

Town of West Yellowstone

Tuesday, July 6, 2021

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

Meeting ID: 893 834 1297.

WORK SESSION

5:30 PM

Community Housing

Discussion

FY 2022 Budget, Special Requests and Enterprise Funds

Discussion ∞

TOWN COUNCIL MEETING

7:00 PM (may be delayed due to work session)

Comment Period

- Public Comment
- Council Comments

Treasurer's and Securities Report ∞

Purchase Orders

Claims ∞

Business License Applications: Fox Den RV & Campground ∞

Consent Agenda: Minutes of June 22, 2021 Town Council Meeting

Minutes of June 29, 2021 Town Council Work Session

Town Manager & Staff Reports

Advisory Board Reports

NEW BUSINESS

Health Care Services, Recommendation to extend contract with Community Health Partners (CHP) for One Year, Proceed with RFP process

Discussion/Action ∞

Advisory Board Appointments

Discussion/Action ∞

- Planning Board, Rob Klatt
- Parks & Recreation Advisory Board, Ken Davis
- Cemetery Board, Brad Schmier

Audit RFP Recommendation

Discussion/Action

Staffing Plan Update

Discussion/Action ∞

Correspondence/Meeting Reminders/FYI

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



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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

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





West Yellowstone Foundation Transit

Building Community Together

P. O. Box 255 420 Yellowstone Avenue West Yellowstone, Montana 59758
wystation@gmail.com westyellowstonefoundation.org
(406) 646-1152

May 17, 2021

Town Council Members
Town of West Yellowstone
P.O. Box 1750
West Yellowstone, MT 59758

Dear Town Council Members:

Please accept this letter as a formal request by the West Yellowstone Foundation Transit for the town's continued financial support of our bus transit program.

We and the town residents greatly appreciate the town's annual financial contribution that enables us to provide transportation for our elderly and disabled citizens, those without vehicles, and seasonal employees to and from Bozeman and Big Sky. These funds ensure that these residents are able to receive comprehensive and specialized medical services, benefit from additional grocery store options, and access other public and state services available in these larger locales. In this past year, WYFT has provided over 800 rides for these services. We are once again requesting \$25,000 to help fund this service for the next fiscal year.

Please let me know if you have any questions and thank you for your consideration and support.

Sincerely,

Julie Tesore

Julie Tesore
Executive Director



West Yellowstone Foundation

Building Community Together

P. O. Box 255 420 Yellowstone Avenue West Yellowstone, Montana 59758
wyfoundation@gmail.com westyellowstonefoundation.org
(406) 646-1152

May 17, 2021

Town Council Members
Town of West Yellowstone
P.O. Box 1750
West Yellowstone, MT 59758

Dear Town Council Members:

Please accept this letter as a formal request by the Board of Directors of the West Yellowstone Foundation for the Town of West Yellowstone to waive the Foundation's rent of \$100.00 for the premises at 420 Yellowstone Avenue for May 2021 through April 2022.

This past year's experience with Covid-19 presented a unique but major fundraising challenge for our not-for-profit organization. WYF cancelled its major fundraising event, The Happening, and donations did not arrive in the same volume nor amounts that WYF depends upon to support the needs of the community. It is WYF's desire to fund the programs our community has come to depend upon and overhead expenses can inhibit our ability to do so. WYF would appreciate a rent waiver for this coming year.

Thank you in advance for your consideration.

Sincerely,

Julie Tesore

Julie Tesore
Executive Director



Mailing: P.O. Box 1299
West Yellowstone, MT 59758
Phone: (406) 646-7461
Email: info@museumoftheyellowstone.org
Website: www.museumoftheyellowstone.org

June 29th, 2021

Jerry Johnson, Mayor
Town of West Yellowstone

Dear Mayor Johnson and Councilmen,

Thank you for approving the amount of \$8,706.25 from the Marketing and Promotions fund to be used on the Centennial Railcar Project. The YHC Board of Directors along with Kristy Coffin and myself are very appreciative of the grant and excited to get started on this project.

As you know, the amount granted was 35% of the project cost, which leaves us with \$17,412.50 left to raise to revamp the exterior of the train car. This train car is a prominent feature of the historic district and tells the incredible story of Montana's centennial celebration. Restoring the appearance of the train car will not only help preserve the historically significant piece, but it will draw people to the historic district, promote local history, and improve the aesthetics of the car and district. After completing work on the exterior, we hope to, in the future, restore the interior and create access for the community and visitors, adding another enticing and educational element in the historic district.

We are eager to hit the ground running in order to complete the project before the winter and are submitting a special funding request for Town Council to consider to help cover the remaining \$16,168.75 of the project cost. I have included a breakdown of the budget with this letter.

Thank you for your consideration. If you have any questions, please reach out to Kristy or me.

Sincerely,

A handwritten signature in cursive script that reads 'Ellen Butler'.

Ellen Butler

Curator & Fundraising Assistant, Yellowstone Historic Center
ebutler@museumoftheyellowstone.org | 1-406-646-7461

Organization: West Yellowstone Ski Education Foundation (WYSEF)

Amount be requested: \$40,000

Expected total cost of the project: \$400,000

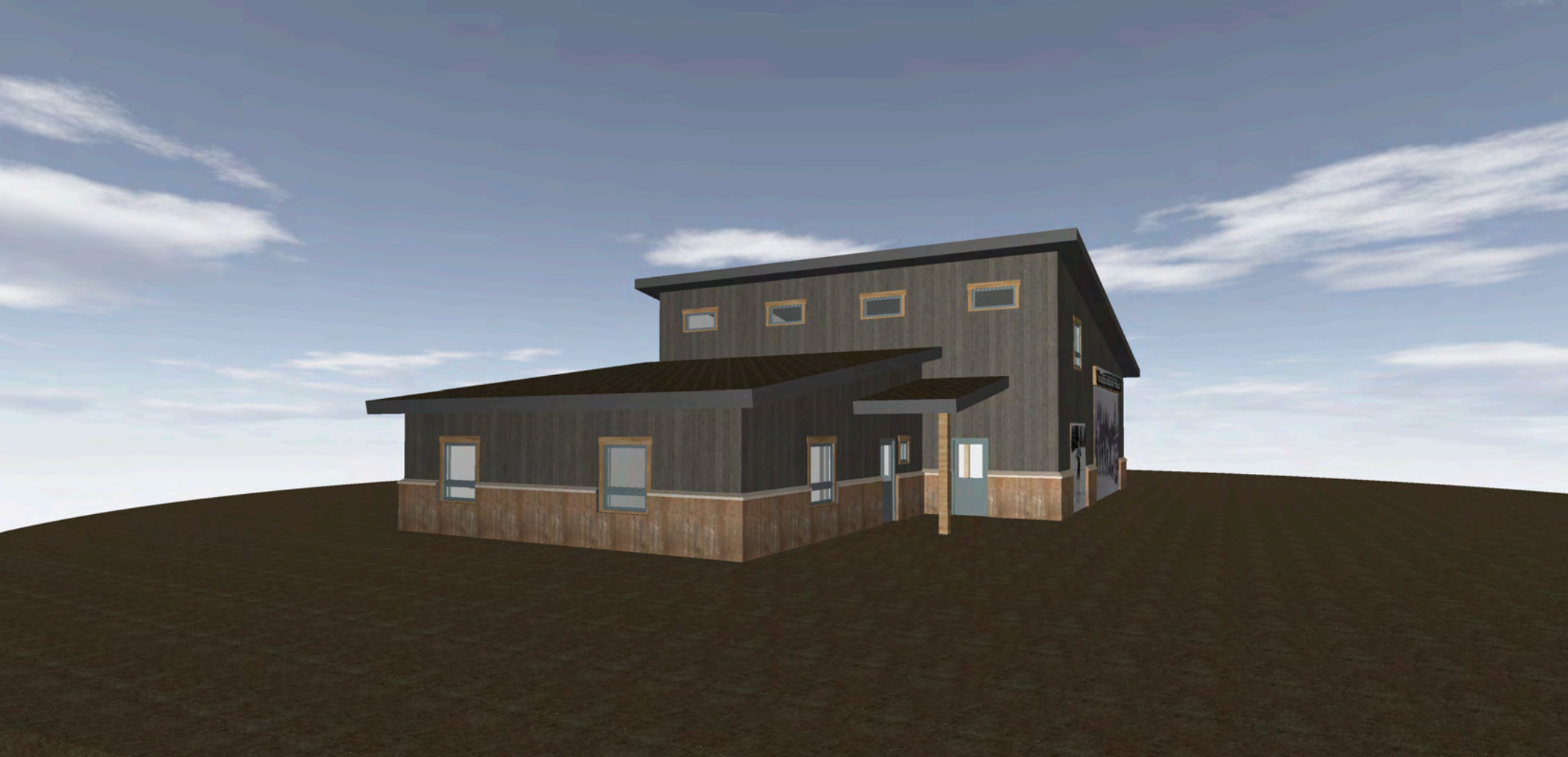
Brief Description of the Project: We are seeking funds to construct a building dedicated to the needs of the WYSEF.

- 1) **Provide Ski Team space:** The new building will provide our ski team with dedicated space to dress and warm up prior to training or competing, a ski wax area, equipment storage lockers, and training area. This dedicated space will relieve pressure on the existing trailhead building, making the existing building a more inviting and comfortable space for other Rendezvous Trail users.
- 2) **Grow the non-competitive program for school age children:** The new building will provide equipment storage space and dedicated space for children to gather during the after school program, and learn about having fun on skis, group comederie, and giving them a place to be when the school day ends.
- 3) **Care for grooming equipment:** The new building will provide heated garage space for the Pistonbully snow cat, and the utility snowmobile and grooming implements. Housing the grooming equipment immediately adjacent to the trails will prevent road debris from contaminating the ski surface (and the potential the spread of noxious weeds), and the warm storage will allow for thawing between uses, thereby extending the life of the equipment.
- 4) **Provide localized WYSEF administrative space:** The building will provide an office for the WYSEF Program Director and Grant Administrator. The dedicated office space will provide centralized work space and storage area of administrative documents.

Contacts:

Drew Barney, WYSEF President, drewbarney@ymail.com, 406.640.1367

Julie Wieseler, WYSEF Grant Administrator, wysefgrants@gmail.com, 406.539.6021

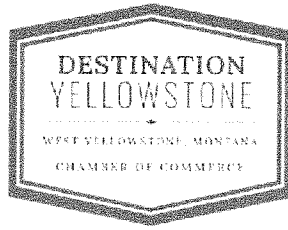


West Yellowstone Train Car Project
 C/O Kristy Coffin / Ellen Butler/ Yellowstone Historic Center
 PO Box 1299
 West Yellowstone, Mt. 59758

QTY	DESCRIPTION	AMOUNT
1	Painting of Train Car 2 coats of paint in original paint colors for historic integrity. Work Performed by Gallatin Painters of West Yellowstone, Montana.	\$5,200.00
5	16'x8' Single Sided Dibond Sign Comprised of (4) 8'x4' sheets. Printed on 3M 40 C vinyl with CSG graffiti resistant laminate, adhered to 1/8" thick dibond substrate-price includes production.	\$10,875.00
1	38' x 2.5' Single Sided Dibond Sign Comprised of (4) 8'x4' sheets. Printed on 3M 40 C vinyl with CSG graffiti resistant laminate, adhered to 1/8" thick dibond substrate-price includes production.	\$1,615.00
1	Installation of dibond signs onto the train car (24 individual sheets)	\$2,025.00
1	Travel (3 installers, 1.5 days, 1 night)	\$600.00
1	Custom Design: Includes mockup and file print preparation. Additional revisions will be billed at \$80/revision.	\$360.00
1	Travel Time for Photography and resizing of original Artwork and Pixel Resolution	\$1,200.00
3	Charges for usage of 3 Gary Carter Prints for the North Side of Trail Car.	\$3,000.00
TOTAL PROJECT COST:		\$24,875.00

Deposit of 1300.00 due at scheduli

Funds Secured MAP Grant	\$8,706.25
Total left to raise:	\$16,168.75



May 24, 2021

Town of West Yellowstone
Town Council Members
PO Box 1570
West Yellowstone MT 59758

Dear Council Members,

We would like to submit a formal Letter of Request to the Town Council asking for a continued partnership with Destination Yellowstone (West Yellowstone Chamber of Commerce) as a sponsor for the annual 4th of July Firework display.

On average, the display costs \$14,000 to \$15,000 each year. In addition to the Town's contribution of \$6000.00, we collect donations from local businesses and the West Yellowstone Tourism Business Improvement District (TBID).

We have appreciated your support in the past and hope you will consider allocating funds for this in your budget for fiscal year 2022.

Sincerely,

A handwritten signature in black ink, appearing to read "Katrina Wiese".

Katrina Wiese
President/CEO

A handwritten signature in black ink, appearing to read "Janna Turner".

Janna Turner
4th of July Committee Chair



June 15, 2021

Town of West Yellowstone
Town Council Members
PO Box 1570
West Yellowstone MT 59758

Dear Council Members,

I would like to submit a formal Letter of Request to the Town Council asking for a partnership with Destination Yellowstone (West Yellowstone CVB), TBID and other local partners as a financial contributor for the Destination Development Assessment Program and Plan happening in September 2021.

The overall cost for this program is \$35,000, encompassing a week on the ground with Roger Brooks, a public workshop, team retreat and 2-year action plan. We would like to request \$5,000 from the Town of West Yellowstone. The detailed overview is attached, as well as a proposed budget breakout.

In addition, we are asking for a representative to be part of the core "team."

We feel that this program will help our community move forward and navigate the evolution of the new travel atmosphere, allowing us to tackle short-term and long-term items. Now, more than ever, we need to come together to create sustainable and responsible tourism and community plans that compliment each other.

Thank you for your continued partnership and support.

Sincerely,

Wendy Swenson
Marketing Director
Destination Yellowstone (West Yellowstone CVB)

Destination Development Assessment Program Budget

Overall cost - \$35,000.00

CVB	\$10,000.00
Chamber	\$10,000.00
TBID	\$7,500.00
West Yellowstone Foundation	\$2,500.00
Town of West Yellowstone	\$5,000.00

Additional cost of meeting location, refreshments/lunches for workshop and retreat.

The Recovery Assessment Program

February 2021



Destination Development
Association

As you're very much aware, we are in the midst of unprecedented times. In fact, the two areas where our team excels—tourism and downtowns—have been the hardest hit sectors of our economy with 51% and 38% unemployment rates respectively (U.S.). Additionally, millions of small businesses, so crucial to our downtown and tourism economies, may never recover or reopen their doors.

Meanwhile, the organizations that represent them: downtown associations, economic development agencies, local governments, and destination marketing organizations, have seen revenues drop to historic lows. It make take years to recover from these losses.

So, what can be done to speed up your recovery efforts, helping you get "back on track" as soon as possible?

The Recovery Assessment, a grant eligible program, is the fastest, surest way to immediately get everyone on the same page pulling in the same direction with great solutions, renewed enthusiasm, leading your community, local businesses, and supporting organizations to a speedy, successful recovery.





Blowing Rock, North Carolina

THE RECOVERY ASSESSMENT & ACTION PLAN

For nearly 40 years, Roger Brooks and his team have performed Destination Assessments for more than 2,000 communities in nearly every U.S. state, across Canada, throughout Western Europe and Scandinavia.

By far our most popular program, the Destination Assessment has been a lifeline for local businesses, municipalities, and supporting organizations. In fact, one of the most common responses to having an Assessment done has been “Wow! We got so much more from the Assessment than from all the plans we’ve paid for. And at a fraction of the cost! Thank you!”

In essence, the Destination Assessment is a week-long in-depth photographic look at your community through the eyes of a first-time visitor.

Every Assessment we perform is geared to answer a question (or two or three). Sometimes it’s “how can we attract more visitors?” Or, “what can we do to become a better, more sustainable destination?” “How can we improve our marketing?” “What do we have that’s truly unique and sets us apart from everyone else?” “What can we do to become less seasonal?” “How do we educate our locals that tourism is a good thing?” Every assessment is different, and no two are ever alike.

The Recovery Assessment can answer these questions as well, plus perhaps the most urgent one under the current circumstances, “what can we (the community, local businesses, and supporting

organizations) do, on a minuscule budget, to recover as quickly as possible from this pandemic?”

The Recovery Assessment is a powerful tool that offers an objective view of what a visitor sees and experiences while in your community: from the initial planning to on-the-ground exploration.

When talking about visitors, this is not only geared to tourism: Any site-selector, investor, business relocation expert, potential new resident, or leisure visitor will come to you first as a visitor. What will they see as they explore the community for the first time? What will their first impressions be? What’s missing?

Working with your team, we would put together the questions you’d like answered, and then we’d come to your community, delve into it, and acquire a first-hand account of the local experience. Often we’ll notice things that a local resident may take for granted, or not even notice. Fresh eyes are often needed in order to elevate your success.

A Recovery Assessment can be performed for a single community, a district in a metropolitan city, a group of smaller towns in a county, or even along a scenic byway.

The Recovery Assessment provides low-cost solutions for each challenge noted during our time in the community. You might see it as “here’s where you are today, through the eyes of a first time visitor.”

It’s important to note that we don’t look back; you’ll never hear us say “this was done wrong.” The Assessment process is always geared to “What else can we do locally, to become an even stronger, more vibrant, resilient community? What can we do, in addition to what we’re already doing, to recover our economy?”



Bracebridge, Ontario

The Recovery Assessment process is done in two phases. First, we conduct research from a distance by planning a trip to the area, to see what your marketing shows us. Second, we spend the better part of a week in your community for a professional, in-depth look as a visitor, potential investor, or future resident.

The Recovery Assessment concludes with a public (and recorded) Findings and Suggestions Workshop, presented by Roger Brooks.

Phase I: Marketing Assessment

The first part of the assessment process is planning the trip to your community, or communities, just as anyone looking to spend time there would. Wearing three hats (someone looking to invest, looking for a place to live, or as a leisure visitor) we review websites (national, state, regional, local), look at peer reviews, see what there is to see and do, look at photography of the area, what is being said on social media (by locals and visitors), seasonality, home prices, neighborhoods, schools, health facilities, etc. We also request brochures, guides and other printed materials, and look at lodging options. After all, we will be spending quite a bit of time in the community so this is VERY useful information and will tell us what we can expect when we arrive.

We also look at your competition: what makes you unique (your brand) and how you stack up to other communities in the area. This element provides a comparative and competitive analysis.

Phase II: On-site Assessment

During the second phase, we immerse ourselves in your community for most of a week (longer if assessing several communities), looking at and

photographing the community through the eyes of a first-time visitor. We drive from your primary and secondary market areas so we can experience your community gateways, and learn if your wayfinding signs lead us downtown and to your attractions and local area amenities. We shop in your downtown shops, eat in local cafes and restaurants, spend time at your primary and secondary attractions and activities, etc.

We look closely at what local businesses are doing to stay relevant and active during the pandemic, and take note things they can do, inexpensively, to accelerate their recovery efforts.

We spend several days getting to know the overall community, the downtown, other commercial areas, attractions and amenities—secret shopping the area wearing the hat of a visitor, site selector, meeting planner, future resident, or business owner.

We don't believe anyone called in to assist the community can do an effective job without first getting to know the community and the surrounding area. This allows us to dig deeper—to really see, first hand, what visiting, living and working in the community is like and what, additionally, can be implemented to facilitate a successful recovery.

Taking dozens (typically hundreds) of photographs, Roger Brooks looks at local and surrounding area activities, attractions, shopping and dining options, lodging, as well as what's open during the evening hours.

He looks at your neighborhoods, schools, medical facilities, wayfinding signage, business mix, community gateways, pedestrian accessibility, business operating hours, retail signage and displays, streetscapes, gathering places, critical mass (retail



clustering), attractions mix, recreational activities, visitor information, cultural activities, parking, facades and beautification efforts, hidden gems, business and industrial use, lodging facilities, and transportation.

The number one activity of visitors (not just leisure visitors but ALL visitors), in the world, is shopping, dining and entertainment in a pedestrian-friendly setting. So looking at your downtown—or places visitors can spend money—is an important factor in the assessment process along with offering ideas that will pull customers into shops and eateries, bolstering local spending.

Seventy percent of ALL consumer bricks-and-mortar spending takes place after 6:00 pm. Are you open? If most of your tourism offerings are outdoor-oriented with core activities taking place during the day, and your visitors come back into town after 6:00, will there be places to spend money? Often communities rise up against tourism because they don't see the economic benefit of having visitors there. Perhaps this is because sidewalks roll-up at 6:00. The Assessment is a great tool that will help local businesses find ways to increase their sales through curb appeal, window displays, signage and operating hours and days.

Often we can say things you'd like to say, but can't without paying a political price locally. We are honest and up-front, particularly when it comes to local businesses and property owners. With every challenge we note, we offer a solution, showing it using photographic and real-life examples.

Findings & Suggestions Workshop

At the conclusion of the Recovery Assessment, Roger will compile his notes, process the photography, and build the Findings and Suggestions Workshop, which he will present to invited participants or to the public.

This presentation always showcases specific low-cost ideas, solutions, and things you (as a community and local businesses) can do today to make a difference tomorrow.

The workshop is 100% about your community (or communities), and every workshop is built from the ground up, specific to you. No two assessments are alike. The workshop typically includes dozens of low-cost "suggestions"—things that could be done locally to answer the initial questions to be answered by the assessment.

Always fun, entertaining and informative, the two-and-a-half-hour workshop is an excellent way to motivate the community and educate them on how they can most readily recover from one of the most trying years in history.

This workshop is extremely valuable for local officials, county and/or municipal staff, economic development, tourism, local business owners, chamber of commerce members, and the entire community. The Findings and Suggestions Workshop can be televised locally (YouTube or Facebook Live), and is recorded so that it can be viewed by as many people as possible. Even during the pandemic, Roger has hosted live event Assessment workshops, with social distancing and mask mandates in place.

The average Recovery Assessment will include between 30 and 70 specific action items that can be implemented, at low cost, by individual businesses, organizations that represent them, and local government agencies.

Roger is a great motivator, his workshops are fun and engaging, and this is a great way to kick off your recovery process.



The on-site portion of a single-community assessment typically begins on a Monday with the workshop taking place Friday morning. Often Roger will sit down with your team for an hour or so after the workshop to answer any questions and to discuss ways to have the recommendations implemented.

Sometimes the “meeting after the meeting” is where it all comes together, tasks are assigned, and the local Team, working together, can push the community to a very successful and speedy recovery.

Deliverables: Assessment Findings & Suggestions Report

Once the Assessment Team returns home, the Recovery Assessment Findings & Suggestions Report is prepared and six hard copies are sent to the community along with PDF files so local organizations can meet, prioritize and tackle the suggestions.

Estimated Cost for the Recovery Assessment

The Recovery Assessment is typically a grant-eligible project (state, provincial, federal) and the cost to perform this project for West Yellowstone is \$25,000. The cost includes all related expenses including travel, lodging, meals, etc.

The Recovery Assessment Plan

As an option, you can extend the assessment for several additional days, where Roger will sit down with your team in a one- or two-day retreat where, working with you, we will develop a detailed 24-month Action Plan. The plan is developed using Apple Keynote (with a PowerPoint version) and includes the following elements:

- A brief description of the recommendation
- When it would be implemented (they are put in chronological order, creating a to-do list format)

- Who would take the lead (it takes a community to succeed and every local organization plays a role)
- Approximate cost to implement it
- Where funding could be secured to implement it
- The rationale for making the recommendation
- Details and examples on how to implement it

Once completed, the community will have the actual presentation/plan, can print out copies for distribution to partnering organizations, and because the plan is in this type of format, adjustments can be made as it's being implemented.

This is a great way to spend time with Roger, have your most perplexing questions answered, and to take the suggestions made during the assessment, turn them into recommendations, organize and group several together when it makes sense to do so, hand out assignments, address funding issues, and develop timelines.

Roger is a proponent of creating a “Destination Our Town Team” to get everyone on the same page, pulling in the same direction (see the cartoon examples, far left.) Typically the team would include:

- Mayor or council representative
- City manager, CAO, administrator
- Planning director
- Economic development
- Destination Marketing organization
- Downtown association
- Arts council
- Historic preservation
- Chamber of commerce
- Local foundation
- Business or two representation
- Medical facilities (we're still in the pandemic)
- Educational institutions

Not every community will have all of these



organizations, but the goal is to have every local stakeholder organization a part of the plan. This will ensure a speedy and successful recovery.

Recovery Assessment Plan Deliverables

With this optional Plan, the deliverables include the presentation slides of the Assessment Findings & Suggestions Workshop, plus the 24-month Action Plan developed in Keynote (with a PowerPoint version) in digital format.

Estimated Cost for the Recovery Assessment Plan

The Recovery Assessment Action Plan is also a grant-eligible project (state, provincial, federal). The additional cost to West Yellowstone would be \$10,000.

Costs

The Recovery Assessment: \$25,000

The Recovery Assessment & Plan: \$35,000



Roger Brooks
President & CEO
Team Lead

Roger Brooks would be the project lead.

Roger Brooks has assisted nearly 2,000 communities with their branding, tourism, downtown development, and marketing over a distinguished career spanning nearly 40 years. Founder of award-winning Roger Brooks International and the Destination Development Association, Roger is the author of the books “Your Town: An Amazing Destination—The 25 Immutable Rules of Successful Tourism,” and the upcoming “20 Ingredients of an Outstanding Downtown,” both of which highlight lessons learned, boots on the ground experience, and years of extensive research.

A past Board member of the U.S. Travel Association, Roger is one of the most recognized and frequently quoted experts in the field—a field that includes every aspect that makes a city, town, province, county, or state a better place to live, work and visit.

As a Certified Speaking Professional with the National Speakers Association, Roger’s inspiring and motivational speaking engagements ignite audiences around the world to action. His dynamic presentations have made him the top-rated keynote speaker in North America on the topics of sustainable tourism, community branding, marketing, and product development. His presentations often combine humorous video clips, fascinating stories and real-life examples. His practical approach, which gives clients the steps, rules, and ingredients they can use to make an immediate difference, has made him one of the industry’s foremost authorities and most sought-after experts.

A native of the Pacific Northwest, Roger worked in the

concert industry working with well-known international recording artists before being recruited to help turn around, brand, and market several popular destination resorts, including Harbour Town on Hilton Head Island, South Carolina; Whistler Resort in British Columbia; Sunriver Resort in Central Oregon and several others. Over the years the Roger Brooks International (RBI) team recruited more than \$2.8 billion in new private-sector tourism development projects to resorts and rural communities. He has worked in 45 of the U.S. states, across Canada, in Western Europe, Scandinavia, and the island nation of Mauritius.

Roger’s specialty is helping communities become better places to live, to own a business, and to visit. He does this through tourism and downtown planning (placemaking) efforts, marketing plans, Destination Assessments, downtown revitalization assistance, on-site consulting services, and speaking engagements. In order to assist more communities requesting his assistance, he created the Destination Development Association (DDA), an online membership organization dedicated to providing an enormous array of resources every community can tap into to become more successful.

Roger’s energetic, grass-roots guidance leaves local champions filled with innovative ideas, confident in their ability to pull people together and accomplish great things in their communities.

Years later, past clients frequently check back to tell him how his enthusiasm and advice have led them to achieve incredible success in their communities.



Natalie Moore
Business Development

Natalie came to Roger Brooks International with over a decade of education and experience in Business Management and Hospitality Management. She loves sharing her enthusiasm with others,

which comes in handy as she assists communities become thriving destinations.

Natalie’s love for the Hospitality industry started as a College Program participant with Walt Disney World. She credits those nine months of her life to her love of helping others.

It is safe to assume, that if it is a Saturday in September through December, you can probably find her watching NCAA Football with her mom and siblings. When it isn’t college football season, or when her teams are frustrating her, you will often find her at her beloved Disney or exploring Arizona with family and friends.



Jane Brooks

Vice President
Destination Assessment Specialist,
Writer, Researcher

Jane brought her expertise in writing, research, communications and finance to Roger Brooks International more than twenty years ago. Over the years, she has worked with Roger, traveling to more than 1,200 communities to perform on-site and marketing assessments. Jane provides the “woman’s perspective” during destination assessments.

Jane is responsible for putting the brilliant ideas of the team down on paper, and she handles much of the research for community plans and reports. She has managed successful marketing programs over the years, including advertising programs for northwest destination resorts and counties.

With three full-grown children and three grandchildren, Jane is kept happily busy in her free time. Travel is another favorite activity—whether for business or pleasure. Scuba diving in the Caribbean, sipping wine in Italy, walking through archaeological digs in Israel, swimming off the shores of Crete, catching the tube in London, watching the snow fall in Stockholm’s Gamla Stan, climbing the Giant’s Causeway in Northern Ireland, and walking with lions in Mauritius, have all given Jane some of her best memories and lessons for successful destinations in her work with communities.



John Kelsh

Tourism & Branding Specialist

John Kelsh has a lifelong passion for travel, tourism and helping destinations “Get on the map.”

John’s experience has cross-trained him in important disciplines needed for successful development and promotion of destinations – research, marketing and advertising, destination planning, and economics. John was the first student intern with the United States Travel Service at the Dept. of Commerce in Washington, D.C. He organized and managed the Hawaii State Tourism Office for four years and designed Hawaii’s first comprehensive statewide tourism development plan while still in his twenties. Later, John was advertising supervisor for several iconic destinations, including Hawaii, Maui, Alaska, Samoa and Fiji, and was an early marketing consultant to the People’s Republic of China. John developed an early interest in market research, designing travel research for the State of Hawaii, the State of Alaska, and the Australian Tourist Commission.

He has broad experience in cruise marketing and cruise destination development, and he has consulted with three major cruise lines.

John has worked with Roger Brooks on many projects over the past 10 years, during which time he contributed to the development of branding, product and marketing plans for Ottawa, IL; Rapid City, SD; Battle Creek, MI; Conroe, Salado and Marshall, TX; Rock Springs, WY; Moses Lake, WA; Pittsburg, Turlock and Stockton, CA; Pendleton, OR; Enumclaw, Monroe and Mason County, WA; as well as many others around the US.

John received his Bachelor of Science degree in Transportation, Travel and Tourism at Niagara University and a Master’s in Business Administration at the University of Hawaii. John has been a speaker on variety of destination subjects in Asia, the U.S. and the Pacific Basin, and has taught at the School of Travel Industry Management, University of Hawaii.



Todd Mayfield

Wayfinding Systems Expert,
Brand Graphics

Todd Mayfield works from his Axia Creative Florida office. With over 28 years of community wayfinding, brand development, print graphics and advertising experience, Todd

has earned numerous awards for design excellence and profound respect among his constituents. He is also an accomplished fine artist and illustrator. His work has been featured in national publications and books such as Print, Signs of the Times and American Corporate Identity.

During his career, Todd has developed wayfinding systems for Moses Lake, WA; Rock Springs, WY; Bothell, WA; Russian River, CA; Carlsbad, NM; Gatlinburg, TN; Stockton, CA; Vulcan, Alberta; and Barrie, Ontario.

Todd has served as the design director for the Douglas Group in Washington, DC, where he headed branding, wayfinding and interpretive projects for clients such as the US Capitol; the US National Arboretum; the City of Rockville, MD; Silver Spring, MD; the Ronald Regan Building; Marriott Hotels, and Ritz-Carlton.



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May 26, 2021

Town of West Yellowstone
Town Council Members
PO Box 1570
West Yellowstone MT 59758

Dear Council Members,

I would like to submit a formal Letter of Request to the Town Council asking for a continued partnership with the West Yellowstone Visitor Information Center as a financial contributor for staffing and operational expenses.

On average, the budget in the past for the VIC has been approximately \$86,000.00. This year, in response to the visitation estimates and average wage increases, the budget has been increased by approximately \$11,000.00 to cover additional staff hours needed, as well as building cleaning. I am asking for an increase of the amount that the Town has given as support in the past, to be raised this fiscal year by \$11,000.00 ; for a total of \$40,000.00 for FY22'.

In addition to the Town's amount of \$40,000.00, we also have financial contributions from Yellowstone Country, the West Yellowstone Tourism Business Improvement District (TBID), and State Accommodations (Bed Tax). Destination Yellowstone (West Yellowstone Chamber of Commerce) continues to support financially, as well as provide the space and means to which the Visitor Center resides.

We feel we have been excellent stewards of Town funds over the years. Again, we thank you for your support and ask for the continued partnership and line item in the Town's FY21' budget in the slightly higher amount of \$40,000.00 to be granted to the Visitor Information Center. The FY22' developed budget is attached, as well as the FY 21" budget for comparison.

Sincerely,

A handwritten signature in blue ink, appearing to read "Katrina Wiese".

Katrina Wiese
President/CEO
Destination Yellowstone (West Yellowstone Chamber of Commerce)

Visitor Information Center Budget FY 2022

(July 1, 2021 - June 30, 2022)

FUNDING SOURCES	
Yellowstone Country Montana (Start 6/1/22)	\$ 30,000
Marketing Committee (Bed Tax)	\$ 18,000
West Yellowstone TBID***	\$ 7,500
Town of West Yellowstone***	\$ 40,000
TOTAL FUNDING AVAILABLE:	\$ 95,500.00
LABOR	
Labor-Staff (Including Taxes, WC & Benefits)	\$ 85,000.00
TOTAL LABOR:	\$ 85,000.00
OPERATIONS	
Payroll Processing	\$ 2,000.00
Staffing Software (Whentowork & Sign-in App)	\$ 380.00
Software/Equipment/Supplies	\$ 1,250.00
Centrylink: Phones (1/2 of total expense)	\$ 1,800.00
Safelink: WiFi Hot Spot (1/2 of total expense)	\$ 580.00
Brochure Storage (1/2 of total expense)	\$ 990.00
COVID/Cleaning	\$ 3,000.00
Staff Training/Appreciation	\$ 500.00
TOTAL OPERATIONS:	\$ 10,500.00
TOTAL LABOR & OPERATIONS:	\$ 95,500.00

***TBID & Town of West Yellowstone created a line item within their budget for the VIC

UPDATED: 5/2021

Visitor Information Center Budget FY 2021

(July 1, 2020 - June 30, 2021)

FUNDING SOURCES	
Prior Year Rollover:	\$ 3,071.08
Yellowstone Country Montana (Start 6/1/20)	\$ 30,000
Marketing Committee (Bed Tax)	\$ 18,000
West Yellowstone TBID***	\$ 7,500
Town of West Yellowstone***	\$ 29,000
TOTAL FUNDING AVAILABLE:	\$ 87,571.08
LABOR	
Labor-Staff (Including Taxes, WC & Benefits)	\$ 77,128.08
TOTAL LABOR:	\$ 77,128.08
OPERATIONS	
Payroll Processing	\$ 2,000.00
Staffing Software (Whentowork & Sign-in App)	\$ 339.88
Software/Equipment/Supplies	\$ 2,500.00
WiFi Hot Spot/Phones	\$ 1,752.00
Brochure Storage	\$ 990.00
COVID/Cleaning	\$ 1,000.00
Staff Training/Appreciation	\$ 500.00
TOTAL OPERATIONS:	\$ 9,081.88
TOTAL LABOR & OPERATIONS:	\$ 86,209.96

***TBID & Town of West Yellowstone created a line item within their budget for the VIC

TOWN OF WEST YELLOWSTONE
Revenue Budget Report -- MultiYear Actuals
For the Year: 2021 - 2022

5210 Water Operating Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	%
	17-18	18-19	19-20	20-21	Budget	Rec.	Budget	Change	Budget	Budget
330000 Intergovernmental Revenues										
336020 Revenue on-behalf	1,316	305	1,153		0	0%			0	0%
Group:	1,316	305	1,153		0	0%	0	0	0	0%
340000 Charges for Services										
343021 Metered Water Sales	280,071	316,435	350,003	395,616	315,000	126%	350,000		350,000	111%
343022 Bulk Water Sales		810	22	45	0	***%			0	0%
343024 Sales of Water Materials	5,299	7,848	5,824	5,088	2,000	254%	2,000		2,000	100%
343027 Miscellaneous Water	80				0	0%			0	0%
343029 Water service charge	10		80	260	0	***%			0	0%
343034 Connection Fees	4,800	14,880	25,760	14,880	5,000	298%	5,000		5,000	100%
Group:	290,260	339,973	381,689	415,889	322,000	129%	357,000	0	357,000	110%
360000 Miscellaneous Revenues										
362000 Refunds & Reimbursement		-26	3,423	446	0	***%			0	0%
Group:		-26	3,423	446	0	***%	0	0	0	0%
370000 Interest										
371020 Interest Earned -	245	961	768	75	0	***%			0	0%
371050 STIP Program	2,369	3,319	2,760	307	100	307%			0	0%
Group:	2,614	4,280	3,528	382	100	382%	0	0	0	0%
380000 OTHER FINANCING SOURCES										
383000 Interfund Operating		4,464	562,662		0	0%			0	0%
Group:		4,464	562,662		0	0%	0	0	0	0%
Fund:	294,190	348,996	952,455	416,717	322,100	129%	357,000	0	357,000	110%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- Multi Year Actuals
For the Year: 2021 - 2022

5210 Water Operating Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		17-18	18-19	19-20	20-21	Budget	Exp.	Budget	Changes	Budget	Budget
430220	Road & Streets Services - Maintenance										
940	Machinery & Equipment	5,433				0	0%			0	0%
	Account:	5,433				0	***%	0	0	0	0%
430500	Water Utilities										
110	Salaries and Wages	56,581	46,024	42,598	61,909	85,914	72%	41,599		41,599	48%
	1 equipment operator, union										
140	Employer Contributions	25,947	28,528	21,934	25,325	39,467	64%	30,030		30,030	76%
	1 equipment operator family benefits										
191	Pension Expense	2,594				0	0%			0	0%
212	Small Items of Equipment	1,265	1,653	1,674	696	1,800	39%	1,000		1,000	56%
220	Operating Supplies	1,986	1,060	4,727	971	2,000	49%	2,000		2,000	100%
226	Clothing and Uniforms				172	400	43%	400		400	100%
231	Gas, Oil, Diesel Fuel, Gr			1,627	898	4,000	22%	1,500		1,500	38%
251	Water Materials	7,605	8,802	1,738	7,368	7,500	98%	8,000		8,000	107%
311	Postage, Box Rent, etc.	301	341	1,281		500	0%	500		500	100%
327	Advertising / Marketing	2,271		1,168		2,000	0%	2,000		2,000	100%
335	Membership Fees & Dues	1,198	2,168	1,273	1,427	1,500	95%	1,500		1,500	100%
341	Electric	5,498	5,125	5,497	5,983	7,000	85%	7,000		7,000	100%
345	Telephone & Internet	1,436	1,450	1,137	576	1,600	36%	800		800	50%
348	Testing Fees					0	0%	5,000		5,000	****%
354	Architectural, Engineerin		35,258	16,297	7,080	20,000	35%	10,000		10,000	50%
	Impact fee/connection fee study is almost done (2000)										
355	IT Related Services			400	200	400	50%	400		400	100%
	GIS										
357	Other Professional Servic	10,226	4,462	7,164	17,421	13,550	129%	13,550		13,550	100%
	monitoring, generator maintenance, locates										
369	Repair & Mtn Equipment	4,607	478	3,315	885	5,000	18%	5,000		5,000	100%
370	Travel	1,410	1,015	416		2,000	0%	2,000		2,000	100%
380	Training Tuition/Registra	1,824	691	255		1,500	0%	1,500		1,500	100%
398	Other Contracted Services	1,720	1,720	2,267	2,461	2,600	95%	8,600		8,600	331%
	water specialist										
830	Depreciation		147,336			0	0%			0	0%
870	Miscellaneous	40				0	0%	2,500		2,500	****%
	Account:	126,509	286,111	114,768	133,372	198,731	67%	144,879	0	144,879	73%
430530	Source of Supply and Pumping										
110	Salaries and Wages		-5,537			0	0%			0	0%
191	Pension Expense		-55,917	37,684		0	0%			0	0%
212	Small Items of Equipment					0	0%	3,100		3,100	****%
	cameras - security at Whiskey Springs, (580) magnetic air release valve										
354	Architectural, Engineerin	8,822		10,377		10,000	0%	5,000		5,000	50%
	More to do on water rights?										
937	Improvements				25,141	39,850	63%			0	0%
940	Machinery & Equipment	-276,944				0	0%			0	0%
	Account:	-268,122	-61,454	48,061	25,141	49,850	50%	8,100	0	8,100	16%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- Multi Year Actuals
For the Year: 2021 - 2022

5210 Water Operating Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		17-18	18-19	19-20	20-21	Budget	Exp.	Budget	Changes	Budget	Budget
430550	Transmission and Distribution										
212	Small Items of Equipment			1,820	1,161	4,000	29%	1,000		1,000	25%
220	Operating Supplies			9,938	1,322	2,000	66%	1,500		1,500	75%
354	Architectural, Engineering Airport Infrastructure Extension (reimbursable)			26,520		25,000	0%			0	0%
355	IT Related Services	-717	620	400		1,500	0%	1,000		1,000	67%
357	Other Professional Services Clean and inspect wells	14,799	2,290	5,564	3,654	3,500	104%	3,500		3,500	100%
366	Buildings					7,500	0%			0	0%
369	Repair & Mtn Equipment	3,848	10,581	2,298		3,000	0%	3,000		3,000	100%
930	Improvements Other than B	1,860				0	0%			0	0%
937	Improvements					5,000	0%			0	0%
940	Machinery & Equipment	-5,433				0	0%			0	0%
	Account:	14,357	13,491	46,540	6,137	51,500	12%	10,000	0	10,000	19%
430570	Customer Accounting and Collection										
110	Salaries and Wages	8,558	16,357	5,907	9,790	9,590	102%	9,624		9,624	100%
140	Employer Contributions	2,971	128	3,190	5,412	5,370	101%	5,375		5,375	100%
220	Operating Supplies utility postcards and forms	256	306	333		500	0%	500		500	100%
311	Postage, Box Rent, etc.	994	1,082	987	885	1,100	80%	1,100		1,100	100%
355	IT Related Services (1760) BMS software; (1450) NSight	1,480	1,625	1,648	3,679	3,700	99%	3,700		3,700	100%
359	Administration Charges	10				0	0%			0	0%
	Account:	14,269	19,498	12,065	19,766	20,260	98%	20,299	0	20,299	100%
430590	Other Activities										
251	Water Materials	21,661	397	3,041		4,000	0%	4,000		4,000	100%
357	Other Professional Services					250	0%	250		250	100%
	Account:	21,661	397	3,041		4,250	0%	4,250	0	4,250	100%
510330	Comprehensive Liability Insurance										
512	Insurance on Vehicles & E estimate	2,466	1,794	1,640	2,796	2,796	100%	3,200		3,200	114%
513	Liability estimate	6,684	4,726	5,022	6,593	6,593	100%	7,200		7,200	109%
	Account:	9,150	6,520	6,662	9,389	9,389	100%	10,400	0	10,400	111%
510400	Depreciation										
830	Depreciation	71,438	-72,195			0	0%			0	0%
	Account:	71,438	-72,195			0	***%	0	0	0	0%
510600	Pensions										
191	Pension Expense	3,877	3,522	1,635		0	0%			0	0%
	Account:	3,877	3,522	1,635		0	***%	0	0	0	0%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- Multi Year Actuals
For the Year: 2021 - 2022

5210 Water Operating Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget	Exp.	Budget	Changes	Budget	Budget
521000	Interfund Operating Transfers Out - (Specify										
820	Transfer To Other Funds	100,998	119,486	125,142	143,317	130,000	110%	150,000		150,000	115%
	estimate of transfer to water capital fund										
	Account:	100,998	119,486	125,142	143,317	130,000	110%	150,000	0	150,000	115%
	Fund:	99,570	315,376	357,914	337,122	463,980	73%	347,928	0	347,928	75%

5220 Water Replacement Depreciation Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	17-18	18-19	19-20	20-21	Budget	Rec.	Budget	Change	Budget	Budget

370000 Interest										
371010 Interest-Money Market	202	70				0 0%				0 0%
371020 Interest Earned -	731	592	296	147		0 ***%				0 0%
371050 STIP Program	5,349	3,423	978	36		0 ***%				0 0%
Group:	6,282	4,085	1,274	183		0 ***%	0	0		0 0%
380000 OTHER FINANCING SOURCES										
383000 Interfund Operating	50,998	69,486	75,142	93,317	80,000	117%	100,000		100,000	125%
depreciation and capital transfers from water operating fund.										
383005 Transfer In-Capital	50,000	50,000	50,000	50,000	50,000	100%				0 0%
Group:	100,998	119,486	125,142	143,317	130,000	110%	100,000	0	100,000	76%
Fund:	107,280	123,571	126,416	143,500	130,000	110%	100,000	0	100,000	76%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- Multi Year Actuals
For the Year: 2021 - 2022

5220 Water Replacement Depreciation Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget	Exp.	Budget	Changes	Budget	Budget
430530	Source of Supply and Pumping										
939	Well project	276,944				20,000	0%	20,000		20,000	100%
	Railroad well #3 building										
	Account:	276,944				20,000	0%	20,000	0	20,000	100%
521000	Interfund Operating Transfers Out - (Specify										
820	Transfer To Other Funds			552,662		0	0%			0	0%
	Account:			552,662		0	***%	0	0	0	0%
	Fund:	276,944		552,662		20,000	0%	20,000	0	20,000	100%

5310 Sewer Operating Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	%
	17-18	18-19	19-20	20-21	Budget	Rec.	Budget	Change	Budget	Budget
330000 Intergovernmental Revenues										
336020 Revenue on-behalf	594	1,019	892		0	0%			0	0%
Group:	594	1,019	892		0	0%	0	0	0	0%
340000 Charges for Services										
343030 Sewer User Fees	505,443	558,402	625,728	687,679	565,000	122%	615,000		615,000	109%
343031 Sewer Service Charges			17		0	0%			0	0%
343034 Connection Fees	13,600	82,200	58,200	24,000	0	***%	7,500		7,500	****%
343037 Dumping at Lagoon	12,393	9,200	8,380	6,180	2,000	309%	2,500		2,500	125%
Group:	531,436	649,802	692,325	717,859	567,000	127%	625,000	0	625,000	110%
360000 Miscellaneous Revenues										
362000 Refunds & Reimbursement				1,556	0	***%			0	0%
Group:				1,556	0	***%	0	0	0	0%
370000 Interest										
371010 Interest-Money Market	369	59	48	36	0	***%			0	0%
371020 Interest Earned -	602	1,309	873	247	0	***%			0	0%
371050 STIP Program	12,582	18,136	12,393	1,366	2,500	55%	1,000		1,000	40%
Group:	13,553	19,504	13,314	1,649	2,500	66%	1,000	0	1,000	40%
380000 OTHER FINANCING SOURCES										
383000 Interfund Operating		4,201	568,165		0	0%			0	0%
Group:		4,201	568,165		0	0%	0	0	0	0%
Fund:	545,583	674,526	1,274,696	721,064	569,500	127%	626,000	0	626,000	109%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- Multi Year Actuals
For the Year: 2021 - 2022

5310 Sewer Operating Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		17-18	18-19	19-20	20-21	Budget	Exp.	Budget	Changes	Budget	Budget
430500	Water Utilities										
357	Other Professional Service		438			0	0%			0	0%
	Account:		438			0	***%	0	0	0	0%
430600	Sewer Utilities										
110	Salaries and Wages	21,377	50,227	43,317	68,401	76,478	89%	70,000		70,000	92%
	This is not on a salary schedule. WF salary range TBD, Union?										
140	Employer Contributions	8,096	16,209	10,703	21,557	26,683	81%	27,000		27,000	101%
	estimate only wf info on this position for budgeting purposes										
191	Pension Expense	-5,297	11,829	-3,013		0	0%			0	0%
212	Small Items of Equipment			720	623	1,000	62%	3,000		3,000	300%
	pump meter										
220	Operating Supplies	2,408	5,357	3,101	777	2,500	31%	2,500		2,500	100%
226	Clothing and Uniforms	194	120		144	400	36%	400		400	100%
231	Gas, Oil, Diesel Fuel, Gr			1,567	818	4,000	20%	2,000		2,000	50%
311	Postage, Box Rent, etc.	186	239	50		300	0%	300		300	100%
335	Membership Fees & Dues		520	554	138	500	28%	500		500	100%
340	Utility Services	151	166	168	200	150	133%	250		250	167%
341	Electric	54,806	47,067	59,648	57,044	60,000	95%	60,000		60,000	100%
344	Natural Gas/propane	314	351	351	400	500	80%	500		500	100%
345	Telephone & Internet	3,256	2,607	1,649	1,455	2,500	58%	2,500		2,500	100%
348	Testing Fees					0	0%	5,000		5,000	****%
351	Medical, Dental, Veterina	542			116	500	23%	500		500	100%
354	Architectural, Engineerin	420	20,258	15,718	7,095	20,000	35%	5,000		5,000	25%
	impact fee/SFE study (Task #5) completed. Other projects?										
355	IT Related Services	-717			200	400	50%	400		400	100%
	GIS										
357	Other Professional Service	87,644	5,412	5,836	26,504	30,000	88%	35,000		35,000	117%
	Annual cleanout and videoing of sewer lines; annual generator maintenance										
366	Buildings	5,928	1,243	2,133	12	5,000	0%	5,000		5,000	100%
369	Repair & Mtn Equipment	4,870	165	4,186	428	5,000	9%	5,000		5,000	100%
370	Travel	911	998	790		1,500	0%	2,500		2,500	167%
380	Training Tuition/Registra	885	1,211	40		1,250	0%	1,500		1,500	120%
398	Other Contracted Services	1,720	2,129	1,690	1,127	2,500	45%	2,000		2,000	80%
	mission communications; weed management										
532	Land Rental	30,000	35,000	40,000	40,600	44,000	92%	42,000		42,000	95%
830	Depreciation		99,557			0	0%			0	0%
870	Miscellaneous	29			408	500	82%	500		500	100%
920	Buildings					20,000	0%			0	0%
940	Machinery & Equipment					7,500	0%			0	0%
	Account:	217,723	300,665	189,208	228,047	313,161	73%	273,350	0	273,350	87%
430630	Collection and Transmission										
220	Operating Supplies			207	460	3,000	15%	3,000		3,000	100%
355	IT Related Services	4,006	3,419			1,000	0%	1,000		1,000	100%
357	Other Professional Service					0	0%	5,000		5,000	****%
369	Repair & Mtn Equipment	11,140	4,067	6,830	4,154	10,000	42%	10,000		10,000	100%
937	Improvements	-11,454				50,000	0%	28,800		28,800	58%
	Replace 30' of sewer line - Town Hall to Povah (10,600); replace sewer line in Parkway A ((18,200)										

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- Multi Year Actuals
For the Year: 2021 - 2022

5310 Sewer Operating Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		17-18	18-19	19-20	20-21	Budget	Exp.	Budget	Changes	Budget	Budget
941	General Purpose Machinery	2,967				10,000	0%			0	0%
	Account:	6,659	7,486	7,037	4,614	74,000	6%	47,800	0	47,800	65%
430640	Treatment and Disposal										
212	Small Items of Equipment		584	884	893	1,000	89%	1,000		1,000	100%
354	Architectural, Engineering	4,808		6,955		10,000	0%			0	0%
357	Other Professional Services	456	3,945	3,944	2,382	5,000	48%	5,000		5,000	100%
459	Other	8,248	15,089	1,851	2,305	6,000	38%	6,000		6,000	100%
934	Sewage Disposal Lagoon	8,487				0	0%			0	0%
941	General Purpose Machinery				3,600	10,000	36%	10,000		10,000	100%
	Blower Replacement or re-build - being gifted by City of Rexburg										
	Account:	21,999	19,618	13,634	9,180	32,000	29%	22,000	0	22,000	69%
430670	Customer Accounting and Collection										
110	Salaries and Wages	8,558	344	5,907	9,790	9,590	102%	9,624		9,624	100%
140	Employer Contributions	2,971	128	3,190	5,412	5,370	101%	5,375		5,375	100%
220	Operating Supplies		306	333		400	0%	400		400	100%
	Utility Postcards and Forms										
311	Postage, Box Rent, etc.	994	1,082	968	885	1,100	80%	1,100		1,100	100%
355	IT Related Services	1,274	1,405	1,417	1,993	2,000	100%	2,000		2,000	100%
359	Administration Charges	10				0	0%			0	0%
	Account:	13,807	3,265	11,815	18,080	18,460	98%	18,499	0	18,499	100%
510330	Comprehensive Liability Insurance										
512	Insurance on Vehicles & E	4,192	5,637	6,561	7,766	7,766	100%	10,000		10,000	129%
513	Liability	11,362	14,852	20,088	18,315	18,315	100%	20,000		20,000	109%
	Account:	15,554	20,489	26,649	26,081	26,081	100%	30,000	0	30,000	115%
510400	Depreciation										
830	Depreciation	93,136				0	0%			0	0%
	Account:	93,136				0	***%	0	0	0	0%
510600	Pensions										
191	Pension Expense	1,748	2,781	7,710		0	0%			0	0%
	Account:	1,748	2,781	7,710		0	***%	0	0	0	0%
521000	Interfund Operating Transfers Out - (Specify)										
820	Transfer To Other Funds	182,264	589,519	498,458	537,523	500,000	108%	600,000		600,000	120%
	Account:	182,264	589,519	498,458	537,523	500,000	108%	600,000	0	600,000	120%
	Fund:	552,890	944,261	754,511	823,525	963,702	85%	991,649	0	991,649	103%

5320 Sewer Replacement Depreciation Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old	
	17-18	18-19	19-20	20-21	Budget	Rec.	Budget	Change	Budget	Budget	
370000 Interest											
371010 Interest-Money Market		80	65	24	0	***%				0	0%
371020 Interest Earned -	300	227	247	240	0	***%				0	0%
371050 STIP Program	7,193	18,079	12,318	2,067	1,000	207%	1,000			1,000	100%
Group:	7,493	18,386	12,630	2,331	1,000	233%	1,000	0		1,000	100%
380000 OTHER FINANCING SOURCES											
381070 Proceeds from				907,697	1,605,000	57%	829,444			829,444	52%
balance of line of credit available											
383000 Interfund Operating	82,264	289,519	198,458	243,857	263,800	92%	280,000			280,000	106%
depreciation (100k); Add'l (100k) for capital set aside; plus 80K for interest											
payment on line of credit covered by Additional 1% fund											
383005 Transfer In-Capital	100,000	300,000	300,000	300,000	300,000	100%	300,000			300,000	100%
80-acre infrastructure transfer											
Group:	182,264	589,519	498,458	1,451,554	2,168,800	67%	1,409,444	0		1,409,444	64%
Fund:	189,757	607,905	511,088	1,453,885	2,169,800	67%	1,410,444	0		1,410,444	65%
Grand Total:	1,136,810	1,754,998	2,864,655	2,735,166	3,191,400		2,493,444	0		2,493,444	

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- Multi Year Actuals
For the Year: 2021 - 2022

5320 Sewer Replacement Depreciation Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget	Exp.	Budget	Changes	Budget	Budget
430630	Collection and Transmission										
934	Sewage Disposal Lagoon					1,200,000	0%	1,200,000		1,200,000	100%
	(300K) set aside for Old Town Sewer Line anticipated in FY 2023; 900K for 80-acre infrastructure set-aside (900K)										
	Account:					1,200,000	0%	1,200,000	0	1,200,000	100%
430640	Treatment and Disposal										
354	Architectural, Engineering	4,500	29,723			0	0%			0	0%
934	Sewage Disposal Lagoon					78,463	0%			0	0%
951	Wastewater Treatment Plan				914,031	1,668,800	55%	1,719,848		1,719,848	103%
	Account:	4,500	29,723		914,031	1,747,263	52%	1,719,848	0	1,719,848	98%
521000	Interfund Operating Transfers Out - (Specify)										
820	Transfer To Other Funds			777,106		0	0%			0	0%
	Account:			777,106		0	***%	0	0	0	0%
	Fund:	4,500	806,829	914,031	2,947,263	31%	2,919,848		0	2,919,848	99%
											%
Grand Total :		929,404	1,264,137	2,471,916	2,074,678	4,394,945		4,279,425	0	4,279,425	

Treasurer's Report June 2021

07/02/21
09:00:11

TOWN OF WEST YELLOWSTONE
Cash Report
For the Accounting Period: 6/21

Page: 1 of 4
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 General Fund						
101000 CASH	465,347.88	357,328.20	1,383.36	0.00	310,859.51	513,199.93
101100 Investments - CD's	734,536.39	0.00	0.00	0.00	0.00	734,536.38
101300 Investments - Money Market	14,496.60	0.83	0.00	0.00	0.00	14,497.43
101500 Investment-STIP	162,932.62	171.48	0.00	0.00	0.00	163,104.10
103000 Petty Cash	50.00	0.00	0.00	0.00	0.00	50.00
103100 Town Office	50.00	0.00	0.00	0.00	0.00	50.00
103200 Petty Cash/WY Police Dept	50.00	0.00	0.00	0.00	0.00	50.00
Total Fund	1,377,463.48	357,500.51	1,383.36		310,859.51	1,425,487.84
2100 Local Option Taxation-Resort Tax						
101000 CASH	244,588.54	661,452.01	0.00	347,765.93	0.00	558,274.62
101500 Investment-STIP	1,965,217.00	0.00	0.00	0.00	0.00	1,965,217.00
102215 STIP Investment-Rev Bond	161,447.44	13.01	0.00	0.00	0.00	161,460.45
102225 STIP Reserve Acct Town Hall 10%	134,021.54	10.80	0.00	0.00	0.00	134,032.34
Total Fund	2,505,274.52	661,475.82		347,765.93		2,818,984.41
2101 Marketing & Promotions (MAR)						
101000 CASH	53,692.03	12,306.82	0.00	0.00	1,215.00	64,783.85
101300 Investments - Money Market	14,004.82	0.81	0.00	0.00	0.00	14,005.63
101500 Investment-STIP	152,484.70	12.29	0.00	0.00	0.00	152,496.99
Total Fund	220,181.55	12,319.92			1,215.00	231,286.47
2104 Additional 1%						
101000 CASH	162,475.27	164,036.89	0.00	1,738.39	0.00	324,773.77
101500 Investment-STIP	1,251,035.79	100.81	0.00	0.00	0.00	1,251,136.60
Total Fund	1,413,511.06	164,137.70		1,738.39		1,575,910.37
2111 Off Street Parking						
101000 CASH	32,288.23	2.90	0.00	0.00	0.00	32,291.13
101500 Investment-STIP	115,488.13	9.31	0.00	0.00	0.00	115,497.44
Total Fund	147,776.36	12.21				147,788.57
2210 Parks & Recreation						
101000 CASH	1,650.00	690.00	0.00	0.00	700.00	1,640.00
2211 Youth Program Donations						
101000 CASH	3,842.40	0.35	0.00	0.00	0.00	3,842.75
2212 Parks - Volleyball Court						
101000 CASH	5,156.55	0.46	0.00	0.00	0.00	5,157.01
2214 Rec. Program Scholarships						
101000 CASH	9,122.84	0.82	0.00	0.00	0.00	9,123.66
2220 Library						
101000 CASH	9,609.12	27,410.20	0.00	0.00	18,640.02	18,379.30
2240 Cemetery						
101000 CASH	1,975.35	150.19	0.00	0.00	0.00	2,125.54
101500 Investment-STIP	10,690.20	0.86	0.00	0.00	0.00	10,691.06
Total Fund	12,665.55	151.05				12,816.60
2392 CDBG-Local Source						
101000 CASH	25,457.32	2.29	0.00	0.00	0.00	25,459.61
101500 Investment-STIP	41,233.82	3.32	0.00	0.00	0.00	41,237.14
Total Fund	66,691.14	5.61				66,696.75

TOWN OF WEST YELLOWSTONE
Cash Report
For the Accounting Period: 6/21

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
2701 Cemetery Perpetual Care (7050)						
101000 CASH	5,662.19	150.52	0.00	0.00	0.00	5,812.71
101500 Investment-STIP	38,504.87	3.10	0.00	0.00	0.00	38,507.97
Total Fund	44,167.06	153.62				44,320.68
2820 Gas Tax Apportionment						
101000 CASH	60,123.37	2,435.92	0.00	0.00	0.00	62,559.29
101300 Investments - Money Market	10,151.34	0.58	0.00	0.00	0.00	10,151.92
101500 Investment-STIP	133.66	0.01	0.00	0.00	0.00	133.67
Total Fund	70,408.37	2,436.51				72,844.88
2821 Gas Tax BARSAA Funds						
101000 CASH	1,796.51	0.16	0.00	0.00	0.00	1,796.67
2850 911 Emergency						
101000 CASH	5,664.73	66,157.42	0.00	0.00	3,224.51	68,597.64
101300 Investments - Money Market	175.03	0.01	0.00	0.00	0.00	175.04
101500 Investment-STIP	150,299.36	12.11	0.00	0.00	0.00	150,311.47
Total Fund	156,139.12	66,169.54			3,224.51	219,084.15
2917 Crime Victims Assistance						
101000 CASH	6,454.93	0.00	0.00	0.00	0.00	6,454.93
2992 ARPA Funds						
101000 CASH	0.00	175,758.04	0.00	0.00	0.00	175,758.04
3050 GO Bond						
101000 CASH	9,354.17	40,321.71	0.00	0.00	0.00	49,675.88
101500 Investment-STIP	237,025.08	19.10	0.00	0.00	0.00	237,044.18
Total Fund	246,379.25	40,340.81				286,720.06
4000 Capital Projects/Equipment						
101000 CASH	104,136.64	5.41	439.70	0.00	44,409.37	60,172.38
101300 Investments - Money Market	10,050.33	0.58	0.00	0.00	0.00	10,050.91
101500 Investment-STIP	90,655.68	7.30	0.00	0.00	0.00	90,662.98
Total Fund	204,842.65	13.29	439.70		44,409.37	160,886.27
4060 Public Works Equipment Replacement						
101000 CASH	366.07	0.03	0.00	0.00	0.00	366.10
101300 Investments - Money Market	21.07	0.00	0.00	0.00	0.00	21.07
101500 Investment-STIP	255.14	0.02	0.00	0.00	0.00	255.16
Total Fund	642.28	0.05				642.33
4070 Parkway Construction/Mtn						
101300 Investments - Money Market	0.34	0.00	0.00	0.00	0.00	0.34
101500 Investment-STIP	7,296.79	0.59	0.00	0.00	0.00	7,297.38
Total Fund	7,297.13	0.59				7,297.72
4075 Street Construction /Maintenance						
101000 CASH	27,850.48	2.50	0.00	0.00	0.00	27,852.98
101300 Investments - Money Market	20,103.06	1.16	0.00	0.00	0.00	20,104.22
101500 Investment-STIP	501,148.19	40.38	0.00	0.00	0.00	501,188.57
Total Fund	549,101.73	44.04				549,145.77
5210 Water Operating Fund						
101000 CASH	9,822.72	39,585.14	0.00	3,901.80	20,228.05	25,278.01
101300 Investments - Money Market	0.44	0.00	0.00	0.00	0.00	0.44

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101500 Investment-STIP	151,099.22	12.18	0.00	0.00	0.00	151,111.40
102245 Replacement & Depreciation Ent.	23,611.43	1.90	0.00	0.00	0.00	23,613.33
Total Fund	184,533.81	39,599.22		3,901.80	20,228.05	200,003.18
5220 Water Replacement Depreciation Fund						
101000 CASH	169,296.53	15.22	0.00	0.00	0.00	169,311.75
101500 Investment-STIP	108,474.34	8.74	0.00	0.00	0.00	108,483.08
Total Fund	277,770.87	23.96				277,794.83
5310 Sewer Operating Fund						
101000 CASH	7,256.20	155,441.67	2,494.73	1,397.28	65,343.41	98,451.91
101300 Investments - Money Market	63,662.70	3.66	0.00	0.00	0.00	63,666.36
101500 Investment-STIP	360,168.18	29.02	0.00	100,000.00	0.00	260,197.20
101510 Mad Add Construction-STIP	64,831.49	5.22	0.00	0.00	0.00	64,836.71
102245 Replacement & Depreciation Ent.	139,252.38	11.22	0.00	0.00	0.00	139,263.60
Total Fund	635,170.95	155,490.79	2,494.73	101,397.28	65,343.41	626,415.78
5320 Sewer Replacement Depreciation Fund						
101000 CASH	538,544.59	1,777.80	0.00	100,000.00	1,738.39	438,584.00
101001 Cash of Line of Credit - MVB	0.00	132,140.50	0.00	0.00	132,140.50	0.00
101300 Investments - Money Market	31,543.45	1.82	0.00	0.00	0.00	31,545.27
101500 Investment-STIP	1,069,610.62	100,086.19	0.00	0.00	0.00	1,169,696.81
Total Fund	1,639,698.66	234,006.31		100,000.00	133,878.89	1,639,826.08
7010 Social Services/Help Fund						
101000 CASH	91,305.50	794.11	0.00	0.00	1,091.99	91,007.62
101300 Investments - Money Market	10,285.41	0.59	0.00	0.00	0.00	10,286.00
101500 Investment-STIP	21,319.48	1.72	0.00	0.00	0.00	21,321.20
102130 Donations	208.65	0.02	0.00	0.00	0.00	208.67
Total Fund	123,119.04	796.44			1,091.99	122,823.49
7195 Court Collections Trust Acct						
101000 CASH	8,296.49	0.00	0.00	0.00	0.00	8,296.49
7202 TBID Agency Fund						
101000 CASH	10,640.30	37,097.03	0.00	1,112.81	9,105.39	37,519.13
7458 Court Surcharge HB176						
101000 CASH	210.00	130.00	0.00	0.00	160.00	180.00
7467 MT Law Enforcement Academy (MLEA)						
101000 CASH	240.00	140.00	0.00	0.00	170.00	210.00
7469 City Court - Judge Gibson						
101000 CASH	5,347.50	2,725.00	0.00	3,470.00	0.00	4,602.50
7699 Victims Assistance Program						
101000 CASH	245.00	98.00	0.00	0.00	245.00	98.00
7910 Payroll Fund						
101000 CASH	547.66	0.00	172,959.86	170,173.50	0.00	3,334.02
7930 Claims Fund						
101000 CASH	24,703.72	0.00	431,993.49	218,736.36	0.00	237,960.85
Totals	9,970,697.60	1,978,728.05	609,271.14	948,296.07	609,271.14	11,001,129.58

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column

Glacier Bancorp, Inc.
49 Commons Loop
Kalispell, MT 59901
(406) 756-4200

REPURCHASE AGREEMENT CONFIRMATION

June 29, 2021

TOWN OF WEST YELLOWSTONE
PO BOX 1570
WEST YELLOWSTONE MT 59758

As principal, we confirm the following balance under your master repurchase agreement on file. This confirmation supersedes all prior dated confirmations. If this confirmation is not in accordance with your records, please contact your account officer immediately.

Customer Number	Trade Number	Settlement Date	Principal Balance	Maturity Date	Current Rate
xxxxxxxxxxx2900	684	06/29/2021	2,996,413.15	06/30/2021	0.1500%

The following security is sold under agreement to repurchase:

Security Description	CUSIP Number	Coupon Rate	Maturity Date	Par Value	Market Value	% Of Security
FEDERAL NAT MTG A	31418DT77	2.000%	11/01/2030	3,414,000	3,086,894.56	2.099%

Funds held pursuant to the repurchase agreement are not deposits and are not insured by the FDIC

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
48111	1273 Montana Security and 66777 06/21/21 monitoring UPDL	61.50 61.50		UPDL	1000 411252	357		101000	
48112	1089 Gallatin County Treasurer	368.00							
	06/30/21 Tech surcharge	130.00		COURT	7458 212200			101000	
	06/30/21 MLEA	140.00		COURT	7467 212200			101000	
	06/30/21 Victims Assistance	98.00		COURT	7699 212200			101000	
48113	2088 Town West Yellowstone	786.32							
	06/30/21 utility chrgs, Chamber, 895	100.85		BLDGS	1000 411257	340		101000	
	06/30/21 utility chrgs, UPDL, 892	84.78		BLDGS	1000 411252	340		101000	
	06/30/21 utility chrgs, PS Shops, 884	38.88		BLDGS	1000 411253	340		101000	
	06/30/21 utility chrgs, Povah Ctr, 887	140.97		BLDGS	1000 411255	340		101000	
	06/30/21 utility chrgs, Police Dept, 886	49.81		BLDGS	1000 411258	340		101000	
	06/30/21 utility chrgs, City Park, 885	135.84		BLDGS	1000 411253	340		101000	
	06/30/21 utility chrgs, Library, 891	49.53		LI BBLD	1000 411259	340		101000	
	06/30/21 utility chrgs, Lift #1, 903	16.81		SEWER	5310 430600	340		101000	
	06/30/21 utility chrgs, Twn Hall, 921	168.85		TWNHAL	1000 411250	340		101000	
48114	95 Energy West-Montana	1,179.30							
	06/25/21 nat gas 210361788 updl	312.96		UPDH	1000 411252	344		101000	
	06/25/21 nat gas 210360293 Police	29.87		POLBLD	1000 411258	344		101000	
	06/25/21 nat gas 210361746 Pub Services	101.30		STREET	1000 430200	344		101000	
	06/25/21 nat gas 210361811 old firehall	23.66		PARK	1000 460430	344		101000	
	06/25/21 nat gas 210363966 old bld ins	29.87		STREET	1000 430200	344		101000	
	06/25/21 nat gas 210360540 library	71.77		LI BBLD	1000 411259	344		101000	
	06/25/21 nat gas 210364599 Povah	344.04		POVAH	1000 411255	344		101000	
	06/25/21 nat gas 210361697 Iris Lift St	42.29		PUBSVC	1000 430200	344		101000	
	06/25/21 nat gas 210365425 Twn Hall	196.77		TWNHAL	1000 411250	344		101000	
	06/25/21 nat gas 210361655 Mad Add Sewe	26.77		SEWER	5310 430600	344		101000	
48115	2853 Two Seasons Recycling	850.00							
	2021693 06/30/21 monthly recycling	850.00		PARKS	1000 460430	534		101000	
48120	2264 MORNING GLORY COFFEE & TEA	32.50							
	168991 06/21/21 Dispatch coffee	32.50		DISP	1000 420160	220		101000	
48121	2575 WY Tourism Business Improvement	35,980.85							
	06/30/21 Collections in June	35,980.85*		TBID	7202 411800	540		101000	

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
48124	42 Fall River Electric	10,066.47							
06/21/21	PARK, old firehouse 2901001	75.90		PARK	1000 411253	341		101000	
06/21/21	povah comm ctr 4212001	258.85		POVAH	1000 411255	341		101000	
06/21/21	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341		101000	
06/21/21	RR Well 4212005	363.68		WATER	5210 430500	341		101000	
06/21/21	SEWER LIFT STATION 4212006	363.48		SEWER	5310 430600	341		101000	
06/21/21	SEWER PLANT 4212007	1,518.26		SEWER	5310 430600	341		101000	
06/21/21	POLICE 4212008	175.51		POLICE	1000 411258	341		101000	
06/21/21	TOWN HALL 4212009	309.22		TWNHLA	1000 411250	341		101000	
06/21/21	ICE RINK 421010	39.00		PARKS	1000 411253	341		101000	
06/21/21	South Iris Street Well 4212013	96.66		WATER	5210 430500	341		101000	
06/21/21	MAD SEWER LIFT 4212014	103.81		SEWER	5310 430600	341		101000	
06/21/21	Hayden/Grouse Well 4212015	40.27		WATER	5210 430500	341		101000	
06/21/21	MADADD H2O Tower 4212017	54.57		WATER	5210 430500	341		101000	
06/21/21	SHOP 4212018	249.23		STREET	1000 430200	341		101000	
06/21/21	ANIMAL 4212029	81.96		ANIML	1000 440600	341		101000	
06/21/21	CLORINATOR 4212030	57.05		WATER	5210 430500	341		101000	
06/21/21	Electric Well 4212031	41.19		WATER	5210 430500	341		101000	
06/21/21	PARK 4212032	99.37		PARKS	1000 411253	341		101000	
06/21/21	UPDH 4212041	713.11		UPDH	1000 411252	341		101000	
06/21/21	SEWER TREAT SERV 4212046	3,868.21		SEWER	5310 430600	341		101000	
06/21/21	LIBRARY 23 dunraven 4212054	105.89		LIBR	1000 411259	341		101000	
48125	73 Westmart Building Center	3,926.14							
06/27/21	Street Supplies	2,952.21		STREET	1000 430200	220		101000	
06/27/21	Sewer Supplies	265.27		SEWER	5310 430600	220		101000	
06/27/21	Water Supplies	102.47		WATER	5210 430500	220		101000	
06/27/21	Police Supplies	26.53		POLICE	1000 420100	220		101000	
06/27/21	Povah Ctr. Supplies	48.44		POVAH	1000 411255	220		101000	
06/27/21	Parks Supplies	246.48		PARKS	1000 460430	220		101000	
06/27/21	Sum Rec Supplies	182.20		SUMREC	1000 460449	220		101000	
06/27/21	Street repairs	102.54		STREET	1000 430200	361		101000	
48126	3242 Fisher's Technology	19.49							
920498	06/25/21 copier maintenance fee	19.49		FINADM	1000 410510	356		101000	
48130	2546 Century Link QCC	20.00							
06/24/21	Long dist chg 406-646-7600	20.00		DISPAT	2850 420750	345		101000	

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
48131	2813 Century Link	1,556.91							
06/19/21	E911 Vi per 255-9710	1,002.74		E911	2850 420750	345		101000	
06/19/21	E911 Vi per 255-9712	26.98		E911	2850 420750	345		101000	
06/19/21	E911 Vi per 646-5170	114.62		E911	2850 420750	345		101000	
06/19/21	Al arm Lines 646-5185	93.86		TWNHLL	1000 411250	345		101000	
06/19/21	Police - 646-7600	318.71		POLICE	2850 420750	345		101000	
48132	1514 Verizon Wireless	1,097.37							
21 Smartphones									
5 laptops									
06/20/21	640-0108, Police	42.73		POLICE	1000 420100	345		101000	
06/20/21	640-0121 Laptop	40.01		POLICE	1000 420100	345		101000	
06/20/21	640-0141 Street SP	42.73		STREET	1000 430200	345		101000	
06/20/21	640-0159 Street SP	42.73		STREET	1000 430200	345		101000	
06/20/21	640-0606 911 Dispatch	42.73		911	2850 420750	345		101000	
06/20/21	640-1103, Operator SP	42.73		STREET	1000 430200	345		101000	
06/20/21	640-1460, Library Dir, SP	42.73		LIBRAR	2220 460100	345		101000	
06/20/21	640-1461, S & W operator, SP	42.73		SEWER	5310 430600	345		101000	
06/20/21	640-1462, S & W Super, SP	42.73		WATER	5210 430500	345		101000	
06/20/21	640-1463, Deputy PSS, SP Sspnd	42.73		PARKS	1000 460430	345		101000	
06/20/21	640-1472, Ops Mgr, SP	42.73		ADMIN	1000 410210	345		101000	
06/20/21	640-1676, Rec Coord, SP	42.73		REC	1000 460440	345		101000	
06/20/21	640-1754, COP, SP	42.73		POLICE	1000 420100	345		101000	
06/20/21	640-1755, Police	42.73		POLICE	1000 420100	345		101000	
06/20/21	640-1756, Police	42.73		POLICE	1000 420100	345		101000	
06/20/21	640-1757, Police	42.73		POLICE	1000 420100	345		101000	
06/20/21	640-1758, Police, SP	42.73		POLICE	1000 420100	345		101000	
06/20/21	640-1759, Police	42.73		POLICE	1000 420100	345		101000	
06/20/21	640-7547, Street SP	42.73		PARKS	1000 460430	345		101000	
06/20/21	640-9074, PSS, SP	42.73		STREET	1000 430200	345		101000	
06/20/21	640-2195 683 laptop	40.01		POLICE	1000 420100	345		101000	
06/20/21	640-2551 COP laptop	40.01		POLICE	1000 420100	345		101000	
06/20/21	641-0184 686 laptop	40.01		POLICE	1000 420100	345		101000	
06/20/21	641.0207 681 laptop	40.01		POLICE	1000 420100	345		101000	
06/20/21	640-2354 Social Services	42.72		SOCSE	1000 450135	345		101000	
06/20/21	640-2629 City Judge	42.73		COURT	1000 410360	345		101000	
48138	65 T & E	129.68							
0451389	06/10/21 Valve GP-SOL	129.68		STREET	1000 430200	220		101000	

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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/21

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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
48139		3066 Core & Main		675.00					
	P051837	06/11/21 SubsurfaceML-3S mag locator		675.00		STREET	1000 430200	220	101000
48140		2647 Flathead Beacon Productions		35.00					
	27024	05/31/21 Domain registration FY 22		35.00		IT	1000 410580	355	101000
48141		1342 Montana Dept of Justice		2,210.82					
	2022-6-127	06/21/21 CrimJusticel nfoNetwrkServi		2,210.82		DSPTCH	1000 420160	398	101000
48142		999999 YELLOWSTONE COUNTRY INN		176.63					
	06/29/21	Resti tutionDi sbrsmnt/JASl attery		176.63		COURT	7469 212401		101000
48143		999999 GO GO EXPRESSO		165.87					
	06/29/21	Resti tutionDi sbrsmnt/SI attery		165.87		COURT	7469 212401		101000
48144		999999 LORI A HURST		60.00					
	06/29/21	Resti tutionDi sbrsmnt/Parml y		60.00		COURT	7469 212401		101000
48145		999999 DANIEL PUENTE FLORES, JR		200.00					
	06/29/21	Resti tutionDi sbrsmnt/Costanzo		200.00		COURT	7469 212401		101000
48146		999999 SOUTHLAKE APARTMENTS		90.00					
	06/29/21	Resti tutionDi sbrsmnt/Lott		90.00		COURT	7469 212401		101000
48147		1864 Loomi s Famili y Li mi ted		19.40					
	06/23/21	I ce for sendi ng Sampl es		8.24		WATER	5210 430500	220	101000
	05/26/21	I ce for sendi ng Sampl es/AAbatt		11.16		SEWER	5310 430600	220	101000
48148		3192 Floyd' s Truck Center		292.46					
	401152374	03/12/21 Crdi t memo Ki tremanbrakesho		-51.00		STREET	1000 430200	369	101000
	401153200	04/05/21 39MT 12V Starter Rot Fla D		385.25		STREET	1000 430200	369	101000
	401154455	05/12/21 Crdi t memo 39MT 12V Starter		-365.00		STREET	1000 430200	369	101000
	401153358	04/09/21 42MT 12VReman StarterY5/Cor		548.21		STREET	1000 430200	369	101000
	401154454	05/12/21 Crdi t memo42MT12VRemanStarte		-225.00		STREET	1000 430200	369	101000
48149		3309 AQUAPRO		263.71					
	21027	06/22/21 SprayPaint, Weed killer		263.71		SEWER	5310 430600	220	101000
48150		547 WY Chamber of Commerce		6,000.00					
	FW21-07	06/30/21 Fireworks Donati on		6,000.00		LEGI S	1000 410100	870	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48151		2952 DIS Technologies		806.86					
	7759 06/29/21	SrvrBsd&HostedAntiVirRenw FY22		306.87		DSPTCH	1000 420160	216	101000
	7665 05/31/21	weBoostrchvehclcel lsi gbooster		499.99		POLICE	1000 420100	212	101000
48152		2822 ClearBlu Business Services		650.00					
	06/22/21	Jet-Grease ball ParkwayA/Hayde		500.00		SEWER	5310 430630	357	101000
	06/22/21	Jet Flush-Womens Sink in Park		75.00		PARK	1000 411253	357	101000
	06/22/21	Jet Flush-Womens Sink in CofC		75.00		CHMBR	1000 411257	357	101000
48153		3219 First Security Bank		65.00					
	06/18/21	Safe Deposit Box Annual Rent		65.00		FINADM	1000 410510	630	101000
48154		2952 DIS Technologies		502.99					
	7736 06/28/21	SonicWall FY22		467.00		LIBRY	2220 460100	216	101000
	7736 06/28/21	Webcam for Vely		35.99		REC	1000 460440	212	101000
48155		333 Montana State Library		1,843.65					
	MSCFY22 06/21/21	Montana Shared Catalog FY22		1,843.65		LIBRY	2220 460100	398	101000
48156		2214 MMCT & FOA		100.00					
	07/01/21	Membership Dues GospodarekFy22		50.00		FINADM	1000 410210	335	101000
	07/01/21	Membership Dues Russel l Fy22		50.00		FINADM	1000 410210	335	101000
48157		2913 Mountain Valley Construction		11,850.00					
	7805 06/16/21	Dustgard magnesi umchl ori de		11,850.00		ROAD	2820 430200	451	101000
48158		2854 Mountain Alarm		110.55					
	2463808 07/01/21	TwnHall Alarm moni toring		110.55		TWNHLL	1000 411250	357	101000
48159		3315 IAS Envi roChem		609.00					
	2102916 06/18/21	Ni trate/Ecol i /ammon/chl ori dte		609.00		WATER	5210 430500	357	101000
48160		477 C. S. Construction		4,900.80					
	2617 06/13/21	ThawofNezPerceHouses		4,900.80		WATER	5210 430550	369	101000
48161		471 Northwest Pipe Fittings, Inc.		454.94					
	7546222 06/23/21	Meter Stock		454.94		WATER	5210 430500	251	101000
48162		2977 Staples Credit Plan		818.48					
	2847126741 05/20/21	Library supplies		105.77		LIBRY	2220 460100	220	101000
	2847828481 05/22/21	Dispatch supplies		12.07		DSPTCH	1000 420160	220	101000
	2847905851 05/22/21	Police supplies		117.96		POLICE	1000 420100	220	101000
	2847905851 05/22/21	Dispatch Supplies		131.18		DSPTCH	1000 420160	220	101000
	2849973161 05/26/21	Rec Supplies		137.45		RECRE	1000 460440	220	101000

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TOWN OF WEST YELLOWSTONE
Claim Approval List
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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	2850081801	05/26/21	Rec Supplies	17.29		RECRE	1000 460440	220	101000
	2850530801	05/26/21	Rec Supplies	39.98		RECRE	1000 460440	220	101000
	2850911081	05/27/21	Rec Supplies	34.49		RECRE	1000 460440	220	101000
	2851680871	05/28/21	Admin binders	79.98		ADMIN	1000 410210	220	101000
	2853174131	06/02/21	Rec Supplies	20.36		RECRE	1000 460440	220	101000
	2858400651	06/09/21	Admin paper	83.97		ADMIN	1000 410210	220	101000
	2858403961	06/09/21	Finance Supplies	29.99		FINADM	1000 410510	220	101000
	2858853261	06/09/21	Finance Supplies	7.99		FINADM	1000 410510	220	101000
48163		3085	Buffalo Services, LLC	6,280.00					
	63021	07/01/21	Water Consulting/sampl estaken	3,230.00		WATER	5210 430500	357	101000
	63021	07/01/21	Sewer consulting	3,050.00		SEWER	5310 430600	357	101000
48164		151	Gallatin County WY TS/Compost	1,310.05					
	06/30/21		Household waste	1,310.05		PARKS	1000 460430	534	101000
48165		2099	Quick Print of West Yellowstone	82.00					
	15008	07/01/21	Brochure"Avai lable Resources"	82.00		SOC SER	1000 450135	321	101000
		# of Claims	41	Total:	96,647.74				

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$23,739.65
2220 Library	
101000 CASH	\$2,459.15
2820 Gas Tax Apportionment	
101000 CASH	\$11,850.00
2850 911 Emergency	
101000 CASH	\$1,525.78
5210 Water Operating Fund	
101000 CASH	\$10,001.60
5310 Sewer Operating Fund	
101000 CASH	\$10,030.21
7202 TBID Agency Fund	
101000 CASH	\$35,980.85
7458 Court Surcharge HB176	
101000 CASH	\$130.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	\$140.00
7469 City Court - Judge Gibson	
101000 CASH	\$692.50
7699 Victims Assistance Program	
101000 CASH	\$98.00
Total:	\$96,647.74



Town of West Yellowstone
Business License Application

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

Signature of Property Owner of Record: _____

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

Zoning District, please mark one:

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

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

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

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

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

Signature of Applicant

Total Amount Due: \$ _____

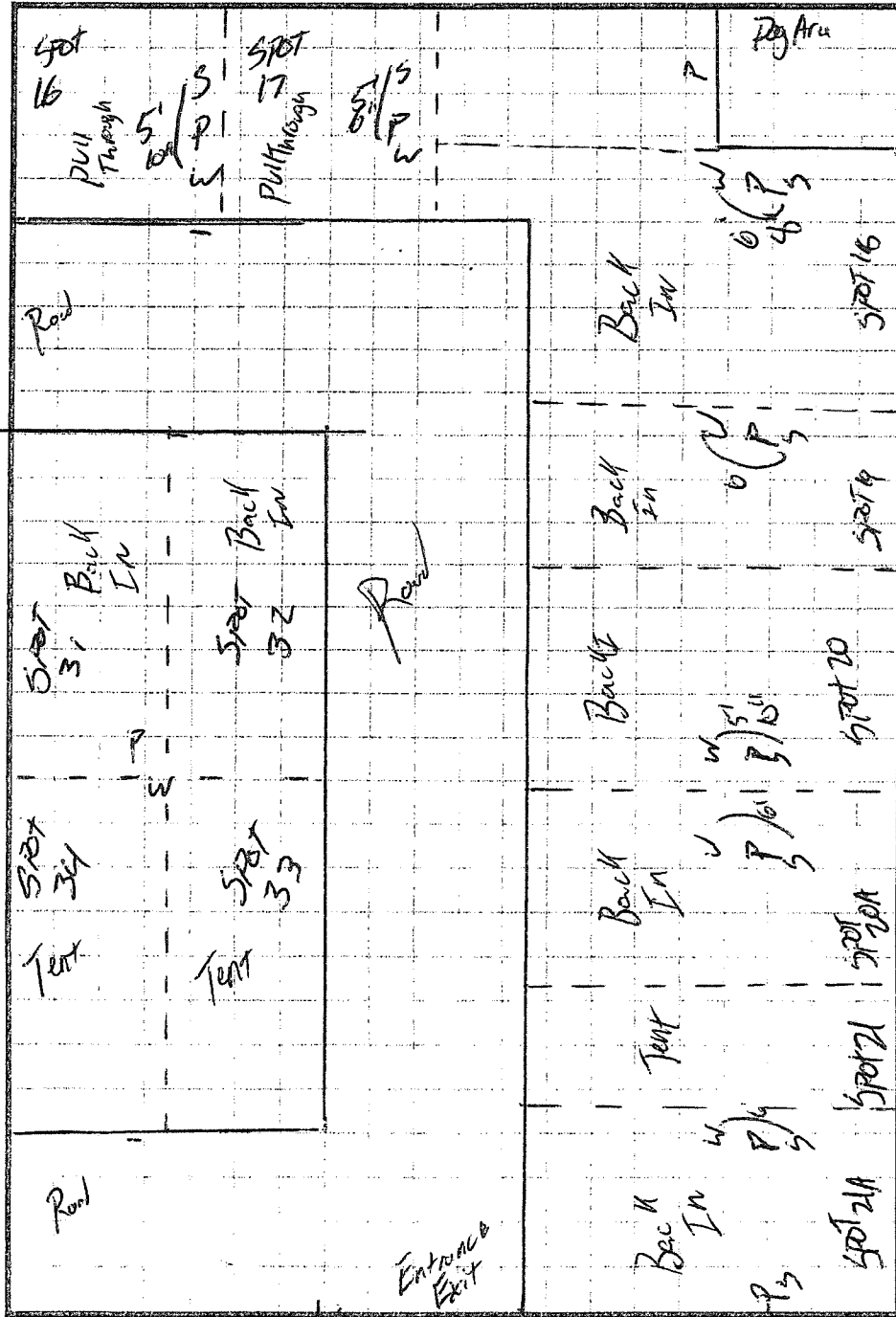
Signature of Applicant
06/15/21
Date

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

Site Plan

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

657

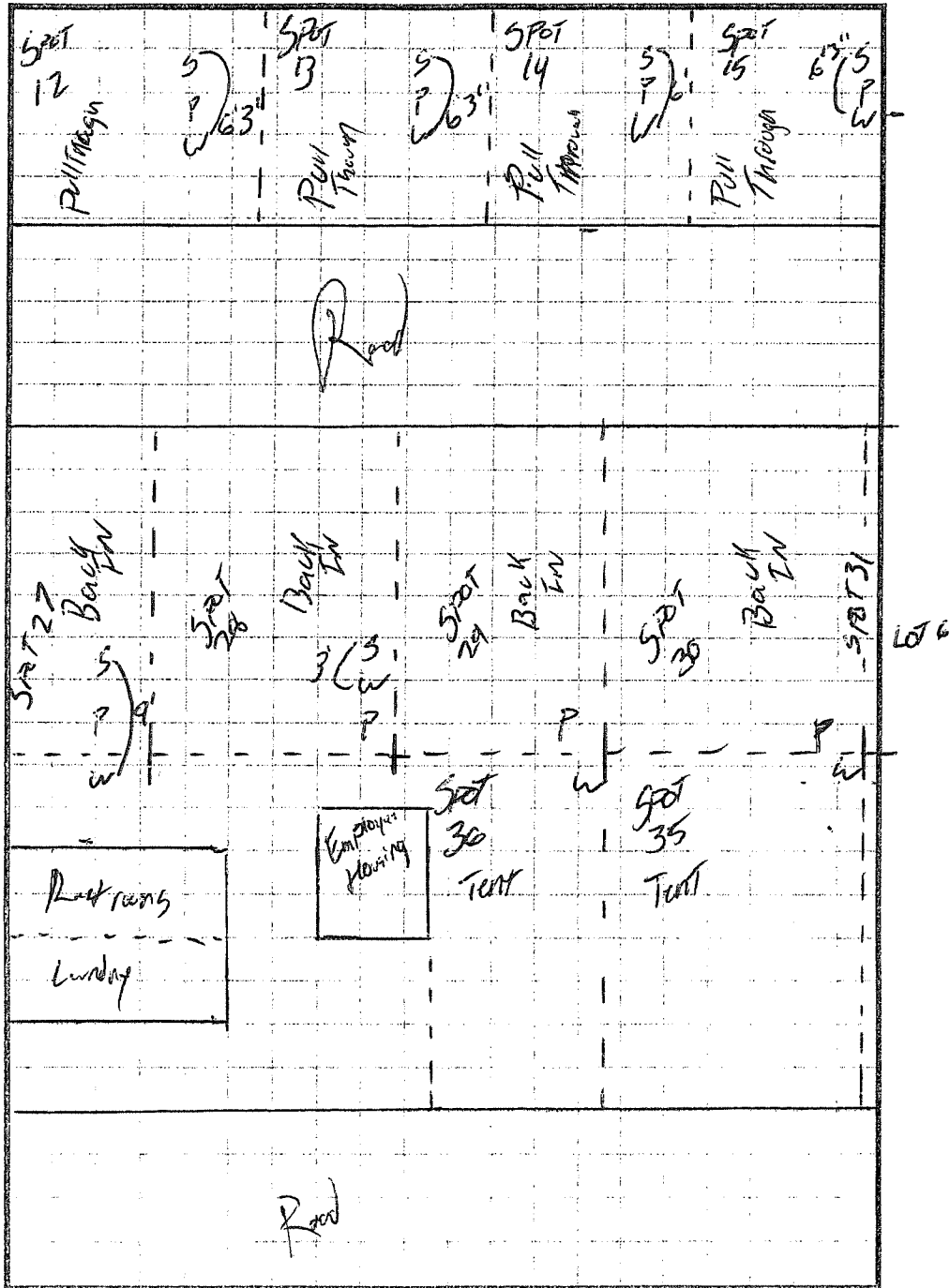


Scale: 1 inch = 20 feet

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

Site Plan

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

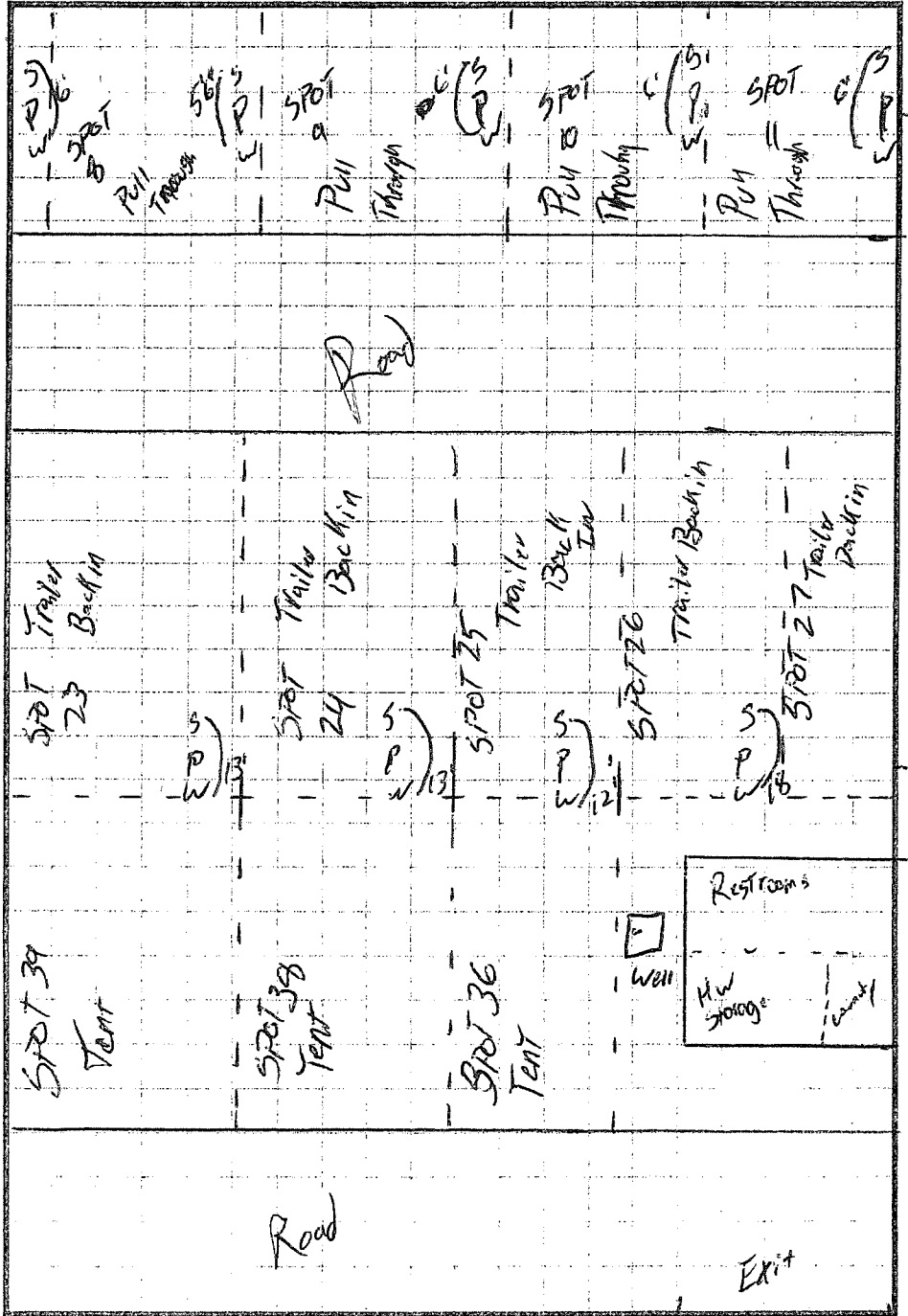


Scale: 1 inch = 20 feet

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

Site Plan

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



Scale: 1 inch = 20 feet

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

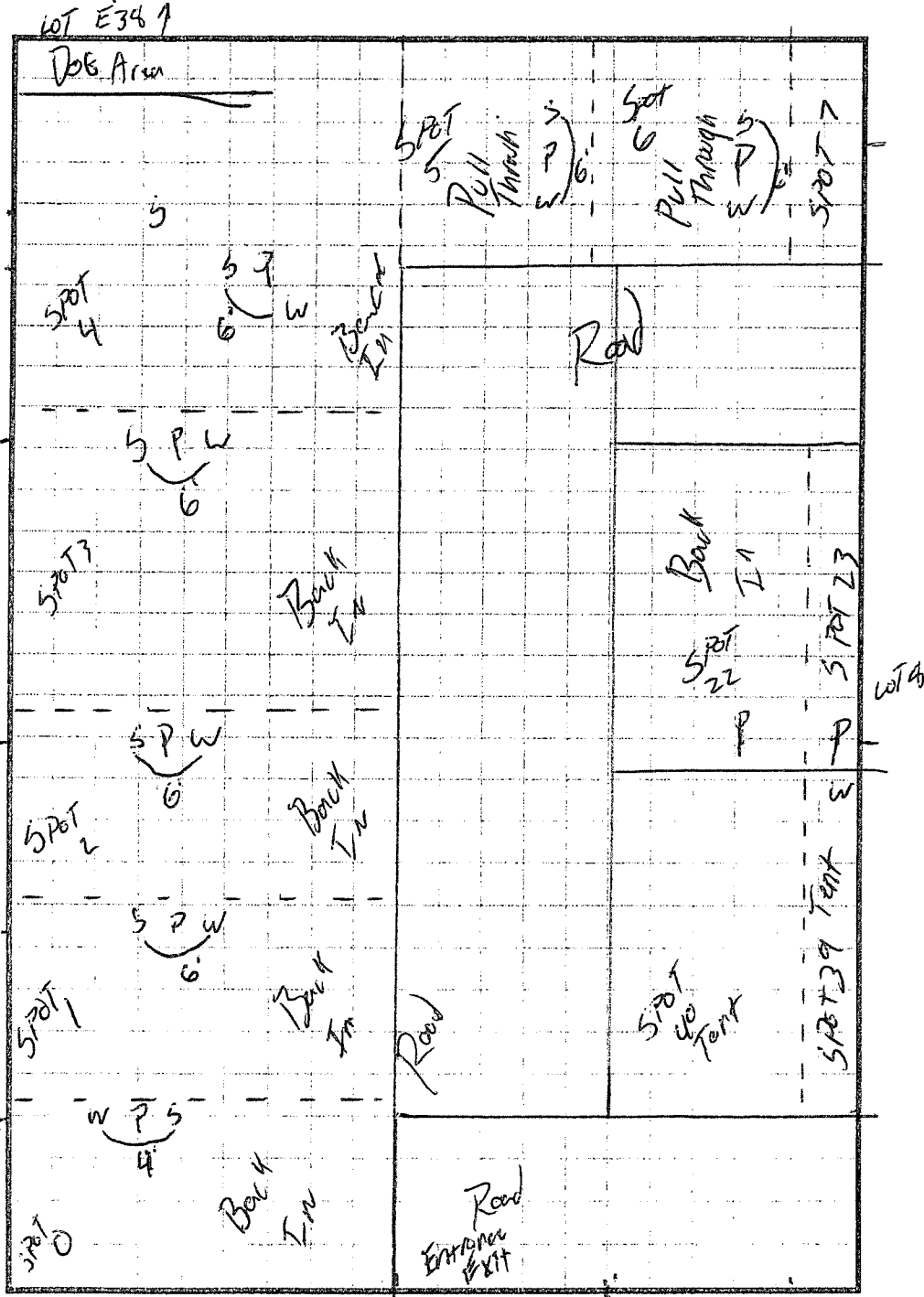
Site Plan

Business Name: Fox Den RV and Campground

Business Owner: Jacob Rodol, Derek Hellman

Business Street Address: 635 Gibson

Block: 7 Lot: 9 Subdivision: _____

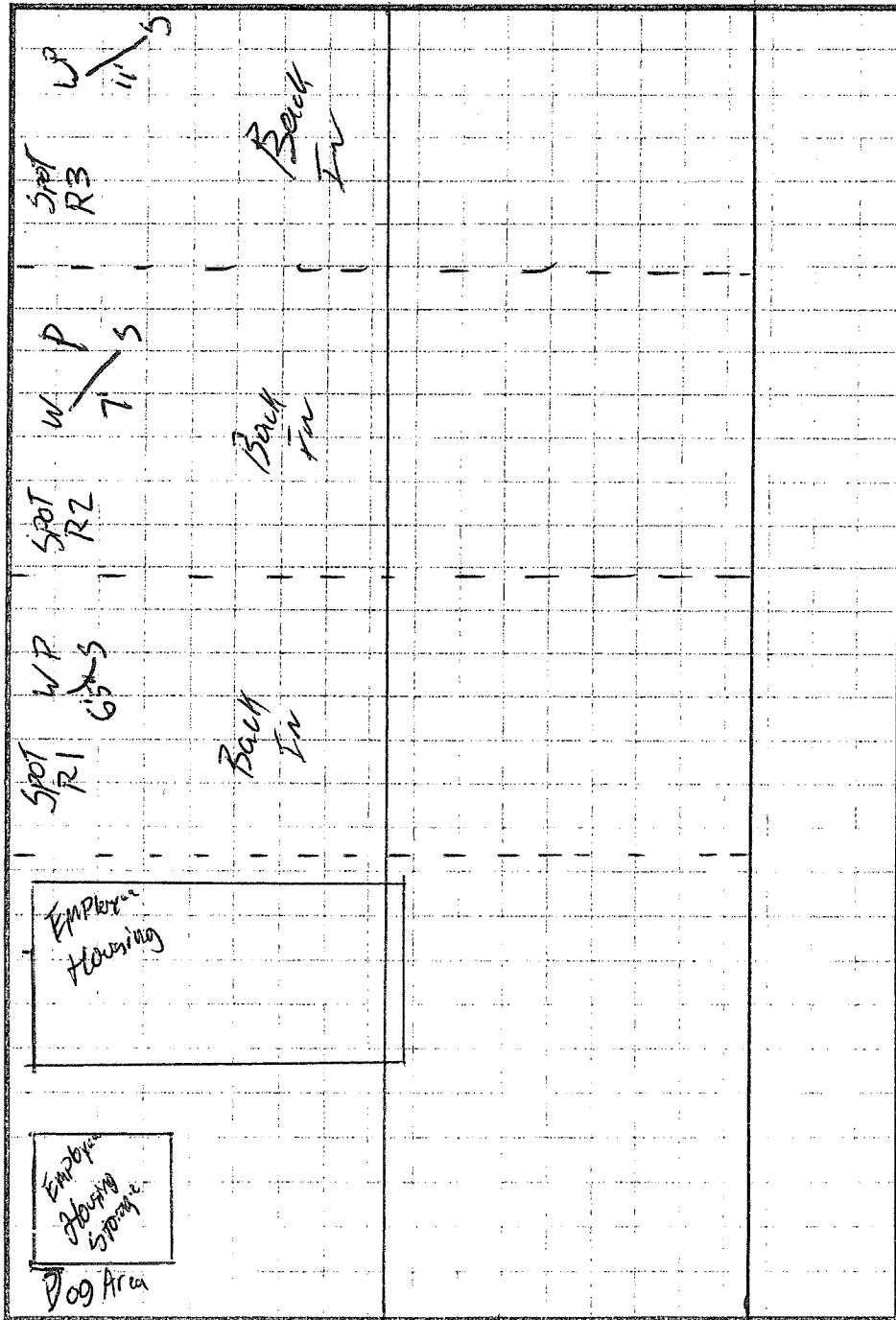


Scale: 1 inch = 20 feet

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

Site Plan

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



40' LOT 9 ↓

Scale: 1 inch = 20 feet

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

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting & Work Session
June 22, 2021

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

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent Jon Simms, Fire Chief Shane Grube, Chief of Police Todd Richardson, Beth Serniak, Brenda Martin-911 Center Manager, Dan Walker, Ellen Butler, Jason Howell, Randy Wakefield

The meeting is called to order by Mayor Jerry Johnson 6:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

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

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

WORK SESSION

Mayor Johnson calls the meeting to order. He explains that the purpose of the meeting is to discuss the Special Revenue funds in the budget. Finance Director Lanie Gospodarek explains that special revenue funds are funds that have funding sources from other places that often dictates how the money is spent. Gospodarek explains that the resort tax comes into a special revenue fund and then the money is transferred out to other funds. She points out that the resort tax fund includes expenses for administering the resort tax and debt service payments for the town hall building and the purchase of the 80 acres. She also explains that the additional 1% resort tax initially goes into the resort tax fund but the 1% is transferred into a separate account. Gospodarek also describes the Marketing and Promotions Fund, money that comes from the resort tax and is earmarked specifically for marketing events in West Yellowstone. She explains that the additional 1% goes into a separate special revenue fund. At this point, they expect the most of the 1% to go to the wastewater treatment plant. Gospodarek describes the off-street parking fund which comes from cash-in-lieu payments for parking. She also describes the fund for donation for the teen center and volleyball court. Gospodarek explains that the library is funded through a special revenue fund because the money is a combination from Gallatin County, 7 mills of property tax, and resort tax. She briefly describes the cemetery funds which are funded by cemetery plot sales and permanent care payments. The CDBG fund is the revolving loan fund that the Town can loan out for to businesses. They currently have one loan out to Clear Blu services. She also highlights the gas tax fund and BARSSA fund, money that comes through the state that can be used on roads and streets. The 911 Emergency fund comes from the State and the 911 mill levy. This money is restricted and can only be spent on dispatch or emergency related services. She also points out that the money in the crime victims assistance fund now goes to the county, but they do have a residual of about \$6400 that can be spent for crime victim expenses. Most recently, money from this fund was used to pay travel expenses for a victim to come to West Yellowstone to testify in court. Gospodarek says they only have one debt service fund, the fund for General Obligation bond. This bond was approved by the voters in 2007 to pay for replacing the windows at the Union Pacific Dining Lodge, purchasing the library building, and building the Povah Community Center. She says they levy an additional 29 mills to support this bond. Gospodarek adds that they expect to receive money from the American Rescue Plan Act (ARPA) that will be set up as a special revenue plan. The money is restricted and can only be used for specific purposes. The Town automatically receives an allocation from this act but will also be pursuing additional funding for the wastewater treatment plant. The work session is adjourned at 6:50 PM.

Public Comment Period

Town Clerk Liz Roos announces that the filing deadline for the Town Council seats was on Monday. There will be three open seats on the ballot. Candidates Brian Benike, Jerry Johnson, Lisa Griffith and Jeff McBirnie filed for the seats. The write-in deadline is August 30.

Council Comments

Mayor Jerry Johnson announces that his daughter, Kendra, had a baby girl this week and he is officially a grandpa!

ACTION TAKEN

- 1) Motion carried to approve payment of the claims, which total \$303,093.93. (Watt, Benike) Schmier abstains from claim# 48068 to Jerry's Enterprises for \$102.14.
- 2) Motion carried to approve the business license for Montana Food Trucks, LLC to operate two food trucks at 229 Hayden Street, noting the condition that the trucks must vacate the property when they are not open. (Watt, Benike)
- 3) Motion carried to waive the resort tax bond for Montana Food Trucks, LLC. (Watt, Benike)
- 4) Motion carried to approve the business license application for the Wagon Wheel Hotel to operate 29 hotel rooms at 418 Gibbon Avenue. (Watt, Benike)
- 5) Motion carried to approve Rustic Wagon Wheel RV and Cabins to operate two cabins and two RV sites at 430 Gibbon Avenue. (Watt, Benike)
- 6) Motion carried to approve the new business license application for Arrick's Fly Shop, Inc. to operate a guide service and sales at 136 Hayden Street. (Watt, Benike)
- 7) Motion carried to approve the Consent Agenda, which include the minutes of the June 1, 2021 Town Council Meeting, June 8, 2021 Town Council Work Session, and June 16, 2021 Interview Process. (Watt, Benike)
- 8) Motion carried to approve the Conditional Use Application for a Limited Services Campground at the Yellowstone Westgate Hotel, 638 Madison to allow two residential RV sites on the property. (Watt, Benike)
- 9) Motion carried to approve the request from the Yellowstone Westgate Hotel to purchase 18 parking spaces through the cash-in-lieu process. (Watt, Benike)
- 10) Motion carried to suspend private fireworks within the Town limits in accordance with the Town's fireworks ordinance and grant the Mayor the authority to suspend the public fireworks show, if necessary. (Watt, Benike) See next motion.
- 11) Secondary motion carried to follow the fire restrictions implemented the Custer Gallatin National Forest for the West Ranger District and suspend private fireworks within the Town limits in accordance with the Town's fireworks ordinance and grant the Mayor the authority to suspend the public fireworks show, if necessary. (Mathews, Benike)
- 12) Motion carried to reject the bid received for the casting pond project and evaluate other options to still be able build the pond this year. (Benike, Watt)
- 13) Motion carried to approve the Teen Center Proposal to operate at the Povah Center and to move forward to work out the details. (Watt, Benike)
- 14) Motion carried to approve the recommendation from the Marketing and Promotions Fund Advisory Board to repaint the Yellowstone Centennial Rail Car to award \$8706.25. (Watt, Schmier)
- 15) Motion carried to reappoint Ken Davis and Rocky Hermanson to Cemetery Board for two-year terms. (Mathews, Benike)

- 16) Motion carried to adopt the FY 2022 Preliminary Budget. (Watt, Mathews)
- 17) Motion carried to approve Purchase Order #6711 to RDO Equipment to repair and replace parts on the Pelican Sweeper. (Schmier, Watt)

Public Hearing: FY 2022 Preliminary Budget

Mayor Johnson reads the hearing notice. The hearing was advertised in the Bozeman Daily Chronicle, the Town's website, and publicly posted at the Town Hall and the Post Office. No public comments are received.

Public Hearing: Conditional Use Application, Limited Services Campground, Addition of two residential RV sites to 638 Madison Avenue, Yellowstone Westgate Hotel

Mayor Johnson reads the hearing notice. The hearing was advertised in the Bozeman Daily Chronicle, the Town's website, and publicly posted at the Town Hall and the Post Office. No public comments are received.

DISCUSSION

- 8) Mayor Johnson stipulates that the Town will need a copy of the approvals from Gallatin County Health Department. Lisa Griffith inquires if RV sites are allowed under the sewer moratorium. Mayor Johnson explains that they do not have a full moratorium, but they do have limited capacity and before any project is approved, it must be reviewed by the Town Engineer to determine whether the capacity is available. Teri Gibson comments on behalf of the Planning Board that it was the recommendation of the board that the Town measure the parking spaces and that the parking lot is re-stripped.
- 10) Fire Chief Shane Grube reports that effective this Friday, June 25, 2021, that they will implement Stage I fire restrictions. Stage I means that fires are only allowed in designated fire rings. Grube says that the region is drier than we have been in the last 15 years and encourages the Town to follow the same regulations. He recommends only allowing fires in designated campground rings and prohibiting fireworks. Mayor Johnson suggests that they ban private fireworks but wait until they get closer to the 4th of July to decide whether to allow the public fireworks show on the night of the 4th. Grube recommends authorizing the Mayor to make that decision
- 12) Mayor Johnson reports that they received one bid for the casting pond project, which came in significantly higher than was anticipated. He recommends that the Council reject the bid and give them until the next meeting to come up with a new plan that would enable them to move forward with the project this year. Johnson says that they were required to put the project out for bid and it came in more than double than the estimate.
- A) **Town Manager/Department Head Reports:** Acting Town Manager and Mayor Jerry Johnson reports that it is the recommendation of the Health Services Advisory Board to extend the contract with CHP for one year and start the RFP process. He reports that he and Deputy Mayor Travis Watt are having a phone conference tomorrow with attorney Lilia Tyrell about the contract for the new town manager, Dan Walker. Johnson also explains that this spring, they had a frozen water line in the Madison Addition that was caused by a poorly installed water line. Chipper Smith housed the homeowners in hotel rooms for several nights until they could figure out how to get the line thawed. Smith has submitted a bill of just under \$5000 to cover all the costs and Johnson recommends they pay the bill. He mentions that Amy Freed is resigning from the Parks & Recreation Advisory Board. He has also received a request from Jeff Kadlec on behalf of the Yellowstone Airport for a revised will-serve letter but it is the recommendation of the engineer to stick with the original letter. He says that he has been in discussion with Megan, the union representative, about setting dates to start negotiations. Watt also mentions that they have discussed and feel it is time to post the Deputy Public Services Superintendent position.

- B) **Advisory Board Reports:** Council Member Brian Benike reports that the Parks & Recreation Advisory Board met yesterday. The Summer Recreation Program is going well, they're seeing attendance of 35-40 kids per day. He says they would like the Council to consider a location for a skatepark and they would like to start applying for grants. He says they are also discussing other capital projects.

Council Member Schmier reports that the Health Care Advisory Board met this week and primarily discussed extending the current contract with CHP for one year and to start the process of soliciting a RFP for services by the end of the year. He says that the RFP document that was used in 2016 appeared to be sufficient to use again, CHP has not met the obligation of providing X-ray services for 15 months due to staffing constraints, and new board members attended the meeting.

The meeting is adjourned. (8:35 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Work Session
June 29, 2021

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

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent Jon Simms, Fire Chief Shane Grube, Chief of Police Todd Richardson, Town Attorney Jane Mersen, Town Engineer Dave Noel, 911 Communications Manager Brenda Martin, Jan Neish-Island Park News

The meeting is called to order by Mayor Jerry Johnson 6:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

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

Public Comment Period

Mayor Johnson says that they received an email from Teri Gibson that suggested putting up a fence at the corner of Iris Street and Highway 20 to prevent cars from cutting across that open area to avoid traffic. She feels that it is a dangerous situation.

Council Comments

Mayor Johnson reports that they have a signed employment agreement with Dan Walker to be the new Town Manager. Walker's first day of work will be August 2, 2021. Schmier asks about the status of public fireworks on the 4th of July. Mayor Johnson says that they are currently planning to proceed, but he is planning to talk to District Ranger Jason Brey to gauge current fire conditions. Schmier also asks about the emails they have seen about the Moonrise Project. Johnson says that they will have a meeting before too long to try to bring everyone up to speed.

WORK SESSION

Mayor Johnson calls the meeting to order. The first item of discussion is the staffing plan. The Council considers some proposed changes to the current staffing plan. They briefly discuss Social Services, Recreation, and the Town Clerk. The focus of the discussion is amending the Public Services Department to include a Deputy Superintendent of Public Works, Deputy Superintendent of Water & Sewer, and then the Recreation Department. Operators, laborers, and recreation would be placed under each deputy. The Council discusses the job description for the Deputy Superintendent of Public Works and agrees that they should work on filling that position as soon as possible. They discuss the Social Services Department and the uniqueness of that department. They discuss the structure of the Public Services Department at length and the number of employees in that department. They agree to make some basic edits to the job descriptions, release the Deputy Superintendent of Public Works as soon as possible, and plan to release the Deputy Superintendent of Water & Wastewater after they adopt a revised staffing plan.

The Council discusses the proposed Sewer Development Fee Structure, commonly called the Single Family Equivalency chart or SFEs. The Council discusses how specific the fee structure needs to be. Town Engineer Dave Noel explains that the chart is geared towards estimating demand for each type of use. He says that their current calculator will be questioned by the funding agencies that they will apply to for the new wastewater treatment plant. He says the funding agencies will focus on any inequalities. He says he believes they will be more successful when they apply for funding if the calculator is more detailed. Johnson says he feels like they need to come up with a more generic calculator for their town. The Council discusses the proposed calculator at length. Noel explains that when they apply for funding, they will be evaluated to determine whether their rate structure is adequate to pay for their system. Finance Director Lanie Gospodarek questions whether the proposed schedule takes into account the seasonal uses, uses that are not used year-round, such as RV sites. Noel responds that when they design a calculator like this, they have to plan for the worst-case scenario so the load on the system can be handled. Johnson suggests they stick with their original equivalent unit schedule and just add in the new uses. The Council also considers just adopting the new equivalent unit

recommendation from Dave Noel. The Council discusses soliciting comments from the public on the schedule via Facebook, the Town website, or even direct mail. The group agrees to post the recommended schedule on the Town website, Facebook, and at the Post Office. They will put the schedule on the agenda for action at the 2nd meeting in July.

Mayor Johnson says that they are in Stage I fire restrictions, they have not yet heard of any indications that the forest or county will move to Stage II. He says at this time, he believes they should go ahead with the public show, the people that are in charge of the show need to know by tomorrow. Jan Neish of the Island Park News comments that the county commissioners are going to ban fireworks at a meeting tomorrow. Fire Chief Shane Grube says that they are expecting the commissioners to sign a ban on private fireworks. He says that will not affect the Town's decision whether to have a public show. Chief Grube says it is his recommendation that they do not allow the public show, he says the risk outweighs the reward.

Finance Director Lanie Gospodarek explains that the Town Council needs to think about how to apply for the different sources of federal money through the American Recovery Protection Act (ARPA). She says there are different ways to apply, but they can apply for grant funding for the wastewater treatment plant and match their application with money from the same act.

Mayor Johnson reports that water well #4 is ready to go, but the recommendation is to put off bringing it online until the Town isn't as busy to make sure there are not problems. Whiskey Springs is producing well and so is the railroad well. The plan is to shut off the railroad well and bring the new well online later in the year.

The meeting is adjourned. (8:30 PM)

Mayor

ATTEST:

Town Clerk

Finance Department Report

June 19– July 2, 2021

- Budget work for Special Revenue and Debt Service Funds at June 22nd town council meeting
- Prepared Preliminary Budget for adoption at 6/22/21 Town Council Meeting
- Pursued additional fees to budget for cleaning the jails
- Provided month-end resort tax information to council and interested parties
- Provided MAP fund information
- Reported on Povah Center Project with AAA of Gallatin County
- Reviewed revenue not yet received for FY 21 and invoiced accordingly
- Attended HR / hiring seminar put on by Derrek Shepherd/MMIA
- Reviewed volunteer question for Mayor with MMIA staff
- Attended ARPA Virtual Round Table – MT Dept. of Commerce on June 25, 2021
- Monthly Balancing
- Attended WWTP meeting 6/24/21 and 7/1/21
- Provided budget for and attended work session on 6/8/21
- Attended 6/29/21 work session on SFE and Staffing Plan
- Met with ClearGov on budget book data entry
- Attended Municipal Town Hall on July 1, 2021
- Met with Jackie Haines of NRMEDD on June 23rd and 28th re ARPA application
- Sent out RFP materials to potential auditors for services through FY 2023
- Pursued proposal for Resort Tax audit services
- Provided previous 5 years' worth of budget data for Library staff.
- Pursued Bullet Proof Vest Grant funds
- Produced invoices and distributed for Summer Rec attendees who are behind.
- Reviewed computer replacement schedule with DIS Technologies to plan for replacement
- Scheduled transfer of funds from Line of Credit for Forsgren Engineering invoice
- Met with Jon Brown and Jon Simms to finalize Enterprise fund budgets
- Fielded questions from Rudd & Co. staff re auditing services proposal
- Reviewed 7/2/2021 payroll
- MAP Fund accounting reconciliation
- Court Reconciliation
- **Department Staff Efforts**
- Processed claims
- Read meters and Issued the utility billing
- Administering summer recreation payments
- Resort Tax payment administration

JOB AND SOCIAL SERVICE

BI-MONTHLY REPORT

JUNE 17 – 30 2021

- Assisted 3 clients with unemployment issues
- 10 people used the computers in the office
- 7 Food Boxes prepared for individuals or families
- 6 people have used the Clothing Bank
- Assisted 4 clients with job placement
- Helped a Client (J1) contact Social Security office in Bozeman
- Continuing to assist local Mom obtain extra help with her child
- 13 Donations of Food or Clothing
- 5 Vouchers given to individuals (Gas or Bus)
- 2 Senior clients given their monthly food
- 1 Mental Health concern- Got him the assistances he needed
- 1 Interview for Heavy Equipment Operator
- Collected Cash Boxes from local businesses
- Placed our 6-week Food Bank (MFBN) order- pick up 7/8/21
- Visited with local Police Officer about Client
- Loaned out our Medical Equipment to Client
- Re-Stocking the Diaper Depot
- Reviewing the “Best Practices Checklist” from Montana Food Bank Network
- Continual re-stocking Food Bank
- Organizing the basement/Clothing Bank
- Monthly Reports: SNAP/MARS/MFBN/Senior Food
- Completed monthly safety inspections
- Meeting with West Community Outreach
- Met with Community Health Partners Compliance Specialist
- Working on the One Valley Community Grant application
- Met with Gallatin County Health representative regarding WIC program

Public Services Dept. Bi-weekly Report: June 18th thru July 1st, 2021

Work performed

Respond to water backups at chamber of commerce, town park restrooms. Add additional topsoil to settled gravesites at fir ridge and continue cleaning up the cemetery. Pressure wash pavilions at town park. Prep Pioneer Park for fourth of July festivities. Inspect playground equipment and replace swings. Equipment maintenance/scheduled PM services. Test backflow relief valve on 904 Cat. Begin replacing parts on pelican sweeper as they come in. Continue tree removal/ trimming at cemetery. Traffic painting: stop bars and cross-walks. Trash route and litter collection, service refuse/ recycling receptacles throughout central business district and city parks. Haul cardboard and recycling from town stations to Two Seasons recycling facility. Maintain hand sanitizer stations throughout central business district. Replace street signs and u- channel posts, begin straightening wood posts and tamp back into place. Mowing grass and running string trimmers. Hang new racks in park shop building, organize shop, chase between restrooms and recreation storage room. Run both street sweeper and broom throughout town and cleanup, as necessary. Perform standard and emergency locates as they come in and respond to water service requests. Test outlets at dining lodge. Replace broken door levers on both restroom doors at Museum, swap door lever at povah center at west end of building. Begin exposing and opening buried/ rusted shut manholes as well as curb valves throughout town. Grade and water alleyways, locate valve boxes, SAS & STS manhole castings, mark accordingly. Grade roads at WW treatment facility and FS roads. Clean and rotate IP beds at wastewater lagoon. Begin fixing fencing at lagoon on west and north ends. Asphalt patch work throughout town as necessary. Cleanup and pressure wash pavilion and picnic tables at town park. Use broadcast spreader to fertilize pioneer park w/ weed and feed. Run tillage implement on baseball fields. Remove graffiti from bathroom stalls and park pavilion. Start grading storm line outfall westside of town for proper drainage.

Administrative

Review 2022 budget with finance director and submit weekly invoices. Attend bi-weekly town council meeting, DRG meeting, preliminary budget hearing and staffing plan, dept. head meeting, weekly WWTP, 4th of July logistics meeting. Respond to flag raising and lowering notifications. Coordinate w/ Rob Cromwell and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Get well #4 ready to come online, isolate well from main distribution line and fire up the pump, flush line through hydrants and prep for fourth of July. Test scouring velocity for both lift stations. Test pump and VFD at Madison addition lift station as well as pressure relief valves, gate, and check valves. Test water meters at 110 Grey Wolf and 301 Gibbon Ave. Give Forsgren Engineering tour of main distribution line that feeds into town from Whiskey Springs. Work w/ Kort at Forsgren on AWIA water assessment needing submittal by the end of June. Conduct the bacteria (total coliform) and Covid water samples for the month of June w/ Brown. Respond to water service breaks, recharging service lines, sewer backups and utility locates. Oversee the ordering and invoicing for the sewer and water department. Investigate applications for work in public way as well as sign and building permits, as they come through. Anticipate needs for upcoming events, coordinate with the event support contacts, order materials and supplies, as necessary. Review city policies, procedures, and safety protocols. Familiarize myself w/ town budget, organizational structure, permit processes, codified ordinances and "as built" drawings. Look at FT and seasonal staffing plan for springtime. Interview and hire candidate (Angel Flores) for Equipment Operator position.

RECREATION DEPARTMENT

July 1, 2021

- MAKING RESERVATION FOR POVAH AND PAVILION
- SMOKEY WATERS DAY CAMP IS ON 3RD WEEK, OUR DAILY NUMBERS RANGE BETWEEN 32 TO 40 KIDS.
- ADVENTURE DAY IS OUR BUSIEST DAY LAST TRIP WE HAD 49 KIDS
- BREAKFAST AND LUNCH IS GOING GREAT. I PICK UP ON MONDAYS AND THURSDAYS AT THE BIG SKY FOOD BANK.
- SNACKS HAVE BEEN DONATED TO OUR PROGRAM BY JOHN AND ANNA STALLINGS THE CROSSWINDS OWNERS.
- 2 BICYCLES WERE DONATED TO OUR PROGRAM BY COMMUNITY WEST OUTREACH AND LINDSEY CHARLTON ALSO DONATED 1 BIKE TO OUR PROGRAM.
- NANCY MEYERS ALSO DONATED BIKE HELMETS

I LOVE WORKING WITH THE KIDS AND I ALSO HAVE THE BEST COUNSELORS THEY ARE ALWAYS WILLING TO WORK AND HELP OUT WITH WHATEVER CHALLENGES WE HAVE DURING THE DAY. WORKING WITH KIDS WITH DIFFERENT PERSONALITIES IS GREAT WE LEARN AND GROW EVERYDAY.

I LOVE MY JOB!

VELY VAZQUEZ

June 21, 2021

Members of the Town Council –

The Health Services Advisory Board would like to recommend to the council to extend the contract with CHP for an additional year, 1/1/2022-12/31/2022. We would also like to recommend the council enter into the RFP process for Health Services provider and recommend the RFP be put out by 1/1/2022 and have a return date of 4/1/2022. This will be for health services starting January 2023. We reviewed the last RFP that went out in 2016 and feel this RFP is sufficient enough for this RFP process as well and would recommend this be the RFP that is used.

Thank you,

Members of the Health Services Advisory Board – Kyle Goltz, Jennifer Jordan, Brad Schmier, Greg Forsythe, Robin Eyman, Kenny Jones, and Shane Grube.

West Yellowstone Planning Board

NAME	DATE APPOINTED	TERM EXPIRES
1. Jeff McBirnie PO Box 1716 C: (360) 850-3466 bt3vex@gmail.com	6/16/20	6/15/22
2. Rob Klatt PO Box 215, 518 Carnelian Court C: (406) 580-2002 W: (406) 646-9523 wbroker@gmail.com	9/5/18 7/2/19	6/1/19 7/1/21
3. John Costello PO Box 548, 617 Apollinaris Avenue H: (406) 646-7844 C: (406) 640-1413 jcostello@wyellowstone.com	5/14/18 7/7/20	6/1/20 7/6/22
4. Teri Gibson PO Box 8, 508 Cascade H: (406) 646-1139 C: (530) 906-2174 teri.gibson@syix.com	6/7/16 5/14/18 7/7/20	6/7/18 6/1/20 7/6/22
5. County Designee Chipper Smith 175 Grayling Canyon Road West Yellowstone, MT 59758 C: (406) 220-7778 GCRCHIP@Yahoo.com	5/20/14 6/7/16 6/5/18 6/2/2020	5/20/16 6/7/18 6/20/20 6/2/2022
6. Jon Simms, Public Services Superintendent PO Box 1570 C: (406) 640-9074 jsimms@townofwestyellowstone.com		Concurrent with Employment
7. Jeff Mathews, Town Council Member PO Box 809 C: (805) 207-5270 jmathews@townofwestyellowstone.com		Concurrent with TC Term Appointed 6/7/20

From: [Robert Klatt](#)
To: [Elizabeth Roos](#)
Subject: Planning Board
Date: Monday, June 21, 2021 9:59:22 AM

Liz,

I wish to renew my term on the West Yellowstone Planning Board.

Rob Klatt, Broker
Hayden Outdoors Real Estate
P.O. Box 867
West Yellowstone, MT 59758
(406) 580-2002 Cell
wbroker@gmail.com

Parks & Recreation Advisory Board

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

Brian Benike, Town Council – concurrent with term bbenike@townofwestyellowstone.com

Staff Support – concurrent w/ employment

Vely Vazquez, Recreation Coordinator ivazquez@townofwestyellowstone.com

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

Updated 4/7/21 er

Received
3-6-2020
AR
Remew 6-23-21



APPLICATION FOR BOARDS AND COMMITTEES

Name Ken Davis Date 3/6/2020

Address 325A Nez Perce, P.O. Box 927

City West Yellowstone State WY Zip 59758

Phone (Home): 646-7265 (Work): _____ (Cell/Other): 646-1124

E-Mail Address: kdavis1@icloud.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 45 years

Board or Committee you are applying for: Parks Board

Occupation: Semi-retired

Employer: _____

Have you previously served on a County or City board? yes

If so, which board, and for how long? Secretary 2 years

Past Memberships and Associations: Yellowstone Rendezvous

Current Memberships and Associations: Secretary Board, Trustee Hobgood Basin
Fire District

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: Served as Town Parks & Facilities Director 1996-2005

What are your primary objectives for serving on this board? Help guide Parks manage-
ment improvements

References (Individual or Organization):
Kyle Goeltz - Fire Board 646-4444 Phone: 646-4444
Brad Schuier, Cemetery Board 646 Phone: 646-7735
Phone: _____

Signature: Ken Davis Date: 3-6-2020

Please return this application to the Town Offices at 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT, 59758, or by email to: info@townofwestyellowstone.com. Thank you in advance for your interest.

Cemetery Board of Trustees

Rocky Hermanson
324B Nez Perce Ave
P.O. Box 1092
West Yellowstone, MT 59758
(406) 640-1089 (cell)
(406) 646-7575 (work)
rocky@yellowstonerealty.com

Appointed 6/12/2012
7/15/2014
8/7/2018
6/22/2021

Ken Davis
258 Koelzer Rd
P.O. Box 927
West Yellowstone, MT 59758
(406) 640-1124 (cell)
Kdavi51@yahoo.com

Appointed 5/15/2012
7/14/2014
8/7/2018
6/22/2021

Brad Schmier
648 Grouse Court
P.O. Box 1029
West Yellowstone, MT 59758
(406) 646-7735 (work)
(406) 640-1241 (cell)
bschmier@townofwestyellowstone.com

Jerry Johnson, Mayor
712 Hayden Street
PO Box 405
West Yellowstone, MT 59758
(406) 640-7000
jjohnson@townofwestyellowstone.com

Concurrent with term

5 member board

2 year terms

Updated 6/23/2021 - er



APPLICATION FOR BOARDS AND COMMITTEES

Name Brad Schmier Date 07/01/2021

Address 648 Grouse Court

City West Yellowstone State Mt Zip 59758

Phone (Home): 406-646-9241 (Work): 406-646-7735 (Cell/Other): 406-640-1241

E-Mail Address: bschmier@outlook.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 49 years

Board or Committee you are applying for: Cemetery Board of Trustees

Occupation: Self employed Business owner

Employer: Jerrys Enterprises Inc.

Have you previously served on a County or City board? Yes

If so, which board, and for how long? Cemetery Board, Health Care Advisory Board,

Past Memberships and Associations:

Current Memberships and Associations: Current Town Council Member

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer:

I was the Town Council representative on this board as Mayor and would like to remain on the board as a citizen after my term expires at the end of 2021.

What are your primary objectives for serving on this board?

To keep the continuity going with the current board and the objectives of this board has on trying to expand and improve the cemetery.

References (Individual or Organization):

Ken Davis Phone: 406-640-1124

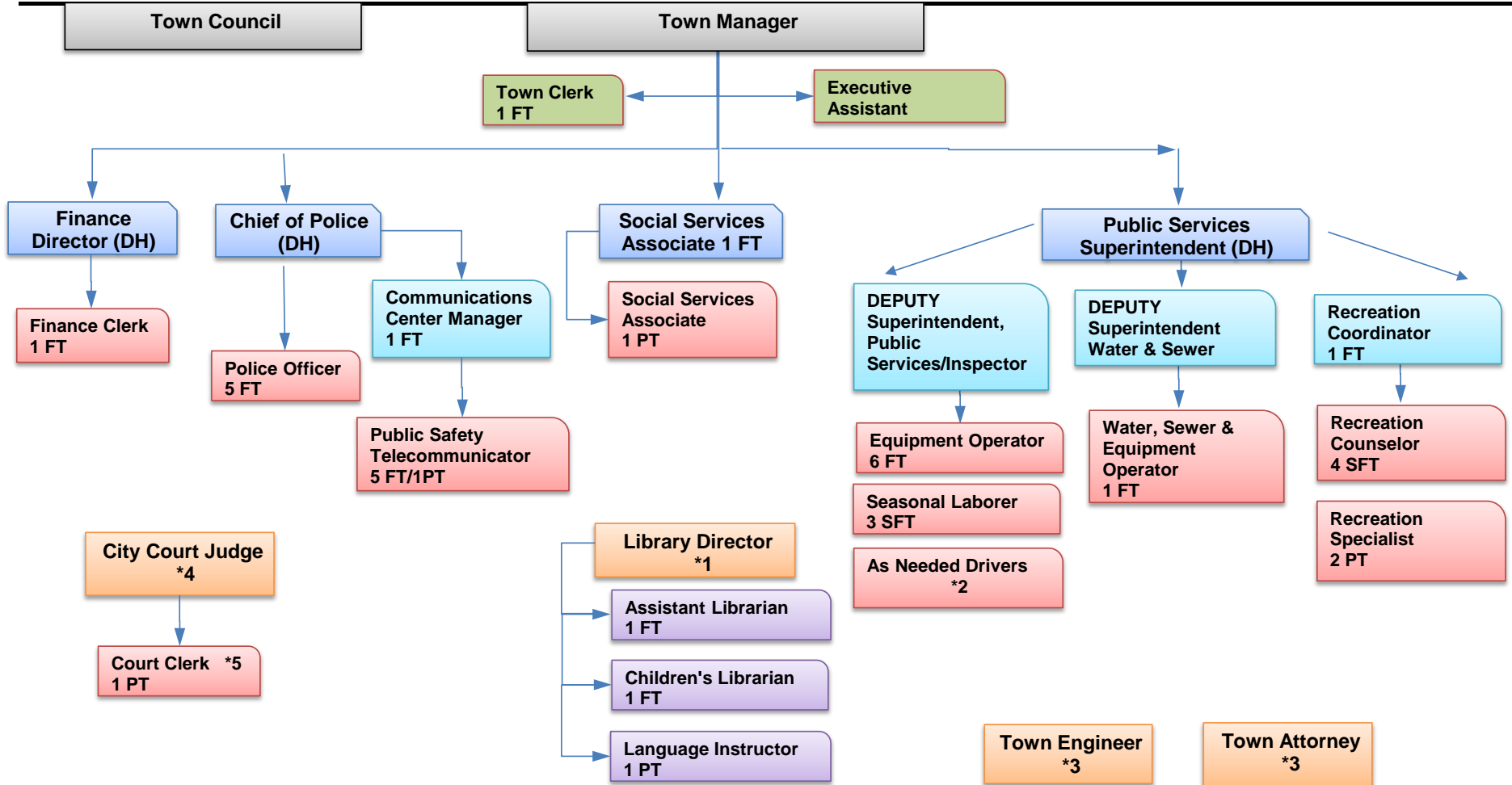
Rocky Hermanson Phone: 406-646-7575

Greg Forsythe Phone: 406-640-1555

Signature: [Handwritten Signature] Date: 7/01/2021

Please return this application to the Town Offices at 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT, 59758, or by email to: info@townofwestyellowstone.com. Thank you in advance for your interest.

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