

# Town of West Yellowstone

Tuesday, August 3, 2021

West Yellowstone Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be conducted in person and virtually using ZOOM, connect at zoom.us or through the Zoom Cloud Meetings mobile app.

Meeting ID: 893 834 1297.

## WORK SESSION

6:00 PM

80 Acres Conceptual Plan

Discussion ∞

## TOWN COUNCIL MEETING

7:00 PM

### Comment Period

- Public Comment
- Council Comments

Treasurer's and Securities Report

Purchase Orders #6435 to J & V Restaurant, Convection Ovens for UPDL, \$11,259.01  
#6436 to Apple, Inc., (5) Ipad Pros + keyboards, \$7240.00  
#6437 ClearGov, Inc., budget book subscription & setup, \$8800.00

Claims ∞

Business License Applications: Sundance Townhouse #1, Residential Rental

Consent Agenda: Minutes of July 20, 2021 Town Council Meeting  
Minutes of July 27, 2021 Town Council Work Session

Town Manager & Staff Reports

Advisory Board Reports

### UNFINISHED BUSINESS

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Fox Den RV and Campground Business License

Discussion/Action ∞

### NEW BUSINESS

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Resolution No. 756, Call for 2021 Mail Ballot Election

Discussion/Action ∞

Affirmation of Gallatin Conservation District Urban Supervisors  
Mike Hansen & Bob Logar

Discussion/Action ∞

Union Pacific Dining Lodge, Structural Evaluation of Mammoth Room

Discussion/Action

Collective Bargaining Agreements

Discussion/Action

- Police Protective Unit
- Classified Employees Unit

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 in its decision making process on a specific issue. At a minimum, a public hearing shall provide for submission of both oral and written testimony for and against the action or matter at issue.

Oral Communication

It is the Council's goal that citizens resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to Town Council on matters of concern. Accordingly, Town Council expects any citizen to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any citizen, council member, or town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command.

Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Operations Manager.

General Town Council Meeting Information

- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.
- Presently, informal Town Council work sessions are held at 12 Noon on Tuesdays and occasionally on other mornings and evenings. Work sessions also take place at the Town Hall located at 440 Yellowstone Avenue.
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meeting room.
- Agendas are published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas and packets are available online at the Town's website: [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com). Questions about the agenda may be directed to the Town Clerk at 646-7795.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com).

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



TOWN OF WEST YELLOWSTONE  
MONTANA

info@townofwestyellowstone.com

PURCHASE ORDER

Date

Ship Via

Order No. 006435

Department

TO: J & V RESTAURANT SPECIALISTS

ADDRESS: BOZEMAN, MT. 59715 594 E. MENDENHALL

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	Convection Oven South bend Model No. KLG5/275C

Estimated Cost \$ 11,259.01

Authorized By Jerry D. John

Requested By: Jerry D. John

VENDOR COPY - White OFFICE COPY - Canary



# Quote

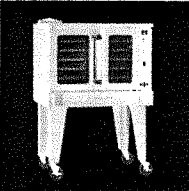
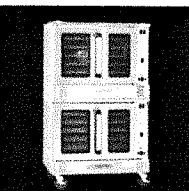
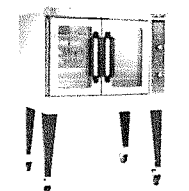
07/19/2021

**To:**  
 Town Of West Yellowstone  
 Jerry Johnson  
 440 Yellowstone Avenue  
 West Yellowstone, MT 59758  
 406-646-7795

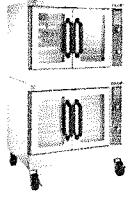
**Project:**  
 Town Of West Yellowstone  
 440 Yellowstone Avenue  
 West Yellowstone, MT 59758

**From:**  
 J & V Restaurant Supply  
 Tim McNicholas  
 544 East Mendenhall St.  
 PO Box 250, Bozeman, MT, 59771-0250  
 Bozeman, MT 59771-250  
 406-587-9303

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>CONVECTION OVEN, GAS</b> Garland/US Range Model No. MCO-GS-10-ESS 8 week lead time Master Series Convection Oven, natural gas, single-deck, standard depth 39", (2) speed fan, Master 200 solid state controls with 1 hour timer, electric ignition, dependent 60/40 doors with windows, stainless steel front, sides & top, porcelain cavity, 24" cooking cavity height, with (6) chrome plated oven racks on 13-position rack guides, 25-1/2" legs, EnerLogic Technology, 60,000 BTU (Garland), UL, cUL, NSF, ENERGY STAR® qualified model 1 ea (2) year limited parts & (1) year labor warranty, Door warranty (5) year limited parts except window, covers products purchased and installed in the USA & Canada only, standard 1 ea Natural gas, specify elevation if over 2,000 ft (only available in natural gas) 1 ea 120v/60/1-ph, 9.8 amps, NEMA 5-15P (3/4 HP motor), standard	\$5,840.64	\$5,840.64
			<b>ITEM TOTAL:</b>	<b>\$5,840.64</b>
2	1 ea	<b>CONVECTION OVEN, GAS</b> Garland/US Range Model No. MCO-GS-20-ESS 8 week lead time Master Series Convection Oven, natural gas, double-deck, standard depth 41-1/2", (2) speed fan, Master 200 solid state controls with 1 hour timer, electric ignition, dependent 60/40 doors with windows, stainless steel front, sides & top, porcelain cavity, 24" cooking cavity height, with (6) chrome plated oven racks on 13-position rack guides, 6-1/2" legs, EnerLogic Technology, 120,000 BTU (Garland), UL, cUL, NSF, ENERGY STAR® 1 ea (2) year limited parts & (1) year labor warranty, Door warranty (5) year limited parts except window, covers products purchased and installed in the USA & Canada only, standard 1 ea Natural gas, specify elevation if over 2,000 ft (only available in natural gas) 1 ea (2) 120v/60/1-ph, 9.8 amps, NEMA 5-15P (3/4 HP motor), standard	\$11,681.28	<Alternate>
			<b>ITEM TOTAL: &lt;Alternate&gt;</b>	<b>\$11,681.28</b>
3	1 ea	<b>CONVECTION OVEN, GAS</b>	\$4,829.26	<Alternate>

Item	Qty	Description	Sell	Sell Total
		Southbend Model No. KLGS/17SC 18 week lead time Convection Oven, gas, single-deck, standard depth, solid state controls & 60 minute cook timer, electronic ignition, dependent doors, (5) wire racks, 11-position rack glides, 2-speed fans, interior light, porcelain interior, stainless steel front, top & sides, 26" stainless steel triangular legs, 1/2 HP, 53,000 BTU, cCSAus, CSA Star, CSA Flame, NSF, ENERGY STAR® (Note: Qualifies for Southbend's Service First™ Program, see Service First document for details)		
	1 ea	Domestic Shipping, inside of North America		<Alternate>
	1 ea	2 years limited parts and labor warranty (contact factory for details)		<Alternate>
	1 ea	3 years limited parts and labor warranty for school purchase Only (contact factory for details)		<Alternate>
	1 ea	Natural Gas		<Alternate>
	1 ea	120v/60/1-ph, 7.9 amps, NEMA 5-15P, standard		<Alternate>
			<b>ITEM TOTAL: &lt;Alternate&gt;</b>	<b>\$4,829.26</b>
4	1 ea	<b>CONVECTION OVEN, GAS</b>	\$9,659.01	<Alternate>
		Southbend Model No. KLGS/27SC 18 week lead time ↘ Convection Oven, gas, double-deck, standard depth, solid state controls & 60 minute cook timer, electronic ignition, dependent glass doors, (5) wire racks each, 11-position rack glides, 2-speed fans, interior light, porcelain interior, stainless steel front, top & sides, 6" stainless steel legs, (2) 1/2 HP, (2) 53,000 BTU, cCSAus, CSA Star, CSA Flame, NSF, ENERGY STAR® (Note: Qualifies for Southbend's Service First™ Program, see Service First document for details)		
	1 ea	Domestic Shipping, inside of North America		<Alternate>
	1 ea	2 years limited parts and labor warranty (contact factory for details)		<Alternate>
	1 ea	3 years limited parts and labor warranty for school purchase Only (contact factory for details)		<Alternate>
	1 ea	Natural Gas		<Alternate>
	1 ea	120v/60/1-ph, 7.9 amps, NEMA 5-15P, standard		<Alternate>
			<b>ITEM TOTAL: &lt;Alternate&gt;</b>	<b>\$9,659.01</b>
5	1 ea	<b>CONVECTION OVEN, GAS</b>	\$4,495.80	<Alternate>
		Vulcan Model No. VC5GD 12 week lead time Convection Oven, gas, single-deck, standard depth, solid state controls, electronic spark igniter, 5-hour timer with digital display enhancement, 150° to 500°F temperature range, (5) oven racks per deck, independently operated removable door with window, porcelain on steel interior, interior light, stainless steel front, top, & sides, 23-3/4" painted legs, 1/2 HP blower motor, 50,000 BTU, NSF, NSF, CSA Star, CSA Flame, ENERGY STAR®		
	1 ea	1 year limited parts & labor warranty, standard		<Alternate>
	1 ea	Natural Gas		<Alternate>
	1 ea	120v/60/1-ph, 7.7 amps, cord with plug, standard		<Alternate>
			<b>ITEM TOTAL: &lt;Alternate&gt;</b>	<b>\$4,495.80</b>
6	1 ea	<b>CONVECTION OVEN, GAS</b>	\$8,991.60	<Alternate>

600  
11,259.01

Item	Qty	Description	Sell	Sell Total
		Vulcan Model No. VC44GD 12 week lead time Convection Oven, gas, double-deck, standard depth, solid state controls, electronic spark igniters, 60 minute timer, (5) nickel plated racks per oven, 8" high legs, stainless steel front, top & sides, stainless steel doors with windows, (2) 50,000 BTU, NSF, CSA Star, CSA Flame, ENERGY STAR®		
	1 ea	1 year limited parts & labor warranty, standard		<Alternate>
	1 ea	Natural Gas		<Alternate>
	1 ea	(2) 120v/60/1-ph, 15.4 amps total, (2) cords with plugs, standard		<Alternate>
	1 ea	Gas manifold piping included with stacking kit to provide single point gas connection		<Alternate>
<b>ITEM TOTAL: &lt;Alternate&gt;</b>				<b>\$8,991.60</b>
7	8 ea	J&V RESTAURANT SUPPLY Model No. DELIVERY Delivery and set in place of equipment. Final connection by others. Delivery fees are \$75.00 per person per hour. Estimate is 2 people at 4 hours.	\$75.00	\$600.00
<b>ITEM TOTAL:</b>				<b>\$600.00</b>

Total **\$6,440.64**

Thank you for choosing J&V, we appreciate your business. Quotes are valid for 7 days. Taxes are not included in the quote and are the responsibility of the purchasing party. A minimum of 50% deposit is required for all special order/custom items. Removal of existing equipment will be charged at a rate of \$50 per unit, \$100 per refrigerated unit. Disposal of crating and packing material is responsibility of purchasing party. Additional broken case fees may apply. All charges over \$4,999.99 paid via credit card will incur a 1.5% fee.

All electrical and plumbing connections are to be made by a licensed contractor and are not the responsibility of J&V. Freight cost is a system generated estimate and is subject to change. 30% minimum restocking fee will be charged on all returns.

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Project Grand Total: \$6,440.64

**TOWN OF WEST YELLOWSTONE  
MONTANA**

info@townofwestyellowstone.com

PURCHASE ORDER

Date 7-29-21

Ship Via

Order No. 006436

Department Legis 1000-410100-212

TO: Apple Inc.

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
5	12.9" Ipad PRO + Magic keyboard

Authorized By \_\_\_\_\_

Estimated Cost \$ 7240.00


Requested By: \_\_\_\_\_

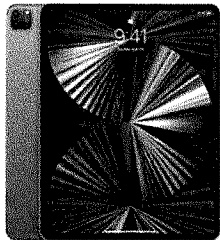
Jerry D. John


(minus trade-ins) VENDOR COPY - White OFFICE COPY - Canary

# Review your bag.

Free delivery and free returns.


 Pay \$120.66/mo.<sup>1</sup> at 0% APR for eligible items in your order with Apple Card Monthly Installments.\* [Learn more](#)



**12.9-inch iPad Pro Wi-Fi 128GB**    1     **\$1,099.00**  
**- Space Gray**

Pay 0% APR for 12 months: \$91.58/mo.

[Remove](#)



 **Add AppleCare+ for iPad Pro 12.9-inch for \$149.00** [Add](#)


Protect your iPad, Apple Pencil, and Apple-branded keyboard from accidental drops and spills with AppleCare+.

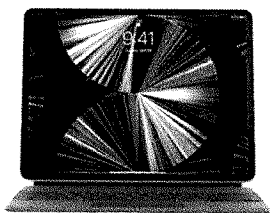
[Learn more](#)


 **Add free engraving** [Add](#)

 **Add a gift message** [Add](#)

 **Order today. Delivers to 59758**   
Aug 6 - Aug 13 — Free

 **Pick up, in-store:**  
Today at Apple Station Park






**Magic Keyboard for iPad Pro**    1     **\$349.00**  
**12.9-inch (5th generation) -**  
**US English - Black**

Pay 0% APR for 12 months: \$29.08/mo.

[Remove](#)

 **Add a gift message** [Add](#)

 **Order by 3pm. Delivers to 59758**   
Tomorrow — Free

 **Pick up, in-store:**  
Today at Apple Station Park



P.O. BOX 1570

TOWN OF WEST YELLOWSTONE  
MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date 7/30/2021

Ship Via

1000-410910-390

Order No. 006437

Department

Finance Admin

TO: ClearGov Inc.

ADDRESS: 2 Mill and Main St., Ste 630  
Maynard, MA 01754

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	ClearGov. budget book subscription
1,800	set up fee
7,000	Annual subscription

Authorized By

Jerry Johns

Estimated Cost \$

9,800

Requested By:

R. Gospodarek

VENDOR COPY - White OFFICE COPY - Canary

ClearGov Inc  
2 Mill and Main Street, Suite 630  
Maynard, MA 01754



Bill To

West Yellowstone, MT - Town  
Melanie Gospodarek  
440 Yellowstone Avenue  
West Yellowstone, MT 59758  
United States

Invoice Number

2020-10910

Date

07/01/2021

Due Date

07/31/2021

Amount Due (USD)

\$ 8,800.00

Item / Description

Quantity List Price

Amount

Includes ClearGov Digital Budget Book Suite - Renewal

This is your subscription fee for Includes ClearGov Digital Budget Book Suite -  
Renewal for the term starting 07/01/2021 and ending 06/30/2022.

1 \$ 7,000.00

\$7,000.00

Includes activation and onboarding for ClearGov Digital Budget Book Suite

1 \$ 1,800.00

\$1,800.00

AMOUNT DUE (USD) \$ 8,800.00

ClearGov Inc  
2 Mill and Main Street, Suite 630  
Maynard, MA 01754



Bill To

**West Yellowstone, MT - Town**

Melanie Gospodarek  
440 Yellowstone Avenue  
West Yellowstone, MT 59758  
United States

Invoice Number	Date	Due Date	Amount Due (USD)
2020-10910	07/01/2021	07/31/2021	\$ 8,800.00

Item / Description	Quantity	List Price	Amount
Includes ClearGov Digital Budget Book Suite - Renewal This is your subscription fee for Includes ClearGov Digital Budget Book Suite - Renewal for the term starting 07/01/2021 and ending 06/30/2022.	1	\$ 7,000.00	\$7,000.00
Includes activation and onboarding for ClearGov Digital Budget Book Suite	1	\$ 1,800.00	\$1,800.00
		<b>AMOUNT DUE (USD)</b>	<b>\$ 8,800.00</b>



2 Mill & Main, Suite 630, Maynard, MA 01754

# Service Order

<b>Created by</b>	Andrew Donohue
<b>Contact Phone</b>	(508) 404-0984
<b>Contact Email</b>	aDonohue@cleargov.com

<b>Order Date</b>	Mar 30, 2021
<b>Order valid if signed by</b>	<b>Apr 30, 2021</b>

Customer Information			
<b>Customer</b>	Town of West Yellowstone	<b>Contact</b>	Melanie Gospodarek
<b>Address</b>	440 Yellowstone Avenue	<b>Title</b>	Finance Director
<b>City, St, Zip</b>	West Yellowstone, MT 59758	<b>Email</b>	lgospodarek@townofwestyellowstone.
<b>Phone</b>	406-646-7795	<b>Billing Contact</b>	
		<b>Title</b>	
		<b>Email</b>	
		<b>PO # (If any)</b>	

To be clear, you will be billed as follows..		
Billing Date(s)	Amount(s)	Notes
Apr 1, 2021	\$ 1,750.00	3 Month Pro-Rata Subscription Fee
Jul 1, 2021	\$ 8,800.00	Setup Fee; Annual Subscription Fee

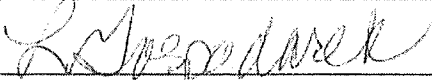
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.

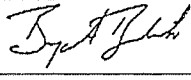
ClearGov will provide your Services according to this schedule..			
Period	Start Date	End Date	Description
<b>Setup</b>	Apr 1, 2021	Apr 1, 2021	ClearGov Setup Services
<b>Pro-Rata</b>	Apr 1, 2021	Jun 30, 2021	ClearGov Subscription Services
<b>Initial</b>	Jul 1, 2021	Jun 30, 2024	ClearGov Subscription Services

The Services you will receive and the Fees for those Services are..			
<b>Set up Services</b>		<b>Tier/Rate</b>	<b>Service Fees</b>
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions.		Tier 2	\$ 1,800.00
		<b>Total ClearGov Setup Service Fee - Billed ONE-TIME</b>	<b>\$ 1,800.00</b>
<b>Subscription Services</b>		<b>Tier</b>	<b>Service Fees</b>
ClearGov Digital Budget Book - Civic Edition		Tier 2	\$ 7,000.00
		<b>Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE</b>	<b>\$ 7,000.00</b>
Billing Terms and Conditions			
<b>Valid Until</b>	<b>Apr 30, 2021</b>	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.	
<b>Payment</b>	<b>Net 30</b>	All Invoices are due Net 30 days from the date of invoice.	
<b>Rate Increase</b>	3% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.	

General Terms & Conditions	
<b>Original Service Order</b>	This ClearGov Service Order supercedes the ClearGov Service Order with an Order Date of March 30, 2021, (the " <b>Original Service Order</b> "). The Original Service Order shall be null and void as of the execution of this ClearGov Service Order by both Parties.
<b>Cancellation Option</b>	This ClearGov Service Order is subject to the approval of the West Yellowstone Council (the " <b>Board</b> ") as set forth herein. In the event that the Board does not approve this Service Order at its June 2021 meeting, Customer shall have the option to terminate this Service Order immediately by providing written notice. In the event that Customer exercises this option, Customer shall have no payment obligation under this Service Order.
<b>Customer Satisfaction Guarantee</b>	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.

<b>Financial Data Onboarding and Deliverables</b>	Subject to Customer's approval, ClearGov will format, onboard and categorize Customer's revenue and expense data based on files provided by Customer (the " <b>Deliverables</b> "). ClearGov will make commercially reasonable efforts to complete the onboarding process in a timely fashion, provided that Customer submits the Deliverables and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in this Service Order. Customer shall be solely responsible for inputting applicable text narrative, custom graphics, performance metrics, capital requests and personnel data and other such information for budget books, projects, dashboards, etc.
<b>Taxes</b>	The Service Fees and Billing amounts set forth above in this ClearGov Service Order <b>DO NOT</b> include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
<b>Term &amp; Termination</b>	Subject to the termination rights and obligations set forth in the ClearGov Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period.
<b>Auto-Renewal</b>	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an " <b>Annual Term</b> "), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term. <i>Exception of items under CLE option.</i>
<b>Agreement</b>	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov Service Agreement found at the following URL: <a href="http://www.ClearGov.com/terms-and-conditions">http://www.ClearGov.com/terms-and-conditions</a> . This Service Order incorporates by reference the terms of such ClearGov Service Agreement.

Customer	
<b>Signature</b>	
<b>Name</b>	Melanie Gospodarek
<b>Title</b>	Finance Director





clearGov, Inc.	
<b>Signature</b>	
<b>Name</b>	Bryan A. Burdick
<b>Title</b>	President

**Please e-mail signed Service Order to [Orders@ClearGov.com](mailto:Orders@ClearGov.com) or Fax to (774) 759-3045**

*Thanks for giving us this opportunity.*

<b>TITLE</b>	ClearGov + West Yellowstone Service Order 4.16.21
<b>FILE NAME</b>	ClearGov - West Y...rder 4.16.21..pdf
<b>DOCUMENT ID</b>	4adb6434c981584c67b4fcbd17f5315e7cce56db
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	✳ Completed

## Document History

 SENT	<b>04 / 16 / 2021</b> 18:50:12 UTC-5	Sent for signature to Bryan Burdick (bburdick@cleargov.com) from adonohue@cleargov.com IP: 108.7.229.86
 VIEWED	<b>04 / 17 / 2021</b> 08:26:42 UTC-5	Viewed by Bryan Burdick (bburdick@cleargov.com) IP: 96.237.105.226
 SIGNED	<b>04 / 17 / 2021</b> 08:26:57 UTC-5	Signed by Bryan Burdick (bburdick@cleargov.com) IP: 96.237.105.226
 COMPLETED	<b>04 / 17 / 2021</b> 08:26:57 UTC-5	The document has been completed.

07/30/21  
15:36:16

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

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48200	2088 Town West Yellowstone	957.57					
	07/30/21 utility chrgs, Chamber, 895	144.23		BLDGS	1000 411257	340	101000
	07/30/21 utility chrgs, UPDL, 892	94.57		BLDGS	1000 411252	340	101000
	07/30/21 utility chrgs, PS Shops, 884	42.79		BLDGS	1000 411253	340	101000
	07/30/21 utility chrgs. Povah Ctr, 887	193.18		BLDGS	1000 411255	340	101000
	07/30/21 utility chrgs, Police Dept, 886	54.80		BLDGS	1000 411258	340	101000
	07/30/21 utility chrgs, City Park, 885	153.15		BLDGS	1000 411253	340	101000
	07/30/21 utility chrgs, Library, 891	61.17		LIBBLD	1000 411259	340	101000
	07/30/21 utility chrgs, Lift #1, 903	18.49		SEWER	5310 430600	340	101000
	07/30/21 utility chrgs, Twn Hall, 921	195.19		TWNHAL	1000 411250	340	101000
48207	2264 MORNING GLORY COFFEE & TEA	32.50					
	969076 07/27/21 Dispatch coffee	32.50		POLICE	1000 420230	220	101000
48211	42 Fall River Electric	10,761.76					
	07/20/21 PARK, old firehouse 2901001	43.79		PARK	1000 411253	341	101000
	07/20/21 povah comm ctr 4212001	324.36		POVAH	1000 411255	341	101000
	07/20/21 unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	07/20/21 RR Well 4212005	1,307.31		WATER	5210 430500	341	101000
	07/20/21 SEWER LIFT STATION 4212006	381.78		SEWER	5310 430600	341	101000
	07/20/21 SEWER PLANT 4212007	1,525.48		SEWER	5310 430600	341	101000
	07/20/21 POLICE 4212008	128.15		POLICE	1000 411258	341	101000
	07/20/21 TOWN HALL 4212009	376.60		TWNHLA	1000 411250	341	101000
	07/20/21 ICE RINK 421010	47.42		PARKS	1000 411253	341	101000
	07/20/21 South Iris Street Well 4212013	154.80		WATER	5210 430500	341	101000
	07/20/21 MAD SEWER LIFT 4212014	79.02		SEWER	5310 430600	341	101000
	07/20/21 Hayden/Grouse Well 4212015	39.86		WATER	5210 430500	341	101000
	07/20/21 MADADD H2O Tower 4212017	54.74		WATER	5210 430500	341	101000
	07/20/21 SHOP 4212018	160.60		STREET	1000 430200	341	101000
	07/20/21 ANIMAL 4212029	59.64		ANIML	1000 440600	341	101000
	07/20/21 CLORINATOR 4212030	47.48		WATER	5210 430500	341	101000
	07/20/21 Electric Well 4212031	40.04		WATER	5210 430500	341	101000
	07/20/21 PARK 4212032	92.74		PARKS	1000 411253	341	101000
	07/20/21 UPDH 4212041	153.14		UPDH	1000 411252	341	101000
	07/20/21 SEWER TREAT SERV 4212046	4,158.87		SEWER	5310 430600	341	101000
	07/20/21 LIBRARY 23 dunraven 4212054	134.69		LIBR	1000 411259	341	101000
48212	73 Westmart Building Center	2,387.57					
	07/27/21 Street Stripping	569.81		STREET	1000 430200	368	101000
	07/27/21 Street Supplies	856.35		STREET	1000 430200	220	101000
	07/27/21 Street repairs	51.27		STREET	1000 430200	361	101000
	07/27/21 Street Machine/equipmentrental	105.00		STREET	1000 430200	533	101000
	07/27/21 Street Traffic Signal supplies	105.35		STREET	1000 430200	243	101000
	07/27/21 Water Supplies	64.56		WATER	5210 430500	220	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	07/27/21	Parks Supplies		279.27		PARKS	1000 460430	220	101000
	07/27/21	Sum Rec Supplies		355.96		SUMREC	1000 460449	220	101000
48213		3242 Fisher's Technology		13.59					
	929101	07/26/21 copier maintenance fee		13.59		FINADM	1000 410510	356	101000
48218		2813 Century Link		1,555.63					
	07/19/21	E911 Viper 255-9710		1,002.34		E911	2850 420750	345	101000
	07/19/21	E911 Viper 255-9712		26.98		E911	2850 420750	345	101000
	07/19/21	E911 Viper 646-5170		114.22		E911	2850 420750	345	101000
	07/19/21	Alarm Lines 646-5185		93.46		TWNHLL	1000 411250	345	101000
	07/19/21	Police - 646-7600		318.63		POLICE	2850 420750	345	101000
48219		1514 Verizon Wireless		1,018.38					
		21 Smartphones							
		5 laptops							
	07/20/21	640-0108, Police		38.97		POLICE	1000 420100	345	101000
	07/20/21	640-0121 Laptop		40.01		POLICE	1000 420100	345	101000
	07/20/21	640-0141 Street SP		38.97		STREET	1000 430200	345	101000
	07/20/21	640-0159 Street SP		38.97		STREET	1000 430200	345	101000
	07/20/21	640-0606 911 Dispatch		38.93		911	2850 420750	345	101000
	07/20/21	640-1103, Operator SP		38.97		STREET	1000 430200	345	101000
	07/20/21	640-1460, Library Dir, SP		38.97		LIBRAR	2220 460100	345	101000
	07/20/21	640-1461, S & W operator, SP		38.97		SEWER	5310 430600	345	101000
	07/20/21	640-1462, S & W Super, SP		38.97		WATER	5210 430500	345	101000
	07/20/21	640-1463, Deputy PSS, SP Sspnd		38.97		PARKS	1000 460430	345	101000
	07/20/21	640-1472, Ops Mgr, SP		38.97		ADMIN	1000 410210	345	101000
	07/20/21	640-1676, Rec Coor, SP		38.97		REC	1000 460440	345	101000
	07/20/21	640-1754, COP, SP		38.97		POLICE	1000 420100	345	101000
	07/20/21	640-1755, Police		38.97		POLICE	1000 420100	345	101000
	07/20/21	640-1756, Police		38.97		POLICE	1000 420100	345	101000
	07/20/21	640-1757, Police		38.97		POLICE	1000 420100	345	101000
	07/20/21	640-1758, Police, SP		38.97		POLICE	1000 420100	345	101000
	07/20/21	640-1759, Police		38.97		POLICE	1000 420100	345	101000
	07/20/21	640-7547, Street SP		38.97		PARKS	1000 460430	345	101000
	07/20/21	640-9074, PSS, SP		38.97		STREET	1000 430200	345	101000
	07/20/21	640-2195 683 laptop		40.01		POLICE	1000 420100	345	101000
	07/20/21	640-2551 COP laptop		40.01		POLICE	1000 420100	345	101000
	07/20/21	641-0184 686 laptop		40.01		POLICE	1000 420100	345	101000
	07/20/21	641.0207 681 laptop		40.01		POLICE	1000 420100	345	101000
	07/20/21	640-2354 Social Services		38.97		SOCSER	1000 450135	345	101000
	07/20/21	640-2629 City Judge		38.97		COURT	1000 410360	345	101000

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48226	1446 Yellowstone Historic Center 21-05 07/19/21 Centennial Rail Car-Dep&paint	2,500.00 2,500.00		MAP	2101 410130	398	101000	
48227	2968 International Institute of 07/06/21 Annual Membership fee EROos	175.00 175.00		ADMIN	1000 410210	335	101000	
48228	999999 HUMPHREY KUNG 07/21/21 Exonerated bondoverpaymentKung	1.50 1.50		COURT	7469 212401		101000	
48229	2586 Waxie Sanitary Supply 80153708 07/16/21 Toilet paper (20 cs)	838.35 838.35		PARKS	1000 460430	220	101000	
48230	3218 Shred the Thread 0020-21-02 07/22/21 56 Tshirts SumRec/Vlnyl63U	469.00 469.00		SUMREC	1000 460449	226	101000	
48231	2977 Staples Credit Plan 2867883431 06/23/21 jumpdrive,stickers court 2867884891 06/23/21 cypypaper, swiffers, label 2868009661 06/23/21 court labels 2872811051 06/30/21 Hon Brigade 600 series 2873299611 07/01/21 Pens 2873299611 07/01/21 DiswasherSoap, kleenix 2873384601 07/01/21 Staples Standard	879.08 123.94 70.94 133.47 401.99 45.99 24.77 77.98		COURT POLICE COURT POLICE DSPTCH POLICE POLICE	1000 1000 1000 1000 1000 1000 1000	410360 420230 410360 420100 420160 420230 420100	220 220 220 220 220 220 220	101000 101000 101000 101000 101000 101000 101000
48232	2491 MMIA 07/01/21 Liability Insurance FY22 07/01/21 Liability Insurance FY22 07/01/21 Liability Insurance FY22	103,852.00 92,428.00 3,116.00 8,308.00		GF WATER SEWER	1000 5210 5310	510330 510330 510330	513 513 513	101000 101000 101000
48233	2490 MMIA PR-120-202 07/01/21 MMIA Property Ins FY22 PR-120-202 07/01/21 MMIA Property Ins FY22 PR-120-202 07/01/21 MMIA Property Ins FY22	33,517.50 1,006.00 2,681.00 29,830.50		WATER SEWER GF	5210 5310 1000	510330 510330 510330	512 512 512	101000 101000 101000
48234	1454 Bozeman Chronicle/Big Sky 126728 07/26/21 Public Hearing Annex 80 acres	120.00 120.00		ADMIN	1000 410210	327	101000	
48235	2822 ClearBlu Business Services 1229 07/19/21 ExtracleaningofPovahfor Sumrec 1213 07/19/21 Hydro Jet Drain lineUPDLKitche	605.00 330.00 275.00		POVAH UPDL	1000 1000	411255 411252	350 357	101000 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
48236		999999 JAMES MENDENHALL		1.50					
	07/28/21	ExoneratedBond-OvrpymntMendenh		1.50		COURT	7469 213000		101000
48237		2751 Gallatin County Justice Court		1,370.00					
	07/28/21	BondPassThrough-Saspa		1,370.00		COURT	7469 213000		101000
48238		3060 ULINE		377.57					
	135876149	07/08/21 10' Square Sign Post (4)		377.57		STREET	1000 430200	243	101000
48239		3179 Yellowstone Point S		987.60					
	15304	07/23/21 Repairs to Garbage Trailers/tr		987.60		STREET	1000 430200	361	101000
48240		2198 Westgate Auto Body		2,723.37					
	4532	06/23/21 Kohlwindow-rockfromweedeater		302.92		STREET	1000 430200	361	101000
	4566	07/08/21 18Ram2500-tailgate repair		2,355.45		STREET	1000 430200	361	101000
	4465	06/14/21 Rockchiprepair to town vehicle		65.00		STREET	1000 430200	361	101000
48241		3319 Lawson Products, Inc.		111.59					
	9308626146	07/16/21 PW supplies,repair parts		111.59		STREET	1000 430200	361	101000
48242		309 PJ's Plumbing & Heating		150.00					
	99005432	07/21/21 Povah-Leak aroundfloorsink		150.00		POVAH	1000 411255	350	101000
48243		3309 AQUAPRO		703.73					
	21042	07/15/21 Spray paint/Poolleafrake		114.85		WATER	5210 430550	220	101000
	21041	07/15/21 collisionrepairkitHydrant(2)		588.88		WATER	5210 430550	369	101000
48244		3241 Bridger Analytical Lab		280.00					
	2107429	07/25/21 Total coliform/E.coli (10)		280.00		WATER	5210 430500	357	101000
48245		3315 IAS EnviroChem		872.00					
	2103781	07/22/21 Clrde,nitrog,alkalinity,ammon		872.00		WATER	5210 430500	357	101000
48246		2684 Titan Machinery		143.88					
	15801663	07/20/21 Strip-HPR duct seal		143.88		STREET	1000 430200	369	101000
48247		999999 MARIA JINETE		1,000.00					
	07/19/21	Refund for SumRec Nolongergoin		1,000.00		SUMREC	1000 346051		101000

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48248		999999 DANIEL PUENTE FLORES, JR. 07/29/21 RestitutionDisbursmnt-Costanzo		100.00 100.00		COURT	7469 212401		101000
48249		1934 Brenda Martin 07/29/21 MLEA Graduation Helena7/23/21		139.64 139.64		DSPTCH	1000 420160	370	101000
48250		3313 Tracy M. Slezak 07/29/21 Training MLEA 7/11-7/23/21		223.00 223.00		DSPTCH	1000 420160	370	101000
48251		3320 Bonnie Sullivan 07/27/21 Training MLEA 7/11-7/23/21		223.00 223.00		DSPTCH	1000 420160	370	101000
48252		2897 Radar Shop, The 13555 07/23/21 Recertified 6 radar Units		378.00 378.00		POLICE	1000 420100	362	101000
48253		3261 Targhee Services 07/18/21 Change oil in '17Dodge1500hemi		77.90 77.90		STREET	1000 430200	231	101000
48254		3321 ClearGov Inc. 2020-10910 07/01/21 Set Up fee - deferred 2020-10910 07/01/21 Digital Budget Book		8,800.00 1,800.00 7,000.00		FINADM FINADM	1000 410510 1000 410510	390 390	101000 101000
48255		3298 Dallen Griffel 6640 07/27/21 Reimburse DOT physical		70.00 70.00		STREET	1000 430200	351	101000
48256		1674 Madison Crossing 223 07/01/21 Fitness membership for Sosa		192.00 192.00		POLICE	1000 420100	130	101000
			# of Claims	38	Total:	178,609.21			





Town of West Yellowstone  
Business License Application

Business Name: SUNDANCE TOWNHOUSE #1 RENTAL  
Applicant: AGATHA MORRILL  
Contact Person: AGATHA MORRILL  
Mailing Address: PO BOX 939 WEST YELLOWSTONE MT 59753  
Physical Address of Business: 512 FIREHOLE AVE #1 WEST YELLOWSTONE MT 59753  
Phone Number: 406.579.3174 Fax Number: 406.646.0777  
Email Address: agatha\_morrill@yahoo.com Website: \_\_\_\_\_

Signature of Property Owner of Record: Agatha Morrill

Subdivision: \_\_\_\_\_  
Block: 20 Lot: 2

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.

Residential rental / long term / 1 unit

Business License Fee: \$ 53  
Resort Tax Bond: \$ \_\_\_\_\_

Agatha Morrill  
Signature of Applicant

Total Amount Due: \$ \_\_\_\_\_

Signature of Applicant

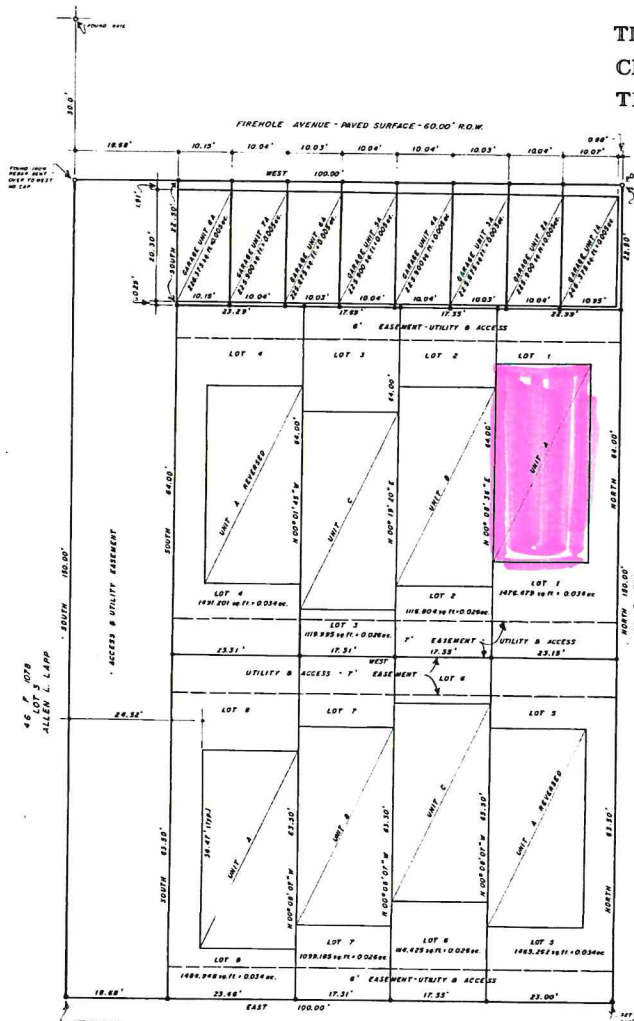
Date 7/29/2021

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

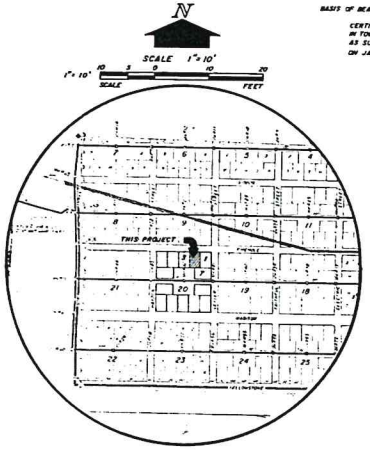
HE ID. SU. VISIC. LA. OF E CEAL. IL. SU. Y  
 LOT 2, BLOCK 20 IN THE TOWNSITE OF WEST YELLOWSTONE  
 GALLATIN COUNTY, MONTANA  
 B-47-K

**THE AMENDED SUBDIVISION PLAT OF THE  
 CERTIFIED SURVEY OF LOT 2, BLOCK 20 IN  
 THE TOWNSITE OF WEST YELLOWSTONE  
 GALLATIN COUNTY, MONTANA**  
 LOCATED IN THE SE1/4, NW1/4, SEC. 34, TOWNSHIP 13 SOUTH, RANGE 5 EAST, P.M.M.

FOR THE PURPOSE OF CREATING EIGHT TOWNHOUSE PARCELS OUT OF BLOCK 20,  
 LOT 2



PREPARED BY  
**MORRISON-MAIERLE, INC.**  
 CONSULTING ENGINEERS



VICINITY MAP  
NO SCALE

CERTIFICATE OF CONSENT WITH NOTORIZED SIGNATURES OF PARTNERSHIP  
 We, the undersigned property owners, do hereby certify that we caused to be surveyed, subdivided and platted into lots, blocks, streets, and alleys, as shown by this plat hereunto included, the following described tract of land, to-wit:

Beginning at the northeast property corner of LOT 2, BLOCK 20 of the Certified Survey of Lot 2, Block 20 in the Townsite of West Yellowstone, at a found iron pin and cap and using said certificate of survey as the basis of bearing:  
 Thence due west a distance of 100.00 feet to a found iron pin which had been bent to the west and marking the northeast corner of lot 3;  
 Thence due south a distance of 150.00 feet to a set pin and cap marking the southwest corner of lot 3;  
 Thence due west a distance of 100.00 feet to a set pin and cap and marking the northeast corner of lot 1;  
 Thence due north a distance of 150.00 feet to the true point of beginning.

Said lot contains 0.344 acres, more or less, and is subject to all easements of record.  
 The above described tract of land is to be known and designated as the AMENDED SUBDIVISION PLAT OF THE CERTIFIED SURVEY OF LOT 2, BLOCK 20 IN THE TOWNSITE OF WEST YELLOWSTONE, (ALSO KNOWN AS SURDANCE TOWNSHIPS) GALLATIN COUNTY, MONTANA.

Douglas C. Miller  
 Douglas C. Miller, Representative  
 Yellowstone Properties and Investments

ATTEST  
 STATE OF MONTANA )  
 County of Gallatin ) ss  
 On this 14 day of Sept, 1984, before me, the undersigned a Notary for the State of Montana, personally appeared Douglas C. Miller representative for Yellowstone Properties and Investments known to me to be owners of Block 20, Lot 2 in the Townsite of West Yellowstone, whose name is subscribed to within this instrument and acknowledged to me that he executed for and on behalf of Yellowstone Properties and Investments.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal on the day and year in this Certificate first above written.

Notary for the State of Montana  
 Residing at Helena, Montana  
 My Commission Expires:

CERTIFICATE OF CLERK AND RECORDER

I, GARY W. FRINGLE, Clerk and Recorder of Gallatin County, Montana do hereby certify that the foregoing instrument was filed in my office this 14 day of Sept, A.D. 1984, at 10:56 o'clock am/pm for records of the County Clerk and Recorder, Gallatin County, Montana  
 #B-47-K  
 By: Nancy Brown, deputy

CERTIFICATE OF EXAMINING LAND SURVEYOR  
 This drawing has been examined for errors and omissions by qualified Gallatin County personnel.  
 Dated this 14th day of Sept, A.D. 1984



Earl R. Best 7795

CERTIFICATE OF COUNTY TREASURER

I, LOT B. CARROLL, Treasurer of Gallatin County, Montana do hereby certify that the accompanying plat has been duly examined and that no real property taxes assessed and levied on the land to be subdivided are delinquent.  
 Dated this 14th day of SEP, A.D. 1984

Lot B. Carroll  
 Treasurer of Gallatin County  
 CERTIFICATE OF SURVIVOR

Surveyed under the supervision of DAVID R. CARLSON, Montana Registration number 3541 SS.  
 Dated this 12th day of Feb, A.D. 1982

David R. Carlson - 3541 SS  
 Surveyor Morrison-Maierle, Inc.

LOT NO.	UNIT TYPE	APPROX LOT DIMENSION	SQ. FT.	GARAGE UNIT	GARAGE LOT DIMENSION	SQ. FT.	TOTAL SQ FT	TOTAL ACRES
1	A	33.0' x 66.0'	1376.479	1A	10.98' x 22.50'	246.378	1622.854	0.039
2	B	17.45' x 66.00'	1148.204	2A	10.04' x 22.50'	226.300	1374.504	0.031
3	C	17.30' x 66.00'	1139.788	3A	10.03' x 22.50'	225.878	1365.666	0.031
4	A REVERSED	23.36' x 66.00'	1499.201	4A	10.04' x 22.50'	226.300	1725.501	0.039
5	A REVERSED	25.06' x 63.30'	1488.262	5A	10.04' x 22.50'	226.300	1714.562	0.039
6	C	17.35' x 63.30'	1114.423	6A	10.03' x 22.50'	225.878	1340.301	0.031
7	B	17.31' x 63.30'	1096.183	7A	10.04' x 22.50'	226.300	1322.483	0.030
8	A	22.28' x 63.30'	1404.268	8A	10.15' x 22.50'	228.375	1632.643	0.048
UTILITY EASEMENT B ACCESS EASEMENT								
TOTAL AREA			10,762.239			1629.700	12,391.939	0.284

WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting & Work Session**  
**July 20, 2021**

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

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent Jon Simms, Fire Chief Shane Grube, US Forest Service District Ranger Jason Brey

911 Communications Manager Brenda Martin, Social Services Associate Debbie Paisley, Jan Neish-Island Park News, Julie Tesore-West Yellowstone Foundation, Katrina Wiese

The meeting is called to order by Mayor Jerry Johnson 5:30 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded. Due to the worldwide pandemic caused by COVID-19, the meeting is being broadcast over the internet using a program called Zoom.

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

### **WORK SESSION**

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Mayor Johnson calls the meeting to order. The purpose of the work session is to discuss the FY 2022 budget, specifically the Capital Improvement Plan. The Council discusses the changes made to the plan since the last meeting. The Council discusses the projects specifically for the upcoming budget year including the tennis/pickle ball courts. Mayor Johnson suggests that they resurface the tennis courts this year and paint lines for both games on the same courts. The Council reviews two different allocations in the plan for streetlights on Electric Street for different sections. The Council agrees that they should do the entire street as part of the same project. They also discuss that the annual set-aside for streetlights could be used for Electric Street. The Council reviews the new special requests they received this year including \$40,000 for WYSEF, an additional \$16,000 for the West Yellowstone Chamber, \$5000 for the Teen Center, and \$16,000 to repaint the historic train car. Johnson explains that they are currently about \$323,000 over budget and now it is time to make cuts. They discuss the \$300,000 set aside for a sewer system in the 80 acres and agree that if they reduce that to \$65,000 they wont have to transfer from the resort tax fund to the sewer fund. Mayor Johnson also says that they can probably get through this year without purchasing another new police vehicle. They also discuss the \$30,000 for Pioneer Park improvements, but no one is certain what that is for. They discuss the \$53,400 for the Rails to Trails project and agree that has already been committed. They discuss the restroom for the tennis courts and question whether \$150,000 is more than necessary. Mayor Johnson asks District Ranger Jason Brey to find out what a pre-fab vault restroom would cost. They estimate that project could be cut in half. They also discuss lighting the north/south trail from Grizzly Avenue to Yellowstone Avenue. The Council agrees to cut the \$30,000 for Pioneer Park, the \$55,000 police vehicle, and to cut the restroom at the tennis courts from \$150,000 to \$75,000. They also recommend reducing the 80-acres set aside to \$65,000. They consider leaving \$10,000 for improvements in Pioneer Park or possibly just for park improvements. The Council discusses the request for additional funding for the Visitors Center as well as the generator for the police department and water line on Nez Perce. They discuss the current generator behind the police department that sticks out onto the sidewalk and possibly moving it elsewhere. They recommend moving the generator project out another year to determine what needs to be done and make a plan as they doubt \$6000 is sufficient for the project.

The Council discusses the new special requests made for the FY 2022 budget. The Council discusses the request from the Chamber for \$5000 to fund a Covid-19 recovery assessment study and retreat plus a council member to attend a weekend retreat. The majority of the Council indicates that they do not favor funding the \$5000 request. Regarding the proposal for the Teen Center, Mayor Johnson suggests that the Town's contribution to the project is in-kind by providing the space for the center. The Council agrees that there are other sources of funding available. The Council discusses the request for \$16,000 for the train car restoration. He says

that they have been awarded \$8000 from the MAP Fund, which are public funds. The Council discusses the \$40,000 request to build a groomer building and office for WYSEF. Mathews suggests reducing all the requests by 25% and the Council considers that idea at length. The Council tentatively agrees to that proposal but acknowledges that they have not completed union negotiations yet and there are some items in the budget that they don't have final numbers for.

### **Public Comment Period**

Mike Hansen, Chair of the Gallatin Conservation District, introduces himself to the Council. He explains that he is one of the two urban supervisors that represent Gallatin County. He explains that the urban supervisors need to be affirmed by each municipality including Three Forks, Manhattan and West Yellowstone. He explains that one of their primary responsibilities is administering the streambank law for the purpose of protecting lands adjacent to rivers and streams.

Jan Neish of the Island Park News inquires what the top five CIP projects are for FY 2022. Mayor Johnson responds that the radio tower, Rails to Trails Corridor, Convection Ovens for the UPDL are priorities, after that they are still working out funding and replacing what they had to move around last year.

House District Representative Jane Gillette addresses the Council and mentions a recent training she attended with Town Clerk Liz Roos and Public Services Superintendent Jon Simms. She also reports that there is a lot of money out there from the ARPA federal act for childcare and says she wants to encourage the community to apply for that money for the Little Rangers Childcare Center in West Yellowstone. She says there is even assistance available to fill out the ARPA application. She also mentions that Gallatin County City-County Health Department and the Board of Health is supposed to represent the entire County. She offers to assist if someone from West Yellowstone wants to apply to serve on the Board of Health and provide representation for this end of the County.

US Forest Service District Ranger Jason Brey addresses the room. He reports that today, the Custer Gallatin National Forest announced additional fire restrictions. They will remain in Stage I Fire Restrictions, but all campfires are now prohibited in all forest service campgrounds and target shooting is only allowed in the two designated shooting ranges. He says that they are simply trying to eliminate the next fire start as resources are stretched extremely thin this year. He says that Gallatin County also announced similar restrictions today for unincorporated areas. Mayor Johnson clarifies that LP stoves will still be allowed but charcoal BBQs will not be allowed. The Council also clarifies that the Forest Service restrictions and County restrictions do not cover the Town of West Yellowstone.

Fire Chief Shane Grube recommends that the Mayor and Council follow the Forest Service and Gallatin County by implementing the same restrictions. He also reports that they have had a couple new cases of COVID-19 in the last week but their numbers are still extremely low considering the large number of visitors in the community. He also reports that he has moved forward with applying for a grant to assist the Town with planning for a Community Housing Project. He says he has also been in contact with HRDC about setting up home-buying classes in West Yellowstone. The first one will be October 2, 2021.

### **Council Comments**

Mayor Johnson expresses condolences to the Hostetter family for the recent passing of Jim Hostetter, known to many as "Mr. Jim." He also expresses appreciation to the staff for stepping up and taking care of what needed to be done over the last couple of months.

Brad Schmier comments that he has mentioned this before, but he is acquainted with a police department applicant that was interviewed back in April and has never heard anything from the Town since the interview and that is unacceptable.



### **ACTION TAKEN**

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- 1) Motion carried to approve the claims, which total \$281,037.67. (Watt, Benike) Schmier abstains from Claim #48179 to Jerry's Enterprises for \$25.14.
- 2) Motion carried to approve the new business license application for Acupuncture and Herbal Rx, made by James Madison to practice traditional Oriental medicine. (Schmier, Watt)
- 3) Motion carried to approve the new business license for Sunny's Sweet Spot made by Kevin and Nichole Flanagan to add one RV spot for dry camping only as a \$25 addition to their Doggy Den Business License. (Watt, Benike)
- 4) Motion carried to approve the Consent Agenda, which includes the minutes of the July 6, 2021 Town Council meeting and the July 13, 2021 Town Council Work Session. (Watt, Benike)
- 5) Motion carried to table the business license application for Fox Den RV and Campground. (Watt, Mathews) Schmier and Johnson are opposed, motion passes by majority.
- 6) Motion carried to approve Resolution No. 755, a resolution of intention to annex the 80 acres of land on the west boundary of the Town into the corporate limits of the Town. (Schmier, Watt)
- 7) Motion carried to adopt the proposed Sewer Development Fee Structure using the original equivalent units and the new user types. (Benike, Watt)

### **DISCUSSION**

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- 3) Public Services Superintendent Jon Simms reports that he visited the property and there is space for one RV as long as their personal vehicles are out of the way.
- 5) Derek Hellman addresses the Council on behalf of the Fox Den RV and Campground. He reports that their application has been submitted to the Gallatin County Health Department but the County Sanitarian has been out of town due to a family emergency and has not been able to come down to inspect the business. He says that they will not guarantee when they will come down to inspect, but that could take until August 7, 2021. He explains that once the County conducts the on-site inspection, it will be forwarded to the DPHHS for approval by the State. Schmier says that he understands that the County and State are moving so slow and its not like the property didn't previously operate as a RV Park. He recommends approving the application contingent upon receiving the approval paperwork from the County.
- 6) The Council agrees to set the date for the public hearing to be August 17, 2021.
- 7) The Council discusses the sewer development fee structure prepared by Town Engineer Dave Noel. The Council held a work session to discuss the schedule and allowed several weeks for the public to comment on the subject, no comments were received.
- A) **Town Manager/Department Head Reports:** Mayor and Acting Town Manager Jerry Johnson reports that the office has been busy addressing citizen issues, there has been a treasure hunter in town poking around the historic district, union negotiations start tomorrow, and preparing for the new Town Manager to start. Reports from the supervisors were included in the Town Council packet.



**CORRESPONDENCE**

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Mayor Johnson mentions emails from US District Ranger Jason Brey regarding the new fire restrictions, an email from Jeff Kadlec requesting a survey response regarding winter use of the West Yellowstone Airport, and a complaint regarding a fence on public property.

The next item on the agenda is a personnel discussion with Chief of Police Todd Richardson. Mayor Johnson makes the finding that the employee's right to privacy outweighs the public's right to know and closes the meeting to the public. The regular meeting is adjourned at 9:10 PM. The regular meeting reconvenes at 10:20 PM and adjourns.

The meeting is adjourned. (10:20 PM)

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Mayor

ATTEST:

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Town Clerk

WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Work Session**  
**July 27, 2021**

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

OTHERS PRESENT: Finance Director Lanie Gospodarek, Fire Chief Shane Grube

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 he was notified this morning that they received a \$10,000 grant from West Yellowstone Foundation for engineering for the community housing project.

**Council Comments**

Mayor Johnson explains that he is passing around a letter for the Council Members to sign. The letter is to the Gallatin County Commission and requests that the County accept and distribute ARPA funds rather than return them to the State of Montana. He also mentions that he is meeting with Town Engineer Dave Noel tomorrow to catch up on current issues. He is also going to meet with Jason Brey of the US Forest Service.

Mayor Johnson says that the new Town Manager, Dan Walker, will start work on Monday, August 2, 2021. Johnson says that he will come in to meet Walker and help him get situated. He also says he'd like to host a barbeque for the employees on Tuesday to give everyone a chance to get acquainted with him in a casual setting. He says they'll have a staff meeting on Wednesday and they'll go from there. He also reports that the Deputy Superintendent of Public Works position closed last Friday, they conducted an interview Monday morning and have extended an offer of hire. He says once the applicant accepts they'll release the name.

**DISCUSSION**

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Mayor Johnson explains that the purpose of the work session is to discuss the capital budget for FY 2022. He says that over the past week they determined that there is more money available than was originally anticipated. Finance Director Lanie Gospodarek explains that she had neglected to account for the additional 1% in the resort tax fund and once that correction was made they have a surplus of approximately \$1.4 million. Mayor Johnson says that the cost of the anticipated union negotiations has also been accounted for in the current budget document. The Council discusses budgeting for a public bathroom at the tennis courts. Mayor Johnson suggests setting money aside for streetlights, street construction and development of the 80 acres. The Council discusses the annual set aside for sewer infrastructure in the 80 acres as well as sewer lines in Old Town. They discuss a set aside for general development for the 80 acres. Watt notes that there is a project on the CIP to add an accessibility ramp at the UPDL. The Council considers how to add that ramp to the building. Mathews asks Grube to explain what the \$10,000 grant from the Foundation will be used for. Grube responds that it will be for an engineer to put together a formal estimate of what it will cost to set up the housing trust. Mathews suggests that they don't need to reinvent the wheel and perhaps they should just using the plan for the development that is going in Missoula. Johnson clarifies that the set aside funds for the streetlights and street reconstruction were the only ones that came from the resort tax funds. The Council considers increasing the budget for the new restroom at the tennis courts to \$100,000. They also consider additional funding for the tennis/pickleball courts. The Council discusses and tentatively plans to budget a \$500,000 set aside for 80 acres development, \$250,000 more for streets, \$180,000 more for streetlights, an additional \$100,000 for the room at the UPDL, \$120,000 for sidewalks, \$20,000 for park improvements, \$25,000 for restrooms, another \$10,000 for tennis/pickleball courts. The suggested amounts leave approximately

\$200,000 for a contingency fund. The Council considers using the excess funds to pay down debt on the Siegel Learning Center or the upcoming wastewater treatment plant. The balance owed on the Learning Center is \$474,000, the loan was paid off on the loader last year, the grader will be paid off this year, the balance owed on the Town Hall at the end of this year will be \$408,000 and the 80 acres will be \$674,000. The Council does acknowledge that tourism could drop substantially if they suddenly have a big fire season. The discuss revisiting the budget in January to see where they are. The Council summarizes the changes and adjourns.

The meeting is adjourned. (7:30 PM)

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Mayor

ATTEST:

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Town Clerk

## **SOCIAL SERVICE OFFICE**

### **BI WEEKLY REPORT**

**JULY 15-31 2021**

- 📁 Prepared 13 Food Boxes for clients**
- 📁 Assisted MFBN with Food Box survey**
- 📁 17 people utilized the Clothing Bank**
- 📁 3 Volunteers to help in the Clothing Bank**
- 📁 12 Donations for Clothes or Food**
- 📁 Assisted client with Medicaid application**
- 📁 Assisted client with Social Security Disability**
- 📁 10 individuals using the computers**
- 📁 2 COVID boxes delivered and RX**
- 📁 Daily updating the Job Board**
- 📁 Assisted 4 individuals with Job Prospects**
- 📁 11 individuals receiving food from the Lobby**
- 📁 5 individuals utilized the Shower Facility**
- 📁 Cleaning shower & laundry towels**
- 📁 6 Vouchers for Gas/Bus**
- 📁 Met with representatives from the Montana Independent Living Project**
- 📁 4 families received Diapers**
- 📁 Daily restocking/rotations for Food Bank**
- 📁 Attended interview for town employee candidate**
- 📁 Police Assistance regarding client**
- 📁 Coordinating with Big Sky Roundup @ Diamond P- Food Donation**
- 📁 Researching CIP – Utility sink for the basement**
- 📁 Attended Community West Outreach meeting**
- 📁 Researching Senior Community Service Employment program**

## Finance Department Report

### July 20– July 30, 2021

- Capital Improvement Plan revisions submitted to Mayor & Deputy Mayor
- Budget Review and revision
- Discussed Uniform Application requirements/PER standards for each type of application
- Provided payroll information for CBA negotiations
- Spoke with Jason Brey about potential partnership with USFS on WWTP
- Emailed Commissioner Zach Brown with more info on the WWTP.
- Worked on Uniform Application for additional funding agencies for WWTP
- Donna Andreassi (USDA loan specialist and Ashley Kroon USDA/Montana engineer) have reached out to help us with an application for USDA Rural Development Loan/Grant program
- Provided month-end resort tax information to council and interested parties
- Provided MAP fund information / accounting reconciliation
- Monthly Balancing
- Court Reconciliation
- Review and review and review the budget document! Inserted new payroll information form Union bargaining
- Recreation Invoices
- Researched RT property tax requirements for budgeting purposes
- Approved timecards that would be under town manager
- Reviewed Payroll

### Meetings/Trainings Attended

- Attended WWTP meetings 7/22/21, and 7/29/21
- Community Housing 7/23/21
- Town Council & Work Session meetings: 7/20/21, 7/27/21

### • Department Staff Efforts

- Sent out Business License second reminders
- Processed claims
- Read meters and issued the utility billing
- Resort Tax payment administration
- Recreation payment administration



Town of West Yellowstone  
Business License Application

Business Name: Fox Den RV and Campground  
Applicant: Jacob Roudel, Derek Hellman, Mike Roudel  
Contact Person: Jacob Roudel  
Mailing Address: PO Box 802, WY, MT 59758-0802  
Physical Address of Business: 635 Gibben Ave  
Phone Number: 208 419 5208 Fax Number: \_\_\_\_\_  
Email Address: Foxdenrv@gmail.com Website: www.foxdenrv.com

Signature of Property Owner of Record: \_\_\_\_\_

Subdivision: West Yellowstone Original Plat  
Block: Block 7 Lot: Lot 6-9

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.

RV and Campground with 46 available spots, on site showers and laundry facilities

Business License Fee: \$ \_\_\_\_\_  
Resort Tax Bond: \$ 500

\_\_\_\_\_  
Signature of Applicant

Total Amount Due: \$ \_\_\_\_\_

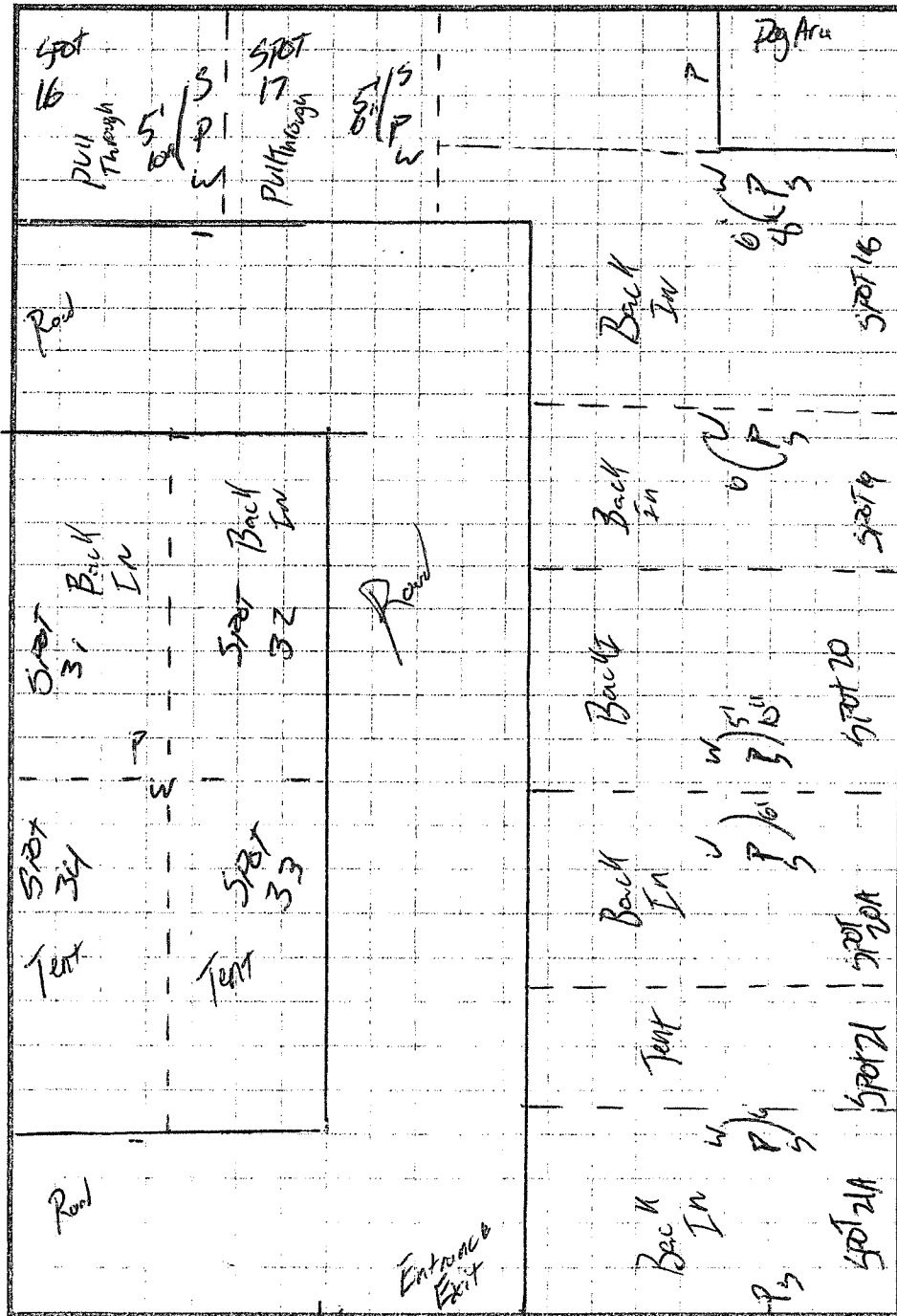
\_\_\_\_\_  
Signature of Applicant  
06/15/21  
Date

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

# Site Plan

Business Name: Fox Den RV and Campground  
 Business Owner: Jacob Rowel, Derek Helman  
 Business Street Address: 635 Gibbon  
 Block: 7 Lot: 6 Subdivision: \_\_\_\_\_

657

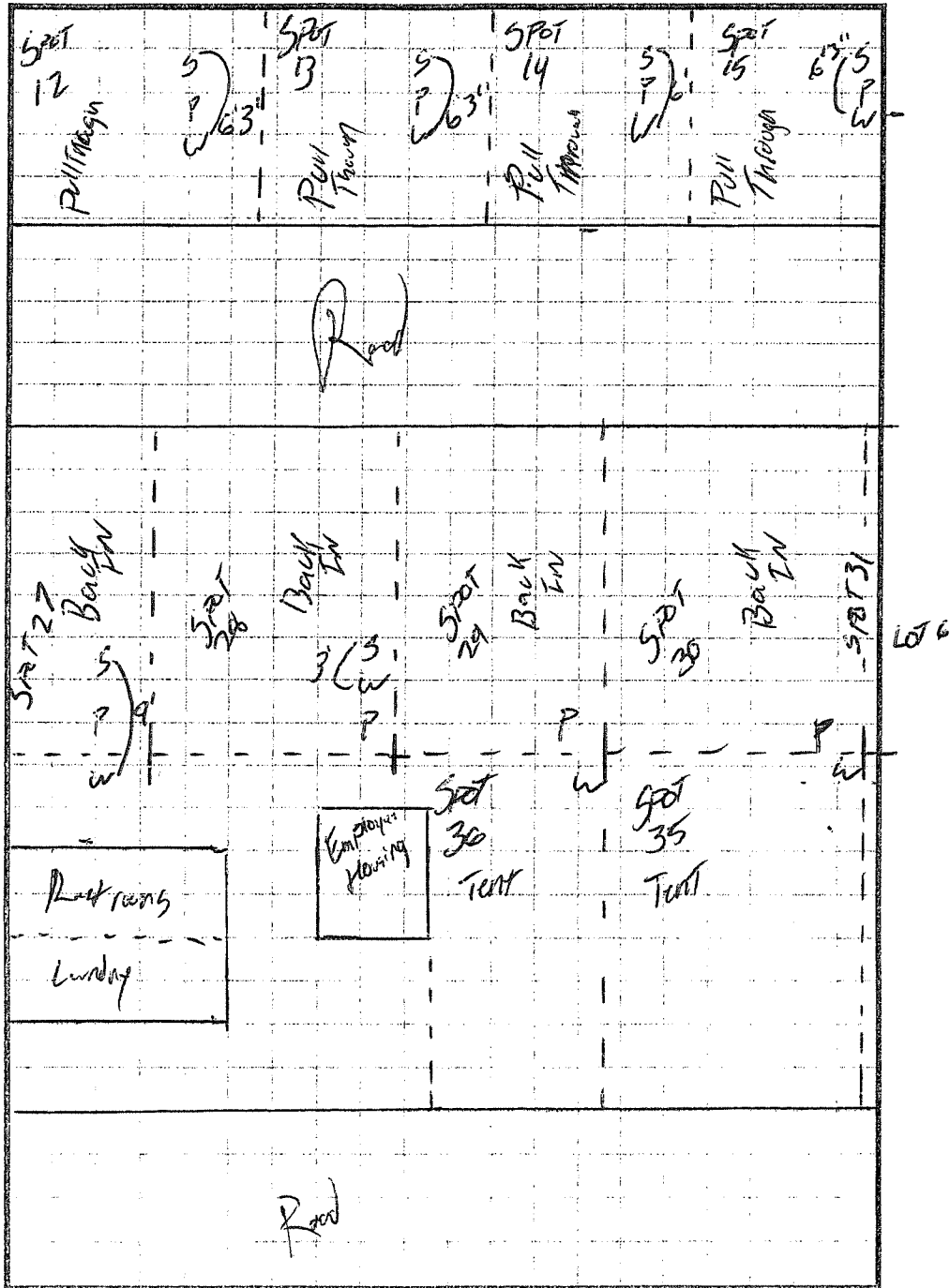


Scale: 1 inch = 20 feet

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

# Site Plan

Business Name: Fox Den RV and Campground  
 Business Owner: Jacob Roudel Dell Hellman  
 Business Street Address: 635 Gibbon Ave  
 Block: 7 Lot: 7 Subdivision: \_\_\_\_\_



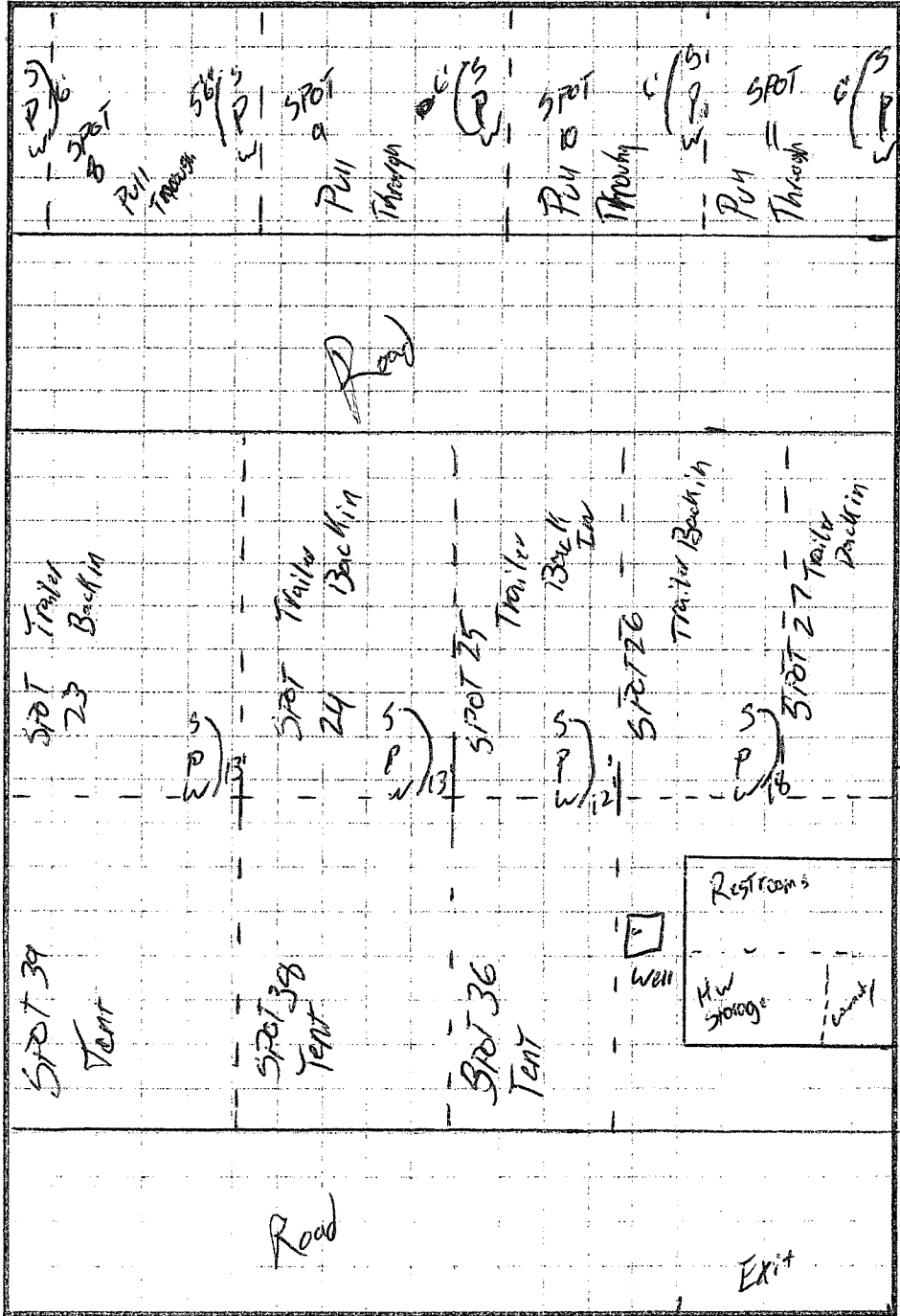
Scale: 1 inch = 20 feet

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



# Site Plan

Business Name: Fox Den RV and Campground  
 Business Owner: Jacob Roedel, Derek Helman  
 Business Street Address: 635 Gibbon Ave  
 Block: 7 Lot: 8 Subdivision: \_\_\_\_\_



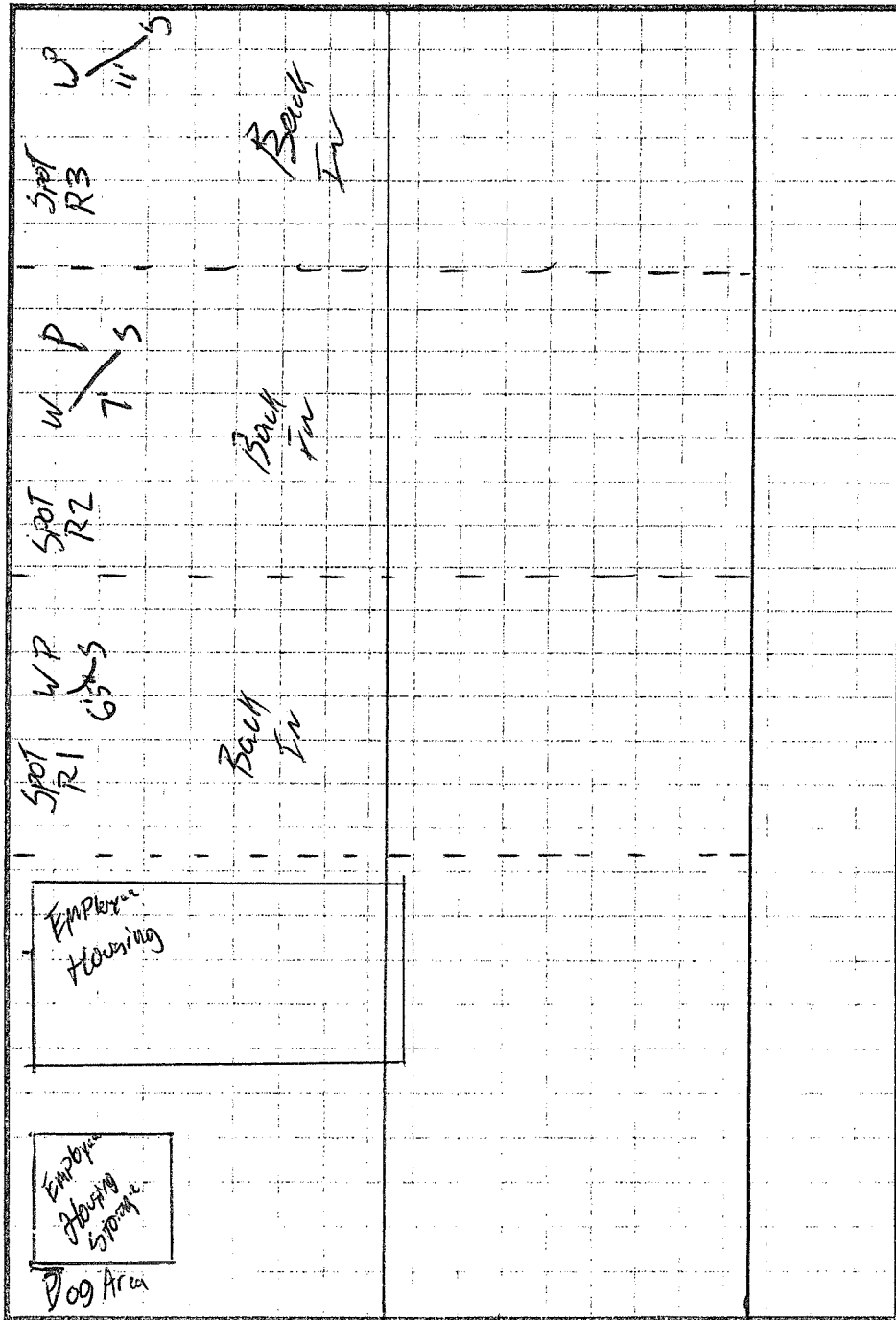
Scale: 1 inch = 20 feet

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



# Site Plan

Business Name: Fox Den RV and Campground  
 Business Owner: Jacob Rordel, Derek Hellman  
 Business Street Address: 635 Gibbon Ave  
 Block: 7 Lot: E38LOT3 Subdivision: \_\_\_\_\_



40' LOT 9 ↓

Scale: 1 inch = 20 feet

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

# RESOLUTION NO. 756

## A RESOLUTION OF THE WEST YELLOWSTONE TOWN COUNCIL NOTIFYING THE GALLATIN COUNTY ELECTION ADMINISTRATOR OF THE TOWN'S DESIRE TO CONDUCT THE 209 CITY GENERAL ELECTION BY MAIL BALLOT IN ACCORDANCE WITH SECTION 13-19-202, MCA.

**WHEREAS**, voter turnout in West Yellowstone municipal elections has historically been low and mail ballot elections statistically increase voter turnout in elections; and

**WHEREAS**, the Town of West Yellowstone will hold a general election on November 2, 2021, as required by 13-1-104(3), MCA; and

**WHEREAS**, Montana law provides a method for conducting mail ballot elections for local elections; and

**WHEREAS**, pursuant to Section 13-19-104, MCA, such elections can be conducted by a mail ballot election; and the Gallatin County Election Administrator has determined that a mail ballot election conducted in accordance with the provisions of Title 13, Chapter 19, Parts 1-3, MCA is in the best interests of the Town and the electors thereof, and pursuant to Section 13-19-202, MCA, the Town of West Yellowstone may notify the County Election Administrator of its intent to conduct a mail ballot election; and

**WHEREAS**, the Election Administrator shall prepare a written plan, including a timetable, for the conduct of the elections and shall submit it to the Secretary of State at least 60 days prior to the date set for the election in accordance with 13-19-205 MCA; and

**WHEREAS**, an official ballot will be mailed to every qualified elector of the Town of West Yellowstone with the goal of increasing voter participation in the municipal elections for 2021; and

**WHEREAS**, the Election Administrator will have a drop off site at the Town Hall for electors who do not wish to mail their ballot; and

**WHEREAS**, the Election Administrator will have ADA accessible marking devices for the disabled to mark their ballot in privacy at the County Election Department; and

**WHEREAS**, for any election conducted by mail, ballots must be mailed no sooner than the 20<sup>th</sup> day and no later than the 15<sup>th</sup> day before Election Day and all ballots must be mailed the same day in accordance with 13-19-207, MCA.; and

**WHEREAS**, the Town of West Yellowstone desires to reduce barriers for qualified electors in the election process to as few barriers as possible.

**NOW THEREFORE BE IT RESOLVED** that the Town Council of the Town of West Yellowstone hereby notifies the Gallatin County Election Administrator of the Town's desire to conduct the 2021 city's general election by mail ballot in accordance with Sect. 13-19-202, MCA.

**BE IT FURTHER RESOLVED THAT**, the Town Council of the Town of West Yellowstone hereby notifies the Gallatin County Election Administrator that ballots should be mailed **20** days before the election.

**BE IT FURTHER RESOLVED THAT**, except as provided in Sect. 13-19-204, MCA, the decision to conduct an election under the provision of Sect. 13-19-202, MCA, is within the sole discretion of the Election Administrator.

**BE IT FURTHER RESOLVED THAT** the Town Clerk is hereby directed to forward a certified copy of this resolution to the Gallatin County Election Administrator in accordance with the provisions of Sect. 13-19-202, MCA.

**BE IT FURTHER RESOLVED THAT** within five (5) days of receiving this request, the Election Administrator shall respond to the West Yellowstone Town Clerk in writing, state that this request is either granted or denied for reasons specified. If granted, the Election Administrator shall prepare a plan as provided, in Sect. 1319-205, MCA.

**APPROVED BY THE WEST YELLOWSTONE TOWN COUNCIL**  
this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

ATTEST:



\_\_\_\_\_  
Town Clerk

**From:** [Becky Clements](#)  
**To:** [Elizabeth Roos](#)  
**Subject:** Re: FW: Gallatin CD  
**Date:** Thursday, July 29, 2021 2:20:55 PM

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Hi Elizabeth! Here's some info on the 2 urban supervisors for the council's consideration:

Mike Hansen- Urban Supervisor and current board chair. He also serves as an area representative to the Montana Association of Conservation Districts board of directors. Mike is a retired Montana USDA NRCS State Office Employee, where he served as the Soil Database Manager.

Bob Logar- Urban Supervisor. He was our board chair last year. Bob worked for the USDA – Natural Resources Conservation Service for 33 years, both as a Soil Scientist for 13 years and a Forester for 20 years.

Both have served the Gallatin Conservation District for 6 years. Their terms are for 3 years.

The elected (rural) supervisors are all in agreement of Bob and Mike continuing on the board. They are knowledgeable in their duties and bring much expertise to the board in their knowledge base. They contribute greatly to the many projects and events the GCD is involved in.

Can you please send me a copy of the agenda when you have it ready?

I appreciate your work on this!

Kindly,

*Becky Clements*

District Administrator

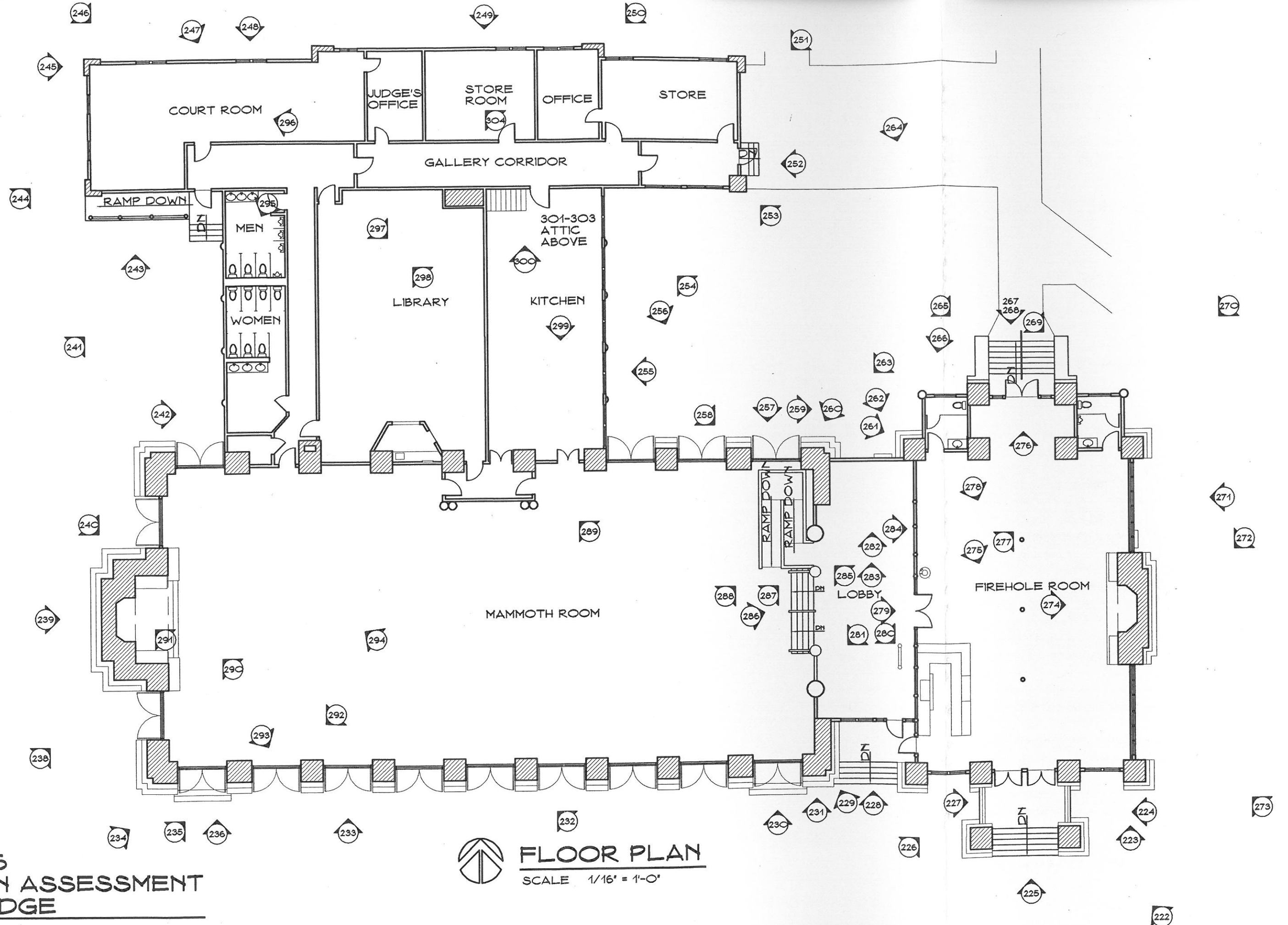
Gallatin Conservation District

406-282-4350

[gallatincd.org](http://gallatincd.org)

On Thu, Jul 29, 2021 at 10:51 AM Elizabeth Roos <[eroos@townofwestyellowstone.com](mailto:eroos@townofwestyellowstone.com)> wrote:

Hi Becky,



**FIGURE 216**  
**CONDITION ASSESSMENT**  
**DINING LODGE**

**FLOOR PLAN**  
 SCALE 1/16" = 1'-0"