 9:05 AM

CLIENT
 INNOVATIVE REMODELING
 AND CONSTRUCTION
 1530 W TIMBERCREEK LANE
 LAYTON, UT 84041



NOESIS ENGINEERING
 1680 WOODRUFF PARK
 IDAHO FALLS, IDAHO 83401
 (208) 932-2720 (PHONE)

QT	7/24/18
DRAWN BY	DATE
REVIEWED BY	DATE
DS	7/24/18
TECHNICAL APPROVAL	DATE

NEW NUMBER OF ROOMS:	57
PARKING SPACES REQUIRED:	61
PARKING SPACES PROVIDED:	53
NOT PROVIDED:	8=8
PROVIDED PARKING:	85% OF REQ.

ALWAYS THINK SAFETY

WEST MOTEL
 234 FIREHOLE



SITE PLAN
 AND PARKING

S-103
 Sheet 3 OF 3

1 SITE PLAN AND PARKING
 SCALE: 1/16"=1'

Kathleen A. Brandis
P.O. Box 1570
West Yellowstone, MT 59758
406-646-7845 / kbrandis@townofwestyellowstone.com

Town of West Yellowstone

Attn: Mayor Brad Schmier, Deputy Mayor Greg Forsythe, Town Council Members Jerry Johnson, Chris Burke, and Pierre Martineau, and Town Manager Dan Sabolsky
P.O. Box 1570
West Yellowstone, MT 59758

June 19, 2018

RE: Judge Reappointment Posting/Announcement

Dear Mayor Schmier, Deputy Mayor Forsythe, Town Council Members Johnson, Burke, and Martineau and Mr. Sabolsky:

As you know, on December 31, 2018, my fourth full term of serving as your West Yellowstone City Court (City Court) Judge concludes. I would very much appreciate being reappointed to another four-year term. Please accept the enclosed application packet as my submission to be reappointed as your City Court Judge. Also included is my resume to demonstrate my education and qualification for reappointment.

The City Court has accomplished much over the years. Examples of some of the City Court's continued and recent progress are numbered and briefly explained below.

1. Thanks to your support, the City Court is now a Court of Record. This means that any appeal from a decision by your City Court will be reviewed only on the record for clear error. This has a cost-savings to the Town of West Yellowstone because the defendant will no longer be allowed to have a costly new trial or *de novo* review for an appeal.
2. Since I began serving as your judge, the City Court has had a total of two appeals. Both were settled on appeal. Both occurred before becoming a Court of Record. Since becoming a Court of Record, the City Court has not had any appeals. This is a cost-savings for the Town.
3. Since I began serving as your judge, a case has never been dismissed due to the defendant's constitutional right to a Speedy Trial.
4. Monthly, the Court has a balanced accounting record and all bonds held are tracked and documented. This is primarily because of the excellent work by the Clerk of Court Kerry Parker.
5. I am making efforts to start again the Recidivism Reduction Task Force, which will work in collaboration with the Chief of Police and others in the community to help qualified defendants find opportunities to make better choices and commit to being good and contributing citizens in West Yellowstone.
6. I am diligently working with Justice Court and the other judges in Gallatin County to create an advisement of constitutional rights in Spanish and with subtitles for defendants who might be hearing impaired.

7. Court always starts on time.
8. I have continued to attend twice a year the required Courts of Limited Jurisdiction Judicial Conference and have passed four times the judge's certification exam.
9. Citizens in West Yellowstone who have been asked to sit on a jury have only positive comments describing the courtroom demeanor and professionalism. The rankings for my capabilities have the highest marks. I have attached the most recent jury review forms for your review (double sided).
10. I continue to be available 24/7 to receive search warrants from the police and have always been available to timely see any defendant in custody.
11. The Court docket has increased significantly over the years. For example, in 2007, the City Court caseload totaled 203. In 2016, it was 729. In 2017, the caseload totaled 667. As of June 11, 2018, the caseload is at 275. The volume of tickets does not reflect the police workload as the police are working hard all of the time. There are many other factors that affect the number of citations issued. Nevertheless, the volume so far this year has already surpassed the total volume in 2007.
12. The City Court recently acquired a contract for collections to obtain payment from defendants with past due fines and fees.
13. By invitation, I periodically meet with the other Courts of Limited Jurisdiction judges and the District Court judges in Gallatin County. I also attend the Criminal Justice Coordinating Council (CJCC) meetings and am on a rotation as the judge selected to serve on the CJCC board for the next term.

In short, with my leadership and the help of Clerk of Court Ms. Parker, the City Court is a well-oiled machine. Presently, I am scheduled to attend the Courts of Limited Jurisdiction Judicial Conference December 3-7, 2018. On the final day of this conference, all Courts of Limited Jurisdiction judges are required to take and pass the comprehensive judge's certification exam. With the Town Council's reappointment, I must also pass this exam again to be authorized by the Montana Supreme Court to continue with my position as your City Court Judge. If reappointed, this will be my fifth certification exam. Please add the City Judge position soon to the agenda of your Town Council Meeting so we can discuss my reappointment and arrangements can be made for your City Judge to attend this required conference.

I truly appreciate and enjoy this position and am committed to continue my service to the community of West Yellowstone. I am privileged and humbled by your trust in me to serve as your City Court Judge. I would be honored and so happy should you ask me to continue. I am always available to answer your questions. Thank you very much for your careful consideration.

Very Truly Yours,



Kathleen A. Brandis
City Court Judge,
Town of West Yellowstone

Kathleen A. Brandis
P.O. Box 1570, West Yellowstone, MT 59758
406-646-7845/kbrandis@townofwestyellowstone.com

BAR ADMISSIONS

Montana State Bar (admitted 10/04); US District Court (Montana) (admitted 10/04)
Oregon State Bar (admitted 11/01); US District Court (Oregon) (admitted 6/02)

EDUCATION

Gonzaga University School of Law, J.D., *Magna Cum Laude*, May 2001

Activities and Achievements: Thomas More Scholar (full tuition waiver based on academics and public service; Notes/Comments Editor of *Gonzaga University Law Review*; Civil Procedure Research/Teaching Assistant to Professor Gerry Hess, 1999-2001; *Gonzaga University Law Review* Associate Editor of the Year 1999; CALI Awards (highest grade) in Contracts II, Legal Writing & Research III, Jurisprudence, and Civil Rights; member of Alpha Sigma Nu Honor Society; and co-director of *CLE Leave No Child Behind*, 2000

University of Washington, B.A., Political Science/Environmental Science, June 1991

Seattle University, B.A., Humanities, June 1989

Activities and Achievements: University Scholar-Athlete; Varsity Ski and Soccer Teams; and Chapter-Head of Coalition for Human Concern

EXPERIENCE

City Judge, Courts of Limited Jurisdiction, May 2006-present

Town of West Yellowstone, West Yellowstone, MT

- Certified by the Montana Supreme Court to hold court as the City Judge for misdemeanor criminal offenses, civil cases for amounts up to \$12,000, small claims valued up to \$7,000, landlord/tenant disputes, local ordinances, forcible entry and detainer, protection orders, and other matters in a court in which most Montanans seeking justice encounter the justice system

Adjunct Professor, September 2006-June 2007 & January 2013-present

Montana State University, Jake Jabs College of Business and Entrepreneurship, Bozeman, MT

- Teach three courses in Business Law 361, including research and writing projects and a moot court competition; and occasionally teach a seminar course, Introduction to Business 194. In April 2018, received the Thomas Nopper Excellence in Teaching Award. This award is given annually to a faculty member who has made significant contributions to the teaching mission of the College of Business. June 2017 and June 2018, teach gifted 5-7 graders a class called *Law* at Peaks and Potentials Summer Camp.

Water Master, March 2007-January 2013

State of Montana Water Court, Bozeman, MT

- Assisted half-time the Chief Water Judge in facilitating its exclusive jurisdiction over the statewide adjudication of over 219,000 state law-based water rights with a priority date pre-July 1, 1973 and Native American and Federal reserved water right claims

Transactional Associate, April 2006-March 2007

Sullivan Tabaracci & Rhoades, P.C., Bozeman, MT

- Represented clients in real estate matters, contracts, and employment litigation

Litigation Associate, January 2005-March 2006

Crowley, Fleck, P.L.L.P., Bozeman, MT

- Assisted in the representation of clients in civil litigation, prepared pleadings, discovery, and performed research and prepared memorandum on complex legal issues

Kathleen A. Brandis
PO Box 1570, West Yellowstone, MT 59758
406-646-7845/kbrandis@townofwestyellowstone.com

EXPERIENCE (cont'd)

Judicial Law Clerk, September 2003-December 2004

Honorable Malcolm F. Marsh, Article III Judge, District of Oregon, Portland, OR

- Managed one-half of Judge Marsh's civil and criminal caseload; prepared draft opinions; prepared bench memos; reviewed and organized trial documents; and assisted other judges on an as-need basis

Judicial Law Clerk, September 2001-September 2003

Honorable Janice M. Stewart, Magistrate Judge, District of Oregon, Portland, OR

- Managed one-half of Judge Stewart's civil caseload (~100 cases); prepared draft opinions; prepared bench memos; and reviewed and organized trial documents

Judicial Extern, May 1999-November 2000

Honorable Cynthia Imbrogno, Magistrate Judge, Eastern District of Washington, Spokane, WA

- Drafted opinions on social security cases, *habeas* petitions, and petty offense; drafted legal memos for settlement conferences; and bailiff for civil, criminal, and naturalization hearings

PUBLICATIONS

Case Summary, Montana Magistrate Association Newsletter (frequent contributor on significant cases affecting Courts of Limited Jurisdiction; *Trained to Think Like a Lawyer, Not How to Act Like One: Learning Moral Professionalism During the Formative Years* (through Carnegie Legal Education Seminar, Spring 2001))

RELATED EXPERIENCE AND INTERESTS

Grade 8 Soccer Referee, Bozeman Blitz Soccer Club; **District 4 Chair**, Montana Magistrate's Association; **Contributor**, Montana Magistrate's Association Newsletter; **Panelist**, Montana Medical Legal Panel; **Past Board-member**, Criminal Justice Coordinating Council; **Volunteer**, Gallatin Valley Food Bank; **Past Lawyer Volunteer**, Saint Andrews Legal Clinic; **Past Director and Young Lawyers CLE Committee Member**, Oregon Chapter of Federal Bar Association; **Past Freelance Writer**; **Past Ski Coach**, racers ranging from age 8-72; and enjoy outdoor sports

To: The Town of West Yellowstone: Attn. Town Manager

Re: City Judge Positon

From: Richard L. Gibson

508 Cascade Ave. West Yellowstone, MT. 59758

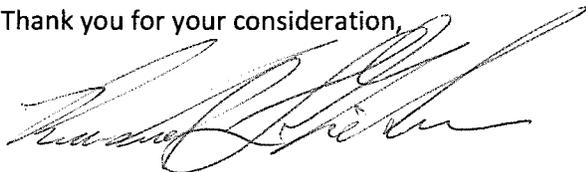
406-646-1139 Home

530-906-8856 Cell

It would be my honor to be considered for the position of Town Judge. During my twenty-six years of police service I have been declared an expert in both municipal and superior courts in the areas of speed enforcement, traffic enforcement, driving under the influence and drug recognition. I have written, served and supervised the writing and service of search warrants, as well as the return of search documents, many times during my career. I would bring immediate access to the position, day or night, as I live within the town limits. I propose to provide four to six court days per month (more than the current model), with input from the Police Department and Town Manager. This would ease the burden on both departments and the citizens served. Compensation could be discussed between myself and the Town Manager after the final calendar days are set, with agreement of town council. I offer a singular concentration on the business of the Town of West Yellowstone without the added distraction of other work burdens. I would be required to complete the orientation course required by the State Supreme Court.

I would strive to provide fair, balanced service to the citizens of West Yellowstone, Gallatin County and the State of Montana.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Richard L. Gibson', written in a cursive style.

Richard L. Gibson

Summary of Qualifications:

- I was a member of the United States Army Infantry from 1972 to 1976 when I separated from service with an honorable discharge.
- I started with the Auburn Police Department in January of 1982 as an animal control officer and put myself through the Sierra College Reserve Academy while working full time with the department. I put myself through the regular police academy after graduating Sierra College, while working full time as a provisional Police Officer.
- I have developed and implemented drug programs for both the professional police officer and the community. I have had the opportunity to provide this training to organizations inside and outside of the law enforcement community. I have been invited to teach at the college level in the areas of Drug Recognition and Driving Under the Influence enforcement.
- I worked as an undercover narcotics officer in a county integrated task force impacting sales, manufacturing and distribution of clandestine narcotics throughout the state of CA.
- In May of 2002 I was promoted to the rank of Police Sergeant. During that period until my retirement I was responsible for and involved in the management and leadership of the police department including patrol, detectives, dispatch and support.
- During my career, I was selected for positions as:
 - Detective
 - Undercover Narcotics Officer
 - Field Training Officer
 - Drug Recognition Expert
 - Drug Recognition Expert Instructor
 - Radar Speed Enforcement Instructor
 - Standardized Field Sobriety Test Instructor
 - Police Officer Association President
 - Recognized twice by Mothers Against Drunk Drivers for accomplishments in Driving Under the Influence prevention.

Communications:

I have the ability to guide and inspire trust and confidence with staff.

I have taken an active role in building working relationships between staff and assisted staff to understand concepts, problem solve and develop communication skills.

Human Relations:

I work cooperatively and communicate effectively with others.

I have the ability to utilize new concepts and procedures to think through problems logically.

Professional Training:

- 2004 S.F.S.T. Course
- 2003 Clan Labs First Responder
- 1999 Drug Recognition Expert Instructor
- 1999 Narcotics Investigation California Department of Justice
- 1999 California Criminal Justice Training Center Supervisor Training Course
- 1998 California Narcotics Officer Association Clan Lab and Informant Management
- 1995 Drug Recognition Expert Training Los Angeles Police Department
- 1988 California Criminal Justice Training Center Basic Police Academy
- 1987 Sierra College Levels I, II and III Reserve Police Academy

Certificates:

- 1995 Radar Speed Enforcement Instructor School
- 1992 Advanced Traffic Investigation
- 1989 Field Training Officer
- 1984 Canine Trainer Certificate

College Units:

60

Since my retirement, I have served on the West Yellowstone Government Study Commission as well as currently serving on the West Yellowstone Police Commission and the Gallatin County Driving Under the Influence Task Force.

Personal References:

Chief of Police Nicholas Willick (Retired Auburn Police Department)
and (Sierra College Administration of Justice Head)
(916) 781-6273

Sergeant Dale Hutchins (Retired Auburn Police Department)
(530) 320-7557

Lieutenant Rod Merydith (Retired Placer County Sheriff's Department)
(530) 333-5156

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this 17 day of November, 2015, by and between the TOWN OF WEST YELLOWSTONE ("Town"), a Montana municipal corporation, of P.O. Box 1570, West Yellowstone, Montana 59758, and Daniel Sabolsky ("Employee"), of _____, West Yellowstone, Montana 59758.

WITNESSETH

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

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

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

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

1. Duties.

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

2. Salary.

The annual salary of Employee shall be ninety-seven thousand, five hundred dollars (\$97,500.00). The salary shall be paid in accordance with the pay periods for other Town

employees. The Town will consider appropriate salary increases, considering all relevant factors, such as performance reviews for the employee and salary increases for other town employees, particularly department heads.

3. Term of Employment.

a. Employee's term of employment begins on January 11, 2016 and shall continue for a term of three years, until January 10, 2019.

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

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

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

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

4. Termination of Employment by Town.

The Town may terminate the employment of Employee, at any time before the end of the terms of this Agreement by giving written notice of termination to Employee by certified mail, return receipt requested, or by personally delivering such notice to the Employee. The termination is

effective immediately upon receipt of the notice. In the event the Town terminates such employment the Employee shall be entitled to receive (9) month's severance pay beginning on the date the notice is mailed or hand delivered. The severance pay mentioned in this paragraph shall include the Town's contribution to the Employee's health insurance, retirement fund, and all other benefits of the Employee. Any severance pay shall be paid in full within 72 hours of the last day of the Employee's employment, unless the parties agree otherwise. In the event Employee is terminated because of commission of a criminal act, then the Town shall have no obligation to provide severance pay. If this Agreement expires on its own terms, there is no obligation for the Town to pay any severance to the Employee.

5. Resignation by Employee.

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

6. Performance Reviews.

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

7. Retirement Benefits.

The Town shall contribute to the Public Employment Retirement System (PERS) on behalf of the employee in accordance with the rules set forth by the Public Employment Retirement

Administration as referenced in the MCA 19-3-315.

8. Insurance Coverage.

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

9. Vacation and Sick Leave.

From the first day of employment, the Employee will have 40 hours of paid vacation. The Employee shall accrue vacation leave and sick leave at the same rate as provided for Town employees generally accordance with Sections 06-03 and 06-04 of the Town personnel policy manual. Certification of time provided by the Ohio Public Employees Retirement System will be accepted to determine sick and vacation leave accruals. The Employee shall be entitled to take the same holidays from work as Town employees generally in accordance with Section 06-14 of the Town personnel policy manual. At the conclusion of the Employee's employment, the Employee shall be entitled to receive accrued vacation leave and sick leave to the same extent and in the same manner as is provided for Town employees generally in accordance with Sections 06-03 and 06-04 of the Town personnel policy manual and as referenced in MCA 2-18-604-617 and 39-31-102.

10. Other Benefits.

In addition to the benefits cited herein, the Town shall provide the Employee with all other benefits that apply to Town employees generally. The Town shall also reimburse the Employee up to \$10,000.00 for relocation costs in moving to West Yellowstone or within the surrounding Hebgen Basin.

11. Work Week.

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

events and activities that may occur on weekends or holidays.

12. Travel & Training.

The Town will pay for professional dues to ICMA and GOSCMA and for travel expenses as outlined in Policy 14 of the Town Policies and as budgeted. Employee may also receive compensation for an auto allowance according to Town Policy 14.

13. Phone & Tablet.

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

14. Review of Employment.

This Employment Agreement shall be reviewed by the parties at least 60 days prior to the end of its term. No changes, amendments or modifications of any kind to its terms and conditions shall be valid unless agreed upon by both parties and reduced to writing.

15. Outside Employment.

Outside employment is discouraged to avoid any conflicts of time or interest with the Employee's duties as Town Manager. The Town Council will be notified if outside employment is pursued.

16. Conflict with Town Policies.

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

17. Applicable Law.

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

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

EMPLOYEE



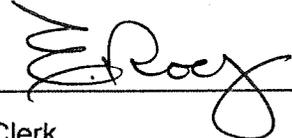
Daniel Sabolsky

THE TOWN OF WEST YELLOWSTONE

By 

Mayor

ATTEST:

By 

Town Clerk

SAFETY COMMITTEE MEETING

July 26, 2018

BOARD MEMBERS PRESENT: Josh VanLeeuwen, James Patterson, David Arnado, Lisa Johnson

OTHERS PRESENT: Daniel Sabolsky

The meeting was called to order at 10:30 a.m. at the conference room in the Town Hall, West Yellowstone, Montana

CURRENT ISSUES:

1. State Safety Inspections
2. Annual Safety Meeting
3. UPDL Safety Issues – Inspection
4. Basement of Library
5. Seatbelt Safety

DISCUSSION:

1. Lisa gave all people present a sample a safety audit, received by Thomas Danenhower (a copy attached herewith). Josh and David will go through the Public Services buildings using these sheets as a guideline to measure our readiness for Safety Inspections. Lisa will ask Mr. Danenhower for examples of Item B on Page 3.
2. Lisa presented examples of Slips/Trips and Falls safety materials, and she indicated she thought it would be a good Annual Safety Meeting topic. Daniel directed her to put together packets for all employees to review, along with quizzes and exercises for them to execute and return to the office. A deadline date will be set for the return of those items, and will be filed as proof of annual safety training. James also indicated that the TV down in the public works building needs to be installed, so that safety videos would be able to be shown on a regular basis.
3. It was agreed that it would be best to get bids for the inspection of the UPDL. Daniel and Lisa will work on that.
4. It was agreed that fall/winter would be the best time to work on the issues of the clutter in the basement of the library. James suggested that it would be a very good idea to have some knowledgeable personnel first put the items to be disposed of in a separate designated area before things begin to be removed. Daniel noted that the records retention schedule should be reviewed and applied to any of the items in the basement.

5. Daniel noted that he saw one of the public works employees driving down the road, and then putting on his seatbelt as he saw Daniel coming towards him. It was requested that James/David go over seatbelt safety again.

NEW ISSUES:

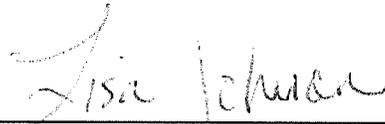
1. Snow Removal from Roofs
2. Snow Extraction from the Beds of Dump Trucks
3. Injuries
4. Crosswalks
5. Open Drawers in Town Offices
6. Madison Addition Pump Station
7. Summer Recreation Safety

DISCUSSION:

1. Daniel suggested going over roof safety with the public works employees before the snow starts again, for both the Town Hall and the UPDL. James and Josh indicated that they planned on covering the UPDL roof with very thick ply visqueen, causing the snow to slide off and mitigating the need for roof shoveling.
2. There was a discussion about the difficulty of extracting snow out of the dump trucks, especially in the spring. James indicated that any kind of vegetable oil works in the beds, but that diesel fuel works best. Daniel asked about the slipping dangers of applying it on the bed of a truck, and Josh replied that the beds of the trucks are not the problem, but the corners and a bit of the sides, so that is not an issue.
3. Recent injuries were discussed, including causes, whether reports were made (they were on all injuries that required medical attention as well as those that did not), and whether safety meetings regarding the accidents were held (they were in each case). The injuries were as follows:
 - a. Employee burned their hand on the exhaust of a pump.
 - b. Employee slipped in hole, twisted their ankle.
 - c. Employee injured their back while shoveling improperly.
4. Josh indicated that the crosswalks were being painted, and Daniel requested that special attention is paid to the yellow areas, making sure they are clearly painted.
5. When asked about possible safety issues in each department, Lisa Johnson indicated that drawers are still being left open (including by herself). Daniel indicated that a packet should be put together and distributed to the town hall office staff regarding drawer safety.
6. James Patterson indicated that the pump station in the Madison Addition was being repainted, and when that was done the new hoist will be installed.
7. Josh indicated that he had noticed the Summer Recreation group walking to the park, and that they had on their fluorescent vests on, but still no stop signs to help

7. Josh indicated that he had noticed the Summer Recreation group walking to the park, and that they had on their fluorescent vests on, but still no stop signs to help control the traffic. Daniel asked James to order a couple of the cloth roll-up signs that they would be able easily to carry in their backpacks. Neil indicated that he felt the Summer Recreation counselors should be much more diligent about applying sunscreen to the children during the day. Discussion was held regarding the safety of the kids playing in the parking lot including trip/fall dangers, and through traffic. This item of discussion will continue at the next meeting, as Brandy Holland should be able to attend.

The meeting was adjourned at 11:00 a.m.



Lisa Johnson, Committee Member

GENERAL INFORMATION

A. Previous Safety Audit

1. Date of last safety audit: _____
2. Who did last audit? _____
3. What type of audit was performed?
 Program audit and site inspection
 Site Inspection Only

B. Department: _____

1. Director: _____
2. Safety Chairperson: _____

B. Safety Budget

1. Does the Safety Committee assist in safety budget Preparation? Yes No
2. What is the annual amount budgeted? _____
3. Are safety expenditures tracked Separately? Yes No
3. Are safety funds sufficient to supply needed Safety equipment and supplies? Yes No

C. Safety Bulletin Board

1. Is there a designated safety bulletin board? Yes No
2. Is the Job Safety and Health Poster required by OSHA on this board? Yes No
3. Are "Days Without a Lost Time Accident" Posted? Yes No
- Is the posting Current? Yes No

II. SAFETY COMMITTEE

A. Committee Members

NAME	DIVISION	MONTHS ON COMMITTEE
(Chairperson)		
(Recorder)		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

- B. Is there a representative from each division? Yes No
- C. Are the Safety Committee members and chairperson Rotated every two years? Yes No
- D. Does the Committee meet at least once per month? Yes No
- E. Are minutes posted after each Committee Meeting? Yes No
- F. Are committee minutes sent to the City's Risk Specialist? Yes No
- G. Is the Committee satisfied with communications On safety issues, questions, concerns, etc.? Yes No

If no, what needs are not being met?

III. SAFETY MEETINGS

- A. Are Division safety meetings conducted at least Once per month? Yes No
- B. Average Length: _____ minutes
- C. Does the facility hold tailgate safety meetings? Yes No
- D. Are minutes posted after each meeting? Yes No
- E. Are minutes sent to the City's Risk Specialist? Yes No

IV. POLICIES AND PROCEDURES

A. Is an Up-to-Date copy of the Safety Policies and Procedures Manual available at the facility? Yes No

1. Number of Safety Manuals on site: _____



B. Verify that these required site-specific written procedures have been development?

1. Hazard Communication Program? Yes No

2. Eye Protection Equipment? Yes No

✓4. Confined Space Entry? Yes No

5. Emergency Response Plan? Yes No

6. Fire Equipment Safety? Yes No

7. Chemical Process Safety Management Plan? Yes No

8. Others not listed above please list: _____

C. Are all safety policies and procedures well Stated to employees & documented properly? Yes No

D. Are all safety policies & procedures being Enforced? Yes No

COMPLIANCE AREA	YES	NO	N/A
I. Administrative Compliance			
A. Employer Posting			
1. Is the required U.D. Department of Labor OSHA job safety and health protection poster (or a facsimile) displayed in a prominent location where all employees are likely to see it? [1903.2(a)(1)]			
2. Are emergency telephone numbers posted where they can be readily found in case of emergency? [1926.50(f)]			
3. Are employees properly instructed as to the hazards of their work and instructed in safe practices by bulletins, printed rules, and verbal instructions? [1910.264(d)(1)(v)]			
4. Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and "Material Safety Data Sheets" been posted or otherwise made readily available to affected employees? [1910.1200(g)(1)]			
5. Are signs concerning "Exiting from Buildings", room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate? [1910.36(b)(5), 1910.22(d), 1910.96, 1910, 1030(g)(1)(ii)]			
6. Is the Summary of Occupational Illnesses and Injuries posted in the month of February? [1904.5(b)]			

COMPLIANCE AREA	YES	NO	N/A
B. Record Keeping			
1. Are all occupational deaths, injuries or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 200 Log within six working days of the employer learning of the injury? [1904.2(a)(1)]			
2. Is the OSHA 200 summary for the previous year posted from February 1 to March 1? [1904.5(d)]			
3. Are employee training records kept and accessible for review by employees, when required by OSHA standards? [1910.120 App E, 1910.1030(h)(3)(ii)]			
4. Are required equipment inspection and modification records maintained such as maintenance and inspection records for power presses and cranes? [1910.217(e), 1910.179(j)(2) & (3)]			
C. Safety and Health Program			
1. Do you have an active safety and health program in operation that deals with general safety and health program elements as well as the management of hazards specific to your worksite? [PL 91-596, Section 5(a)(1)-(2)]			
2. Is one person clearly responsible for the overall activities of the safety and health program? [MSCA]			
3. Is each employee instructed in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury?			
4. Do you have a safety committee or group made up of management and labor representatives that meets regularly and reports in writing on its activities? [MSCA]			
5. Do you have a working procedure for handling in-house employee complaints regarding safety and health? [MSCA]			
6. Are you keeping your employees advised of the successful efforts and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful? [MSCA]			
II. Walking and Working Surfaces			
A. General Work Environment			
1. Are all worksites clean, sanitary, and orderly? [1910.22(a)(1)]			
2. Are waste containers emptied regularly? Do they have tight fitting covers where needed? [1910.141(a)(4)(I)(ii) & 1926.252]			
3. Are combustible scrap, debris and waste stored safely and removed from the worksite promptly? [1910.38(b)(3)]			
4. Are covered metal waste cans used for oily and paint soaked waste? [1925.252(e) & 1910.107(g)(3)]			
5. Are paint spray booths, dip tanks, etc. cleaned regularly? [1910.107(b)(9)]			
7. Are the minimum number of toilets and washing facilities provided? [1910.141(c)(1)(I) & 1926.51]			
8. Is the area free of rodents, insects, and vermin? [1910.141(a)(5)]			
9. Are all work areas adequately illuminated? [Multiple 1910 references]			
10. Are pits and floor openings covered or otherwise guarded? [1910.23(a)(5)]			
B. Walkways			
1. Are floors clean and dry? [1910.22(a)(1) & (2)]			
2. Are aisles and passageways appropriately marked where required and kept clear? [1910.22(b)(1) & 1910.176(a)]			
3. Are holes in the floor, sidewalk or other walking surfaces repaired properly, covered, or otherwise made safe? [1910.23(a)(8)]			
4. Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating? [1910.22(b)(1)]			
5. Are aisles or workways that pass near moving or operating machinery, welding			

COMPLIANCE AREA	YES	NO	N/A
operations, or similar operations arranged so employees will not be subjected to potential hazards? [1910.212(a)(1)]			
6. Is adequate headroom provided for the entire length of any aisle or walkway? [1910.37(I)]			
7. Are standard guardrails provided wherever aisles or walkway surfaces are elevated more than four feet above any adjacent floor or the ground? [1910.23(c)(1)]			
C. Elevated Surfaces			
1. Are surfaces elevated more than 48 inches above the floor or ground provided with standard guardrails or the equivalent? [1910.23(c)(1)]			
2. Is material on elevated surfaces piled, stacked, or racked to prevent it from tipping, falling, collapsing, rolling or spreading? [1910.22(a)(1)]			
D. Floor and Wall Openings			
1. Are all hatchway and floor openings guarded by a cover, a guardrail, or equivalent on all sides, except at entrance to stairways or ladders? [1910.23(a)(3)]			
2. Are covers or guardrails provided to prevent persons from falling into drainage ditches, open pits, vats, tanks, etc. [1910.22(c)]			
3. Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing? [1910.23(e)(7)]			
E. Stairs and Stairways			
1. Are standard stair rails or handrails on all stairways having four or more risers? [1910.23(d)(1)]			
2. Are all fixed industrial stairways at least 22 inches wide? [1910.24(d)]			
3. Do stair angle no more than 50 and no less than 30 degrees? [1910.24(d)]			
4. Are step risers on stairs uniform from top to bottom? [1910.24(f)]			
F. Portable Ladders			
1. Are all ladders maintained in good condition, joints between steps and side rails tight. All hardware and fittings securely attached, and moveable parts operating freely without binding or undue play? [1910.25(d)(1)]			
2. Are non-slip safety feet provided on each ladder? [1910.25(d)(1)(iv)]			
3. Are ladder rungs and steps free of grease and oil? [1910.25(d)(1)(xi)]			
4. Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded? [1910.25(d)(2)(iv)]			
5. Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height? [1910.25(d)(2)(v)]			
6. Are employees instructed to face the ladder when ascending or descending? [1910.26(c)(3)(v)]			
7. Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, have broken side rails or other faulty equipment? [1910.26(c)(2)(vi)(a)]			
F. Portable Ladders (Cont.)			
8. Are employees instructed not to use the top step of ordinary step ladders as a step? [1910.25(d)(2)(xii)]			
9. When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface? [1910.25(d)(2)(xv)]			
10. Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place? [1910.25(d)(d)(I)]			
11. Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes? [1910.26(c)(3)(vii)]			
12. Are metal ladders inspected for damage if they fall over? [1910.26(c)(2)(vi)]			

COMPLIANCE AREA	YES	NO	N/A
III. Means of Egress			
A. Exit and Egress			
1. Are all exits marked with an exit sign and illuminated by a reliable light source? [1910.37(q)(6)]			
2. Are the directions to exits, when no immediately apparent, marked with visible signs? [1910.37(q)(1) & (5)]			
3. Are doors, passageways, or stairways that are neither exits nor access to exits and which could be mistaken for exits appropriately marked "NOT AN EXIT". "TO BASEMENT". "STOREROOM", etc.? [1910.37(q)(2)]			
4. Are exit signs provided with the word "EXIT" in lettering at least 6 inches high and the stroke of the lettering at least 3/4" inches wide? [1910.37(q)(1) & (8)]			
5. Are exit doors side hinged? [1910.37(f)(2)]			
6. Are all exits continually kept free of obstructions or impediments? [1910.37(k)(2)]			
7. Are there sufficient exits to permit prompt escape in case of emergency? [1910.36(b)(1)]			
8. Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load? [1910.37(d)(2)]			
IV. Occupational Health and Environmental Controls			
A. Environmental Controls			
1. Are all work areas properly illuminated? [Multiple References]			
2. Are employees instructed in proper first aid and other emergency procedures? [1910.151(b)]			
3. Are hazardous substances, blood, and other potentially infectious materials identified, which may cause harm by inhalation, ingestion, skin absorption, or contact? [1910.1030(d)(1)]			
4. Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment such as ammonia, chlorine, epoxies, caustics, etc. [1910.1200(h)(2)]			
5. Is employee exposure to chemicals in the workplace kept within acceptable levels? [1910.1200(I)(3)(iii)(B)]			
6. Does the ventilation system adequately remove toxic dust, vapors, and gases from the working environment? [1910.94(d)(11)(vi)]			
7. Is the supply of fresh air adequate in spray booths and open surface tanks? [1910.94(C)(7)(I) & (d)(8)(iii)]			
A. Environmental Controls (Cont.)			
8. Are caution labels and signs used to warn of hazardous substances and biohazards? [1910.103]			
9. Is all water provided for drinking, washing, and cooking potable? [1910.141(b)]			
10. Are employees instructed in the proper manner of lifting heavy objects?			
V. Hazardous Materials			
A. Compressed Gas Cylinders			
1. Are cylinders legibly marked to clearly identify the gas contained? [1910.253(b)(1)(ii)]			
B. Flammable and Combustible Materials			
1. Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the work site promptly? [1910.106(e)(9)(iii)]			
2. If more than 25 gallons of flammable or combustible liquid is stored in a room, is it in an approved cabinet?			

COMPLIANCE AREA	YES	NO	N/A
3. Are approved containers and tanks used for the storage and handling of flammable and combustible liquids? [1910.106(d)(2)(I)]			
4. Do storage rooms for flammable and combustible liquids have explosion-proof lights? [1910.106(e)(7)(I)(A)]			
5. Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation? [1910.106(d)(4)(iv)]			
6. Are signs posted to prohibit smoking in areas where flammable or combustible liquids are received or stored? [1910.106(g)(8)]			
7. Are fire control devices located in areas where flammable liquids are stored or used? [1910.106(d)(7)(1)]			
8. Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10-25 feet of any inside storage areas for such materials? [1910.106(f)(4)(ix) and (d)(7)(I)(B)]			
9. Are safety cans used for dispensing flammable or combustible liquids at a point of use? [1910.106(e)(2)(iv)(D)]			
C. Spray Painting Operations			
1. Is adequate ventilation assured before spray operations are started? [1910.107(d)(2)]			
2. Is mechanical ventilation provided when spraying operations are done in enclosed areas? [1910.107(d)(2)]			
3. When mechanical ventilation is provided during spray operations, is it so arranged that it will not circulate the contaminated air? [1910.107(d)(9)]			
4. Is the spray area free of hot surfaces? [1910.107(c)(3)]			
5. Is the spray area at least 20 feet from flames, sparks, operating electrical motors and other ignition sources? [1910.107(c)(2)]			
6. Are portable lamps used to illuminate spray areas suitable for use in a hazardous location? [1910.107(c)(7)]			
C. Spray Painting Operations (Cont.)			
7. Is approved respiratory equipment provided and used during spraying operations? [1910.134(e)(2)]			
8. Are "NO SMOKING" signs posted conspicuously in spray areas, paint rooms, paint booths, and paint storage areas? [1910.107(g)(7)]			
9. Is the quantity of flammable or combustible liquids in the vicinity of spraying operations kept to a minimum? [1910.107(e)(2)]			
10. Are spray booths constructed of metal, masonry, or other substantial noncombustible materials? [1910.94(c)(3)(I)(B)]			
11. Are spray booth floors and baffles noncombustible and easily cleaned? [1910.107(b)(3)]			
D. Fueling			
1. Is it prohibited to handle or transfer gasoline in open containers? [1910.105]			
2. Are signs posted prohibiting smoking in fueling areas or where flammable or combustible liquids are received? [1910.106(g)(8)]			
VI. Personal Protective Equipment			
A. General Provisions			
1. Has a written Personal Protective Equipment Hazard Assessment been compiled for each work place? [1910.132(d)(1)]			
2. Is protective clothing such as gloves, aprons, and boots provided and required in areas where hazards warrant their use? [1910.132(a)]			
3. Is all protective equipment maintained in a sanitary condition and ready for use? [1910.132(f)(1)(v)]			

COMPLIANCE AREA	YES	NO	N/A
4. Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other infectious materials? [1910.141(g)(2)]			
B. Eye Protection			
1. Are protective goggles and/or face shields provided and worn where there is any danger of flying particles or corrosive materials? [1910.133(a)(1)]			
2. Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions, or burns? [1910.133(a)(1)]			
3. Are employees who need corrective lenses in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or sue other medically approved precautionary procedures? [1910.133(a)(1)]			
4. Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials? [1910.138(a)(1)]			
C. Head Protection			
1. Are hard hats provided and worn where danger of falling objects exist? [1910.135(a)(1)]			
2. Are hard hats inspected periodically for damage to the shell and suspension system? [1910.135(b)(1)]			
VII. Medical Services and First Aid			
A. Medical Services and First Aid			
1. Is there a hospital, clinic, or infirmary for medical care located in close proximity of your workplace? [1910.151(a)]			
VIII. Compressed Gas and Compressed Air Equipment			
A. Compressors and Compressed Air			
1. If compressed air is used for cleaning off clothing, is the pressure reduced to less than 30 psi? [1910.242(b)]			
2. When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment? [1910.242(b)]			
3. When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator present to 40 psi required? [1910.177(d)(4)]			
VIII. Machinery and Machine Guarding			
A. Machine Guarding			
1. Is there a training program to instruct employees on safe methods of machine operations? [1926.20(b)(4)]			
2. Is there adequate supervision to ensure that employees are following safe machine operating procedures? [5(a)(1)]			
3. Is there a regular program of safety inspection of machinery and equipment? [5(a)(1)]			
4. Is all machinery and equipment kept clean and properly maintained? [5(a)(1)]			
5. Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal? [5(a)(1)]			
7. Is there a power shut-off switch within reach of the operator's?			
8. Are all moving chains and gears properly guarded? [1910.219(f)(1)(I)-(iii)]			
9. Where employees are exposed, is one or more methods of machine guarding provided to protect the operator and other employees in the machine area from hazards of ingoing trip points, rotating parts, flying chips, and sparks? [1910.212(1)(1)]			
10. Is the point of operation of machines whose point of operations exposes an employee to injury properly guarded? [1910.212(a)(3)(ii)]			
11. Are all gears guarded properly? [1910.219(f)(1)]			

COMPLIANCE AREA	YES	NO	N/A
12. If machinery is cleaned, with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury? [1926.302(b)]			
B. Abrasive Wheel Equipment Grinders			
1. Are grinding wheels properly guarded? [1910.215(a)(2) & (4) or 1910.215(b)(9)]			
X. Hand and Portable Powered Tools			
A. Hand Tools and Equipment			
1. Are all tools and equipment, both company and employee-owned, used by employees at their workplace in good condition? [1910.242(a)]			
2. Are grinders, saws, and similar equipment provided with appropriate safety guards? [1910.243(c)]			
XI. Welding, Cutting and Brazing			
A. Welding Cutting and Brazing			
1. Are only authorized and trained personnel permitted to use welding cutting or brazing equipment? [1910.254(a)(3)]			
2. Does each operator have a copy of the appropriate operating instructions and are they directed to follow them? [1910.252(b)(4)(vi)]			
3. Are signs reading – DANGER – NO SMOKING – MATCHES, OR OPEN LIGHTS – or the equivalent posted? [5(a)(1)]			
4. Are adequate welding booths, shield, or curtains supplied? [1910.252(c)(2)(v)]			
5. Are adequate personal protective devices and clothing provided to safeguard persons in the area where welding operations are taking place? [1910.252(e)(3)(I)]			
6. Are periodic inspections of resistance welding equipment made by qualified personnel and records of the same maintained? [1910.252(c)(6)]			
7. Is open circuit (no load) voltage of arc welding equipment made by qualified personnel and records of the same maintained? [1910.254(b)(3)]			
8. Is suitable fire extinguishing equipment available for immediate use? [1910.252(a)(2)(ii)]			
9. Is first aid equipment available at all times during welding operations? [1910.252(f)(13)]			
10. Is it required that eye protection helmets, hand shields and goggles meet appropriate standards? [1910.252(b)(2)(ii)]			
11. Are employees exposed to the hazards created by welding, cutting or brazing operations protected with personal protective equipment and clothing? [1910.252(b)(3)]			
XII. Electrical			
A. Electrical			
1. Are all employees required to report, as soon as practicable, any obvious hazards to life or property observed in connection with electrical equipment or lines?			
2. Are all switches and circuit breakers labeled to indicate their use? [1910.303(f)]			
3. Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates? [1910.305(b)(2)]			
XIII. Hazardous and Toxic Substances			
A. Hazardous Chemical Exposure			
1. Are employees who are required to handle or use Poisons, caustics, and other harmful substances instructed in their safe handling and use, and made aware of the potential hazards, personal hygiene and personal protective equipment? [1926.21(b)(3)]			
2. Is employee exposure to chemicals kept within acceptable levels? [1910.1200(l)(3)(iii)(B)]			
3. Are eyewash fountains and safety showers provided in areas where corrosive chemicals are handled? [1910.151(c)]			
4. Are all containers such as vats, storage tanks, etc., labeled as to their contents?			

COMPLIANCE AREA	YES	NO	N/A
[1910.1200(f)(1)-(9)]			
A. Hazardous Chemical Exposure (Cont.)			
5. Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)? [1910.1200(g)(2)(ix)]			
6. Are flammable or toxic chemicals kept in closed containers when not in use? [1910.106(a)(32)]			
7. Have standard operating procedures been established and are they being properly followed when cleaning up chemical spills? [1910.119, App C]			
8. Are employees prohibited from eating in areas where hazardous chemicals are present? [1910.141(g)(2)]			
9. Is personal protective equipment provided, used, and maintained wherever necessary? [1910.132(a)]			
B. Hazard Communication			
1. Is there a written hazard communication program dealing with Material Safety Data Sheets, labeling and employee training? [1910.1200(e)(1)-(3)]			
2. Is there a list of hazardous substances used in your workplace? [1910.1200(f)(1)-(9)]			
3. Is each container for a hazardous substance labeled with product identity and hazard warning (communication of the specific health and physical hazards)? [1910.1200(f)(1)-(9)]			
4. Is there a Material Safety Data Sheet readily available for each hazardous substance used? [1910.1200(g)(1)-(10)]			
5. Is there an employee training program for hazardous substances? [1910.1200(h)]			
6. Does the training program contain the following:			
a. An explanation of what a Material Safety Data Sheet is and how to use and obtain one? [1910.1200(h)(3)(iv)]			
b. Material Safety Data Sheet contents for each hazardous substance or class of substances? [1910.1200(h)(3)(ii)]			
c. Explanation of "Right to Know" [1910.1200(h)(3)(iv)]			
d. Identification of where an employee can see the employer's written hazard communication program and where hazardous substances are present in the workplace? [1910.1200(h)(3)]			
e. The physical and health hazards of substances in the work area and specific protective measures to be used? [1910.1200(h)(3)(ii)]			
f. Details of the hazard communication program including how to use the labeling system and MSDSs? [1910.1200(h)(3)(iv)]			
7. Are employees trained in the following:			
a. How to recognize tasks that might result in occupational exposure? [1910.1200(h)]			
b. How to use work practices, engineering controls, and personal protective equipment and to know their limitations? [1910.1200(h)]			
c. how to obtain information on the type selection, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment? [1910.1200(h)]			

AUDIT NOTES

RECOMMENDATIONS