

# Town of West Yellowstone

Tuesday, July 16, 2019

West Yellowstone Town Hall, 440 Yellowstone Avenue

**TOWN COUNCIL WORK SESSION**

**6:00 PM**

FY 2020 Budget

Discussion ∞

- Special Requests from Outside Entities
- Capital Improvement Plan/Capital Funds

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## TOWN COUNCIL MEETING

**7:30 PM**

Pledge of Allegiance

Purchase Orders #6816 to CS Construction, Library Remodel, \$30,000

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of the July 2, 2019 Town Council Meeting** ∞

**Minutes of the July 9, 2019 Town Council Work Session** ∞

Business License Applications ∞

- Sweet Home Montana, nightly rental, request to waive resort tax bond – tabled 7/2/19

Advisory Board Report(s)

Town Manager & Department Head Reports

**Comment Period**

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

## NEW BUSINESS

Designate Town Council to act as the Board of Appeals

Discussion ∞

Correspondence/FYI/Meeting Reminders



*If viewing the agenda electronically, click the “∞” symbol to link to the associated documentation in the Town Council Packet.*

**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](http://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](http://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 1000 411259 366

Date 9 July 19.  
Order No. 006816

Ship Via  
Department LIBRARY

TO: C.S. Construction

ADDRESS: W. YELLOWSTONE MT 59758

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	ALTERATIONS TO LIBRARY: REMOVE OFFICE, RECARPET, PAINT

Estimated Cost \$ 30,000

Authorized By DAW  
Requested By: [Signature]

07/12/19  
16:11:26

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 7/19

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Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45795	2575 WY Tourism Business Improvement 06/30/19 May 2019 collections	41,962.62 41,962.62		TBID	2102 411800	540	101000
45796	2551 Thyssenkrupp Elevator Corp 3004689877 07/01/19 elevator maint-Povah	443.20 443.20		POVAH	1000 411255	350	101000
45801	2088 Town West Yellowstone	938.05					
	07/01/19 utility chrgs, Chamber, 895	102.26		BLDGS	1000 411257	340	101000
	07/01/19 utility chrgs, UPDL, 892	69.85		BLDGS	1000 411252	340	101000
	07/01/19 utility chrgs, PS Shops, 884	32.11		BLDGS	1000 411253	340	101000
	07/01/19 utility chrgs. Povah Ctr, 887	91.91		BLDGS	1000 411255	340	101000
	07/01/19 utility chrgs, Police Dept, 886	41.04		BLDGS	1000 411258	340	101000
	07/01/19 utility chrgs, City Park, 885	403.47		BLDGS	1000 411253	340	101000
	07/01/19 utility chrgs, Library, 891	33.68		LIBBLD	1000 411259	340	101000
	07/01/19 utility chrgs, Lift #1, 903	14.20		SEWER	5310 430600	340	101000
	07/01/19 utility chrgs, Twn Hall, 921	149.53		TWNHAL	1000 411250	340	101000
45802	95 Energy West-Montana	1,104.10					
	06/27/19 nat gas 210361788 updl	279.78		UPDH	1000 411252	344	101000
	06/27/19 nat gas 210360293 Police	29.95		POLBLD	1000 411258	344	101000
	06/27/19 nat gas 210361746 Pub Services	128.05		STREET	1000 430200	344	101000
	06/27/19 nat gas 210361811 old firehall	48.44		PARK	1000 460430	344	101000
	06/27/19 nat gas 210363966 old bld ins	25.68		STREET	1000 430200	344	101000
	06/27/19 nat gas 210360540 library	66.92		LIBBLD	1000 411259	344	101000
	06/27/19 nat gas 210364599 Povah	216.56		POVAH	1000 411255	344	101000
	06/27/19 nat gas 210361697 Iris Lift St	38.49		PUBSVC	1000 430200	344	101000
	06/27/19 nat gas 210365425 Twn Hall	238.86		TWNHAL	1000 411250	344	101000
	06/27/19 nat gas 210361655 Mad Add Sewe	31.37		SEWER	5310 430600	344	101000
45803	42 Fall River Electric	8,496.30					
	06/20/19 UPDH 4212041 elec service	1,192.66		UPDH	1000 411252	341	101000
	06/20/19 POLICE 4212008 elec service	249.98		POLICE	1000 411258	341	101000
	06/20/19 shop 4212018 elec service	164.67		STREET	1000 430200	341	101000
	06/20/19 ANIMAL 4212029 elec serv	60.48		ANIMAL	1000 440600	341	101000
	06/20/19 PARK 4212032 Elec ser	175.74		PARK	1000 411253	341	101000
	06/20/19 PARK, old firehouse 2901001 e	370.60		PARK	1000 411253	341	101000
	06/20/19 CLORINATOR 4212030 elec serv	57.74		WATER	5210 430500	341	101000
	06/20/19 MADADD H2O Tower 4212017	51.74		WATER	5210 430500	341	101000
	06/20/19 RR Well 4212005 elec serv	192.53		WATER	5210 430500	341	101000
	06/20/19 SEWER LIFT STATION 4212006	291.52		SEWER	5310 430600	341	101000
	06/20/19 SEWER PLANT 4212007 elec ser	1,405.36		SEWER	5310 430600	341	101000
	06/20/19 MAD SEWER LIFT 4212014 elec	115.68		SEWER	5310 430600	341	101000
	06/20/19 SEWER TREAT SERV 4212046 ele	1,708.26		SEWER	5310 430600	341	101000
	06/20/19 library 23 dunraven 4212054	151.87		LIBRY	1000 411259	341	101000

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	06/20/19	povah comm ctr 4212001		287.40		POVAH	1000 411255	341	101000
	06/20/19	unmetered lights 4212004		1,451.25		STLITE	1000 430263	341	101000
	06/20/19	Town Hall 4212009		451.68		TWNHAL	1000 411250	341	101000
	06/20/19	Ice Rink 421010		38.00		PARKS	1000 411253	341	101000
	06/20/19	Hayden/Grouse Well 4212015		39.51		WATER	5210 430500	341	101000
	06/20/19	Electric Well 4212031		39.63		WATER	5210 430500	341	101000
45804		2813 Century Link		62.00					
	06/28/19	DSL, city shop		62.00		STREET	1000 430200	345	101000
45806		2546 Century Link QCC		11.47					
	1471130062	06/23/19 long dist chg 406-646-7600		11.47		DISPAT	1000 420160	345	101000
45808		2558 Hebgen Basin Fire District		53,517.41					
	07/01/19	July 2019		46,184.08		FIRE	1000 420400	357	101000
	07/01/19	employee grant July 2019		7,333.33		FIRE	1000 420471	140	101000
45809		266 Utilities Underground Location		155.43					
	9065328	06/30/19 excavation notifications		77.72		WATER	5210 430500	357	101000
	9065328	06/30/19 excavation notifications		77.71		SEWER	5310 430600	357	101000
45810		2789 WEX Bank		3,063.66					
	60000771	07/01/19 07 Ford Expedition 6-54563A		146.90		SS	1000 450135	231	101000
	60000771	07/01/19 06 Dodge Durango 6-1374		121.76		PUBSER	1000 430200	231	101000
	07/01/19	17 Dodge Ram #1		212.52		POLICE	1000 420100	231	101000
	07/01/19	17 Dodge Ram #2		311.27		POLICE	1000 420100	231	101000
	07/01/19	10 Ford Expedition 6-000046		0.00		POLICE	1000 420100	231	101000
	07/01/19	11 Ford Expedition 6-21425A		42.37		POLICE	1000 420100	231	101000
	07/01/19	10 JD Backhoe		0.00		STREET	1000 430200	231	101000
	07/01/19	77 Int'l Dumptruck		0.00		STREET	1000 430200	231	101000
	07/01/19	Snow Blower		0.00		STREET	1000 430200	231	101000
	07/01/19	02 Freightliner		0.00		STREET	1000 430200	231	101000
	07/01/19	140 G Grader		0.00		STREET	1000 430200	231	101000
	07/01/19	CAT 936 Loader		80.37		STREET	1000 430200	231	101000
	07/01/19	91 Ford 6-582		105.07		STREET	1000 430200	231	101000
	07/01/19	15 Sweeper		89.04		STREET	1000 430200	231	101000
	07/01/19	SS Snow Blower Green		0.00		STREET	1000 430200	231	101000
	07/01/19	14 Water Truck		108.58		STREET	1000 430200	231	101000
	07/01/19	00 Freightliner Dump 6-60700A		0.00		STREET	1000 430200	231	101000
	07/01/19	2010 JD 772 Grader		402.97		POLICE	1000 420100	231	101000
	07/01/19	02 Freightliner Dump 6-54564A		0.00		STREET	1000 430200	231	101000
	07/01/19	08 Ford Pickup 6-1450		85.28		STREET	1000 430200	231	101000
	07/01/19	08 GMC Pickup 6-1484		90.80		STREET	1000 430200	231	101000
	07/01/19	08 CAT 938H Loader		251.04		STREET	1000 430200	231	101000
	07/01/19	08 904B MiniLoader		26.89		STREET	1000 430200	231	101000

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	07/01/19 01 Freightliner	0.00		STREET	1000 430200	231	101000
	07/01/19 01 Freightliner	0.00		STREET	1000 430200	231	101000
	07/01/19 08 Ford Escape (multi-use)	52.61		DISPAT	1000 420160	370	101000
	07/01/19 14 Police Interceptor	256.86		POLICE	1000 420100	231	101000
	07/01/19 15 Ford F-250	59.80		STREET	1000 430200	231	101000
	07/01/19 18 Dodge Ram-PW	183.27		STREET	1000 430200	231	101000
	07/01/19 18 Dodge Ram-Police	295.43		POLICE	1000 420100	231	101000
	07/01/19 19 Dodge Durango-PD	140.83		POLICE	1000 420100	231	101000
45811	2952 DIS Technologies	1,896.00					
	34385 03/05/19 Monthly Managed Svcs-Dspatch	595.00		DISPCH	1000 420160	398	101000
	34696 07/05/19 Monthly Managed Svcs-Dspatch	595.00		DISPCH	1000 420160	398	101000
	34706 07/05/19 Email Accounts/IT support	706.00		IT	1000 410580	355	101000
45812	471 Northwest Pipe Fittings, Inc.	920.00					
	5147318 07/09/19 2" meter	920.00		WATER	5210 430500	251	101000
45834	3226 Peggy Russell	35.21					
	07/12/19 reimb petty cash postage	2.66		SEWER	5310 430600	220	101000
	07/12/19 reimb petty cash postage	7.90		POLICE	1000 420100	311	101000
	07/12/19 reimb petty cash postage	24.65		FINADM	1000 410510	311	101000
45863	E 2800 RDO Equipment Co.	0.00					
	P41884 06/05/19 saddle	637.65		STREET	1000 430200	369	101000
	P41884 06/05/19 shipping	325.00		STREET	1000 430200	369	101000
	04/23/19 invoice number P41358	-962.65			1000 430200	369	101000
CI	9						
45868	2822 ClearBlu Cleaning Services	430.00					
	2a 06/30/19 Police Dept. building 6/1-6/30	250.00		POLICE	1000 411258	398	101000
	6a 06/30/19 Povahextrasm cleaning 6/15-30	180.00		POVAH	1000 411255	350	101000
45869	151 Gallatin County WY TS/Compost	1,038.35					
	06/30/19 Household waste for June	1,038.35		PARKS	1000 460430	534	101000
45870	2121 Pacific Steel & Recycling	1,331.53					
	6852956 06/04/19 Garbage trailer parts-angle	972.80		PARKS	1000 460430	398	101000
	6869352 06/18/19 Garbage trailer parts-hrsheet	358.73		PARKS	1000 460430	398	101000
45871	2647 Flathead Beacon Productions	63.65					
	25368 05/31/19 Website updates	63.65		ADMIN	1000 410210	327	101000

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45872	2684 Titan Machinery 12335840 05/02/19 Str. sweeper gutbroom,strip	1,287.27 1,287.27		STREET	1000 430200	369	101000
45873	3223 Overhead Door Co. of SW MT 19025a 07/03/19 Counter top door-Security	2,990.00 2,990.00		TWNHLL	1000 411250	366	101000
45874	3224 American Pump Co. 030885 05/20/19 Lift station pump sealing flan	1,187.66 1,187.66		SEWER	5310 430630	369	101000
45875	3030 Irma Vazquez 07/01/19 Candy for the 4th of July 07/07/19 Craft supplies & senior snacks 07/07/19 Senior games 06/24/19 Crafts-Rubber bands 06/08/19 Snacks & crafts 06/08/19 Pots for 1st craft 06/08/19 Coffee Cups 1st day Summer cam 06/08/19 Paint, brushes, stickers 06/16/19 Games & Snacks for Game day 06/30/19 4th of July craft day 06/30/19 4th of July craft day 06/30/19 Candy for parade	697.04 317.37* 66.56* 4.39* 8.65* 43.49* 11.16* 10.78* 25.99* 110.79* 30.74* 21.64* 45.48*		SUMREC	1000 460449	220	101000
45876	999999 ABIGAIL ARREDONDO 07/08/19 Refund Clean Dep. 7/7/19 Pov	350.00 350.00		POVAH	2210 214001		101000
45877	3225 Instrument & Supply West, Inc. 0004345 06/30/19 Algae Control equipment	28,725.00 28,725.00		SEWER	5320 430640	934	101000
45878	2264 MORNING GLORY COFFEE & TEA 825644 06/29/19 Coffee for Dispatch	32.50 32.50		DISPAT	1000 420160	220	101000
45879	2357 US Bank 06/28/19 Town Hall Construct. Loan 06/28/19 Town Hall Construct. Loan	72,109.10 58,445.00 13,664.10		TWNHLL	2100 490200	610 620	101000 101000
45880	2689 Stillwater County Sheriff's 07/09/19 Daniel Palmer TK-110-2018-273	221.75 221.75		COURT	1000 410360	394	101000

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45882	2937 CINTAS First Aid & Safety 5013927290 06/06/19	176.85 176.85		STREET	1000 430200	220	101000
45883	1517 CDW Government, Inc. RNW1068 03/21/19 Library-Computer repair kits RWV7075 04/16/19 Library-credit display port	52.66 91.44 -38.78		LIBRY LIBRY	2220 460100 2220 460100	216 216	101000 101000
45885	2635 Jake's Automotive and Tire 22064 07/10/19 Dump Truck-new tires 21965 06/24/19 Trailer	2,221.65 2,119.26 102.39		STREET STREET	1000 430200 1000 430200	361 361	101000 101000
45886	3179 Yellowstone Point S 0010889 06/12/19 Flat tire repair	20.00 20.00		STREET	1000 430200	361	101000
45887	135 Food Roundup 01-782191 06/03/19 Summer Rec Supplies 02-802495 06/04/19 Police Jail supplies 01-785311 06/06/19 Town Clean up supplies 02-810203 06/12/19 Summer Rec Supplies 02-463013 06/17/19 Summer Rec Supplies-Scissor 06/30/19 Gift Certificate	271.20 22.58* 8.38 56.87 110.13* 23.24* 50.00		SUMREC POLICE LEGISL SUMREC SUMREC LEGISL	1000 460449 1000 420230 1000 410100 1000 460449 1000 460449 1000 410100	220 220 220 220 220 220	101000 101000 101000 101000 101000 101000
45888	40 Jerry's Enterprises 06/05/19 Diesel 8.907gal - KC 06/10/19 Mower - 7.995gal - Declan 06/10/19 F-250 - 26.094gal - Declan 06/12/19 Mower - 10.136gal-Declan 06/12/19 Mower/weed eater-16.505galDecl 06/14/19 F-250-20.063gal - Jackson 06/17/19 Mower-10.517gal -Declan 06/20/19 Mower-9.329gal - Declan 06/20/19 F-250-25.619gal-Jackson 06/25/19 Weed eater-2.8gal-Jackson 06/27/19 Mower/weedeater-13.254gal Dec 06/28/19 Credit memo	454.19 29.56 24.38 79.56 30.90 50.32 61.17 32.07 28.44 78.11 8.54 40.41 -9.27		STREET PARKS STREET PARKS PARKS STREET PARKS PARKS STREET PARKS PARKS PARKS	1000 430200 1000 430200	231 231 231 231 231 231 231 231 231 231 231 231 231	101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000
45889	999999 BRIAN MAEHRER 07/02/19 Moving Expenses	782.28 782.28		ADMIN	1000 410210	870	101000

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45890	153 IIMC 06/24/19 Membership renewal - Roos	170.00 170.00		ADMIN	1000 410210	335	101000
45892	3085 Buffalo Services, LLC 62019 07/08/19 Water system Operation support 62019 07/08/19 sewer system operation support	3,000.00 1,500.00 1,500.00		WATER SEWER	5210 430500 5310 430600	354 354	101000 101000
45893	3050 SCS Unlimited Inc. 156649b 05/31/19 Music in the Park Banner	828.00 828.00		ADMIN	1000 410210	870	101000
45894	1864 Loomis Family Limited 1015820 05/31/19 Diesel - KC 1016168 06/03/19 Unleaded 8.8780 gal-Declan 1016172 06/03/19 Unleaded 9.8396 gal-Declan	78.68 21.61 27.07 30.00		STREET STREET STREET	1000 430200 1000 430200 1000 430200	231 231 231	101000 101000 101000
45895	2099 Quick Print of West Yellowstone 7089 06/05/19 Northwest Pipe fittings 7111 06/06/19 Marcom Laboratory - shipping 7156 06/11/19 Marcom Laboratory - shipping 7160 06/11/19 Marcom Laboratory - shipping 7234 06/17/19 Marcom Laboratory - shipping	134.35 14.49 32.49 30.65 26.84 29.88		WATER WATER SEWER WATER WATER	5210 430550 5210 430500 5310 430600 5210 430500 5210 430500	357 357 357 357 357	101000 101000 101000 101000 101000
45896	2099 Quick Print of West Yellowstone 11971 06/17/19 Banners for Music in the Park 11938 06/12/19 no parking signs 12063 06/28/19 lamination - streets 11896 06/06/19 Sm Gov. Board Handbook x 10 12052 06/27/19 Leave request slips 11975 06/17/19 laminate sheets 11942 06/13/19 Open signs 12046 06/26/19 paint pen	792.72 215.00 117.45 2.00 122.40 230.00 84.80* 15.08 5.99		PARKS PARKS STREET BUILD FINADM REC LIBES LIBES	1000 460430 1000 460430 1000 430200 1000 420531 1000 410510 1000 460449 2220 460100 2220 460100	220 220 220 220 220 220 220 220	101000 101000 101000 101000 101000 101000 101000 101000
45897	2821 Teton Turf & Tree Farm 19-1708 06/25/19 4 Quaking Aspen 19-1708 06/25/19 4 Canada Red Choke Cherry	1,000.00 500.00 500.00		PARKS PARKS	1000 460430 1000 460430	221 221	101000 101000
45898	2853 Two Seasons Recycling 2019520 06/30/19 monthly recycling fees	500.00 500.00		PARKS	1000 460430	534	101000



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	07/04/19	Amazon, lib supplies		36.87		LIB	2220 460100	220	101000
	06/14/19	Amazon, return router		-59.99		LIB	2220 460100	220	101000
45904		2189 Custom Logo		671.37					
	17957 06/18/19	Uniforms for Police Dept.		671.37		DSPTCH	1000 420160	226	101000
45905		1446 Yellowstone Historic Center		600.00					
	07/11/19	Annual Heritage Dinner 7/20/19		600.00		ADMIN	1000 410210	327	101000
45906		3101 Advanced Pump & Equipment		1,678.89					
	9093 07/02/19	Chlorination System Repair		1,678.89		WATER	5210 430550	357	101000
45907		1089 Gallatin County Treasurer		1,497.00					
	June 2019 06/30/19	Tech surcharge		490.00		COURT	7458 212200		101000
	June 2019 06/30/19	MLEA		570.00		COURT	7467 212200		101000
	June 2019 06/30/19	Public Defender		0.00		COURT	7468 212200		101000
	June 2019 06/30/19	Victims Assistance		437.00		COURT	7699 212200		101000
45908	E	2673 First Bankcard		1,010.36					
	061919-02 06/19/19	JL Minneapolis, bus ticket		229.00		HELP	7010 450135	370	101000
	06/21/19	Gravity Factory, sum rec		430.36		SUMREC	1000 460449	871	101000
	07/02/19	Rexburg Rapids, sum rec		351.00			1000 460449	871	101000
45909		1311 Teton Communications		512.00					
	12905 06/17/19	Replacement batteries -Radios		512.00		POLICE	1000 420100	362	101000
45910	E	2673 First Bankcard		2,166.77					
	06/03/19	Amazon		77.99		STREET	1000 430200	220	101000
	06/11/19	Amazon		149.99		STREET	1000 430200	220	101000
	06/17/19	SafetySign		370.91		STREET	1000 430200	220	101000
	06/20/19	Lowe's		549.00		STREET	1000 430200	220	101000
	06/24/19	Home Depot		377.00		STREET	1000 430200	220	101000
	06/28/19	Amazon		641.88		STREET	1000 430200	220	101000
45911	E	2673 First Bankcard		1,031.62					
	06/03/19	Amazon		27.98		POLICE	1000 420100	220	101000
	06/25/19	EB IGO Leadership		397.96		POLICE	1000 420100	220	101000
	06/25/19	Police Tech		595.00		POLICE	1000 420100	220	101000
	06/27/19	Arby's, Helena		10.68		POLICE	1000 420100	370	101000

07/12/19  
16:11:26

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 7/19

Page: 9 of 10  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45912		2652 Center for Education & 07242293 06/11/19 Renewal Dskbk of Pub emp law		124.95 124.95					
						POLICE	1000 420100	220	101000
45913		851 Northern Energy 3092364857 05/15/19 Appliance Connect/parts 3092432421 05/17/19 Propane		949.26 890.00 59.26*					
						911	2850 420750	945	101000
						911	2850 420750	344	101000
45914		2140 MMIA MONTANA 07/09/19 deductible recover, K. Brandis		691.50 691.50					
						INS	1000 510330	513	101000
45915		375 Black Mountain 24569 07/01/19 Sewer software 24569 07/01/19 Water Software 24569 07/01/19 Acctng Software 24569 07/01/19 Cemetary software 24569 07/01/19 Cemetary software		18,206.00 1,417.00 1,648.00 12,805.00 1,329.00 1,007.00					
						SEWER	5310 430670	355	101000
						WATER	5210 430570	355	101000
						FINANC	1000 410510	356	101000
						CEM	2240 430900	355	101000
						CEM	2100 410540	355	101000
45916		2898 TransUnion Risk and Alternative 07/01/19 Background Check		79.50 79.50					
						POLICE	1000 420100	398	101000
45917		1763 Madison Motel & Hotel 070119-02 07/01/19 Help Fund Room		55.78 55.78					
						HELP	7010 450135	370	101000
45918		2739 Bear Saver 7452 07/10/19 (6) bear proof trash cans		6,860.00 6,860.00					
						PARKS	1000 460430	365	101000
45919		3061 Pathway AV Integration ToWYServ 07/12/19 Tech support, recording syst		90.00 90.00					
						COURT	1000 410360	363	101000
# of Claims			63	Total: 292,220.33					
Total Electronic Claims			11,046.59	Total Non-Electronic Claims	281173.74				



WEST YELLOWSTONE TOWN COUNCIL  
Town Council Work Session & Meeting  
July 2, 2019

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

OTHERS PRESENT: Town Manager Daniel Sabolsky, Public Services Superintendent James Patterson, Finance Director Lanie Gospodarek, Chief of Police Scott Newell, Ben Westphal and Kaitlin Johnson, Travis Watt, Brenda & Zach Martin, Greg Johnson, Bob Patzke, Randy Wakefield, John Stallings

The meeting is called to order by Mayor Brad Schmier 7:00 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**

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Mayor Schmier calls the meeting to order, the topic of discussion for the work session is the Capital Improvement Plan/Capital Funds for the FY 2020 Budget. Finance Director Lanie Gospodarek calls attention to the Cash Reserve Worksheet. She explains that at this time, with everything in the budget, they are over budget by nearly \$600,000 so they need to decide which projects they want to fund this year and what needs to be pushed back. Sabolsky adds that they have several "set asides" in the budget where they have put money aside to fund bigger projects. He says that they have set aside nearly \$1 million for the streets, but they may opt to pay for the street project through the potential 1% infrastructure tax increase. Gospodarek presents the Capital Improvement Plan, which lists the proposed projects, and briefly explains how to understand the table. Projects planned for FY 2020 include finishing the ADA Accessibility ramps and sidewalk maintenance for \$80,000, setting aside \$125,000 to re-pave the streets, \$40,000 to surface the Frontier Trail, and \$100,000 for a streetlight project. They have also budgeted to set aside \$100,000 to improve the sewer line in the old town and \$300,000 for sewer infrastructure in the 80 acres. They set aside \$30,000 for the lighted trail from Grizzly Avenue to Yellowstone Avenue. The budget will include a current allocation of \$101,615 for the projects in the Historic District. Projects scheduled in the Historic District for this year include improvements to the roof at the UPDL, \$65,000 for the parking lot at the clinic, \$6000 for a dishwasher in the UPDL. Schmier says they should discuss the lighted trail from Grizzly Park to Yellowstone Avenue, and says they talked about doing that trail at the same time as the casting pond project. The Council briefly discusses the proposal and notes that they have been talking about this project for several years, and this is something that would benefit the businesses on Yellowstone. The volleyball court is scheduled for this year for \$5000. Also included in the budget is four additional light poles at Pioneer Park. Johnson points out that the light poles (\$31,160), and then the expanded concrete for the ice rink (\$35,000), and boards for existing ice rink (\$37,500) are all really the same project and should be budgeted and bid as one project. The next projects on the list includes replacing the 2008 Ford ¾ ton pickup for \$55,000 and improvements to Pioneer Park. They have also budgeted \$15,800 to complete engineering for paving of one interior park. They briefly discuss improvements to the Povah Center, which will primarily be funded from a donation. Sabolsky explains that the concrete expansion of the ice rink also includes more basketball courts and a skating rink. Newell explains that in order for the radio system to work with Gallatin County's system, they are setting aside funds to pay for a dual band radio system. The casting pond repairs and irrigation system for Pioneer Park are budgeted. They will also finish the upgrade of the police/dispatch center and remodel portions of the Town Hall for the Executive Assistant position. They have budgeted for two air pumps for the sewer lagoon and the balance of the short-term sewer project which is already underway. They have budgeted \$55,000 for a passenger van for the Summer Recreation Vehicle. Johnson asks questions about the liability concerns and transporting kids. Sabolsky says he will check with the insurance company on that issue. The plan also includes a new plow attachment for the loader for \$23,500 as well as a new police vehicle to replace the 2011 Ford Expedition. They discuss improvements at Dunbar Park for \$12,500, including improving the irrigation system.

\$75,000 is budgeted for a restroom at the tennis courts with a drinking fountain. Based on the review by Fall River, they have budgeted \$140,000 to replace the lighting in the Town buildings with more energy efficient lighting. The next item is a discussion of the air conditioners/heaters for the dispatch area, squad room, and museum. Johnson says that the purchase orders for these projects are on the agenda tonight and were not budgeted previously. Newell explains that they must replace the unit in the server room as soon as possible. They have also budgeted for a police generator building structure cover for \$6000. The last item for FY 2020 is the ice rink boards for the existing surface. In the interest of time, Mayor Schmier encourages the staff to review the entire plan and prioritize. They need to cut or delay the budget by at least \$591,000 prior to adopting the budget. Sabolsky says that the staff will meet and make recommendations as to how to accomplish that and send that to the Council by the end of the week.

7:03 PM – The work session is adjourned, regular Town Council meeting convenes at 7:10 PM.

### **ACTION TAKEN**

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- 1) Motion carried to approve Purchase Order #6813 and #6814 to Ambient Air Solution to install climate control issues in the police station for \$9750.00 and the server building at the police department for \$8875.00 for a total of \$18,625.00. (Forsythe, Martineau)  
Johnson is opposed, motion passes.
- 2) Motion carried to approve Purchase Order #6815 to Ambient Air Solutions to replace existing heaters in the Museum building for \$12,250.00. (Martineau, Forsythe)
- 3) Motion carried to approve the claims, which total \$272,354.21. (Martineau, Forsythe)
- 4) Motion carried to approve the minutes of the June 18, 2019 Town Council Meeting and the June 25, 2019 Town Council Work Session. (Johnson, Martineau)
- 5) Motion carried to table the business license application for Sweet Home Montana. (Forsythe, Martineau)
- 6) Motion carried to approve the Outside Amplification Permit for the 6<sup>th</sup> Annual Montana POW/MIA Awareness Association Event on August 17, 2019 between the hours of 3:30 PM and 5:30 PM. (Johnson, Martineau)
- 7) Motion carried to deny the request to waive the resort tax bond for the Closing Ceremony for the 6<sup>th</sup> Annual Montana POW/MIA Awareness event. (Forsythe, Johnson)
- 8) Motion carried to appoint Rob Klatt to the Planning Board for a two-year term. (Forsythe, Martineau)
- 9) Motion carried to approve Resolution NO. 732, to include language to share the cost of the postage with Gallatin County. (Johnson, Martineau) Forsythe is opposed.
- 10) Motion carried to approve Ordinance No. 269 on the 2<sup>nd</sup> reading. (Martineau, Forsythe)  
Johnson is opposed.
- 11) Motion to accept the proposal from the Taylor Luther Group for Resort Tax Election Services. (Martineau, Forsythe) Forsythe, Johnson, and Schmier are opposed, motion fails.

### **Public Comment Period**

Fire Chief Shane Grube updates the Council on his efforts to obtain funding from federal sources, based on the fact that 22% of their calls are on National Forest or National Park lands. He has applied for PILT (Payments in lieu of taxes) money to support the fire and ambulance service. He was ultimately turned down by Gallatin County and he now intends to approach the federal government directly. He emphasizes that over \$700,000 in PILT money was generated in the area served by the Hebgen Basin Fire District, but none of that money is spent in this area.

John Stallings addresses the Council regarding the current fireworks ordinance. He requests that the Council review the ordinance and consider limiting the discharge of fireworks to just one night.

### **Council Comments**

Council Member Johnson reports that Phil White fell and broke his hip, the surgery went well, and his is now in Ennis in rehab. Council Member Forsythe says that last week, National Geographic was in town filming the Yellowstone Live production for the second year. Apparently, the program was the most watched program on their network in the world last year. Forsythe says he would also like to comment on the letter that was introduced at the previous meeting regarding the Town Manager and other employees. He says that Facebook can be very vicious and he does not think it is appropriate to post such a thing on social media. He says that the letter was completely out of line, he wishes the author had the guts to say those things out loud and not hide behind a fake name. Forsythe says that he doesn't always agree with Sabolsky, but he did not deserve the treatment he received in that letter. Sabolsky has been instrumental in building the Little Rangers Learning Center, working with the West Yellowstone Foundation, and passing ordinances. Forsythe says that in the last six years that he has been on the Council, he says they have accomplished more than has been done since the resort tax was passed. He says a lot of the progress has been instigated by Sabolsky. He says that just one year ago, they were being told that the sewer lagoon was fine. If Sabolsky and Forsgren hadn't stepped in, Montana DEQ may have completely shut us down. He says that the allegations in the letter were inappropriate and he apologizes to Sabolsky, his family, as well as the Johnson family for what was said. Martineau agrees with Forsythe's comments and thanks him for speaking up. Martineau says that Sabolsky and the Town Council were also chastised last week for not attending a ceremony designating Highway 20 as part of the Veteran's Memorial highway, but no one knew about the ceremony. Schmier thanks the Council for their comments and says that they have been advised not to get involved with the banter on these issues, especially online, but disagrees with the approach that was used. Schmier says that he has concerns about plans that have been made by the Parks & Recreation Board for the use and development of Pioneer Park without consulting with two major users of the park. He says that the Music in the Park group as well as Rod Run have been major users of the park for years and he is disturbed to hear that plans have been made without consulting these groups.

- A) **Town Manager/Department Head Reports:** Town Manager Dan Sabolsky reports on attending multiple meetings last week regarding the Yellowstone National Park Westgate Project. He reports that the Northern Rocky Mountain Economic Development Group has been working on possible solutions to the recent discontinuation of the West Yellowstone Star newspaper. He says they hope to announce a solution by the end of the week. Sabolsky reports that they been working with Terry Oksa and Ventures West on issues involving Montana DEQ. The casting pond support group has been working on raising money for the project as well as design for a fence to protect the pond. He reports on the plan to improve and implement crosswalks on Highway 20 in conjunction with the State of Montana. The evaporators and algae eaters at the sewer lagoon have been installed and are working. They are still working out some issues but anticipate submitting their first report to DEQ next week to report on the progress they have made. He thanks Forsgren & Associates for their dedication to the project. They recently hired Milan Ivanic and Cade Mordaunt to the Public Services Department and Dianna Hansen as the Social Services Assistant. They have made an offer of employment to a dispatcher, pending the passage of a psych evaluation.

Chief of **Police** Scott Newell reports that the police department is fielding multiple calls about fireworks this week. He says that he was also approached by a citizen that suggested holding businesses accountable for litter and trash disposal.

**Public Services** Superintendent James Patterson reports that they replaced all the trees on Canyon Street that were damaged during the winter. He says Dust Busters put magnesium chloride down today in Parkways A & B and various other areas in town to control dust. They will return July 16 to complete Parkways C & D. Johnson says he noted that they are storing abandoned vehicles at the sewer lagoon and says the airport has had issues with that in the past.

- B) **Water & Sewer System Updates:** Town Engineer Dave Noel reports that the short-term upgrades to the sewer system that were recently installed are making significant improvements to the lagoon. He says they have significantly less algae loading, almost no daphnia loading, and the equipment appears to be operating smoothly. Forsythe asks for clarification about how the evaporators shoot the droplets back over the ponds. Noel explains that is exactly what they do and that the equipment evaporates 40%-60% of the droplets and the rest is thrust back into the ponds. He also explains that the droplets are very small and even with significant winds, do not blow more than 20 feet per 1 mile per hour of wind. He says that if conditions are such that there is more wind speed or in the wrong direction, the equipment will shut down. Noel says that the system is pushing close to 600,000 gallons of wastewater right now and anticipate 650,000 by the weekend. The evaporators are processing 80,000 to 100,000 gallons per day, and they currently only have three of the four units operating. Noel says that most of the “aroma” right now is coming from cell 2. He says they had some significant buildup in the cell from the winter, but they have been able to reduce the buildup by about half over the last couple weeks. He says that they are making progress on that matter and it will get better.

Noel reports that they have worked through the zoning permits for new connections to the system. He says that they are getting close to running out of sewer capacity. He says that the current ordinance does not accurately calculate the use by businesses, which is why they are running out of capacity so quickly.

Noel says that they are working on the completion schedule for the new water well. He says that he has been in contact with Montana DEQ and the contractor. Noel says that he is reviewing the plans for the well and moving forward. He says there are some things that don't appear to be correct, but the project isn't finished and he is just trying to work through those issues. Noel says that they conducted some flow testing today from fire hydrants and will work on water modeling in the next week and verifying calibration. Johnson asks if they have determined what size line is between Alley D and the Madison Addition. Noel says they need to cut open a pothole to determine that as they don't have plans that indicate it is anything other than a 6" line.

- 11) The Council discusses the proposal from the Taylor Luther Group PLLC to provide Resort Tax Election Services in regards to putting the 3% resort tax as well as the 1% infrastructure option on the ballot this fall. The proposal will provide assistance drafting the ballot language, confirmation of election procedures, and planning to run the public relations part of the campaign. Forsythe suggests putting this item on a special meeting next week to discuss further and get feedback from the Town attorney.

The meeting is adjourned. (9:15 PM)

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Mayor

ATTEST:

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Town Clerk

TOWN OF WEST YELLOWSTONE  
**Town Council Special Meeting**  
**July 9, 2019**

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

OTHERS PRESENT: Town Manager Daniel Sabolsky

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

**Public Comment Period**

Bob Patzke comments that regarding the proposal from the Taylor Luther Group, they are comparing professionals to people who do not specialize in this subject. He points out that it will take very little time to recoup the cost of the proposal through the 1%.

**Council Comments**

Chris Burke apologizes for missing the last meeting and explains that his mother-in-law, who lives with them, has been diagnosed with kidney failure. He says they are facing a lot of challenges right now and appreciates the understanding and patience from the Council while they deal with her condition.

**ACTION TAKEN**

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- 1) Motion carried to authorize the Town Manager to enter into a contract with the Taylor Luther Group for resort tax election services, not to exceed \$20,000. (Martineau, Forsythe)

**DISCUSSION**

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- 1) Mayor Schmier calls the meeting to order and explains that their purpose tonight is to discuss the proposal from the Taylor Luther Group to provide resort tax services pertaining to the renewal and increase of the resort tax. The Council discusses the proposal, which totals \$25,000, to prepare the ballot issue and public education. Johnson comments that their regular attorney, Jane Mersen, indicated that she could provide the service they need. Martineau agrees but points out that she said it may not save them any money to have her do it. The Council discusses whether they have even agreed on what projects need to be funded through the 1% option. They discuss rebuilding the streets, a wastewater treatment plant, and medical facility funding and historical preservation funding. They debate how specific the ballot language needs to be and what projects should be included. The Council discusses the proposal from the Taylor Luther Group and whether the services should require this amount of funding. They also question the \$5000 bonus at the end of the process, which is based on whether the resort tax options pass. They discuss the process of putting the renewal of the tax on the ballot as well as the 1% increase.

The Council prepares a list of questions and then calls Jessie Luther of the Taylor Luther Group. Luther joins the meeting by speakerphone. The first questions pertain to how will they reach the public about the resort tax matter considering that they no longer have a local newspaper. Luther responds that there are several other approaches including direct mail postcards, social media, public meetings or town hall events. The Council asks if the Taylor Luther Group has ever run a resort tax campaign. Luther answers that they have not, noting that Mona Jamison was considered the resort tax expert in the state and she retired last year. Sabolsky asks about the specificity of the ballot language for the 1%. She says that the ballot language has to be specific enough to address the projects individually, that they can't drag it out for sixty years for the same project. She explains that the legislation requires that a tangible asset be identified so the funding isn't spent on operations and maintenance. Forsythe asks who is responsible for supervising this process. Luther explains that there really isn't a supervisor, but Montana Code sets the guidelines and the Gallatin County Election Office will review all the ballot language. Luther explains that the first step in the process is to analyze the process and present a

plan to the Council. Luther says that she doesn't recommend identifying the cost of each project in the resolution so they don't get caught short. The group discusses the conditions of the legislation and the best approach for the election. Johnson asks if there are any time limits in the legislation. Luther answers that there are not, but they need to be careful to not limit themselves in the resolution. Sabolsky adds that there may be conditions as to how soon they have to bond for the projects. Sabolsky says that the Council has concerns about the structure of their proposal and says that they are more comfortable with a flat fee. Luther agrees and says that they typically charge \$300/hour, but considering the size of West Yellowstone and the fact that they are a public entity, they reduced it to \$250/hour. She says they estimated this project will take 100 hours and that is how they came up with a total of \$25,000. She then says that they can break down the project to an hourly rate not to exceed \$20,000. The Council agrees to that suggestion and ask Luther to send the contract as soon as possible.

The meeting is adjourned, 7:20 PM.

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Mayor

ATTEST:

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Town Clerk

# Board of Appeals

Board is established in the WYMC 15.04.110. Most recent records we can find are from 1990. Members included Chipper Smith, John Nash, Gary Schoer, Gordie Peterson, Kevin O'Boyle, Tim Daley, and Don Buettner as Secretary and Building Official. We can find no official record of appointments or establishment of terms.

## **15.04.110 Board of appeals.**

In order to determine the suitability of alternate materials and methods of construction and to provide for reasonable interpretations of the provisions of this code, there shall be and is created a board of appeals, consisting of five members who are qualified by experience and training to pass upon matters pertaining to building construction. The building official shall be an ex officio member and shall act as secretary of the board. The board of appeals shall be appointed by the town council and shall hold office at its pleasure. The board shall adopt reasonable rules and regulations for conducting its investigations and shall render all decisions and findings in writing to the building official with a duplicate copy to the appellant and may recommend to the town council such new legislation as is consistent with this chapter. (Ord. 123 §9, 1987)