

Town of West Yellowstone

Tuesday, April 6, 2021

West Yellowstone Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be conducted virtually using ZOOM. The public may participate by connecting to zoom.us on the internet or through the Zoom Cloud Meetings app on a mobile device. Meeting ID: 893 834 1297. Members of the public are requested to identify themselves, ensure their audio is muted. The public may comment verbally when appropriate or by using the “Chat” function.

WORK SESSION

6:00 PM

FY 2020 Audit Conference, Anderson Zurmuehlen & Co., P.C. Discussion ∞
Town Manager Recruitment, Position Profile Discussion ∞

TOWN COUNCIL MEETING

7:00 PM

Comment Period

- Public Comment
- Council Comments

Treasurer’s & Securities Report

Claims ∞

Business License Applications ∞: Kenny Jones Photo, LLC

Firehole BBQ Express (change of ownership, bond waiver request)

Consent Agenda ∞: Minutes of March 15, 2021 Town Council Work Session with Montana Aeronautics

Minutes of March 16, 2021 Town Council Meeting

Minutes of the March 24, 2021 Town Council Work Session

Minutes of the April 1, 2021 Town Council Work Session

Town Manager & Staff Reports

UNFINISHED BUSINESS

Health Care Services Advisory Board Discussion/Action ∞

- Resolution No. 751, Reorganize the Health Care Services Advisory Board
- Health Care Services Advisory Board Appointments

NEW BUSINESS

Town Manager Recruitment, Position Profile Discussion/Action ∞
Application to Maintain an Encroachment, Westmart Greenhouse Discussion/Action ∞
Parks & Recreation Advisory Board, Council Member Appointment Discussion/Action ∞
911 Radio Tower location Discussion/Action ∞

Correspondence/Meeting Reminders/FYI

- Rails to Trails Extension Plans ∞

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. 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.

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



To the Town Mayor and Town Council
Town of West Yellowstone, Montana

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Town of West Yellowstone (the Town) for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 7, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the Town has adopted the provisions of the following GASB pronouncements for the year ended June 30, 2020.

- Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*. The primary objective of this statement is to provide temporary relief to governments and other stakeholders in the light of the COVID-19 pandemic. That objective is accomplished by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to be effective for periods beginning after June 15, 2018 or later.

The application of existing policies was not changed during 2020. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Town's financial statements were: (i) depreciation expense, which is based on management's estimate of useful lives of fixed assets (ii) the liability for other post-employment benefits (OPEB), which is calculated using the alternative measurement method and (iii) the net pension liability, which is based on actuarial amounts provided by the Plan and audited by the Legislative Auditor's Office. We evaluated the key factors and assumptions used to develop these estimates in determining that they were reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were: (i) the disclosure of deposits and investments (ii) the OPEB disclosures and (iii) the net pension liability disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing or completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes corrected and uncorrected misstatements of the financial statements. None of the uncorrected misstatements detected as a result of audit procedures were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 6, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management’s discussion and analysis, budgetary comparison information, schedule of changes in the net other post-employment healthcare benefits (OPEB) liability and related ratios, schedule of proportionate share of net pension liability, and schedule of contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

In performing our audit procedures, we identified several areas where the Town could improve processes and offer the following best practice recommendations:

IT Security (Repeat Finding)

We noted that the Town does not have a requirement for passwords to be changed periodically on computers or software.

Recommendation:

We recommend that the Town establish a policy that requires passwords be changed on a periodic basis, and that the requirement be created on employees’ computers and within the Black Mountain software settings.

Conflict of Interest Forms (Repeat Finding)

We noted that the Town does not require the Town Council or employees to sign conflict of interest forms on an annual basis.

Recommendation:

We recommend that the Town adopt a policy for review of related party transactions at each period end and adopt conflict of interest forms to be signed by the Town Council and employees of the Town.

Whistleblower Policy (Repeat Finding)

We noted that the Town does not have a whistleblower policy, which encourages employees to express any knowledge or concerns of illegal or dishonest fraudulent activity. These policies maintain the confidentiality of the employee and protect against retaliation.

Recommendation:

We recommend that the Town implement a whistleblower policy.

Restriction on Use

This information is intended solely for the information and use of the Town Council and management of the Town and is not intended to be, and should not be, used by anyone other than these specified parties.



Bozeman, Montana

April 6, 2021

TOWN OF WEST YELLOWSTONE
SCHEDULE OF CORRECTED MISSTATEMENTS
June 30, 2020

| Account | Description | Debit | Credit |
|---|--|--------------------------|--------------------------|
| Adjusting Journal Entries | | | |
| Adjusting Journal Entries JE # 16 | | | |
| To remove revenues, expenses, and fund balance from TBID Agency Fund (7202). Agency funds are held by the Town in a pure custodial capacity; therefore, only assets and liabilities are recorded. | | | |
| 7202.271000 | FUND BALANCE | 36,894.18 | |
| 7202.315101 | TBID Room night | 277,435.08 | |
| 7202.411800.357 | Other Professional Services | | 400.00 |
| 7202.411800.398 | Other Contracted Services | | 8,246.08 |
| 7202.411800.540 | Special Assessments | | 305,683.18 |
| Total | | <u>314,329.26</u> | <u>314,329.26</u> |
| Adjusting Journal Entries JE # 17 | | | |
| To record on-behalf revenue (statutory appropriation) related to the net pension liability for governmental funds. | | | |
| GW200 | General Govt | 13,841.74 | |
| GW201 | Public Safety Expd | 8,150.29 | |
| GW202 | Public Works Expd | 5,482.84 | |
| GW204 | Social and Economic Expd | 2,289.43 | |
| GW205 | Culture & Rec Expd | 3,358.80 | |
| 1000.336020 | Revenue on-behalf | | 33,123.10 |
| Total | | <u>33,123.10</u> | <u>33,123.10</u> |
| Adjusting Journal Entries JE # 19 | | | |
| Prior period adjustment to adjust pension expense being overstated in FY20 related to inaccurate allocations originally used in the Water fund in FY19. | | | |
| 5210.272500 | Adjustment to prior years Acct Records | 31,566.06 | |
| 5210.430530.191 | Pension Expense | | 31,566.06 |
| Total | | <u>31,566.06</u> | <u>31,566.06</u> |
| Adjusting Journal Entries JE # 21 | | | |
| To remove duplicate fixed asset additions and related depreciation expense for amounts previously recognized in FY19. | | | |
| 5310.184100 | Allowance for Deprec'n Improvements | 13,929.44 | |
| 5310.383000 | Interfund Operating Transfer In | 208,941.56 | |
| 5320.202000 | Accounts Payable | 208,941.56 | |
| 5310.184000 | Improvements Other Than Buildings | | 208,941.56 |
| 5310.430600.830 | Depreciation | | 13,929.44 |
| 5320.521000.820 | Transfer To Other Funds | | 208,941.56 |
| Total | | <u>431,812.56</u> | <u>431,812.56</u> |
| Adjusting Journal Entries JE # 22 | | | |
| To record prior period adjustment to record property tax revenues for June, July, and August 2019 that meet the measurable and available criterion at 06/30/2019. | | | |
| 1000.311010 | REAL PROPERTY TAX | 45,441.46 | |
| 2220.311010 | REAL PROPERTY TAX | 3,908.69 | |
| 3050.311010 | REAL PROPERTY TAX | 16,193.14 | |
| 1000.271000 | FUND BALANCE | | 45,441.46 |
| 2220.271000 | FUND BALANCE | | 3,908.69 |
| 3050.271000 | FUND BALANCE | | 16,193.14 |
| Total | | <u>65,543.29</u> | <u>65,543.29</u> |

TOWN OF WEST YELLOWSTONE
SCHEDULE OF CORRECTED MISSTATEMENTS (CONTINUED)
 June 30, 2020

| Account | Description | Debit | Credit |
|--|-----------------------------------|-------------------|-------------------|
| Adjusting Journal Entries JE # 24 | | | |
| To remove capital outlay related to library remodel that should have been recorded in FY19 as the work per the invoices was completed in June 2019. | | | |
| 2220.271000 | FUND BALANCE | 18,880.00 | |
| 2220.460100.930 | Improvements Other than Buildings | | 18,880.00 |
| Total | | 18,880.00 | 18,880.00 |
| Adjusting Journal Entries JE # 25 | | | |
| To correct compensated absence balance to actual due to error in the Town's original adjustment. | | | |
| 5210.430500.110 | Salaries and Wages | 6,516.00 | |
| 5310.239000 | Compensated Absences | 24,484.50 | |
| 5210.209100 | Compensated Absences- current | | 663.00 |
| 5210.239000 | Compensated Absences | | 5,853.00 |
| 5310.209100 | Compensated Absences- current | | 446.50 |
| 5310.430600.110 | Salaries and Wages | | 24,038.00 |
| Total | | 31,000.50 | 31,000.50 |
| Adjusting Journal Entries JE # 27 | | | |
| To record Gallatin County's Q4 allocation to the Town's library fund that was awarded in FY20, but not yet received by the Town. | | | |
| 2220.132000 | Due From _____ Government | 16,599.75 | |
| 2220.338002 | County Allocation -Library | | 16,599.75 |
| Total | | 16,599.75 | 16,599.75 |
| Total Adjusting Journal Entries | | 942,854.52 | 942,854.52 |
| Reclassifying Journal Entries | | | |
| Reclassifying Journal Entries JE # 23 | | | |
| To reclassify property taxes receivable balance recorded as due from other governments. | | | |
| 1000.113219 | Real Property Tax 2019 | 78,623.85 | |
| 2220.113219 | Real Property Tax 2019 | 7,886.98 | |
| 3050.113219 | Real Property Tax 2019 | 30,632.17 | |
| 1000.132000 | Due From _____ Government | | 78,623.85 |
| 2220.132000 | Due From _____ Government | | 7,886.98 |
| 3050.132000 | Due From _____ Government | | 30,632.17 |
| Total | | 117,143.00 | 117,143.00 |
| Total Reclassifying Journal Entries | | 117,143.00 | 117,143.00 |
| GASB Entries JE # 20 | | | |
| Prior period adjustment to adjust pension expense being understated in FY20 related to inaccurate allocations originally used in the Water fund in FY19, which then translated to governmental activities. | | | |
| GW200 | General Govt | 13,190.97 | |
| GW201 | Public Safety Expd | 7,767.11 | |
| GW202 | Public Works Expd | 5,225.07 | |
| GW204 | Social and Economic Expd | 2,181.79 | |
| GW205 | Culture & Rec Expd | 3,200.86 | |
| GW107 | Beginning Net Position | | 31,565.80 |
| Total | | 31,565.80 | 31,565.80 |

Prior period adjustment posted to government-wide financial statements (do not post to accounting system):

TOWN OF WEST YELLOWSTONE
SCHEDULE OF UNCORRECTED MISSTATEMENTS*
June 30, 2020

| Account | Description | Debit | Credit |
|---|---------------------------------|-------------------------|-------------------------|
| Proposed Journal Entries | | | |
| Proposed Journal Entries JE # 26 | | | |
| To reduce compensated absences payable which are currently overstated due to Town allowing vacation accruals in excess of the allowable amount per State compliance. [Not Posted] | | | |
| GW113 | Compensated Absences, current | 16,826.23 | |
| GW200 | General Govt | | 16,826.23 |
| Total | | <u>16,826.23</u> | <u>16,826.23</u> |
| Proposed Journal Entries JE # 28 | | | |
| To record net amounts over collected and to be reimbursed to companies as a result of FY19 AUP over resort tax revenues. [Not Posted] | | | |
| 2100.271000 | FUND BALANCE | 6,017.28 | |
| 2100.21999-AZ | Resort Tax Overpayments Payable | | 6,017.28 |
| Total | | <u>6,017.28</u> | <u>6,017.28</u> |
| Proposed Journal Entries JE # 29 | | | |
| To record accounts payable not recognized at 6/30/20. [Not Posted] | | | |
| 2850.420750.398 | Other Contracted Services | 12,000.00 | |
| 2850.202000 | Accounts Payable | | 12,000.00 |
| Total | | <u>12,000.00</u> | <u>12,000.00</u> |
| Total Proposed Journal Entries | | <u>34,843.51</u> | <u>34,843.51</u> |

* These adjustments were not posted by management, as they were not deemed to materially misstate the financial statements.

04/02/21
15:38:36

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 4/21

Page: 1 of 7
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 |
|-------|---|---|---------|--|--|--|--|
| 47855 | 1273 Montana Security and 65841 03/23/21 monitoring UPDL | 61.50 61.50* | | UPDL | 1000 411252 | 357 | 101000 |
| 47856 | 1089 Gallatin County Treasurer 03/31/21 Tech surcharge 03/31/21 MLEA 03/31/21 Victims Assistance | 393.00 135.00 160.00 98.00 | | COURT COURT COURT | 7458 212200 7467 212200 7699 212200 | | 101000 101000 101000 |
| 47857 | 2088 Town West Yellowstone 03/31/21 utility chrgs, Chamber, 895 03/31/21 utility chrgs, UPDL, 892 03/31/21 utility chrgs, PS Shops, 884 03/31/21 utility chrgs. Povah Ctr, 887 03/31/21 utility chrgs, Police Dept,886 03/31/21 utility chrgs, City Park, 885 03/31/21 utility chrgs, Library, 891 03/31/21 utility chrgs, Lift #1, 903 03/31/21 utility chrgs, TwN Hall, 921 | 625.10 51.87 84.28 38.85 77.30* 49.63 123.28 39.21 16.81* 143.87 | | BLDGS BLDGS BLDGS BLDGS BLDGS BLDGS LIBBLD SEWER TWNHAL | 1000 411257 1000 411252 1000 411253 1000 411255 1000 411258 1000 411253 1000 411259 5310 430600 1000 411250 | 340 340 340 340 340 340 340 340 340 | 101000 101000 101000 101000 101000 101000 101000 101000 101000 |
| 47858 | 95 Energy West-Montana 03/26/21 nat gas 210361788 updl 03/26/21 nat gas 210360293 Police 03/26/21 nat gas 210361746 Pub Services 03/26/21 nat gas 210361811 old firehall 03/26/21 nat gas 210363966 old bld ins 03/26/21 nat gas 210360540 library 03/26/21 nat gas 210364599 Povah 03/26/21 nat gas 210361697 Iris Lift St 03/26/21 nat gas 210365425 TwN Hall 03/26/21 nat gas 210361655 Mad Add Sewe | 2,665.64 215.30 29.80 490.70 148.84 109.17 345.68 685.46 37.43 568.91 34.35 | | UPDH POLBLD STREET PARK STREET LIBBLD POVAH PUBSVC TWNHAL SEWER | 1000 411252 1000 411258 1000 430200 1000 460430 1000 430200 1000 411259 1000 411255 1000 430200 1000 411250 5310 430600 | 344 344 344 344 344 344 344 344 344 344 | 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 |
| 47864 | 2264 MORNING GLORY COFFEE & TEA 203972 03/27/21 Dispatch coffee | 32.50 32.50* | | DISP | 1000 420160 | 220 | 101000 |
| 47865 | 2575 WY Tourism Business Improvement 03/31/21 Collections in March | 17,109.35 17,109.35* | | TBID | 7202 411800 | 540 | 101000 |
| 47866 | 2789 WEX Bank 03/31/21 17 Dodge Ram #1 03/31/21 17 Dodge Ram #2 03/31/21 10 Ford Expedition 6-000046 03/31/21 10 JD Backhoe 310SJ 03/31/21 Snow Blower 03/31/21 140 G Grader | 6,699.03 325.40 176.43 38.96* 148.08 125.59 314.38 | | POLICE POLICE SOCSER STREET STREET STREET | 1000 420100 1000 420100 1000 450135 1000 430200 1000 430200 1000 430200 | 231 231 231 231 231 231 | 101000 101000 101000 101000 101000 101000 |

04/02/21
15:38:36

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 4/21

Page: 2 of 7
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 |
|-------|----------|--------------------------------|---------------------------|-------------------------|---------|--------|---------------|-------------|-----------------|
| | 03/31/21 | CAT 936 Loader | | 745.97 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/31/21 | SS Snow Blower Green | | 822.84 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/31/21 | 2010 JD 772 Grader | | 1,270.56 | | POLICE | 1000 420100 | 231 | 101000 |
| | 03/31/21 | 02 Freightliner Dump 6-54564A | | 281.52 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/31/21 | 08 GMC Pickup 6-1484 | | 67.09 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/31/21 | 08 CAT 938H Loader | | 354.69 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/31/21 | 01 Freightliner truck 1 | | 732.17 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/31/21 | 01 Freightliner truck 2 | | 258.94 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/31/21 | 14 Police Interceptor | | 69.61 | | POLICE | 1000 420100 | 231 | 101000 |
| | 03/31/21 | 15 Ford F-250 | | 180.67 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/31/21 | 18 Dodge Ram-Police | | 218.23 | | POLICE | 1000 420100 | 231 | 101000 |
| | 03/31/21 | 19 Dodge Durango | | 224.89 | | POLICE | 1000 420100 | 231 | 101000 |
| | 03/31/21 | Tractor | | 263.57 | | STREET | 1000 430200 | 231 | 101000 |
| | 04/01/21 | 19 Dodge 5500 | | 79.44 | | STREET | 1000 430200 | 231 | 101000 |
| 47868 | | 42 Fall River Electric | | 9,672.61 | | | | | |
| | 03/19/21 | PARK, old firehouse 2901001 | | 385.56 | | PARK | 1000 411253 | 341 | 101000 |
| | 03/19/21 | povah comm ctr 4212001 | | 207.96 | | POVAH | 1000 411255 | 341 | 101000 |
| | 03/19/21 | unmetered lights 4212004 | | 1,473.02 | | STLITE | 1000 430263 | 341 | 101000 |
| | 03/19/21 | RR Well 4212005 | | 246.25 | | WATER | 5210 430500 | 341 | 101000 |
| | 03/19/21 | SEWER LIFT STATION 4212006 | | 205.64 | | SEWER | 5310 430600 | 341 | 101000 |
| | 03/19/21 | SEWER PLANT 4212007 | | 460.68 | | SEWER | 5310 430600 | 341 | 101000 |
| | 03/19/21 | POLICE 4212008 | | 468.83 | | POLICE | 1000 411258 | 341 | 101000 |
| | 03/19/21 | TOWN HALL 4212009 | | 316.14 | | TWNHLA | 1000 411250 | 341 | 101000 |
| | 03/19/21 | ICE RINK 421010 | | 77.52 | | PARKS | 1000 411253 | 341 | 101000 |
| | 03/19/21 | South Iris Street Well 4212013 | | 164.07 | | WATER | 5210 430500 | 341 | 101000 |
| | 03/19/21 | MAD SEWER LIFT 4212014 | | 187.19 | | SEWER | 5310 430600 | 341 | 101000 |
| | 03/19/21 | Hayden/Grouse Well 4212015 | | 42.92 | | WATER | 5210 430500 | 341 | 101000 |
| | 03/19/21 | MADADD H2O Tower 4212017 | | 52.78 | | WATER | 5210 430500 | 341 | 101000 |
| | 03/19/21 | SHOP 4212018 | | 280.67 | | STREET | 1000 430200 | 341 | 101000 |
| | 03/19/21 | ANIMAL 4212029 | | 325.00 | | ANIML | 1000 440600 | 341 | 101000 |
| | 03/19/21 | CLORINATOR 4212030 | | 84.78 | | WATER | 5210 430500 | 341 | 101000 |
| | 03/19/21 | Electric Well 4212031 | | 43.56 | | WATER | 5210 430500 | 341 | 101000 |
| | 03/19/21 | PARK 4212032 | | 314.49 | | PARKS | 1000 411253 | 341 | 101000 |
| | 03/19/21 | UPDH 4212041 | | 1,839.94 | | UPDH | 1000 411252 | 341 | 101000 |
| | 03/19/21 | SEWER TREAT SERV 4212046 | | 2,385.59 | | SEWER | 5310 430600 | 341 | 101000 |
| | 03/19/21 | LIBRARY 23 dunraven 4212054 | | 110.02 | | LIBR | 1000 411259 | 341 | 101000 |
| 47869 | | 73 Westmart Building Center | | 247.46 | | | | | |
| | 03/28/21 | Street Supplies | | 146.29 | | STREET | 1000 430200 | 220 | 101000 |
| | 03/28/21 | Sewer Supplies | | 93.58 | | SEWER | 5310 430600 | 220 | 101000 |
| | 03/28/21 | Town Hall Supplies | | 7.59 | | TWNHAL | 1000 411250 | 220 | 101000 |

04/02/21
15:38:36

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 4/21

Page: 3 of 7
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 |
|-------|-----------|-------------------------------------|---------------------------|-------------------------|---------|--------|---------------|-------------|-----------------|
| 47870 | | 3242 Fisher's Technology | | 6.20 | | | | | |
| | 892542 | 03/25/21 copier maintenance fee | | 6.20 | | FINADM | 1000 410510 | 356 | 101000 |
| 47874 | | 2546 Century Link QCC | | 9.22 | | | | | |
| | 211560094 | 03/24/21 long dist chg 406-646-7600 | | 9.22 | | DISPAT | 2850 420750 | 345 | 101000 |
| 47875 | | 2813 Century Link | | 1,544.86 | | | | | |
| | 03/19/21 | E911 Viper 255-9710 | | 1,002.34 | | E911 | 2850 420750 | 345 | 101000 |
| | 03/19/21 | E911 Viper 255-9712 | | 24.51 | | E911 | 2850 420750 | 345 | 101000 |
| | 03/19/21 | E911 Viper 646-5170 | | 110.06 | | E911 | 2850 420750 | 345 | 101000 |
| | 03/19/21 | Alarm Lines 646-5185 | | 89.32 | | TWNHLL | 1000 411250 | 345 | 101000 |
| | 03/19/21 | Police - 646-7600 | | 318.63 | | POLICE | 2850 420750 | 345 | 101000 |
| 47876 | | 1514 Verizon Wireless | | 861.52 | | | | | |
| | | 21 Smartphones | | | | | | | |
| | | 5 laptops | | | | | | | |
| | 03/20/21 | 640-0108, Police | | 31.50 | | POLICE | 1000 420100 | 345 | 101000 |
| | 03/20/21 | 640-0121 Laptop | | 40.01 | | POLICE | 1000 420100 | 345 | 101000 |
| | 03/20/21 | 640-0141 Street SP | | 31.50 | | STREET | 1000 430200 | 345 | 101000 |
| | 03/20/21 | 640-0159 Street SP | | 31.50 | | STREET | 1000 430200 | 345 | 101000 |
| | 03/20/21 | 640-0606 911 Dispatch | | 31.50 | | 911 | 2850 420750 | 345 | 101000 |
| | 03/20/21 | 640-1103, Operator SP | | 31.50 | | STREET | 1000 430200 | 345 | 101000 |
| | 03/20/21 | 640-1460, Library Dir, SP | | 31.50 | | LIBRAR | 2220 460100 | 345 | 101000 |
| | 03/20/21 | 640-1461, S & W operator, SP | | 31.50 | | SEWER | 5310 430600 | 345 | 101000 |
| | 03/20/21 | 640-1462, S & W Super, SP | | 31.50 | | WATER | 5210 430500 | 345 | 101000 |
| | 03/20/21 | 640-1463, Deputy PSS, SP Sspnd | | 31.50 | | PARKS | 1000 460430 | 345 | 101000 |
| | 03/20/21 | 640-1472, Ops Mgr, SP | | 31.47 | | ADMIN | 1000 410210 | 345 | 101000 |
| | 03/20/21 | 640-1676, Rec Coord, SP | | 31.50 | | REC | 1000 460440 | 345 | 101000 |
| | 03/20/21 | 640-1754, COP, SP | | 31.50 | | POLICE | 1000 420100 | 345 | 101000 |
| | 03/20/21 | 640-1755, Police | | 31.50 | | POLICE | 1000 420100 | 345 | 101000 |
| | 03/20/21 | 640-1756, Police | | 31.50 | | POLICE | 1000 420100 | 345 | 101000 |
| | 03/20/21 | 640-1757, Police | | 31.50 | | POLICE | 1000 420100 | 345 | 101000 |
| | 03/20/21 | 640-1758, Police, SP | | 31.50 | | POLICE | 1000 420100 | 345 | 101000 |
| | 03/20/21 | 640-1759, Police | | 31.50 | | POLICE | 1000 420100 | 345 | 101000 |
| | 03/20/21 | 640-7547, Street SP | | 31.50 | | PARKS | 1000 460430 | 345 | 101000 |
| | 03/20/21 | 640-9074, PSS, SP | | 31.50 | | STREET | 1000 430200 | 345 | 101000 |
| | 03/20/21 | 640-2195 683 laptop | | 40.01 | | POLICE | 1000 420100 | 345 | 101000 |
| | 03/20/21 | 640-2551 COP laptop | | 40.01 | | POLICE | 1000 420100 | 345 | 101000 |
| | 03/20/21 | 641-0184 686 laptop | | 40.01 | | POLICE | 1000 420100 | 345 | 101000 |
| | 03/20/21 | 641.0207 681 laptop | | 40.01 | | POLICE | 1000 420100 | 345 | 101000 |
| | 03/20/21 | 640-2354 Social Services | | 31.50 | | SOCSER | 1000 450135 | 345 | 101000 |
| | 03/20/21 | 640-2629 City Judge | | 31.50* | | COURT | 1000 410360 | 345 | 101000 |

* ... Over spent expenditure

| Claim | Vendor #/Name/ Check Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|--|-------------------------|---------|--------|---------------|-------------|-----------------|
| 47877 | 2822 ClearBlu Business Services | 3,710.00 | | | | | |
| | 04/01/21 Town Hall | 1,000.00* | | TWNHLL | 1000 411250 | 357 | 101000 |
| | 04/01/21 Library | 400.00 | | LIBES | 1000 411259 | 357 | 101000 |
| | 04/01/21 Trailhead Bldng. | 260.00 | | TRLHED | 1000 411256 | 350 | 101000 |
| | 04/01/21 Povah | 450.00 | | POVAH | 1000 411255 | 350 | 101000 |
| | 04/01/21 Chamber Bldng. | 1,100.00 | | CHAMB | 1000 411257 | 357 | 101000 |
| | 04/01/21 Park Bathrooms | 500.00 | | PARKS | 1000 411253 | 357 | 101000 |
| 47879 | 2852 Blackfoot Communications | 2,257.74 | | | | | |
| | 03/15/21 646-5106, fax soc svc | 40.53 | | SOCSRV | 1000 450135 | 345 | 101000 |
| | 03/15/21 646-5119, police station Dispa | 40.53 | | DISPCH | 2850 420750 | 345 | 101000 |
| | 03/15/21 646-5141, sewer plant alarm | 40.53 | | SEWER | 5310 430600 | 345 | 101000 |
| | 03/15/21 646-5185, town hall alarm | 40.53 | | TWNHAL | 1000 411250 | 345 | 101000 |
| | 03/15/21 646-7311, social services | 30.86 | | SOCSRV | 1000 450135 | 345 | 101000 |
| | 03/15/21 646-7481, povah elevator | 58.16 | | POVAH | 1000 411255 | 345 | 101000 |
| | 03/15/21 646-7511, town hall fax | 40.53 | | TWNHAL | 1000 411250 | 345 | 101000 |
| | 03/15/21 646-7609, public works | 42.59 | | PUBSVC | 1000 430200 | 345 | 101000 |
| | 03/15/21 646-7650, police station fax | 40.53 | | DISPCH | 2850 420750 | 345 | 101000 |
| | 03/15/21 646-7715, povah center | 24.63 | | POVAH | 1000 411255 | 345 | 101000 |
| | 03/15/21 646-7795, town hall | 235.58 | | TWNHAL | 1000 411250 | 345 | 101000 |
| | 03/15/21 646-7845, court clerk | 111.61* | | COURT | 1000 410360 | 345 | 101000 |
| | 03/15/21 646-9017, library | 43.63 | | LIBRAR | 2220 460100 | 345 | 101000 |
| | 03/15/21 646-9027, sewer plant alarm | 40.53 | | SEWER | 5310 430600 | 345 | 101000 |
| | 03/15/21 ethernet, library | 300.00 | | LIBRAR | 2220 460100 | 345 | 101000 |
| | 03/15/21 ethernet, povah center | 187.26 | | POVAH | 1000 411255 | 345 | 101000 |
| | 03/15/21 ethernet, police station | 350.00 | | POLICE | 1000 411258 | 345 | 101000 |
| | 03/15/21 ethernet, town hall | 272.00 | | TWNHAL | 1000 411250 | 345 | 101000 |
| | 03/15/21 602-4909, town hall judge | 15.11* | | COURT | 1000 410360 | 345 | 101000 |
| | 03/15/21 602-4894 Town hall Court Clerk | 1.10* | | COURT | 1000 410360 | 345 | 101000 |
| | 03/15/21 602-4897 town hall | 1.10 | | TWNHAL | 1000 411250 | 345 | 101000 |
| | 03/15/21 602-4898 town hall | 1.10 | | TWNHAL | 1000 411250 | 345 | 101000 |
| | 03/15/21 602-4900 town hall | 5.25 | | TWNHAL | 1000 411250 | 345 | 101000 |
| | 03/15/21 602-4901 town hall | 5.25 | | TWNHAL | 1000 411250 | 345 | 101000 |
| | 03/15/21 602-4902 town hall | 1.10 | | TWNHAL | 1000 411250 | 345 | 101000 |
| | 03/15/21 602-4903 town hall | 1.10 | | TWNHAL | 1000 411250 | 345 | 101000 |
| | 03/15/21 602-4904 town hall | 1.10 | | TWNHAL | 1000 411250 | 345 | 101000 |
| | 03/15/21 602-4905 town hall | 1.10 | | TWNHAL | 1000 411250 | 345 | 101000 |
| | 03/15/21 602-4906 Library Main desk | 1.10 | | LIBRY | 2220 460100 | 345 | 101000 |
| | 03/15/21 602-4907 Library Director | 1.10 | | LIBRY | 2220 460100 | 345 | 101000 |
| | 03/15/21 602-4908 Povah Ctr | 11.10 | | POVAH | 1000 411255 | 345 | 101000 |
| | 03/15/21 602-4949 Town Hall | 11.10 | | TWNHAL | 1000 411250 | 345 | 101000 |
| | 03/15/21 6024044 Soc Ser Pantry | 260.00 | | SOCSER | 1000 450135 | 345 | 101000 |

04/02/21
15:38:36

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 4/21

Page: 5 of 7
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 |
|-------|--|-------------------------|---------|--------|---------------|-------------|-----------------|
| 47880 | 2952 DIS Technologies | 1,248.87 | | | | | |
| | 7220 03/12/21 DUO MFA Key fobs | 159.00 | | DSPTCH | 1000 420160 | 216 | 101000 |
| | 6150 08/10/20 Trend Micro maxSecurlyr | 79.95 | | IT | 1000 410580 | 355 | 101000 |
| | 6150 08/10/20 WorryFree Bus SecStd renewal | 169.92 | | IT | 1000 410580 | 355 | 101000 |
| | 7303 03/25/21 Netmotion Wrles-AcesforOfficer | 840.00* | | DSPTCH | 1000 420160 | 398 | 101000 |
| 47881 | 2369 River Dragon Designs/Rose | 425.00 | | | | | |
| | 02/12/21 4 WYPD Star Magnets for New Tr | 425.00 | | POLICE | 4000 420110 | 944 | 101000 |
| 47882 | 379 Energy Laboratories, Inc | 499.25 | | | | | |
| | 381589 03/19/21 WW Influent | 237.00 | | SEWER | 5310 430600 | 357 | 101000 |
| | 382065 03/22/21 Whiskey Spring/RR analysis | 45.25 | | WATER | 5210 430500 | 357 | 101000 |
| | 382060 03/22/21 WW Effluent | 217.00 | | SEWER | 5310 430600 | 357 | 101000 |
| 47883 | 999999 MARY S. ANDERSON | 405.00 | | | | | |
| | 03/15/21 Restitution Disbursement Meyer | 405.00 | | COURT | 7469 212401 | | 101000 |
| 47884 | 2931 Biddle Consulting Group, Inc. | 2,295.00 | | | | | |
| | 66813 03/03/21 CritiCall Annual Software Lic | 2,295.00* | | DSPTCH | 1000 420160 | 380 | 101000 |
| 47885 | 1622 CNA Surety | 1,000.00 | | | | | |
| | 03/29/21 Bond #69515109 | 1,000.00 | | FINADM | 1000 410510 | 520 | 101000 |
| 47886 | 626 Yellowstone Arctic Yamaha | 5,675.82 | | | | | |
| | 03/22/21 Overreported RT from 2019 | 5,675.82 | | RT | 2100 315100 | | 101000 |
| 47887 | 2854 Mountain Alarm | 100.50 | | | | | |
| | 2377664 04/01/21 Monitoring Alarm TwnHll(3) | 100.50* | | TWNHLL | 1000 411250 | 357 | 101000 |
| 47888 | 65 T & E | 1,298.82 | | | | | |
| | 0450041 03/15/21 Angle Cylinder | 1,258.82 | | STREET | 1000 430200 | 369 | 101000 |
| | 0450042 03/15/21 Part 938H | 40.00 | | STREET | 1000 430200 | 369 | 101000 |
| 47889 | 474 Three Bears Lodge, Inc. | 114.00 | | | | | |
| | 010421-01 01/06/21 Help Fund Voucher | 114.00 | | HELP | 7010 450135 | 370 | 101000 |
| 47890 | 3241 Bridger Analytical Lab | 280.00 | | | | | |
| | 2103356 03/24/21 Total coliform/E. coli | 280.00 | | WATER | 5210 430500 | 357 | 101000 |

04/02/21
15:38:36

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 4/21

Page: 6 of 7
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 |
|-------|------------|---|---------------------------|-------------------------|------------|--------|---------------|-------------|-----------------|
| 47891 | | 2977 Staples Credit Plan | | 340.49 | | | | | |
| | 2780260941 | 02/18/21 APC Backups UPS (2) | | 140.98 | | FINADM | 1000 410510 | 212 | 101000 |
| | 2781915801 | 02/20/21 Dispatch Supplies | | 141.53 | | DSPTCH | 1000 420230 | 220 | 101000 |
| | 2794792961 | 03/09/21 Copy paper | | 29.99 | | ADMN | 1000 410210 | 220 | 101000 |
| | 2795788711 | 03/10/21 Copy Paper Soc ser | | 27.99 | | SOCSE | 1000 450135 | 220 | 101000 |
| 47892 | | 3305 Dunne Communications, Inc. | | 60,373.04 | | | | | |
| | 21032103 | 03/21/21 WYPD VPMoIIIPortable (7) | | 23,072.00* | | POLICE | 4000 420110 | 945 | 101000 |
| | 21032103 | 03/21/21 WYPD Chargers (7) | | 700.00* | | POLICE | 4000 420110 | 945 | 101000 |
| | 21032103 | 03/21/21 WYPD Rem Speaker Mic (7) | | 945.00* | | POLICE | 4000 420110 | 945 | 101000 |
| | 21032103 | 03/21/21 WYPD Spare Batt (7) | | 868.00* | | POLICE | 4000 420110 | 945 | 101000 |
| | 21032103 | 03/21/21 WYPD Leather case w/swivel (| | 385.00* | | POLICE | 4000 420110 | 945 | 101000 |
| | 21032103 | 03/21/21 WYPD Single Head Mobile (7) | | 33,423.04* | | POLICE | 4000 420110 | 945 | 101000 |
| | 21032103 | 03/21/21 WYPD VHF Antenna Kit (7) | | 980.00* | | POLICE | 4000 420110 | 945 | 101000 |
| 47893 | | 1061 Lane and Associates | | 76.23 | | | | | |
| | 8471 | 03/22/21 Pre-EmploymentDrug test (1) | | 76.23 | | ADMIN | 1000 410210 | 356 | 101000 |
| 47894 | | 171 Montana Food Bank Network | | 868.04 | | | | | |
| | AOR22821-1 | 04/01/21 Food Bank Supplies | | 868.04* | | HELP | 7010 450135 | 220 | 101000 |
| 47895 | | 3297 Vision West, Inc. | | 750.00 | | | | | |
| | 1392-A | 12/21/20 Zoom interview/Survey PoliceDe | | 750.00 | | ADMIN | 1000 410210 | 380 | 101000 |
| | | # of Claims | 31 | Total: | 121,645.79 | | | | |

04/02/21
15:38:36

TOWN OF WEST YELLOWSTONE
Fund Summary for Claims
For the Accounting Period: 4/21

Page: 7 of 7
Report ID: AP110

| Fund/Account | Amount |
|--|--------------|
| 1000 General Fund | |
| 101000 CASH | \$29,386.38 |
| 2100 Local Option Taxation-Resort Tax | |
| 101000 CASH | \$5,675.82 |
| 2220 Library | |
| 101000 CASH | \$377.33 |
| 2850 911 Emergency | |
| 101000 CASH | \$1,577.32 |
| 4000 Capital Projects/Equipment | |
| 101000 CASH | \$60,798.04 |
| 5210 Water Operating Fund | |
| 101000 CASH | \$991.11 |
| 5310 Sewer Operating Fund | |
| 101000 CASH | \$3,950.40 |
| 7010 Social Services/Help Fund | |
| 101000 CASH | \$982.04 |
| 7202 TBID Agency Fund | |
| 101000 CASH | \$17,109.35 |
| 7458 Court Surcharge HB176 | |
| 101000 CASH | \$135.00 |
| 7467 MT Law Enforcement Academy (MLEA) | |
| 101000 CASH | \$160.00 |
| 7469 City Court - Judge Gibson | |
| 101000 CASH | \$405.00 |
| 7699 Victims Assistance Program | |
| 101000 CASH | \$98.00 |
| | |
| Total: | \$121,645.79 |

RECEIVED
MAR 23 2021



Town of West Yellowstone Business License Application

Business Name: Kenny Jones Photo, LLC
Applicant: Kenny Jones
Contact Person: Kenny Jones
Mailing Address: PO Box 1612 West Yellowstone, MT 59758
Physical Address of Business: Tour guide 329 Shoshone Ave West Yellowstone
Phone Number: 307-690-9562 Fax Number: None
Email Address: kjones@kennyjonesphoto.com Website: kennyjonesphoto.com

Signature of Property Owner of Record:

Subdivision: Madison Addition
Block: _____ Lot: _____

Zoning District, please mark one:

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

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

Type of Business Please explain in detail the following: number of units, seating capacity, etc. Contractors should list trailers and equipment and where these items will be stored.

Photo tours in Yellowstone National Park

Guide Service - picking people up at hotels etc.

Business License Fee: \$ 50⁰⁰
Resort Tax Bond: \$ 500⁰⁰
Total Amount Due: \$ 550⁰⁰

Signature of Applicant

Signature of Applicant

3-24-21
Date

| | | | | | | | |
|----------------------|---------------|---------------------------------------|-----------------|---|--|--|--|
| Date Approved: _____ | | | | FOR OFFICE USE ONLY | | | |
| | | <input type="checkbox"/> Town Council | | <input type="checkbox"/> Administration | | | |
| Date _____ | Check # _____ | Amount \$ _____ | License # _____ | | | | |
| SCN _____ | BLP _____ | STX _____ | RDX _____ | | | | |



Town of West Yellowstone Business License Application

Business Name: Firehole BBQ Express
 Applicant: Julie Shults
 Contact Person: Julie Shults
 Mailing Address: PO Box 285 West Yellowstone MT 59758
 Physical Address of Business: 138 Firehole Ave WY MT 59758
 Phone Number: (601) 303-9797 Fax Number: _____
 Email Address: JulieShults7540@gmail.com Website: FireholeBBQ.com

Signature of Property Owner of Record: Aud Schmir

Subdivision: OLD TOWN
 Block: 16 Lot: 4

Zoning District, please mark one:

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

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

Type of Business Please explain in detail the following: number of units, seating capacity, etc. Contractors should list trailers and equipment and where these items will be stored.

Restaurant - to go

Business License Fee: \$ 50.00
 Resort Tax Bond: \$ _____
 Total Amount Due: \$ _____

Julie Shults
 Signature of Applicant

 Signature of Applicant
3-5-21
 Date

| | | | | | | | |
|---------------------------------------|--|---------------------|-----------------|---------------------|--|---------------------------------|--|
| Date Approved: <u>3/29/21</u> | | | | FOR OFFICE USE ONLY | | | |
| <input type="checkbox"/> Town Council | <input checked="" type="checkbox"/> Administration | <u>food service</u> | | | | <u>change of ownership - OK</u> | |
| Date _____ | Check # _____ | Amount \$ _____ | License # _____ | | | | |
| SCN _____ | BLP _____ | STX _____ | RDX _____ | | | | |

To whom it may concern

I am asking to take in consideration that my resort tax bond be waved

I have perfect payment history with my business firehole bbq .

Thank you

Julie shults

661-303-9797

WEST YELLOWSTONE TOWN COUNCIL
Town Council Work Session
March 15, 2021

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Travis Watt and Jeff Mathews

OTHERS PRESENT: Finance Director Lanie Gospodarek, Water & Wastewater Superintendent Greg Johnson, Town Engineer Dave Noel, Town Engineers Dave Noel and Kevin Harris, 911 Communications Center Manager Brenda Martin, Rob Yeakey, Pierre Martineau, James Nickelson, MDT Aeronautics Division Representatives Tim Conway, Marc McKee, Jeff Kadlec

The meeting is called to order by Mayor Jerry Johnson 12:00 Noon from the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Due to the COVID-19 pandemic, the meeting is held over the internet using a video conferencing program called Zoom. Council Members and other participants joined the meeting from various locations in West Yellowstone and elsewhere in the country. Portions of the meeting are being recorded. Portions of the meeting are being recorded.

Public Comment Period

No public comment is received.

WORK SESSION

Mayor Johnson calls the meeting to order at 12 Noon. The purpose of the meeting is to meet with representatives from the Montana Department of Transportation, Aeronautics Division to discuss the potential connection of the Yellowstone Airport to the Town's water and wastewater system. Town Engineer Dave Noel summarizes that there have been multiple discussions in the past about connecting the airport facilities to the Town. He says that they have very limited capacity at this time, but once the new wastewater treatment facility is built, they will be accommodate the wastewater from the airport. He says the Town will have adequate water to service the airport as well. He explains that what has not been figured out is how to get the water out to the airport and how to get the wastewater back to the new treatment plant. Noel says that he has the demand calculations necessary to determine the connection fees, etc. Schmier asks if the Town has enough water supply now to serve the airport. Noel responds that once the new well, Well #4, goes online, they will have enough for the airport but not enough to develop the entire 80 acres. The group discusses the possibility of tying the water wells at the airport into the Town's system to increase capacity. The group discusses the fact that the wells at the airport do contain elevated arsenic levels and treatment would be required. The group discusses the basic plan for the infrastructure, Kadlec points out that the airport would also install fire hydrants around the community which would improve fire suppression efforts. Noel explains that their calculations for the new treatment plant includes the impact from the airport but they will be prepared to handle the flow year-round. Mathews inquires whether the current usage and capacity at the airport will increase and how will that affect the system. Noel responds that they would handle it the same way they handle expansions in town. If they intend to expand, they will submit a zoning application and work through the process. The group also discusses metering of the water use and sewer flow. Noel explains that the plan is to run a loop line around the Madison Addition, which would improve water pressure and fire suppression opportunity. The loop line would also provide an access point for the airport connection. Mathews asks if a future developer needed more infrastructure, could they pass those costs on to the developer. Noel responds that it they could and explains that is the point of the capitalization calculations to determine the value of the system and the cost to a new developer to join the existing infrastructure. Kadlec indicates that they are seeking an agreement between the Town and the Aeronautics Division that would enable them to proceed with the improvements. Noel asks if they really need an agreement or can they just follow the current process. He asks if the airport really just needs a will-serve letter, which is a commitment from the Town to provide service. Noel says that the will-serve letter will have an expiration date, but should provide the security they need to start the project. Kadlec inquires if the costs of connecting would be included in the will-serve letter. Noel responds that it typically is the rate structure that is in place when the connection is made. Noel says that it is not uncommon to have separate rate structures for inside and outside of the town. He says that the Town is not prepared at this point to establish those rates, but they can evaluate and develop policy to establish rates for service

that is outside the Town limits. Tim Conway explains that they do need the commitment, but they also need to figure out parameters so they can plan for the costs to connect to the system, both connection and usage costs. Noel says that then they need to finalize the SFE (Single Family Equivalency) calculator and the Capitalization formulas. He says they would be able to estimate the number of connections, then they could come up with numbers. They would also work on coming up with some sort of a multiplier to apply to out of town connections. The group discusses a multiplier for service outside the Town limits and Conway indicates that is what they need to establish. The group discusses what should be included in the will-serve letter and generally agree to an expiration date five years in the future, but they want to make sure there is room to extend the deadline if they can't accomplish the connection within five years. They discuss requiring the payment of the connection fees if the connection isn't made in five years and initiating monthly billing at that point. Schmier clarifies that they are planning for a capacity that will accommodate not just the airport, but the developments that are also waiting. Noel agrees and explains that when they conducted the facilities planning study, they estimated that a treatment facility that will handle 1.25 million gallons per day and additional water supply of 1100 gallons is what the community needs to continue to grow and accommodate those developments.

Mayor Johnson asks if MDT is open to discussing the lease for the sewer lagoon. They discuss recent events where the two sides had agreed to order a new appraisal for the site, but then the appraiser backed out of the project. There were multiple negotiations on this issue in recent months and MDT decided not to proceed with the appraisal. The Town indicates that they would like to revisit the issue and an appraisal was ordered and conducted two weeks ago. They discuss that the lease needs to be renegotiated to allow the construction of the building that will house the new treatment plant. They could also decrease the size of the property that is being leased, but it would be costly to rehabilitate the property. Kadlec indicates that FAA regulations will apply to the size and height of the building. He says he doesn't think it will be a problem but they need to make sure they comply. Noel says they have a fairly complete site plan for the size and shape of the building. Conway says that the new Director for MDT would like to come down to West in person when the airport opens, likely in May.

The meeting is adjourned. (2:15 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting & Work Session
March 16, 2021

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Travis Watt and Jeff Mathews

OTHERS PRESENT: Finance Director Lanie Gospodarek, Fire Chief Shane Grube, Acting Chief of Police Neil Courtis, Town Attorney Jane Mersen, 911 Communications Center Manager Brenda Martin, Vely Vazquez, Lindsey Charlton, Karen McBirnie, Chiopper Smith, Gay McBirnie, Jan Neish-IP News, Jennifer Jordan, Kaitlin Johnson, Pilar Collins, Rob Yeakey, Wayne Konrade, Julie Tesore, Jason Brey, Pierre Martineau, Ron Tomasetti, Denice Sabolsky, Lewis Robinson, Erin Benike, Bob Hayes, Martin Grube

The meeting is called to order by Mayor Jerry Johnson 6:00 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-TOWN COUNCIL APPLICANT INTERVIEWS

Mayor Johnson calls the meeting to order. The purpose of the work session is to interview five candidates for the vacant position on the Town Council. Greg Forsythe resigned from the Town Council following the last meeting. The candidates are Jeff McBirnie, Tom Cherhoniak, Kenny Jones, Sarah Schaffer and Brian Benike. The candidates briefly introduce themselves and describe their backgrounds and connections to the community. Mayor Johnson asks each candidate to describe why they want to be on the Town Council. Answers include giving back to the community, shaping the future, and helping the Town to grow. The next question is what is the most important issue facing the Town Council right now. Tom Cherhoniak says that housing is the biggest issue, Jeff McBirnie agrees and says that they have lost so many employees because there just isn't any affordable places to live. Brian Benike says that infrastructure is the biggest problem and says they need to ensure their infrastructure can support the community. Sarah Schaffer says the loss of employees in the Public Works department is most important, they need those people to get the work done. Kenny Jones also says that infrastructure must come first to support more housing. When asked about priority projects, answers included infrastructure, housing, parking, development of the 80 acres, improvements for tourists and more opportunities for the locals. McBirnie, Benike, Schaffer, and Jones all indicate they intend to run for election this fall, Cherhoniak indicates that he is undecided.

Public Comment Period

Dr. Jane Gillette, House District 64, reports on current bills in the legislature. She says that the daylight savings time bill was debated extensively. She thanks Fire Chief Shane Grube for assistance with some fireworks legislation. Watt asks about House Bill #2, she says that bill won't be introduced until later this week and has the potential to provide funding for small businesses. Schmier asks to a listing of bills that may affect West Yellowstone and she responds that she would be happy to do that.

Council Comments

Mayor Johnson reports that Yellowstone National Park closed for the season yesterday and it was a very successful year, especially considering the additional challenges. Watt expresses appreciation to the staff for all the assistance during this period of transition.

ACTION TAKEN

- 1) Motion carried to appoint Brian Benike to the Town Council. (Watt, Mathews)
- 2) Motion carried to approve the Treasurer's and Securities Report dated February 2021. (Schmier, Watt)

- 3) Motion carried to approve the claims, which total \$484,871.55 (Watt, Mathews) Schmier abstains from claim #47826 to Jerry's Enterprises for \$152.18.
- 4) Motion carried to approve the Consent Agenda, which includes the minutes of the March 2, 2021 Town Council Meeting and the March 9, 2021 Town Council Work Session. (Watt, Mathews)
- 5) Motion carried to approve the WYSEF to connect to the water and sewer service for the new groomer building to the existing service at the Trailhead Building. (Watt, Mathews)
- 6) Motion carried to confirm Officer Leonel Sosa Jiminez as a police officer for the Town of West Yellowstone. (Watt, Schmier)
- 7) Motion carried to table the appointment to the Health Care Services Advisory Board with the expectation that a new resolution will be presented to expand the size of the board. (Watt, Schmier)
- 8) Motion carried to appoint Jessica Piccone to the Parks & Recreation Advisory Board for a term of four years. (Watt, Mathews)
- 9) Motion carried to confirm the contract continuation with Forsgren Associates, Inc. to provide engineering services for the Town of West Yellowstone for another year. (Watt, Mathews)
- 10) Motion carried to hire Jon Brown to be a temporary part-time water/wastewater operator. (Watt, Benike)
- 11) Motion carried to approve the Town Manager Recruitment Proposal from Prothman. (Watt, Schmier)
- 12) Motion carried to authorize the Mayor to sign the settlement agreement between Kathleen Brandis and the Town of West Yellowstone. (Watt, Brandis)

DISCUSSION

- 1) The Council thanks all the applicants and calls for a nomination. Interviews were conducted earlier in the evening.
- 5) The Council discusses the request form WYSEF to water and sewer service to the new groomer building within the Rendezvous Trail System. Bob Hayes, on behalf of WYSEF, explains that the new building will be a new service. Hayes explains that the new building will have a 2-stall bathroom, not open to the public, and the water line would just be for washing equipment etc. The building will be located outside of the town limits.
- 7) Mayor Johnson explains that Greg Forsythe applied to serve on the Health Care Services Advisory board. Since the agenda went out, they received another application from Robin Eyman. Shane Grube suggests expanding the board to include a representative of the Hebgen Basin Fire District and appointing both applicants. The board would be expanded to 7 persons.
- 10) Mayor Johnson explains that due to significant transitions in public services and water/wastewater responsibilities, it has been recommended that they hire an individual named Jon Brown to assist with testing and monitoring of the utility system. He explains that Greg Johnson is also going to continue to work on weekdays as a temporary part-time employee.

- 11) John Hodgson of Prothman, a company that specializes in conducting public administrative recruitments, joins the meeting to discuss the approach for conducting the recruitment. Hodgson says he would like to have a phone or Zoom interview with each council member and then a list of stakeholders that he could interview. He will use this information to put together the position profile. Johnson says the Council would like to have a work session and discuss what they think is most important to seek in a new Town Manager. Hodgson says that most of the meetings will be held by Zoom, but he can travel for the final interviews if necessary.

9:00 PM – Executive Session to discuss pending litigation regarding Kathleen Brandis v. Town of West Yellowstone Settlement

9:30 PM – Open Session

- 12) Mayor Johnson explains that Kathleen Brandis, the former city judge, has agreed to a settlement regarding the termination of her employment. The Town will issue the payment and the Town's insurance carrier, MMIA, will reimburse the Town.
- A) **Town Manager & Staff Reports:** Mayor Johnson reports that the department reports were submitted by email and most of the activities of the past two weeks are on the agenda this evening. Mayor Johnson reports that they are very close to signing a contract with Todd Richardson to be the Chief of Police. Jan Neish of the Island Park News inquires about the meeting with representatives from MDT-Aeronautics Division. Mayor Johnson responds that it was a very productive meeting and they should have things to review in the next couple of weeks. Fire Chief Shane Grube reports that they held another vaccine pod today for the covid-19 vaccine and have 572 doses, 440 1st dose and 132 2nd dose. He reports that the Governor recently announced that as of April 1, they will be authorized to distribute the vaccine to anyone over the age of 16. He thanks everyone in the community, especially those that are bi-lingual, for helping them work with the community. The Council discusses setting a meeting for a Development Review Group to review a couple projects.
- B) Council Member Schmier reports that the **Health Care Services Advisory Board** met last week. He welcomes Kenny Jones to the board. He says that Chief Grube provided a covid-19 update. Schmier reports that the primary practitioner for CHP is facing some health issues and will be out another couple of months, so they are struggling with staffing at the clinic. They have hired a nurse practitioner for the summer who will work four days a week this summer. They have not been able to hire an x-ray technician yet. The board also discussed the current contract the Town has with CHP, which expires December 31, 2021. It is the recommendation of the Board that the Town entertain extending the contract for one more year and start the RFP process early in 2022.

The meeting is adjourned. (9:55 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Work Session
March 24, 2021

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Travis Watt and Jeff Mathews, Brian Benike

OTHERS PRESENT: Finance Director Lanie Gospodarek, John Hodgson of Prothman, Kaitlin Johnson, Yellowstone Historic Center

The meeting is called to order by Mayor Jerry Johnson 2:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Due to the impacts of COVID-19, the meeting is being broadcast over the internet using a program called Zoom. The meeting is being recorded.

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

Public Comment Period

No public comment is received.

Council Comments

No council comments are received.

DISCUSSION

Mayor Jerry Johnson tells John Hodgson of Prothman that he thinks that the Town's legal counsel and the Town's engineer should be added to the list of stakeholders to be consulted by John Hodgson. Contact info will be provided to John.

Jerry says they are here to come up with a consensus of what the council will be looking for in the next Town Manager acknowledging that everyone will also have spoken to Hodgson individually. Mayor Johnson starts by providing his list: good communicator with employees and the public; human resource capabilities, experience in public administration and the BARS Chart of Accounts; management style based on team building.

Brad Schmier provides his list which includes: some experience in economic development needs; communication skills; getting everyone working together in the same direction; a knowledge base of infrastructure.

Travis Watt offers his desired attributes of: leadership role for community and teamwork for staff; interpersonal communication skills, with staff, town council, community and other community agencies or other communities; degree in government administration; HR, planning/zoning and economic development skills. He states without his latter items he thinks they may not be qualified for the position.

Brian Benike lists being a team player and good communicator as desired qualifications.

Jeff Matthews contributions included: ethical and trustworthy with mentoring and teambuilding skills; supports staff; inclusive decision-making skills; able to communicate actions and outcomes with staff and the public; fiscally conservative and experience with long term economic planning; experience as a supervisor; desire to be here for a long time; a willingness to mentor, train and promote from within and help with succession planning.

Jerry then reviews what is common among the town council members' lists and these items include:

- Communication
- Background in economic development, HR and Planning/Zoning
- Public Administration education
- A team building management-style

Johnson summarizes that the new manager doesn't need to know everything but needs to know how to find out about things. Matthews talks about checks and balances and accountability. Johnson thinks this could be covered under public administration experience or education.

John Hodgson describes what is in the profile for the Town, updated job description, salary range etc. Hodgson makes suggestions on ways to consider being competitive. Matthews asks about comparative towns, agencies etc. Johnson qualifies that he thinks that West Yellowstone is not like any other 1,200-person town. Hodgson suggests the council members come up with a list of other entities that might be similar that should be considered for comparative value. Another unique item about the Town is the interagency (USFS, YNP) relationships that are required.

Schmier asks about the town manager job description. Gospodarek says that in addition to the Charter there is a list of duties outlined in the Personnel Policy Manual. Johnson suggests another work session next week for job description input and comparative towns/municipalities list.

Matthews asks what we are putting out there as the 'hooks' (branding) for what people would want to take the job for. Challenges/opportunities that they think people would be interested in taking the job for i.e. 80-acres, new wastewater treatment plant going in etc. Watt asks Hodgson what the temperature of the market is right now. Hodgson says he is comparing it to the last recession. We have an aging population – more people who are retiring than entering. The COVID has made it so that people are hunkered down, but that he has had recruitments that are anywhere from 20 to 250 applicants. Hodgson says that knowing that you want the applicant to plan to stay stated he would help in avoiding having the description look like a just a stepping-stone position. Hodgson says he is hearing that last time the focus was planning and community development and that now he is hearing economic development is the focus and that housing is a need. Hodgson also states that the website should have key documents on the website and having a website that is not up-to-date also sends a message. The council members discuss options for seeing to this.

The council briefly discusses the current agreement for the new dispatch radio tower and whether or not the Phase 2 of the Town Hall building is/would interfere with the tower footprint.

The meeting is adjourned. (2:55 PM)

Mayor

ATTEST:

Finance Director

WEST YELLOWSTONE TOWN COUNCIL
Town Council Work Session
April 1, 2021

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Jeff Mathews, Travis Watt and Brian Benike are present by Zoom

OTHERS PRESENT: Finance Director Lanie Gospodarek, Fire Chief Shane Grube, John Hodgson of Prothman by Zoom

The meeting is called to order by Mayor Jerry Johnson 12:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Due to the impacts of COVID-19, the meeting is being broadcast over the internet using a program called Zoom. The meeting is being recorded.

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

Public Comment Period

Fire Chief Shane Grube reports that 402 members of the community are completely vaccinated against Covid-19, over 200 are partially, and more vaccines are on the way. They are only aware of one active case in the community and the total case count has only increased by one over the last couple weeks. He reports that as of today, anyone over the age of 18 is eligible to get the vaccine and they will start administering the Johnson & Johnson vaccine which is a one-shot vaccine.

He also reports on the proposed tower location for the new 911 radio tower. He says the proposed location will be between the Town Hall and the Search and Rescue building along Yellowstone Avenue. He says they took into account that the Town may eventually build a new police department adjacent to the Town Hall and left the space for that building. He says that at that point, the control building for the tower could be incorporated into the new police building. He also points out that the new building would be built over the top of the existing sewer lines, which are 8' and 13' deep. He says that he will be meeting with representatives from the County on Monday and they'll discuss the size of the base of the tower, etc. He will report on that meeting at the Council Meeting on Tuesday.

Council Comments

No council comments are received.

DISCUSSION

Mayor Johnson calls the meeting to order and explains the main purpose of the meeting to discuss the recruitment for a new Town Manager. John Hodgson of Prothman is present at the meeting via Zoom. He says that following the meeting today, they will put together the position profile and prepare to post it next week. The Town Council reviews the language in the Charter that pertains to the Town Manager as well as the section of the Personnel Policy Manual that outlines the duties of the Town Manager. The group discusses these sections and incorporating the responsibilities into the position profile and job announcement. Johnson emphasizes that good communication is vitally important between the Council and the Town Manager. Hodgson responds that when he does the initial screening of the applicants, he will discuss communication styles and techniques that the applicants have used in the past. Mathews adds that communicating and collaborating with staff is also necessary. He says that virtually every department has struggled with the departure of the department head and then the department has no one else to carry on. Watt adds that the Town Manager also needs to be willing and ready to communicate with community members and businesses. He says they need to provide leadership by example and have short and long-term fiscal goals. Hodgson says that nearly every person he spoke to mentioned communication and working with other inter-governmental issues. Johnson says they discussed working on the Town's website at the previous meeting and they've realized that they need to do more than just update it. He says that he is in contact with a couple different people that are web designers and he is also going to reach out to the Chamber and TBID marketing people to find out who they used to recently used to update their websites.

The group considers the salary range for the next Town Manager. They debate an annual range from \$75,000 to \$115,000. The previous manager was hired at \$97,500 and was making approximately \$115,000 at the conclusion of his employment. Hodgson says he looked at other similar sized municipalities in Montana, but didn't come up with a lot of comparables. He suggests considering what the Council is willing to pay two years down the road, assuming cost of living increases. He suggests setting the top of the range at that amount. Johnson says that they have too much going on to train a Town Manager. They consider not establishing a bottom end of the range, just a ceiling and they discuss \$120,000 or \$125,000. But they also discuss just putting out there what the minimum is so applicants know that there is a base. After extensive discussion, the group agrees on a range of \$100,000 to \$125,000. Hodgson explains that they will send out a draft tomorrow for the Council to approve by Tuesday.

The meeting is adjourned. (1:30 PM)

Mayor

ATTEST:

Town Clerk

RESOLUTION No. 751

A RESOLUTION OF THE WEST YELLOWSTONE TOWN COUNCIL EXPRESSING ITS INTENT TO CLARIFY THE STRUCTURE AND RESPONSIBILITIES OF THE HEALTHCARE SERVICES ADVISORY BOARD

WHEREAS, the Charter for the Town of West Yellowstone grants power to the Mayor to appoint, with the consent of the Town Council, boards, commissions, or committees as the Council deems necessary; and

WHEREAS, these bodies shall serve at the pleasure of the Council and exercise only those powers granted them by the Council through specific resolution or ordinance; and

WHEREAS, in March of 2004, the Town Council passed Resolution No. 451 designating a Health Services Board, and in November 2010 the Town Council passed Resolution No. 587 to clarify the structure and responsibilities of the board; and

WHEREAS, the Town Council wishes to create a Healthcare Services Advisory Board to replace the Health Services Board that was created by Resolutions No. 451 and No. 587 and update the structure and responsibilities of the board.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE:

1. The Mayor, with the approval of the Town Council, shall appoint seven members to the Healthcare Services Advisory Board.
2. The membership of the board shall include one representative from the Town Council, one representative from the Hebgen Basin Fire District, and five members from the community at large.
3. Each board member shall be appointed by the Mayor, subject to the consent of the Town Council, for a term of four years.
4. The Healthcare Services Advisory Board shall be charged with the following mission:

To identify and advise the West Yellowstone Town Council on healthcare needs and services for the community of West Yellowstone and to recommend appropriate actions to address identified needs and services.

5. The Healthcare Services Advisory Board shall operate under the following guidelines:
- A. The Healthcare Services Advisory Board shall be subject to the open meeting laws in the State of Montana. All meetings shall be properly noticed to the public.
 - B. The Healthcare Services Advisory Board shall adopt an organizational structure and establish by-laws and regulations for the conduct of business.
 - C. The Healthcare Services Advisory Board shall report on its activities to the Town Council on a quarterly basis at a regularly scheduled Town Council Meeting.
 - D. The Healthcare Services Advisory Board is advisory in nature and has no authority to seek funds or obligate Town funds or resources without prior authorization from the Town Council.

**PASSED AND ADOPTED BY THE TOWN COUNCIL AND APPROVED BY THE
MAYOR FOR THE TOWN OF WEST YELLOWSTONE
THIS 6th DAY OF APRIL 2021.**

Mayor Jerry Johnson

Council Member Travis Watt

Council Member Brian Benike

Council Member Brad Schmier

Council Member Jeff Matthews

ATTEST:



Town Clerk Elizabeth Roos

Health Care Services Advisory Board

| NAME | DATE APPOINTED | TERM EXPIRES |
|--|--------------------|-----------------------|
| Kyle Goltz | 7/21/15 | 7/21/18 |
| PO Box 1167 | 4/16/19 | 4/16/22 |
| West Yellowstone, MT 59758 | | |
| 646-4444 | | |
| kgoltz@hotmail.com | | |
| Council Member | | |
| Brad Schmier | 1/2/18 | Concurrent w/ TC term |
| PO Box 1029 | | |
| West Yellowstone, MT 59758 | | |
| 640-1241 (C) | | |
| bschmier@townofwestyellowstone.com | | |
| Jennifer Jordan | 8/4/15 | 8/4/18 |
| PO Box 1577 | 4/16/19 | 4/16/22 |
| West Yellowstone, MT 59758 | | |
| 646-7068 (W) 303-908-4196 (C) | | |
| jenny@lonepeakpt.com | | |
| Kenny Jones | 2/16/21 | 2/16/24 |
| PO Box 1612 | | |
| West Yellowstone, MT 59758 | | |
| (307) 690-9562 | | |
| kjones@kennyjonesphoto.com | | |
| Trish Barnes | 1/16/18 | 1/16/21 |
| PO Box 1503, 320 Boundary Street | | |
| West Yellowstone, MT 59758 | | |
| (206) 794-3901 | | |
| cabinwoman55@gmail.com | | |

Revised 2/2021 - er

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: 3-22-2021
APPLICANT: Westmart Building Center
ADDRESS: 100 S. Faithful St P.O. Box 50 WY MT 59758
PHONE: 406-646-9578
INTEREST IN PROPERTY: 100% owner

OWNER OF RECORD'S SIGNATURE: Greg W. Fugate

1. LEGAL DESCRIPTION:
Subdivision: Grizzly Park Addition
Block: 5 Lot: 1
Zoning District Number: _____

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment. Encroachment of 15' for greenhouse during the summer (90 days) starting May 1

Westmart Bld Center
Signature of Applicant
GREG W. FUGATE
DATE 3-22-2021

For Office Use Only:
DECISION BY TOWN COUNCIL
Approved Disapproved

Mayor/Operations Manager

DATE

RESOLUTION No. 719

A RESOLUTION OF THE WEST YELLOWSTONE TOWN COUNCIL EXPANDING THE PARKS & RECREATION ADVISORY BOARD

WHEREAS, the Charter for the Town of West Yellowstone grants power to the Mayor to appoint, with the consent of the Town Council, boards, commissions, or committees as the Council deems necessary; and

WHEREAS, these bodies shall serve at the pleasure of the Council and exercise only those powers granted them by the Council through specific resolution or ordinance; and

WHEREAS, the Town Council desires to expand the Parks & Recreation Advisory Board for the purpose of providing premier parks and recreation services that enhance the quality of life for residents and add value to regional visitor experiences.


NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE:


1. The Mayor, with the approval of the Town Council, shall appoint an additional four members to the Parks & Recreation Advisory Board for a total board membership of nine.
2. The membership of the board shall include one representative from the Town Council and up to eight members from the community at large.
3. Each board member shall be appointed by the mayor, subject to the consent of the town council, for a term of four years. In order to provide for staggered terms, two of the new board appointments shall be for terms of four years and two of the new board appointments shall be for terms of three years.
4. The Parks & Recreation Advisory Board shall be charged with the following mission:


To advise the West Yellowstone Town Council and Staff regarding park and recreation policies, facilities, programs, maintenance, development, funding, and other needs of the community.
5. The Parks & Recreation Advisory Board shall operate under the following guidelines:
 - A. The Parks & Recreation Advisory Board shall be subject to the open meeting laws in the State of Montana. All meetings shall be properly noticed to the public.

- B. The Parks & Recreation Advisory Board shall adopt an organizational structure and establish by-laws and regulations for conducting business.
- C. The Parks & Recreation Advisory Board shall report on its activities to the Town Council on at least a quarterly basis at a regularly scheduled Town Council Meeting.
- D. The Parks & Recreation Advisory Board is advisory in nature and has no authority to seek funds or obligate Town funds or resources without prior authorization from the Town Council or appropriate Town Staff.

PASSED AND ADOPTED BY THE TOWN COUNCIL AND APPROVED BY THE
MAYOR FOR THE TOWN OF WEST YELLOWSTONE
THIS 18 DAY OF September, 2018.

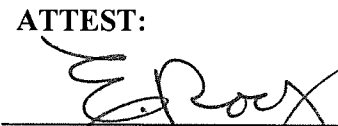

Brad Schmier
Council Member/Mayor


Pierre Martineau
Council Member


Jerry Johnson
Council Member


Greg Forsythe
Council Member


Chris Burke
Council Member

ATTEST:

Elizabeth Roos
Town Clerk



Parks & Recreation Advisory Board

| BOARD MEMBER | APPOINTED | EXPIRES | E-MAIL ADDRESS |
|------------------|-----------|---------|--|
| Brandi Brown | 10/9/18 | 10/8/21 | bns174@msn.com |
| Lindsey Charlton | 10/9/18 | 10/8/21 | charlton5126@gmail.com |
| Neil Courtis | 10/9/18 | 10/8/22 | treadandcast@gmail.com |
| Rachel Spence | 10/9/18 | 10/8/22 | rachelaspence@hotmail.com |
| Amy Freed | 10/9/18 | 10/8/22 | amy.freed15@gmail.com |
| Jennifer Jordan | 4/16/19 | 4/15/23 | parksdept@outlook.com |
| Liz Watt | 1/21/20 | 1/20/24 | mtrealtor@wyellowstone.com |
| Jessica Picone | 3/16/21 | 3/15/25 | jessapicone@gmail.com |

~~Greg Forsythe, Town Council – concurrent w/ TC term~~ gforsythe@townofwestyellowstone.com

Staff Support – concurrent w/ employment

Vely Vazquez, Recreation Coordinator ivazquez@townofwestyellowstone.com





*Reorganized by the Town Council 2/1/11 via Resolution No. 591, 4-year terms.
Reorganized again 9/18/18, Resolution No. 719, 4 new positions added.*

Updated 3/17/21 er

Sewer and Tower Location Map

Map date 3/31/2021

Legend

-  Hebgen Basin Fire District
-  Sewer Line
-  Sewer Main
-  West Yellowstone City Offices

Sewer Main 13.6

Sewer Main 13'

New main sewer Line

Obsidian Ave

Yellowstone Ave

Montana Dr

S Faithful St

Google Earth

© 2021 Google

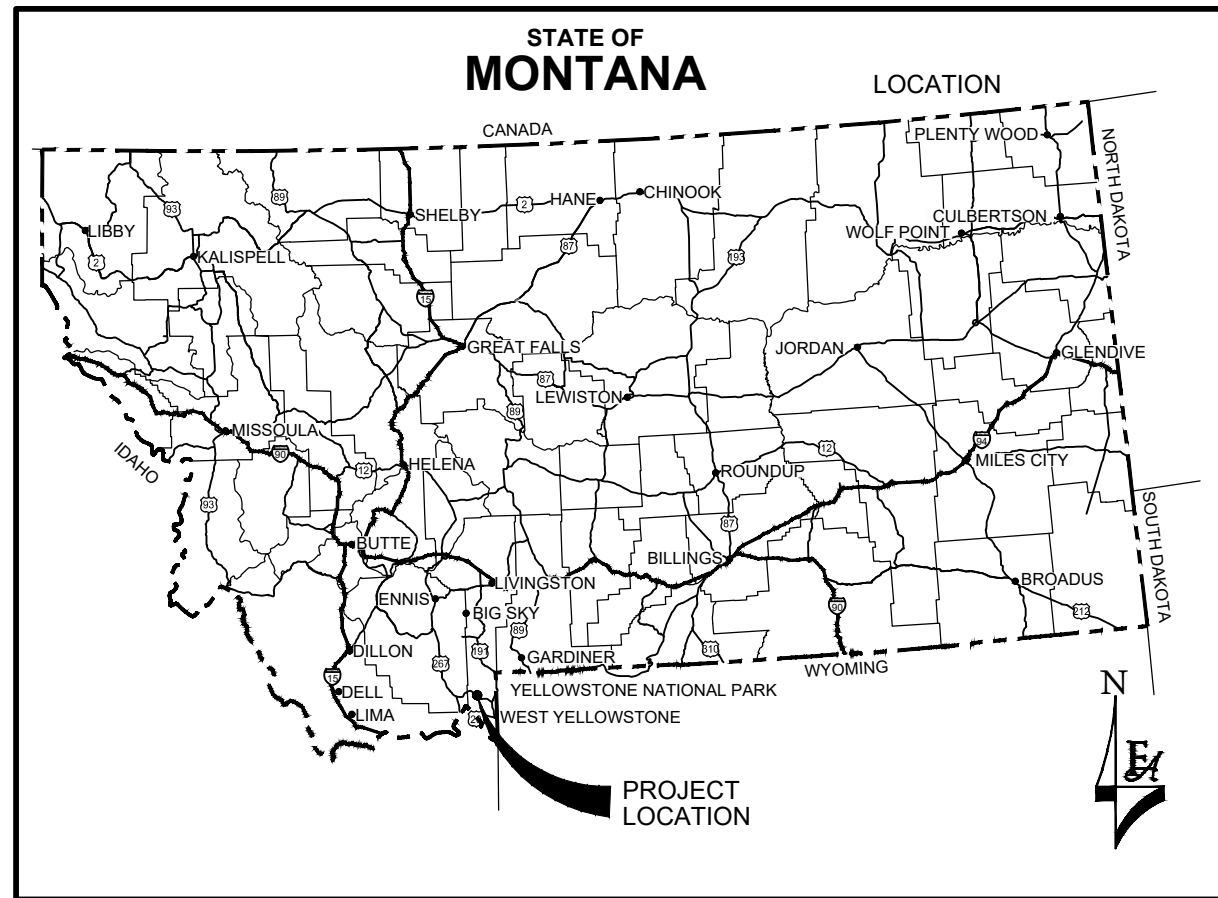
300 ft



RAILS TO TRAILS EXTENSION



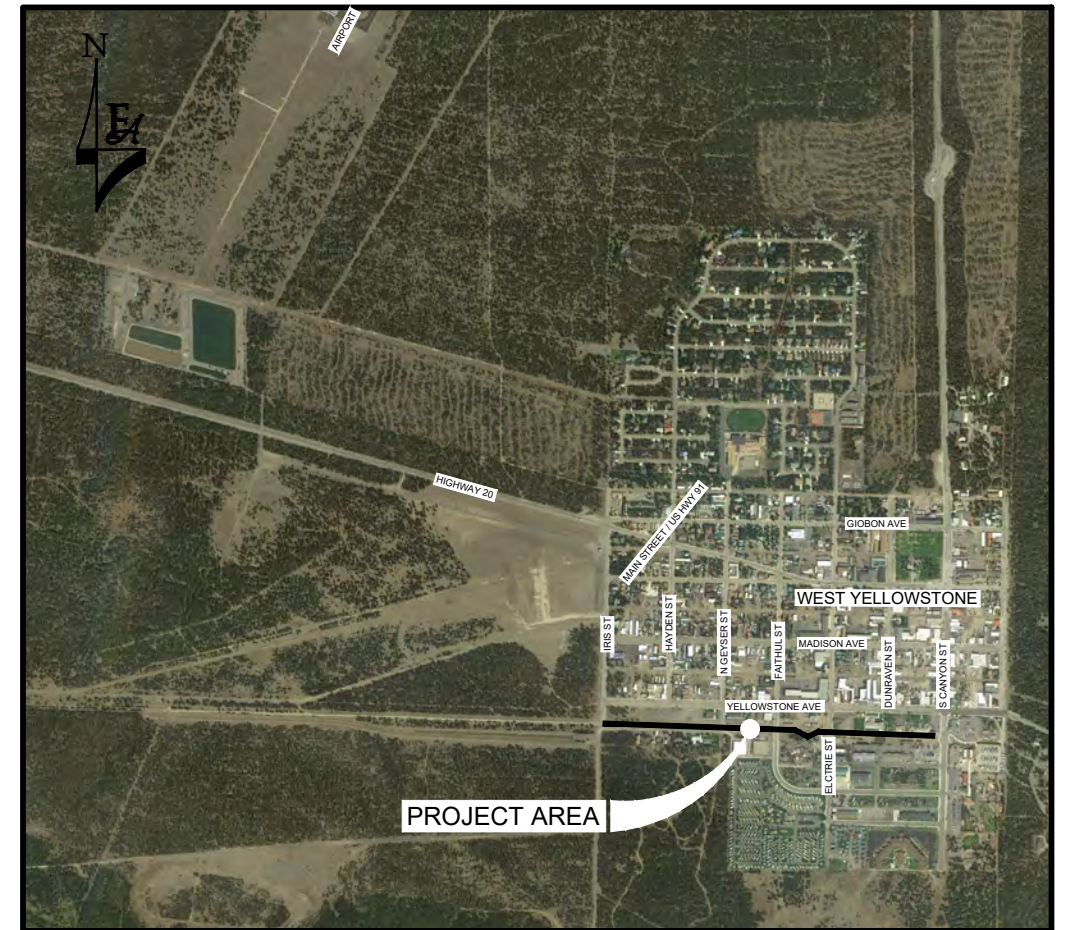
TOWN OF WEST YELLOWSTONE, MONTANA



PROJECT LOCATION MAP
N.T.S.

SHEET INDEX

| | |
|---|-------------------------------|
| 1 | COVER SHEET |
| 2 | DETAILS |
| 3 | OVERALL PLAN VIEW AND KEY MAP |
| 4 | INTERSECTION PLAN VIEW |
| 5 | INTERSECTION PLAN VIEW |
| 6 | INTERSECTION PLAN VIEW |



VICINITY MAP
N.T.S.

PROJECT NO. 01-21-0046-100
DATE: MARCH 2021

**PRELIMINARY
NOT FOR
CONSTRUCTION**

FORSGREN
Associates Inc.
350 NORTH 2ND EAST, REXBURG, ID 83440
PH: 208.356.9201 FAX: 208.356.0206

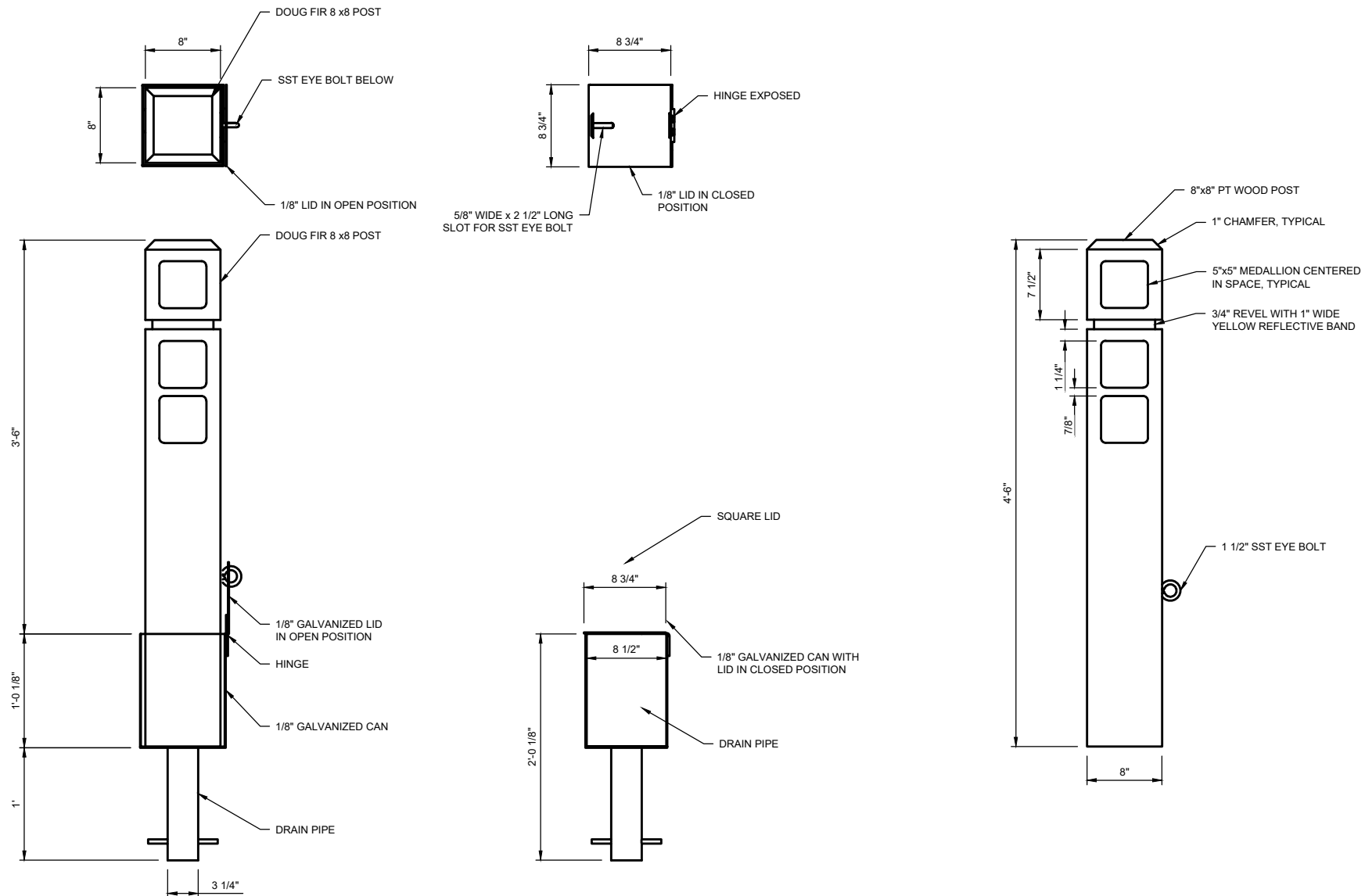


Know what's below.
Call before you dig.

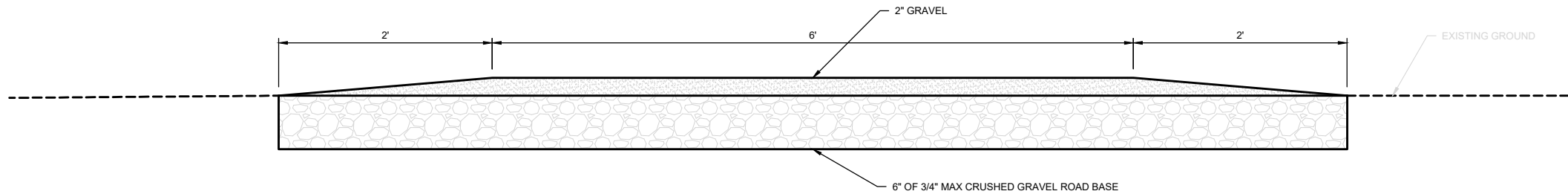
TOWN OF WEST YELLOWSTONE

MAYOR JERRY JOHNSON

DATE




SIGN BOLLARD
SCALE: 1 1/2" = 1'-0" 1



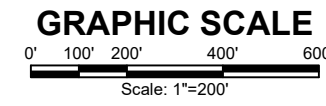
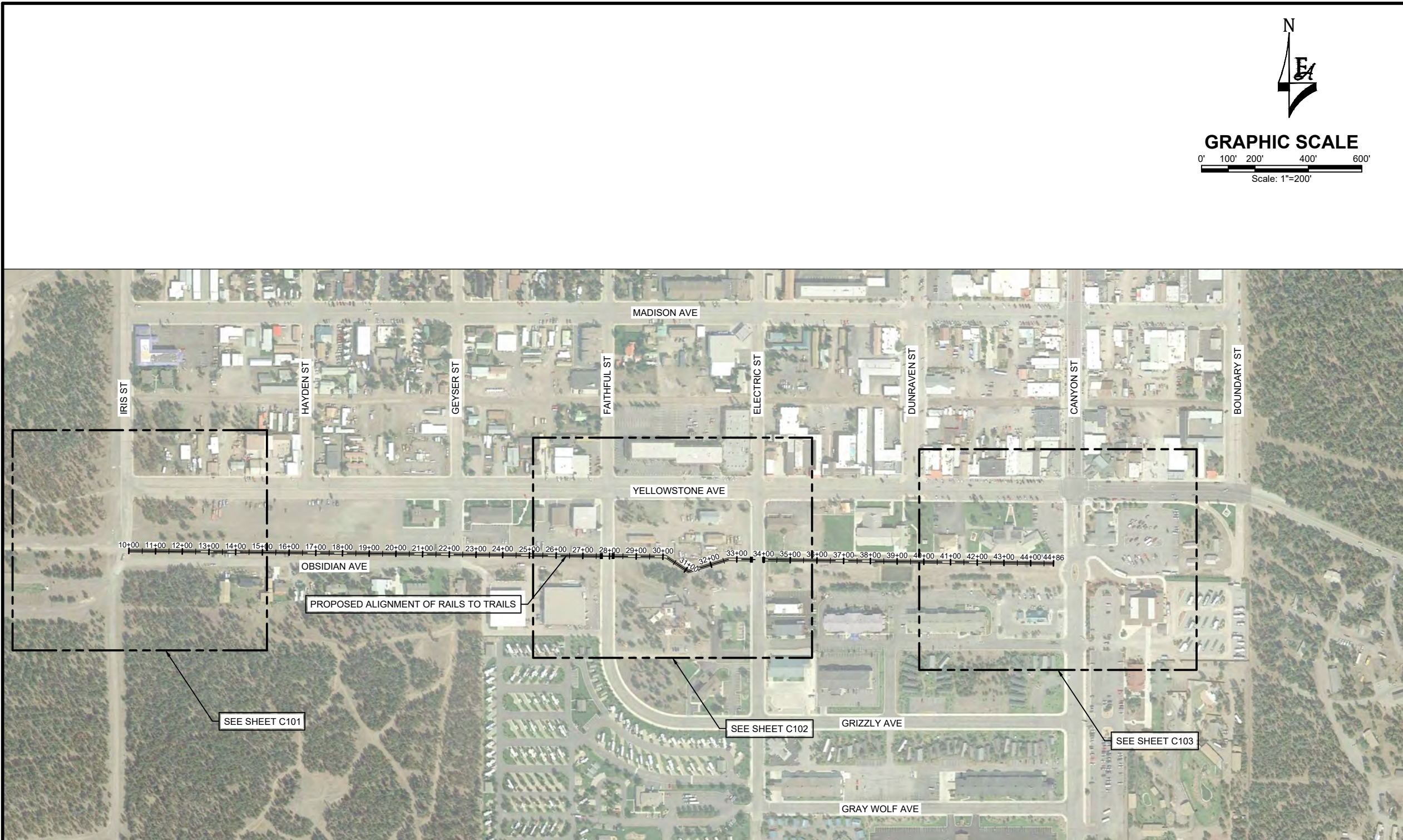
TYPICAL SECTION
SCALE: NTS 2

ATTENTION
LINE IS 2 INCHES
AT FULL SIZE
(IF NOT 2" SCALE ACCORDINGLY)

PRELIMINARY

| | | | | | |
|----------------------------|-----------------|----------------------|------------------|------|---|
| PROJECT NO. 01-21-0046-100 | DRAWN M. PALMER | DESIGNED R. CROWMELL | APPROVED D. NOEL | GAGC | |
| WEST YELLOWSTONE MONTANA | | | | |  |
| RAILS TO TRAILS | | | DETAILS | | |
| SHEET NO. C001 | | | | | REVISIONS NO. BY DATE _____ _____ _____ |
| DATE: MARCH 2021 | | | | | This document or any part thereof in detail or design is the property of Forsgren Associates, Inc. and shall not be copied, reproduced, distributed, or otherwise used without the written authorization of Forsgren Associates, Inc. |
| PAGE NO. 2 OF 6 | | | | | 350 NORTH 2ND EAST, REXBURG, ID 83440 PH: 208.356.9201 FAX: 208.356.0208 Forsgren Associates Inc. |

P:\West Yellowstone\01-21-0046 West Yellowstone Engineering\100 Rails to Trails - Task Order -19 CAD\Sheets\03\Civil\100.dwg - - - 3/5/2021 8:32 AM



CONSTRUCTION NOTES

| NO. | REVISIONS | BY | DATE |
|-----|-----------|----|------|
| | | | |
| | | | |

FORSGREN Associates Inc.
 350 NORTH 2ND EAST, REXBURG, ID 83440
 PH: 208.356.9201 FAX: 208.356.0206
 This document or any part thereof in detail or design shall not be relied upon without the written authorization of Forsgren Associates Inc.

| |
|----------------------------|
| PROJECT NO. 01-21-0046-100 |
| DRAWN M. PALMER |
| DESIGNED R. CROWMELL |
| APPROVED D. NOEL |
| DATE |



**RAILS TO TRAILS
 OVERALL PLAN VIEW
 AND KEY MAP**

SHEET NO: **C100**
 DATE: MARCH 2021
 PAGE NO: 3 OF 6

ATTENTION
 LINE IS 2 INCHES
 AT FULL SIZE
 (IF NOT 2" SCALE ACCORDINGLY)

PRELIMINARY

P:\West Yellowstone 01-21-0046 West Yellowstone Engineering\100 Rails to Trails - Task Order 49 CAD\Sheets\03Civil\101.dwg - - - 3/5/2021 8:32 AM



CONSTRUCTION NOTES


- A. ENSURE THAT SIGNS ARE NOT IN CONFLICT WITH, OR SCREENED FROM VIEW BY, EXISTING OR KNOWN PROPOSED LANDSCAPING. NOTIFY PROJECT ENGINEER OF ANY CONFLICTS WITH LANDSCAPING PRIOR TO INSTALLING SIGN.
- B. ENSURE THAT ALL SIGNS ARE IN COMPLIANCE WITH THE LATEST EDITION OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, (MUTCD).
- C. TYPICAL SIGN BASE LOCATION IS 3' OFF TRAIL/BEHIND CURB; IN CASE OF HARDSCAPE (IE CURBSIDE TRAIL), TYPICAL SIGN LOCATION IS 2' BEHIND CURB.
- D. SIGNS TO BE CONSTRUCTED ACCORDING TO MONTANA DEPARTMENT OF TRANSPORTATION DETAILED DRAWINGS 619-*
- E. SEE DETAIL 2/C001 FOR TYPICAL TRAIL CROSS SECTION.

KEYED NOTES

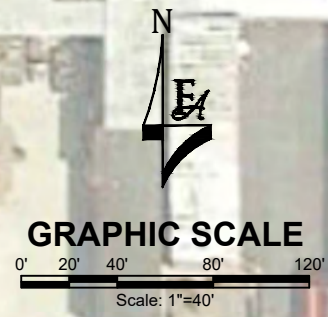
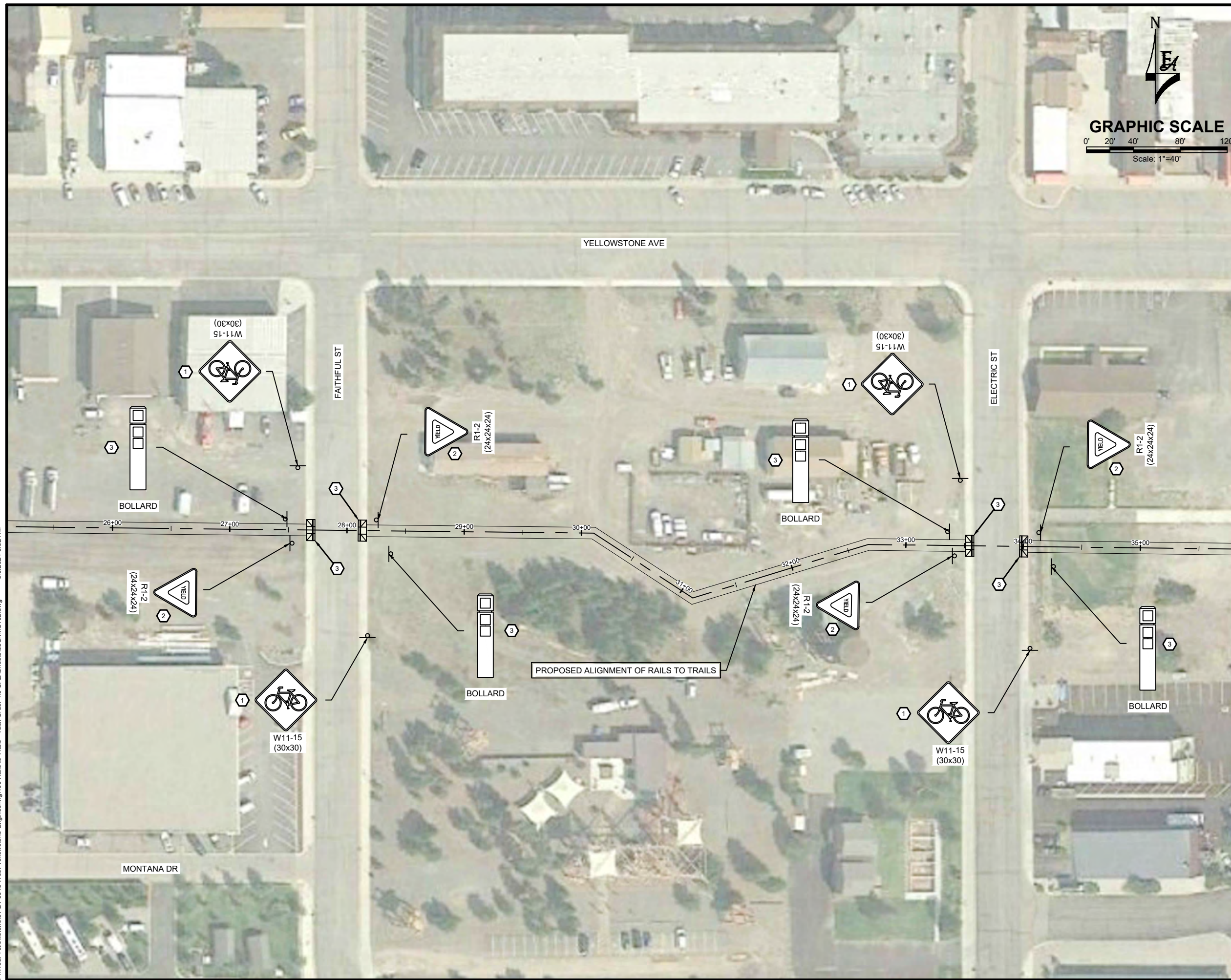
- 1. SIGN POSTS TO BE 3" GALVANIZED PIPE 11'-6" LONG, SEE MONTANA DEPARTMENT OF TRANSPORTATION DETAILED DRAWING 619-12.
- 2. SIGN POSTS TO BE 3" GALVANIZED PIPE 10'-8" LONG, SEE MONTANA DEPARTMENT OF TRANSPORTATION DETAILED DRAWING 619-12.
- 3. 8"x8" WOOD SIGN POST, SEE DETAIL 1/C001.

ATTENTION
 LINE IS 2 INCHES
 AT FULL SIZE
 (IF NOT 2" SCALE ACCORDINGLY)

PRELIMINARY

| | |
|---|--|
|  <p>WEST YELLOWSTONE MONTANA</p> | <p>PROJECT NO. 01-21-0046-100</p> <p>DRAWN: M. PALMER DESIGNED: R. CROWMELL APPROVED: D. NOEL DATE: _____</p> |
| <p>RAILS TO TRAILS INTERSECTION PLAN VIEW</p> | <p>SHEET NO: C101</p> <p>DATE: MARCH 2021</p> <p>PAGE NO: 4 OF 6</p> |
| <p>FORSGREN Associates Inc. 350 NORTH 2ND EAST, REXBURG, ID 83440 PH: 208.356.9201 FAX: 208.356.0206 <small>This document or any part thereof in detail or design shall not be copied without the written authorization of Forsgren Associates Inc.</small></p> | |

P:\West Yellowstone\01-21-0046 West Yellowstone Engineering\100 Rails to Trails - Task Order 49 CAD\Sheets\03Civil\102.dwg - 3/5/2021 8:32 AM



CONSTRUCTION NOTES

- A. ENSURE THAT SIGNS ARE NOT IN CONFLICT WITH, OR SCREENED FROM VIEW BY, EXISTING OR KNOWN PROPOSED LANDSCAPING. NOTIFY PROJECT ENGINEER OF ANY CONFLICTS WITH LANDSCAPING PRIOR TO INSTALLING SIGN.
- B. ENSURE THAT ALL SIGNS ARE IN COMPLIANCE WITH THE LATEST EDITION OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, (MUTCD).
- C. TYPICAL SIGN BASE LOCATION IS 3' OFF TRAIL/BEHIND CURB; IN CASE OF HARDSCAPE (IE CURBSIDE TRAIL), TYPICAL SIGN LOCATION IS 2' BEHIND CURB.
- D. SIGNS TO BE CONSTRUCTED ACCORDING TO MONTANA DEPARTMENT OF TRANSPORTATION DETAILED DRAWINGS 619-*
- E. SEE DETAIL 2/C001 FOR TYPICAL TRAIL CROSS SECTION.

KEYED NOTES

- 1. SIGN POSTS TO BE 3" GALVANIZED PIPE 11'-6" LONG, SEE MONTANA DEPARTMENT OF TRANSPORTATION DETAILED DRAWING 619-12.
- 2. SIGN POSTS TO BE 3" GALVANIZED PIPE 10'-8" LONG, SEE MONTANA DEPARTMENT OF TRANSPORTATION DETAILED DRAWING 619-12.
- 3. 8"x8" WOOD SIGN POST, SEE DETAIL 1/C001.
- 4. ADA ACCESS RAMP, SEE MONTANA DEPARTMENT OF TRANSPORTATION DETAILED DRAWINGS 608-*

| NO. | REVISIONS | BY | DATE |
|-----|-----------|----|------|
| | | | |

FORSGREN Associates Inc.
 350 NORTH 2ND EAST, REXBURG, ID 83440
 PH: 208.356.9201 FAX: 208.356.9206
 This document or any part thereof in detail or design shall not be used without the written authorization of Forsgren Associates Inc.

| |
|----------------------------|
| PROJECT NO. 01-21-0046-100 |
| DRAWN M. PALMER |
| DESIGNED R. CROWMELL |
| APPROVED D. NOEL |
| DATE |



RAILS TO TRAILS INTERSECTION PLAN VIEW

SHEET NO: **C102**

DATE: MARCH 2021

PAGE NO: 5 OF 6

ATTENTION
 LINE IS 2 INCHES AT FULL SIZE
 (IF NOT 2" SCALE ACCORDINGLY)

PRELIMINARY

P:\West Yellowstone\01-21-0046 West Yellowstone Engineering\100 Rails to Trails - Task Order 49 CAD\Sheets\03Civil\CT03.dwg - - 3/5/2021 8:32 AM



GRAPHIC SCALE
0' 20' 40' 80' 120'
Scale: 1"=40'

CONSTRUCTION NOTES

- A. ENSURE THAT SIGNS ARE NOT IN CONFLICT WITH, OR SCREENED FROM VIEW BY, EXISTING OR KNOWN PROPOSED LANDSCAPING. NOTIFY PROJECT ENGINEER OF ANY CONFLICTS WITH LANDSCAPING PRIOR TO INSTALLING SIGN.
- B. ENSURE THAT ALL SIGNS ARE IN COMPLIANCE WITH THE LATEST EDITION OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, (MUTCD).
- C. TYPICAL SIGN BASE LOCATION IS 3' OFF TRAIL/BEHIND CURB; IN CASE OF HARDSCAPE (IE CURBSIDE TRAIL), TYPICAL SIGN LOCATION IS 2' BEHIND CURB.
- D. SIGNS TO BE CONSTRUCTED ACCORDING TO MONTANA DEPARTMENT OF TRANSPORTATION DETAILED DRAWINGS 619-*
- E. SEE DETAIL 2/C001 FOR TYPICAL TRAIL CROSS SECTION.

KEYED NOTES

- 3. 8"x8" WOOD SIGN POST, SEE DETAIL 1/C001.

| NO. | REVISIONS | BY | DATE |
|-----|-----------|----|------|
| | | | |
| | | | |

FORSGREN
Associates Inc.

350 NORTH 2ND EAST, REXBURG, ID 83440
PH: 208.356.9201 FAX: 208.356.0206
Forsgren Associates Inc.

| |
|----------------------------|
| PROJECT NO. 01-21-0046-100 |
| DRAWN M. PALMIER |
| DESIGNED R. CROWMELL |
| APPROVED D. NOEL |
| CHECKED |



RAILS TO TRAILS
INTERSECTION
PLAN VIEW

| |
|-----------------------|
| SHEET NO. C103 |
| DATE: MARCH 2021 |
| PAGE NO. 6 OF 6 |

ATTENTION
LINE IS 2 INCHES
AT FULL SIZE
(IF NOT 2" SCALE ACCORDINGLY)

PRELIMINARY