

Town of West Yellowstone

Town Council Meeting

MONDAY, October 3, 2022

Town Hall, 440 Yellowstone Avenue

12:00 PM

AGENDA

Public Comment

Council Comments

Purchase Orders: #6557 to University Auto Sales, \$18,200, 2013 Chevy Silverado
1-ton with 4K lb crane, replace approved Purchase Order #6553

Action/Discussion

Claims

Action/Discussion

Consent Agenda: Minutes of the September 20, 2022 Town Council Meeting

Action/Discussion

Town Manager & Staff Reports

*The public is invited to attend. The 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.



P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

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

info@townofwestyellowstone.com

PURCHASE ORDER 4000-430200-940 - not budgeted

Date 9-30-22

Ship Via in place of approved PO# 006553
on 9-20-22.

Order No. 006557

Department PUBLIC WORKS

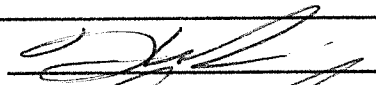
TO: University Auto Sales Inc.

ADDRESS:

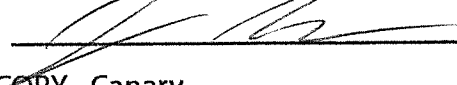
PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	2013 Chevy Silverado 1 ton w/ 4K lb. crane

Authorized By



Requested By:



Estimated Cost \$ 18,200.⁰⁰

VENDOR COPY - White OFFICE COPY - Canary



DEalersHIP
UNIVERSITY AUTO SALES INC
 1350 N ARTHUR
 POCATELLO, ID 83204
 208-238-0200

**RETAIL
 VEHICLE PURCHASE
 CONTRACT**

Purchaser Town of West Yellowstone Public Works HM# 406-646-7795 WK# _____

Address PO Box 1570 City WEST YELLOWSTON State MT Zip 59758

Purchaser hereby agrees to purchase the following vehicle under the terms and conditions specified below.

YEAR	MAKE	MODEL	VIN	ODO	STOCK #
2013	CHEVROLE	SILVERADO	1G05KZC670Z209122	284263	11839

**This Vehicle is Being Sold
 AS - IS**

Unless Written Guarantee is Given at Time of Sale

"THE INFORMATION YOU SEE ON THE WINDOW FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE."

Receipt is provided by law, and unless we make a written warranty, or enter into a service contract within 90 days from the date of this agreement, we make no warranties, express or implied, on the vehicle, and there will be no implied warranties of merchantability or fitness for a particular purpose. If we make a written warranty or enter into a service contract within 90 days of this agreement, implied warranties are limited to the duration of the written warranty or service contract.

YOU AND THE DEALER HAVE AGREED THAT THE MOTOR VEHICLE WILL BE DELIVERED TO YOU PRIOR TO COMPLETION OF THE PURCHASE. IF FINANCING CANNOT BE ARRANGED ON THE TERMS AND WITHIN THE TIME PERIOD AGREED UPON IN THE MOTOR VEHICLE PURCHASE CONTRACT, THE CONTRACT IS NULL AND VOID. The purchaser must return the vehicle upon demand of the dealer within 48 hours after being informed that the purchase is being cancelled due to financing not being able to be arranged on the terms that were agreed upon by the dealer and purchaser. Failure to return the vehicle within the stated time may result in the purchaser being obligated to pay the additional penalties for loss of use. The purchaser is also obligated for the cost of any repairs for damages to the vehicle while in the purchaser's possession.

(1) CASH PRICE VEHICLE AND ACCESSORIES	18,062.00
(2) DISCOUNT OR TRADE AMOUNT ALLOWED	N/A
(3) CASH DIFFERENCE (Taxable Amount)	18,062.00
(4) DOCUMENTATION FEE (Taxable Amount)	129.00
(5) SALES TAX (3 + 4 x CURRENT %)	N/A
(6) TITLE TRANSFER <i>30 DAY Temp.</i>	9.00
(7) PLUS TRADE PAY OFF	N/A
(8) EXTENDED SERVICE CONTRACT	N/A
(9) CREDIT LIFE	N/A
(10) ACCIDENT OR HEALTH INSURANCE	N/A
(11) OTHER	N/A
(12) OTHER	N/A
(13) SUB TOTAL DUE	18,200.00
(14) CASH DOWN PAYMENT	N/A
UNPAID CASH BALANCE DUE ON DELIVERY (13) MINUS (14)	18,200.00

TRADE

Make _____ Model _____ Year _____
 VIN _____
 Amount Allowed \$ _____ N/A
 Payoff \$ _____ N/A Until _____
 Net Trade \$ _____ N/A
 Payoff Owed To _____
 Address _____


Buyer assumes responsibility for any difference in payoff in excess of amount shown above and will pay such difference in cash on demand, or buyer authorizes dealer, at dealers option to increase monthly payments and contract balance to cover difference, or repossess the car sold.

If the unpaid balance of cash price stated above is the proceeds of a time payment agreement, as noted below, all items and conditions of that agreement are hereby made a part of and an attachment to this order by this reference.

REMARKS:

Purchaser agrees that this order includes all items, terms and conditions of the sale, together with any attachments herein referred to. This order cancels and supersedes any prior written or oral agreement, and as of the date herein, comprises the complete and exclusive statement of the terms of this agreement relating to the sale of the vehicle and the subject matters covered hereby. Purchaser, by execution of this order, certifies that he and/or she is of legal age and acknowledges that he and/or she has read his terms, conditions and attachments and has received a true copy of this order.

Purchaser shall not be entitled, in any event, to recover, from dealer, any consequential damages of any kind or nature, damage from personal injury, damages to property, damages for loss or use, loss of time, loss of profit, loss of income or any other incidental damages.


 Purchasers Signature _____ Date 9/27/22


 Dealer or Authorized Representative _____ Date 9/27/22

Jon Simms

From: Jon Simms
Sent: Friday, September 30, 2022 10:17 AM
To: Jon Simms





Sent from my iPhone

09/22/22
16:15:09

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/22

Page: 1 of 2
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
49431		3372 University Auto Sales, Inc.	30,500.00					
	PO #6554	09/21/22 2017 Chevy 2500HD, white	30,500.00*		SEWER	5310 430630	940	101000
		# of Claims	1	Total:				30,500.00

09/22/22
16:15:09

TOWN OF WEST YELLOWSTONE
Fund Summary for Claims
For the Accounting Period: 9/22

Page: 2 of 2
Report ID: AP110

Fund/Account	Amount
5310 Sewer Operating Fund	
101000 CASH	\$30,500.00
Total:	\$30,500.00

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 10/22

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49433		1566 Montana Security and 73034 09/30/22 monitoring UPDL	61.50 61.50		UPDL	1000 411252	357	101000
49435		95 Energy West-Montana	1,182.70					
	09/27/22	nat gas 210361788 updl	373.95		UPDH	1000 411252	344	101000
	09/27/22	nat gas 210360293 Police	29.29		POLBLD	1000 411258	344	101000
	09/27/22	nat gas 210361746 Pub Services	71.43		STREET	1000 430200	344	101000
	09/27/22	nat gas 210361811 old firehall	53.38		PARK	1000 460430	344	101000
	09/27/22	nat gas 210363966 old bld ins	21.26		STREET	1000 430200	344	101000
	09/27/22	nat gas 210360540 library	67.41		LI BBLD	1000 411259	344	101000
	09/27/22	nat gas 210364599 Povah	294.19		POVAH	1000 411255	344	101000
	09/27/22	nat gas 210361697 Iris Lift St	37.33		PUBSVC	1000 430200	344	101000
	09/27/22	nat gas 210365425 Twn Hall	207.17		TWNHAL	1000 411250	344	101000
	09/27/22	nat gas 210361655 Mad Add Sewe	27.29		SEWER	5310 430600	344	101000
49439		2264 MORNING GLORY COFFEE & TEA	33.75					
	493621 09/22/22	Dispatch coffee	33.75		POLICE	1000 420230	220	101000
49443		2813 Century Link	1,560.72					
	09/19/22	E911 Viper 255-9710	988.12		E911	2850 420750	345	101000
	09/19/22	E911 Viper 255-9712	29.05		E911	2850 420750	345	101000
	09/19/22	E911 Viper 646-5170	122.82		E911	2850 420750	345	101000
	09/19/22	Alarm Lines 646-5185	102.06		TWNHLL	1000 411250	345	101000
	09/19/22	Police - 646-7600	318.67		POLICE	2850 420750	345	101000
49453		42 Fall River Electric	9,006.53					
	09/20/22	PARK, old firehouse 2901001	40.33		PARK	1000 411253	341	101000
	09/20/22	povah comm ctr 4212001	234.73		POVAH	1000 411255	341	101000
	09/20/22	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	09/20/22	RR Well 4212005	39.00		WATER	5210 430500	341	101000
	09/20/22	SEWER LIFT STATION 4212006	281.59		SEWER	5310 430600	341	101000
	09/20/22	SEWER PLANT 4212007	1,380.45		SEWER	5310 430600	341	101000
	09/20/22	POLICE 4212008	122.08		POLICE	1000 411258	341	101000
	09/20/22	TOWN HALL 4212009	401.83		TWNHLA	1000 411250	341	101000
	09/20/22	ICE RINK 421010	53.87		PARKS	1000 411253	341	101000
	09/20/22	S Canyon XmasTree Light 421011	0.00		STLITE	1000 430263	341	101000
	09/20/22	South Iris Street Well 4212013	1,197.31		WATER	5210 430500	341	101000
	09/20/22	MAD SEWER LIFT 4212014	120.46		SEWER	5310 430600	341	101000
	09/20/22	Hayden/Grouse Well 4212015	50.52		WATER	5210 430500	341	101000
	09/20/22	911 Tower 4212016	40.86		911	2850 420750	341	101000
	09/20/22	MADADD H2O Tower 4212017	53.92		WATER	5210 430500	341	101000
	09/20/22	SHOP 4212018	98.15		STREET	1000 430200	341	101000
	09/20/22	ANIMAL 4212029	58.81		ANIML	1000 440600	341	101000
	09/20/22	CLORINATOR 4212030	39.48		WATER	5210 430500	341	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	09/20/22	Electric Well 4212031	45.96		WATER	5210 430500	341	101000
	09/20/22	PARK 4212032	78.56		PARKS	1000 411253	341	101000
	09/20/22	UPDH 4212041	239.56		UPDH	1000 411252	341	101000
	09/20/22	SEWER TREAT SERV 4212046	2,865.06		SEWER	5310 430600	341	101000
	09/20/22	LIBRARY 23 dunraven 4212054	112.75		LI BR	1000 411259	341	101000
49455		1514 Verizon Wireless	1,036.72					
21 Smartphones								
5 laptops								
	09/20/22	640-0108, Police	39.84		POLICE	1000 420100	345	101000
	09/20/22	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	09/20/22	640-0141 Street SP	39.84		STREET	1000 430200	345	101000
	09/20/22	640-0159 Street SP	39.84		STREET	1000 430200	345	101000
	09/20/22	640-0606 911 Dispatch	39.84		911	1000 420160	345	101000
	09/20/22	640-1103, Operator SP	39.84		STREET	1000 430200	345	101000
	09/20/22	640-1460, Library Dir, SP	39.84		LIBRAR	2220 460100	345	101000
	09/20/22	640-1461, S & W operator, SP	39.84		SEWER	5310 430600	345	101000
	09/20/22	640-1462, S & W Super, SP	39.84		WATER	5210 430500	345	101000
	09/20/22	640-1463, Deputy PSS, SP Sspnd	39.84		PARKS	1000 460430	345	101000
	09/20/22	640-1472, Ops Mgr, SP	39.84		ADMIN	1000 410210	345	101000
	09/20/22	640-1676, Rec Coor, SP	39.84		REC	1000 460440	345	101000
	09/20/22	640-1754, COP, SP	39.84		POLICE	1000 420100	345	101000
	09/20/22	640-1755, Police	39.84		POLICE	1000 420100	345	101000
	09/20/22	640-1756, Police	39.87		POLICE	1000 420100	345	101000
	09/20/22	640-1757, Police	39.84		POLICE	1000 420100	345	101000
	09/20/22	640-1758, Head Dispatcher	39.84		DSPTCH	1000 420160	345	101000
	09/20/22	640-1759, Police	39.84		POLICE	1000 420100	345	101000
	09/20/22	640-7547, Street SP	39.84		PARKS	1000 460430	345	101000
	09/20/22	640-9074, PSS, SP	39.84		STREET	1000 430200	345	101000
	09/20/22	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	09/20/22	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	09/20/22	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	09/20/22	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	09/20/22	640-2354 Social Services	39.84		SOCSER	1000 450135	345	101000
	09/20/22	640-2629 City Judge	39.84		COURT	1000 410360	345	101000
49457		73 Westmart Building Center	6,999.77					
	09/27/22	Street Supplies	2,917.33		STREET	1000 430200	220	101000
	09/27/22	Water T&D Supplies	75.89		WATER	5210 430550	220	101000
	09/27/22	Police Supplies	18.98		POLICE	1000 420100	220	101000
	09/27/22	Police Building	104.45		POLICE	1000 411258	366	101000
	09/27/22	UPDL Supplies	140.60		UPDL	1000 411252	220	101000
	09/27/22	Library Building Repairs	422.99		LIBRY	1000 411259	366	101000
	09/27/22	Town Hall Supplies	19.15		TWNHLL	1000 411250	220	101000
	09/27/22	Chamber Building supplies	121.54*		CHMBR	1000 411257	220	101000

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 10/22

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	09/27/22	Povah Center Bldng supplies	29.90		POVAH	1000 411255	220	101000
	09/27/22	Parks Supplies	2,902.10		PARKS	1000 460430	220	101000
	09/27/22	Clinic building	126.76		CLINIC	1000 411251	366	101000
	09/27/22	Soc Ser Supplies	97.31		SOC SER	1000 450135	220	101000
	09/27/22	Help fund Supplies	22.77		HELP	7010 450135	220	101000
49458		3242 Fisher's Technology	8.53					
	09/23/22	copy fee	8.53		FINADM	1000 410510	356	101000
49461		2977 Staples Credit Plan	363.87					
	3125317481	08/19/22 Care&custodysupplies	173.31		POLICE	1000 420230	220	101000
	3130582441	08/27/22 Police supplies	190.56		POLICE	1000 420100	220	101000
49462		60 Westgate Station	120.00					
	091622-01	09/16/22 Fuel Voucher	60.00		HELP	7010 450135	231	101000
	091922-01	09/19/22 Fuel Voucher	60.00		HELP	7010 450135	231	101000
49463		999999 ANGELICA VAZQUEZ	350.00					
	09/21/22	Povah Cleaning Deposit	350.00		POVAH	2210 214001		101000
49464		379 Energy Laboratories, Inc	187.00					
	502772	09/17/22 Well 2 & 3 testing	187.00		WATER	5210 430500	348	101000
49465		3280 Fall River Propane	120.00					
	2494445	09/01/22 Tank Rent	120.00		WATER	5210 430500	231	101000
49466		3309 AQUAPRO	1,379.29					
	A22-164	09/20/22 DeliverWaterSampl estoBri dger	228.00		WATER	5210 430590	251	101000
	A22-165	09/20/22 External HardDrivePortable	139.99		WATER	5210 430590	251	101000
	A22-167	09/20/22 (6)HoseNozzle0-ri ngSetscrew	1,011.30		WATER	5210 430590	251	101000
49467		547 WY Chamber of Commerce	20,000.00					
	Town22-23	09/19/22 VisitorInfoCtrSupport22-23	20,000.00		LEGIS	1000 410100	870	101000
49468		88 MT Dept Labor & Industry	240.00					
	09/21/22	ElevatorSafetyCertofOper	240.00		POVAH	1000 411255	350	101000
49469		1934 Brenda Martin	191.00					
	09/20/22	TAC ConferenceReimbursement	128.00		DSPTCH	1000 420160	370	101000
	09/20/22	APCO/NENA ConferenceReimburs	63.00		DSPTCH	1000 420160	370	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49470		2440 David L Righthenour	128.00					
	09/17/22	TAC Conference Reimbursement	128.00		DSPTCH	1000 420160	370	101000
49471		3202 Pilar Collins	63.00					
	09/20/22	APCO conference Reimbursement	63.00		DSPTCH	1000 420160	370	101000
49472		3373 Ricardo Morales	100.00					
	09/23/22	Fuel for new 2017ChevyReimburs	100.00		SEWER	5310 430600	231	101000
49473		999999 JAROL ANTONIO VELASQUEZ	35.00					
	09/19/22	ExoneratedBondovrpymntVelasque	35.00		COURT	7469 212401		101000
49474		2088 Town West Yellowstone	2.00					
	09/28/22	OverpymntOnCourtFee	2.00		CIVIL	1000 351033		101000
49475		1928 Michele DesRochers	62.00					
	09/28/22	Reimbursement Training	62.00		LIBRY	2220 460100	370	101000
49476		2537 Balco Uniform Co., Inc.	171.60					
	72279 09/28/22	Uniform Gavagan	171.60		POLICE	1000 420100	226	101000
49477		1864 Loomis Family Limited	14.00					
	09/23/22	Fuel	14.00		STREET	1000 430200	231	101000
49478		2762 Mission Communications, LLC	3,590.40					
	1069120 09/20/22	Annual Contract/CommunocatPack	2,000.00		WATER	5210 430500	357	101000
	1069120 09/20/22	Annual Contract/CommunocatPack	1,590.40		SEWER	5310 430600	357	101000
49479		3226 Peggy Russell	92.21					
	09/29/22	ReimburstforChairMat/SmBinders	92.21		WATER	5210 430550	220	101000
49480		3374 Diesel Depot	4,977.33					
	01R19310 09/23/22	RelplaceMainramcylinderFreig	4,977.33		STREET	1000 430200	361	101000
49481		3324 Dan Walker	262.00					
	09/30/22	reimb travel, MAP conf Billing	118.00		ADMIN	1000 410210	370	101000
	09/30/22	reimb travel, MLCT Kalispell	144.00		ADMIN	1000 410210	370	101000
49482		3330 Sam Moul denauer	62.00					
	09/30/22	travel to Billings, locator tr	62.00		STREET	5210 430500	370	101000

09/30/22
14:40:34

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 10/22

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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
49483		3329 Shane Brown	68.00					
	09/30/22	travel to Billings, locator tr	68.00		STREET	5210 430500	370	101000
49484		3306 Jon Simms	144.00					
	09/30/22	reimb travel, MLCT conf Kalisp	144.00		STREET	1000 430200	370	101000
49485		1282 Elizabeth Roos	144.00					
	09/30/22	reimb travel, MLCT conf Kalisp	144.00		ADMIN	1000 410210	370	101000
49486		3360 Lisa Griffith	625.25					
	09/30/20	reimb travel, MLCT conf Kalisp	625.25		LEGIS	1000 410100	370	101000
		# of Claims 34	Total: 53,382.17					

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$39,397.53
2210 Parks & Recreation	
101000 CASH	\$350.00
2220 Library	
101000 CASH	\$101.84
2850 911 Emergency	
101000 CASH	\$1,499.52
5210 Water Operating Fund	
101000 CASH	\$5,450.42
5310 Sewer Operating Fund	
101000 CASH	\$6,405.09
7010 Social Services/Help Fund	
101000 CASH	\$142.77
7469 City Court - Judge Jent	
101000 CASH	\$35.00
Total:	\$53,382.17

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
September 20, 2022

COUNCIL MEMBERS PRESENT: Travis Watt, Brian Benike, Jeff McBirnie, and Jeff Mathews, Lisa Griffith participates in the meeting online using Zoom

OTHERS PRESENT: Town Manager Dan Walker, Public Services Superintendent Jon Simms, Town Engineer Dave Noel, Deputy Superintendent of Water & Wastewater Jon Brown,

The meeting is called to order by Mayor Travis Watt at 5:30 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded. The meeting is being broadcast over the internet using a program called Zoom.

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

Public Comment Period

Pat Flowers addresses the Town Council regarding the recent announcements about the terminal project at the airport. He says there has been conflicting information but it sounds like there is a funding shortfall and he encourages the Town and community to speak up in support of the project.

Court Clerk Kerry Parker comments regarding the public evaluation of Town Manager Dan Walker at the last meeting, specifically a very negative review by Council Member Griffith. She contends that the comments made were inaccurate and divisive.

Loren Blanksma, Chair for the Gallatin Conservation District, addresses the Council and encourages the Town to let them know if they have any concerns or if there is anything they can do to support the Town. He says they know the Town is facing a complicated sewer project and offers support for that project.

Council Comments

Mayor Watt comments that there have been a lot of recent community events and he has observed great participation.

WORK SESSION

Mayor Watt calls the meeting to order and explains that the first agenda item is a discussion of the Capital Improvement Plan projects and current status. Public Services Superintendent Jon Simms briefly describes each project that was budgeted for this year and current progress. The lighting upgrade in the Firehole Room at the Union Pacific Dining Lodge is scheduled to get underway later this month. The grass volleyball court in Pioneer Park has been installed! Crack sealing on the north/south streets and in the Grizzly Addition is scheduled for October. He says they conducted a pavement assessment through Forsgren earlier this summer and have a plan for which streets need to be repaved and which streets can just be maintained. He has a bid for the sidewalk on North Electric from Parkway D to the Madison Apartments. They will probably wait until spring for this project and hopefully concrete costs will come down. They will look at streetlights along that section at the same time. The ADA sidewalk aprons that were put in a couple years ago are not compliant, the wrong style of apron was installed and some are painted and some are not. He says he doesn't think it is a pressing issue, but asks for Council feedback. McBirnie recommends reaching out to the Department of Vocational Rehabilitation in Bozeman to determine what they are required to provide. Phase I of the casting pond project is complete, including excavation and catch basins. Phase II will be the concrete and he does anticipate completing that this year. He has contacted a couple contractors about resurfacing the tennis courts/pickle ball courts and hopes to complete that project in the spring. The current plan for the recreation area in the Madison Addition is to leave the tennis courts in the same location and convert the basketball court into a pickleball court. He is waiting for a quote to replace some of

the damaged trees on Canyon Street, looking at steel grates to protect the trees or possibly removable flower planters. He is in contact with a contractor regarding the restroom and drinking fountain at the tennis courts, hope to put that in next spring. He is waiting for final quotes to lease/replace a new loader and a new grader. The grader lease is expected to be \$28,000 per year for 1000 hours per year. He says the pavement treatment they performed on Gibbon and Obsidian is complete, he will meet with the contractor in the near future to determine if they want to apply it to the rest of the streets. Jon Brown reports on the status of water and sewer projects. He says that before they can proceed with water well #5, they need to complete a water facilities planning study. He says they had their sanitary survey from DEQ today and it went well. They are working on replacing the flow meter that was taken out by lightning on Well #4 and replacing fire hydrants in the Madison Addition. They are planning to repair the sewer lines in Parkways A, B, and C and is seeking bids. The Madison Addition pump installation project is in progress and he hopes to complete that in the next four weeks. They also budgeted to purchase a used vacator truck to clean water and sewer lines.

Mayor Watt invites Town Engineer Dave Noel to update the Council on the Mammoth Room Vertical Structural Improvements project. Noel reports that the design is complete, it has been approved by the State Historical Preservation Office, and the cost has been updated. The current estimate for the entire project is \$1,093,400. The group discusses bidding project, the current budget includes \$245,000 for this fiscal year. Noel recommends bidding the project both as a single season project and by phases.

Work Session adjourns at 6:20 PM, the regular meeting convenes at 7:00 PM.

ACTION TAKEN

- 1) Motion carried to approve #6553 for \$24,500 to purchase a 2014 Ford F-250 service truck. (Mathews, Benike)
- 2) Motion carried to approve purchase order #6554 to University Auto Sales, Inc. to purchase a 2017 Chevy 2500 HD pickup for the sewer department for \$30,500. (Mathews, Benike)
- 3) Motion carried to approve purchase order #6457 to Forsgren Associates, Inc. for engineering fees for the Madison Addition Lift Station for \$11,136.00. (Mathews, Benike)
- 4) Motion carried to approve the claims, which total \$214,782.22. (McBirnle, Benike)
- 5) Motion carried to approve the Consent Agenda, which includes the minutes of the September 6, 2022 Town Council Meeting, as amended to note that Mayor Watt was present online and the addition of the last name for Christine Blom. (McBirnle, Benike) Griffith is opposed.
- 6) Motion carried to approve the Single Family Equivalency (SFE) calculator as presented by Town Engineer Dave Noel. (Benike, McBirnle)
- 7) Secondary motion carried to approve the Single Family Equivalency (SFE) calculator as presented and remove the add-on for kitchens under lodging facilities. (Benike, Mathews) Griffith is opposed.
- 8) Motion carried to direct staff to prepare a resolution of support for the airport terminal project for adoption at the next meeting. (Watt, Griffith)
- 9) Motion carried to approve the Marketing and Promotions Fund recommendation to award \$26,200 to the 2022 Yellowstone Ski Festival. (Benike, McBirnle)

- 10) Motion carried to grant Town Manager Dan Walker a pay increase of 5%. (Watt, Benike) Griffith is opposed.

DISCUSSION

- 1) Simms explains that with the addition of new staff members and their aging vehicle fleet, they have determined that they need to purchase some additional vehicles, which will require some budget changes. The other purchase order for the Madison Addition Lift Station.
- A) Town Manager Dan Walker updates that they received preliminary notice from the US Forest Service regarding purchase of 14 acres for the wastewater treatment plant. He says that the attorneys for the Town and the Airport are going to work on termination language for inclusion in the airport lease. He says they will continue to pursue both options for location of the treatment plant. He says they received a Safety and Compliance Report from the State following an inspection the first of September and received no serious violations. He reports he will be attending the State Planning Conference in Billings next week and the Montana League of Cities & Towns in Kalispell the week after. He also notes that Officer Dallen Griffel started the Police Academy last week and will be attending for the next three months. He thanks the Council for conducting his performance review at the last meeting. He says that he has prepared a response, specifically to the comments made by Council Member Griffith, that he will send to the Council by email and then attach the response to the evaluations to put in his personnel file.

Council Member Lisa Griffith inquires about Jon Brown's report and whether all water users in the limits of the Town have to be connected to the public water supply system. Brown says he will provide that information to the Town Manager.

- 6-7) Town Engineer Dave Noel distributes copies of the most recent Single Family Equivalency (SFE) calculator. He explains that the purpose of the calculator is to equate uses that are not houses. He also provides definitions to assist the staff in determining how specific uses should be calculated. He points out minor changes they recommend including removal of the "bed space" add on for nursing/rest homes, removal of the add on for restaurants for each 25 seats, and removal of the additional 20 seats add on for restaurants/drive ins. Noel describes the methodology they used to establish each use on the calculator. Mathews asks if they have calculated the increase in revenue that will result from adoption of the calculator. Noel explains that they are ready to do that, but will not until they settle on a calculator. The Council discusses the calculator and proposed definitions at length. Chipper Smith points out inconsistencies in the proposed rates, comparing a single rental unit they have that would be charged a factor of 2.6 since it has three beds and a kitchen, to a restaurant with 50 seats that is only charged 3.0. Amber Smith questions comparing a rental unit to busy restaurants and hotels that serve breakfast. Jan Neish of the Island Park News points out ambiguity in the definition of a lodging facility. Noel responds that there is room for adjustment and says they could always gather more data. There is significant discussion about the definitions and adjusting the factors.
- 8) The Council discusses the airport terminal project and recent information that indicated that the project would be cancelled. Pat Flowers adds that he is sure that Representative Jane Gillette and himself will definitely support this however they can.
- 9) John Greve addresses the Council and explains that the board did approve the request for \$26,200 for the 2022 Yellowstone Ski Festival. He says that this is a repeat event and the board did express concerns that their request continues to increase and it is their hope that such events will eventually become self-sufficient.

- 10) Mayor Watt explains that he sent an email out to the council earlier today that outlined the pay increases the Town has granted to union members, the judge, and supervisors. Mayor Watt asks Walker if he wishes to adjourn into executive session. Walker responds that he believes the public's right to know outweighs his right to privacy on this issue. Griffith inquires about the vacation package Walker receives. Town Clerk Liz Roos responds that he receives the same vacation allocation as all other employees receive as outlined in the Employee Personnel Manual. Mathews says that inflation has been well over 5% and 5% is the least amount of an increase that they should consider.

Motion carried to adjourn the meeting. (McBirnie, Benike) (9:25 PM)

Mayor

ATTEST:

Town Clerk

DRAFT

Public Services Dept. Bi-Weekly Report: September 16th through September 29th, 2022

Work performed

Winterize town park sprinkler system, begin winterizing the other systems. Replace rotten beam and support pillars for roof overhang at library. Continue building jack fencing to protect perimeter of casting pond (18 sections built so far). Shane Brown and Sam Moldenhauer are attending a 2-day utility locate training in Billings (9/28 & 9/29). Sod installed at town park after new volleyball court was installed. Inspect playground equipment, tighten, and replace hardware as needed. Verify distribution system injection wells are not leaking. Hydrant repairs and maintenance. Clean up mess in men's room at visitor's center. Fill in washouts in Alley-D near Simon's Ditch. Add road base material in potholes throughout alleyways. Repair weld fork attachments on 938 payloader. Offload delivery from Waxie Supply. Install miller welder on service truck. Utility locates as they come through. 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/ pothole repairs. Continue replacing worn street signage, straightening posts. Haul away material and debris accumulating in the snow storage areas throughout the inner parks. Add material to roadside berms as needed for proper grade. Fill in washed out areas with road base material near fire hydrants. 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. Mowing grass, running string trimmers, catching up on weed control, using steel wire heads to remove weeds growing through sidewalk cracks. 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. Work through punch list items for Billings Clinic and building concerns at the town clinic. Daily trash route, (slowing down and crew has begun pulling several cans in low volume locations) cardboard, and recycling collection. Pressure wash and disinfect refuse receptacles. Haul water valve housings, caps, pipe extensions, steel culvert pipe and castings to lagoon. 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. Pushup wood pile at lagoon. Pickup DA's in road as needed. Seasonal employee Alex Moldenhauer's last day for the season (9/29).

Administrative

Present CIP status and updates to town council. Discuss DEQ inspection and sanitary survey with Jon Brown. Met with rec coordinator to go over recreation programming updates and needs. Met with Billings Clinic to perform a walkthrough evaluation and answer any building maintenance concerns. Reach out to Alan English from Bureau of Mines and Geology for report and findings from private water

well site survey. Met with a WYS student to set up a work release program with the town. Work with local resident to fulfill their community service hours. Chair the planning board meeting and take minutes. Attend solid waste board meeting. Have public notice sent out for crack sealing project coming up the second week of October. Follow up with contractors on casting pond concrete installation, send out reminders to get back bid proposals. Follow up with foreman at Mountain West Electric on Firehole Room lighting retrofit. It will now be mid-October before they can perform the install due to timeframe of events booked at dining lodge. Purchase used Chevy 2500 for water and sewer department. Research more vehicle options for PW crew. Follow up with RDO/ John Deere on heavy equipment leasing and maintenance updates, 772 should be running by 9/30. Still waiting on conveyor chain for pelican sweeper. Follow up with Diesel Depot on out service issues with 2001 Freightliner and repair costs. Meet with Jeff Gurr to look over vehicle lighting and vehicle radio updates. Work with new sales rep at Caterpillar, Landon Dargen on heavy equipment leasing options. Reached out to Ryan Clark at John Deere again for updated proposal on payloader to find out he accepted a job in Missoula and is no longer with the company. I'll now be working through lease options and pricing for the loader with Brian Jensen, store manager in Belgrade. Met 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 should be here by October 20th) Start reviewing year 1 employee evaluations for KC, Shane and Sam. Received a call for donation on several bear proof can stations (now have a replacement stock at lagoon, used stations would just need to be painted). Scheduled meeting with Jess Miller at Asphalt systems to evaluate the surface emulsion treatment done this past August. Discuss project updates with Swiss Precision Landscaping & Nursery. Review sidewalk audit and discuss inventory evaluation with Forsgren Engineering. Met with Blu's Cleaning services to televise jet STS line at 316 Geyser after discussing flooding concerns with the property owner. Discuss WYS career fair day with Carrie Coan at West Yellowstone Foundation. 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.

Bi Weekly Report

9/15/22 to 9/28/22

9/15/22 Water/Wastewater Rounds. worked on Covid water sampler it needed some repair. Worked with GIS Department on my office computer and updating paper work and files. Working on flow monitoring equipment Trying to come up with a flow meter at lagoons Effluent 001 Discharge point that will work and satisfy DEQ.

9/16/22 Water/Wastewater Rounds. blower maintenance, working on flow meter in well #4 Seametrics flow meter, Lightning strike Ongoing project. Adjustments to IP beds and level changes at wastewater lagoons.

9/19/22 Water/Wastewater Rounds. Installed new Sink and Faucet at Visitors Center, the sink has been leaking for years also this is a Town Sampling Point. One small leak like this can add up to hundreds of thousand gallons of water per year, like a simple toilet leaking. Paper work, Getting ready for DEQ sanitary survey.

9/20/22 Water /Wastewater Rounds. Spent the Day with DEQ Tammy Jacobson going thru the Sanitary survey we went over paperwork inventory and record Keeping and then started into the water system. Distribution, valves, inventory, Wells #1-2 3 4 and whisky springs, and Water tank. Very in-depth inspection. I felt like the inspection went very Good the official report will be coming out in the next couple of weeks for your review.

9/21/22 Water/ Wastewater rounds. Supervisor Meeting, More adjustments on lagoons and IP beds the flows are dropping as we are going into fall, Starting to winterize and get ready for winter. Working with Peggy on water meters that needed to be looked at. Lift station repair sonic start cleaning and Flushing.

9/22/22 Water/Wastewater Rounds. Inventory on fire Hydrants that need repair. Working on the most damaged hydrants, starting to Cross Train Staff on helping with the repairs. [Hands on Experience] we have two types of Hydrant's in town Waterous. And Kennedy both good Hydrant's.

9/23/22Water/ Wastewater Rounds. Drove to Pocatello Idaho to pickup the new water/sewer Truck 2017 Chevy from University Auto.

9/27/22 Water/Wastewater Rounds. Water meter reads with Peggy. Worked on the new Truck Stocking it with the Materials and tools needed. more Hydrant repair used some the old Hydrant's in the bone yard for parts to save Money and time, there were good parts available.

9/28/22 Water/ Wastewater rounds. still working on fire Hydrants and shut off valves also Flushing the Distribution System to keep water lines clean and fresh.so far we have completed #7 hydrants. This is an ongoing project that's going to take some time but my goals are two have every Hydrant working perfect.

Question was asked last meeting about Abandonment of wells in town and water connections I'm currently still doing research on these items I will have answers soon.

If you have questions Please feel free to contact me.

Thank you, Jon Brown,



SEPTEMBER 26-30, 2022

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Finance/Administration Office Report

- FY 2023 Budget Report has been submitted to the State! Lanie completed the budget document prior to her departure and consultant Chet McClean assembled the report in the correct format using the information we provided. Town Manager Dan Walker provided the budget message and the completed report was uploaded five days before it was due.
- Sold two cemetery plots this week. We have approximately 12 cremains-only plots and 117 full-size plots available at Fir Ridge Cemetery.
- Finance Clerk Peggy Russell and Jon Brown read water meters and then Peggy produced the monthly bills.
- Received and started setup of new computer for Finance Director
- Notified by Glacier Bank that the interest rate for the repurchase agreement (sweep account) will be capped at 1% going forward. The rate was .15% when the agreement was signed, but there have been significant fluctuations in the market since then.
- Entered the claims and prepared claims list and (mini) packet for Town Council Meeting on 10/3/22
- Facilitated Health Care Services Advisory Board Meeting



Recreation Department
September 29, 2022

- 1st cooking class will be October 19th 5 to 7pm class will be every other Wednesday we will have a \$5 fee per class
- Zumba class will start on October 25th 5 to 7pm these classes will be every Tuesday there will be no charge for this class
- Winter Basket Ball
- These are some of the other programs I am working on getting started.
 1. Pickle Ball for kids 8 and up
 2. Date Night- This program will give parents an opportunity to go out on a date once a month from 5pm-9pm all they would do is drop off their kids at the Povah Community Center and we will have some of the high school kids watch the kids, we will have crafts, board games, movies and snacks for the kids. We would have a \$20 fee per kid.
 3. Quilting Class
 4. Archery

Thank you,

Vely Vazquez

SOCIAL SERVICE

HIGHLIGHTS

SEPTEMBER 23-29 2022

- There has been an uptake in the number of food box requests. I have to guess that employers are cutting hours on their workers or laying them off
- Vouchers given out for the Foundation Bus and gasoline
- Dianna completed her SHIP certification renewal program
- We have several volunteers this week working in the basement
- Still assisting a gentleman with medical expensive that he occurred. We have been successful in having most of his bill waived.
- Assisting with renewals for SNAP and LEIAP programs
- The teletherapy program had its first client.
- Still working with APS on our local elderly gentleman
- Our lovely bookshelf is complete and is housing the Hopa Mountain Books. More books are going out the door because they now can be seen
- Receiving lots of donations: money, clothes and food
- The showers and computers have been busy
- Dianna will be traveling to Bozeman to pick up our 6-week food from MFBN