

Town of West Yellowstone

Tuesday, November 5, 2019

West Yellowstone Town Hall, 440 Yellowstone Avenue

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Purchase Orders ∞ #6849 to RDO Equipment, snow pushers for loader and backhoe, \$13,990.00
#6850 to Edstrom Construction, replace gaskets at treatment plant, \$4396.00

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of the October 22, 2019 Town Council Meeting** ∞

Business License Applications

Advisory Board Report(s)

Town Manager & Department Head Reports

Comment Period

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

NEW BUSINESS

Povah Community Center Rental Agreement	Discussion/Action ∞
WY TBID letter, possible 1% resort tax increase, implementation period	Discussion ∞
Sidewalk Clearing and Winter Visitor letters	Discussion ∞
Water & Wastewater Superintendent Appointment	Discussion/Action
Staff Compensation, Employee Bonuses (Executive Session if requested, action will be taken in open session)	Discussion/Action
Correspondence/Meeting Reminders/FYI	

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 during the decision-making process for 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.

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P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date *10-31-19*

Ship Via

Order No. *006849*

Department

Public Services

TO: *RDO Equipment*

ADDRESS: *257 Laura Louise Lane*

Bozeman, MT 59715

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
<i>2</i>	<i>Snow push for 936 Loader</i>
	<i>310 Backhoe</i>

Authorized By

DAM

Estimated Cost \$

13,990.⁰⁰

Requested By:

[Red Signature]

VENDOR COPY - White OFFICE COPY - Canary



JOHN DEERE

Retail Purchase Order

RDO Equipment Co.
257 Laura Louise Lane
Bozeman MT , 59715
Phone: (406) 551-2141 - Fax: (406) 551-2147

Bill To:
TOWN OF WEST YELLOWSTONE
PO BOX 579
WEST YELLOWSTONE, MT, 59758
GALLATIN ()
(406) 646-7609

Purchase Order Date: 10/30/2019
Purchase Order #: 1254825
Purchaser Account #: 9074003
Customer Sales Tax Exempt #: None

Customer Purchaser Type: Governmental - City/Town/Village
Customer Market Use: Other - Light Duty Main
Location of First Working Use: WEST YELLOWSTONE, MT, 59758
Dealer Account Number: 178728
Sales Professional: Kipp Proctor
Phone: (406) 551-2141
Fax: (406) 551-2147
Email: KProctor@rdoequipment.com

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	HDR007 X839806	0	New 2018 ARCTIC SNOW PUSHERS HDR12 Freight in Freight	\$6,990.00 \$2,000.00
1	TBD TBD	0	Attachment - New 2019 ARCTIC SNOW PUSHERS BALDERSON LOADER COUPLER PLATE 90174 BALDERSON LOADER COUPLER PLATE	
1	LDR0024 X839812	0	New 2018 ARCTIC SNOW PUSHERS LDR10	\$5,000.00
1	TBD TBD	0	Attachment - New 2019 ARCTIC SNOW PUSHERS 310SJ COUPLER PLATE 90075 310SJ Coupler Plate	
Equipment Subtotal:				\$13,990.00

Purchase Order Totals

Balance:	\$13,990.00
Tax Rate 3: (MTST 0%)	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$13,990.00
Cash with Order:	\$0.00
Balance Due:	\$13,990.00

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE
MONTANA

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

info@townofwestyellowstone.com

PURCHASE ORDER

Date 10/31/2019

Ship Via

Order No. 006850

Department Waste Water Project upgrades

TO: Edstrom Construction

ADDRESS: 1305 South 12th West
Rexburg Idaho

208-356-3577

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Rebuild 14" Air Line to Complete Mix System
	at waste water Treatment System
	All New Gaskets & Couplers

Authorized By

Estimated Cost \$

4396⁰⁰

Requested By:

VENDOR COPY - White OFFICE COPY - Canary

 Edstrom Construction, Inc
 1305 S. 12th West
 Rexburg, ID 83440

INVOICE

Invoice Date	Customer ID	Invoice ID
10-31-2019	WESYEL	106912
Draw ID	Work Order	Ship Date
5		

To:
 TOWN OF WEST YELLOWSTONE
 400 YELLOWSTONE AVE.
 WEST YELLOWSTONE, MT 59758

Job Location:
 PO - Wateswater Upgrades

Ship Via
 FedEx

Item	Description	Units	Unit of Measure	Unit Price	Amount
1	Replace 6" Valves on Airlines at WWTP	6.00	EA	1,964.00	11,784.00 ✓
2	Additional Work to Airline Replacing Gaskets at WWTP	1.00	LS	4,396.00	4,396.00

DAM



Comes out of \$547,000
 Integrity and Excellence Since 1975 *Approved by Council.*

We accept Check or Cash
Credit Cards with an additional 3% added to total

DATE DUE: 10-31-2019

Amount Billed	\$16,180.00
Total Tax	
Retainage Held	
Amount Due	\$16,180.00

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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 11/19

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* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj		Account	
46274	3 US Postmaster		0.00						
	11/05/19 water billing Oct 2019	83.83		WATER	5210 430570	311		101000	
	11/05/19 sewer billing Oct 2019	83.82		SEWER	5310 430670	311		101000	
	10/07/19 bulk permit credit	-167.65			1000 410510	311		101000	
CI	13								
46279	42 Fall River Electric		10,452.80						
	10/21/19 PARK, old firehouse 2901001 e	94.72		PARK	1000 411253	341		101000	
	10/21/19 povah comm ctr 4212001	252.73		POVAH	1000 411255	341		101000	
	10/21/19 unmetered lights 4212004	1,451.25		STLITE	1000 430263	341		101000	
	10/21/19 RR Well 4212005 elec serv	204.03		WATER	5210 430500	341		101000	
	10/21/19 SEWER LIFT STATION 4212006	359.07		SEWER	5310 430600	341		101000	
	10/21/19 SEWER PLANT 4212007 elec ser	1,467.51		SEWER	5310 430600	341		101000	
	10/21/19 POLICE 4212008 elec service	261.77		POLICE	1000 411258	341		101000	
	10/21/19 Town Hall 4212009	418.93		TWNHAL	1000 411250	341		101000	
	10/21/19 Ice Rink 421010	38.12		PARKS	1000 411253	341		101000	
	10/21/19 Well S Iris St 4212013	61.40		WATER	5210 430500	341		101000	
	10/21/19 MAD SEWER LIFT 4212014 elec	126.16		SEWER	5310 430600	341		101000	
	10/21/19 Hayden/Grouse Well 4212015	40.45		WATER	5210 430500	341		101000	
	10/21/19 MADADD H20 Tower 4212017	51.86		WATER	5210 430500	341		101000	
	10/21/19 shop 4212018 elec service	165.98		STREET	1000 430200	341		101000	
	10/21/19 ANIMAL 4212029 elec serv	110.36		ANIMAL	1000 440600	341		101000	
	10/21/19 CLORINATOR 4212030 elec serv	67.81		WATER	5210 430500	341		101000	
	10/21/19 Electric Well 4212031	40.39		WATER	5210 430500	341		101000	
	10/21/19 PARK 4212032 Elec ser	203.72		PARK	1000 411253	341		101000	
	10/21/19 UPDH 4212041 elec service	1,194.58		UPDH	1000 411252	341		101000	
	10/21/19 SEWER TREAT SERV 4212046 ele	3,701.48		SEWER	5310 430600	341		101000	
	10/21/19 library 23 dunraven 4212054	140.48		LIBRY	1000 411259	341		101000	
46281	2813 Century Link		1,535.40						
	10/19/19 Police 646-7600	322.51		POLICE	1000 420160	345		101000	
	10/19/19 E911 Viper 646-5170	104.24		E911	2850 420750	345		101000	
	10/19/19 E911 255-9710	1,000.66		E911	2850 420750	345		101000	
	10/19/19 E911 255-9712	24.51		E911	2850 420750	345		101000	
	10/19/19 Alarm Lines, 646-5185	83.48		TWNHAL	1000 411250	345		101000	
46288	1514 Verizon Wireless		957.27						
	20 Smartphones								
	1 regular phone1								
5 laptops									
	9840535651 10/20/19 640-0108, Police	26.34		POLICE	1000 420100	345		101000	
	9840535650 10/20/19 640-0121 Laptop	40.01		STREET	1000 420100	345		101000	
	9840535651 10/20/19 640-0141 Street SP	26.34		STREET	1000 430200	345		101000	
	9840535651 10/20/19 640-0159 Street SP	26.34		STREET	1000 430200	345		101000	

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TOWN OF WEST YELLOWSTONE
Claim Approval List
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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	9840535651	10/20/19	640-1103, Operator SP	26.34		STREET	1000 430200	345	101000
	9840535651	10/20/19	640-1438, SS Director	26.35		SOCSER	1000 450135	345	101000
	9840535651	10/20/19	640-1460, Library Dir, SP	26.34		LIBRAR	2220 460100	345	101000
	9840535651	10/20/19	640-1461, Street, SP	26.34		WATER	5210 430500	345	101000
	9840535651	10/20/19	640-1462, Operator, SP	26.34		WATER	5210 430500	345	101000
	9840535651	10/20/19	640-1463, Deputy PSS, SP	99.94		SEWER	5310 430600	345	101000
	9840535651	10/20/19	640-1472, Ops Mgr, SP	26.34		ADMIN	1000 410210	345	101000
	9840535651	10/20/19	640-1676, Rec Coord, SP	112.82		REC	1000 460440	345	101000
	9840535651	10/20/19	640-1754, COP, SP	27.38		POLICE	1000 420100	345	101000
	9840535651	10/20/19	640-1755, Police	26.34		POLICE	1000 420100	345	101000
	9840535651	10/20/19	640-1756, Police	26.34		POLICE	1000 420100	345	101000
	9840535651	10/20/19	640-1757, Police	26.34		POLICE	1000 420100	345	101000
	9840535651	10/20/19	640-1758, Police, SP	26.34		POLICE	1000 420100	345	101000
	9840535651	10/20/19	640-1759, Police	26.34		POLICE	1000 420100	345	101000
	9840535651	10/20/19	640-7547, Street SP	47.81		PARKS	1000 460430	345	101000
	9840535651	10/20/19	640-9074, PSS, SP	26.35		SEWER	5310 430600	345	101000
	9840535650	10/20/19	683 laptop	40.01		POLICE	1000 420100	345	101000
	9840535650	10/20/19	COP laptop	40.01		POLICE	1000 420100	345	101000
	9840535650	10/20/19	686 laptop	40.01		POLICE	1000 420100	345	101000
	9840535650	10/20/19	681 laptop	40.01		POLICE	1000 420100	345	101000
	9840535651	10/20/19	640-2354 Exec Assist	26.34		ADMIN	1000 410210	345	101000
	9840535651	10/20/19	640-2629 City Judge	47.81		COURT	1000 410360	345	101000
46290		2852 Blackfoot Communications		1,985.89					
	10/15/19	646-5106, fax soc svc		40.53		SOCSRV	1000 450135	345	101000
	10/15/19	646-5119, police station		40.53		POLICE	1000 420160	345	101000
	10/15/19	646-5141, sewer plant alarm		40.53		SEWER	5310 430600	345	101000
	10/15/19	646-5185, town hall alarm		40.53		TWNHAL	1000 411250	345	101000
	10/15/19	646-7311, social services		46.27		SOCSRV	1000 450135	345	101000
	10/15/19	646-7481, povah elevator		40.53		POVAH	1000 411255	345	101000
	10/15/19	646-7511, town hall fax		40.53		TWNHAL	1000 411250	345	101000
	10/15/19	646-7609, public works		38.64		PUBSVC	1000 430200	345	101000
	10/15/19	646-7650, police station fax		40.53		POLICE	1000 420160	345	101000
	10/15/19	646-7715, povah center		31.85		POVAH	1000 411255	345	101000
	10/15/19	646-7795, town hall		223.66		TWNHAL	1000 411250	345	101000
	10/15/19	646-7845, court clerk		5.15		COURT	1000 410360	345	101000
	10/15/19	646-9017, library		41.85		LIBRAR	2220 460100	345	101000
	10/15/19	646-9027, sewer plant alarm		40.53		SEWER	5310 430600	345	101000
	10/15/19	ethernet, library		300.00		LIBRAR	2220 460100	345	101000
	10/15/19	ethernet, povah center		310.00		POVAH	1000 411255	345	101000
	10/15/19	ethernet, police station		350.00		POLICE	1000 411258	345	101000
	10/15/19	ethernet, town hall		272.00		TWNHAL	1000 411250	345	101000
	10/15/19	602-4909, town hall judge		11.48		COURT	1000 410360	345	101000
	10/15/19	late fee		30.75		TWNHAL	1000 411250	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
46291	73 Westmart Building Center	4,462.89					
	11/27/19 Street Buildings	0.00		BULDNG	1000 430200	366	101000
	11/27/19 Street Supplies	452.03		STREET	1000 430200	220	101000
	11/27/19 Stage Maint.	0.00		PARKS	1000 460430	369	101000
	11/27/19 Sewer Supplies	938.99		SEWER	5310 430600	220	101000
	11/27/19 Water Supplies	822.66		WATER	5210 430500	220	101000
	11/27/19 Police Building Supplies	0.00		POLICE	1000 411258	366	101000
	11/27/19 Police Supplies	0.00		POLICE	1000 420100	220	101000
	11/27/19 Court Supplies	0.00		COURT	1000 410360	220	101000
	11/27/19 UPDL	164.99		UPDL	1000 411252	220	101000
	11/27/19 Library Supplies	137.65*		LIBES	2220 460100	220	101000
	11/27/19 Town Hall Supplies	196.07		TWNHAL	1000 411250	366	101000
	11/27/19 Blding Dept. supplies	0.00		BLDINS	1000 420531	220	101000
	11/27/19 Povah Ctr. Suuplies	85.42		POVAH	1000 411255	220	101000
	11/27/19 Parks Grounds	0.00		PARKS	1000 460430	365	101000
	11/27/19 Parks Supplies	1,482.93		PARKS	1000 460430	220	101000
	11/27/19 Parks Sm. Equip.	0.00		PARKS	1000 460430	212	101000
	11/27/19 Parks Buildings	64.56*		PARKS	1000 460430	366	101000
	11/27/19 Cemetery Supplies	0.00		CEM	2240 430900	220	101000
	11/27/19 Clinic Supplies	0.00		CLINIC	1000 411251	366	101000
	11/27/19 Social Services Supplies	105.26		SOCSRV	1000 450135	220	101000
	11/27/19 Comm. Garden	0.00		CMGARD	2213 460000	220	101000
	11/27/19 Sum Rec Supplies	0.00*		SUMREC	1000 460449	220	101000
	11/27/19 Safety Supplies	0.00		SAFETY	1000 430200	229	101000
	11/27/19 Learning Ctr Supplies	12.33		SIEGEL	1000 411254	220	101000
	11/27/19 Recycling	0.00		PARKS	1000 460430	534	101000
	11/27/19 Waste Water Job 2	0.00		SEWER	5320 430640	934	101000
46293	999999 GREG DAILEY	100.00					
	7715-24 10/23/19 Tuned piano in Povah Center	100.00		POVAH	1000 411255	366	101000
46294	3004 Partsmaster	111.55					
	23475439 10/18/19 Drill bits, 6pt socket	111.55		ROADS	1000 430200	220	101000
46295	3241 Bridger Analytical Lab	280.00					
	1910397 10/25/19 water testing	280.00		WATER	5210 430500	357	101000
46296	2537 Balco Uniform Co., Inc.	425.00					
	55821-1 10/28/19 Leonel-Taser holster, duty be	93.00		POLICE	1000 420100	226	101000
	55658-2 10/28/19 Leonel-cuff case,jacket,shiel	182.00		POLICE	1000 420100	226	101000
	55497 09/19/19 Anthony - jacket	50.00		POLICE	1000 420100	226	101000
	55497 09/19/19 Neil - Jacket	50.00		POLICE	1000 420100	226	101000
	55497 09/19/19 Juan - Jacket	50.00		POLICE	1000 420100	226	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
46305		999999 SNOWY OWL PROPERTIES LLC 10/22/19 Driveway bond refund 510 Gall		350.00 350.00		REFUND	1000 214100		101000
46306		999999 BLUE HERON DESIGN BUILD 10/22/19 Driveway bond refund #007-2018		350.00 350.00		REFUND	1000 214100		101000
46307		999999 SOUTHPAW CONSTRUCTION 10/22/19 Driveway bond refund 419 Hayde		350.00 350.00		REFUND	1000 214100		101000
46308		2910 Montana Correctional Enterprises 76028 10/04/19 Road signs		833.10 833.10		STREET	1000 430200	243	101000
46309		2744 Montana Tax Foundation, Inc. 10/15/19 Library Subscriber dues		60.00 60.00		LIBRY	2220 460100	215	101000
46310		2719 Backpacker 10/15/19 Annual subscription		24.94 24.94		LIBRY	2220 460100	215	101000
46311		951 Barnes & Noble 3908969 10/02/19 Library Books 3908970 10/02/19 Library Books 3918516 10/21/19 Library Books 3918515 10/21/19 Library Books		387.76 144.55 35.98 149.26 57.97		LIBRY LIBRY LIBRY LIBRY	2220 460100 2220 460100 2220 460100 2220 460100	215 215 215 215	101000 101000 101000 101000
46312		2264 MORNING GLORY COFFEE & TEA 625667 10/17/19 Dispatch Coffee		33.75 33.75		DSPTCH	1000 420160	220	101000
46314		2917 Air Controls Bozeman, Inc. 92930 10/16/19 Tune up of Heating system Labor 92930 10/16/19 Mileage		1,025.03 934.50 90.53		TWNHL TWNHL	1000 411250 1000 411250	366 366	101000 101000
46315		2099 Quick Print of West Yellowstone 12700 10/18/19 Finance spiral binging		7.20 7.20		FINANC	1000 410510	220	101000
46316		1954 W Yellowstone Public Library 10/29/19 Community Garden Close-out		670.98 670.98		COMGRN	2213 460000	220	101000
46317		29 Terrell's Office Machines Inc INV380326 08/29/19 Toner for Copier		370.00 370.00		ADMIN	1000 410210	220	101000

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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46318		3116 R & R Lock and Key, LLC		1,820.50					
	1858	10/26/19 Soc Serv Keys (8)		28.00		BULDIN	1000 411250	366	101000
	1858	10/26/19 Library Keys, Install		1,792.50*		LIBRY	1000 411259	366	101000
46319		2997 The New Yorker		149.99					
		Annual Subscription		149.99		LIBRY	2220 460100	215	101000
46320		3247 Auditel, Inc.		538.89					
	09302019	09/30/19 Fee onMonthlysavings Inv 1of		269.45		TWNHL	1000 411250	345	101000
	09302019	09/30/19 Fee onMonthlysavings Inv 2of		269.44		TWNHL	1000 411250	345	101000
46321		774 Edstrom Construction, Inc		22,841.84					
	106913	10/31/19 Fire Hydrnt Assembly		6,661.84		WATER	5220 430530	939	101000
	106912	10/31/18 Valve replacement in airline		16,180.00		SSTWW	5320 430640	934	101000
46322		309 PJ's Plumbing & Heating		1,915.00					
	99000606	07/17/19 water fountain installation		1,915.00		PARKS	1000 460430	357	101000
46324		3191 Miller Law, PLLC		1,910.56					
	1079	08/31/19 water reservation filings work		1,910.56		WATER	5220 430530	939	101000
		# of Claims	36	Total:	66,671.59				

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$19,502.33
2101 Marketing & Promotions (MAP)	
101000 CASH	\$6,877.98
2213 Community Garden	
101000 CASH	\$670.98
2220 Library	
101000 CASH	\$4,839.75
2240 Cemetery	
101000 CASH	\$0.00
2850 911 Emergency	
101000 CASH	\$1,129.41
5210 Water Operating Fund	
101000 CASH	\$1,929.36
5220 Water Replacement Depreciation Fund	
101000 CASH	\$8,572.40
5310 Sewer Operating Fund	
101000 CASH	\$6,884.38
5320 Sewer Replacement Depreciation Fund	
101000 CASH	\$16,180.00
7469 City Court - Judge Gibson	
101000 CASH	\$85.00
Total:	\$66,671.59

WEST YELLOWSTONE TOWN COUNCIL
Town Council Work Session & Town Council Meeting
October 22, 2019

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

OTHERS PRESENT: Town Manager Daniel Sabolsky, Public Services Superintendent James Patterson, Finance Director Lanie Gospodarek, Town Engineer Dave Noel, Town Attorney Jane Mersen (by phone)

Jeff Mathews Sr., Travis Watt, Fire Chief Shane Grube, Police Officer Juan Trujillo, Cole Parker, Toni Brey, Dispatcher Caitlyn Johnson, Dispatcher Pilar Collins, John Greve, Executive Assistant Lisa Johnson, Kaitlyn Johnson-Yellowstone Historic Center, Ben Westphal-Equipment Operator, Greg Johnson, Denice Sabolsky, Bob Patzke, Bill Howell, Brian Benike, Jay Reed, Bron Hansen, Scott & Laurice Bittner, Randy Wakefield

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

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 work session to order and explains that the purpose of the meeting is to discuss the distribution of available capacity at the wastewater treatment plant. Town Engineer Dave Noel explains that the Single-Family Equivalency (SFE) system that is used to calculate billing and doesn't correspond with the flow to the lagoon. Noel says that because of this, he usually refers to EDUs, which are equivalency dwelling units. He explains that the actual impact on the wastewater treatment plant is higher than the SFE system calculates. They use SFEs to calculate billing, but EDUs actually indicate usage. Noel refers to a memo that was prepared by the staff, which summarizes the number of dormant connections, connections that have been paid for, and new requests for connections, based on SFEs. Noel also cautions the Council that when considering this issue to remember that the Town is very close to the nitrogen limit, they can have at the facility. The Council considers the new requests to connect to the system, which includes 5 houses, 1 duplex, and several commercial projects. Forsythe asks if there have been any changes made to Resolution No. 738, the resolution that was tabled at the last meeting. Town Manager Dan Sabolsky says that the recommendation from him and the staff is not to pass Resolution No. 738 and just abide by Resolution No. 727, which is still in effect. He explains that Resolution No. 727 was passed in May and directs the staff to allocate new connections on a first come, first served basis. The Council reviews Resolution No. 727 and discusses the priority distribution of the new applications. Mayor Schmier asks where the residential applications fall as compared to the commercial. Sabolsky says that most of the residential applications are complete and should be simple to get approved. He says that they have questions about some of the commercial applications and whether the projects could be completed in the next two years. He says they will inquire with these applicants and try to determine what projects can logically be finished so they don't take up capacity that won't be used. Cole Parker says that he is more than willing to work with the Town to come to a resolution on how much capacity he needs to develop his property. Parker asks Dave Noel if the low months of the year balance out the high discharge months. Noel explains that the Town is limited by permit from Montana DEQ, the amount of nitrogen that can be discharged. He says the nitrogen can be averaged out. The real problem is the clogging of the filters with organic material. He says that the fact that they have low flow in the off-season really just means the filters don't get clogged as much and doesn't really off-set the high flow periods. He explains that it takes 10 to 12 weeks for water to travel through the system and be treated. He says that June, July and August are truly the time of year that they have trouble at the facility. Scott Bittner recommends that they designate a certain number of permits to just residential construction. He points out that a large majority of the permits that were issued this year are for commercial projects. Schmier asks Town Attorney Jane Mersen, who is participating by speakerphone, if there are any legal ramifications to

prioritizing residential projects over commercial. Mersen says that would be appropriate as long as they present “findings” to justify that decision, such as a need for housing. Sabolsky adds that the adopted Growth Policy also emphasizes the need for housing and Mersen agrees that would be a legitimate finding. Forsythe asks that if they split the available capacity in half, 2500 for residential and 2500 for commercial, would it be appropriate to award excess residential capacity to commercial projects. Mersen says that she would be comfortable with that approach. Mersen asks if they are considering setting a deadline for starting and finishing projects and if the permits will expire. Sabolsky says that the International Building Code, which has been adopted by the Town, stipulates one-year. The building official does have the ability to grant an extension on a building permit.

Town Engineer Dave Noel presents a timeline for planning, development and then construction of a new wastewater treatment facility. He explains that they have completed the short-term upgrades and he is currently working on the facilities planning study. He says that barring any delays for environmental impact assessments, they would like to have a design prepared by next February. Montana DEQ will take 6-8 months to review and approve the design. Construction will hopefully ensue during the building season of 2022. He explains that this process will require the comparison of different types of facilities, both lagoons and mechanical plants. He says that if they are serious about addressing this problem as quickly as possible, then a mechanical plant with a small footprint can likely be built faster with less environmental concerns.

The Council briefly discusses allocating the available capacity and consideration of the existing applications. Sabolsky requests that the people that have made application give them a few days to work through things so they can get things done right.

The work session is adjourned at 7:10 PM. The regular meeting reconvenes at 7:25 PM.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6829 to Edstrom Construction to purchase 6” airline valves for the wastewater treatment facility for \$12,000.00. (Forsythe, Burke)
- 2) Motion carried to approve Purchase Order #6830 to ISI West to purchase an algae control unit for the wastewater treatment facility for \$9964.00. (Forsythe, Martineau)
- 3) Motion carried to approve Purchase Order #6840 to Edstrom Construction for the installation of a 6” isolation valve for \$2400.00. (Martineau, Burke)
- 4) Motion carried to approve Purchase Order #6841 to Edstrom Construction for a fire hydrant for \$8300.00. (Burke, Martineau)
- 5) Motion carried to approve Purchase Order #6848 to RDO Equipment for repairs to the road grader for \$5112.57. (Martineau, Burke)
- 6) Motion carried to approve the claims, which total \$173,816.80. (Burke, Forsythe)
- 7) Motion carried to approve the Consent Agenda, which includes the minutes of the October 8, 2019 Town Council Meeting. (Martineau, Forsythe)
- 8) Motion carried to deny Resolution No. 738. (Burke, Martineau) Forsythe abstains, motion passes with three votes in favor.

- 9) Motion carried to direct the Town Manager to allocate available capacity at the wastewater treatment facility in accordance with Resolution No. 727, prioritize completed residential applications and then allocate the remaining capacity to completed commercial applications that were submitted to the Town before October 22, 2019; applicants shall start construction within one year of approval of the zoning permit. (Schmier, Burke) Forsythe abstains, motion is approved by vote of 3 to 0.
- 10) Motion carried to accept the recommendations from the Marketing and Promotions Fund Advisory Board to award \$7500 to the Hebgen Lake Ice Fishing and NAIFC Tournament, \$8700 for the Yellowstone Rendezvous Race, and \$17,511.95 for the Skijor West National Championship Finals. (Burke, Forsythe)

Public Comment Period

Bill Howell asks how long will Alley D will be closed? Patterson responds that they hope to have it open by Thursday, a new sewer line is being put in. Howell also suggests that since they no longer have a newspaper, that the Mayor or Town Manager consider going on the radio once a week to report on happenings at the Town.

Council Comments

Mayor Schmier thanks the staff for all their efforts. He asks Sabolsky and Gospodarek to consider putting together a progress report on the budget as they are almost halfway through the fiscal year. Sabolsky says they can do that and will work on putting together the information that they want to see. Council Member Martineau reports that HRDC held a public meeting in town last week and discussed housing and mental health.

DISCUSSION

- 2) Greg Johnson explains that they purchased and installed four algae control units already and it was impressive the difference the units make. He says that they believe adding an additional unit will make an even bigger improvement, specifically to drain algae from the head of the IP beds.
 - 3) Greg Johnson explains that this valve will allow them to shut off water in a specific area without affecting other properties.
 - 4) Greg Johnson explains that this hydrant was left out of the original well project and was pointed out by Montana DEQ. He says that they try to place hydrants every 500 feet so this one is needed at Obsidian and Iris. He says that proper placement of this hydrant will allow them to only sanitize between the well and the hydrant and not the entire distribution system.
 - 8) The Council discusses Resolution No. 738, a resolution written to address the distribution of available capacity at the wastewater treatment plant and the building moratorium.
 - 9) Forsythe clarifies that Sabolsky will work with staff to allocate the available capacity. The Council discusses the approval process for commercial zoning permits and when the one-year period should start. The group also discusses how to handle plan changes and whether to require full sets of plans.
 - 10) Forsythe asks MAP Fund Advisory Secretary John Greve about the award for the Skijor event and how the money will be spent. Greve explains that \$8000 of the award will go towards purse money and the rest will be spent on marketing.
- A) **Advisory Board Reports:** Town Manager Dan Sabolsky reports that the Parks & Recreation Advisory Board met last week. He reports that they discussed improving winter activity opportunities, installing equipment at Pioneer Park, a Halloween activity, and long-range planning.

- B) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky has been in discussion with the Library staff and Library Foundation to take over administration of the community garden, the public garden on the north side of the building at 23 Dunraven. He says they have worked out the details and expect to transfer the rest of the funds to the Library Foundation at the next meeting. People will go to the Library to arrange to rent plots for upcoming seasons. He reports that he has received a draft of the plan for the Yellowstone National Park Westgate project. He says that he received a memo from Project Engineer Dick Dyer regarding the completion of the new water well. He says that they have requested a meeting with Dyer and the contractor to work out the remaining issues and prepare to start using the well next summer. They have been working on the Povah Rental agreement and will present that to the Council soon. They are working through the cemetery regulations and procedures. The current documents are quite out of date and they are making progress towards adopting new documents. He reports on attendance at the Rails to Trails meeting last week, noting that the project is gaining momentum and the Town will meet the trail at the city limits. He reports that they conducted interviews today for the Water & Wastewater Superintendent position and he will make a recommendation to the Town Council at the next meeting. He reports that he got a referral for a land use attorney while attending the MLCT conference. Her name is Susan Swimley and so far, he has been very impressed with her expertise on various issues. He also notes that today they sent out a copy of the Variance Conditions Agreement that they reached with Merrick and Stephanie Young.

Public Services Superintendent James Patterson reports that he met with a streetlighting contractor today, they have winterized the Union Pacific Dining Lodge, worked on weed removal at the Fir Ridge Cemetery. Schmier requests that he put together a recommendation for the Cemetery Board of Trustees regarding any changes at the cemetery. Patterson says that he is actively recruiting drivers for hauling snow this winter, they are still short one person in his department and typically have three temporary on-call drivers. Martineau thanks Patterson for having his staff get the new dishwasher hooked up at the Povah Center, noting that it makes a big difference. Finance Director Lanie Gospodarek reports on progress by Finance Clerk Peggy Russell. She is working on year-end closing entries and the Annual Financial Report. Sabolsky reports that Chief Newell is on vacation and Social Services Director Kathi Arnado was not feeling well and went home this evening.

CORRESPONDENCE

Mayor Schmier reports that he received a letter today from the City of Hardin seeking donations to support the Hardin High School Band to travel to Washington DC next summer to play in the Independence Day parade.

The meeting is adjourned. (8:55 PM)

Mayor

ATTEST:

Town Clerk



TOWN OF WEST YELLOWSTONE, MONTANA

Povah Community Center Rental Application

**Please complete and return to:
Povah Community Center
Town of West Yellowstone
P.O. Box 1570
West Yellowstone, MT 59758**

This is an application to rent the Povah Community Center (hereinafter "PCC") in West Yellowstone, Montana. The Town of West Yellowstone makes this facility available to the public at very nominal rates in order to encourage the use and enjoyment of this facility. The rental rates only help to defray the cost of upkeep, maintenance, and insurance on the building. Please carefully read all of the attached information before you fill out this application.

Individual or entity sponsoring this event: _____

Name of the organization or business (if applicable): _____

Name and Address of Individual or entity assuming financial responsibility:

Name

Street/P.O. Box

City State ZIP

Contact Phone: _____ Alternative Phone: _____

Email Address: _____ Alternative Email Address: _____

Describe the type of event: (i.e. convention, reception, seminar, wedding, etc.) _____

Event Information:

Event Date: _____ Time: _____

Facilities Requested: _____ Kitchen & Dining Room *OR* _____ Conference Room

Rental Timeframe: _____ Hourly *OR* _____ 24-Hour

When does your reservation time begin? Date: _____ Time: _____

When is the function actually scheduled to start? Date: _____ Time: _____

When is the function scheduled to end? Date: _____ Time: _____

Approximately how many people are expected to attend? _____

If there are any questions or concerns, please contact the Town Recreation Coordinator at (406) 646-7715.

RENTAL RATES

POVAH CENTER FACILITY OVERVIEW

Dining Room (1300 sq. ft., seats 70 for receptions, holds 160 for auditorium style seating) *

Conference Room (224 sq. ft., seats 15) *

Kitchen (MAY NOT BE AVAILABLE ON WEDNESDAYS OR FRIDAYS FOR DAYTIME USE)

NO overnight lodging or usage

***Basement use is not included in rental of the facility**

TIER 1 RATE SCHEDULE – COMMERCIAL EVENTS

Commercial events are defined as events in which the renting entity intends to make a profit through the sale of goods/services or charges an admission fee to the attendees.

Dining Room and Kitchen

Monday, Tuesday, Thursday, Saturday, Sunday (**Wednesday and Friday may be available by special request only**)

- \$500.00, 24-hour rental (12:00 noon to 12:00 noon)
- \$400.00, 12-hour rental

Conference Room

Monday - Sunday

- \$100.00/day
- \$25.00/hour

Security Deposit: \$500.00 for dining room and kitchen, \$100.00 for conference room rental. Secures the building for the event, covers any unpaid rent, fees, and any costs associated with additional services including cleaning or damages. The deposit will be refunded if renter has no outstanding fees, rent, or additional service costs due.

TIER 2 RATE SCHEDULE – PERSONAL/NON-COMMERCIAL

Personal/Non-Commercial events are defined as events in which the renting entity intends to celebrate, inform, inspire, or entertain the attendees without charging an admission or fee. These events may be either private or public.

Dining Room and Kitchen

Monday, Tuesday, Thursday, Saturday, Sunday (**Wednesday and Friday may be available by special request only**)

- \$200.00, 24-hour rental (12:00 noon to 12:00 noon)
- \$125.00, 12-hour rental

TIER 2 RATE SCHEDULE – PERSONAL/NON-COMMERCIAL, CONT.

Conference Room

Monday - Sunday

\$75.00/day

\$15.00/hour

Security Deposit: \$350.00 for dining room and kitchen, \$100.00 for conference room rental. Secures the building for the event, covers any unpaid rent, fees, and any costs associated with additional services including cleaning or damages. Deposit will be refunded if renter has no outstanding fees, rent, or additional service costs.

TIER 3 RATE SCHEDULE - COMMUNITY EVENTS

The Town would like to encourage the use of the Povah Community Center by the residents of West Yellowstone. Local community-based groups that are conducting meetings or holding events and which are generally open to the public will be allowed to use the Community Center free of charge. Charitable events in which the proceeds, after expenses, go entirely to support a charitable cause are also permitted.

Local community based groups include but are not limited to: West Yellowstone School District, the Yellowstone Senior Social Center, local Scout troops, United Women of West Yellowstone, the West Yellowstone Foundation, the West Yellowstone Ski Education Foundation, the Yellowstone Historic Center, Hebgen Basin Fire Department, the West Yellowstone Chamber of Commerce, the Rendezvous Ski Race, Gallatin County Search and Rescue, and all Town government related functions.

For clarification as to whether an event qualifies as a community event, contact the Recreation Coordinator at 406-646-7715. Any waiving of fees requires the prior authorization of the Town Manager.

No rental charge. Security deposit: \$350.00 for dining room and kitchen, and \$100.00 for conference room rental.

ADDITIONAL CHARGES AND REQUIREMENTS

Additional Charges: Lost keys: \$250.00 each.

Additional Requirements: Certificates of insurance, caterer's licenses, and special permits, if applicable, are due fourteen (14) days prior to event.

1. All commercial renters agree to provide proof of commercial general liability insurance for the duration of the event. Such proof shall be a certificate of insurance listing the Town of West Yellowstone as an additional insured with combined limits of liability for \$1.5M aggregate and \$750,000.00 per occurrence. Proof of insurance shall be provided at the execution of the rental agreement. These insurance requirements may be waived for renters as outlined elsewhere in this policy. The Town reserves the right to pursue any third parties for any bodily injury or for property damage to the PCC.
2. An Alcohol Beverage Service Notice must be filled out and filed with the West Yellowstone Police Department if any alcohol will be provided at an event. Further, if alcohol is being served (as opposed to self-served), a \$35.00 fee must be paid to the West Yellowstone Police Department, and the server must possess a Catering endorsement. If the alcohol is being sold, it must be sold by a business that holds a valid license to sell alcohol issued by Montana Department of Revenue.

CHECK-IN, CHECK-OUT / SET-UP, TEAR-DOWN

Any 24-hour rental period begins at 12:00 noon and ends at 12:00 noon the following day.

Reservation times include decorating, catering and cleanup as well as the time needed by anyone else involved that will need to have access to the building prior to or after your event. Please consider this when reserving times for the Povah Center.

POVAH COMMUNITY CENTER CONSIDERATIONS

The Town of West Yellowstone shall have preference on use of the PCC facility. The Town reserves the right to refuse the use of the building to any person or organization the Town has reason to believe may cause damage to the PCC or the Town of West Yellowstone. The Town reserves the right to cancel or deny use with or without notice and to limit the frequency of the building use by an organization.

TOURS

If members of your group would like to schedule a tour of the facility, please contact the Recreation Coordinator at 406-640-7715 for a guided tour.

CATERING EVENT LICENSES/SPECIAL EVENT LICENSES

Any event open to the public serving food must have a "Temporary Event License" prior to the scheduled event. A Temporary Event License can be obtained through the Gallatin County Health Department at 406-582-3120. Any event collecting monies must obtain an Event Permit and possibly a "Business License." Please contact the Town Office at 406-646-7795 to determine if a business license is required.

SECURITY DEPOSIT

All renters are required to remit a security deposit, which will be deposited. After the event, if there is no damage to the facility or excessive cleanup needed, a check for the deposit amount will be issued to the renting party. If there is damage to the facility or additional cleanup is required, the costs will be deducted from the security deposit. A Town employee must sign a check-out form before the deposit is returned to the renter.

PAYMENTS

Please make checks payable to: **Town of West Yellowstone**. Please mail checks (for security deposit, rent, and other fees), insurance forms and catering event licenses to:

Town of West Yellowstone
ATTN: Povah Community Center
P.O. Box 1570
West Yellowstone, MT 59758

APPLICATION REQUIREMENTS

Applicants must provide a copy of a valid identification with the application. Applicants must be 21 years of age or older to rent the facility and accept full responsibility for their guests. Renters and their guests must only use that part of the building which they have reserved. Use of the other rooms in the facility will not be permitted.

Applicants must guarantee the following:

- Orderly behavior, no excessive noise or profanity.
- Responsiveness to the directives of Town staff.
- That the program is of suitable nature for presentation in a public building.
- That the activity is lawful and is in conformity with town, state, and federal laws and regulations.
- Use of microphones or amplification equipment must have specific approval from the Town.

EQUIPMENT AVAILABLE

Tables and Chairs are provided with the rental of the PCC. There is a limited number of these items available on-site.

SETUP & TAKE DOWN

Setup and takedown may take place only during the date and time specified in the rental contract. You may not gain access to the building prior to your rental time for set-up.

CLEAN UP

Clean up shall be performed by the renters before they leave the facility. Normal clean-up includes:

- Removal of all materials brought in, including decorations
- Removal of all supplies and equipment brought into the building.
- Proper cleanup of kitchen area, if utilized. Follow attached kitchen checklist.
- Removal of all garbage.
- **Failure to properly clean the PCC and dispose of trash will result in the forfeiture of the security deposit (in part or its entirety). Please consult the Recreation Coordinator prior to retaining professional cleaning services.**

LATE CHARGES

All groups reserving the facility must remove all material no later than the end time specified in the rental application. If your party has not vacated the building by the end of the approved time frame, late charges will be assessed at \$50.00 per half hour and will be deducted from your security deposit. Anything beyond 2.5 hours will result in loss of your entire security deposit.

GAS FIREPLACE

The gas fireplace is available for use at your discretion.

DECORATIONS

- No confetti will be allowed.
- There are no ladders on site for use.
- All candles must be flameless. No lit candles will be allowed.
- No decorations are to be taped, stapled, or otherwise attached to the walls, ceiling, doors or windows.

ALCOHOL POLICY

No one under 21 years of age may consume alcohol on the premises. If any alcohol will be provided at an event, an Alcohol Beverage Service Notice must be filled out and filed with the West Yellowstone Police Department. Further, if alcohol is being served (as opposed to self-served), a \$35.00 fee must be paid to the West Yellowstone Police Department, and the server must possess a Catering Endorsement. If alcohol is being sold, it can only be sold by a business that holds a valid license to sell alcohol issued by Montana Department of Revenue.

NO SMOKING POLICY

The PCC is a **NON-SMOKING** Facility. Any violations will cause forfeiture of your rental security deposit.

INJURY/LOST ARTICLES

The Town of West Yellowstone assumes no responsibility for accidents, injuries, and lost or damaged articles of a rental group.

FIRE REGULATIONS

All groups must observe the following fire regulations:

- Use of open flames is prohibited. All candles must be flameless.
- Exits, corridors, and hallways must be free of obstructions at all times.
- No congregating near or around fire exits.
- Maximum capacity numbers in rooms must be observed.

If the fire alarm sounds, vacate the building IMMEDIATELY! DO NOT attempt to locate the cause for the alarm. Emergency units will be on the scene in minutes to professionally assess the situation.

ELEVATOR USE

During events, any use of the elevator in the PCC is strictly prohibited.

EMERGENCY CONTACTS

In the event your party notices anything out of the ordinary (i.e. gas leak, water leaks, etc.), please notify police dispatch by calling 406-646-7600. Dispatch will contact appropriate Town staff to address the problem. For all emergencies, call **9-1-1**.

ADDITIONAL INFORMATION

Gambling in the facility is not permitted without written consent from the Department of Justice Gambling Control Division or the presence of a Gambling Operator's License possessed by the lessor. Please refer to Montana State Code 23-5-405 and 23.16.2101 for rules regarding gambling. <http://www.gambling-law-us.com/State-Laws/Montana/>

KEYS

Keys to the PCC may be obtained from either the PCC during office hours 8-5, M-F or at the West Yellowstone Police Department (WYPD), 406-646-7600. The WYPD office is located at 124 Yellowstone Avenue. You will be required to sign out the keys upon your arrival and sign in the keys when your event is completed. Loss of the keys will result in a \$250.00 re-key fee that will be deducted from your security deposit.

POVAH COMMUNITY CENTER RENTAL ACKNOWLEDGEMENT

I, _____ have read and understand the Povah Community Center Rental Agreement, Policy, and Fees. I understand and accept the rules and regulations outlined in this rental packet.

Printed Name

Signature

Date

Povah Community Center (PCC) Kitchen Clean-up Checklist

Many different groups use the kitchen facility at the PCC, so it is important that those who use it clean appropriately for those who will use it later. As a courtesy to everyone, please use these guidelines and clean-up checklist to ensure the kitchen is ready for the next use.

Please return utensils (knives, whisks, cutting boards, etc.) and cleaning devices (brooms, mops, buckets, etc.) where you found them. All items should be thoroughly cleaned and replaced after use.

Please use the cleaning fluid located in the cleaning closet to ensure proper sanitation of kitchen surfaces. The water in the wash bay closet must be turned on in order for the cleaning fluid dispenser to work.

Please use this checklist to ensure everything has been cleaned and is ready for the next user.

- Run silverware and drinking glasses through the PCC dishwasher twice
- Clean the microwave inside and out
- Clean stove surfaces with degreasing solution
- Wipe mixer (if used) including spindle and safety guard
- Be sure all freezer and refrigerator doors are closed
- Clean out any food particles from the floor drains under the sinks
- Wipe walls and splashguards in the dish washing areas
- Drain dish washer, turn off, and spray filters in the sinks
- Run garbage disposal using cold water
- Wipe out all sinks using disinfecting solution, including the hand washing sinks
- Sweep and mop floors in the kitchen and pantry
- Rinse mop and bucket, hang mop to dry; do not leave in bucket
- Place used rags in a plastic bag on the cleaning cart
- Turn off all faucets
- Leave the kitchen/dining room door OPEN when you leave

PLEASE BE SURE ALL ELECTRICAL APPLIANCES (INCLUDING LIGHTS) ARE OFF, AND ALL WINDOWS ARE CLOSED AND LOCKED PRIOR TO LEAVING.



PO BOX 1633 West Yellowstone, Mt. 59758 (406)-640-0069

To: The Town Council of West Yellowstone

October 23, 2019

The West Yellowstone TBID has discussed the additional resort tax that is to be implemented (if passed) beginning January 1, 2020. We understand and support the resort tax and the infrastructure projects that it is to fund. These projects will ensure sustainability and continue to keep West Yellowstone a premier destination.

Governor Steve Bullock signed Lodging Tax Increase Senate Bill 338 into law on May 10, 2019. This bill is increasing the state lodging sales tax from 3% to 4%. This means any lodging use occurring on or after January 1, 2020 must be charged 8% lodging taxes (4% lodging facility use tax and 4% lodging sales tax).

We know that many of our lodging properties will be closing down in the next 30 days and will not reopen until spring 2020. We would like to request a buffer period of the increased 1% resort tax for individual and group contracts that have been made prior to the resort tax increases. Many of the lodging properties have booked for the 2020 season and have negotiated those contracts with customers. The law does not go into effect until January 1, 2020 and therefore, we can't legally start collecting those taxes until the law is in effect.

The WYTBID is requesting a buffer period thru the summer 2020 season until November 1 2020. This will give ample time for lodging properties to get systems up to date, as well as make sure that the correct taxes are being assessed for the appropriate times of service. Of course any reservations and contracts made after the law is in effect, would be subject to the 4% resort tax and supported. The reservations and contracts that are made prior to the effective date of the tax increase would then reflect the 3% resort tax which is the current rate of tax until the law goes into effect by proposed date of January 1, 2020. Please consider this request on behalf of the WYTBID lodging properties of West Yellowstone.

Respectfully,

The West Yellowstone Tourist Business Improvement District Board of Directors

TOWN OF WEST YELLOWSTONE MONTANA

nationally inviting!

November 3, 2009

Dear West Yellowstone Property Owner,

We, the West Yellowstone Town Council, are writing to encourage you to keep the sidewalk in front of your business clear of snow and slush during the winter months. If you already do keep your sidewalks clean - thank you! If you do not, we would like to encourage you to do so. Some Montana municipalities address this issue by adopting an ordinance that requires property owners to clear their sidewalks. We hope that we can address this issue without having to pass a new law.

Over the last few years, changes in winter use rules in Yellowstone National Park have made it difficult to do business in West Yellowstone during the winter. At the same time, several new hotels have been built in town, including one large facility that brings visitors to town on a year-round basis. The changing times in Yellowstone National Park mean that West must make every effort to make a visitor's experience in town as positive as possible. During the last several winters, we have noticed that getting around West Yellowstone's downtown area in the winter is made difficult by deep snow that is left to block sections of sidewalk for the entire winter. Faced with these obstructions our visitors are forced to walk in the streets or stop, turn around and walk back in the direction from which they came. We would like to change that experience and make our downtown area visitor friendly all year long. With that in mind, we'd like to ask you to arrange to have your sidewalks cleared this winter. If you are unable to clear the sidewalk in front of your business yourself, here is a list of licensed contractors that you can contact for plowing services. They include:

Dawn Keat	406-641-0068	Tri-State Excavating (B&B)	406-640-0216
High Mark Rentals, Inc.	406-646-7586	War Wagon	406-646-7866
Island Park Services	208-558-7548	Westmart	406-646-9578
JD Specialty Services	406-640-9097		

We thank you for your help with this important matter. If you have any questions, please call our Operations Manager, Jamie Greene, at 406-646-7795 or email him at opsmgr@townofwestyellowstone.com.

Sincerely,


Pierre Martineau, Mayor


Mary Phillips
Council Member


Libby Scott
Council Member


Tom Nesbitt
Council Member


Drew Barney
Council Member



Welcome to West Yellowstone, Montana! We are delighted that you have chosen to join us in our winter wonderland! The following information is intended to be of assistance to you in making your stay here in our community the best it can be. Snowmobiles, skis, and snowshoes are permitted on streets and parkways in West Yellowstone except for State Highways 20 and 191. The Chamber of Commerce and many local businesses offer complimentary maps of trails in adjacent public lands, while the map on the reverse side will help you locate the various trailheads. Here are some things for you to know if you are going to.....

SKI OR SNOWSHOE

- Please remember that vehicles, including snowmobiles, share the Town's streets and parkways. You need to remain alert and travel to the extreme left facing on-coming traffic on all streets and parkways. Although our streets are very wide in the summer, winter's plowing frequently limits them to a scant two lanes.
- The Boundary Trail is the only groomed trail that is shared by skiers, snowshoers and pets.
- Snowshoers are invited to travel parallel to all other groomed ski trails. Pets are prohibited.

SNOWMOBILE

For your convenience and the convenience of our residents, the Town has designated snowmobile routes and you are encouraged to use these routes when traveling in the vicinity of West Yellowstone. Your desk clerk or rental agent can explain where the highways and snowmobile routes are located and can provide you with maps. Please follow these "rules of the road" when you operate a snowmobile in the Town of West Yellowstone:

- **SLOW DOWN IN TOWN**, Observe "quiet hours" between 10:00 PM and 7:00 AM.
- Please use snowmobile routes and trails whenever possible.
- Remember: Snowmobiles are vehicles-Obey traffic control devices (stop signs, traffic lights).
- Obey posted speed limits for motor vehicles-Speed limit in Town is 25 mph.
- Do not operate a snowmobile while under the influence of alcohol or drugs.
- Do not operate a snowmobile in a reckless or careless manner-jumping or riding on snow berms constitutes an offense.
- Make sure your snowmobile is properly equipped-brakes and lights are required.
- Snowmobiles must observe the Town's noise limits. Snowmobiles with modified exhaust systems that produce excessive noise may not be operated on Town streets, parkways or trails. Anyone operating a modified sled in Town will be asked to cease operation immediately.
- A driver's license or safety certification and proper registration are required for snowmobile operations.
- Ride in single file and as near to the right hand side of the right of way as practical.
- Cross state highways at intersections, always yielding to oncoming traffic.
- Come to a full stop at all stop signs, intersections, and when emerging from an alley, driveway, parking lot or building.
- Yield to pedestrians.
- Secure landowner permission before riding on private property.
- Park your snowmobile as far to the right side of the street as possible without blocking the sidewalk for pedestrians. You may not ride or park snowmobiles on sidewalks.
- Parents or guardians must ensure that their children obey the Town's snowmobile ordinance.

Jerry Johnson, Mayor
Town of West Yellowstone

Travis Watt, President
WY Chamber of Commerce

Welcome to the Town of West Yellowstone, Montana

Snowmobiles may not travel on US Highway 191, US Highway 20 or N. Canyon St

Parking, Passes, and Trail Information

When parking vehicles, obey posted traffic signs. If you park parallel, you may not park more than one vehicle deep. If you angle park, disconnect from your trailer and park it beside your vehicle. The Town maintains certain areas on Yellowstone Avenue between Hayden and Geyser for off street parking. If you would prefer to use one of these designated areas, your desk clerk or rental agent can direct you to their location.

- **Day use parking** is available in the Visitor Information Center parking lot at the southeast corner of Yellowstone and Canyon, along Boundary Street, and along Iris Street.
- National Park Passes and Montana non-resident passes are available at the Visitor Information Center and from snowmobile outfitters. **Passes will not be available at the West Gate** entrance to Yellowstone National Park.
- Pay attention to signs at intersections for important information about traffic regulations, directions, and national park and forest trail access.

Enjoy the variety of winter recreational activities in West Yellowstone
Where Winter Comes to Play