

Town of West Yellowstone

Tuesday, November 1, 2022

West Yellowstone Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be conducted in person and virtually using ZOOM, connect at zoom.us or through the Zoom Cloud Meetings mobile app.
Meeting ID: 893 834 1297.

TOWN COUNCIL MEETING 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders:

Claims

Business License Applications

Consent Agenda: **Minutes of the October 18, 2022 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

ACTION ITEMS

Parks & Recreation Advisory Board Appointments

Discussion/Action

Correspondence/FYI/Meeting Reminders



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.
- Presently, informal Town Council work sessions are held prior to regular Tuesday meetings and occasionally on other mornings and evenings. Work sessions also take place at the Town Hall located at 440 Yellowstone Avenue.
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meeting room.
- Agendas are published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas and packets are available online at the Town's website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at (406) 646-7795 or eroos@townofwestyellowstone.com.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.

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



* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49513		2264 MORNING GLORY COFFEE & TEA	33.75					
	493634	10/20/22 Dispatch coffee	33.75		POLICE	1000 420230	220	101000
49534		42 Fall River Electric	7,801.52					
	10/20/22	PARK, old firehouse 2901001	161.77		PARK	1000 411253	341	101000
	10/20/22	povah comm ctr 4212001	207.92		POVAH	1000 411255	341	101000
	10/20/22	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	10/20/22	RR Well 4212005	43.25		WATER	5210 430500	341	101000
	10/20/22	SEWER LIFT STATION 4212006	259.45		SEWER	5310 430600	341	101000
	10/20/22	SEWER PLANT 4212007	1,340.56		SEWER	5310 430600	341	101000
	10/20/22	POLICE 4212008	157.59		POLICE	1000 411258	341	101000
	10/20/22	TOWN HALL 4212009	331.93		TWNHLA	1000 411250	341	101000
	10/20/22	ICE RINK 421010	54.13		PARKS	1000 411253	341	101000
	10/20/22	S Canyon XmasTree Light 421011	0.00		STLITE	1000 430263	341	101000
	10/20/22	South Iris Street Well 4212013	638.57		WATER	5210 430500	341	101000
	10/20/22	MAD SEWER LIFT 4212014	125.39		SEWER	5310 430600	341	101000
	10/20/22	Hayden/Grouse Well 4212015	50.47		WATER	5210 430500	341	101000
	10/20/22	911 Tower 4212016	56.95		911	2850 420750	341	101000
	10/20/22	MADADD H20 Tower 4212017	53.34		WATER	5210 430500	341	101000
	10/20/22	SHOP 4212018	76.59		STREET	1000 430200	341	101000
	10/20/22	ANIMAL 4212029	75.90		ANIML	1000 440600	341	101000
	10/20/22	CLORINATOR 4212030	47.18		WATER	5210 430500	341	101000
	10/20/22	Electric Well 4212031	47.92		WATER	5210 430500	341	101000
	10/20/22	PARK 4212032	113.98		PARKS	1000 411253	341	101000
	10/20/22	UPDH 4212041	944.73		UPDH	1000 411252	341	101000
	10/20/22	SEWER TREAT SERV 4212046	1,464.18		SEWER	5310 430600	341	101000
	10/20/22	LIBRARY 23 dunraven 4212054	98.47		LIBR	1000 411259	341	101000
49535		171 Montana Food Bank Network	595.85					
	28076-1	09/28/22 Food Bank Supplies	595.85		HELP	7010 450135	220	101000
49536		2977 Staples Credit Plan	62.92					
	3142849911	09/17/22 Sharpies, bright paper	62.92		ADMIN	1000 410210	220	101000
49537		2537 Balco Uniform Co., Inc.	480.70					
	71965-1	09/01/22 Chief Uniforms	278.60		POLICE	1000 420100	226	101000
	71768-1	09/01/22 Uniforms Stoneburner	202.10		POLICE	1000 420100	226	101000
49538		135 Food Roundup	12.98					
	09/28/22	Supplies for Jail	12.98		POLICE	1000 420230	220	101000

10/28/22
09:27:26

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 11/22

Page: 2 of 4
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49539		999999 VALERIE BEDGOOD	200.00					
	10/25/22	Exonerated Bond A.T. Bedgood	200.00		COURT	7469 212401		101000
49540		3020 COLJ Conference Registration -	300.00					
	10/27/22	CourtsofLimitedJurisTrainingCo	300.00		COURT	1000 410360	380	101000
49541		2800 RDO Equipment Co.	18,116.93					
	W1362316 10/20/22	Repairs to 772 Grader	16,835.16		STREET	1000 430200	369	101000
	W1377516 10/20/22	Repairs to Engine	1,281.77		STREET	1000 430200	369	101000
49542		3332 YELLOWSTONE PAVEMENT SOLUTIONS	95,674.80					
	1097 10/14/22	Crack Route & Seal Streets	94,024.80*		STREET	2820 430200	367	101000
	1099 10/17/22	Crack Seal Parking lots	1,650.00		STREET	4075 430230	931	101000
49543		2910 Montana Correctional Enterprises	3,467.35					
	85028 09/27/22	Banners MT COPS	38.65		POLICE	1000 420100	220	101000
	85084 09/29/22	Various Signs	3,428.70*		STREET	1000 430200	243	101000
49544		3241 Bridger Analytical Lab	280.00					
	2210275 10/14/22	Testing Total Coliform/E.coli	280.00		WATER	5210 430500	348	101000
49545		3315 IAS EnviroChem	1,062.00					
	2206322 10/25/22	TestingAlkaliniiy,Nitrogen	1,062.00		SEWER	5310 430600	348	101000
49546		3309 AQUAPRO	188.52					
	A22-156 10/26/22	Spray on Seal	188.52		WATER	5210 430550	220	101000
49547		2551 TK Elevator	488.26					
	3006864690 10/01/22	maintenance on Povah Eleva	488.26		POVAH	1000 411255	350	101000
49548		2369 River Dragon Designs/Rose	360.00					
	10/14/22	Logo decals & Magnetics decals	360.00		PARKS	1000 460430	220	101000
49549		764 General Distributing Co.	58.20					
	1168016 09/30/22	Welding supplies	58.20		STREET	1000 430200	231	101000
49550		3376 A-1 Fire Protection Services	957.00					
	26072 10/01/22	Annual Service on Extinguisher	957.00		STREET	1000 430200	398	101000

10/28/22
09:27:26

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 11/22

Page: 3 of 4
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49551		3261 Targhee Services	77.90					
	10/10/22	Oil change17Dodgeram1500PD	77.90		STREET	1000 430200	361	101000
49552		3319 Lawson Products, Inc.	137.52					
	9310018182 10/13/22	Repair Supplies	137.52		STREET	1000 430200	220	101000
49553		3179 Yellowstone Point S	40.00					
	18901 10/18/22	Tire Repair 14 InterceptorPD	40.00		STREET	1000 430200	239	101000
49554		2967 Midco Diving & Marine Services,	3,447.00					
	4802 10/24/22	WaterReservoirCleaning/Inspect	3,447.00		WATER	5210 430550	357	101000
		# of Claims 22	Total: 133,843.20					

TOWN OF WEST YELLOWSTONE
Fund Summary for Claims
For the Accounting Period: 11/22

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$28,267.77
2820 Gas Tax Apportionment	
101000 CASH	\$94,024.80
2850 911 Emergency	
101000 CASH	\$56.95
4075 Street Construction /Maintenance	
101000 CASH	\$1,650.00
5210 Water Operating Fund	
101000 CASH	\$4,796.25
5310 Sewer Operating Fund	
101000 CASH	\$4,251.58
7010 Social Services/Help Fund	
101000 CASH	\$595.85
7469 City Court - Judge Jent	
101000 CASH	\$200.00
Total:	\$133,843.20

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
October 18, 2022

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

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

The meeting is called to order by Mayor Travis Watt at 5:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

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

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

WORK SESSION

Mayor Watt calls the meeting to order and explains that the purpose of the work session is to discuss the current status of the waste water treatment facility project. Town Engineer Dave Noel is present to report to the Council. Noel explains that the design of the facility is as complete as it can be at this time. He explains that when they started this project a couple of years ago, they thought they could proceed using sole source procurement. But due to some staffing changes and questions raised by the funding entities, they are being required to put together a selection package that can be released to bid. He explains that they designed the facility around the Aero-Mod system which does comply with DEQ requirements. He says the selection package is designed to preserve the design work they have already paid for but still comply with Montana law. He says that Aero-Mod is a proprietary system, but the selection package does not require any proprietary components. Aero-Mod should have a competitive chance of being awarded the bid because they know their system will fit the requirements, but they could also end up with a different bidder. Noel acknowledges that if they had gone through this selection process three years ago, it would be easier to defend but they did not. Mathews asks if all the engineering and design work so far has been done around an Aero-Mod system. Noel responds that the Aero-Mod system has been modified to fit within the parameters they require. McBirnie asks if this process will delay construction significantly. Noel says they don't know that yet, but if an alternate vendor can produce a system that fits, it shouldn't delay it very long. Noel explains that the land lease with the airport is the lynchpin of the whole project. He says they are still pursuing the purchase of forest service land, which is likely an 18-24 month delay. They are also still in discussions with the airport for the current location, which is their best chance to stick to the current schedule. Mathews contends that they were told at the meeting in June that pursuing the alternate site would take up to a year. The initial application has already been submitted. Town Manager Dan Walker reports that they have reached out to the attorney for the airport and she indicated that she was working on language regarding the termination clause and they hope to hear more within a week. Walker says that the airport lease is the most viable option. Forsythe asks what was not done three years ago. Noel explains that when they conducted the Facilities Planning Study, they evaluated two different processes. The operations group at the time, recommended a process like the Aero-Mod system. At the time, the Town was advised that they could select the Aero-Mod system if they followed all the state procurement laws, but that was interpreted that they could sole source the project. Mathews expresses concern that they have professionals helping them through this process and an oversight like this is going to cost a lot of money. Mathews says it is absolutely mind-boggling that they are this far into the process and have nothing to show the public for what their money has been spent. Griffith agrees with Mathews and also questions the legal representation they have had throughout this process. Noel explains that if the Town Attorney can verify that they are following the state requirements for procurement, the next step will be to advertise for bids to construct the facility. They will advertise for approximately four weeks. They will first seek the equipment package with design specifications and then request bids for the construction of the project. The work session is adjourned at 6:20 PM, regular meeting starts at 7 PM.

Public Comment Period

Greg Forsythe distributes a copy of a letter to the Town Council and reads the letter aloud. The letter is critical of Lisa Griffith's service on the council since she took office at the beginning of the year.

Brad Schmier distributes information regarding the South Plateau Landscape Area Treatment Project, a forest service project that would result in logging and road closures and encourages the Council and public to comment on the project and oppose the closure of roads in the area. He feels that motorized use is being attacked through this project. Public comment is open until November 5, 2022.

Council Comments

Lisa Griffith mentions the Montana League of Cities & Towns conference and that she enjoyed the conference in Kalispell. Griffith also states that she has no plans to resign from the Town Council.

Mayor Watt announces the Community Thanksgiving Dinner will be November 17, 2022. They are seeking volunteers to help prepare for the event and welcomes everyone to attend. He also reports that he has researched the use of a Consent Agenda and will send out an email to the Council explaining how it should be used in their meetings.

ACTION TAKEN

- 1) Motion carried approve Purchase Order #6558 to Dixson & Company Inc. to pour concrete perimeter at the casting pond for \$60,380.00. (McBirnle, Benike)
- 2) Motion carried to approve Purchase Order #6562 to RDO Equipment Co. to lease a 2023 772G grader and a 2023 624P loader for \$65,607.42 per year for five years starting in 2023. (McBirnle, Mathews)
- 3) Motion carried to approve the claims, which total \$175,856.60. (McBirnle, Benike)
- 4) Motion carried to approve the Consent Agenda, which includes the minutes of the October 3, 2022 Town Council Meeting. (McBirnle, Mathews)
- 5) Motion carried to appoint Carrie Coan to the Business Improvement Advisory Board to represent the community at large for a four-year term. (Benike, Mathews)
- 6) Motion carried to appoint Dan Davenport, James Patterson, Chipper Smith, Scott Bittner, and Brian Benike for five-year terms. (McBirnle, Benike)
- 7) Motion carried to approve Resolution No. 784, a resolution of support for the Yellowstone Airport expansion project. (McBirnle, Benike)
- 8) Motion carried to approve the lease for Community Health Partners for use of the office space in the Social Services Department. (McBirnle, Benike) Griffith is opposed, motion passes.

DISCUSSION

- 1) Griffith inquires about the per diem charges. Shane Grube asks if the concrete blankets to keep the concrete from freezing is included. Simms indicates the use of blankets is included in the quote.

- 2) Brad, the salesman from RDO Equipment, is present at the meeting. He explains that maintenance is included with the leases, the Town would pay for trip charges. The units would not be delivered until at least early fall of 2023. Walker clarifies that the purchase order is an annual payment. Jan Neish inquires about the trade-in values of the three units that are being traded in.
- 6) The Council briefly discusses the qualifications for serving on the Construction Board of Appeals. After discussion, it is determined that the Town's ordinance only requires board members to be qualified by experience and training to pass upon matters pertaining to building construction. It is determined that the terms shall be for five years.
- 7) The Council briefly discusses the resolution, notes a minor spelling error, clarifies that the proper name for the airport is the Yellowstone Airport. Walker explains that the statistics included in the resolution were provided by the manager of the airport.
- 8) Griffith makes a secondary motion to table the lease and authorize Griffith to work with the Town Attorney to make corrections, there is no second, motion fails. Griffith says that she found multiple issues in the lease that need to be corrected. She doesn't want to waste everyone's time during the meeting and would be happy to just discuss the changes with the attorney directly. Watt invites Griffith to share the corrections she recommends but Griffith declines.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports on attending the Montana League of Cities & Towns conference in Kalispell last week. He says prominent topics included housing and local government control. West Yellowstone will host the conference in 2024. He reports that they have offered the position of Finance Director to Katie Thompson and anticipate her start of employment within the next couple of weeks. He reports on an extremely complimentary call about Chief Gavagan last week from a citizen that truly appreciated his assistance. He reports that Dan Semens, bond counsel, has been in communication with the attorney for Montana Department of Transportation regarding the airport lease. He says that HRDC is circulating a community needs assessment and encourages everyone to take the assessment online. There is a meeting tomorrow evening regarding community land trusts at the Fire Station. He reports that they are still recruiting for two dispatchers.
- B) **Advisory Board Reports:** Lisa Griffith reports that the Health Care Services Advisory Board met on September 30, 2022. December 20, 2022 will be the last day Community Health Partners operates in the clinic building. Billings Clinic is in desperate need of housing for employees. Some members of the board are collecting signatures to put a hospital district on an upcoming ballot. CHP's mental health counselor is going to start operating out of the Social Services office.

The meeting is adjourned (McBirnle, Benike, 8:20 PM)

Mayor

ATTEST:

Town Clerk

Public Services Dept. Bi-Weekly Report: October 14th through October 27th, 2022

Work performed

Water service line repairs at 635 and 645 Gibbon Ave. Install winter plows, grader wings, V- boxes and sander/ spreader. Remove bike racks, benches, crosswalk station. Inventory winter decorations to be hung. First snow removal in parking lots and sidewalks on 10/24. Utility locates as they come through. Clean out curb-stop valve boxes, exercise gate valves, install valve plugs to block any further debris from building up inside valve housing. Weekly problem area inspections on SAS mainlines and wash downs. Get lagoon cleaned up, move vehicles to the north end of the property. Haul 77 International and F9000 to impound lot at lagoon. Pushup wood pile at lagoon and perform annual burn. Pickup DAs in roadway as needed. Pull additional trash and recycling stations, pressure wash and sanitize bins for winter storage. Water meter and service valve requests as needed. Haul tagged vehicles for the police department as requested. Cleanup graffiti at town park and respond to vandalism (broken mirrors, busted skylight, replace hardware on stall doors, replace plexiglass in display cases, etc.). Asphalt and pothole repairs. Continue replacing worn street signage, straightening posts. Pressure wash raven debris from sidewalks throughout central business district as well as picnic tables at Pioneer Park. Street sweeping, brooming aprons. Cleanup debris blowing out of triple bin roll off containers and Abitibi's at PW shop. Pressure wash vehicles and trash trailers. Check fluids and grease equipment. Have crew practice running grader on FS roads and inner parks. Tree work around town, sharpen chainsaw blades, replace filters, primer bulbs, plugs and bars. Deadfall cleanup in town and cemetery, fill in sunken grave spaces. Clean up and re-organize park shop and continue working on public works main shop. Remove volleyball net at town park. Install strobes and decals on new service trucks. In-service crane on 2013 Chevy. Service submersible pump. Pickup 2001 Freightliner after out-service at Diesel Depot. Haul back 8yds of topsoil for future projects after picking up Freightliner. Service trash trailer, look at hubs and repack bearings. Install water meter on Dunraven for bulk water sales to Tri- State Excavating. Call for water leak in women's room at UPDL. Setup PW shop to host Jon Brown's leadership training and water class on 10/26.

Administrative

Finalize leasing agreement for our heavy equipment fleet with RDO. Create an account for the town through Sourcewell's cooperative purchasing program. Yellowstone Paving Solutions crack sealing project of N/S streets and Grizzly Addition is now complete. Met with Jess Miller from (ASI) asphalt systems to look over roadway surface treatments applied in town, come up with a treatment. Forward roadway dimensions that we'd like added for the treatment list next August. Discuss service dates with Sprinter Squared LLC. to fix compressor on upright freezer at Povah Center, dead circuit on new compressor will be warranted by contractor (new compressor still has not arrived yet from the supplier, waiting on call back). Evaluate sewer backup at 321 Nez Perce to verify the town's mainlines were clear. Continue working on year one employee evaluations for KC, Shane and Sam. Discuss project updates

with Swiss Precision Landscaping & Nursery. Met with Dixon Construction to get concrete lined up for phase two of Casting Pond Project (filled in Joe Moore and Jonathan Heames from Big Sky Anglers). Line up annual burn permit with the county. Reach out to MDOT on requirements for winter signage. Call in Emergency locates for water line repairs. Help coordinate cleaning of whiskey springs holding tank with Midco Diving. Attend meeting with Hebgen basin solid waste board. Coordinate medical cabinet restock, emergency truck kits and AED defibrillator device upgrades with Cintas. Meet with chamber of commerce to finalize their lease agreement with town manager. Verify bond release for KM Construction after directional bore project. Speak with Lindsey Charleton about arrival of new ovens from J&V Supply at Povah Center on Nov. 9th. Coordinate winter storage for town's stage. Get back with residents on easement and setback requirements, forward municipal codes. Schedule parts orders and updates to town's fleet. Place orders for necessary O&M supplies, follow up with vendors on supply chain issues. Coordinate with staff at Forsgren and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Investigate weir levels on cells A & B at lagoon. Coordinate monthly coliform/ bac- T samples with Jon Brown. Follow up on proposals for CIP projects. Conduct weekly COVID samples (results available on the Gallatin County Health Departments website). Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Evaluate 2022 budgetary needs, review purchase orders and submit weekly invoices. Enter timesheets and payroll for crew. Respond to WY pump status reports and dispatch to town as necessary. Ticket entry for 811's new "positive response" reporting software.

From: [Jon Simms](#)
To: [Dan Walker](#)
Cc: [Elizabeth Roos](#)
Subject: FW: 10/27/2022 Bullet points
Date: Thursday, October 27, 2022 2:03:57 PM

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Thursday, October 27, 2022 1:55 PM
To: Jon Simms <jsimms@townofwestyellowstone.com>
Subject: 10/27/2022 Bullet points

10/27/2022 Bullet points

521 Campanula framing inspection.
300 nez perce framing inspection
Deck encroachment issue Gibbon Ave
Locates
Water emergency Alley D
Burn pile burned
Dirt hauled from casting pond
Snow plowed parking lots

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

Bi-Weekly Report

10-14-22 thru 10-26-22

9/14/22: Performed Water/Wastewater rounds. Repaired a section of curb going into the Conoco gas station. There was a large chunk of curb missing and it was a danger to the public. Repaired manhole on ally C and had to remove rock and dirt for bottom of manhole. Water BAC-T samples came back from Bridger labs for the month of October there was non- detect of any bacteria in are water system, so we are all good. Worked on basketball court located on Electric Street to get it ready for crack sealing.

9/17/22: Preformed Water/Wastewater rounds. Worked in the public works shop to organizing and checking inventory to see what is need for water/wastewater parts.

At 1:30pm was notified that we had a water main break on Iris and Gibbons Street. After looking at the situation it turned out to be the line going to the #1 injection Well. It was an old galvanized two-inch line that had failed. The public works crew and I worked until midnight getting this line exposed. We were having difficulty isolating this section due to the valves not closing all the way.

9/18/22 Performed Water/Wastewater rounds. Continued working on water line break issue to ensure the exposed line was safe while also keeping a positive pressure to the line so it did not have any problems with back contamination to the water system. We worked on getting the correct parts and replacing this section of the old pipe into new polyline pipe.

9/19/22 Performed Water/Wastewater rounds. Still working on water break. We removed a section of old line and core drilled into the manhole and installed the new line and shutoff valve so we can isolate this section if needed.

9/20/22 Performed Water/Wastewater rounds. Finished this water project and backfilled cleaned up site.

9/21/22 Performed Water/Wastewater rounds. Had a second water service line break down the street in ally C. I had to call a contractor to help with this break do to not having the right equipment for this water break. The break was fixed, and I thank everyone for the help. The public work crew were very helpful and pulled together. I have been working with Midco who is the company that inspect and cleans the water holding tank. I have tried for the last few months to schedule a time that could come and clean our water tank. They showed up on the evening of the 09/20/22 and stared cleaning the water tank. On the 09/21/22 the finished. I will present the finished report from Midco to the town council when it is received.

10/24/22 Performed Water/Wastewater rounds. Collected water samples out of Well-3 and Whisky Springs for arsenic and fluoride. These are quarterly samples required by DEQ. Winterized Well #1 and #2 and exercised valves in street were the water breaks happened.

10/25/22 Performed Water/Wastewater rounds. Worked on EPA's DMR report for the wastewater facility.

10/26/22 Performed Water/Wastewater rounds. Performed Covid sampling. Taught a class on Water and Wastewater fundamentals for the town staff. It was a great class with lots of precipitation. Shane Brown made some amazing omelets. Worked with Jon Simms and the company that stocks our first aid kits making sure the Water/Wastewater facilities were stocked. Worked with Peggy on getting connections info to DEQ.

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

Thank you,

Jon Brown



OCTOBER 24-28, 2022

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Finance/Administration Office Report

- Prepared and submitted the annual 911 Expenditure Report, submitted to the State.
- Sent out current budget/actual reports to each department. We are 4 months (or 1/3) through the budget year.
- Attended the Public Works presentation on water and wastewater by Jon Brown, enjoyed homemade omelets in the shop made by Shane Brown!
- Finished computer setup and cleaning of the Finance Director's office, prepared orientation information for new Finance Director
- Attended District Volleyball Tournament
- Town Council packet preparation and distribution



Police Department Weekly Report October 14 – October 27, 2022

Calls

Call volume has decreased with the reduced visitors, but still more than we would like. Petty thefts are up, DUI's are a constant, some school student related investigations, suspended drivers, speeding, etc. Nothing out of the ordinary.

Administrative

Officer Ashlee Stone Burner is off field training and on her own. Officer Dallen Griffel is half way through the law enforcement academy and receiving high marks. Officer Trujillo is taking a much needed vacation starting in mid-November, Officers Sosa and Stoneburner are also taking a few days off in November. Some schedule juggling is underway and I will be covering a regular shift again for three weeks starting Sunday November 13th.

I was unable to finish the final quote for the new patrol vehicle, due to some adjustments in the configuration and my sales rep being on vacation this last week. She is back on Monday and we will be able to work out the final details. I will be able to present the purchase order for this at the November 15th council meeting. I have eliminated the 2nd vehicle option due to it not being a practical options for a West Yellowstone patrol vehicle. That second vehicle option was a Ford Interceptor, just like the one we are replacing (2023 vs 2016). This vehicle is all-wheel drive, not four wheel drive and has very low ground clearance. If it was being exclusively used during day time hours (i.e when public works is out plowing), we might be able to get by. But at night during the winter, it is just not suitable for our needs. The vehicle I will be presenting is a 2023 Ford F-150 Responder. This vehicle is designed for law enforcement use, and will have no issues with the West Yellowstone winters.

We have made the decision to purchase Central Square as our CAD and Records Management System. As a reminder, this is the same system being used by all of our partner agencies in Gallatin County (Bozeman PD, Belgrade PD, GCSO, Manhattan PD and Montana State University PD). It will finally provide us with full connectivity with these agencies and we will no longer be an island. You may also remember that I have said the implementation is typically 12 – 18 months. Because we are connecting to an existing server within the county, Central Square is hoping for a timeframe closer to 12 months. The configuration of the system specific to WYPD's needs is underway, with more meetings with them next week. If everything goes well (does that ever happen?), I will also be presenting a purchase order for this at the November 15th meeting. This purchase has been budgeted for out of the 911 communications fund. Brenda and I are excited to be getting this system and being connected to the rest of the LE teams, but really not looking forward to the enormous task of implementing it. We both feel strongly that this decision is the right way to move the PD forward for the next decade plus.

I have been issued a Gallatin County computer and I believe we are all set to roll out the Handle with Care program on October 31st.

Brenda and I have a staff meeting scheduled for next Wednesday night with the dispatchers. Nothing to major to discuss, just trying to get into a regular routine of meeting with all staff members to help fine tune operations and discover needs.

I hope everyone has a nice weekend and Happy Halloween.

End of Report

Mike Gavagan

SOCIAL SERVICES

WEEKLY HIGHLIGHTS

OCTOBER 20-27 2022

- Senior Food given to clients, also reapplying for the program
- Assisting several clients with Unemployment and ID.com
- Enjoyed our Last Best Day barbeque!
- Computers are being used daily
- Clients are reapplying for their Energy Assistance program
- Businesses are still donating food due to the end of the season
- Dianna has participated in several Webinars
- Gentleman was sent to us by the Clinic needing assistance with RX costs
- Police Department referred a young man for a gas voucher
- Several Monthly food boxes put together for clients
- We have been sharing donated food with Senior Center and Pubic Works
- Deb has been getting Thanksgiving Baskets organized for next month
- Dianna read to the kiddo at Children's' Story Time
- Lots of requests for Boots, Coats and Gloves
- Another former client called expressing his THANKS to our office. He is now employed and doing very well
- Dianna attended the Early Childhood meeting

Recreation Department
October 27, 2022

- Our 1st cooking class was on Wednesday and it was a good turn-out, our next class will be on Wednesday November 2nd at 5pm.
- Our first Zumba class was great we will have Zumba every Tuesday at 5pm.
- Taekwondo will be every Monday from 4 to 6pm.
- Unemployment season is here and I have been helping a few people.
- I am still working on other programs hopefully we can get them going soon.

Thank you,

Vely Vazquez

Parks & Recreation Advisory Board

BOARD MEMBER	APPOINTED	EXPIRES	E-MAIL ADDRESS
Neil Courtis	10/9/18	10/8/22	treadandcast@gmail.com
Rachel Spence	10/9/18	10/8/22	rachelaspence@hotmail.com
Ken Davis*	7/6/21	10/8/22	kdavi51@icloud.com
Jennifer Jordan	4/16/19	4/15/23	parksdept@outlook.com
Liz Watt	1/21/20	1/20/24	mtrealtor@wyyellowstone.com
Jessica Picone	3/16/21	3/15/25	jessapicone@gmail.com
Brandi Brown	10/19/21	10/18/25	bns174@msn.com
Lindsey Charlton	10/19/21	10/18/25	charlton5126@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.*

* Ken Davis was appointed 7/6/21 to fill the remainder of Amy Freed’s term through 10/8/22

Updated 10/20/21 er

From: [Kevin Davis](#)
To: [Elizabeth Roos](#)
Subject: Parks Advisory Board-Reappointment
Date: Friday, September 30, 2022 11:39:56 AM

Liz: Please consider this email my request for re appointment to the Parks Advisory Board.

Thank you.

Ken Davis,
325 A Nez Perce

Sent from my iPad

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? Cemetery 2 years

Past Memberships and Associations: Yellowstone Rendezvous

Current Memberships and Associations: Cemetery 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.

From: [Officer Neil Courtis](#)
To: [Elizabeth Roos](#); [Rachel Spence](#)
Subject: Re: Parks & Rec Advisory Board
Date: Thursday, October 27, 2022 8:04:55 PM

Both of us are in. I communicated with Rachel in Jamaica today and we decided we would both do it.

Neil

Get [Outlook for iOS](#)

From: Elizabeth Roos <eroos@townofwestyellowstone.com>
Sent: Tuesday, October 25, 2022 4:51:12 PM
To: Officer Neil Courtis <ncourtis@townofwestyellowstone.com>; Rachel Spence <rachelaspen@hotmai.com>
Subject: Parks & Rec Advisory Board

Hello,

Your terms on the Parks & Recreation Advisory board have expired and the Town is advertising the positions. If you are interested in being reappointed, please complete the attached application or send me an email indicating that you wish to be reappointed. The appointments will likely be made at the next Town Council meeting on November 2, 2022. If you have any questions, let me know.

Thanks,

Elizabeth Roos, Town Clerk, CMC
Town of West Yellowstone
PO Box 1570
440 Yellowstone Avenue
West Yellowstone, MT 59758
www.townofwestyellowstone.com



APPLICATION FOR BOARDS AND COMMITTEES

Name Neil Courtis Date 9/26/18
 Address 14 Valentine Ln P.O. Box 1717
 City West Yellowstone State MT Zip 59758
 Phone (Home): _____ (Work): _____ (Cell/Other): (406) 640-1759
 E-Mail Address: treadandcast@gmail.com
 Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 15
 Board or Committee you are applying for: Parks and Recreation Board
 Occupation: Police Officer
 Employer: Town of West Yellowstone
 Have you previously served on a County or City board? West Yellowstone Foundation Board
 If so, which board, and for how long? one year Safety Committee
 Past Memberships and Associations: _____

 Current Memberships and Associations: _____

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: Recreation Management degree from University of Montana
+ Rock & Ice Climbing Instructor, Wilderness Survival Instructor, Whitewater Guide, Mountaineering Instructor. Played hockey (18), football, and baseball + tennis.

What are your primary objectives for serving on this board? To improve the recreational opportunities for all residents of the West Yellowstone area.

References (Individual or Organization):

Scott Newell Phone: (406) 640-1754
Kelli & Melissa Phone: (406) 646-7744
Rachel Spence Phone: (406) 640-0266

Signature: Neil Courtis Date: 9/26/18

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.



RECEIVED SEP 24 2010

APPLICATION FOR BOARDS AND COMMITTEES

Name RACHEL SPENCE Date 9/26/18

Address P.O. BOX 1643 / 633 Parkway A

City WEST YELLOWSTONE State MT Zip 59758

Phone (Home): 640-0264 (Work): 406-7744 (Cell/Other): 640-0264

E-Mail Address: rachelspence@hotmail.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 15 yrs

Board or Committee you are applying for: PARKS AND RECREATION BOARD

Occupation: Sales FREEHEEL & WHEEL Exercise Instructor

Employer: FREEHEEL and WHEEL / SELF

Have you previously served on a County or City board? CHAMBER BOARD

If so, which board, and for how long? 1 year

Past Memberships and Associations: High School Basketball Coach at West Yellowstone School.

Current Memberships and Associations: play basketball, tennis, knowledge of football, soccer, "most sports"

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: Degree in Exercise Science from University of New Mexico. Played Division I Basketball at the University of New Mexico.

What are your primary objectives for serving on this board? My goals are to explore ways to improve recreational activities for all residents of West Yellowstone.

References (Individual or Organization):
Kelli HART / MELISSA Alder Phone: 406-646-7744
Moira Dow Phone: 406-617-697-4124
Neil Courts Phone: 406-640-1759

Signature: Rachel Spence Date: 9/26/2010

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.

Received
10/21/22
AK



APPLICATION FOR BOARDS AND COMMITTEES

Name Debbie Fleming Date Oct 21, 2022

Address P.O. Box 284

City West Yellowstone State MT Zip 59758

Phone (Home): (406) 646-7430 (Work): _____ (Cell/Other): _____

E-Mail Address: dflemingsmail@gmail.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 31 years

Board or Committee you are applying for: Parks & Recreation

Occupation: retired

Employer: N/A

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

If so, which board, and for how long? West Yellowstone Parks Board under Ken Davis (town mgr), project completion

Past Memberships and Associations: West Yellowstone Foundation

Current Memberships and Associations: N/A

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: supervised employee recreation program in Sequoia National Park;

represented WY Foundation at public meetings, government meets, and writing/receiving a grant for the original proposed perimeter trail;

WY Schools playground supervisor and program planner; WY Schools Technology Director charged with numerous projects

What are your primary objectives for serving on this board? To continue to improve the quality of life for residents by supporting programs in place while creating new programs for all citizens - including those who are retired.

References (Individual or Organization):

Diane Konieczny Phone: (406) 640-2948

Lael Calton Phone: (406) 640-0138

Anne Kinney Phone: (406) 646-7452

Signature: *Debbie Fleming* Date: Oct 21, 2022

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.



How do I VOTE?

Election Day is November 8, 2022

➤ THIS IS A REGULAR MID-TERM ELECTION

The polls will be open on Election Day, Tuesday, November 8, 2022 from 7 AM until 8 PM at the Povah Community Center, 10 S Geysler Street in West Yellowstone. Regular ballots will NOT be mailed.

➤ ABSENTEE VOTERS

Voters that are registered absentee voters will receive a ballot by mail. Registered absentee voters must mail their ballots back so they are received by November 8, 2022. It is recommended that they are mailed no later than November 1, 2022. On Election Day ONLY, absentee ballots may be dropped in the box at the Povah Community Center.

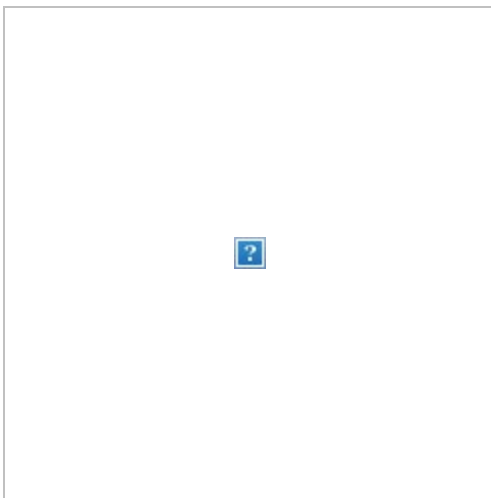
★ ★ **NOT REGISTERED?** ★ ★

- ✳ Regular voter registration has closed, but late registration is still open through November 8, 2022.
- ✳ In order to register between now and November 8, 2022, citizens must appear in person at the Elections Office at the Gallatin County Courthouse, 311 W Main Street, Room 210, in Bozeman. Please contact the Elections Office at (406) 582-3060 for more information.



From: [Gallatin Media Center](#)
To: gallatin-media-center-2020@apps.gcem.us
Subject: [Media Center] Gallatin County Elections Offers Options to Voters Who Haven't Received Absentee Ballots
Date: Friday, October 28, 2022 9:16:50 AM

Gallatin County Elections Offers Options to Voters Who Haven't Received Absentee Ballots



For immediate release: Oct. 28, 2022

Media contact:

Eric Semerad, Gallatin County Elections Administrator

406-582-3060

eric.semerad@gallatin.mt.gov

Gallatin County Elections Offers Options to Voters Who Haven't Received Absentee Ballots

Some of our Gallatin County voters have reported not receiving their absentee ballots for the Nov. 8 general election. The Gallatin County Elections Office has a variety of ways to get those voters replacement ballots to ensure they are able to vote in the upcoming election.

We understand this is frustrating for voters who haven't received their ballots. Our office is working diligently to navigate through these mail delivery issues to ensure all eligible voters have the opportunity to cast their ballots in the general election.

Get a new ballot – Come in Person

Voters can request a replacement ballot if their first ballot was not received, spoiled, damaged or destroyed. This request may only be used if the voter has not yet returned the voted ballot to the elections office.

To receive a replacement ballot, fill out [this form](#) and bring it to the Gallatin County Elections Office (second floor of the Gallatin County Courthouse at 311 W. Main St. in Bozeman). Voters can request that our office re-mail their ballot, but with slow mail delivery time and the upcoming ballot-return deadline (received in our office by 8 p.m. Nov. 8) in-person visits are recommended.

To request a ballot be re-mailed, email a physically printed and signed copy of the form to gallatin.elections@gallatin.mt.gov. Digital signatures will not be accepted.

Designate someone to pick up your replacement ballot

If you are unable to pick up a replacement ballot, or concerned it may not be delivered in time, you can also designate someone to pick it up on your behalf. That person can then deliver your ballot or send your ballot via expedited shipping to you.

Print out [this replacement ballot form](#) and fill out using black or blue ink. At the bottom of the form, include the name of the person who you authorize to pick up your ballot for you and sign as Elector.

Give the completed and signed form to your designee. You may also scan or take a picture of your completed form and email to your designee to bring into our office for pickup.

Vote at your polling place on Election Day

Registered absentee voters can go to their polling place on Election Day and vote with a provisional ballot. Find your polling place location at www.MyVoterPageMT.com.

Polling places will be open on Election Day on Tuesday, Nov. 8 from 7 AM to 8 PM, with the exception of Bridger Canyon Fire Station, which will be open noon to 8 PM.

Contact us

If you have further questions, please come to our office, give us a call at 406-582-3060, or email us at gallatin.elections@gallatin.mt.gov. We are open Mondays through Fridays from 8 a.m. to 5 p.m. On Election Day, our office will be open from 7 a.m. to 8 p.m. For more information, visit our website www.gallatinvotes.com.

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View online at: <http://www.gallatinmedia.org/>