

Town of West Yellowstone

Tuesday, July 21, 2020

West Yellowstone Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be conducted virtually using ZOOM. The public may participate through zoom.us or through the Zoom Cloud Meetings app on a mobile device, Meeting ID 893 834 1297. No members of the public will be physically admitted to the meeting. The meeting will open at 5:15 PM. Members of the public may make comments using the “Chat” function or “raise their hand” to speak.

WORK SESSION

5:30 PM

FY 2021 Budget

Discussion ∞

- Special Budget Requests
- Enterprise Funds

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Purchase Orders

Claims ∞

Consent Agenda: **Minutes of the June 30, 2020 Town Council Work Session ∞**

Minutes of the July 7, 2020 Town Council Meeting & Work Session ∞

Business License Applications

- Mike’s Handy Works

Town Manager & Department Head Reports

Presentation: Green Up West Yellowstone

NEW BUSINESS

Planning Board County Appointment Confirmation, Chipper Smith

Discussion/Action ∞

COVID-19 Response – Rob Gilmore

Discussion

Hand Sanitizing Stations

Discussion/Action ∞

Resolution No. 745, Line of Credit Authorization (supersedes Res. 744)

Discussion/Action ∞

Spring Box & Collection Field Issue (May Adjourn into Executive Session)

Discussion

Contracts, Bids and Purchasing Procedures (May Adjourn into Executive Session)

Discussion

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
wyfoundation@gmail.com westyellowstonefoundation.org
(406) 646-1152

June 2, 2020

Town Council Members
Attn: Dan Sabolsky, Town Manager
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 600 individuals with over 900 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
Executive Director



July 17, 2020

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 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 2021.

Sincerely,

A handwritten signature in cursive script that reads "Katrina Wiese".

Katrina Wiese
President/CEO

Janna Turner
4th of July Committee Chair



July 17, 2020

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 \$99,000.00. This year, in response to the pandemic, the budget has been reduced by approximately \$13,000.00. In addition to the Town's amount of \$29,000.00, we also have financial contributions from Yellowstone Country, the West Yellowstone Tourism Business Improvement District (TBID), and State Accommodations (Bed Tax).

We feel we have been excellent stewards of Town funds. Again, we thank you for your support and ask for the continued partnership and line item in the Town's FY21' budget in the amount of \$29,000.00 to be granted to the Visitor Information Center. The FY21' developed and approved budget is attached.

Sincerely,

A handwritten signature in black ink, appearing to read "Katrina Wiese", written in a cursive style.

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

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



July 17, 2020

Town of West Yellowstone

Re: FY20' Wrap-Up Report, VIC Funding

First, let us thank you for your continued support of our community's Visitor Information Center! Through your contribution you have recognized the importance of the Visitor Center to the economic well being of West Yellowstone!

In 2019, we saw approximately 190,000 guests through the doors and helped countless others through phone, email and social media interactions. We are lucky to have a staff that does a superior job in aiding our guests, thus positively impacting our businesses, our Town and our community. The Visitor Information Center was open every day in FY20', except New Year's Day, Thanksgiving and Christmas.

Below is the summary of staff payroll and operation expenses. Attached is a payroll summary for FY20'.

FY 20' – Town of West Yellowstone Funding	\$29,000.00
Staff & Director Payroll Expenses	\$10,292.64
Payroll Processing	\$2,000.00
VIC Wifi/Phones	\$1794.00
Brochure Storage	\$990.00
Staffing Software	\$339.88
Equipment/Supplies	\$2500.00
COVID Supplies	\$4328.34
Training – Staff & Director	\$3500.00
Building Maintenance	\$2255.14
Staff Appreciation/Other Expenses	\$1000.00

We feel we have been excellent stewards of Town funds. Again, we thank you for your support and again ask for the budgeted amount of \$29,000.00 to be granted to the Visitor Information Center for FY21'. The FY21' developed and approved budget is attached.

Sincerely,

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

West Yellowstone Chamber of Commerce-General Transaction Detail By Account July 2019 through June 2020

Type	Date	Num	Name	Memo	Class	Split	Amount	Balance
5700 · VIC Support								
5720 · TOWN OF WEST YELLOWSTONE								
Check	07/11/2019	24074	Funding Sources:27...	TOWN OF W...	720 - VI...	1007 · VIC	-853.47	-853.47
Invoice	11/12/2019	TNVIC...	Funding Sources:27...	VIC support: ...	720 - VI...	1100 · Account...	14,500.00	13,646.53
Invoice	04/28/2020	TNVIC...	Funding Sources:27...	VIC support: ...	720 - VI...	1100 · Account...	14,500.00	28,146.53
Total 5720 · TOWN OF WEST YELLOWSTONE							28,146.53	28,146.53
Total 5700 · VIC Support							28,146.53	28,146.53
6600 · PAYROLL EXPENSES								
6615 · Payroll								
Check	07/01/2019	07011...	Funding Sources:27...	PE 6.30.19 P...	720 - VI...	1007 · VIC	-701.12	-701.12
Check	07/16/2019	07161...	Funding Sources:27...	PE 7.15.19 P...	720 - VI...	1007 · VIC	-682.54	-1,383.66
Check	08/01/2019	08011...	Funding Sources:23...	PE 7.31.19 P...	720 - VI...	1007 · VIC	-1,492.64	-2,876.30
Check	08/15/2019	08151...	Funding Sources:27...	PE 8.15.19 P...	720 - VI...	1007 · VIC	-1,032.68	-3,908.98
Check	09/03/2019	09031...	Funding Sources:27...	PE 8.31.19 P...	720 - VI...	1007 · VIC	-887.39	-4,796.37
Check	09/16/2019	09161...	Funding Sources:27...	P. E. 9.15.19 ...	720 - VI...	1007 · VIC	-680.08	-5,476.45
Check	10/01/2019	10011...	Funding Sources:27...	P. E. 9.31.19 ...	720 - VI...	1007 · VIC	-935.74	-6,412.19
Check	10/16/2019	10161...	Funding Sources:27...	PE10.15.19 P...	720 - VI...	1007 · VIC	-726.10	-7,138.29
Check	11/01/2019	11181...	Funding Sources:27...	PE 11.15.19 ...	720 - VI...	1007 · VIC	-1,063.57	-8,201.86
Check	11/18/2019	11181...	Funding Sources:27...	PE 11.15.19 ...	720 - VI...	1007 · VIC	-920.40	-9,122.26
Check	12/02/2019	12021...	Funding Sources:27...	PE 11.30.19 ...	720 - VI...	1007 · VIC	-654.53	-9,776.79
Check	12/16/2019	12161...	Funding Sources:27...	PE12.15.19 P...	720 - VI...	1007 · VIC	-889.72	-10,666.51
Check	01/02/2020	01022...	Funding Sources:23...	PE 12.31.19 ...	720 - VI...	1007 · VIC	-911.47	-11,577.98
Check	01/16/2020	01162...	Funding Sources:23...	PE1.15.20 PD...	720 - VI...	1007 · VIC	-265.62	-11,843.60
Check	02/04/2020	02032...	Funding Sources:23...	PE 1.31.20 P...	720 - VI...	1007 · VIC	-1,057.29	-12,900.89
Check	02/17/2020	02172...	Funding Sources:23...	PE 2.15.20 P...	720 - VI...	1007 · VIC	-886.18	-13,787.07
Check	03/02/2020	03022...	Funding Sources:23...	P.E. 2.29.202...	720 - VI...	1007 · VIC	-637.22	-14,424.29
Check	03/16/2020	03162...	Funding Sources:23...	PE 3.15.20 P...	720 - VI...	1007 · VIC	-1,222.45	-15,646.74
Check	04/16/2020	04162...	Funding Sources:23...	P. E. 4.15.20 ...	720 - VI...	1007 · VIC	-911.65	-16,558.39
Check	05/01/2020	05012...	Funding Sources:23...	PE 4.30.2020 ...	720 - VI...	1007 · VIC	-1,098.13	-17,656.52
Check	06/16/2020	06162...	Funding Sources:27...	PE 6.15.20 P...	720 - VI...	1002 · Cash F...	-197.37	-17,853.89
Total 6615 · Payroll							-17,853.89	-17,853.89
Total 6600 · PAYROLL EXPENSES							-17,853.89	-17,853.89
TOTAL							10,292.64	10,292.64



COMMUNITY
HEALTH PARTNERS

REAL PEOPLE. REMARKABLE HEALTHCARE

June 17, 2020

West Yellowstone Town Council
PO Box 1570
West Yellowstone, MT 59758

Dear Council Members:

May this letter serve to formally and respectfully request \$100,000 from the Town for any operating losses incurred by Community Health Partners (CHP) for the 2020 calendar year of operations, in accordance with our longstanding risk share agreement this level of supports helps offset the costs associated with low patient volume throughout the year and is an essential contribution to ongoing sustainability of CHP's operations in West Yellowstone.

While 2020 is proving to be a unique year of operations, CHP-West Yellowstone continues to provide comprehensive primary care services, behavioral health care and parenting support programming with all services modified to ensure safety of patients and employees. The clinic's summer operations include providing care for patients with respiratory symptoms suggestive of COVID-19, patients with non-respiratory symptoms and COVID testing for individuals identified by the Gallatin City-County Health Department as close contacts. CHP's ongoing partnership with Bozeman Health ensures regular physician presence at the West Yellowstone clinic and has supported surge planning for summer operations.

CHP remains aware that the Town desires to maintain quality primary care services for its residents and visitors. CHP has a proven track record of providing these services for nearly ten years, with consistency, transparency and in partnership with several other entities in town. Our goal is to continue providing these services well into the future to everyone that seeks our services. With that in mind, this risk share agreement is a key component of ensuring all our operations are sustainable.

We appreciate the Town's support of our efforts and look forward to our continued relationship.

Sincerely,

Lander Cooney, CEO

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

5210 Water Operating Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		16-17	17-18	18-19	19-20	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%
430400	Transit Systems										
110	Salaries and Wages	-1,642				0	0%			0	0%
	Account:	-1,642				0	***%	0	0	0	0%
430500	Water Utilities										
110	Salaries and Wages	57,468	56,581	46,024	45,856	64,163	71%	85,914		85,914	134%
	\$7,328 Exec.Asst. (15%)										
	\$11,100 Twm.Mgr. (10%)										
	\$17,500 S & W Super (25%)										
	\$49,987 Operator (100%)										
140	Employer Contributions	25,151	25,947	28,528	21,934	39,579	55%	39,467		39,467	100%
	\$2,394 Exec.Asst (15%)										
	\$3,964 Twm.Mgr. (10%)										
	\$6,115 S & W Super (25%)										
	\$26,996 Operator (100%)										
191	Pension Expense	-10,471	2,594			0	0%			0	0%
212	Small Items of Equipment		1,265	1,653	1,674	1,800	93%	1,800		1,800	100%
	3 Hand Held Radios										
220	Operating Supplies	2,554	1,986	1,060	4,415	4,500	98%	2,000		2,000	44%
226	Clothing and Uniforms					400	0%	400		400	100%
	Boots, Coat & Other										
231	Gas, Oil, Diesel Fuel, Gr				1,627	0	***%	4,000		4,000	*****%
251	Water Materials		7,605	8,802	1,738	9,000	19%	7,500		7,500	83%
	New and Replacement Meters										
311	Postage, Box Rent, etc.	340	301	341	105	500	21%	500		500	100%
	Sample mailing										
327	Advertising / Marketing	1,299	2,271		1,168	2,500	47%	2,000		2,000	80%
335	Membership Fees & Dues	1,280	1,198	2,168	1,273	1,500	85%	1,500		1,500	100%
	Montana Rural Water Membership										
341	Electric	7,392	5,498	5,125	5,497	7,000	79%	7,000		7,000	100%
345	Telephone & Internet	1,506	1,436	1,450	1,137	1,600	71%	1,600		1,600	100%
354	Architectural, Engineerin	3,088		35,258	14,986	40,000	37%	10,000	10,000	20,000	50%
	Additional 10K for Impact Fee Study										
355	IT Related Services				400	400	100%	400		400	100%
357	Other Professional Servic	8,215	10,226	4,462	6,387	17,000	38%	15,000		15,000	88%
	Monitoring, Labwork, & Locates										
369	Repair & Mtn Equipment	1,473	4,607	478	3,315	6,000	55%	5,000		5,000	83%
370	Travel	449	1,410	1,015	416	3,000	14%	2,000		2,000	67%
	Water Certifications and License Renewal										
380	Training Tuition/Registra	327	1,824	691	255	2,000	13%	1,500		1,500	75%
	Water Certifications and License Renewal										
398	Other Contracted Services	1,750	1,720	1,720	2,267	2,000	113%	2,600		2,600	130%
	Mission Control Alarm System										
512	Insurance on Vehicles & E					0	0%	2,796		2,796	*****%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

5210 Water Operating Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		16-17	17-18	18-19	19-20	Budget	Exp.	Budget	Changes	Budget	Budget
830	Depreciation			147,336		0	0%			0	0%
870	Miscellaneous		40			100	0%			0	0%
944	Transportation Equipment				7,500	7,500	100%			0	0%
	Account:	101,821	126,509	286,111	121,950	210,542	58%	192,977	10,000	202,977	96%
430530	Source of Supply and Pumping										
110	Salaries and Wages			-5,537		0	0%			0	0%
191	Pension Expense			-55,917		0	0%			0	0%
354	Architectural, Engineerin	200	8,822		10,377	10,000	104%	10,000		10,000	100%
	HydroSolutions, Ross Miller, and Other										
940	Machinery & Equipment		-276,944			0	0%			0	0%
	Account:	200	-268,122	-61,454	10,377	10,000	104%	10,000	0	10,000	100%
430550	Transmission and Distribution										
212	Small Items of Equipment				1,820	7,000	26%	4,000		4,000	57%
220	Operating Supplies				1,642	2,000	82%	2,000		2,000	100%
354	Architectural, Engineerin	15,965			26,520	25,000	106%	25,000		25,000	100%
	Water Model Forsgren & Airport Infrastructure Extension										
355	IT Related Services	14,538	-717	620	400	1,500	27%	1,500		1,500	100%
	GIS Annual Fee										
357	Other Professional Servic	13,564	14,799	2,290	5,564	7,000	79%	3,500		3,500	50%
	Work on Mad Add Wells (Testing)										
366	Buildings					0	0%	5,000		5,000	*****%
	Railroad Well Mad Add Pump House Parts & Repair										
369	Repair & Mtn Equipment	4,404	3,848	10,581	2,298	3,000	77%	3,000		3,000	100%
	Fire Hydrants & Parks										
859	Budget Requests					10,000	0%			0	0%
937	Improvements				6,662	12,000	56%	6,662	-1,662	5,000	42%
940	Machinery & Equipment		-5,433			7,000	0%			0	0%
	Account:	48,471	12,497	13,491	44,906	74,500	60%	50,662	-1,662	49,000	66%
430570	Customer Accounting and Collection										
110	Salaries and Wages	3,437	8,558	16,357	5,907	9,590	62%	9,590		9,590	100%
	Fin. Clerk \$9,590 (25%)										
140	Employer Contributions	582	2,971	128	3,190	5,179	62%	5,370		5,370	104%
	Fin. Clerk \$5,370 (25%)										
220	Operating Supplies	303	256	306	333	700	48%	500		500	71%
311	Postage, Box Rent, etc.	1,067	994	1,082	987	1,200	82%	1,100		1,100	92%
355	IT Related Services	1,311	1,480	1,625	1,648	1,700	97%	1,700	550	2,250	132%
	Annual Software Maintenance Fee (1,700)+ 550 email utility set-up										
359	Administration Charges		10			0	0%			0	0%
	Account:	6,700	14,269	19,498	12,065	18,369	66%	18,260	550	18,810	102%
430590	Other Activities										
251	Water Materials	7,606	21,661	397	3,041	10,000	30%	4,000		4,000	40%
	Damage Repairs on Hydrants & Valve Boxes										
357	Other Professional Servic					500	0%	250		250	50%
	Account:	7,606	21,661	397	3,041	10,500	29%	4,250	0	4,250	40%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

5210 Water Operating Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		16-17	17-18	18-19	19-20	Budget	Exp.	Budget	Changes	Budget	Budget
510330	Comprehensive Liability Insurance										
512	Insurance on Vehicles & E	2,157	2,466	1,794	1,640	1,640	100%	1,640	1,156	2,796	170%
	Final										
513	Liability	5,090	6,684	4,726	5,022	5,022	100%	6,593		6,593	131%
	Account:	7,247	9,150	6,520	6,662	6,662	100%	8,233	1,156	9,389	141%
510400	Depreciation										
830	Depreciation		71,438			0	0%			0	0%
840	Contributions -depreciati	69,486				0	0%			0	0%
	Account:	69,486	71,438			0	***%	0	0	0	0%
510600	Pensions										
191	Pension Expense	-903	3,877	3,522		6,000	0%			0	0%
	Account:	-903	3,877	3,522		6,000	0%	0	0	0	0%
521000	Interfund Operating Transfers Out - (Specify										
820	Transfer To Other Funds	50,000	100,998	119,486	125,142	121,438	103%	121,438		121,438	100%
	Estimate										
840	Contributions -depreciati	81,071				0	0%			0	0%
	Account:	131,071	100,998	119,486	125,142	121,438	103%	121,438	0	121,438	100%
	Fund:	370,057	97,710	387,571	324,143	458,011	71%	405,820	10,044	415,864	91%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

5220 Water Replacement Depreciation Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		16-17	17-18	18-19	19-20	Budget	Exp.	Budget	Changes	Budget	Budget
430530	Source of Supply and Pumping										
	939 Well project		276,944		321,317	141,711	227%	20,000		20,000	14%
	Second New Well Preliminary Work										
	Account:		276,944		321,317	141,711	227%	20,000	0	20,000	14%
	Fund:		276,944		321,317	141,711	227%	20,000	0	20,000	14%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

5310 Sewer Operating Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		16-17	17-18	18-19	19-20	Budget	Exp.	Budget	Changes	Budget	Budget
430500	Water Utilities										
357	Other Professional Servic			438		0	0%			0	0%
	Account:			438		0	***%	0	0	0	0%
430600	Sewer Utilities										
110	Salaries and Wages	17,782	21,377	50,227	31,298	52,500	60%	76,478		76,478	146%
	Exec. Asst.\$7,328.04 (15%); Twn.Mgr.\$16,650 (15%); S&W Super. \$52,500 (75%)										
140	Employer Contributions	7,814	8,096	16,209	10,703	27,445	39%	26,683		26,683	97%
	Exec. Asst.\$2,393.35 (15%); Twn.Mgr.\$5,945.16 (15%); S&W Super. \$18,344.40 (75%)										
191	Pension Expense	-24,463	-5,297	11,829		0	0%			0	0%
212	Small Items of Equipment				720	1,000	72%	1,000		1,000	100%
220	Operating Supplies	6,500	2,408	5,357	2,710	3,000	90%	2,500		2,500	83%
226	Clothing and Uniforms		194	120		300	0%	400		400	133%
231	Gas, Oil, Diesel Fuel, Gr				1,567	0	***%	4,000		4,000	****%
311	Postage, Box Rent, etc.	24	186	239	50	500	10%	300		300	60%
335	Membership Fees & Dues	120		520	554	200	277%	500		500	250%
340	Utility Services	136	151	166	168	150	112%	150		150	100%
341	Electric	49,770	54,806	47,067	59,648	57,000	105%	57,000	3,000	60,000	105%
344	Natural Gas/propane	334	314	351	351	350	100%	500		500	143%
345	Telephone & Internet	2,306	3,256	2,607	1,649	3,500	47%	2,500		2,500	71%
351	Medical, Dental, Veterina		542			1,000	0%	500		500	50%
354	Architectural, Engineerin	715	420	20,258	17,773	40,000	44%	10,000	10,000	20,000	50%
	Additional 10K for Impact Fee Study										
355	IT Related Services		-717			400	0%	400		400	100%
357	Other Professional Servic	33,504	87,644	5,412	4,056	42,000	10%	30,000		30,000	71%
	Clean-out & Videoing										
366	Buildings	238	5,928	1,243	2,133	8,000	27%	5,000		5,000	63%
369	Repair & Mtn Equipment	1,009	4,870	165	4,186	6,000	70%	5,000		5,000	83%
370	Travel		911	998	790	2,000	40%	2,000	-500	1,500	75%
	Sewer Certifications and Licenses										
380	Training Tuition/Registra	100	885	1,211	40	1,500	3%	1,500	-250	1,250	83%
	Sewer Certifications and Licenses										
398	Other Contracted Services	3,290	1,720	2,129	1,690	2,500	68%	2,500		2,500	100%
	Mission Control										
532	Land Rental	25,000	30,000	35,000	40,000	40,000	100%	44,000		44,000	110%
	Lagoon Lease										
830	Depreciation			99,557		0	0%			0	0%
870	Miscellaneous		29			500	0%	500		500	100%
920	Buildings					0	0%	20,000		20,000	****%
	Pump Meter										
937	Improvements					40,000	0%			0	0%
940	Machinery & Equipment					23,500	0%	8,000		8,000	34%
	Plow for Pick-up for Lagoon										
944	Transportation Equipment				7,500	7,500	100%	7,500		7,500	100%
	Account:	124,179	217,723	300,665	187,586	360,845	52%	308,911	12,250	321,161	89%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

5310 Sewer Operating Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		16-17	17-18	18-19	19-20	Budget	Exp.	Budget	Changes	Budget	Budget

430630	Collection and Transmission										
220	Operating Supplies				207	3,500	6%	3,000		3,000	86%
355	IT Related Services	13,377	4,006	3,419		3,000	0%	1,000		1,000	33%
369	Repair & Mtn Equipment	13,495	11,140	4,067	6,830	35,000	20%	10,000		10,000	29%
	Truck, Expedition										
937	Improvements		-11,454			50,000	0%	50,000		50,000	100%
	Electric Street Crossover and Fix Bow										
941	General Purpose Machinery		2,967			20,000	0%	10,000		10,000	50%
	Evaporation Replacement										
	Account:	26,872	6,659	7,486	7,037	111,500	6%	74,000	0	74,000	66%

430640	Treatment and Disposal										
212	Small Items of Equipment			584	884	1,000	88%	1,000		1,000	100%
354	Architectural, Engineerin	10,633	4,808		2,905	10,000	29%	10,000		10,000	100%
357	Other Professional Servic	2,779	456	3,945	3,944	10,000	39%	10,000	-5,000	5,000	50%
459	Other	12,088	8,248	15,089	1,851	16,000	12%	6,000		6,000	38%
	Algae Control Units										
934	Sewage Disposal lagoon		8,487			0	0%			0	0%
941	General Purpose Machinery					10,000	0%	10,000		10,000	100%
	Blower Replacement or Re-Build										
	Account:	25,500	21,999	19,618	9,584	47,000	20%	37,000	-5,000	32,000	68%

430670	Customer Accounting and Collection										
110	Salaries and Wages	3,437	8,558	344	5,907	9,590	62%	9,590		9,590	100%
	Finance Clerk (25%)										
140	Employer Contributions	582	2,971	128	3,190	5,179	62%	5,370		5,370	104%
	Finance Clerk (25%)										
220	Operating Supplies	303		306	333	400	83%	400		400	100%
311	Postage, Box Rent, etc.	967	994	1,082	968	1,100	88%	1,100		1,100	100%
355	IT Related Services	1,311	1,274	1,405	1,417	1,500	94%	1,450	550	2,000	133%
	Software Maintenance Fees										
359	Administration Charges		10			0	0%			0	0%
	Account:	6,600	13,807	3,265	11,815	17,769	66%	17,910	550	18,460	104%

510330	Comprehensive Liability Insurance										
512	Insurance on Vehicles & E	3,116	4,192	5,637	6,561	6,561	100%	7,766		7,766	118%
513	Liability	7,352	11,362	14,852	20,088	20,088	100%	18,315		18,315	91%
	Account:	10,468	15,554	20,489	26,649	26,649	100%	26,081	0	26,081	98%

510400	Depreciation										
830	Depreciation		93,136			0	0%			0	0%
	Account:		93,136			0	***%	0	0	0	0%

510600	Pensions										
191	Pension Expense	-2,651	1,748	2,781		0	0%			0	0%
	Account:	-2,651	1,748	2,781		0	***%	0	0	0	0%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

5310 Sewer Operating Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		16-17	17-18	18-19	19-20	Budget	Exp.	Budget	Changes	Budget	Budget
521000	Interfund Operating Transfers Out - (Specify										
820	Transfer To Other Funds	182,264	589,519	498,458	493,136	101%	500,000		500,000	101%	
	Sewer Infrastructure transfers (100K depreciation; 300K 80 acres; 100K Eng. recommended)										
	Account:	182,264	589,519	498,458	493,136	101%	500,000	0	500,000	101%	
	Fund:	190,968	552,890	944,261	741,129	1,056,899	70%	963,902	7,800	971,702	92%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

5320 Sewer Replacement Depreciation Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		16-17	17-18	18-19	19-20	Budget	Exp.	Budget	Changes	Budget	Budget
430640	Treatment and Disposal										
354	Architectural, Engineerin			4,500	69,698	75,000	93%			0	0%
934	Sewage Disposal lagoon				215,429	354,891	61%	153,463		153,463	43%
	Short Term Waste Water Treatment Project remainder										
951	Wastewater Treatment Plan				159,497	185,000	86%	122,690		122,690	66%
	Account:			4,500	444,624	614,891	72%	276,153	0	276,153	45%
	Fund:			4,500	444,624	614,891	72%	276,153	0	276,153	45%
	Grand Total:	561,025	927,544	1,336,332	1,831,213	2,271,512		1,665,875	17,844	1,683,719	

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$		PO #	Fund Org Acct	Object Proj	Cash
Check	Invoice #/Inv Date/Description	Line \$						Account
47072	3236 Nubia Allen	120.00						
07/14/20	Court Interpreter Services	120.00		COURT	1000	410360	350	101000
47074	1273 Montana Security and	61.50						
63061	06/22/20 monitoring UPDL	61.50		UPDL	1000	411252	357	101000
47077	95 Energy West-Montana	1,000.53						
06/29/20	nat gas 210361788 updl	204.19		UPDH	1000	411252	344	101000
06/29/20	nat gas 210360293 Police	30.54		POLBLD	1000	411258	344	101000
06/29/20	nat gas 210361746 Pub Services	93.24		STREET	1000	430200	344	101000
06/29/20	nat gas 210361811 old firehall	20.79		PARK	1000	460430	344	101000
06/29/20	nat gas 210363966 old bld ins	30.54		STREET	1000	430200	344	101000
06/29/20	nat gas 210360540 library	48.65		LI BBLD	1000	411259	344	101000
06/29/20	nat gas 210364599 Povah	304.06		POVAH	1000	411255	344	101000
06/29/20	nat gas 210361697 Iris Lift St	34.72		PUBSVC	1000	430200	344	101000
06/29/20	nat gas 210365425 Twn Hall	183.74		TWNHAL	1000	411250	344	101000
06/29/20	nat gas 210361655 Mad Add Sewe	50.06		SEWER	5310	430600	344	101000
47078	2853 Two Seasons Recycling	500.00						
2020935	06/30/20 monthly recycling	500.00		PARKS	1000	460430	534	101000
47082	2421 NAPA Auto Parts	852.19						
06/30/20	Shop Supplies	81.73		STREET	1000	430200	220	101000
06/30/20	Vehicle Repair Supplies	372.73		STREET	1000	430200	361	101000
06/30/20	Mower Repair Supplies	62.53		PARKS	1000	460430	220	101000
06/30/20	Water truck repair Supplies	27.97		STREET	1000	430200	231	101000
06/30/20	Water-Blaster Penetrant	3.99		WATER	5210	430500	220	101000
06/30/20	Water-Mult Use food Gr GRS	137.90*		WATER	5210	430550	220	101000
06/30/20	COVID-Hand sanitizer/towels	27.27		COVID	1000	510301	220	101000
06/30/20	Sewer- plier diagonal	7.49		SEWER	5310	430600	220	101000
06/30/20	Sewer-Hydrol ic filter	130.58		SEWER	5310	430640	212	101000
47083	2813 Century Link	62.00						
06/28/20	DSL Pub Serv Office 646-7949	62.00		ROAD	1000	430200	345	101000
47085	2558 Hebgen Basin Fire District	54,210.00						
07/01/20	July 2020	46,877.00		FIRE	1000	420400	357	101000
07/01/20	employee grant July 2020	7,333.00		FIRE	1000	420471	140	101000

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
47086	151 Gallatin County WY TS/Compost	1,276.55							
	06/30/20 Household & Wood to chip	1,276.55		PARKS	1000 460430	534		101000	
47089	2789 WEX Bank	2,660.16							
	07/01/20 07 Ford Expedition 6-54563A	51.36		WATER	5210 430500	231		101000	
	07/01/20 07 Ford Expedition 6-54563A	51.36		SEWER	5310 430600	231		101000	
	07/01/20 06 Dodge Durango 6-1374	211.74		PUBSER	1000 430200	231		101000	
	07/01/20 17 Dodge Ram #1	131.26		POLICE	1000 420100	231		101000	
	07/01/20 17 Dodge Ram #2	174.75		POLICE	1000 420100	231		101000	
	07/01/20 10 Ford Expedition 6-000046	0.00		SOC SER	1000 450135	231		101000	
	07/01/20 11 Ford Expedition 6-21425A	0.00		POLICE	1000 420100	231		101000	
	07/01/20 10 JD Backhoe 310SJ	50.14		WATER	5210 430500	231		101000	
	07/01/20 10 JD Backhoe 310SJ	50.13		SEWER	5310 430600	231		101000	
	07/01/20 77 Int'l Dumptruck	0.00		STREET	1000 430200	231		101000	
	07/01/20 Snow Blower	0.00		STREET	1000 430200	231		101000	
	07/01/20 02 Freightliner	0.00		STREET	1000 430200	231		101000	
	07/01/20 140 G Grader	0.00		STREET	1000 430200	231		101000	
	07/01/20 CAT 936 Loader	0.00		STREET	1000 430200	231		101000	
	07/01/20 91 Ford 6-582	67.50		STREET	1000 430200	231		101000	
	07/01/20 15 Sweeper	118.79		STREET	1000 430200	231		101000	
	07/01/20 SS Snow Blower Green	0.00		STREET	1000 430200	231		101000	
	07/01/20 14 Water Truck	198.50		STREET	1000 430200	231		101000	
	07/01/20 00 Freightliner Dump 6-60700A	0.00		STREET	1000 430200	231		101000	
	07/01/20 2010 JD 772 Grader	271.26		POLICE	1000 420100	231		101000	
	07/01/20 02 Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231		101000	
	07/01/20 08 Ford Pickup 6-1450	33.54		WATER	5210 430500	231		101000	
	07/01/20 08 Ford Pickup 6-1450	33.55		SEWER	5310 430600	231		101000	
	07/01/20 08 GMC Pickup 6-1484	74.56		STREET	1000 430200	231		101000	
	07/01/20 08 CAT 938H Loader	114.91		STREET	1000 430200	231		101000	
	07/01/20 08 904B Mini Loader	90.50		STREET	1000 430200	231		101000	
	07/01/20 01 Freightliner truck 1	0.00		STREET	1000 430200	231		101000	
	07/01/20 01 Freightliner truck 2	0.00		STREET	1000 430200	231		101000	
	07/01/20 08 Ford Escape (multi-use)	25.52		WATER	5210 430500	231		101000	
	07/01/20 08 Ford Escape (multi-use)	25.51		SEWER	5310 430600	231		101000	
	07/01/20 14 Police Interceptor	146.78		POLICE	1000 420100	231		101000	
	07/01/20 15 Ford F-250	110.01		STREET	1000 430200	231		101000	
	07/01/20 18 Dodge Ram-PW	135.06		STREET	1000 430200	231		101000	
	07/01/20 18 Dodge Ram-Police	217.58		POLICE	1000 420100	231		101000	
	07/01/20 19 Dodge Durango	96.02		POLICE	1000 420100	231		101000	
	07/01/20 Tractor	0.00		STREET	1000 430200	231		101000	
	07/01/20 19 Dodge 5500	162.39		STREET	1000 430200	231		101000	
	07/01/20 97 Athey Sweeper	17.44		STREET	1000 430200	231		101000	

07/17/20
14:06:29

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/20

Page: 3 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash	
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
47090	2845 Kastig, Kauffman & Mersen, PC	4,860.65								
	07/07/20 Legal services 6/1-6/30/20	4,649.50		LEGAL	1000		411100	352		101000
	07/07/20 Legal services 5/11/20	76.00		LEGAL	1000		411100	352		101000
	07/07/20 postage/copies	33.60		LEGAL	1000		411100	870		101000
	07/07/20 phone/fax	0.00		LEGAL	1000		411100	345		101000
	07/07/20 travel	101.55		LEGAL	1000		411100	373		101000
47093	533 Market Place	122.98								
	06/11/20 Meat Tray for going away Kathi	72.98		ADMIN	1000		410210	220		101000
	06/13/20 Gift Certificate	50.00		LEGIS	1000		410100	220		101000
47097	2952 DIS Technologies	765.95								
	5943 07/05/20 Monthly Managed IT	765.95		IT	1000		410580	355		101000
47098	E 2673 First Bankcard	5.13								
	Lanie's card									
	07/06/20 recreation test	5.13		REC	1000		460449	220		101000
47099	E 2964 CITI CARDS	8,475.42								
	03-1173047 06/13/20 Marketplace-water distrib	13.98*		WATER	5210		430550	220		101000
	021430424 06/13/20 Marketplace council meeting	93.56		LEGIS	1000		420100	220		101000
	01-1037622 07/16/20 Food Roundup-water distrib	9.95*		WATER	5210		430550	220		101000
	06/13/20 Pete's Pizza -H2O distrib day	133.90*		WATER	5210		430550	220		101000
	07/03/20 City of Rexburg (Rapids)	270.00		SUMREC	1000		460449	871		101000
	06/04/20 Fat Cats Rexburg - deposit	100.00		SUMREC	1000		460449	871		101000
	06/26/20 Fat Cats Rexburg	574.55		SUMREC	1000		460449	871		101000
	706752 06/12/20 Yell. Bear World	400.68		SUMREC	1000		460449	871		101000
	06/19/20 Gravaty FAcTory	348.74		SUMREC	1000		460449	871		101000
	28774603 06/30/20 ZOOM	14.99		LEGIS	1000		410100	220		101000
	24379487 06/04/20 ZOOM	15.55		LI BRY	2220		460100	398		101000
	29469844 07/01/20 ZOOM	15.55		SUMREC	2220		460100	398		101000
	9193006 07/20/20 Amazon - face masks	59.88		ADMIN	1000		510301	220		101000
	140000 06/16/20 Lehrkinds	4,680.00*		COURT	5210		430550	220		101000
	4602648 05/29/20 Amazon - toner cartridges	90.49		SOCSVC	1000		450135	220		101000
	6902664 06/01/20 Amazon - first aid - craft su	206.79		SUMREC	1000		460449	220		101000
	9725794 06/11/20 Zoro.com	65.52		SUMREC	1000		460449	220		101000
	COS-17595 06/12/20 Telescope	440.00		LI BRY	2220		460100	220		101000
	06/05/20 Wal mart	238.24		SUMREC	1000		460449	220		101000
	06/05/20 Doll ar tree	47.00		SUMREC	1000		460449	220		101000
	06/06/20 Wal mart	191.30		SUMREC	1000		460449	220		101000
	06/23/20 amazon	15.48		SUMREC	1000		460449	220		101000
	06/23/20 amazon	35.40		SUMREC	1000		460449	220		101000
	06/24/20 amazon	11.99		SUMREC	1000		460449	220		101000
	06/24/20 amazon	96.63		SUMREC	1000		460449	220		101000

07/17/20
14:06:29

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/20

Page: 4 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	06/29/20	amazon file folders soc svc		24.45		SUMREC	1000 450135	220	101000
	06/23/20	Yell Aerial Adventures		280.80		SUMREC	1000 460449	871	101000
47124		2871 Rand Olsen Construction, LLC		9,000.00					
	288 06/01/20	UPDL Windows		9,000.00		UPDL	4000 460460	920	101000
47131		3004 Partsmaster		176.40					
	23556076 06/19/20	Shop supplies		84.27		STREET	1000 430200	220	101000
	23557428 06/24/20	Shop Supplies		92.13		STREET	1000 430200	220	101000
47132		309 PJ's Plumbing & Heating		180.00					
	99002760 07/06/20	Repair sprinkler leak Museu		180.00		UPDH	1000 411252	366	101000
47133		999999 MARLYNN SIMPSON		450.00					
	07/07/20	Marlynn Simpson cem plots		300.00		CEMTRY	2240 343320		101000
	07/07/20	Marlynn Simpson cem plot care		150.00		CEMTRY	2701 343350		101000
47134		135 Food Roundup		48.63					
	01-1053072 06/29/20	Sum Rec supplies		48.63		SUMREC	1000 460449	220	101000
47135		379 Energy Laboratories, Inc		781.00					
	323532 06/29/20	WW Influent		196.25		SEWER	5310 430600	357	101000
	325003 07/07/20	MW #8, #10, #11		408.50		SEWER	5310 430600	357	101000
	324975 07/07/20	WW Influent		176.25		SEWER	5310 430600	357	101000
47136		254 Firehole Fill Up/Economart		22.51					
	06/30/20	Ice for COVID Samples		22.51		COVID	1000 510301	220	101000
47137		1031 Murdoch's Ranch & Home Supply		167.93					
	16166 06/22/20	Cemetery supplies		167.93		CEMETY	2240 430900	365	101000
47138		2815 Sherwin Williams Co.		2,624.70					
	3302-5 06/24/20	Street paint		2,624.70*		STREET	2820 430200	368	101000
47139		2903 Kerry Parker		350.00					
	07/04/20	Refund Povah deposit		350.00		POVAH	2210 214001		101000
47140		2099 Quick Print of West Yellowstone		50.59					
	13581 06/24/20	Laminated B&W letters		47.60		STREET	1000 430200	229	101000
	13505 06/17/20	legal pad		2.99		STREET	1000 430200	229	101000

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$		PO #	Fund Org Acct	Object Proj	Cash
Check	Invoice #/Inv Date/Description	Line \$						Account
47141	254 Firehole Fill Up/Economart	25.00						
062920-01	06/29/20 Help fund fuel	25.00		HELP	7010	450135	231	101000
47142	3273 EnviroSupply Service Inc.	281.72						
1-556533	06/02/20 Mini Monsoon	206.00		SEWER	5310	430640	459	101000
1-556533	06/02/20 Clear Vinyl Tubing	39.95		SEWER	5310	430640	459	101000
1-556533	06/02/20 Shipping	35.77		SEWER	5310	430640	459	101000
47143	764 General Distributing Co.	53.40						
889895	06/30/20 Welding Supplies	53.40		STREET	1000	430200	220	101000
47144	40 Jerry's Enterprises	15.29						
06/29/20	Fuel	12.82		STREET	1000	430200	231	101000
06/18/20	Ice	2.78		SEWER	5310	430600	357	101000
06/29/20	Credit	-0.31		STREET	1000	430200	231	101000
47145	1311 Teton Communications	152.40						
15943	06/29/20 service call to police dept.	152.40		POLICE	1000	420100	362	101000
47146	2963 Gallatin County Emergency	500.00						
200707-02	07/07/20 FY21 Comm notification sys	500.00		911	2850	420750	398	101000
47147	171 Montana Food Bank Network	678.84						
A0R-20218-	07/09/20 food order for food bank	678.84		HELP	7010	450135	220	101000
47148	65 T & E	186.86						
42CS044757	06/19/20 Wiper Arm 940 loader	186.86		STREET	1000	430200	369	101000
47149	1454 Bozeman Chronicle/Big Sky	1,176.00						
2022278	06/26/20 Quality on Tap report	1,176.00		WATER	5210	430500	327	101000
47150	375 Black Mountain	19,665.00						
25703	07/01/20 utility software & meter read	1,679.00		WATER	5210	430570	355	101000
25703	07/01/20 utility software	1,443.00		SEWER	5310	430670	355	101000
25703	07/01/20 Accounting, CR, Pysl, BP, BL	13,060.00		FI NADM	1000	410510	356	101000
25703	07/01/20 cemetery software	1,356.00		CEM	2240	430900	355	101000
25703	07/01/20 sales tax software	1,027.00		RT	2100	410540	355	101000
25691	06/30/19 email bill utility	550.00		WATER	5210	430570	355	101000
25691	06/30/19 email bill utility	550.00		SEWER	5310	430670	355	101000

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$		PO #	Fund Org Acct	Object Proj	Cash
Check	Invoice #/Inv Date/Description	Line \$						Account
47151	2586 Waxie Sanitary Supply	6,158.81						
	79179797 05/20/20 non-contact forehead therm	339.90		COVID	1000	510301	220	101000
	79271618 06/26/20 sanitation supplies	157.88		COVID	1000	510301	220	101000
	79303619 07/10/20 sanitation supplies	3,777.60		COVID	1000	510301	220	101000
	79303619 07/10/20 building supplies	1,825.80		PARKS	1000	460430	220	101000
	79303655 07/10/20 building supplies	57.63		PARKS	1000	460430	220	101000
47152	2908 Frontline Ag Solutions, LLC	51.06						
	757792 07/13/20 mower blade	51.06		STREET	1000	430200	369	101000
47153	162 House of Clean	43.24						
	262397 07/31/20 purell sanitizer	43.24		COVID	1000	510301	220	101000
47154	2491 MMIA	73,260.00						
	07/01/20 liability insurance FY 21	48,352.00		GF	1000	510330	513	101000
	07/01/20 liability insurance FY 21	6,593.00		WATER	5210	510330	513	101000
	07/01/20 liability insurance FY 21	18,315.00		SEWER	5310	510330	513	101000
47155	2490 MMIA	31,066.00						
	07/01/20 MMIA property ins. FY 21	20,504.00		GF	1000	510330	512	101000
	07/01/20 MMIA property ins. FY 21	2,796.00		WATER	5210	510330	512	101000
	07/01/20 MMIA property ins. FY 21	7,766.00		SEWER	5310	510330	512	101000
47156	3274 DPHHS - Laboratory	50.00						
	22524 06/30/20 petroleum screen for wells	50.00		WATER	5210	430500	357	101000
47157	E 2673 First Bankcard	5.13						
	Lanie's card							
	07/06/20 recreation test	5.13		REC	1000	460449	220	101000
47158	E 2673 First Bankcard	652.50						
	James' card							
	7089059 06/10/20 High Vis safety vests-amazon	26.99		SUMREC	1000	460449	220	101000
	1193809 06/22/20 Pennant Flags-- amazon	54.31		SUMREC	1000	460449	220	101000
	5092259 06/16/20 sprinkler supplies-amazon	27.96		PARKS	1000	460430	365	101000
	5472205 06/24/20 Wee-ride parts - amazon	15.88		PARKS	1000	460430	220	101000
	02524279 07/01/20 Durk's Plumbing supply	270.36		PARKS	1000	460430	365	101000
	06/18/20 Intern'l Code Council	257.00*		BUILD	1000	420531	215	101000

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/20

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
47159	E	2673 First Bankcard		1,990.42					
		74112 06/23/20 Pete's Pizza-Newell farewell		67.93		POLICE	1000 420100	370	101000
		2096987-2 06/18/20 USPS		3.85		POLICE	1000 420100	311	101000
		7724235 06/10/20 My Battery Supplies		4.85		DI SPCH	1000 420160	220	101000
		1009003156 06/15/20 NENA		55.00		DI SPCH	1000 420160	335	101000
		1009001441 06/15/20 NENA		142.00		DI SPCH	1000 420160	335	101000
		200018832 06/16/20 NENA		2,000.00		911	2850 420750	380	101000
		06/23/20 Pete's Pizza Newell farewell		50.76		POLICE	1000 420100	370	101000
		no receipt 06/24/20 Buffalo Wild Wings-sosa gr		54.32		POLICE	1000 420100	370	101000
		06/17/20 Expedia -room cxl -Trujillo		-388.29		DI SPCH	1000 420100	370	101000
47160		547 WY Chamber of Commerce		6,000.00					
		06/02/20 Fireworks Summer 2020		6,000.00		LEGIS	1000 410100	870	101000
47161		2 Forsgren Associates P. A.		25,620.40					
		120216 06/25/20 Tech. info for EDA grant		4,050.00		SEWER	5310 430640	354	101000
		120216 06/25/20 Misc. Eng. Support		1,940.00		PLANN	1000 411000	354	101000
		120219 06/25/20 WWTP contract engineering		19,630.40		SEWER	5320 430640	951	101000
47162		951 Barnes & Noble		805.86					
		4002990 06/03/20 books		805.86		LIBRY	2220 460100	215	101000
47163		2952 DIS Technologies		625.00					
		5929 07/05/20 monthly managed svcs. P. D.		625.00		911	2850 420750	398	101000
47164		2818 Avtec, Inc. (Scoutcare)		2,500.00					
		07/13/20 Annual Maint. & support FY21		2,500.00		911	2850 420750	398	101000
47165		2842 PayneWest Insurance		92.00					
		274267 07/06/20 Notary Bond/ E&O Collins		92.00		DI SPCH	1000 420160	335	101000
47166		3105 Alex Schmier		60.00					
		07/14/20 Court interpreter services		60.00		COURT	1000 410360	350	101000
		# of Claims	51	Total:	260,539.75				
		Total Electronic Claims			11,128.60	Total Non-Electronic Claims			249411.15

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$166,805.46
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$1,027.00
2210 Parks & Recreation	
101000 CASH	\$350.00
2220 Library	
101000 CASH	\$1,276.96
2240 Cemetery	
101000 CASH	\$1,823.93
2701 Cemetery Perpetual Care (7050)	
101000 CASH	\$150.00
2820 Gas Tax Apportionment	
101000 CASH	\$2,624.70
2850 911 Emergency	
101000 CASH	\$5,625.00
4000 Capital Projects/Equipment	
101000 CASH	\$9,000.00
5210 Water Operating Fund	
101000 CASH	\$17,984.28
5310 Sewer Operating Fund	
101000 CASH	\$33,538.18
5320 Sewer Replacement Depreciation Fund	
101000 CASH	\$19,630.40
7010 Social Services/Help Fund	
101000 CASH	\$703.84
Total :	\$260,539.75

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
June 30, 2020

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Greg Forsythe, Travis Watt and Jeff Mathews

OTHERS PRESENT: Town Manager Daniel Sabolsky, Fire Chief Shane Grube, Finance Director Lanie Gospodarek, Executive Assistant Lisa Johnson, Pierre Martineau, 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.

Due to the impacts of COVID-19, the meeting is being broadcast over the internet using a program called Zoom. The meeting is being recorded.

Public Comment Period

No public comment

Mayor Johnson calls the meeting to order and explains the purpose of the meeting is to discuss the General Fund for the FY 2021 budget. Council Member Watt asks about the procedure they follow to review the budget document and the group discusses how to proceed. Mayor Johnson explains that they will go through the budget page by page and address any issues. Town Manager Daniel Sabolsky asks if the Council has any questions regarding current draft of the budget. He presents a brief overview of FY 2021 explains that proposed budget includes a \$1.3 million expected shortfall as a result of the COVID-19 pandemic. The group discusses percentage reductions in the budget. Johnson asked about costs moved from the general fund to enterprise funds and there is significant discussion about other budget items. Finance Director Lanie Gospodarek discusses the legislative services budget and specifically the contingency fund. The Administration budget is discussed, noting that the wages and benefits of the executive assistant and town manager positions are also partially funded through the enterprise funds this year. Schmier asks about the membership fees and what they were used for, Sabolsky says they will look that up and get back to him. The Council discusses the Court budget, including court costs and wages for the court clerk. The Finance Administration budget is discussed, touching on reduction in training costs, supplies reduction. The cost of the annual financial audit is discussed, the additional amount Anderson Zurmeuhlen has billed for this past audit is not in budget. Gospodarek notes that everyone she has talked to agreed that the auditor's behavior should preclude them from doing future audits for the Town. Information Technology (IT) services are discussed, Greg asked if police IT comes from this line item, and Gospodarek indicates that it does not. Planning and research services discussed, noting that some of the expenses in this budget are offset by revenue as private engineering is billed to the project owner. The Council discusses the contract with Land Solutions and moving impact fees to water and sewer funds. The legal services budget is also discussed. The Council reviews the budgets for each of the Town buildings: electric bills discussed, might be lower because of retro-fitting, and lack of renting at UPDL may affect that bill as well. They also note that the Yellowstone Historic Center is gradually taking over the utility costs for the UPDL. Discussion was held regarding cleaning of the trailhead building. Johnson expresses concerns that there is a lot of use of this building. Sabolsky says he talked to Drew Barney about closing the building in the summer, opening all during ski season and cleaning it. Further discussions will be held on this item. Johnson asks if something is going on at the smokejumpers cabins – a pickup truck there with possible building items. Sabolsky said he would check with Jim Kitchen. Schmier said he noticed there may be a problem with the library roof, but not sure how bad it is. There is short discussion on the condition of the older buildings. Gospodarek goes over the law enforcement budget and anticipated vacancy savings because of Police Chief vacancy. There is discussion regarding workout facility cost and using the equipment we have in the basement of the Town Hall. The group discusses replacing the Panasonic Toughbook laptops, used by the police officers. Fire Chief Shane Grube explains they are still using

Windows 7 and he doesn't believe they can be converted. The group briefly discusses the reimbursement for Scott Newell's vest from his current employer. The Dispatch department is fully staffed and replacing one computer. The group discusses the computer funding that has been moved to the 911 budget and dispatchers holding off on going to an international conference this year. It was noted that the laundry from the jail is cleaned at Social Services, saving the money spent at a commercial laundry cleaner. Lanie discussed Fire Department and EMS payments as budgeted. The group discusses the operating supplies in the Road & Street Department and the relatively high costs. Gospodarek indicates she will check on what that was in FY 2020. Schmier indicates that he does not want to forego the crosswalks. Discussion is held about how they are able to cut that budget so much but Sabolsky indicates that he believes we have paint for this year's painting already purchased. Gospodarek continues discussing Storm Drainage, Street Lighting, Animal Control, no questions are asked.

The group discusses the Social Services budget as well as costs and incoming grants for that department. The Parks budget is also reviewed. Gospodarek asks about the recycling agreement going forward. Sabolsky explains that there has been communication along those lines, and they will agree to continue with the agreement. Forsythe asked about the number of employees in the Parks department and how many are in Road and Streets. There is also discussion about how the pay is distributed. Schmier asked about why the salary will be so much higher this year than last year. Dan says he believes that the new workers came on part way through the fiscal year. Discussion was held on operational expenses in Parks, repair of equipment in the park, and the possibility of turning off the Christmas lights at night. Schmier also asks about weed spraying and the training required. The group briefly discusses the Summer Recreation program and participant recreation programs.

Gospodarek describes the Debt Service funds. Sabolsky asks if they are on the final payment for the grader and she responds that she did not think so. Gospodarek also explains the unallocated costs regarding salaries and wages liabilities. She goes on to discuss liability insurance, deductibles, etc. She further describes the calculation of the liability premiums and deductibles.

Greg asked about benefits and contributions and Gospodarek explains what the Town contributes, including retirement, unemployment, workers compensation. Forsythe says he feels that we may have to cut the contributions to the employees. Schmier agrees with this idea.

The meeting moved on to Special Revenue funds. Gospodarek explains the budgeted numbers for the Resort Tax funds. Gospodarek also discusses that the Marketing and Promotions (MAP) fund only applies to the 3% tax. Johnson brings up the administration fee for the customer on the new 1%. He asks that the Town look into how that is administered.

The question was asked if the 5% property tax relief takes into account the lower resort tax total expected, and Gospodarek answers that that the reduction has been reflected. Gospodarek discusses that the 1% income is just a guess, as there is no history at this point. Gospodarek indicates that the TBID page does not belong here any longer, that it may be pulled out.

There is discussion about the donations for the volleyball court and the teen center. The volleyball money will be retained and the Recreation Board will decide where they want it installed. The Summer Recreation scholarship program was discussed, followed by the library budget and the cemetery. It is indicated that Ken Davis had looked it over, and the budget was approved by him. Gospodarek goes over the CDBG allotment and gas tax apportionment. She indicates that the word going around is that it will be less this year. There is discussion regarding the 911 Emergency. Sabolsky and Grube talk about the negotiation with the county that needs to be held regarding the new 6 mils and other items. Forsythe asks about special revenue funds and whether they can be used for

anything else. Gospodarek explains that the source drives the use of the funds. Discussion ensued. Forsythe asks if the Capital Improvement Plan (CIP) discussion could be moved up to the next meeting, as he will not be able to attend the 2nd meeting in July. Sabolsky explains the discussion that will have to be held is about using the CIP funds to pay for operating funds, so would probably be a short discussion. Gospodark has some information of what she has been working on in the CIP in the amount of a little over a million. She indicated that there are eleven things on the list of items that have amounts allocated to them at this time. Sabolsky noted that the next step would be to have the total revenue available and then after that look at the CIP. The Council discusses the resort tax income, projected trends, and any ways to cut or budget differently than in the past.

The meeting is adjourned. (8:00 PM)

Mayor

ATTEST:

Executive Assistant

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting & Work Session
July 7, 2020

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Greg Forsythe, Travis Watt and Jeff Mathews

OTHERS PRESENT: Town Manager Daniel Sabolsky, Public Services Superintendent James Patterson, Finance Director Lanie Gospodarek,, Water & Waste Water Superintendent Greg Johnson, Wendy Swenson-West Yellowstone Chamber of Commerce,

Executive Assistant Lisa Johnson, Jan Neish-Island Park News, Pierre Martineau, Teri Gibson, Randy Wakefield, Kaitlin Johnson-YHC Executive Director, Rob Gilmore-NRMEDD, Julie Tesore, Matt Kelley-Gallatin County Health Officer,

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

Due to the impacts of COVID-19, the meeting is being broadcast over the internet using a program called Zoom. The meeting is being recorded.

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 and explains that the purpose of the meeting is to discuss the Capital Improvement Plan (CIP). Town Manager Dan Sabolsky asks Finance Director Lanie Gospodarek to go over the revenue for the General Fund. Gospodarek explains that they have to estimate how much revenue they expect to receive in each category. She explains that they do expect property tax collections to be less than the last couple of years. She briefly describes the other areas the Town collects revenue including vehicle registrations, business licensing, recreation fees, court fees, reimbursements from the State for COVID-19 and investment earnings. The major source of revenue for the general fund is a transfer in from resort tax. Last year, the Town anticipated \$4.2 million in revenue for the general fund. At this point, their budget anticipates \$3.5 million, but they are short almost \$1.3 million. Sabolsky explains that as they work through the capital improvement plan, they will make reductions to compensate for that shortfall. Due to COVID-19, revenues have been greatly reduced. Sabolsky briefly describes the budgeted projects on the CIP. He points out the projects that have been completed, delayed, or are in progress. He points out that they do intend to complete some improvements at the Povah Center and proceed with the casting pond project. He explains that the new police vehicle the budgeted for this year is in Livingston being outfitted. They had already ordered the vehicle when the pandemic started. He explains that they have delayed multiple projects in order to transfer the money to the general fund such as the concrete pad and ice rink boards, a restroom at the tennis courts, pioneer park improvements, streetlights, and the fund to repave the streets. Water & Wastewater Superintendent Greg Johnson describes the gate and fencing they are in the process of installing at the water source (Whiskey Springs) to improve security. The Council discusses security at all the water and sewer facilities. Johnson requests that if they move the money from the reserves in the capital fund to support the general fund, that they make a notation in the budget that indicates that money needs to be paid back when the Town can afford it. Sabolsky explains that if they make the transfers from the capital fund to the general fund as he has presented, they should be okay and be able to get through the fiscal year. Sabolsky says that he doesn't think they can look past this fiscal year, but it is possible they will have to push some things out again next year. Johnson says he thinks they are going to have to move projects out at least two years to recover from the pandemic. The Council discusses the cover for the generator and protecting that investment, but Johnson says he thinks the generator is in a bad location and they should move it first. There is brief discussion about the lighting on Electric Street and Johnson says those lights were never intended to be there long-term and need to be repaired. He emphasizes that if they do have extra money, they do need to make sure that they go back and finish they projects that have been on the capital plan for a long time.

Public Comment Period

No public comments were received.

Council Comments

Council Member Travis Watt thanks the Town and everyone that was involved with planning the 4th of July celebration. He mentions Janna Turner specifically as she leads that event and there were a lot of last minute changes this year.

Mayor Johnson says that Council Member Forsythe has requested that the Council review and update their procedures, specifically purchasing and bidding projects. The Council discusses scheduling a work session to discuss procedures, not necessarily personnel issues.

Matt Kelley, Gallatin County Health Officer, joins the meeting virtually. He explains that they have had rising numbers of cases in the county over the last couple of weeks but they are diligently conducting contact tracing. He says that with the lifting of the stay at home orders, they expected more cases. He says they are continuing to monitor the sewage in West Yellowstone and that indicates the virus is present in the area. He reminds everyone to practice social distancing, consistent hand washing, and use of face masks to reduce transmission of the virus. He says they are doing their best to monitor events and comply with the governor's directive to reduce the spread of the virus. He says they are also placing an emphasis on their long-term care facilities to protect seniors from the virus, but maintain their connection to their families. Kelley says that it has been a pleasure to work with the staff from West Yellowstone and really appreciates the partnership they have developed. Mayor Johnson asks if there have been any indications from the State about moving to Stage 3 or moving backwards to Stage 1. He says he has not heard anything about going either way and points out that the best way to avoid going backwards is not to move forward too quickly. He says they are doing their best to prepare for the kids to go back to school in the fall. He says he knows that they are very concerned about having a winter season, as is Big Sky, so they are working hard to make sure that happens. Schmier asks for more information about the wastewater testing and if it shows an increase of the presence of the virus. He says that the testing is showing a pretty consistent level of the virus in West Yellowstone, but hasn't shown a considerable increase. He explains that if someone tests positive and is symptomatic, they should be isolated for ten days. He says if someone has been exposed through a close contact but is asymptomatic, they need to quarantine for fourteen days. He says that generally, someone that is infected and symptomatic, if they can make it through the first seven days they will recover without issues.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$55,589.37. (Forsythe, Watt) Forsythe abstains from claims #47129 to the Westmart Building Center for \$3180.01.
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the June 16, 2020 Town Council Meeting and Work Session. (Schmier, Forsythe)
- 3) Motion carried to approve the new business license for Trailquipt, made by Ryan Harbach to operate a vending machine to dispense rental bear spray. (Watt, Mathews)
- 4) Motion carried to approve the new business license application for Drew Barney to operate long-term residential rentals. (Forsythe, Watt)
- 5) Motion carried to approve the business license application for Todd and Vickie Barta to operate a long-term residential rental (Forsythe, Schmier)
- 6) Motion carried to table the UPDL structural information until additional information can be obtained and then a work session can be scheduled. (Watt, Mathews)

- 7) Motion carried to approve the Rescue Task Force Agency Participation Agreement and authorize Town Manager Daniel Sabolsky to sign contingent upon approval by the Town's legal counsel. (Forsythe, Mathews)
- 8) Motion carried to appoint Teri Gibson and John Costello to serve on the Planning Board for two-year terms. (Forsythe, Mathews)

Presentation: WY Chamber of Commerce COVID-19 Recovery Marketing Campaign Update
Wendy Swenson, Marketing Director for the Chamber of Commerce, reports that they have used the funding they received from the MAP Fund to target drive markets, specifically areas that are open for people to travel to the Yellowstone area. They are focusing on digital and social advertising, which makes it easier to switch if a particular state shuts down due to COVID-19. Early reports indicate that the campaign is doing well and they are pleased with the progress. She reports that they are anticipating a grant from the State to help them continue the campaign and prepare for fall advertising as well.

DISCUSSION

- 6) Dave Noel of Forsgren Associates, Inc., explains that he has reviewed the structural deficiencies of the Union Pacific Dining Lodge lounge and lobby. Noel explains that they split the project into four components in order to plan and fund the project. He explains that there are definitely construction components that need to be repaired and replaced as soon as possible. He explains that they are asking the Town to approve Tasks 1 and 3 of the project tonight, which are the designs of the vertical repairs and then construction. Tasks 2 and 4 will provide the lateral design and new roof design and then construction. Noel explains that there are portions of the roof that are sustaining snowloads as much as 270 pounds per square foot, more than double the recommended snowload recommended for this area. He also points out that when the wind blows, they get unbalanced snowloads on the roof. He explains this creates a force that causes the building to twist. Noel presents a short slideshow that illustrates multiple splits and inadequacies in the beams and structural support throughout the building. He also points out that the footings under the building are severely undersized and should be almost four times larger. Noel summarizes that they are fortunate that they are looking to address these issues now before they become much worse. He says the Town's efforts to keep the snow off the roof has allowed them to avoid a full roof collapse. His recommendation is to address these issues as soon as possible and continue to keep the snowload as low as possible. Noel explains that the original project was just to replace the roof, but they recommend addressing these issues prior to replacing the roof. He clarifies that the design for the vertical repairs, Task 1, is for the construction of Phase 3, estimated to cost \$25,175. The group discusses how to approach the project, whether they need input from A& E Architects and also whether they need to incorporate the study that was recently put together by A & E. The Council agrees this is a really big project and perhaps they need to have a work session to discuss the entire project.
- 7) Grube explains that they are asking the Town to sign the Rescue Task Force Agency Participation Agreement as a participating agency. The agreement pertains to active killer situations, tactics, training, and equipment used to diffuse such situations. The agreement will also be signed by Gallatin County Emergency Management, and the Chief of Police.
- 8) Johnson explains that there are two seats on the board that are open. Teri Gibson and John Costello have applied to be reappointed. Alma Clark has also applied.
- A) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky reports that with the departure of Chief Scott Newell, Neil Courtis is the Officer in Charge at the Police Department. Officer Leonel Sosa has completed the police officer training academy and has started field training here in West Yellowstone. He says that he met with Sheriff Gootkin and multiple staff members about covering shifts for the Town if

necessary. He says several of the officers have vacations scheduled and they may need coverage backup from the Sheriff's department. Sabolsky says they are working on a salary survey for the police chief advertisement and anticipate releasing the job within a couple weeks. He reports that they are making progress on the subdivision regulations update. He says that the casting pond project is still moving forward. He says that they reviewed the most recent copy of the plans. He says that he met with Northern Rocky Mountain Economic Development District about whether they could use the CDBG money to fund the casting pond project. He reports that they have drafted a plan for extending wastewater infrastructure to the airport but he has made it clear to the representatives of the airport that negotiating a new lease will take precedence. Sabolsky says that they are averaging about 30 kids per day in the Summer Recreation program, Monday through Thursday and then 40+ kids for Fridays. They have received scholarship money from the Yellowstone Foundation. He reports that the hearing for the case filed by Kathleen Brandis will be held August 11-14, 2020 here in West Yellowstone. He reports that he has been working with Madison Valley Bank to finalize the line of credit for the wastewater treatment facility. He reports that the Social Services Department is operating well with Dianna Hansen and Debra Paisley. He reports that they have not had any employees test positive for COVID-19 but they have had a few situations that necessitated testing. They are doing their best to utilize social distancing strategies in all the Town buildings. Sabolsky also reports that comparing the wastewater usage from this past weekend to last year, their use is down approximately 17%, which is not as much as they originally expected.

Forsythe comments that he would like to see a resolution to the audit contract issue with Anderson Zurmuehlen and the outstanding bill. He says that he does not want to see this drag out for several months but address it now. Sabolsky says they have compiled all the information about this issue and he will review it, discuss it with Finance Director Lanie Gospodarek, and decide how to proceed.

Water & Wastewater Superintendent Greg Johnson reports on water and wastewater activities of the last couple of weeks including regular sampling, new home connections, publication of the 2019 Water Quality Report, installing a new fence at Whiskey Springs, conducted multiple locates, addressed one sewer lateral clogging. Schmier asks about the grease trap ordinance and the enzyme unit that the Town used to maintain to dissolve grease. Johnson indicates he would like to visit his business and evaluate the unit.

Finance Director Lanie Gospodarek reports on budget preparation, electronic utility billing has started, they are closely monitoring resort tax collections and Finance Clerk Peggy Russell is attending training online.

Public Services Superintendent James Patterson reports that they had a big turnout for the fireworks on the 4th of July and a lot to clean up. He says they did get the hay on the old airport cleaned up that was left by the organizer of the skijoring event in March. He says that he doesn't think the maintenance of the grease enzyme units has happened since the departure of Dan Hoskins.

Johnson asks how effective was the new fireworks ordinance. Sabolsky responds that they felt like the garbage was cleaned up fairly well, there were some fireworks being lit illegally from the 80 acres, there were some traffic problems, limiting the size and type of fireworks did not seem to be effective but the noise did seem to end shortly after midnight on the holiday.

- B) Fire Chief Shane Grube briefly reports that their COVID-19 response so far has been successful and they have not had to use quarantine housing yet. He also mentions the coordinated response this past weekend closing out the Rainbow Point Campground due to an active bear.

- C) Fire Chief Shane Grube explains that the Town has an interlocal agreement with Gallatin County for 9 mills to support 911 functions. In June, an additional 6 mills were approved to fund a radio project for Gallatin County. Grube explains that they should now update the interlocal agreement to ensure West Yellowstone receives its share of the mills. He says that the County is not expecting to levy all 6 mills and he recommends the same, 2.5 mills less than the max. They will bring the revised agreement back to the Council for approval.

The meeting is adjourned. (10:35 PM)

Mayor

ATTEST:

Town Clerk

RECEIVED
JUL 15 2020



Town of West Yellowstone Business License Application

Business Name: MIKE'S HANDY WORKS
Applicant: MICHAEL COLLINS
Contact Person: " "
Mailing Address: PO BOX 1702
Physical Address of Business: 340 WASHBURN CIR.
Phone Number: 406-641-0163 Fax Number: _____
Email Address: MIKEC@WYELLOWSTONE.COM Website: _____

Signature of Property Owner of Record: Michael Collins

Subdivision: _____
Block: _____ Lot: _____

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.

SMALL JOBS, HANDYMAN SERVICES, WORK THAT MOST CONTRACTORS ARE TOO BUSY OR TOO BIG TO BE TROUBLED WITH

Business License Fee: \$50.00

Resort Tax Bond: \$ _____

Total Amount Due: \$ _____

Michael Collins
Signature of Applicant

Signature of Applicant

Date 7-12-2020

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

greenup
WEST YELLOWSTONE

What We're All About

Overview

1. Mission
2. Origin and Partners
3. Volunteers
4. Accomplishments
5. Goals
6. Recycling Guide and Quiz

The logo for Greenup West Yellowstone features the word "greenup" in a large, lowercase, rounded green font. Below it, the words "WEST YELLOWSTONE" are written in a smaller, uppercase, dark green font. The "p" in "greenup" is notably tall and extends below the "WEST YELLOWSTONE" text.

greenup
WEST YELLOWSTONE

The GreenUp Mission

To work towards a more sustainable West Yellowstone through community-oriented projects that educate, encourage, and contribute to promoting sustainability, protecting resources, educating the public, and cultivating stewardship of our community and planet.



How GreenUp Began...

- Local resident, Jack Clarkson, started GreenUp in 2009
- A group of about 15 residents interested in encouraging a “greener” West Yellowstone revived the effort and began to meet regularly in February 2019
- Monthly meetings - the first Monday of the month at 630pm – at the Library or via ZOOM – all are welcome!
- Partners and Contributors: West Yellowstone Foundation (Fiscal Sponsor), Food Round Up, Market Place, WestMart, QuickPrint, Town of WY, ROM Sales and Services, and other supporters that have donated goods and services



...and our Volunteers

- Current Committee Members:
 - Trish Barnes – Co-Secretary
 - Lindsey Charlton – Co-Secretary
 - Ali Chipouras
 - Michele DesRochers
 - Shelley Johnson
 - Pierre Martineau
 - Jake McCommons
 - Nancy Meyer - Treasurer
 - Agata Morrill
 - Jennifer Schluchter – Vice Chair
 - Beth Serniak
 - Julie Tesore - Chair



So how does GU achieve its mission?

✓ PROMOTES SUSTAINABILITY

- ✓ Recycling 3-Bin in town – plastics #1 and #2, cans and metal, and office paper
- ✓ Recycle household batteries at WestMart
- ✓ Recycle auto batteries at Napa
- ✓ Recycle plastic bags at Market Place and Food Round Up



So how does GU achieve its mission?

- ✓ EDUCATES residents and the public
 - ✓ Earth Day events
 - ✓ Music in the Park
 - ✓ Christmas Stroll
 - ✓ We Recycle Montana presentation
 - ✓ BINGO at the Holiday Inn



So how does GU achieve its mission?



✓ **CULTIVATES Stewardship**

- ✓ Town Clean Up Day
- ✓ E-Waste Recycling Events
- ✓ Post Office recycling
- ✓ Public Lands Day

GreenUp's Future Goals

- New, weather-resistant recycling sign at 3-Bin next to Public Works
- Reduce the use of plastic bags by encouraging reusable bags
- Explore cardboard recycling
- Finish our website (www.greenupwestyellowstone.com)
- Engage younger and Hispanic populations
- Reduce and recycle cigarette butt pollution
- Promote reduce, reuse, recycle
- Educate tourists via Chamber Welcome Letter
- Reduce litter



Next GU project: Adopt A Block

Goal: Litter pick-up by civic-minded businesses, groups, and individuals on a volunteer basis

Where: Adopt a block near your home or business and maintain a litter-free area at your convenience on your schedule

Who: Freeheel & Wheel, Big Sky Anglers, Blue Ribbon Flies, individuals in Madison Addition, and GU volunteers

What: We need garbage bags and proper disposal of garbage bags – can the Town help?

Acknowledgment: Signs in town and on Town's website – do we have the Town's support?



Have an idea or want to participate? Contact GreenUp West Yellowstone

Call or approach any of our Committee Members

Email: greenupwy@gmail.com

Attend a meeting: First Monday of the month
at 630pm (email us to find out whether it is at the
Library or via Zoom)

Subscribe to our email list and receive updates
via an email request

Website under construction:
www.greenupwestyellowstone.com

Mailing address: PO Box 1384, West Yellowstone, MT 59758



WY RECYCLING GUIDELINES

Recycling in West Yellowstone, MT
Reciclaje en West Yellowstone, MT

Plastics • Plástico

#1 & #2 Bottles only
Solo botellas #1 y #2



Aluminum • Aluminio

Aluminum & Steel Cans
Empty and rinsed
Latas de metal y aluminio
Vacías y enjuagadas



Paper • Papel

Magazines, newspaper, office paper, junk mail
Revistas, periódicos, papel de oficina, correo no deseado



Locations (Locaciones):

In town Recycling (Reciclaje en el Pueblo)

317 Yellowstone Ave

Monday- Friday

West Yellowstone Transfer Station

263 Ecology Ln.

Hours: Mon-Fri 8am-4pm

Saturday 9am-1pm

Horas: Lunes-Viernes 8am-4pm

Sabado 9am-1pm



Please help support our recycling program By keeping the bin areas clean. (no rash drop off, no food /drink in the recycling bin, ect.)

Por favor a apoyar nuestro programa De reciclado manteniendo las areas alrededor de los contenedors limias (no deje basura, comida/bebidas en el contenedor, et)

Thank you!

Gracias!

greenup
WEST YELLOWSTONE

Test your WEST YELLOWSTONE RECYCLING KNOWLEDGE (Answers at bottom.)

- 1) **True or False**
WY residents can currently recycle office paper, metal, and plastics #1 and #2 at the Transfer Station outside of town AND in town next to the Public Works Building across from the Holiday Inn.
- 2) **True or False**
Pizza boxes with grease on the bottom are acceptable with cardboard recycling.
- 3) **True or False**
It is ok to leave the lid on a plastic bottle when recycling the bottle.
- 4) **True or False**
"Sticky Notes" can be recycled with office paper.
- 5) **True or False**
Cans containing food do not have to be rinsed out prior to recycling them.
- 6) **True or False**
Milk cartons, microwave meals, and other containers with an exterior wax coating can be recycled with cardboard.
- 7) **Fill in the blank.**
ONLY plastic containers with numbers ___ and ___ can be recycled in WY at this time.
- 8) **Yes or No**
Can a plastic lid that has no recycle # on it that covers a plastic container with #2 on the bottom of it (sour cream container for example) be recycled in the Plastics #1 and #2 bin?
- 9) **Fill in the blank.**
Why does WY NOT accept cardboard at this time? _____
- 10) **True or False**
~~WestMart~~ will accept your household single-use batteries for recycling.
- 11) **True or False**
Market Place and Round Up will only accept your plastic bags for recycling if you shop there.
- 12) **True or False**
Napa Auto Parts will recycle your old automobile batteries.

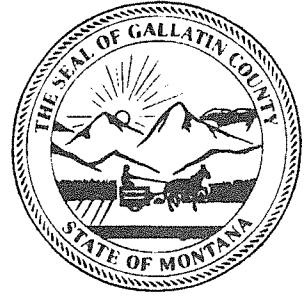
ANSWERS:

- 1) True! The bin in town is available 24/7/365. The Transfer Station is open M-F and Sat
- 2) False – the grease contaminates the cardboard and can contaminate other cardboard with it.
- 3) True – the caps are recycled or disposed of separately by machines.
- 4) True – the glue on the back of them does not interfere with the recycling process.
- 5) False – any remnants of food will contaminate the recycling process.
- 6) False – the wax coating has a different consistency and "grade" than regular cardboard.
- 7) 1 and 2 – each number represents a different "grade" of plastic.
- 8) No – all pieces of plastic require individual labeling with numbers 1 and 2 to qualify for recycling in WY.
- 9) In the past, boxes were not broken down properly and the trucks could not fit enough boxes to make it cost effective. When boxes can be flattened and baled, trucks can hold more to make it cost effective.
- 10) True – ~~WestMart~~ has a receptacle near the checkout counter.
- 11) False – anyone can walk in with plastic bags and give them to any cashier for recycling and no purchase is necessary.
- 12) True – and they will give you \$10 for bringing it in!

State of Montana

County of Gallatin

Bozeman



June 2, 2020

Town of West Yellowstone
Attn: Town Council
PO Box 1570
West Yellowstone, MT 59758

RE: Appointment of Planning Board Member

Dear Council Members:

At our Public Meeting on June 2, 2020, we designate Chipper Smith as the County Representative on the West Yellowstone Planning Board. Mr. Smith's term is for two years and will expire in June 1, 2022. According to MCA 76-1-221, the Mayor must confirm this appointment following our designation. Please forward Mr. Smith the enclosed Oath of Office and appointment letter, following your confirmation.

If you have any questions, please feel free to contact our office at 582-3000. Thank you!

Sincerely,

GALLATIN COUNTY COMMISSION

A handwritten signature in black ink, appearing to read "D. Seifert", written over a horizontal line.

Donald F. Seifert, Chair

A handwritten signature in black ink, appearing to read "Joe P. Skinner", written over a horizontal line.

Joe P. Skinner, Member

A handwritten signature in black ink, appearing to read "Scott MacFarlane", written over a horizontal line.

Scott MacFarlane, Member

OATH OF OFFICE

STATE OF MONTANA }
County of Gallatin } ss

I do solemnly swear that I will support, protect and defend the constitution of the United States, and the constitution of the state of Montana, and that I will discharge the duties of my office with fidelity so help me God.

Signature

William "Chipper" Smith
Typed Name

West Yellowstone Planning Board
Name of Office

STATE OF MONTANA }
County of Gallatin }

On this _____ day of _____, 20__, before me

personally appeared _____,
known to me to be the person whose name is subscribed to the foregoing Oath of Office, and acknowledged to me that __he executed the same.

Clerk and Recorder

Notary Public

by Deputy

Residing at

My commission expires

For Office Use Only

Date of Appointment: June 2, 2020
Term Expiration Date: June 1, 2022

To the members of the West Yellowstone Town Council,

We are writing to express our need to continue to make money and operating as close to normal as we can through the end of our summer and fall season.

We, as local businesses invested in our community, need to get through the entire season all the while dealing with the complexities of COVID19. In the end, we all need to make money to pay our bills, pay our staff and make a living. Currently, Town's hotels are not full – but maybe they could be, if things were slightly different with regards to the message that Town is presenting to the public.

For Town to stay open and for business to continue to operate, we must create more of a perception of a clean and healthy environment for our employees and the travelers coming to our Town and Yellowstone National Park. There are two ideas that we are working with:

1. New tourists are coming in daily and then leaving on a daily basis. We must keep that flow of traffic coming to town.
2. We have a responsibility to our staff to keep them safe and healthy. Without a work force to operate our businesses, we don't have a business to operate.

If we are proactive in doing things that create a clean and healthy environment, it's very possible that Gallatin County and the State of Montana will see that we are doing everything we can to stay ahead of the curve. Creating the perception that we are doing everything we can is of the utmost importance.

Creating the perception of a clean and healthy environment, we would like Town to consider the following:

1. Create sanitation stations on the main corners of West Yellowstone that are located next to the trash and recycle containers. The corner of Yellowstone and Canyon, the corner of Madison and Canyon, the corner Madison and Dunraven, Pioneer Park and the corner of Firehole and Canyon.
2. Purchase masks and offer them to ALL businesses in the Town of West Yellowstone. These masks would be offered to the general public from the businesses, if they choose to wear one.
3. Work with the Chamber to make a push on social media platforms telling the story of our clean and healthy environment.

Town is busy today and it will be tomorrow. What the next month brings is uncertain but getting ahead of the curve is something we can do right now. Let's be the Gateway Community who leads the way in keeping businesses open and tourists traveling to our town.

Sincerely,

Joe Moore, Justin Spence, Jonathan Heames, Kelli Hart, Melissa Alder, Grant Evje
(We represent a hotel, three retail stores, a coffee shop, a restaurant and a real estate firm.)

TOWN OF WEST YELLOWSTONE, MONTANA

RESOLUTION NO. 745

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, PROVIDING FOR THE AUTHORITY TO PLEDGE THE REVENUE FROM THE COLLECTION OF TOWN'S ADDITIONAL 1% RESORT TAX FOR THE PAYMENT OF INTEREST ONLY ON A LINE OF CREDIT IN THE AMOUNT OF \$2,500,000 FROM FIRST MADISON VALLEY BANK TO PROVIDE FUNDS TO PAY THE COSTS OF ENGINEERING AND CONSTRUCTION MANAGEMENT FEES RELATED TO THE WASTEWATER TREATMENT FACILITY PROJECT AND TO MODIFY THE PLEDGE SETFORTH IN RESOLUTION 744.

WHEREAS, at an election held in the Town of West Yellowstone, Montana (the "Town"), on November 5, 1985, the number and proportion of the qualified electors of the Town required by law for the adoption thereof voted in favor of imposing a resort tax on the retail value of all goods and services sold within the Town (the "Resort Tax"); and

WHEREAS, the Resort Tax was renewed by the qualified electors of the Town at an election held on November 5, 2019; and

WHEREAS, the Resort Tax was increased by an additional one percent, (the "Additional 1% Tax") by the qualified electors of the Town at an election held on November 5, 2019; and

WHEREAS, pursuant to §7-6-1506, MCA, the Town Council (the "Council") may pledge funds derived from the Additional 1% Tax for any activity, undertaking, or administrative services that the municipality is authorized by law to perform, which includes providing for upgrades to the Town' wastewater treatment facilities; and

WHEREAS, the Town Council has approved the Aero-Mod wastewater treatment facility option to be built to accommodate 1.25 million gallons per day (the "Project") at the February 5th, 2020 Town Council meeting; and

WHEREAS, the Town Council has approved the contract for Design and Construction Management of the Project with Forsgren Associates, Inc. at the February 5th, 2020 Town Council meeting; and

WHEREAS, the Town Council has approved the terms offered by First Madison Valley Bank for a Line of Credit which will be used to pay for engineering design and construction management services for the Project; and

WHEREAS, the terms of the Line of Credit are that for up to 36 months, the Town will pay interest only on amounts disbursed, on a monthly basis. **The maturity date is July 22, 2023 at which time the total amount of the principal and accrued interest shall be paid in full.** The Line of Credit will be secured by the Pledge set out herein and paid from the revenue from the Additional 1% Tax. These terms were approved by the Town Council at the June 2nd, 2020 Town Council meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, as follows:

1. Line of Credit Fund; Funding and Pledge of Resort Tax Revenue. As long as the Line of Credit remains outstanding, the Town hereby irrevocably obligates and binds itself to set aside and pay from Additional 1% Tax all interest payments due to the Line of Credit Fund. The amounts so pledged to be paid into the Line of Credit Fund are hereby declared to be a lien and charge upon the Additional 1% Resort Tax Revenue.

The Line of Credit may not be accelerated for maturity for any reason prior to its Maturity Date. Interest owed on the Line of Credit is payable solely from the Additional 1% Tax Revenue and is not a general obligation of the Town. No other funds of the Town (other than the funds

provided by the Town to the Bank for payment of the Line of Credit), may be used by the Bank or offset by the Bank for the payment of the Note.

The Town hereby authorizes the Town Manager to execute all necessary documents to secure the Line of Credit, which terms shall not be inconsistent with the terms in this Resolution.

Form of Line of Credit. The Line of Credit shall be in substantially the form attached to this resolution as Exhibit A.

To the extent that any terms of the Line of Credit are inconsistent with the terms of this resolution, the terms of the line of credit shall control.

DRAFT

Term: The Line of Credit shall be 36 months from July 22 2020, with the maturity date being July 22, 2023 at which time the total amount of the principal and accrued interest shall be paid in full. It is the Town's intent to pay the principal and accrued interest with the Additional 1% and any bond or loan funds obtained by the Town for the wastewater treatment facility.

Effective Date. This resolution shall become effective immediately upon its adoption.

PASSED by the Town Council at a regular meeting held this 21st day of July, 2020.

TOWN OF WEST YELLOWSTONE, MONTANA

Mayor Jerry Johnson

Council Member Brad Schmier

Council Member Jeffrey Matthews

Council Member Greg Forsythe

Council Member Travis Watt

ATTEST:

Town Clerk

[SEAL]

CERTIFICATE OF TOWN CLERK

I DO HEREBY CERTIFY that I am the duly chosen, qualified and acting Town Clerk of the Town of West Yellowstone, Montana (the “Town”), and keeper of the records of the Town; and

I HEREBY CERTIFY:

1. That the attached Resolution is a true and correct copy of Resolution No. 745 of the Town (the “Resolution”), as finally passed at a meeting of the Town Council held on the 21st day of July, 2020, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a legally sufficient number of members of the Town Council voted in the proper manner for the passage of the Resolution; that all other requirements and proceedings incident to the proper passage of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 21st day of July, 2020.

Town Clerk