

Town of West Yellowstone

Tuesday, January 18, 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.

WORK SESSION

5:00 PM

Town Department Introductions

Discussion ∞

Capital Improvement Plan/Current Projects Update

Discussion ∞

TOWN COUNCIL MEETING

7:00 PM

Comment Period

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

Treasurer's & Securities Report

Purchase Orders

Claims ∞

Business License Applications

Consent Agenda: **Minutes of the January 4, 2022 Town Council Meeting** ∞

Town Manager & Staff Reports ∞

Advisory Board Reports

NEW BUSINESS

Casting Pond Bid Award Recommendation

Discussion/Action ∞

Bond Counsel Engagement Letter, Dorsey & Whitney LLP

Discussion/Action ∞

Site Plan & Project Approvals

Discussion/Action ∞

- 321 Hayden, conversion of single-family home into duplex
- 127 Faithful Street, addition of 2 RV spaces to property
- 134 Electric Steet, addition of 1 RV space to property

Correspondence/FYI/Meeting Reminders

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



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

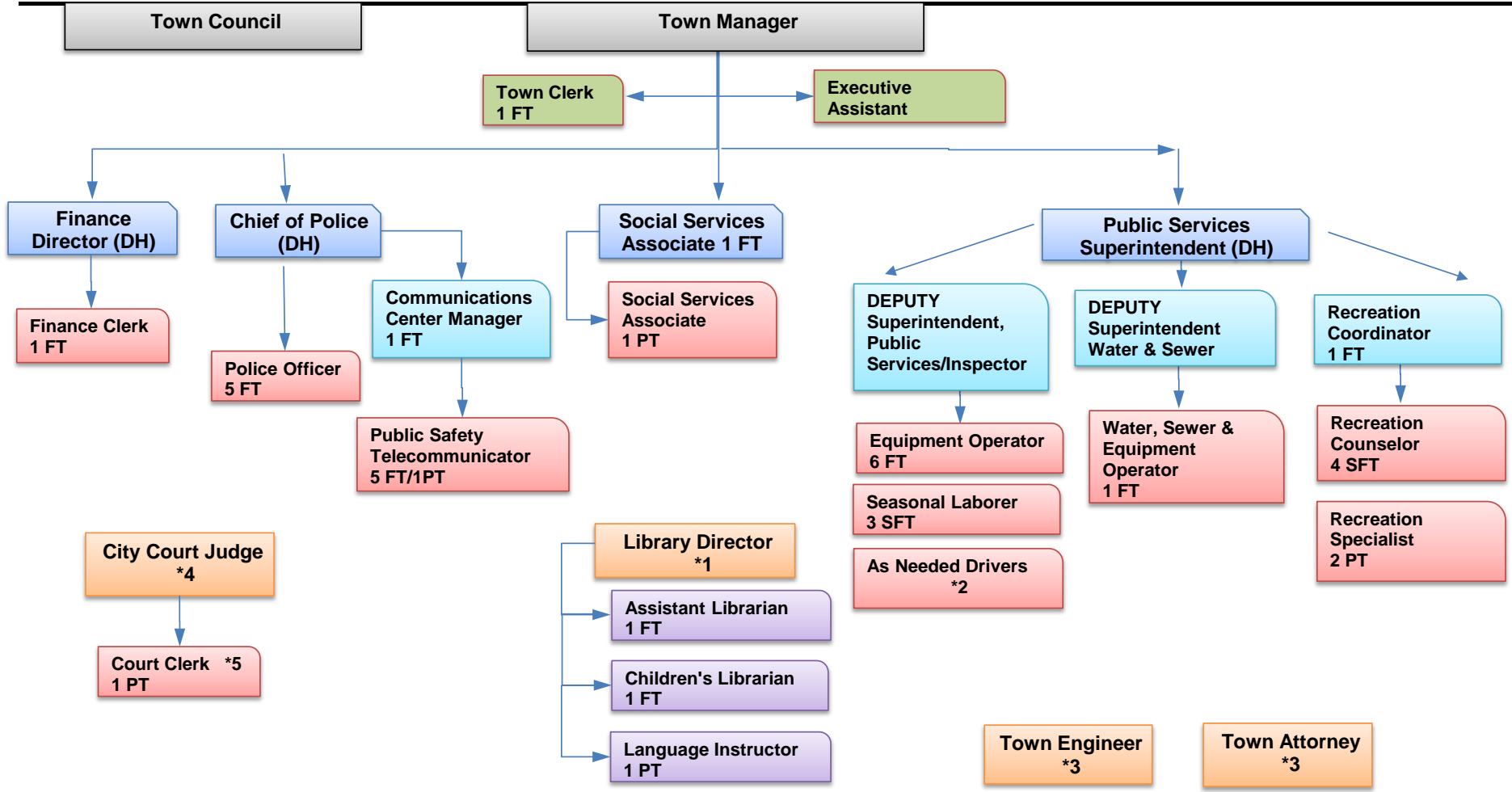
General Town Council Meeting Information

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

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Town of West Yellowstone Staffing Plan



*1: Library functions are governed by State Law and Agreements; Director is appointed by the Library Board and directs staff.
 *2: List of people with CDLs will be maintained to call as needed.
 *3: Employed under contract
 *4: Appointed by Town Council
 *5: Under supervision of the Town Manager

FT= Full-Time Status Permanent
 PT= Part-Time Status Permanent
 SFT= Full Time Status Limited Term

SPT= Part-Time Status Limited Term
 STS= Short-Term Status
 DH= Department Head



TOWN OF WEST YELLOWSTONE, MONTANA

2022-2027 Capital Improvement Plan

Fiscal Years 2022-27

Town Council

Jerry Johnson, Mayor
Travis Watt, Deputy Mayor
Brad Schmier
Jeffrey Matthews
Brian Benike

Staff

Daniel Walker, Town Manager
Lanie Gospodarek, Finance Director
Jon Simms, Public Services Superintendent
Todd Richardson, Police Chief
Elizabeth Roos, Town Clerk

Summary

The 2022-2027 West Yellowstone Capital Improvement Plan (CIP) details the Town's long-term plans for capital outlays and capital projects that are necessary to maintain on-going operations, improve efficiency or provide new services. Capital outlays include operating equipment which have a useful life exceeding three (3) years and have an initial cost of \$5,000 or more. A capital project is non-recurring in nature and costs at least \$5,000 with an estimated service life of at least five (5) years. This CIP identifies:

- Each item or project's description or justification.
- The fiscal year during which the item is to be purchased or the project carried out.
- The estimated expenditure required for each item or project.
- The anticipated funding for each capital expenditure.

The scope, cost, timetable, and available funding for capital expenditures can be readily analyzed for the next couple of years. Beyond that timeframe, it becomes increasingly difficult to estimate costs and funding sources.

Uses of the Capital Improvement Plan

The CIP is a five-year plan for capital improvements that support the Town's current and future population, economy and needs. There are many uses for the CIP including:

1. Demonstrating the need for equipment, facilities and projects and sources of revenue to fund them.
2. Ensuring the timely provision of adequate facilities to maintain levels of service that are important to the quality of life in West Yellowstone.
3. Maintaining operating efficiency and safety of the Town's existing capital facilities.
4. Providing facilities necessary to accommodate growth.
5. Providing evidence to bond rating agencies that the Town is planning and managing its debt for capital improvements.
6. Providing evidence to agencies that award grant and loans that the Town is planning for capital improvements.
7. Implementing recommendations by staff and consultants for capital improvements in the Town.

Organization of the Capital Improvement Plan

The CIP is provided in seven (7) sections, including:

1. Section One: Vehicles and Equipment Rotation Program – This Section includes vehicle and equipment replacement schedules for the Town’s Departments. Vehicles or equipment due to be replaced, will be evaluated before an allocation for replacement is budgeted. Table 1 accompanies this Section.
2. Section Two: Sewer System Improvements – This Section includes sewer system improvements that the Town Engineer and staff have identified as priorities for the Town. Table 2 accompanies this Section.
3. Section Three: Water System Improvements – This Section includes water system improvements that the Town Engineer and staff have identified as priorities for the Town. Table 3 accompanies this Section.
4. Section Four: Street Maintenance and Improvements – This Section includes street maintenance projects and improvements that the Town Engineer and staff have identified as priorities for the Town. Table 4 accompanies this Section.
5. Section Five: Land, Buildings and Improvements – This Section includes projects, purchases, and improvements that the Town Council and staff have identified as priorities for the Town. Table 5 accompanies this Section.
6. Section Six: 911 Dispatch Capital Improvements – This Section includes projects, purchases and improvements that staff and outside agencies collaborate on to maintain adequate service and equipment to provide dispatch services to the Town’ Police Department as well as other law enforcement and emergency service agencies. Table 6 accompanies this Section.
7. Section Seven: Capital Improvement Plan Summary – This Section consists of a summary table that provides an overview of all the capital improvements that the Town has planned for the next five (5) years.

Section One: Vehicles and Equipment Rotation Program

Convection Ovens for UPDL

Cost: \$14,000
Department: Buildings – Public Services
Location: Union Pacific Dining Lodge
Description: Double oven unit for kitchen
Year: FY 22

Multipurpose Vehicle

Cost: \$55,000
Department: Administration
Location: Town Hall
Description: For use by all departments to send employees to training, for use by the Social Services department for food pick up and for use by the Recreation department to transport equipment etc.
Year: FY 22

Sprinkler System on Canyon Street

Cost: \$TBD
Department: Parks – Public Services
Location: Canyon Street
Description: Replace the dripline system for watering trees and shrubbery on Canyon Street
Year: FY 23

Replace the 936 Loader

Cost: \$150,000
Department: Streets - Public Services
Location: Public Services Shop
Description: Replacement of the 936 Loader
Year: FY 23

Replace Public Services 2008 GMC ¾ ton pickup truck

Cost: \$55,000
Department: Streets - Public Services
Location: Public Services Shop
Description: Truck capable of plowing
Year: FY 23

Fountain in Pioneer Park

Cost: \$150,000
Department: Parks – Public Services
Location: Pioneer Park
Description: Fountain near Kiosk Sign in northeast corner.
Year: FY 26

Install Elevator in Town Hall

Cost: \$125,000
Department: Buildings – Public Services
Location: Town Hall
Description: Elevator between main floor and basement
Year: TBD

Table 1 - Vehicles and Equipment Rotation Program

Summary Table Number	Fiscal Year	Project Name	Cost	Current Fiscal Year Allocation Participation	Funding Sources	Fund Number
3	FY22	Convection Ovens for UPDL plus installation labor	\$14,000	\$14,000	RT Transfer 2100	1000-411252-949 General Fund
17	FY 22	Administrative/Multipurpose Vehicle (Minivan)	\$40,000	\$40,000	RT Transfer 2100	4000-410210-944 Capital
27	FY 23	Replace Sprinkler System on Canyon Street	TBD	\$0	RT Transfer 2100	4000-460430-930 Capital
34	FY 23	Replace 936 Loader.	\$150,000	\$0	RT Transfer 2100 Sewer Fund 5310	4060 PW Equipment
35	FY 23	Replace Public Services 2008 GMC ¾ ton Pickup Truck	\$55,000	\$0	RT Transfer 2100	4000-430200-944 Capital
45	FY 26	Fountain in Pioneer Park	\$150,000	\$0	Donation	4000-460432-937 Capital
53	TBD	Install Elevator in Town Hall	\$125,000	\$0	RT Transfer 2100	4000-411240-930 Capital

Section Two: Sewer System Improvements

Old Town Sewer Line Improvements – Annual Set-aside

Cost: Total project cost \$10 million; annual set-aside \$100,000
Department: Sewer - Public Services
Location: Old Town/B3 Zoning District
Description: Town-wide sewer line replacement; total accumulated balance of \$900,000.
Year: FY 22

80-Acre Sewer Infrastructure – Annual Set-aside

Cost: Total project cost \$10 million; annual set-aside \$300,000
Department: Sewer - Public Services
Location: 80 Acres
Description: This is the set-aside for Sewer Lines on 80-Acre Parcel for a total accumulated balance of \$1,200,000.
Year: FY 22

Sewer Line Installation on Electric Street

Cost: \$50,000
Department: Sewer - Public Services
Location: Electric Street
Description: Replacing gaskets and a new line extending across Electric Street.
Year: FY 22

Replace 30' of Sewer Line

Cost: \$28,800
Department: Sewer - Public Services
Location: Obsidian Ave between Povah and Town Hall; Parkway A
Description: Camera information for these locations indicates replacement is required
Year: FY 22

Madison Addition Lift Station Pump (Construction in Progress)

Cost: \$40,000
Department: Sewer - Public Services
Location: Madison Addition Lift Station
Description: Installation of pump started in FY 18, \$3,000 spent to-date. Have a donation pump from City of Rexburg
Year: FY 22

Evaporation Replacement Parts

Cost: \$10,000
Department: Sewer & Water
Location: Sewer Lagoon
Description: Town-wide sewer line replacement.
Year: FY 22

Mechanical Wastewater Treatment Plant

Cost: \$29,000,000
Department: Sewer – Public Services
Location: Current Sewer Lagoon
Description: Aeromod Mechanical Treatment Plant
Year: FY 23

Sewer Lagoon Fence

Cost: \$80,000
Department: Sewer - Public Services
Location: New Wastewater Treatment Plant
Description: Fence around perimeter of treatment plant.
Year: FY 25

Post-build Rehabilitation of Aeration Ponds

Cost: \$2,500,000
Department: Sewer -- Public Services
Location: Wastewater Treatment Plant
Description: The two ponds need to be rehabilitated to original state after the Wastewater Treatment Plant is built.
Year: TBD

Table 2 – Sewer System Improvements

Summary Table Number	Fiscal Year	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
6	FY 22	Old Town Sewer Line Improvements – Annual set-aside <i>Accumulated Balance in fund 5320: \$900,000</i>	\$10,000,000	\$100,000	Sewer Fund 5310	5310-430630-937 Sewer Operating
7	FY 22	Annual Set-aside 80-acre Sewer Infrastructure <i>Accum. balance in fund 5320: \$1,200,000</i>	\$10,000,000	\$300,000	Sewer Fund 5310 transfer to Sewer Capital Fund 5320	5310-521000-820 Sewer Operating
11	FY 22	Sewer Line Installation on Electric Street	\$50,000	\$50,000	Sewer Fund 5310	5310-430630-937 Sewer Operating
19	FY 22	Replace 30 ' of Sewer Line Town Hall to Povah - \$10,600 Parkway A - \$18,200	\$28,800	\$28,800	Sewer Fund 5210	5310-430630-937 Sewer Operating
21	FY 22	Madison Add. Pump Installation Project to include back up pumps <i>Construction-in-progress (\$2,967 spent)</i>	\$40,000	\$40,000	Sewer Fund 5310	5310-430630-941 Sewer
22	FY 22	Evaporation Replacement	\$10,000	\$10,000	Sewer Fund 5310	5310-430640-459 Sewer Operating
35A	FY 23	Mechanical Wastewater Treatment Plant	\$29,000,000	\$1,459,847	Line of Credit	5320-430640-951
41	FY 25	Sewer Lagoon Fence	\$80,000	\$0	Sewer Fund 5310	5310-430600-937 Sewer
56	TBD	Post-build Rehabilitation of Aeration Ponds	\$2,500,000	\$0	Sewer Fund RT Transfer	Sewer Capital

Section Three: Water System Improvements

Repair or Replace Water Lines on Nez Perce

Cost: \$15,000
Department: Water - Public Services
Location: Railroad Well
Description: Upgrades and repairs to the #3 Water Well System & Building
Year: FY 21

New Well Preliminary Planning Work (Second)

Cost: \$200,000
Department: Water - Public Services
Location: TBD
Description: Engineering for a second well
Year: FY 22

New Railroad Well Building w/New Pump

Cost: \$150,000
Department: Water - Public Services
Location: Well #3 (Behind the City Shop)
Description: Building is in disrepair and new back up pump is needed.
Year: FY 23

Build Additional Water Storage Tank

Cost: \$1,500,000
Department: Water - Public Services
Location: Whiskey Springs facility
Description: An additional tank will be required to store water for new development.
Year: FY 24

Table 3 – Water System Improvements

Summary Table Number	Fiscal Year	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
15	FY 22	Repair or Replace water lines on Nez Perce	\$15,000	\$15,000	Water Fund 5210	5210-430500-930 Water Operating
25	FY 22	Well #5 – New well needed for full capacity		\$200,000	5220	5220 Water Capital
33	FY 23	New Railroad Well Building w/New Pump	\$150,000	\$0	Water Fund 5210	5210-430530-920 5210-430530-941 Water Operating
37	FY 24	Build an Additional Million-gallon Water Tank	\$1,500,000	\$0	Water Fund 5210 Outside Financing	5220 Water Capital

Section Four: Street Project Maintenance and Improvements

Rails-to-Trails Corridor

Cost: \$53,400
Department: Streets - Public Services
Location: Iris Street to Museum
Description: To include 4 street crossings and improvement of pathway surface
Year: FY 22

Town-wide ADA Accessibility Improvements

Cost: \$57,000
Department: Streets - Public Services
Location: Sidewalks and Curbs at Dunraven, Electric, Faithful & Hayden
Description: Funds will mainly used for ADA compliance, but also to repair/replace sections of broken and missing sidewalks and curbs as needed.
Year: FY 22

Streetlight Project

Cost: TBD
Department: Streets - Public Services
Location: Targeting Madison, Hayden and Boundary
Description: Due to revenue shortfalls in FY 21, the previous accumulated balance has been eliminated. The hope is to resume annual set-asides and replenish the fund.
Year: FY 22

Crack Sealing East/West Streets

Cost: \$61,000
Department: Streets - Public Services
Location: Old Town/B3 Zoning District
Description: East/West Streets in town
Year: FY 22

Repave Town Streets – Set-aside for Future Project

Cost: \$4,300,000 total project cost; annual set-aside \$250,000
Department: Streets - Public Services
Location: Town Streets
Description: The Town's streets were built in 1988 and are now more than 30-years old. Due to revenue shortfalls in FY 21, the previous accumulated balance has been reduced to \$400,763. The hope is to resume annual set-asides and replenish the fund.
Year: FY 22

Lighted Trail from Grizzly Ave. to Yellowstone Ave.

Cost: \$100,000
Department: Parks - Public Services
Location: Throughway in Grizzly Park past UPDL Casting Pond
Description: Lighted, paved walkway from hotels in Grizzly Park to Yellowstone Avenue
Year: FY 23

Engineering for Interior Park Paving Project (Construction in Progress)

Cost: \$20,000
Department: Streets - Administration
Location: Old Town Parkways
Description: To-date \$4,200 has been spent and we expect to resume engineering in FY 23.
Year: FY 23

Interior Park Parking Lot (1st of 8)

Cost: \$95,000
Department: Streets - Public Services
Location: TBD
Description: The Town expects that two (2) of the four (4) busiest interior parks flanking Canyon Street will be selected for improvement and this cost represents one-half (½) of a full interior park.
Year: FY 25

Interior Park Parking Lot (2nd of 8)

Cost: \$100,000
Department: Streets - Public Services
Location: TBD
Description: The Town expects that two (2) of the four (4) busiest interior parks flanking Canyon Street will be selected for improvement and this cost represents one-half (½) of a full interior park.
Year: FY 26

Interior Park Parking Lot (3rd of 8)

Cost: \$110,000
Department: Streets - Public Services
Location: TBD
Description: The Town expects that two (2) of the four (4) busiest interior parks flanking Canyon Street will be selected for improvement and this cost represents one-half (½) of a full interior park.
Year: FY 26

Surface Frontier Trail

Cost: \$400,000; FY 21 Allocation of \$57,000
Department: Parks - Public Services
Location: Loop Trail around West Yellowstone to include parkway of Historic District
Description: This would connect to the portion on the Forest Service Frontier Trail through Town to Yellowstone National Park. Partnering with YHC and Dumke Family on Rails to Trails project which connects to the Yellowstone Shortline Trail and Greater Yellowstone Trail.
Year: FY 27

Interior Park Parking Lot (4th of 8)

Cost: \$120,000
Department: Streets - Public Services
Location: TBD
Description: The Town expects that two (2) of the four (4) busiest interior parks flanking Canyon Street will be selected for improvement
Year: FY 27

Pave Obsidian Street

Cost: TBD
Department: Streets - Public Services
Location: Obsidian Street between Geyser and Faithful Streets
Description: The Town is considering paving the remainder of Obsidian Street.
Year: TBD

Parkway Paving Project

Phase II – Paving

Cost: \$1,100,000
Department: Streets - Public Services
Location: Parkways throughout West Yellowstone
Description: Pave parkways from Electric Street to Boundary Street to improve convenience and safety for resident and visitors.
Year: TBD

Table 4 – Street Maintenance and Improvements

Summary Table Number	Fiscal Year	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
2	FY 22	Rails to Trails Corridor – Iris to Museum Town match of total project.		\$53,400	RT Transfer 2100	4000-460430-930 Capital
4	FY 22	ADA Accessibility Ramps at Dunraven, Electric, Faithful & Hayden and Other Sidewalk Maintenance	\$1,430,000	\$200,000	RT Transfer 2100 (\$60,000) Gas Tax Fund 2820 (\$20,000)	2820-430262-365 Gas Tax
5	FY 22	Streetlight Project set-aside <i>Was \$467,560; new Accum. balance in fund: \$650,000</i>	TBD	\$182,440	RT Transfer 2100	4000-430263-937 Capital
20	FY22	Crack Sealing East/ West Street	\$61,000	\$61,000	RT Transfer	2821-430200-367 Gas Tax
23	FY 25	Repave Town Streets – Annual Funding: 2012 \$195K; 2013 \$125K; 2014 \$125K; 2015 \$125K; 2016 \$125K; 2017 \$125K; 2018 \$125K; 2019 \$125K; 2020 \$0; 2021 \$0; 2022 \$250K <i>Accum. balance in fund 4075: \$1,320,000</i>	\$4,300,000	\$250,000	RT Transfer 2100 To Street Construction 4075	2100-521020-820 Resort Tax
26	FY 23	Lighted Trail from Grizzly Ave. to Yellowstone Set-aside	\$100,000	\$100,000	RT Transfer 2100	4000-460430-938 Capital
32	FY 23	Engineering for Interior Park Paving Project <i>Construction in Progress (\$4,200 spent)</i>	\$20,000	\$0	RT Transfer 2100	2820-430243-931 Gas Tax
39	FY 25	Interior Park Parking Lot (1 st of 8) (This cost represents ½ of a full interior park)	\$95,000	\$0	Gas Tax Fund 2820	2820-430200-931 Gas Tax
43	FY 26	Interior Park Parking Lot (2 nd of 8) (This cost represents ½ of a full interior park)	\$100,000	\$0	Gas Tax Fund 2820	2820-430200-931 Gas Tax
48	FY 27	Interior Park Parking Lot (3rd of 8) (This cost represents ½ of a full interior park)	\$110,000	\$0	Gas Tax Fund 2820	2820-430200-931 Gas Tax

Summary Table Number	Fiscal Year	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
49	FY 27	Surface the Frontier Trail	\$400,000	\$0	RT Transfer 2100	4000-460430-930 Capital
51	TBD	Interior Park Parking Lot (4th of 8) (This cost represents ½ of a full interior park)	\$120,000	\$0	Gas Tax Fund 2820	2820-430200-931 Gas Tax
52	TBD	Pave Obsidian St. between Geyser and Faithful Streets	TBD	\$0	Gas Tax Fund 2820	2820-430200-931 Gas Tax
54	TBD	Parkway Paving Project – Phase II	\$1,100,000	\$0	Gas Tax 2820 RT Transfer 2100	2820 Gas Tax

Section Five: Land, Buildings and Improvements

Annual Historic District Projects

Cost: \$300,000
Department: Buildings – Public Services
Location: Union Pacific Dining Lodge
Description: Continued upgrades to Dining Lodge to include re-installation of lighting
Year: FY 22

Volleyball Court

Cost: \$5,111
Department: Parks - Public Services
Location: North of the playground in Pioneer Park
Description: Sand Volleyball Court
Year: FY 22

Library Roof

Cost: \$63,000
Department: Buildings - Public Services
Location: Library Building
Description: This cost is for total replacement
Year: FY 22

Park Improvements

Cost: \$30,000
Department: Parks - Public Services
Location: City Park and/or other parks around town
Description: Unspecified
Year: FY 22

Casting Pond Repairs & Improvement

Cost: \$170,000; FY 22 Allocation: \$80,000
Department: Parks - Public Services
Location: Casting Pond behind the Union Pacific Dining Lodge
Description: New liner, improvements and engineering for the casting pond.
Year: FY 22

Restroom with Drinking Fountain at Tennis Courts

Cost: \$100,000
Department: Parks - Public Services
Location: Tennis Courts on Electric Street of Madison Addition
Description: Toilet facilities at tennis/pickle ball courts
Year: FY 22

Re-Surface Tennis & Pickle Ball Courts

Cost: \$20,000
Department: Parks - Public Services
Location: Tennis Courts in Madison Addition
Description: Re-surface courts.
Year: FY 22

80-acre Development Fund

Cost: \$ 500,000
Department: Administration
Location: 80-acres
Description: First set-aside towards improvements necessary to develop the 80-acres
Year: FY 22

Construct Equipment Storage Barn

Cost: \$70,000
Department: Streets - Public Services
Location: TBD
Description: The purpose of this building would be to store the off-season equipment so that the current season's equipment can be housed and worked on at city shop location.
Year: FY 23

Synthetic Surface at Playground

Cost: TBD
Department: Parks - Public Services
Location: Pioneer Park
Description: Cleaner, safer playground surface around playground equipment.
Year: FY 23

Additional Accessibility Ramp at UPDH

Cost: \$7,500
Department: Buildings - Public Services
Location: Union Pacific Dining Hall
Description: New ADA ramp on south side of the Dining Hall
Year: FY 23

Planning/Engineering for Public Services Shop Re-location

Cost: \$30,000
Department: Administration
Location: 80 acres
Description: Design work for the Public Services Shop re-location.
Year: FY 24

Skateboard Park Facility

Cost: \$35,000
Department: Parks - Public Services
Location: TBD
Description: Smooth concrete surface with skateboard elements.
Year: FY 24

Dunbar Park – Pathway Improvements & Signage

Cost: \$12,500
Department: Parks - Public Services
Location: Dunbar Park
Description: Irrigation System installation, installation of grass or sod.
Year: FY 24

New Ice Rink

Cost: \$ 70,000
Department: Parks - Public Services
Location: Pioneer Park or a new location
Description: This project will include moving existing lights, adding new ones, and the purchase of boards and will be a two-year project.
Year: FY 25

Iris Street Park Project

Cost: \$50,000
Department: Parks - Public Services
Location: Yellowstone Ave. to Obsidian between Hayden and Iris
Description: Grass to enhance picnic area and for recreational use.
Year: FY 26

Summer Rec. Building/Warming Hut

Cost: \$300,000
Department: Parks - Public Services
Location: Pioneer Park
Description: Additional facilities for the Smokey Waters Day Camp program.
Year: FY 26

Re-face Old Firehouse

Cost: \$54,400
Department: Parks - Public Services
Location: Pioneer Park
Description: Re-face the outside of the Old Firehouse to match the other park facilities.
Year: FY 26

Splash Park

Cost: TBD
Department: Public Services
Location: Parks - Public Services
Description: Listed on Master Park Plan for Pioneer Park.
Year: TBD

Relocate Public Services Shop

Cost: TBD
Department: Streets - Public Services
Location: TBD
Description: Relocate Public Service Department buildings out of the Town's historic district.
Year: TBD

Table 5 – Land, Buildings and Improvements

Summary Table Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
8	FY 22	Annual Historic District Projects \$200,000 UPDL Roof \$_____ Lights in Firehole Room	\$300,000	\$300,000	RT Transfer 2100	4000-460460-920 Capital
9	FY 22	Volleyball Court in Pioneer Park	\$5,000	\$5,000	Donation	2212-460000-936 Volleyball
10	FY 22	Library Roof	\$63,000	\$63,000	RT Transfer 2100	1000-411259-930 General Fund
13	FY 22	Park Improvements - unspecified	\$30,000	\$30,000	RT Transfer 2100	4000-460430-936 Capital
14	FY 22	Casting Pond Repairs & Improvements	\$170,000	\$80,000	RT Transfer 2100 Donation \$50,000	4000-460460-930 Capital
16	FY 22	Restroom w/ Drinking Fountain at Tennis Courts	\$100,000	\$100,000	RT Transfer 2100	4000-460430-920 Capital
18	FY 22	Re-surface Tennis Court & Pickle Ball Court	\$0,000	\$20,000	RT transfer	4000-460430-936 Capital
24	FY 22	80-Acre Development Fund		\$500,000	RT Transfer 2100 to 80-acre Dev. Fund (4030)	2100-521000-825 Resort Tax
29	FY 23	Construct Equipment Storage Barn	\$70,000	\$0	RT Transfer	4000-430200-920 Capital
30	FY 23	Synthetic Surface at Playground	TBD	\$0	RT Transfer	4000-460430-936 Capital
31	FY 23	Additional Accessibility Ramp at UPDH	\$7,500	\$0	RT Transfer	4000-460460-920 Capital

Summary Table Number	Fiscal Year	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
36	FY 24	Engineering & Other Studies to Relocate Public Services Shop	\$30,000	\$0	RT Transfer 2100	4000-430200-929 Capital
38	FY 24	Skateboard Park Facilities	\$35,000	\$0	RT Transfer 2100	4000-460432-936 Capital
40	FY 25	Dunbar Park – Pathway Improvements, Irrigation System, Grass	\$12,500	\$0	RT Transfer 2100	4000-460430-937 Capital
42	FY 25	New Ice Rink	\$70,000	\$0	RT Transfer 2100	4000-460432-936 Capital
44	FY 26	Iris Street Park Project	\$50,000	\$0	RT Transfer 2100	4000-460430-937 Capital
46	FY 26	Summer Rec. Building/Warming Hut	\$300,000	\$0	RT Transfer 2100	4000-460430-936 Capital
47	FY 26	Re-Face Old Firehouse	\$54,400	\$0	RT Transfer 2100	4000-460430-930 Capital
50	TBD	Splash Park	TBD	\$0	RT Transfer 2100	4000-460430-936 Capital
55	TBD	Relocation of Public Services Shop	TBD	\$0	TBD	TBD

Section Six: Dispatch Capital Improvement

Radio Tower

Cost: \$250,000
Department: Police (Dispatch)
Location: Behind the Emergency Services Building (Fire Department)
Description: New required tower to improve communications across the emergency services agencies
Year: FY 22

Dispatch Consoles

Cost: \$48,000
Department: Police (Dispatch)
Location: Dispatch Center
Description: Two (2) new console stations with needed upgrades in equipment
Year: FY 22

Police Generator Building Structure Cover

Cost: TBD
Department: Police (Dispatch)
Location: Police/Dispatch Center
Description: To provide protection of the new generator once relocated appropriately.
Year: FY 23

Table 6 – Dispatch Capital Improvement

Summary Table Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation Participation	Funding Sources	Fund Number
1	FY 22	Radio Tower	\$250,000	\$250,000	RT Transfer 2100	2850-420750-945 911 Fund
12	FY 22	Dispatch Consoles x 2 (\$24,000 each)	\$48,000	\$48,000	911 Fund 2850	2850-420750-945 911 Fund
28	FY 23	Police Generator Structure Project	TBD	TBD	General Fund	1000-411258-937 General

Table 7 – Capital Improvement Plan Summary

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
1	FY 22	Radio Tower	\$250,000	\$250,000	RT Transfer 2100	2850-420750-945 911 Fund
2	FY 22	Rails to Trails Corridor – Iris to Museum Town match of total project.		\$53,400	RT Transfer 2100	4000-460430-930 Capital
3	FY22	Convection Ovens for UPDL plus installation labor	\$14,000	\$14,000	RT Transfer 2100	1000-411252-949 General Fund
4	FY 22	ADA Accessibility Ramps at Dunraven, Electric, Faithful & Hayden and Other Sidewalk Maintenance	\$1,430,000	\$200,000	RT Transfer 2100 (\$60,000) Gas Tax Fund 2820 (\$20,000)	2820-430262-365 Gas Tax
5	FY 22	Streetlight Project set-aside Was \$467,560; new Accum. balance in fund: \$650,000	TBD	\$182,440	RT Transfer 2100	4000-430263-937 Capital
6	FY 22	Old Town Sewer Line Improvements – Annual set-aside Accumulated Balance in fund 5320: \$900,000	\$10,000,000	\$100,000	Sewer Fund 5310	5310-430630-937 Sewer Operating
7	FY 22	Annual Set-aside 80-acre Sewer Infrastructure Accum. balance in fund 5320: \$1,200,000	\$10,000,000	\$300,000	Sewer Fund 5310 transfer to Sewer Capital Fund 5320	5310-521000-820 Sewer Operating
8	FY 22	Annual Historic District Projects \$200,000 UPDL Roof \$_____Lights in Firehole Room	\$300,000	\$300,000	RT Transfer 2100	4000-460460-920 Capital

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
9	FY 22	Volleyball Court in Pioneer Park	\$5,000	\$5,000	Donation	2212-460000-936 Volleyball
10	FY 22	Library Roof	\$63,000	\$63,000	RT Transfer 2100	1000-411259-930 General Fund
11	FY 22	Sewer Line Installation on Electric Street	\$50,000	\$50,000	Sewer Fund 5310	5310-430630-937 Sewer Operating
12	FY 22	Dispatch Consoles x 2 (\$24,000 each)	\$48,000	\$48,000	911 Fund 2850	2850-420750-945 911 Fund
13	FY 22	Park Improvements - unspecified	\$30,000	\$30,000	RT Transfer 2100	4000-460430-936 Capital
14	FY 22	Casting Pond Repairs & Improvements	\$170,000	\$80,000	RT Transfer 2100 Donation \$50,000	4000-460460-930 Capital
15	FY 22	Repair or Replace water lines on Nez Perce	\$15,000	\$15,000	Water Fund 5210	5210-430500-930 Water Operating
16	FY 22	Restroom w/ Drinking Fountain at Tennis Courts	\$100,000	\$100,000	RT Transfer 2100	4000-460430-920 Capital
17	FY 22	Administrative/Multipurpose Vehicle (Minivan)	\$40,000	\$40,000	RT Transfer 2100	4000-410210-944 Capital
18	FY 22	Re-surface Tennis Court & Pickle Ball Court	\$0,000	\$20,000	RT transfer	4000-460430-936 Capital
19	FY 22	Replace 30 ' of Sewer Line Town Hall to Povah - \$10,600 Parkway A - \$18,200	\$28,800	\$28,800	Sewer Fund 5210	5310-430630-937 Sewer Operating
20	FY22	Crack Sealing East/ West Street	\$61,000	\$61,000	RT Transfer	2821-430200-367 Gas Tax
21	FY 22	Madison Add. Pump Installation Project to include back up pumps Construction-in-progress (\$2,967 spent)	\$40,000	\$40,000	Sewer Fund 5310	5310-430630-941 Sewer

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year	Funding Sources	Fund Number
22	FY 22	Evaporation Replacement	\$10,000	\$10,000	Sewer Fund 5310	5310-430640-459 Sewer Operating
23	FY 25	Repave Town Streets – Annual Funding: 2012 \$195K; 2013 \$125K; 2014 \$125K; 2015 \$125K; 2016 \$125K; 2017 \$125K; 2018 \$125K; 2019 \$125K; 2020 \$0; 2021 \$0; 2022 \$250K Accum. balance in fund 4075: \$1,320,000	\$4,300,000	\$250,000	RT Transfer 2100 To Street Construction 4075	2100-521020-820 Resort Tax
24	FY 22	80-Acre Development Fund		\$500,000	RT Transfer 2100 to 80-acre Dev. Fund (4030)	2100-521000-825 Resort Tax
25	FY 22	Well #5 – New well needed for full capacity		\$200,000	5220	5220 Water Capital
26	FY 23	Lighted Trail from Grizzly Ave. to Yellowstone Set-aside	\$100,000	\$100,000	RT Transfer 2100	4000-460430-938 Capital
27	FY 23	Replace Sprinkler System on Canyon Street	TBD	\$0	RT Transfer 2100	4000-460430-930 Capital
28	FY 23	Police Generator Structure Project	TBD	TBD	General Fund	1000-411258-937 General
29	FY 23	Construct Equipment Storage Barn	\$70,000	\$0	RT Transfer	4000-430200-920 Capital
30	FY 23	Synthetic Surface at Playground	TBD	\$0	RT Transfer	4000-460430-936 Capital
31	FY 23	Additional Accessibility Ramp at UPDH	\$7,500	\$0	RT Transfer	4000-460460-920 Capital
32	FY 23	Engineering for Interior Park Paving Project Construction in Progress (\$4,200 spent)	\$20,000	\$0	RT Transfer 2100	2820-430243-931 Gas Tax

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
33	FY 23	New Railroad Well Building w/New Pump	\$150,000	\$0	Water Fund 5210	5210-430530-920 5210-430530-941 Water Operating
34	FY 23	Replace 936 Loader.	\$150,000	\$0	RT Transfer 2100 Sewer Fund 5310	4060 PW Equipment
35	FY 23	Replace Public Services 2008 GMC ¾ ton Pickup Truck	\$55,000	\$0	RT Transfer 2100	4000-430200-944 Capital
35A	FY 23	Mechanical Wastewater Treatment Plant	\$29,000,000	\$1,459,847	Line of Credit	5320430640-951 Sewer Capital
36	FY 24	Engineering & Other Studies to Relocate Public Services Shop	\$30,000	\$0	RT Transfer 2100	4000-430200-929 Capital
37	FY 24	Build an Additional Million-gallon Water Tank	\$1,500,000	\$0	Water Fund 5210 Outside Financing	5210 Water Capital
38	FY 24	Skateboard Park Facilities	\$35,000	\$0	RT Transfer 2100 RR	4000-460432-936 Capital
39	FY 25	Interior Park Parking Lot (1 st of 8) (This cost represents ½ of a full interior park)	\$95,000	\$0	Gas Tax Fund 2820	2820-430200-931 Gas Tax
40	FY 25	Dunbar Park – Pathway Improvements, Irrigation System, Grass	\$12,500	\$0	RT Transfer 2100	4000-460430-937 Capital
41	FY 25	Sewer Lagoon Fence	\$80,000	\$0	Sewer Fund 5310	5310-430600-937 Sewer
42	FY 25	New Ice Rink	\$70,000	\$0	RT Transfer 2100	4000-460432-936 Capital
43	FY 26	Interior Park Parking Lot (2 nd of 8) (This cost represents ½ of a full interior park)	\$100,000	\$0	Gas Tax Fund 2820	2820-430200-931 Gas Tax
44	FY 26	Iris Street Park Project	\$50,000	\$0	RT Transfer 2100	4000-460430-937 Capital

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year	Funding Sources	Fund Number
45	FY 26	Fountain in Pioneer Park	\$150,000	\$0	Donation	4000-460432-937 Capital
46	FY 26	Summer Rec. Building/Warming Hut	\$300,000	\$0	RT Transfer 2100	4000-460430-936 Capital
47	FY 26	Re-Face Old Firehouse	\$54,400	\$0	RT Transfer 2100	4000-460430-930 Capital
48	FY 27	Interior Park Parking Lot (3rd of 8) (This cost represents ½ of a full interior park)	\$110,000	\$0	Gas Tax Fund 2820	2820-430200-931 Gas Tax
49	FY 27	Surface the Frontier Trail	\$400,000	\$0	RT Transfer 2100	4000-460430-930 Capital
50	TBD	Splash Park	TBD	\$0	RT Transfer 2100	4000-460430-936 Capital
51	TBD	Interior Park Parking Lot (4th of 8) (This cost represents ½ of a full interior park)	\$120,000	\$0	Gas Tax Fund 2820	2820-430200-931 Gas Tax
52	TBD	Pave Obsidian St. between Geyser and Faithful Streets	TBD	\$0	Gas Tax Fund 2820	2820-430200-931 Gas Tax
53	TBD	Install Elevator in Town Hall	\$125,000	\$0	RT Transfer 2100	4000-411240-930 Capital
54	TBD	Parkway Paving Project – Phase II	\$1,100,000	\$0	Gas Tax 2820 RT Transfer 2100	2820 Gas Tax
55	TBD	Relocation of Public Services Shop	TBD	\$0	TBD	TBD
56	TBD	Post-build Rehabilitation of Aeration Ponds	\$2,500,000	\$0	Sewer Fund RT Transfer	Sewer Capital

8.17.21

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/22

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48665	1089 Gallatin County Treasurer	449.00					
	12/31/21 Tech surcharge	180.00		COURT	7458 212200		101000
	12/31/21 MLEA	220.00		COURT	7467 212200		101000
	12/31/21 Public Defender	0.00		COURT	7468 212200		101000
	12/31/21 Victims Assistance	49.00		COURT	7699 212200		101000
48666	95 Energy West-Montana	3,241.82					
	12/28/21 nat gas 210361788 updl	217.06		UPDH	1000 411252	344	101000
	12/28/21 nat gas 210360293 Police	44.19		POLBLD	1000 411258	344	101000
	12/28/21 nat gas 210361746 Pub Services	784.87		STREET	1000 430200	344	101000
	12/28/21 nat gas 210361811 old firehall	163.28		PARK	1000 460430	344	101000
	12/28/21 nat gas 210363966 old bld ins	124.24		STREET	1000 430200	344	101000
	12/28/21 nat gas 210360540 library	416.99		LIBBLD	1000 411259	344	101000
	12/28/21 nat gas 210364599 Povah	697.56		POVAH	1000 411255	344	101000
	12/28/21 nat gas 210361697 Iris Lift St	47.40		PUBSVC	1000 430200	344	101000
	12/28/21 nat gas 210365425 Twm Hall	700.50		TWNHAL	1000 411250	344	101000
	12/28/21 nat gas 210361655 Mad Add Sewe	45.73		SEWER	5310 430600	344	101000
48667	2853 Two Seasons Recycling	850.00					
	2021987 12/31/21 monthly recycling	850.00		PARKS	1000 460430	534	101000
48668	266 Utilities Underground Location	4.71					
	1125368 12/31/21 excavation notifications	4.71*		WATER	5210 430500	357	101000
48669	2421 NAPA Auto Parts	1,081.85					
	12/31/21 Napa Supplies Street	338.58		STREET	1000 430200	220	101000
	12/31/21 Napa Supplies Repairs	155.97		STREET	1000 430200	361	101000
	12/31/21 Napa Supplies Police	108.52		POLICE	1000 420100	220	101000
	12/31/21 NAPA Supplies Equipmnt repairs	125.85		STREET	1000 430200	369	101000
	12/31/21 NAPA supplies - Plow Oil	191.64		STREET	1000 430200	231	101000
	12/31/21 Water repairs Battery,coreDepo	161.29		WATER	5210 430550	369	101000
48670	2558 Hebgen Basin Fire District	55,040.00					
	01/01/22 January 2022	47,580.00		FIRE	1000 420400	357	101000
	01/01/22 employee grant January 2022	7,460.00		FIRE	1000 420471	140	101000
48672	2575 WY Tourism Business Improvement	3,851.87					
	12/31/21 Collections in December 2021	3,851.87		TBID	7202 411800	540	101000

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48674	42 Fall River Electric	453.67					
	12/20/21 PARK, old firehouse 2901001	453.67		PARK	1000 411253	341	101000
	12/20/21 povah comm ctr 4212001(PatrCap)	0.00		POVAH	1000 411255	341	101000
	12/20/21 unmetered lights 4212004(PatrC)	0.00		STLITE	1000 430263	341	101000
	12/20/21 RR Well 4212005(PatrCap)	0.00		WATER	5210 430500	341	101000
	12/20/21 SEWER LIFT STATION 4212006(Pat)	0.00		SEWER	5310 430600	341	101000
	12/20/21 SEWER PLANT 4212007(PatrCap)	0.00		SEWER	5310 430600	341	101000
	12/20/21 POLICE 4212008(PatrCap)	0.00		POLICE	1000 411258	341	101000
	12/20/21 TOWN HALL 4212009(PatrCap)	0.00		TWNHLA	1000 411250	341	101000
	12/20/21 ICE RINK 421010(PatrCap)	0.00		PARKS	1000 411253	341	101000
	12/20/21 South Iris Street Well 4212013	0.00		WATER	5210 430500	341	101000
	12/20/21 MAD SEWER LIFT 4212014(PatrCap)	0.00		SEWER	5310 430600	341	101000
	12/20/21 Hayden/Grouse Well 4212015(Pat)	0.00		WATER	5210 430500	341	101000
	12/20/21 MADADD H2O Tower 4212017(PatrC)	0.00		WATER	5210 430500	341	101000
	12/20/21 SHOP 4212018(PatrCap)	0.00		STREET	1000 430200	341	101000
	12/20/21 ANIMAL 4212029(PatrCap)	0.00		ANIML	1000 440600	341	101000
	12/20/21 CLORINATOR 4212030(PatrCap)	0.00		WATER	5210 430500	341	101000
	12/20/21 Electric Well 4212031(PatrCap)	0.00		WATER	5210 430500	341	101000
	12/20/21 PARK 4212032(PatrCap)	0.00		PARKS	1000 411253	341	101000
	12/20/21 UPDH 4212041(PatrCap)	0.00		UPDH	1000 411252	341	101000
	12/20/21 SEWER TREAT SERV 4212046(PatrC)	0.00		SEWER	5310 430600	341	101000
	12/20/21 LIBRARY 23 dunraven 4212054(Pa)	0.00		LIBR	1000 411259	341	101000
48675	73 Westmart Building Center	1,030.18					
	12/27/21 Street Supplies	683.25		STREET	1000 430200	220	101000
	12/27/21 Police Supplies	87.99		POLICE	1000 420100	220	101000
	12/27/21 Dispatch Supplies	21.81		DSPTCH	1000 420160	220	101000
	12/27/21 Clinic Sm Items of Equipment	133.65		CLINIC	1000 411251	212	101000
	12/27/21 Social Services Supplies	16.12		SOCSRV	1000 450135	220	101000
	12/27/21 Rec. Dept Supplies	87.36		REC	1000 460440	220	101000
48677	2952 DIS Technologies	752.78					
	8751 01/05/22 Monthly Managed IT	752.78		IT	1000 410580	355	101000
48678	E 2964 CITI CARDS	6,323.12					
	12/07/21 Wild West Pizzeria	91.64*		LEGIS	1000 410100	220	101000
	12/08/21 Blue Ribbon Flies	249.60*		LEGIS	1000 410100	220	101000
	12/08/21 Rustic West/SeldomSeen Knives	322.40*		LEGIS	1000 410100	220	101000
	12/10/21 Amazon-Plastic Pocket Dividers	15.42		SOCSER	1000 450135	220	101000
	12/16/21 Day-Timer - Hourly Appointment	63.00		SOCSER	1000 450135	220	101000
	12/22/21 Mad Crossing Lounge-Party	5,280.00*		LEGIS	1000 410100	220	101000
	12/27/21 InlandTruckparts-RVC Cable	118.04		STREET	1000 430200	361	101000
	12/27/21 Amazon-Wheelchair Ramp	93.99		SOCSER	1000 450135	220	101000
	12/29/21 Amazon-Expansion File	42.06		ADMIN	1000 410210	220	101000

01/14/22
14:31:17

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/22

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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	01/02/22	Amazon-Weekly planner		9.87		ADMIN	1000 410210	220	101000
	01/03/22	Amazon-Vacuum Bags		16.13		SOCSER	1000 450135	220	101000
	01/05/22	Amazon - Desk Calendar		20.97		FINADM	1000 410510	220	101000
48679		2546 Century Link QCC		14.21					
	255350666	12/24/21 long dist chg 406-646-7600		14.21		DISPAT	2850 420750	345	101000
48680		2813 Century Link		1,555.55					
	12/19/21	E911 Viper 255-9710		1,001.66		E911	2850 420750	345	101000
	12/19/21	E911 Viper 255-9712		29.06		E911	2850 420750	345	101000
	12/19/21	E911 Viper 646-5170		113.54		E911	2850 420750	345	101000
	12/19/21	Alarm Lines 646-5185		92.78		TWNHLL	1000 411250	345	101000
	12/19/21	Police - 646-7600		318.51		POLICE	2850 420750	345	101000
48681		2822 ClearBlu Business Services		6,160.00					
	1365 01/04/22	Town Hall		1,000.00		TWNHLL	1000 411250	357	101000
	1365 01/04/22	Library		400.00		LIBES	1000 411259	357	101000
	1365 01/04/22	Trailhead Bldng.		260.00		TRLHED	1000 411256	350	101000
	1365 01/04/22	Povah		850.00		POVAH	1000 411255	350	101000
	1365 01/04/22	Chamber Bldng.		1,400.00		CHAMB	1000 411257	357	101000
	1365 01/04/22	Park Bathrooms		800.00		PARKS	1000 411253	357	101000
	1365 01/04/22	Dispatch Building		585.00		DSPTCH	1000 411258	398	101000
	1358 12/20/21	Emergency JettingYellLodge		815.00		SEWER	5310 430630	357	101000
	1368 01/04/22	Booking RM & Cell Cleanup		50.00		POLICE	1000 411258	398	101000
48682		2952 DIS Technologies		695.00					
	5901 01/05/22	Monthly managed IT services911		625.00		911	1000 420160	398	101000
	5901 01/05/22	Monthly Duo Software Subscript		70.00		911	1000 420160	216	101000
48683	E	2673 First Bankcard		308.87					
	12/08/21	USPS - Postage		27.78		FINADM	1000 410510	311	101000
	12/30/21	Bus Vouchers		281.09		HELP	7010 450135	370	101000
48684	E	2673 First Bankcard		1,012.09					
	12/08/21	Amazon-ChemicallyresistSpryBtl		22.57		SEWER	5310 430640	212	101000
	12/08/21	SensorModuleforUrinal3/flush5		598.71		PARKS	1000 460430	220	101000
	12/08/21	Employee Record folders		10.16		STREET	1000 430200	870	101000
	12/09/21	LockingCable,Vhclsignkit,laser		116.28		STREET	1000 430200	220	101000
	12/09/21	Moving vehicle sign		28.79*		STREET	1000 430200	243	101000
	12/14/21	wallmountfolderholder		64.80		BULDNG	1000 420531	364	101000
	12/14/21	Brother p-touch label maker		24.45		BULDNG	1000 420531	220	101000
	12/14/21	HeadlampFlashlight		24.96		STREET	1000 430200	220	101000
	12/14/21	USB Flash drives		17.99		STREET	1000 430200	229	101000
	12/17/21	Snow Joe-Snow Brooms		107.91		PARKS	1000 460430	220	101000
	12/11/21	Amazon Credits		-4.53		BULDNG	1000 420531	364	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48685	E	2673 First Bankcard		310.33					
		12/08/21 ASoN Notary Course		30.00		DSPTCH	1000 420160	380	101000
		12/08/21 Artificial tree		74.99		POLICE	1000 420100	220	101000
		12/09/21 Star tree topper		11.15		DSPTCH	1000 420160	220	101000
		12/13/21 CNA Surety - notary		40.00		DSPTCH	1000 420160	380	101000
		12/14/21 2-christmas lights strings		29.30		POLICE	1000 420100	220	101000
		12/14/21 Decorations for Contest		50.65		POLICE	1000 420100	220	101000
		12/15/21 Decorations for Contest		6.99		POLICE	1000 420100	220	101000
		12/20/21 7-American flag office lanyard		48.93		DSPTCH	1000 420160	220	101000
		12/20/21 Eagle Claw-7, Berkley XLPS6-15		18.32		DSPTCH	1000 420160	220	101000
48686		151 Gallatin County WY TS/Compost		134.90					
		12/31/21 Household waste		134.90		PARKS	1000 460430	534	101000
48687		2088 Town West Yellowstone		698.82					
		12/30/21 utility chrgs, Chamber, 895		55.83		BLDGS	1000 411257	340	101000
		12/30/21 utility chrgs, UPDL, 892		92.72		BLDGS	1000 411252	340	101000
		12/30/21 utility chrgs, PS Shops, 884		42.76		BLDGS	1000 411253	340	101000
		12/30/21 utility chrgs. Povah Ctr, 887		79.74		BLDGS	1000 411255	340	101000
		12/30/21 utility chrgs, Police Dept, 886		54.95		BLDGS	1000 411258	340	101000
		12/30/21 utility chrgs, City Park, 885		134.05		BLDGS	1000 411253	340	101000
		12/30/21 utility chrgs, Library, 891		43.26		LIBBLD	1000 411259	340	101000
		12/30/21 utility chrgs, Twn Hall, 921		195.51		TWNHAL	1000 411250	340	101000
48688		2845 Kasting, Kauffman & Mersen, PC		5,334.30					
		01/05/22 legal services 12/1-12/31/21		4,500.00		LEGAL	1000 411100	352	101000
		01/05/22 legal services 9/22-11/30/21		825.00		LEGAL	1000 411100	352	101000
		01/05/22 Copies/Postage West law resrch		9.30		LEGAL	1000 411100	870	101000
		01/02/22 travel		0.00		LEGAL	1000 411100	373	101000
48689	E	2673 First Bankcard		395.98					
		12/03/21 Clipboard		8.90		LIBRY	2220 460100	220	101000
		12/13/21 Books		75.24		LIBRY	2220 460100	215	101000
		12/13/21 Books		11.88		LIBRY	2220 460100	215	101000
		12/17/21 Market Place-5thgradeparty		7.17		LIBRY	2220 460100	220	101000
		12/17/21 Wild West Pizza-5thgradeparty		83.12		LIBRY	2220 460100	220	101000
		12/23/21 Cotton Gloves		12.99		LIBRY	2220 460100	220	101000
		12/27/21 Books		14.99		LIBRY	2220 460100	215	101000
		12/28/21 Books		9.54		LIBRY	2220 460100	215	101000
		12/30/21 Books		104.03		LIBRY	2220 460100	215	101000
		12/30/21 Books		11.99		LIBRY	2220 460100	215	101000
		12/30/21 Books		14.77		LIBRY	2220 460100	215	101000
		01/02/22 Books		16.99		LIBRY	2220 460100	215	101000
		01/02/22 Books		24.37		LIBRY	2220 460100	215	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48691			2952 DIS Technologies	2,235.00					
	8501	11/01/21	New Laptop TM	2,235.00*		ADMIN	1000 410210	212	101000
48692			1140 Sagebrush Floral	160.00					
	062347	12/14/21	4 Wreaths	160.00		TWNHLL	1000 411250	220	101000
48693			2852 Blackfoot Communications	2,284.20					
	01/15/22	646-5106,	fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	01/15/22	646-5119,	police station Dispa	40.53		DISPCH	2850 420750	345	101000
	01/15/22	646-5141,	sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	01/15/22	646-5185,	town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	01/15/22	646-7311,	social services	21.30		SOCSRV	1000 450135	345	101000
	01/15/22	646-7481,	povah elevator	58.16		POVAH	1000 411255	345	101000
	01/15/22	646-7511,	town hall fax	40.53		TWNHAL	1000 411250	345	101000
	01/15/22	646-7609,	public works	199.99		PUBSVC	1000 430200	345	101000
	01/15/22	646-7650,	police station fax	40.53		DISPCH	2850 420750	345	101000
	01/15/22	646-7715,	povah center	24.44		POVAH	1000 411255	345	101000
	01/15/22	646-7795,	town hall	250.97		TWNHAL	1000 411250	345	101000
	01/15/22	646-7845,	court clerk	100.56		COURT	1000 410360	345	101000
	01/15/22	646-9017,	library	43.44		LIBRAR	2220 460100	345	101000
	01/15/22	646-9027,	sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	01/15/22	ethernet,	library	300.00		LIBRAR	2220 460100	345	101000
	01/15/22	ethernet,	povah center	187.26		POVAH	1000 411255	345	101000
	01/15/22	ethernet,	police station	350.00		POLICE	1000 411258	345	101000
	01/15/22	ethernet,	town hall	272.00		TWNHAL	1000 411250	345	101000
	01/15/22	ethernet,	public works shop	125.00		STREET	1000 430200	345	101000
	01/15/22	602-4909,	town hall judge	14.77		COURT	1000 410360	345	101000
	01/15/22	602-4894	Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	01/15/22	602-4897	town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/22	602-4898	town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/22	602-4900	town hall	5.25		TWNHAL	1000 411250	345	101000
	01/15/22	602-4901	town hall	5.25		TWNHAL	1000 411250	345	101000
	01/15/22	602-4902	town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/22	602-4903	town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/22	602-4904	town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/22	602-4905	town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/22	602-4906	Library Main desk	1.10		LIBRY	2220 460100	345	101000
	01/15/22	602-4907	Library Director	1.10		LIBRY	2220 460100	345	101000
	01/15/22	602-4908	Povah Ctr	11.10		POVAH	1000 411255	345	101000
	01/15/22	602-4949	Town Hall	11.10		TWNHAL	1000 411250	345	101000
	01/15/22	6024044	Soc Ser Pantry	10.00		SOCSER	1000 450135	345	101000

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TOWN OF WEST YELLOWSTONE
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* ... Over spent expenditure

Claim	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48694		171	Montana Food Bank Network	941.64					
	25383-1	01/06/22	Food Bank Supplies	941.64		HELP	7010 450135	220	101000
48695	E	2673	First Bankcard	33.56					
Did not get this claim on the List for the last 2 TC meetings. So to make sure is gets approved by TC getting it on this round of Claims.									
		11/03/21	(2) Sealight H11 LED Bulb	139.98		STREET	1000 430200	361	101000
		11/06/21	(1) Firehawk 2021new9005LEDBul	69.99		STREET	1000 430200	361	101000
		11/08/21	Vistaprint Fraud WF Fraud Chec	32.99		FINADM	1000 410510	631	101000
		12/01/21	Fraud charge WF Fraud Check	0.57		FINADM	1000 410510	631	101000
		01/04/22	Credit for Electronic payment	-209.97		STREET	1000 430200	361	101000
48709		3340	Dundas Interiors	1,090.71					
		11/08/21	Work Chair new Aeron C Size	1,090.71		DSPTCH	1000 420160	212	101000
48710		2143	Crimestar USA, LLC	2,925.00					
	633	10/07/21	Crimestar Annual Support	2,925.00		DSPTCH	2850 420750	398	101000
48711		1379	Montana Legislative Services	350.00					
	38107	12/23/21	2021 Montana Code Annotated	350.00		POLICE	1000 420100	220	101000
48712		3243	Susan Swimley	323.62					
	11584	01/05/22	Land Use issues-Moonrise	323.62		LEGAL	1000 411100	352	101000
48713		1454	Bozeman Chronicle/Big Sky	40.00					
	184087	01/03/21	notice of Public HearingBudAme	40.00*		ADMIN	1000 410210	327	101000
48714		135	Food Roundup	1,075.23					
		12/02/21	Rec Supplies	6.08		RECREA	1000 460440	220	101000
		12/16/21	Gift Certificate	30.00*		LEGIS	1000 410100	220	101000
		12/17/21	Rec Supplies Santa breakfast	53.88		RECREA	1000 460440	220	101000
		12/17/21	Rec Supplies Santa breakfast	11.97		RECREA	1000 460440	220	101000
		12/17/21	Gift Cert & supplies	883.30*		LEGIS	1000 410100	220	101000
		12/31/21	Gift Certificates	90.00*		LEGIS	1000 410100	220	101000
48715		3341	West Yellowstone United Women	208.77					
	01/06/22		Adopt-A-Star Gift Program	208.77		HELP	7010 450135	220	102130
48716		3324	Dan Walker	42.75					
	01/04/22		Toyota Sienna Registration	42.75		ADMIN	1000 410210	870	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48717		3037 White Buffalo		57.00					
	123021-1	12/30/21 Motel Voucher		57.00		HELP	7010 450135	370	101000
48718		3176 Magda Nelson - Local Government		1,455.00					
	213	01/02/22 Consulting fees		1,455.00		AUDIT	1000 410530	353	101000
48719		3342 EVS, LLC		6,570.00					
	1	11/17/21 InstallGrillGuard, sirens, lig		1,930.00*		POLICE	1000 420100	870	101000
	2	11/17/21 InstlPartsGrillGuard, sirens,		1,930.00*		POLICE	1000 420100	870	101000
	3	11/17/21 InstlPartsGrillGuard, sirens,		1,900.00*		POLICE	1000 420100	870	101000
	4	11/17/21 Instll Parts-Lights		810.00*		POLICE	1000 420100	870	101000
48720		3214 Axon Enterprise, Inc.		3,431.99					
	043779	01/01/22 Taser supplies/Live cartridges		3,431.99		POLICE	1000 420100	212	101000
48721		254 Firehole Fill Up/Economart		611.14					
		12/31/21 DieselFuel for Equipment		611.14		STREET	1000 430200	231	101000
48722		309 PJ's Plumbing & Heating		75.00					
	99006860	01/06/22 TownHall heating troublshoot		75.00		TWNHLL	1000 411250	357	101000
48723		2404 Montana-Wyoming Systems		300.00					
	38032	01/01/22 FireAlarmAnlMonitorng1/1-12/31		300.00		POVAH	1000 411255	350	101000
48724		764 General Distributing Co.		60.14					
	1072796	12/31/21 Welding Supplies		60.14		STREET	1000 430200	231	101000
48725		3200 Yellowstone Log Chinking		420.00					
	010622-2	01/06/22 Povah CtrSnow Removal		420.00		POVAH	1000 411255	350	101000
48726		2099 Quick Print of West Yellowstone		20.00					
	15668	12/23/21 Create PDF file timesheet		20.00		BULDNG	1000 420531	220	101000
48727		2800 RDO Equipment Co.		2,088.45					
	P5709516	01/12/22 Cylinder folding v-plov		1,061.23		STREET	1000 430200	369	101000
	P5690616	01/04/22 Cylinder folding v-plov		1,027.22		STREET	1000 430200	369	101000
48728		3309 AQUAPRO		2,989.64					
	21082	01/03/22 Propane Torch/Tank filled		242.00		WATER	5210 430550	220	101000
	21072	10/07/21 Crosshatched surface covers		2,505.00		SEWER	5310 430630	369	101000
	21084	01/03/22 (36) Valve Box plugs		242.64		WATER	5210 430550	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
48729		40 Jerry's Enterprises		184.56					
	12/14/21	Diesel		153.33		STREET	1000 430200	231	101000
	122121-1	12/21/21 Fuel Voucher		35.00*		HELP	7010 450135	231	101000
	122121-1	12/21/21 Discount credit		-3.77*		HELP	7010 450135	231	101000
48730		3212 Mike's Mobile Auto and Diesel		400.00					
	104 01/04/22	Repair Frghtlner Dump		400.00		STREET	1000 430200	361	101000
48731		3245 4 Corners Recycling LLC		348.20					
	9623 12/28/21	Processing the recycling		348.20		PARKS	1000 460430	534	101000
48732		1796 Barta Electric, Inc.		3,979.03					
	5974 08/24/21	911 UPS		1,675.01		911	2850 420750	366	101000
	6076 12/31/21	Street Lights		2,304.02		STRLIT	1000 430263	357	101000
48733		533 Market Place		930.00					
	12/16/21	Gift Certificates		850.00*		LEGIS	1000 410100	220	101000
	12/18/21	redemed Gift Certicates		80.00*		LEGIS	1000 410100	220	101000
48734		1379 Montana Legislative Services		350.00					
	37855 01/12/22	Montana Code books full set		350.00		COURT	1000 410360	215	101000
48735		2952 DIS Technologies		1,360.00					
	8908 01/14/22	Standard 24" Monitor		1,360.00		911	2850 420750	945	101000
		# of Claims	54	Total:	127,039.68				
		Total Electronic Claims		8,383.95	Total Non-Electronic Claims		118655.73		

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$108,839.41
2220 Library	
101000 CASH	\$741.62
2850 911 Emergency	
101000 CASH	\$7,518.05
5210 Water Operating Fund	
101000 CASH	\$650.64
5310 Sewer Operating Fund	
101000 CASH	\$3,469.36
7010 Social Services/Help Fund	
101000 CASH	\$1,310.96
102130 Donations	\$208.77
7202 TBID Agency Fund	
101000 CASH	\$3,851.87
7458 Court Surcharge HB176	
101000 CASH	\$180.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	\$220.00
7468 Public Defender Fee	
101000 CASH	\$0.00
7699 Victims Assistance Program	
101000 CASH	\$49.00
Total:	\$127,039.68

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
January 4, 2022

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

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Lanie Gospodarek, Public Services Superintendent Jon Simms, Fire Chief Shane Grube

OTHERS PRESENT BY ZOOM: Town Attorney Jane Mersen, Beth S., Bob Patzke, Brandi Burns, Brenda Martin, Garrett Ostler, Jan Neish-Island Park News, Janna Turner, Karen McBirnie, Katrina Wiese, Laura (West Yellowstone Rodeo), Lewsi Robinson, Pat Benike, Peggy Russell, Pilar Collins, House District 64 Representative Jane Gillette, Rob Yeakey

The meeting is called to order by Travis Watt 7:00 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.

Oaths of Office are administered by Town Clerk Liz Roos for new council members Jeff McBirnie, Lisa Griffith and Brian Benike.

Public Comment Period

Fire Chief Shane Grube updates the group that the communications portion of the new radio tower should arrive next week. He says they have only two active cases of covid-19 in town at this time, but the rest of the County is seeing a substantial increase.

House District Representative Jane Gillette congratulates the new Council Members. She also reports that multiple divisions of state government are going through "red tape" rules revisions and are accepting comments on how to reduce or simplify regulations on businesses.

Council Comments

Mathews welcomes the new council members and thanks Greg Forsythe, Brad Schmier and Jerry Johnson for their years of service to the Town. Lisa Griffith says that she is excited to get involved. Travis Watt also thanks the retired council members for their service and experience. Watt also explains that they have a donation jar that the employees have been contributing to since the beginning of December to benefit a needy family and invites anyone else to donate this evening. Watt also mentions that Kristy Arnado and her husband Michael Hoskins were in an auto accident the day after Christmas and Krysti did not survive. A beautiful service was held in Bozeman this past Sunday with over the half of attendees coming from West Yellowstone.

Public Hearing: Budget Amendment, Additional 1% Resort Tax Fund

Mayor Watt reads the hearing notice for the hearing. The hearing was advertised in the Bozeman Daily Chronicle and on the Town's website. Council Member Griffith asks for clarification about which fund is being amended. The group discusses whether it is necessary to amend the resolutions to clarify but decides to proceed. Mayor Watt reads both resolutions aloud. No public comments are received.

ACTION TAKEN

- 1) Motion carried to appoint Travis Watt as Mayor and Jeff Mathews as Deputy Mayor for the year 2022. (Benike, McBirnie)
- 2) Motion carried to approve the claims, which total \$20,183.39. (Benike, Mathews)

- 3) Motion carried to approve the Consent Agenda, which includes the minutes of the December 7, 2021 Town Council Meeting and December 21, 2021 Town Council Meeting. (Benike, Mathews)
- 4) Motion carried to appoint Jerry Johnson as a non-chamber member of the business community, Katrina Wiese as representative of the Chamber of Commerce Marketing committee, reappoint Janna Turner, and appoint Brian Benike as the Town Council Representative on the Marketing and Promotions Fund Advisory Board for three year terms. (Benike, Mathews)
- 5) Motion carried to adopt Resolution No. 768, a resolution amending the FY 2022 budget. (Benike, Mathews)
- 6) Motion carried to adopt Resolution No. 769, a resolution amending the FY 2022 budget. (McBirnle, Griffith)

DISCUSSION

- A) Town Manager & Department Reports: Town Manager Dan Walker reports that the employee holiday activities were fun and well attended. He says they got a lot of snow and wind during the holidays and credits the crew for working very long hours to keep the streets clear and safe. He reports that he and Finance Director Lanie Gospodarek participated in a call with representatives from the state to discuss funding options for the wastewater treatment plant. He says they are putting together a schedule for upcoming work sessions and will plan to make a department introduction at the next work session on January 18, 2022. Dan Clark of the Montana State Local Government Center will be here on January 19, 2022 to conduct Roles and Responsibilities Training for the Town Council.

The meeting is adjourned. (7:50 PM)

Mayor

ATTEST:

Town Clerk

Finance Department – Week of 1/3/2022

Began providing required documents to auditor

Provided signed Engagement letter to auditors

Monthly balancing

Processed claims for payment

Provided Resort Tax info to council

WWTP Meeting

Council Meeting, Dept. Meeting, Event Permit Meeting

Provided Budget Queries to all departments

Ran down whether or not we got the new oven for the Dining Lodge

MAP Fund Reconciliation to Janna Turner

Phone call with Jane Gillette re: WWTP and Friends, Families, Neighbors Childcare opportunity

Finance Department – Week of 1/3/2022

Working with BMS to find bank rec. discrepancy

Providing requested documents for auditors (Liz, Lanie & Peggy)

Called outstanding warrant holders for checks not cashed in excess of 1 year of being issued

Monthly meeting with Town Manager

Troubleshooting customer utility account

Met with Dan Semmens of Dorsey & Whitney (Dan Walker) to establish request for services

Request for info into Sonja Hoegland of DNRC re: Collections Planning Grant

Responded to Jeff Green of Gallatin County with plan to provide requested docs for ARPA grant funding

Public Services Dept. Bi-weekly Report: December 17th thru January 13th, 2022

Work performed

Snow removal and cleanup, widen berms, haul to snow yard (push up piles), clear out fire hydrants, walking paths, clear off skating rink (will get ice established now that we're in a lull with the storms). Start cutting down snow floor throughout town as necessary, haul away debris and material, open road to WW lagoon, flow meter building and lift stations. Equipment and vehicle updates/ scheduled PM's: in-service 936 and replace drive disc to rear axle (new rotors and pads will be here by tomorrow), replace cutting blades on 938 Henke plow, weld v-plow with flat stock and order new cylinders, install new hydraulic line to 938 and replace swivel coupler, replace ram on snow loader from MMC mechanical, fix loose fuel injection connector on freightliner #55, replaced new fuel filter, cleaned battery terminal and positive connections, fixed vibrating dump body. Replaced battery to 08 GMC and Freightliner #112, Hydraulic, chassis and moldboard issues on 140 Grader. Replace chute bolts on Stewart and Stevenson that snapped during operation. Reseat tire on backhoe and replace with new valve stem. Replace hydraulic line on 772 Grader. Fix seized up clutch on v-body sander and resolve transceiver issue. Replace corroded connections on F-250 plow. Replace monitoring batteries at whiskey springs holding tank. Cross training with crew, have guys practice running payloaders, motor grader, backhoe, and snow loaders. Grease zerk fittings on equipment and check fluids, pre-trip inspections (practice for final CDL testing). Inspect trash trailers and empty as necessary, litter collection, weekly recycling route, check dog waste stations and restock bags. Move abandoned and tagged vehicles, haul away for the police department. Shutoff water for Delaware North at Hideaway RV Park as result of a broken water line on 12/17/21. Respond to sewer backup at Yellowstone Lodge on 12/19/21. Support needs of social services department: help move items upstairs, downstairs, in and out of vehicles. Respond to vandalism at city park. Run water samples to Bridger Analytical on 12/17/22. Replace tumblers and door plate on court clerk's office door. Service call for dishwasher and ice maker at Povah Center, fix sink and drinking fountain at Povah and line up PJ's Plumbing to replace storage tank in 1st floor men's restroom.

Administrative

Evaluate 2022 budgetary needs and submit weekly invoices. Enter timesheets and approve payroll for crew. Meet with town manager, bi-weekly town council meeting, department head meeting, weekly WWTP design meetings, casting pond pre-bid meeting, meet with police department, meet with Taylor at Fall River electric to discuss when they can locate grounding fault for lights out on electric street 1/5/22. Meet with residents to discuss snow removal related concerns and issues. Discussion with I-WorQ's technical rep Michael Wood on 1/4/22 regarding newly implemented PW software. Meet with Skijoring event coordinator from Big Sky to come up with a plan for event at the end of February. Reach out to Dave at Yale Creek Flooring again regarding timing on floor replacement in two exam rooms at clinic. Have contractor look at HVAC issues at town hall (gas valve should be in and replaced by the end of this week). Respond to residential and business complaints, sewer backups, ruptured water lines, power outages, service valve requests, flag raising and lowering notifications, coordinate cremations

and interments. Sign off on snow encroachment applications. Discuss upcoming projects with Dave Noel and Town Manager. Line up CPR training for crew on 1/19/22 at Fire Department. Deliver bac-T samples to Bridger Analytical on 1/12/22. Coordinate with Forsgren Engineering 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. Conduct weekly COVID samples (results available on the Gallatin County Health Departments website). Mission Controls updated their proposal on new RTU's (will out of network starting in March). Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances.

From: [Debbi Paisley](#)
To: [Elizabeth Roos](#); [Dan Walker](#)
Subject: Highlights
Date: Friday, January 14, 2022 8:50:03 AM

Job and Social Services

Highlight of the Week

Jan 3- 14 2022

- Completed the required Monthly Report – MARS, SNAP, Senior Food
- Completed the Volunteer Quarterly Report for Liz Roos
- Completed the Yearly Food Comparison Report
- Assisted several persons with Clothing and Lobby Food
- Diaper Depot
- Prepared 11 Kid Pack for the School
- Assisted client with Unemployment issue
- Assisted client with finishing SNAP application and Fax it to OPA
- Coordinating with Hebgen Lake Fire District with Covid Test Kits
- Handed out 21 Covid kits as of today
- Dianna traveled to Bozeman 1/10 & 1/11 to pick up Food Bank orders
- Received 664 pound of food from Fall River Electric “Fill the Truck”
- \$1021.00 donation from Fall River Electric
- 9 Food Boxes
- Coordinating with CHP/Police regarding a local family possible relocate

FORSGREN *Associates Inc.*

January 14, 2022

Dan Walker, Town Manager
Town of West Yellowstone
PO Box 1570
440 Yellowstone Ave
West Yellowstone, MT 59758

RE: Casting Pond Phase 1
Town of West Yellowstone, Montana

Dear Mr. Walker,

Forsgren Associates, Inc. is in receipt of the bids for the Town of West Yellowstone Casting Pond Phase 1 project as collected by the City. Bidding has been conducted in accordance with Montana Code 18-4-303. One contractor submitted a bid for this project.

- Tri State Excavating

BASIS OF EVALUATION

Forsgren Associates has reviewed the bid in accordance with the requirements of the bid documents and specifications. The bid was evaluated first to determine if the bid was responsive or non-responsive. Responsive bids must comply with the following minimum criteria:

- Bid Form filled out properly
- Bid Form signed

EVALUATION OF BIDS

The bid from Tri State Excavating for \$73,534.00 is considered responsive. The Engineer recommends that the Town considers award.

If you have any questions, please feel free to contact me at (208) 356-9201.

Sincerely,
Forsgren Associates, Inc.



Dave Noel, P.E.
Project Manager



Chris Kachur • 406-640-0216 • P.O. Box 853 West Yellowstone, MT 59758 • chris.kachur@gmail.com

1/04/2022

To: Town of West Yellowstone
From: Chris Kachur, Tri State Excavating
RE: Bob Jacklin Casting Pond, Bid Documents

To Whom it May Concern:

Thank you for this opportunity to present you with a bid proposal from Tri State Excavating. We are a locally owned and operated company here in West Yellowstone, with over a decade of dirt work and civil engineering experience. We have worked with private, commercial, and public customers in a variety of different projects ranging from road work to the excavation and dirt work of large commercial buildings—hotels, grocery stores, etc. We are excited to provide you with this bid proposal as we see the potential for improvement this project has to offer to the Town of West Yellowstone as a place to live, as well as visit.

Chris Kachur

A handwritten signature in black ink, appearing to read "Chris Kachur", written over a light blue horizontal line.

Tri State Excavating
406-640-0216

1/10/2022

BID FORM TRI STATE EXCAVATING

EXHIBIT A – CONTRACTOR’S BID SUBMITTAL – PHASE 1

BID SCHEDULE: BOB JACKLIN CASTING POND					
NO.	ITEM	UNIT	QUANTITY	UNIT BID PRICE	TOTAL BID PRICE
1	Provide all Mobilization, Staging, Bonds, Insurance, Demobilization, Coordination with Town Provided Items, Other Incidentals, and Cleanup Necessary to Perform the Work	LS	1	\$15,000	\$15,000.00
2	Install Pond Liner	LS	1	\$6,750.00	\$6,750.00
3	Install 4" Perforated Drainage Pipe and Geotextile Fabric	LF	175	\$67.00	\$9,800.00
4	Install 4'x4' Concrete Vault	LS	1	\$7,980.00	\$7,980.00
5	Install 4" Gate Valve	LS	1	\$4,629.00	\$4,629.00
6	Furnish and Place Sand to Final Grade in Casting Pond	CY	500	\$58.75	\$29,375.00
7	Provide Storm Water and Erosion Control	Supplied by the Town of West Yellowstone			
8	Fill in Existing Casting Pond	Supplied by the Town of West Yellowstone			
9	Excavate and Sub-grading for Proposed Casting Pond	Supplied by the Town of West Yellowstone			
10	Supply Pond Liner	Supplied by the Town of West Yellowstone			
				Total Base Bid	\$73,534.00
Words	TRI STATE EXCAVATING 621 WEST YELLOWSTONE MT CHRIS KRACHEN				
The Design drawings show construction activities needed for a complete project comprised of Town and Contractor supplied materials and effort. This Bid is for construction activities identified in the above Bid Items 1-6 only. In conjunction with Bid Items 1-6, Contractor shall work with the Town staff for construction coordination related to Bid Items 7, 8, 9, and 10; Contractor's effort for such coordination shall be included in Bid Item 1.					

EA

BID FORM FOR CONSTRUCTION CONTRACT

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 1—OWNER AND BIDDER

1.01 This Bid is submitted to:

**TOWN OF WEST YELLOWSTONE
440 YELLOWSTONE AVE, WEST YELLOWSTONE
MONTANA 59758
(406)-646-7795**

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2—ATTACHMENTS TO THIS BID

2.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security;
- B. List of Proposed Subcontractors;
- C. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;
- D. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;

ARTICLE 3—BASIS OF BID—

3.01 Bidder will complete the Work in accordance with the Contract Documents for the price(s) shown in Bid Form Exhibit A (attached).

All specified cash allowances are included in the price(s) set forth above, and have been computed in accordance with Paragraph 13.02 of the General Conditions.

ARTICLE 4—TIME OF COMPLETION

4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

4.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 5—BIDDER’S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

5.01 Bid Acceptance Period

- A. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 Instructions to Bidders

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 Receipt of Addenda

- A. Bidder hereby acknowledges receipt of the following Addenda: **[Add rows as needed. Bidder is to complete table.]**

Addendum Number	Addendum Date
NA CLK	NA CLK

ARTICLE 6—BIDDER’S REPRESENTATIONS AND CERTIFICATIONS

6.01 Bidder’s Representations

- A. In submitting this Bid, Bidder represents the following:
 1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
 2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
 4. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder’s (Contractor’s) safety precautions and programs.
 5. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
 6. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

7. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
8. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
9. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

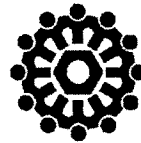
6.02 Bidder's Certifications

- A. The Bidder certifies the following:
1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
 2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
 3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
 4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
 - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
 - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

7. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
8. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
9. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

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 - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.



Montana Department of
LABOR & INDUSTRY

CERTIFICATE OF CONTRACTOR REGISTRATION

TRI STATE EXCAVATING LLC
PO BOX 853
WEST YELLOWSTONE, MT 59758

STATUS
Employer

REGISTRATION NO.
157832

EFFECTIVE DATE
09/10/2020

EXPIRATION DATE
09/09/2022

Visit our website at www.mtcontractor.com or call the
Registration Section at **406-444-7734** for more information
or to verify the validity of this certificate.

Town License

Town of West Yellowstone

STATE OF MONTANA

COUNTY OF GALLATIN

Expires 05/31/2022

TO WHOM IT MAY CONCERN

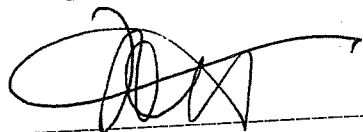
This License is granted to: TRI-STATE EXCAVATING

At: 25 A PARKWAY, WEST YELLOWSTONE MT 59758

To carry on the business and occupation of: CONTRACTOR

In the Town of West Yellowstone, having paid the Town Clerk the License fee of: \$50.00

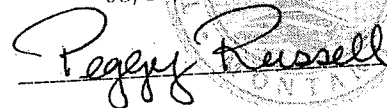
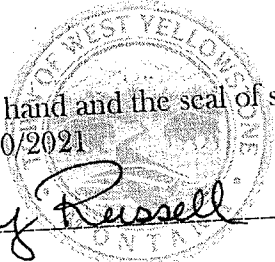
According to Ordinance No. 102 of the Town of West Yellowstone Municipal Code, concerning licenses.



Licensee

No. 311

Witness my hand and the seal of said Town
05/10/2021



First Security Bank

Division of Glacier Bank
208 E. Main Street
Bozeman, MT 59771

UNCOM
CHECK SOLUTIONS
SECURITY * DELIVERY * VALUE

Cashier's Check

048001

Date: 1/10/22

Branch: 2520

REMITTER TRI STATE EXCAVATING LLC
PO BOX 853
WEST YELLOWSTONE, MT 59758

EXACTLY **3,676 AND 70/100 DOLLARS

\$3,676.70**

PAY TO THE ORDER OF TOWN OF WEST YELLOWSTONE

UNCOM



⑈00048001⑈ ⑆292970825⑆ 2200004390675⑈



First Security Bank

Division of Glacier Bank
208 E. Main Street
Bozeman, MT 59771

Cashier's Check

048001

DATE: 1/10/22

REMITTER: TRI STATE EXCAVATING LLC
PO BOX 853
WEST YELLOWSTONE, MT 59758

BRANCH: 2520
ORIGINATOR: ACNASCIMEN
TIME: 14:09:09
CK AMT: \$3,676.70
FEE AMT: \$.00
TOTAL: \$3,676.70

TO: TOWN OF WEST YELLOWSTONE

NON-NEGOTIABLE

January 13, 2022

Mr. Dan Walker, Town Manager
Ms. Lanie Gospodarek, Finance Director
Town of West Yellowstone
P.O. Box 1570
West Yellowstone, MT 59758

Via Email and First-Class Mail

Re: Sewer System Revenue Bond
Town of West Yellowstone, Montana

Dear Dan and Lanie:

The Town of West Yellowstone, Montana (the "Town") intends to build a new wastewater treatment plant (the "Project") as part of the Town's wastewater system (the "System"). It is currently anticipated, though not certain, that the Town would obtain long-term financing for the Project from Rural Development ("RD"). We have enjoyed working with the Town in the past and will be pleased to serve as bond counsel in connection with the issuance by the Town of its Sewer System Revenue Bond (the "Bond") to pay a portion of the cost of the Project and related costs. The purpose of this letter is to outline the services we would provide in that capacity and provide a fee estimate in connection with serving as bond counsel to the Town for the financing of the Project.

As bond counsel, our principal function is to render an opinion or opinions with respect to the authorization and issuance of the Bond. In that capacity we have provided or will provide the following services:

1. coordinate and consult with the Town and RD as to statutory and other requirements related to the issuance of the Bond;
2. prepare the preliminary opinion, resolution, and other preliminary transcript documents for submission to RD consistent with the terms and conditions of the RD commitment letter;
3. coordinate approval of documents with RD;
4. prepare the final bond resolution and forms of Bond;
5. coordinate with the Town Clerk or other Town official the adoption of resolutions and other actions to be taken by the Town;
6. coordinate with the Town's consulting engineer the financial requirements of the Project and financial requirements to pay debt service on the Bond;

7. review sewer rate ordinances and resolutions and/or assist the Town with rate increase proceedings to confirm that rates and charges are in effect at the time the Note (defined below) is issued to provide adequate revenues to pay the costs of operating and maintaining the System and, together with resort tax revenues, to pay debt service on the Bond consistent with the Program requirements;
8. review the proceedings (election documents, ordinances, etc.) relating to the Town's 1% resort tax and formulate a methodology for pledging the resort tax revenues to the repayment of the Bond;
9. prepare closing documents and supervise the closing;
10. deliver an unqualified opinion or opinions of bond counsel to the Town and RD, as the purchaser of the Bond; and
11. deliver a transcript of proceedings to RD and the Town.

The fee for our services is a function of the size of the total Project, the principal amount of the bond issue, whether interim financing is required, and the amount of time expended. Based on the Project as proposed and the fact that RD will require interim financing during construction, we estimate a combined fee of approximately \$35,000 to \$45,000 for the services listed in items 1 through 11 above as bond counsel in connection with (i) the long-term financing with RD to be evidenced by the Bond, and (ii) the interim financing to be evidenced by the bond anticipation note (the "Note") described below. We would expect to be paid at the time of closing of the Note for the Note proceedings and Bond proceedings then completed and at the time of issuance of the Bond for the balance of the proceedings relating to the Bond. Our fees are eligible costs of the Project and can be paid from the proceeds of the Note and Bond. It is mutually agreed that the services set forth in this letter are solely for the benefit of the Town.

For a financing in excess of \$500,000, RD customarily requires that a Note be issued to evidence construction financing and that the Bond be issued to evidence the long-term financing. We will prepare the necessary Note documents and deliver them to the purchaser of the Note (the "Note Purchaser") with the required legal opinion.

With respect to the Note, we will provide the following services to the Town:

1. consult with the Town, RD and the Note Purchaser regarding the legal and financial requirements for the issuance of the Note;
2. draft the Note and bond resolution and prepare the Note; and
3. provide an approving opinion to the Note Purchaser and the Town that the Note is a valid and binding obligation.

To issue the Note, Section 7-7-109(2), M.C.A., requires that all conditions precedent to the offering of the Bond for sale must be met before the Note can be sold and issued.

Mr. Dan Walker, Town Manager
Ms. Lanie Gospodarek, Finance Director
January 13, 2022
Page 3

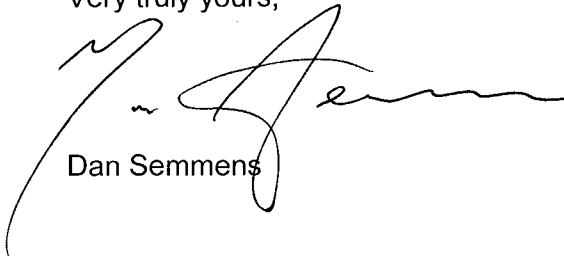
The Note Purchaser is expected to be the Montana Department of Natural Resources and Conservation (the "DNRC"). Please be aware that we serve as bond counsel to the DNRC in connection with the Water Pollution Control State Revolving Fund Program. If the Note is purchased by the DNRC, as bond counsel for the Town's Note, we would not represent the DNRC in the negotiation of the terms of the Note, the resolution authorizing the Note, or other aspects of the proposed financing. The terms of the Note financing are already established by the financing program and are dictated by the financing made available from RD. If the Note is purchased by the DNRC, we do not anticipate that our acting as bond counsel to the DNRC with respect to the Water Pollution Control State Revolving Fund Program will represent any practical impediment to our acting as bond counsel to the Town with respect to the Note, and, in fact, may prove to be helpful to the Town.

If it is determined by the Town to sell the Note to the DNRC, we trust that our serving as bond counsel to the Town for its Note and as bond counsel to the DNRC with respect to the Water Pollution Control State Revolving Fund Program is acceptable to you.

In the event that the long-term financing for the Project is provided by a source other than RD, we would update this engagement letter to reflect the terms and conditions of the financing.

If our proposal to act as bond counsel to the Town is acceptable, please have the attached Acknowledgment executed where indicated and return a copy to us. Please call if there are any questions. Thank you.

Very truly yours,



Dan Semmens

DPS/vm

Mr. Dan Walker, Town Manager
Ms. Lanie Gospodarek, Finance Director
January 13, 2022
Page 4

ACKNOWLEDGMENT

The undersigned acknowledges receipt of the attached and foregoing engagement letter dated January 13, 2022, and confirms the consent of the Town to the representation described therein.

Accepted this _____ day of _____, 2022.

TOWN OF WEST YELLOWSTONE, MONTANA

By: _____

Its: _____



Application for Zoning Permit

Town of West Yellowstone 406-646-7795 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758	Administrative Use Only Date: _____ Accepted by: _____ Fee: \$ <u>100.00</u> Cash/Check#: _____
---	--

***A zoning permit is required for all new construction (residential or commercial), additions, renovations, relocation of a structure, or erection of a fence or sign within Town limits*

Submit this application and all required information to the Town Offices.

Fees shall be paid according to the current schedule - contact Town Offices for fee information.

- 1. APPLICANT(S)/OWNER(S) OF RECORD** [owner of land or building, or person(s) authorized to represent the entity that is the owner of record, and to whom copies of all correspondence are to be sent]:

Name: Jeff & Karen McBirnie
 Mailing Address: P.O. Box 1716
 City/State/Zip: West Yellowstone, MT 59758 Phone: 360-850-3466
 Email: bt3vex@gmail.com

- 2. AGENT/REPRESENTATIVE** [list all agents to whom copies of all correspondence are to be sent]:

Name: _____
 Mailing Address: _____
 City/State/Zip: _____ Phone: _____
 Email: _____

- 3. LEGAL DESCRIPTION OF PROPERTY:** [the land or building that the petition is applicable to for this property owner/applicant]:

Street Address: 321 Hayden St. Subdivision: _____
 Block: _____ Lot: _____ Lot Size and Dimensions : _____ Acres/Square Feet (circle)

- 4. USE AND OCCUPANCY:**

What is the use of the building or property? (list all) Long Term Rentals - Housing
 Is this building or property mixed use? YES NO
 If more than one use, please describe: _____
 What is the occupant load? _____ Number of parking spots on site? 8
 Number of buildings (Dwelling Units): 2 Number of Bedrooms (Sleeping Units): 7


5. **ATTACHMENTS:** Please attach the following:

- D Detailed site map showing the lot dimensions, acreage, and location of the property lot. Include building and/or wall setbacks, building dimensions and parking spaces available.
- D A legal and general description of the property lot upon which the construction, addition, relocation of a structure, or erection of fence or sign will take place.
- D A legal survey may be required if the setbacks are in question.

If your proposed building project does not meet the requirements as set forth above, you must apply for a variance. A separate variance application is available from the Town Office

Submit this completed application and accompanying documentation to the Town Office along with the application fee.

I hereby certify that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. The signing of this application signifies permission for the Town of West Yellowstone officials and representatives to visit the property during the review. I understand that upon issuance of the Zoning Permit, any modifications to the project must be re-submitted to the Town for approval. Failure to do so may result in the project being halted and fines issued.

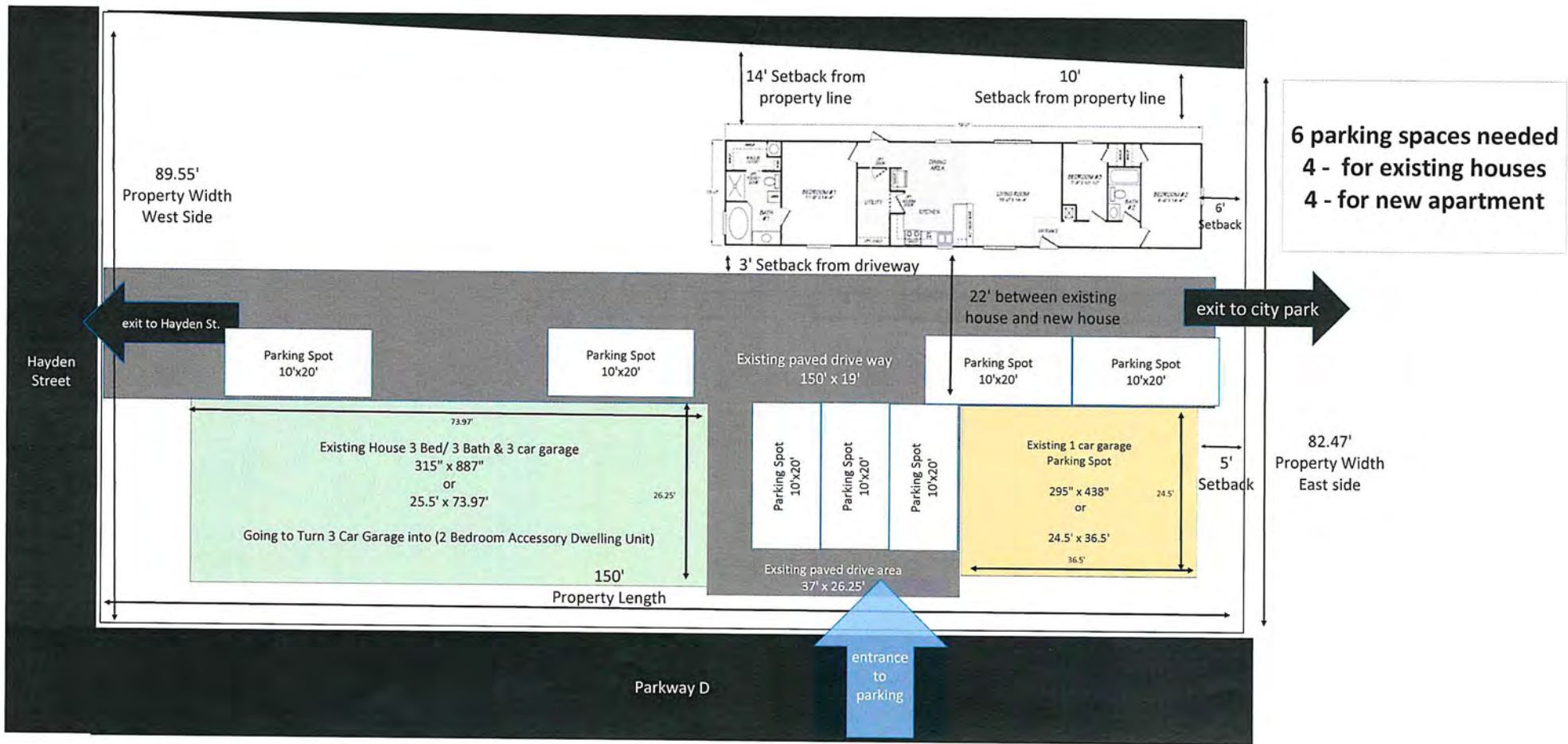

Applicant/Property Owner Signature

9/28/21
Date

Applicant/Property Owner Signature

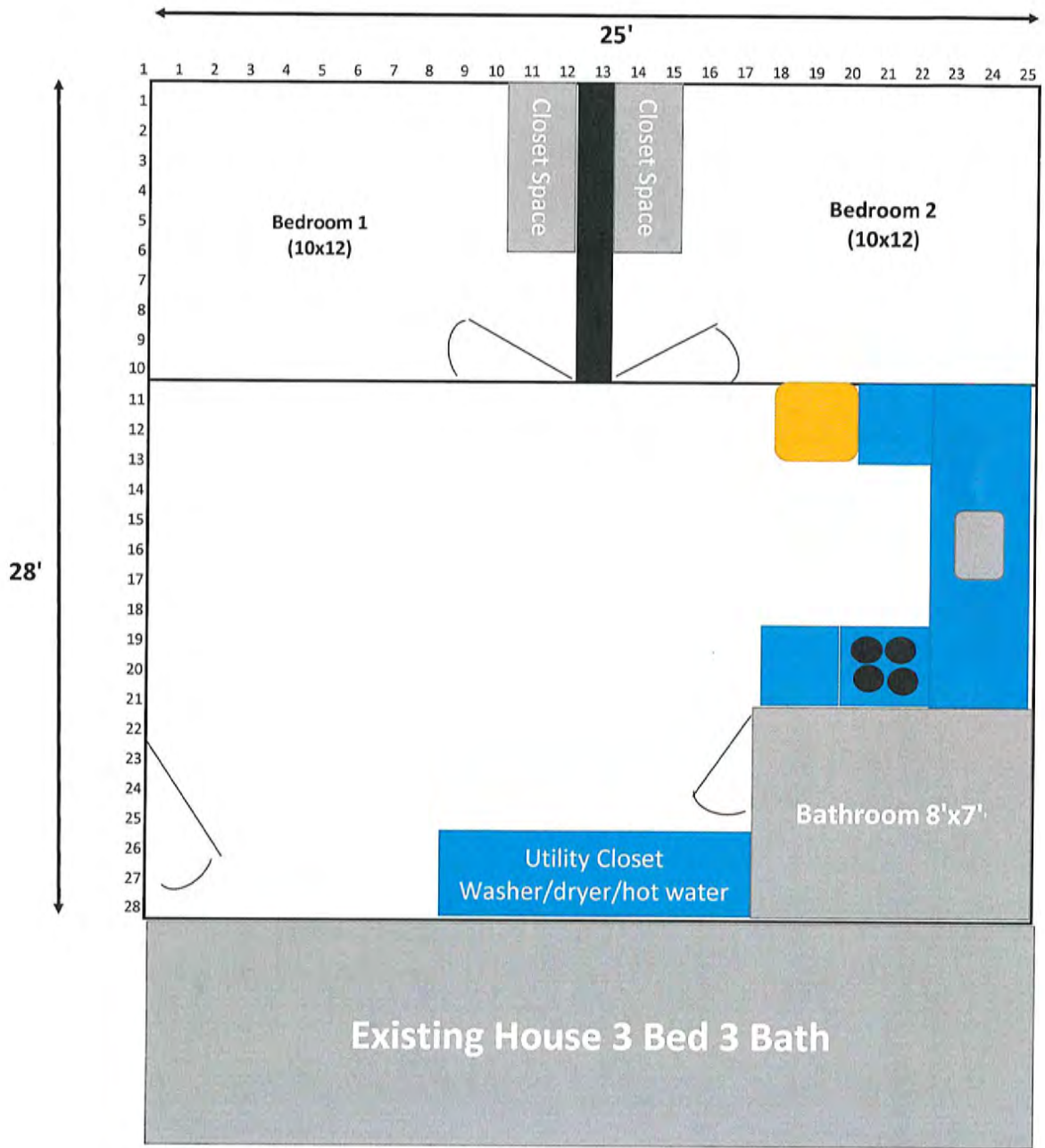
Date

Attach additional signature pages if necessary





Existing House 3 Bed 3 Bath





ZONING SITE PLAN INFO

TOWN OF WEST YELLOWSTONE

Address 321 Hayden St

Name and Business Jeff + Karen McBirnie

Zoning Block Block 6 Lot 3 B-3 Use Commercial OR Residential

Building Permit State OR Town of West Yellowstone

Units and Classification Use Employee housing - Remodel Garage into an apartment on Existing House

Parking Existing 7 Required 6 Buy in lieu of 0

Drainage —

SFE Existing 2 Required 3 Buy —

Units and Classification 3 single family units House becomes duplex

Water and Sewer Connections Yes No # — Cost —

Town Engineer Letter —

Madison Addition Assoc. Letter NA

Set Back Required NA Commercial — Residential —

Fire Wall Requirements Yes No Where 1hr 2hr

Sprinklers Yes No

County Requirements —

Use Town Property for Entrance Yes No alley

Stipulations Fire Wall between existing and remodel
Basement bedrooms brought up to code by adding egress windows

Existing Issues —



December 22, 2021

Town of West Yellowstone
Attn: Liz Roos, Town Clerk
440 Yellowstone Ave.
West Yellowstone, MT 59758

RE: Capacity Review: Jeff and Karen McBirnie, 321 Hayden., New Apartment.

Dear Mrs. Roos,

This letter summarizes findings from our review of the Jeff and Karen McBirnie application regarding Sewer capacity. The zoning application proposes a remodel to the house including a conversion of the garage into an apartment to be rented. This will add a single long term rental demand to an existing property that is currently paying for 1 SFE.

An evaluation of historic flows during the peak months from June through August 2013 through 2015 show that similar residential units demand 225 gallons per unit per day of wastewater discharge. I have used these values to assess the wastewater discharge impact to the existing Town facilities.

225 gallons per day for a long-term rental would result in a total change in demand for the property of 225 gallons per day. Results are summarized as follows:

Wastewater

The Town has sufficient capacity to provide sewer service for the proposed connection.

Approval of the 321 Hayden Street apartment unit will reduce available sewer capacity from 5,790 gallons per day to 5,565 gallons per day.

If you have any questions or concerns with these comments, please feel free to contact me at (208) 356-9201.

Respectfully,

A handwritten signature in blue ink, appearing to read "D. Noel".

Dave Noel, P.E.
Forsgren Associates, Inc.



Application for Zoning Permit

Town of West Yellowstone 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758	406-646-7795	Administrative Use Only Date: <u>7-9-21</u> Accepted by: _____ Fee: \$ <u>70.00</u> Cash/Check#: _____
--	--------------	---

***A zoning permit is required for all new construction (residential or commercial), additions, renovations, relocation of a structure, or erection of a fence or sign within Town limits*

Submit this application and all required information to the Town Offices.

Fees shall be paid according to the current schedule - contact Town Offices for fee information.

1. APPLICANT(S)/OWNER(S) OF RECORD [owner of land or building, or person(s) authorized to represent the entity that is the owner of record, and to whom copies of all correspondence are to be sent]:

Name: TITA NICKLAS
Mailing Address: POB 985
City/State/Zip: West Yellowstone, MT 59758 Phone: (406) 641-0845
Email: titamttx@gmail.com

2. AGENT/REPRESENTATIVE [list all agents to whom copies of all correspondence are to be sent]:

Name: CHRIS NORRIS
Mailing Address: P.O. Box 262
City/State/Zip: West Yellowstone, MT 59758 Phone: (406) 640-0649
Email: cnorris.wv@gmail.com

3. LEGAL DESCRIPTION OF PROPERTY: [the land or building that the petition is applicable to for this property owner/applicant]:

Street Address: 127 Faithful St Subdivision: _____
Block: 18 Lot: N2 of 6 Lot Size and Dimensions: 50'x100' Acres/Square Feet (circle) 0.172

4. USE AND OCCUPANCY:

What is the use of the building or property? (list all) (Residential)
Is this building or property mixed use? YES (NO)

If more than one use, please describe: NA

What is the occupant load? 2 Number of parking spots on site? 2 driveways, presently

Number of buildings (Dwelling Units): 1 Number of Bedrooms (Sleeping Units): 3

- Request to add (2) RV spaces to property.

5. **ATTACHMENTS:** Please attach the following:

D Detailed site map showing the lot dimensions, acreage, and location of the property lot. Include building and/or wall setbacks, building dimensions and parking spaces available.

D A legal and general description of the property lot upon which the construction, addition, relocation of a structure, or erection of fence or sign will take place.

D A legal survey may be required if the setbacks are in question.

If your proposed building project does not meet the requirements as set forth above, you must apply for a variance. A separate variance application is available from the Town Office

Submit this completed application and accompanying documentation to the Town Office along with the application fee.

I hereby certify that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. The signing of this application signifies permission for the Town of West Yellowstone officials and representatives to visit the property during the review. I understand that upon issuance of the Zoning Permit, any modifications to the project must be re-submitted to the Town for approval. Failure to do so may result in the project being halted and fines issued .

Jita Michlas
Applicant/Property Owner Signature

6-28-21
Date

Applicant/Property Owner Signature

Date

Attach additional signature pages if necessary

Site Plan

Business Name: Tim Nicklas

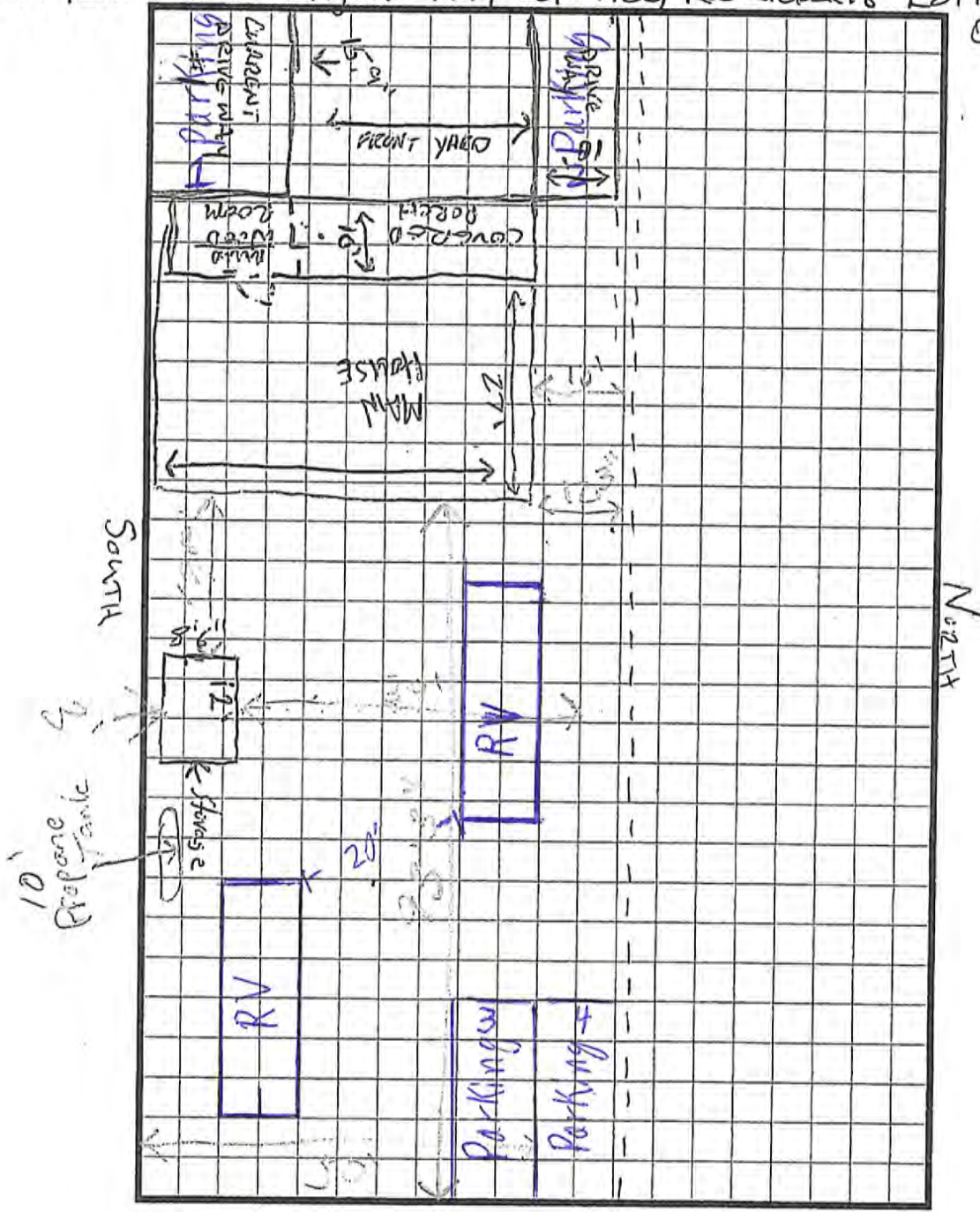
Business Owner: _____

Residence Business Street Address: 127 Faithful St. WY MT 59758

Block: 18 Lot: N2 of 6 Subdivision: _____

West Yellowstone Original Plat, S34 T13S, R05 E. Block 18 Lot N2 of 6

Ques 0-172






Scale: 1 inch = 20 feet

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

127 faithful

Write a description for your map.

Legend

-  Line Measure
-  Line Measure
-  Line Measure

Faithful ST

1

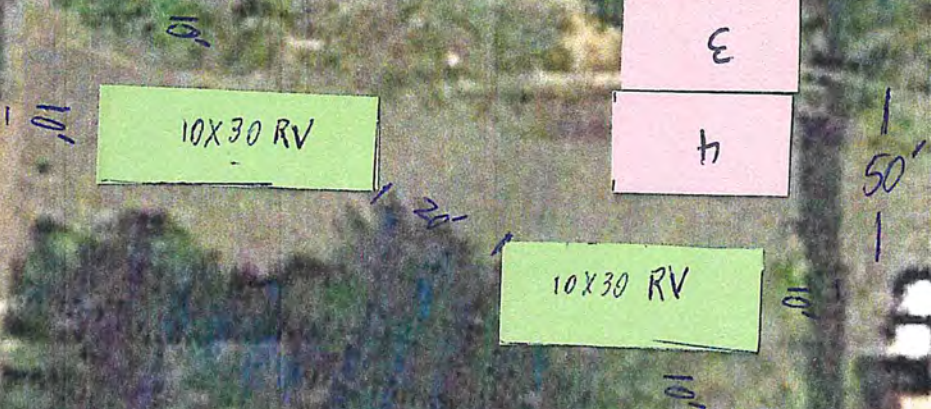
2

10X30 RV

3

4

10X30 RV





ZONING SITE PLAN INFO

TOWN OF WEST YELLOWSTONE

Address 127 Faithful ST

Name and Business Tita Nicklas

Zoning Block _____ Use Commercial OR Residential

Building Permit State OR Town of West Yellowstone

Units and Classification Use _____

Parking Existing 4 Required 4 Buy in lieu of Ø

Drainage _____

SFE Existing _____ Required _____ Buy _____

Units and Classification 2 RV sites

Water and Sewer Connections Yes No # _____ Cost _____

Town Engineer Letter _____

Madison Addition Assoc. Letter _____

Set Back Required RV must be 10' from Property lines + 20' apart Commercial _____ Residential _____

Fire Wall Requirements Yes No Where 1hr 2hr

Sprinklers Yes No

County Requirements _____

Use Town Property for Entrance Yes No

Stipulations RV must be 10' from property lines and 20' apart

Existing Issues _____



November 12, 2021

Town of West Yellowstone
Attn: Liz Roos, Town Clerk
440 Yellowstone Ave.
West Yellowstone, MT 59758

RE: Capacity Review: Tita Nicklas, 127 Faithful., Residential unit and RV spaces.

Dear Mrs. Roos,

This letter summarizes findings from our review of the Tita Nicklas application regarding Sewer capacity. The zoning application proposes to change the use of an existing house from nightly rental to residential housing and add two RV parking spaces for nightly rentals.

An evaluation of historic flows during the peak months from June through August 2013 through 2015 show that similar residential nightly rentals demand 175 gallons per day and long-term residential units demand 225 gallons per unit per day of wastewater discharge while an RV unit uses 100 gallons per day. Based on this, the increase to the Towns wastewater facilities is calculated utilizing the increase in use for the residential house and the addition of two RV units.

225 gallons per day for 1 residential unit less 175 gallons per day for one nightly rental equates to 50 gallons per day demand and two RV unit is 200 gallons per day demand, for a total demand of 250 gallons per day. Results are summarized as follows:

Wastewater

The Town has sufficient capacity to provide sewer service for the proposed connection.

Approval of the 127 Faithful residential unit and two RV spaces will reduce available sewer capacity from 6,265 gallons per day to 6,015 gallons per day.

If you have any questions or concerns with these comments, please feel free to contact me at (208) 356-9201.

Respectfully,

A handwritten signature in blue ink, appearing to read "D. Noel".

Dave Noel, P.E.
Forsgren Associates, Inc.



Application for Zoning Permit

Town of West Yellowstone 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758	406-646-7795	Administrative Use Only Date: <u>7-16-21</u> Accepted by: _____ Fee: \$ <u>70</u> Cash/Check#: _____
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****A zoning permit is required for all new construction (residential or commercial), additions, renovations, relocation of a structure, or erection of a fence or sign within Town limits**

Submit this application and all required information to the Town Offices.

Fees shall be paid according to the current schedule - contact Town Offices for fee information.

1. APPLICANT(S)/OWNER(S) OF RECORD [owner of land or building, or person(s) authorized to represent the entity that is the owner of record, and to whom copies of all correspondence are to be sent]:

Name: Tina Nicklas & Chris Adams (SEEK, LLC)
 Mailing Address: P.O. 935
 City/State/Zip: West Yellowstone, MT Phone: (406) 640-0649
 Email: titanmttx@gmail.com & cnavris.wv@gmail.com

2. AGENT/REPRESENTATIVE [list all agents to whom copies of all correspondence are to be sent]:

Name: Tina Nicklas & Chris Adams
 Mailing Address: P.O. Box 935 & P.O. Box 262
 City/State/Zip: West Yellowstone, MT 59758 Phone: _____
 Email: titanmttx@gmail.com & cnavris.wv@gmail.com

3. LEGAL DESCRIPTION OF PROPERTY: [the land or building that the petition is applicable to for this property owner/applicant]:

Street Address: 134 North Electric Street Subdivision: _____
 Block: 18 Lot: 1 Lot Size and Dimensions: 50x100 Acres/Square Feet (circle) 0.344, PLAT B-4

4. USE AND OCCUPANCY:

What is the use of the building or property? (list all) RV / Residential Housing
 Is this building or property mixed use? YES (NO)
 If more than one use, please describe: _____
 What is the occupant load? 1 Number of parking spots on site? 13
 Number of buildings (Dwelling Units): 4 Number of Bedrooms (Sleeping Units): 12

5. **ATTACHMENTS:** Please attach the following:

- D Detailed site map showing the lot dimensions, acreage, and location of the property lot. Include building and/or wall setbacks, building dimensions and parking spaces available.
- D A legal and general description of the property lot upon which the construction, addition, relocation of a structure, or erection of fence or sign will take place.
- D A legal survey may be required if the setbacks are in question.

If your proposed building project does not meet the requirements as set forth above, you must apply for a variance. A separate variance application is available from the Town Office

Submit this completed application and accompanying documentation to the Town Office along with the application fee.

I hereby certify that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. The signing of this application signifies permission for the Town of West Yellowstone officials and representatives to visit the property during the review. I understand that upon issuance of the Zoning Permit, any modifications to the project must be re-submitted to the Town for approval. Failure to do so may result in the project being halted and fines issued .

Jeta Nicholas
Applicant/Property Owner Signature

7-16-21
Date

[Signature]
Applicant/Property Owner Signature

07/16/2021
Date

Attach additional signature pages if necessary

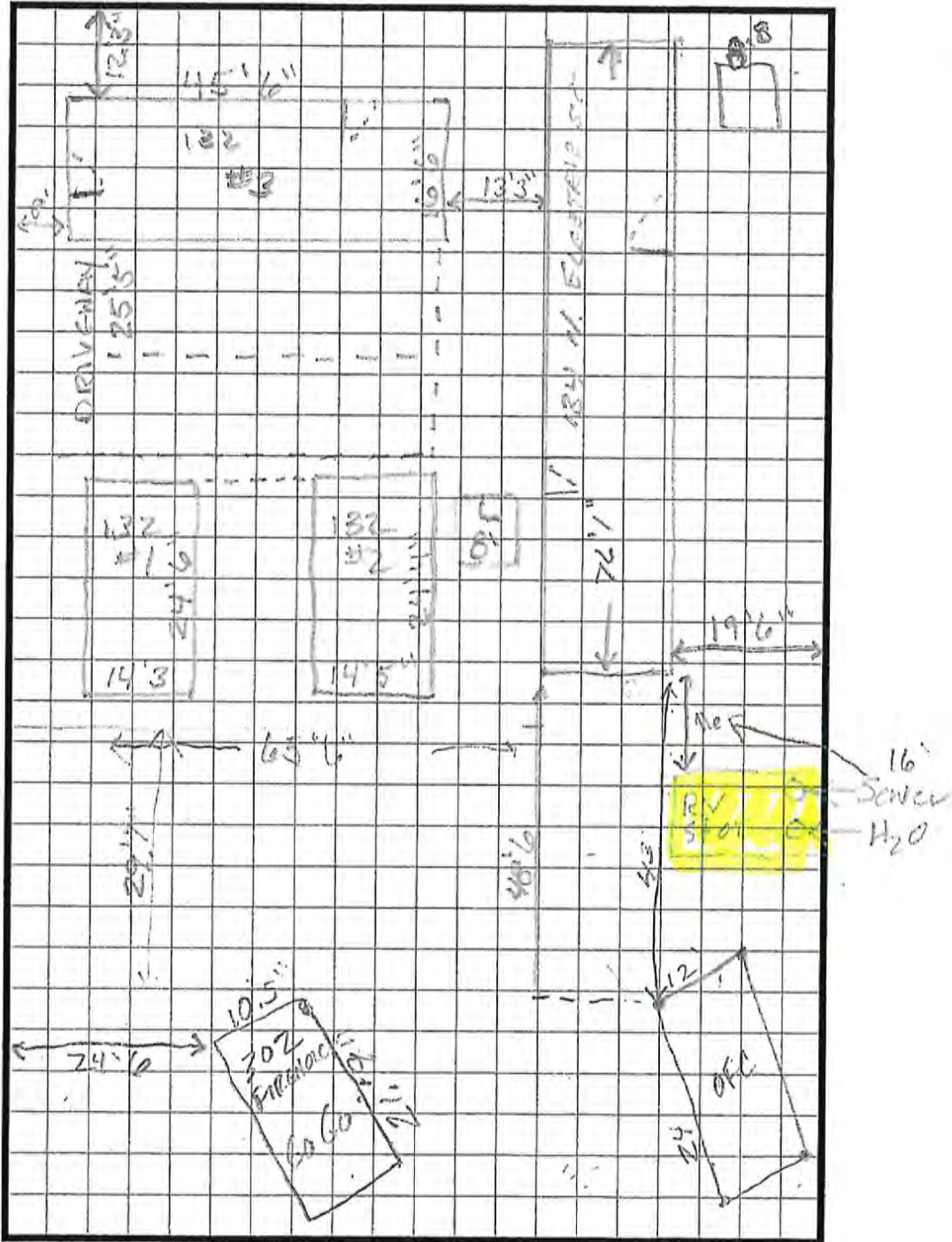
Site Plan

Business Name: SECK, LLC

Business Owner: Tito Nicolas & Chris Norris

Business Street Address: 182 N. Electric St., 134 N. Electric St., & 302 Firehole Ave

Block: 18 Lot: 1 Subdivision: 7



Scale: 1 inch = 20 feet

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

Capacity Reviews

Elizabeth Roos <eroos@townofwestyellowstone.com>

Mon 11/8/2021 3:00 PM

To: Dave Noel <dnoel@forsgren.com>

Cc: Kyle Tanner <ktanner@townofwestyellowstone.com>

Hello Dave,

Please review the following projects. I think I already sent the 127 Faithful to you but didn't attach the application and site plan, which is now attached.

1-127 Faithful Street. This is the addition of two RV spots behind a house that is used as a nightly rental. The house is served by a well and the property is charged for 1 SFE for sewer. Our first question is about the water. Can or should we allow them to hook the RVs up to the water if it comes from a well? If so, do we only charge sewer connection fees? Two short-term RVs are 1.2 SFE, so do we calculate $1.2 \times \$3000 = \3600 ?

2-134 North Electric Street This property already has a drive-through coffee shop, one mobile home, and three nightly rentals. It is being charged for 5 SFEs. The applicant wishes to add one RV site with water and sewer connections, they will also have to purchase one parking spot. How do we calculate the connection fees?

Elizabeth Roos, Town Clerk, CMC

Town of West Yellowstone

PO Box 1570

440 Yellowstone Avenue

West Yellowstone, MT 59758

www.townofwestyellowstone.com

9 BAR W CABINS

Tita Nicklas & Chris Norris
Owner/Co-Owner
132 Electric Street
West Yellowstone, MT
9barwcabins@gmail.com
406-640-0649

Town of West Yellowstone: Attn: Town Council
440 Yellowstone Avenue / P.O. Box 1570
West Yellowstone, MT 59758
(406) 646-7795
eroos@townofwestyellowstone.com,
ktanner@townofwestyellowstone.com

November 21, 2021

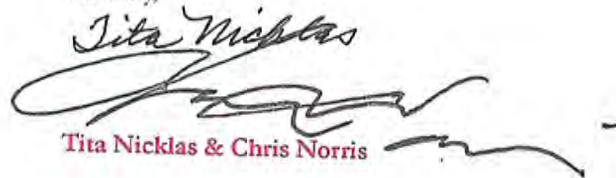
Dear Town of West Yellowstone,

We are requesting your approval in purchasing one (1) "Cash-in-Lieu of parking spaces" for 132 Electric Street, West Yellowstone, MT 59758.

It is our understanding that the cost of this Cash-in-Lieu parking space will cost \$1200.00 and would suffice the Town ordinances to have one (1) RV site at this location with water and sewer connections during the months of May – October of each year.

We look forward to your reply in working with you and the Town to get the needed approval we desire while we wait for the wastewater treatment plant being built and finished.

Sincerely,


Tita Nicklas & Chris Norris



134 north electric

Write a description for your map.

Legend

- Line Measure
- Line Measure
- Line Measure
- Line Measure



RV 10x20

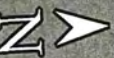


134 north electric

Write a description for your map.

Legend

-  Line Measure
-  Line Measure
-  Line Measure
-  Line Measure



November 12, 2021

Town of West Yellowstone
Attn: Liz Roos, Town Clerk
440 Yellowstone Ave.
West Yellowstone, MT 59758

RE: Capacity Review: Tita Nicklas & Chris Norris, 134 N Electric., additional RV space.

Dear Mrs. Roos,

This letter summarizes findings from our review of the Tita Nicklas and Chris Norris application regarding Sewer capacity. The zoning application proposes adding a single long term RV space to an existing property that is currently paying for 5 SFE's.

An evaluation of historic flows during the peak months from June through August 2013 through 2015 show that similar residential units demand 225 gallons per unit per day of wastewater discharge. I have used these values to assess the wastewater discharge impact to the existing Town facilities.

225 gallons per day for a long-term RV rental space would result in a total change in demand for the property of 225 gallons per day. Results are summarized as follows:

Wastewater

The Town has sufficient capacity to provide sewer service for the proposed connection.

Approval of the 134 North Electric Street RV rental unit will reduce available sewer capacity from 6,015 gallons per day to 5,790 gallons per day.

If you have any questions or concerns with these comments, please feel free to contact me at (208) 356-9201.

Respectfully,



Dave Noel, P.E.
Forsgren Associates, Inc.

Planning Board Meeting

Minutes: December 15, 2021

Board Members in Attendance: Chipper Smith, John Costello, Dan Walker, Jeff Mathews, Rob Klatt, Kyle Tanner & Jeff McBirnie

Others in Attendance: Liz Roos, Chris Norris

Public Comment Period: None

Discussion Items & Findings:

134 N Electric

PROJECT REVIEWED: We see no issues with zoning, setbacks & parking.

RECOMMENDATION: Outlined by zoning code it meets all requirements & standards, in addition will purchase of 1 parking spot in leu of. (Rob/Jeff Ma.) Passed: Unanimously

127 Faithful St.

PROJECT REVIEWED: We see no issues with zoning, setbacks & parking.

RECOMMENDATION: Outlined by zoning code it meets all requirements, standards & in addition a plowing letter notating the park area snow removal to gain access to parking will up to the property owner not the city.

(John/Jeff Mc.) Passed: Unanimously

321 Hayden St.

PROJECT REVIEWED: We see no issues with zoning, & parking.

RECOMMENDATION: Motion 2 - Outlined by zoning code it meets all parking requirements, there may be an encroachment on the property with city property (West side) (John/Rob) Passed: Unanimously (Abstained – McBirnie)

Notes of Discussion and Motions:

Motion 1: Outlined by zoning code it meets all parking requirements & standards, provided survey of property is completed (Jeff Ma./Rob) Not Passed: (Yay – Jeff Ma. Opposed: Everyone else) (Abstained – McBirnie)

Motion 2: Outlined by zoning code it meets all parking requirements & standards, there may be an encroachment on the property with city property (John/Rob) Passed: Unanimously (Abstained – McBirnie)

80 Acres Zoning Code & Subdivision Regulations Discussion:

Dan - Discussed using Intrinsic to help facilitate zoning changes and implementations.

Next Meeting: None at this time.