

Town of West Yellowstone

Tuesday, December 20, 2022

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.

TOWN COUNCIL MEETING

12:00 Noon

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Purchase Orders: #6569 to Koch's Tennis Court Service, resurface both courts at North Electric Park, \$29,870
Claims

Consent Agenda:

Minutes: December 20, 2022 Town Council Meeting

Town Manager & Staff Reports

ACTION ITEMS

Hebgen Basin Hospital District, Letter of Support

Discussion/Action

Correspondence/FYI/Meeting Reminders



Policy No. 16 (Abbreviated)
Policy on Public Hearings and Conduct at Public Meetings

Public Hearing/Public Meeting

A public hearing is a formal opportunity for citizens to give their views to the Town Council for consideration in its decision making process on a specific issue. At a minimum, a public hearing shall provide for submission of both oral and written testimony for and against the action or matter at issue.

Oral Communication

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

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

Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Town 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 prior to regular Tuesday meetings 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 (406) 646-7795 or eroos@townofwestyellowstone.com.
- 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.

*The Town Council Packet and associated documentation is available online at
www.townofwestyellowstone.com.*



P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

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

info@townofwestyellowstone.com

PURCHASE ORDER 2100-

Date 12-15-22

Ship Via

Order No. 006569

Department PUBLIC WORKS

TO: KOCH'S TENNIS COURT SERVICE

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

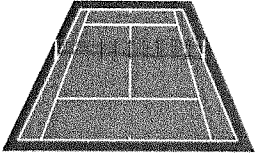
Quantity	Description
	Resurface both tennis courts at N. Electric Park

Estimated Cost \$ 29,870.00

Authorized By 

Requested By: 

VENDOR COPY - White OFFICE COPY - Canary



KOCH'S

TENNIS COURT SERVICE

3137 Hillcrest Drive, Bozeman, MT 59715

406-570-5182 • kochcourts@gmail.com • www.kochscourts.com

Contractor license #'s: MT #: 23561, ID #: 015592-D4, WA #: CC KOCHSTC885J3, ND #: 41042

Proposal

10/26/22

Submitted to:

Lindsey Charlton (931)551-1520
Town of West Yellowstone
440 Yellowstone Ave.
West Yellowstone, MT 59758

Project: Resurface two tennis courts for the Town of West Yellowstone, MT in the city park (427 N Electric Street).

Work to be done: We propose to furnish the materials and perform the labor necessary for the completion of:
Resurface two tennis courts (108' x 121')

- Pressure wash court.
- Patch around net posts and cracks with Laykold Deep Patch.
- Apply one coat Laykold NUSURF (stretches more than standard resurfacer) acrylic resurfacer to the entire surface.
- Apply two coats of Laykold color to the entire surface (Green interior & Red exterior. Or other standard colors)
- Apply white, textured, primed tennis playing lines per ASBA specs.

Notes:

- Owner will provide water access (hose hookup) and garbage to the project.
- It is normal for cracks to reappear.
- Project to be done in the summer of 2023

All the material is guaranteed as specified, and the above work to be performed as stated above and completed for the sum of: **TWENTY-NINE THOUSAND EIGHT HUNDRED SEVENTY DOLLARS (\$29,870.00)** plus tax and any additional costs which may be incurred for additional work not in the job specification, insurance/bonding, prevailing wages, licensing, or legal requirements.

Payment terms: Monthly progress payments (materials or equipment ordered), 100% upon completion of the project.

Respectfully submitted by: Koch's Tennis Court Service--Lorne Koch

*This proposal may be withdrawn if not accepted within 30 days.

*This agreement is contingent upon weather, material shortages/price increases, shipping, Labor, or other issues/delays that are out of our control.

Accepted by: _____ Date: _____

12/16/22
17:02:38

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 12/22

Page: 1 of 6
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49586		1089 Gallatin County Treasurer	1,978.50					
	12/29/22	Tech surcharge - Aug 2022	190.00		COURT	7458 212200		101000
	12/29/22	MLEA- Aug 2022	230.00		COURT	7467 212200		101000
	12/29/22	Public Defender	0.00		COURT	7468 212200		101000
	12/29/22	Victims Assistance - Aug 2022	49.00		COURT	7699 212200		101000
	12/29/22	Tech Surcharge- Sept 2022	250.00		COURT	7458 212200		101000
	12/29/22	MLEA- Sept 2022	260.00		COURT	7467 212200		101000
	12/29/22	Victims Assistance- Sept 2022	343.00		COURT	7699 212200		101000
	12/29/22	Tech Surcharge- Oct 2022	90.00		COURT	7458 212200		101000
	12/29/22	MLEA- Oct 2022	80.00		COURT	7467 212200		101000
	12/29/22	Victims Assistance- Oct 2022	240.00		COURT	7699 212200		101000
	12/29/22	Tech Surcharge- Nov 2022	100.00		COURT	7458 212200		101000
	12/29/22	MLEA- Nov 2022	120.00		COURT	7467 212200		101000
	12/29/22	Victims Assistance- Nov 2022	26.50		COURT	7699 212200		101000
49588		2853 Two Seasons Recycling	850.00					
	2023364 11/30/22	monthly recycling	850.00		PARKS	1000 460430	534	101000
49589		266 Utilities Underground Location	4.71					
	2115371 11/30/22	excavation notifications	2.35		WATER	5210 430500	357	101000
	2115371 11/30/22	excavation notifications	2.36		SEWER	5310 430600	357	101000
49590		2421 NAPA Auto Parts	1,880.28					
	11/30/22	Napa Supplies	1,475.29		STREET	1000 430200	220	101000
	11/30/22	Napa Oil Supplies	91.05		STREET	1000 430200	231	101000
	11/30/22	Napa Police Supplies	268.58		POLICE	1000 420100	220	101000
	11/30/22	Tire Repair	45.36		STREET	1000 430200	239	101000
49592		2575 WY Tourism Business Improvement	11,832.06					
	11/30/22	Collections in November	11,832.06		TBID	7202 411800	540	101000
49593		2952 DIS Technologies	1,616.22					
	10321 10/05/22	Monthly Managed IT	805.72		IT	1000 410580	355	101000
	10665 12/05/22	Monthly Managed IT	810.50		IT	1000 410580	355	101000
49594	E	2964 CITI CARDS	1,931.07					
	11/11/22	Amazon - Toner	83.92		SOCSER	1000 450135	220	101000
	11/12/22	Amazon - Button Cell batteries	11.85		SOCSER	1000 450135	220	101000
	11/15/22	Buffalo Bar	124.36		LEGIS	1000 410100	220	101000
	11/26/22	2023 Calendar planner	24.98		RECRE	1000 460440	220	101000
	11/26/22	At-a-glanceAppointbook,pens	50.51		RECRE	1000 460440	220	101000
	11/27/22	Dell Laptop	1,481.38*		FINADM	1000 410510	212	101000
	12/02/22	Wired Wood Picks	22.99		RECRE	1000 460440	220	101000
	12/02/22	Rec Supplies	16.22		RECRE	1000 460440	220	101000

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		12/02/22 Rec supplies	56.92		RECRE	1000 460440	220	101000
		12/04/22 Rec supplies	57.94		RECRE	1000 460440	220	101000
49596	E	2673 First Bankcard	14.99					
		11/14/22 Adobe	14.99		ADMIN	1000 410210	333	101000
49597	E	2673 First Bankcard	1,586.88					
		11/04/22 (3)SoftFoldingTruckbedcover	1,347.00		POLICE	1000 420100	212	101000
		11/14/22 Adobe Acrobat ProAnnualSubscri	239.88		POLICE	1000 420100	216	101000
49600		2845 Kastig, Kauffman & Mersen, PC	4,712.50					
		226476 12/06/22 legal services 11/1/-11/30/22	4,712.50		LEGAL	1000 411100	352	101000
		12/02/22 phone/fax	0.00		LEGAL	1000 411100	345	101000
		12/02/22 travel	0.00		LEGAL	1000 411100	373	101000
49602	E	2673 First Bankcard	382.71					
		11/04/22 Microsoft 365 subscription	99.99		DSPTCH	1000 420160	216	101000
		11/12/22 Dropbox inc.	199.00		POLICE	1000 420100	357	101000
		11/28/22 Costco-dispatch supplies	63.74		DSPTCH	1000 420160	220	101000
		12/04/22 Dispatch supplies	19.98		DSPTCH	1000 420160	220	101000
49603	E	2673 First Bankcard	450.82					
		11/03/22 Books	77.84		LIBRY	2220 460100	215	101000
		11/03/22 Supplies	19.82		LIBRY	2220 460100	220	101000
		11/03/22 Westmart supplies	4.98		LIBRY	2220 460100	220	101000
		11/04/22 copy fee	31.24		LIBRY	2220 460100	220	101000
		11/16/22 desk calendar	25.46		LIBRY	2220 460100	220	101000
		11/18/22 Westmart supplies	9.98		LIBRY	2220 460100	220	101000
		11/22/22 Books	14.99		LIBRY	2220 460100	215	101000
		11/22/22 Books	42.44		LIBRY	2220 460100	215	101000
		11/22/22 Supplies	113.43		LIBRY	2220 460100	220	101000
		11/23/22 Supplies for Dr Seuss time	19.99		LIBRY	2220 460100	220	101000
		11/23/22 Supplies	13.98		LIBRY	2220 460100	220	101000
		11/23/22 Books	44.44		LIBRY	2220 460100	215	101000
		11/28/22 Books	16.49		LIBRY	2220 460100	215	101000
		12/05/22 Interest Charge	15.74		FINADM	1000 410510	631	101000
49607		2822 ClearBlu Business Services	5,295.00					
		12/16/22 Town Hall	1,000.00		TWNHLL	1000 411250	357	101000
		12/16/22 Library	400.00		LIBES	1000 411259	357	101000
		12/16/22 Trailhead Bldng.	260.00		TRLHED	1000 411256	350	101000
		12/16/22 Povah	850.00		POVAH	1000 411255	350	101000
		12/16/22 Chamber Bldng.	1,400.00		CHAMB	1000 411257	357	101000
		12/16/22 Park Bathrooms	800.00		PARKS	1000 411253	357	101000
		12/16/22 Dispatch Building	585.00		DSPTCH	1000 411258	398	101000

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49609		3241 Bridger Analytical Lab	280.00					
	2212076	12/08/00 Testing Fees Dec 22	280.00		WATER	5210 430500	348	101000
49610		2558 Hebgen Basin Fire District	55,849.00					
	12/01/22	December 2022	48,294.00		FIRE	1000 420400	357	101000
	12/01/22	employee grant December 2022	7,555.00		FIRE	1000 420400	140	101000
49651		309 PJ's Plumbing & Heating	298.00					
	99008423	11/15/22 garb.disp, hookup cooktop ov	298.00		POVAH	1000 411255	350	101000
49652		2 Forsgren Associates P.A.	435.00					
	122502	10/25/22 Task 2022-01 FS Application	435.00		WWTP	5320 430640	951	101000
49653		3250 Dianna Hansen	185.96					
	12/06/22	Food items for SS Food Bank	185.96		SOCSEK	7010 450135	711	101000
49654		2481 Platt	326.99					
	3M15753	11/29/22 Electrical Tester	326.99		SEWER	5310 430600	870	101000
49655		2586 Waxie Sanitary Supply	184.85					
	81328737	11/17/22 Power Gel	184.85*		POVAH	1000 411255	220	101000
49656		3243 Susan Swimley	18.50					
	12228	12/07/22 Land use issues reviewletter	18.50		LEGAL	1000 411100	352	101000
49657		3314 Intrinsik Architecture	220.00					
	2022-0462	12/12/22 Zoning Permit reveiw	220.00		PLNG	1000 411000	354	101000
49658		525 Gallatin County Clerk & Recorder	59.78					
	11/08/22	FedGeneral Election Expenses	59.78		ELECTI	1000 410600	321	101000
49659		3286 Yellowstone Winterization	310.00					
	320	11/25/22 UPDL winterizing	190.00		UPDL	1000 411252	357	101000
	320	11/25/22 UPDL turning water on	120.00		UPDL	1000 411252	357	101000
49660		3386 Eagle Safe Surfaces Colorado	598.34					
	6000475	11/28/22 Shearpinbushing (12)	598.34		STREET	1000 430200	369	101000
49661		3115 Spiffy Biffy	987.50					
	12/01/22	Tennis Court PortaPotties	987.50		PARKS	1000 460430	357	101000

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49662		3315 IAS EnviroChem	750.00					
	2207042	12/05/22 Sewer Testing	750.00		SEWER	5310 430600	348	101000
49663		3182 Senior Center	300.00					
	07/13/22	Tree for Senior Center	300.00*		POVAH	1000 411255	220	101000
49664		2369 River Dragon Designs/Rose	180.00					
	11/23/22	water & sewer decals	90.00		SEWER	5310 430600	220	101000
	11/23/22	water & sewer decals	90.00		WATER	5210 430550	220	101000
49665		764 General Distributing Co.	60.60					
	1188084	11/30/22 Welding supplies	60.60		STREET	1000 430200	231	101000
49666		40 Jerry's Enterprises	777.53					
	11/30/22	fuel	777.53		STREET	1000 430200	231	101000
49667		254 Firehole Fill Up/Economart	2,874.19					
	11/30/22	fuel	2,874.19		STREET	1000 430200	231	101000
49668		1864 Loomis Family Limited	110.00					
	11/25/22	fuel	110.00		STREET	1000 430200	231	101000
49669		999999 VERONICA ANDREA BARRERA AVENDANO	250.00					
	12/07/22	Exonerated bond Avendano	250.00		COURT	7469 212401		101000
49670		999999 GO GO ESPRESSO	264.91					
	12/05/22	RestitutionDisbursementSlatter	264.91		COURT	7469 212401		101000
49671		999999 YELLOWSTONE COUNTRY INN	267.59					
	12/05/22	RestitutionDisburcSlattery	267.59		COURT	7469 212401		101000
49672		999999 DANIEL FLORES, JR.	900.00					
	12/05/22	RestitutionDisbursCostanzo	900.00		COURT	7469 212401		101000
49673		135 Food Roundup	42.84					
	11/08/22	Rec dept supplies	42.84		RECRE	1000 460440	220	101000
49674		3327 Larry Jent	260.38					
	12/05/22	Judge training in November	260.38		COURT	1000 410360	370	101000

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49675		2903 Kerry Parker	226.48					
	12/05/22	Clerk training reimbursement	226.48		COURT	1000 410360	370	101000
49676		2264 MORNING GLORY COFFEE & TEA	33.75					
	353801 12/06/22	Coffee	33.75		POLICE	1000 420230	220	101000
49677		2952 DIS Technologies	740.00					
	10744 12/05/22	monthly managed IT	675.00		IT	1000 420160	398	101000
	10744 12/05/22	software subscription	65.00		DSPTCH	1000 420160	216	101000
49678		2099 Quick Print of West Yellowstone	33.62					
	24599 11/10/22	Postage for evidence	33.62		POLICE	1000 420100	311	101000
49679		2958 SHI International Corp	301.00					
	B16184707 11/30/22	2021 WindowsOffice std	301.00		DSPTCH	1000 420160	398	101000
49680		3387 Altitude Bar dba Hank's Chop	4,760.00					
	12/16/22	Christmas Party	4,760.00		LEGIS	1000 410100	220	101000
49681		547 WY Chamber of Commerce	2,500.00					
	23-03 12/16/22	Event 23-03	2,500.00		MAP	2101 410130	398	101000
		# of Claims 46	Total: 107,922.55					
		Total Electronic Claims	4,366.47		Total Non-Electronic Claims	103556.08		

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
December 6, 2022

COUNCIL MEMBERS PRESENT: Travis Watt, Brian Benike, Lisa Griffith, Jeff McBirnie, and Jeff Mathews

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Katie Thompson, Public Services Superintendent Jon Simms, Town Attorney Jane Mersen by Zoom

The meeting is called to order by Mayor Travis Watt at 5:00 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.

Public Comment Period

No public comment is received.

Council Comments

Jeff Mathews comments that the roads are looking good. Lisa Griffith reminds the group that they need to circle back to the mobile food vendors ordinance as they suspended some of the rules until November 1, 2022. Walker mentions that Planning Consultant Marty Matsen is going to make some recommendations on that topic through his review of the zoning code in the near future. Watt thanks the staff for their efforts to clear all the snow they have received recently.

WORK SESSION

Mayor Watt calls the meeting to order. The purpose of the work session is to review the timeline for the wastewater treatment plant project. He introduces Town Engineer Dave Noel to explain the process and events that pertain to this project. He explains that in early 2016, the Town renegotiated the lease for the sewer lagoon on Yellowstone Airport property. A water connection moratorium was issued in the first quarter of 2018. A discharge permit from Montana Department of Environmental Quality (MDEQ) was issued in the second quarter of that year. This new permit allowed less than 314 pounds of nitrogen per day and expires in 2023. Prior to this, the Town used 1993 discharge limits which had no nitrogen treatment limit and a peak season average daily flow of 439,000 gallons per day. An engineering RFP was issued later that year and Fosgren was selected from seven responders in early 2019. One of the first tasks was to conduct a wastewater facilities planning study. Short-term upgrades to the lagoon system were soon approved, the water moratorium was lifted, a wastewater moratorium/restrictions was implemented. At that time, the annual average flow was 469,000 gallons per day, peak season average was 600,000 gallons per day, the peak was 730,000 in one day. Later in 2019, the staff conducted wastewater treatment plant site visits and determined there are three types of treatment plants: Aero-Mod, STK Aerotor, Kubota (activated sludge). Noel briefly describes each process and how it treats waste. In 2020, Forsgren presented to the Council information to evaluate the processes, history of treatment works, summary of 2018 flows, population projections, project schedule, and life cycle costs. There were discussions about correcting current deficiencies and cost estimates. The decision was made by the Council to select the Aero-Mod process and Forsgren made the recommendation to consult with attorney for sole source authority, supported by a memo from WesTech that sole source procurement was allowed in Montana. It was determined at the time that there was not enough available data to make the decision about what size of plant should be built, so additional time was taken during the summer of 2020. Later that year, the decision to expand the facility from 1.0 million gallons per day to 1.25 million gallons per day was also made. In early 2021, Forsgren started the final design for 125 mgd and Aero-Mod system. By the second quarter, cost estimates had increased from \$16 million to \$21 million. By the third quarter, flows to the lagoon were exceeding 800,000 gallons per day and the size of the plant was increased to 1.5 mgd. In the fourth quarter, there was a change in the design from positive displacement blowers to turbo blowers, no increase in design costs but possible impact to construction schedule. The updated project cost

was \$33 million. In early 2022, MDEQ asked if MCA was followed for equipment selection. There was a lot of back and forth about this but the equipment package was let out for bid and a pre-bid meeting was held today. Three equipment contractors attended and they expect at least three bids. The Town's attorney issued an opinion in the 4th quarter of 2022 indicating that by bidding the equipment package they are following procurement law. The equipment package is currently being advertised. They have also started procurement for forest service property as an additional option. In the first quarter of 2023, they will receive bids for the equipment package and anticipate finalizing the lease with the airport. They anticipate receiving design approval from MDEQ in the second quarter. By the third quarter, they will evaluate contractor bids and select a contractor and award a construction contract. Construction and engineering submittal reviews will take place in the first quarter of 2024, mobilization in the second quarter, and facility start up by the fourth quarter of 2025. The Council asks questions about the sequence of events. Town Manager Dan Walker explains that their goal tonight was show the Council how the project has evolved and help them understand what happens next. Noel reports that at the pre-bid meeting today they had three interested equipment contractors and one contractor that could potentially bid to be the building contractor, too. That contractor is currently building the new facility in Big Sky and has housing in the area. The work session is adjourned at 6:00 PM.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$177,591.76 (McBirnle, Benike)
- 2) Motion carried to approve the Business License Applications for Lodgepole 5 and Trapper 3,5,and 7 to operate as short-term rentals under Roam Property Management. (McBirnle, Mathews)
- 3) Motion carried to approve the minutes of the November 15, 2022 Town Council Meeting. (McBirnle, Mathews) See next motion.
- 4) Secondary motion to strike the last sentence of the discussion portion of motion #5 regarding the lease with the Chamber of Commerce as it is inaccurate. "Griffith indicates that she will not approve the form and content of an agreement and recommends amending the motion to authorize the Town Manager to approve a lease." (Griffith, McBirnle) Griffith is opposed, motion passes.
- 5) Motion carried to approve the Gallatin County Emergency Management Plan, November 2022 revisions. (McBirnle, Benike)
- 6) Motion carried to approve the first reading of Ordinance No. 273, an ordinance to permanently prohibit marijuana businesses in the town of West Yellowstone. (McBirnle, Mathews)
- 7) Motion carried to approve the Amendment to the Agreement between the Montana Federation of Public Employees and the Town of West Yellowstone to increase base wages for all employees by 1.5%. (McBirnle, Mathews)
- 9) Motion carried to approve Resolution No. 785 regarding the designation of authorized signers for State of Montana Short-Term Investment Pool. (McBirnle, Benike)
- 10) Motion carried to assign the following people: Dan Walker, Katie Thompson, Travis Watt and Liz Roos as the only signers on all demand accounts, time deposits, loans, and lines of credit at Madison Valley Bank. (Griffith, McBirnle)
- 11) Motion carried to grant Dan Walker and Katie Thompson full authority to represent the Town of West Yellowstone on our account with Buchanan Capital. (McBirnle, Griffith)

Presentation: Gallatin County Emergency Management Plan

Patrick Lonergan, Gallatin County Chief of Emergency Management and Fire, addresses the Council. He explains that they are required to update this plan every five years. He says there are no substantive changes to the plans that affect West Yellowstone, but there were some additions made to incorporate portions of the Big Sky area that is located in Madison County. He explains that the purpose of the plan is to give a high level overview of how a response to a true emergency. Chief Gavagan says that he is familiar with the plan and supports adoption.

DISCUSSION

- 1) Mayor Watt asks for explanations about the stop sticks and temporary tattoo purchases. Chief Mike Gavagan explain that the stop sticks are for the police vehicles and can be used to stop a fleeing vehicle. They have ordered sticks for each vehicle. The tattoos are “lick and stick” safety stickers to give out to kids at events. McBirnie asks for clarification about the gas range purchased for the Povah Center.
- 2) Griffith asks questions about the parking and use of the units.
- 6) Mayor Watt reads the ordinance out loud. Montana voted to approve Initiative 190 on November 2, 2020 which allowed adult use of marijuana and provided approval of certain marijuana businesses, the majority of the electors within the boundaries of the Town voted to prohibit marijuana businesses within the Town. The Council discusses minor changes to the wording in the ordinance.
- 7) Town Manager Dan Walker explains that during the budget process, the Council authorized \$20,000 for employee increases, at his discretion. It is his recommendation to implement a 1.5% wage increase for all employees.
- 8) Mayor Watt explains that House District 64 Representative Jane Gillette wanted to speak tonight about the redistricting proposal before the Montana House of Representatives. There is a proposal to redraw the districts and move West Yellowstone into another district with Ennis, Sheridan, Twin Bridges, etc. This would also mean that Gillette would no longer be our representative. Mathews suggests tabling and they group considers preparing a resolution opposing the change. The group agrees to take no action at this time and gather more information. Jan Neish of the Island Park News comments that the Legislature is going to take this up the second week of the session that starts in January so they do need to address it before long.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports on progress they have made on the lease with the Yellowstone Airport, which they still believe to be the most viable option for the waste water treatment facility. He thanks the staff and particularly the street crew for their efforts to remove snow over the last couple weeks. He also thanks the Police Department for the assistance with all the slide-offs. He says that he completed Katie Thompson’s one-month review and things are going well. The Social Services Director position is posted internally until December 9, 2022. The Library Director position closes December 16, 2022. They have interviewed and extended a conditional offer for a new dispatcher. There will be a webinar for the FLAP Grant, the grant they have been awarded for the Town’s portion of the Yellowstone Shortline Trail on January 18, 2023 at noon. Town Clerk Liz Roos adds that Dan Clark of the Local Government Center will be here that morning to conduct Real Colors training and they can plan for both events.
- B) **Advisory Board Reports:** Benike reports that the Parks & Recreation Advisory Board met and discussed updating the Master Parks Plan, which they will discuss again at the next meeting. Griffith mentions that the Health Care Services Advisory Board is meeting this Friday, December 9, 2022 at 12 noon.

CORRESPONDENCE

Mayor Watt shares an email expressing appreciation for snow plowing efforts from Ken Davis. Watt shares an email forwarded from Kenny Jones that indicates that the petition for the creation of a hospital district has been certified by the Gallatin County Elections Office. The petition will be presented to the Gallatin County Commission on December 13, 2022.

The meeting is adjourned at 8:38 PM. (McBirnle, Benike)

Mayor

ATTEST:

Town Clerk

DRAFT

HIGHLIGHTS

SOCIAL SERVICES

December 1-15 2022

- Many donations for the food bank, clothing bank as well as the Santa shop.
- Town Pump Charitable Foundation awarded us \$2500.00
- Several Emergency boxes prepared for clients
- Lots of clients needing help with Unemployment issues
- Vely is always lending a hand to help us out - THANKS VELY
- Prepared posters for the Fall River Food Drive which is Dec 16th
- Many people applying for SNAP program
- Dianna traveled to Bozeman to purchase the items for the Santa Shop.
- Attended the Craft Night at the Povah Center. Dianna taught us how to make a centerpiece.
- Voucher for a woman needing to get out of a bad situation
- Winter employees are coming in looking for clothing, boots, gloves etc.
- The Lobby food is getting a lot of use
- Watch Officer Griffel graduate from the Academy!
- Market Place always supports are Food Bank with wonderful donations
- Always a big THANKS to the Public Works department for being there to help us

Public Services Dept. Bi-Weekly Report: December 2nd through December 14th, 2022

Work performed

Snow removal, sightline clearing at intersections. Vehicle and equipment maintenance: coolant issues and airline leak on truck 55, main cylinder on dump body not working. Replace batteries on 140G, hydraulic leak on heel of the wing of 1985 grader. Angle rams leaking on 772G. Replace air and fuel filters on 938 loader, exhaust issues. Repair guards on Henke vee plow. Get 904 loader running. Cylinders ceased up on unit 112 and 49. Pressure wash dump bodies and apply snow coating. Replace bushings and shear pins on green rotary loader. Install "no snowmobiling" signs on both ends of Obsidian Ave to mitigate potential hazards with skiers coming on and off of Rendezvous Trail. Open up access for historic ranger station, north and south gates at little rangers, riverside ski trail. Get snow sculpture forms together for WY School's art program at town park. Utility locates as they come through. Clean out curb-stop valve boxes, exercise gate valves, install valve plugs to block any further debris from building up inside valve housing. Weekly problem area inspections on SAS mainlines and wash downs. Water meter and service valve requests as needed. Haul tagged vehicles for the police department as requested. Continue replacing worn street signage, straightening posts. Cleanup debris blowing out of triple bin roll off containers and Abitibi's at PW shop. Pressure wash vehicles and trash trailers. Check fluids and grease equipment. Continue working on cleaning up public works main shop and park shop.

Administrative

Meet with residents regarding snow removal issues. Fill in shifts on road grader, dump truck and loaders, help the crew with snow removal. Review encroachment permits. Investigate possible sewer backup at visitor's center. Discuss project updates with town manager. Meet with locksmith and facilities maintenance foreman with Billings Clinic to discuss transition plan for change of hands at town clinic. Go over finance information with the town's new finance director. Meet with Vely to discuss recreation programming. Attend work session on wastewater treatment plant and timeline update for the new plant. Attend DEQ and 120water's training session on EPA's new lead and copper rule. Scheduled 10k mile out-service and tire rotation on 22 sienna. Discuss options for potential infrastructure updates with Matt Kline at Rocky Mountain Economic Development District. Attend Solid Waste Board Meeting. Look for additional training opportunities for the crew. Line up roof snow removal for town hall and museum, UPDL was done last week. Coordinate snow removal with rotary loader along east Yellowstone Avenue with Ken Whitaker from MDOT. Review the short line trail groups design through town and get back to them with comments and right of way concerns. Meet with Neil to look at tagged and abandoned vehicles we need to haul. Get back with residents on easement and setback requirements, clarify municipal codes. Schedule parts orders and updates to town's fleet. Place orders for necessary O&M supplies, follow up with vendors on supply chain issues. Coordinate with staff at Forsgren and Jon Brown to review best management practices for wastewater collection/ treatment facility and water

distribution system. Investigate weir levels on cells A & B at lagoon. Coordinate monthly coliform/ bac- T samples with Jon Brown. Follow up on proposals for CIP projects. Conduct weekly COVID samples (results available on the Gallatin County Health Departments website). Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Evaluate 2022 budgetary needs, review purchase orders and submit weekly invoices. Enter timesheets and payroll for crew. Respond to WY pump status reports and dispatch to town as necessary. Ticket entry for 811's new "positive response" reporting software.

Water/Wastewater Bi-Weekly Report

12/1/22 thru 12-15-22

12/1/22 Performed water/wastewater rounds. Helped with snow removal and worked on snow removal equipment.

12/2/22 Performed water/wastewater rounds. Helped with snow removal during that big storm, worked on equipment could not get home due to the weather.

12/5/22 Performed water/wastewater rounds. Snow removal from pump stations and wastewater facility. Pre-checking water BAC-T sampling points. Wastewater blower service work.

12/6/22 Performed water/wastewater rounds. Water BAC-T samples taken and sent to the Bridger Labs also wastewater samples taken and sent to IAS Labs. Attended procurement meeting on Wastewater selection there were three bidders, Airmod- Kabota membrain- and Air rotor Systems these are all good systems.

12/7/22 Performed water/wastewater rounds. Worked on paperwork that Forsgren had requested for the new wastewater permit renewal. Oil service on number #2 blowers at wastewater facility. Worked on removing Grease at Iris lift station #1.

12/8/22 Performed water/wastewater rounds. I spent the day with the public works crew at the Pacific Northwest Water Association Christmas party introducing them. PNWA sponsors water/wastewater classes throughout the year to help train our staff.

12/9/22 Performed water/wastewater rounds. Still servicing blowers at wastewater facility. Worked on and replaced broken water meter in the Madison addition, the leak showed on the SCADA System, extra gallons being produced in the lift station. The monitoring system can be so helpful in finding problems before they come catastrophic.

12/12/22 Performed water/wastewater rounds. Jon Simm's and I went to Bellgrade, MT and attended some EPA Lead and Copper inventories classes that DEQ was sponsoring. Had the Senita Toyota van serviced while I was there.

12/13/22 Performed water/wastewater rounds. Still working on paperwork for Forsgren for new permit renewal. Started installing Dynasonics Ultrasonic flow meter at the wastewater facility. This is the Effluent Meter that DEQ has been requiring us to replace.

12/14/22 Performed water/wastewater rounds. Installing flowmeter ongoing project.

12/15/22 Performed water/wastewater rounds. Still working on flow meter at wastewater facility.

If you have any questions, please feel free to contact me.

Thank you,

Jon Brown



DECEMBER 12-16, 2022

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Administration Office Report

- Participated in interview for Social Services Director
- Payroll, implemented 1.5% pay increase for all employees, distributed grocery store gift certificates to all employees with payroll
- Planned Holiday Party – I hope everyone had a good time, food and attendance was great!
- Prepared for and participated in Planning Board Meeting
- Still working on Moonrise discovery requests pertaining to sewer permit allocations
- Town Council Meeting prep



Police Department Weekly Report December 1 – December 15, 2022

Calls

Slide-offs and crashes, sounds like the last report. We have also been dealing with abandoned vehicles and vehicles parked presented snowplow issues. One structure fire out in Hebgen Lake Estates. The small cabin was a total loss, the occupant was safe, but he did lose a family pet in the fire. Our condolences to the property and pet owner for his loss. Lost dogs, traffic stops, and a ton of agency assists for GCSO and MHP have made up the bulk of our calls.

Administrative

Officer Dallen Griffel graduated from the Montana Law Enforcement Academy on Tuesday December 13th. 911 Center Manager Brenda Martin, Officer Leonel Sosa and I attended Dallen's graduation in Helena. Dallen had already completed field training prior to going to POST, so he is ready to hit the streets. He is taking the rest of this week off, but will be back covering shifts next week.

Congratulations to Dallen. This also seems like a good time to thank Officer Neil Courtis, Brenda, and Dan Walker, as they hired two excellent officer candidates in Dallen and Ashlee during that 9 month interval where the town had no full time Chief. Really nice job picking two individuals who will hopefully be a big part of our community for years to come. Also thanks to Officers Juan Trujillo and Officer Sosa who were Dallen and Ashlee's Field Training Officers, completing most of their training before I arrived. Nice work guys.

Shop with a Cop Program. Neil and I are still pushing for this to happen and jumping through all the hoops. The hang-up has been with the school and their inability to select two students to participate in this program. If we don't have students selected by the end of the day on Thursday, we will likely not be able to complete all the paperwork necessary (parent permission slips, etc.) to pull off this event on the scheduled day of December 19th. We will do everything we can to make this event happen, I will provide an update in the next report. Fingers crossed that this will still happen.

Firearms training for the staff will take place on Tuesday December 20th from 3:00 – 5:30 pm. We will be working on pistol basics, officer safety and radio traffic. Our ammunition has not arrived (supply chain issues), but we have secured enough for this month's training. Firearms Instructor Trujillo will be conducting the training with my assistance. I am very excited to begin this monthly training which I think is critical.

Central Square project continues. The very lengthy contract with Central Square has been submitted to me by them. The contract has been forwarded to Jane for review. She has been making modifications to it, which will then have to be sent back to Central Square for review. This back and forth may continue for a couple of weeks, but we will get it fine-tuned and ready for presentation to the council in January, I hope.

The Lexipol policy manual project continues as well, slow going in-between everything else going on. Brenda and I will likely be done with our weekly two hour meetings with Lexipol by the end of January, but it will be several more months before we will finish and be unable to unveil our new police and dispatcher policy manual. I will likely take up the bulk of this project, as Brenda will soon be tied up with the Central Square project. Central Square will be close to a 12-month rollout, so please be patient with

us over the next year as we complete these critical projects. The amount of time we will both be spending on these is significant.

We have made a conditional offer to Sarah Guerro for one of the two open 911 Telecommunicator (dispatcher) positions. She has started her psychological testing requirement with Dr. George Watson in Bozeman and Officer Trujillo is conducting her background investigation. We hope to have this completed soon and have her on staff in early January. We also just received another application which looks pretty good, Brenda and I will be reviewing that soon.

We have received two of the five new shotguns ordered for the officers. No known delivery date for the remaining three. This is also a supply chain issue, as these were ordered months before I arrived. These two will be issued as soon as we can test them out at the range, and get the officers qualified on these new style shotguns.

The Parade of Lights will be this Saturday as you know. The PD will be receiving lots of help from our partner agencies to secure the intersections along the parade route to keep the parade participants safe. Thank you to Hebgen Basin FD, Yellowstone National Park and Montana Highway Patrol for their help with this.

Speaking of MHP, the new Highway Patrol Trooper has started in West Yellowstone. His name is Nate Ashbey and his badge number is MHP 190. If you have an opportunity to see him at the Christmas Stroll or the Parade of Lights, please introduce yourself and welcome him to the family. Nate is a great guy who I think is going to be an awesome fit in our community. I am grateful to finally have a trooper stationed in West Yellowstone again. It has been over two years.

Dan, Chief Grube, Molly Moore, Brian Thompson and I met with the organizer of the two dog sled races being held this year in our area. We believe we have worked out a plan that covers temporary parking issues and also provides access for the snowmobilers during the races.

Special public thank you to Brenda Martin. This department has proven that it can effectively run without me here, but I am here to tell you that it cannot effectively run without Brenda. I am able to do what I am doing, and make the changes I have been able to make, because of her. She is the MVP of the WYPD and all of us at the PD know it. I have spoken to Dan about this before, but I really wanted to let the Council know too. Thanks Brenda, you truly are my partner in this endeavor.

Everyone enjoy the holidays and thank you for granting me the privilege of being your Chief. I am looking forward to great things for the PD and the Town in 2023.

End of Report

Mike Gavagan

Recreation Department
December 15, 2022

- Unemployment
- Reservations for the Povah Community Center
- We had a great craft night on Tuesday
- Saturday we will have Santa at the Povah so kids can come and take pictures with him.
- Monday the 19th we will have a Christmas Break Day Camp from 8:30 to 4:00.

Thank you,

Vely Vazquez



Week of 12.12.2022

- ❖ Completed MAP Accounting project
- ❖ Continued to help Chet with our annual financial report
- ❖ Completed BaRSAA annual reporting for 2022
- ❖ Helped the water/wastewater department to gather information for water/wastewater meter data for DEQ report
- ❖ Resort tax audit was conducted in office for those who chose in-person audit

RESOLUTION NO. 786

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, IN THE COUNTY OF GALLATIN AND STATE OF MONTANA TO SUPPORT THE CREATION OF THE HEBGEN BASIN HOSPITAL DISTRICT.

WHEREAS; On November 18, 2022, a group of concerned citizens presented a petition to the Gallatin County Election Manager to be certified for the creation of Hebgen Basin Hospital District; and

WHEREAS: The proposed Hebgen Basin Hospital District boundaries includes the Town of West Yellowstone and has the same border as the Hebgen Basin Fire District; and

WHEREAS: On December 1, 2022, the Gallatin County Clerk and Recorder certified the petition, having exceeded the threshold of 30% of the registered electors that are also property owners within the proposed Hebgen Basin Hospital District; and

WHEREAS: The Town Council of the Town of West Yellowstone supports the creation of The Hebgen Basin Hospital District to serve the Town of West Yellowstone residents, the Hebgen Basin community and the people that have chosen to recreate in our community; and

WHEREAS: A copy of the Certificate of the County Clerk and Recorder Relating to the Qualifications of The Signers is attached hereto and by this reference made a part of the Resolution.

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

The Town Council of the Town of West Yellowstone, on behalf of the Town, supports the creation of the Hebgen Basin Hospital District.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, THIS 20th DAY OF DECEMBER, 2022

Mayor Travis Watt

Council Member Brian Benike

Council Member Jeffrey Mathews

Council Member Lisa Griffith

Council Member Jeff McBirnie

ATTEST:



Elizabeth Roos, Town Clerk

Petition Information

Petition Name : Hebgen Basin Hospital District

Date Filed : 04/20/2022

Petition Expires : 11/17/2022

Minimum Signatures Required : 150

Total Signatures Processed : 321

Processing Signature Summary

Total Accepted Signatures :	211	(66%)	Of Those Processed
Total Rejected Signatures :	110	(34%)	Of Those Processed
Total Blank Line/Crossed Out Signatures :	0	(0%)	Of Those Processed

Rejected Reason	Total	(% Rejected)
Not Registered in County/District	35	(~31.8%)
Duplicate	16	(~14.5%)
Signature No Match	6	(~5.5%)
Illegible	3	(~2.7%)
Other	49	(~44.5%)
Withdrawn	1	(~0.9%)