

# Town of West Yellowstone

Tuesday, December 22, 2020

West Yellowstone Town Hall, 440 Yellowstone Avenue

The Town Council meeting will be conducted virtually using ZOOM. The public may participate by connecting to zoom.us on the internet or through the Zoom Cloud Meetings app on a mobile device. Meeting ID: 893 834 1297. The meeting will open at 11:55 AM. Members of the public are requested to ensure their audio is muted during the meeting and may make comments using the “Chat” function.

## TOWN COUNCIL MEETING

12:00 Noon

Pledge of Allegiance

### Comment Period

- Public Comment
- Council Comments

Claims ∞

### UNFINISHED BUSINESS

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Resolution No. 750, Budget Amendment (Tabled 12/8/20)

Discussion/Action ∞

Revolving Loan Fund Considerations, Rob Gilmore-NRMEDD

Discussion/Action ∞

Correspondence/Meeting Reminders/FYI

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



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

Public Hearing/Public Meeting

A public hearing is a formal opportunity for citizens to give their views to the Town Council for consideration 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).

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12/18/20  
16:36:24

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 12/20

Page: 1 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
47561	2853 Two Seasons Recycling 2021151 11/29/20 monthly recycling Nov 2020	500.00 500.00		PARKS	1000 460430	534	101000
47564	2813 Century Link 11/28/20 DSL Pub Serv Office 646-7949	62.00 62.00		ROAD	1000 430200	345	101000
47565	2558 Hebgen Basin Fire District 12/01/20 December 2020 12/01/20 employee grant December 2020	54,210.00 46,877.00 7,333.00		FIRE FIRE	1000 420400 1000 420471	357 140	101000 101000
47569	2845 Kastling, Kauffman & Mersen, PC 12/03/20 legal services 11/1-11/30/20 12/03/20 postage/copies	3,599.15 3,540.00 59.15*		LEGAL LEGAL	1000 411100 1000 411100	352 870	101000 101000
47572	2 Forsgren Associates P.A. 120492 11/25/20 Project WWTP	54,467.00 54,467.00		SEWER	5320 430640	951	101001
47573	2952 DIS Technologies 6756 12/05/20 Monthly Managed IT	752.00 752.00		IT	1000 410580	355	101000
47574	E 2673 First Bankcard 2BBGSDVB8 11/12/20 Dropbox Pro	199.00 199.00		POLICE	1000 420100	398	101000
47575	E 2964 CITI CARDS 8893858 11/05/20 Amazon - Admin Supplies 0694367663 11/04/20 ACCO-At-a-Glance calendar 4421816 12/16/20 Amazon-iPhone cases 1016581 11/16/20 No Snowmobile signs 393694 11/16/20 SmartSign-Arrows 1410656 11/18/20 Amazon-AppntmntBook/DeskCal 1410656 11/18/20 Amazon-Highlighters 54958919 11/30/20 ZOOM 9099427 12/02/20 Amazon-Books	955.58 47.98 39.71 34.98 505.80* 189.72* 77.92 14.81 14.99 29.67		ADMIN LEGIS POLICE STREET STREET SOCSER WATER LEGIS LIBRY	1000 410210 1000 410100 1000 420100 1000 430200 1000 430200 1000 450135 5210 430500 1000 410100 2220 460100	220 220 220 243 243 220 220 220 215	101000 101000 101000 101000 101000 101000 101000 101000 101000
47581	2952 DIS Technologies 6025 08/05/20 Monthly managed IT services911 6680 12/05/20 Monthly managed IT services911	1,250.00 625.00* 625.00*		911 911	2850 420750 2850 420750	398 398	101000 101000
47612	151 Gallatin County WY TS/Compost 11/30/20 Household Waste Garbage	143.45 143.45		PARKS	1000 460430	534	101000

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47613	2537 Balco Uniform Co., Inc.	391.88					
	56438 12/04/20 Uniform Supplies	135.00		POLICE	1000 420100	226	101000
	60676-1 12/04/20 Uniform Supershirt	100.04		POLICE	1000 420100	226	101000
	60676-2 12/11/20 Uniform Supplies	156.84		POLICE	1000 420100	226	101000
47614	2906 Anthony Kearney	66.00					
	11/30/20 Dept ID cards (5)	66.00		POLICE	1000 420100	220	101000
47615	379 Energy Laboratories, Inc	217.00					
	355293 11/05/20 WW Effluent	217.00		SEWER	5310 430600	357	101000
47616	2099 Quick Print of West Yellowstone	95.00					
	14092 11/09/20 Bus. cards Paisley	47.00		SOCSE	1000 450135	321	101000
	14200 12/16/20 Disptch/Police Grinch	48.00		POLICE	1000 420100	220	101000
47617	999999 WILLOW BOUTIQUE	400.00					
	120420 12/04/20 Knotty Pine cabinet	400.00		COVID	7010 510301	212	101000
47618	633 Bozeman Trophy & Engraving	40.00					
	21433 11/05/20 Notary Stamp Dispatch	40.00		DSPTCH	1000 420160	220	101000
47619	3249 Associated Employers	535.00					
	21-118028 11/03/20 HRTrng Management Westphal	535.00		ADMIN	1000 410210	335	101000
47620	2198 Westgate Auto Body	251.60					
	4307 12/11/20 Wet Sand/Buf remove imprint	251.60		STREET	1000 430200	361	101000
47621	2937 CINTAS First Aid & Safety	100.72					
	5037189596 10/22/20 First Aid supplies	100.72		STREET	1000 430200	220	101000
47622	765 APCO Inc	345.00					
	739123 12/01/20 Membership Dues 1-10 staff	345.00		DSPTCH	1000 420160	335	101000
47623	2852 Blackfoot Communications	2,202.77					
	12/15/20 646-5106, fax soc svc	40.53		SOCSR	1000 450135	345	101000
	12/15/20 646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	12/15/20 646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	12/15/20 646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	12/15/20 646-7311, social services	75.76		SOCSR	1000 450135	345	101000
	12/15/20 646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	12/15/20 646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	12/15/20 646-7609, public works	135.76		PUBSVC	1000 430200	345	101000
	12/15/20 646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	12/15/20 646-7715, povah center	23.96		POVAH	1000 411255	345	101000

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	12/15/20	646-7795,	town hall	263.95		TWNHAL	1000 411250	345	101000
	12/15/20	646-7845,	court clerk	152.29*		COURT	1000 410360	345	101000
	12/15/20	646-9017,	library	42.96		LIBRAR	2220 460100	345	101000
	12/15/20	646-9027,	sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	12/15/20	ethernet,	library	300.00		LIBRAR	2220 460100	345	101000
	12/15/20	ethernet,	povah center	187.26		POVAH	1000 411255	345	101000
	12/15/20	ethernet,	police station	350.00		POLICE	1000 411258	345	101000
	12/15/20	ethernet,	town hall	272.00		TWNHAL	1000 411250	345	101000
	12/15/20	602-4909,	town hall judge	14.36*		COURT	1000 410360	345	101000
	12/15/20	602-4894	Town hall Court Clerk	1.10*		COURT	1000 410360	345	101000
	12/15/20	602-4897	town hall	1.10		TWNHAL	1000 411250	345	101000
	12/15/20	602-4898	town hall	1.10		TWNHAL	1000 411250	345	101000
	12/15/20	602-4900	town hall	5.25		TWNHAL	1000 411250	345	101000
	12/15/20	602-4901	town hall	5.25		TWNHAL	1000 411250	345	101000
	12/15/20	602-4902	town hall	1.10		TWNHAL	1000 411250	345	101000
	12/15/20	602-4903	town hall	1.10		TWNHAL	1000 411250	345	101000
	12/15/20	602-4904	town hall	1.10		TWNHAL	1000 411250	345	101000
	12/15/20	602-4905	town hall	1.10		TWNHAL	1000 411250	345	101000
	12/15/20	602-4906	Library Main desk	1.10		LIBRY	2220 460100	345	101000
	12/15/20	602-4907	Library Director	1.10		LIBRY	2220 460100	345	101000
	12/15/20	602-4908	Povah Ctr	11.10		POVAH	1000 411255	345	101000
	12/15/20	602-4949	Town Hall	11.10		TWNHAL	1000 411250	345	101000
47624		1249 Montana Department of		1,700.00					
	12/16/20	AFR Filing Fee FY 19/20		1,700.00		AUDIT	1000 410530	353	101000
47625		3008 Liz Roos		95.88					
	12/11/20	4 Wreaths for Town Hall		79.92		TWNHLL	1000 411250	220	101000
	12/12/20	4 Wreath hangers for Town Hall		15.96		TWNHLL	1000 411250	220	101000
47626		1454 Bozeman Chronicle/Big Sky		60.00					
	53452 12/07/20	Notice of Public Hearing		60.00		ADMIN	1000 410210	327	101000
47627		2751 Gallatin County Justice Court		285.00					
	12/17/20	Pass through Mayhood		285.00		COURT	7469 213000		101000
47628		3295 NENA		197.00					
	300054480 12/01/20	Membership Dues 2021 CJohns		55.00		DSPTCH	1000 420160	398	101000
	300057340 12/01/20	Membership Dues 2021 B Mart		142.00		DSPTCH	1000 420160	398	101000

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47629		2977 Staples Credit Plan		491.50					
	2720897811	12/11/20 Finance office supplies		149.88		FINADM	1000 410510	220	101000
	2720897811	12/11/20 Court supplies		12.99		COURT	1000 410360	220	101000
	2702404031	11/24/20 Dispatch Brother Ptouch		49.99		DSPTCH	1000 420160	212	101000
	2702404031	11/24/20 Dispatch Supplies		80.05		DSPTCH	1000 420160	220	101000
		12/01/20 Rec Supplies		73.45		PARREC	1000 460440	220	101000
	2708292911	12/01/20 Admin Supplies		55.47		ADMIN	1000 410210	220	101000
	2710402031	12/02/20 Batteries, Battery charger		69.67		PRISNR	1000 420230	220	101000
47630		3169 Anderson Zurmuehlen & Co., P.C.		4,200.00					
	399378	12/15/20 Audit Services		4,200.00		AUDIT	1000 410530	353	101000
		# of Claims	28	Total:	127,812.53				
		Total Electronic Claims		1,154.58		Total Non-Electronic Claims		126657.95	



# RESOLUTION NO. 750

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST  
YELLOWSTONE, IN THE COUNTY OF GALLATIN AND STATE OF MONTANA TO  
AMEND THE BUDGET FOR THE FISCAL YEAR 2020-2021**

**WHEREAS**, the Town is required to reflect changes to the budget by resolution and,

**WHEREAS**, the Town contracted with Anderson ZurMuehlen & Co., P.C. to perform the FY 2019 municipal audit for the Town of West Yellowstone and,

**WHEREAS**, the costs incurred by Anderson ZurMuehlen & Co., P.C. exceeded the budgeted amount by \$12,500, and,

**WHEREAS**, the expenditure authorization for the annual audit is \$12,500 and it is the Town's intention to increase the budgeted funds by \$12,500 for a total of \$25,000.

**BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE  
TOWN OF WEST YELLOWSTONE, MONTANA:**

1. That the Fiscal Year 2020-2021 General Fund Auditing expenditure budget be amended to reflect an authorization of the total cash available of \$25,000.

**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WEST  
YELLOWSTONE, MONTANA, THIS 8TH DAY OF DECEMBER 2020 AND  
APPROVED BY THE MAYOR OF THE TOWN OF WEST YELLOWSTONE.**

\_\_\_\_\_  
Mayor Jerry Johnson

\_\_\_\_\_  
Council Member Greg Forsythe

\_\_\_\_\_  
Council Member Brad Schmier

\_\_\_\_\_  
Council Member Travis Watt

\_\_\_\_\_  
Council Member Jeff Matthews

ATTEST:

\_\_\_\_\_  
Town Clerk Elizabeth Roos







Northern Rocky Mountain  
ECONOMIC DEVELOPMENT DISTRICT

311 West Main Room 311 Bozeman, MT 59715 PH: 406-577-2541 FAX 866-847-8033

December 22, 2020

TO: Town of West Yellowstone Town Council  
FM: Rob Gilmore, NRMEDD  
Regarding: Town's Letter, Dated September 4, 2020  
Commitment of Matching monies to EDA application

Dear Council, this letter is to advise you that as the NRMEDD's EDA grant for \$1.2 million in revolving loan fund monies has proceeded through the approval process, we have been notified by the Economic Development Administration that "the Northern Rocky Mountain Economic Development District, as grantee of this EDA award, would need {to demonstrate} unrestricted access to these matching funds in perpetuity for the duration of the grant award".

When this application was discussed we implied that the money would be reserved for the exclusive use of the Town's RLF lending area. The grant terms may not absolutely guarantee monies are reserved for the Town but we would endeavor to place the Town's contributed monies within the community or the greater West Economic area.

We wanted to share this change in the agreement. It is our intent to proceed with the grant award assuming that the Town's match contributions will have unrestricted use in perpetuity of the duration of the grant and within the NRMEDD District boundaries. Because of the significant impact the grant promises our area, we will seek to secure the award. If you have any concerns please let us know at your earliest.

Respectfully,

Rob Gilmore  
Northern Rocky Mountain EDD

*"Serving Gallatin, Park and Madison Counties of Southwest Montana"*