

Town of West Yellowstone

Town Council Work Session

Tuesday, March 9, 2021

Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be broadcast virtually using ZOOM. The public may participate by connecting to zoom.us on the internet or through the Zoom Cloud Meetings app on a mobile device. Meeting ID: 893 834 1297. Members of the public are requested to ensure their audio is muted during the meeting and may make comments when appropriate or by using the “Chat” function.

6:00 PM Agenda

Public Comment Period/Council Comment

Town of West Yellowstone Reorganization

- Town Council Vacancy
- Town Manager Recruitment Process/Interim Town Manager
- Staffing Plan, open recruitments

Discussion



TOWN OF WEST YELLOWSTONE

Town Council Vacancy Announcement

The Town of West Yellowstone is seeking interested applicants to serve on the West Yellowstone Town Council until the next general municipal election. This appointment will serve through December 31, 2021. Council Members must reside within the Town limits and be qualified voters of the Town of West Yellowstone. The Town of West Yellowstone has a Charter form of Government with self-governing powers. The Town Council typically holds regular meetings in the evening on the first and third Tuesdays of each month. Work sessions are scheduled as needed. Council Members are strongly encouraged to attend Elected Officials training in May of each year, hosted by the Montana State Local Government Center, as well as the Montana League of Cities and Towns Conference in October of each year. Town Council Members are compensated at a rate equivalent to the employer's portion of a single-person's health insurance premium, currently \$637.00 per month.

For an application form and information packet, please visit www.townofwestyellowstone.com or contact the Town Hall at (406) 646-7795, 440 Yellowstone Avenue, West Yellowstone, Montana, or by email to eroos@townofwestyellowstone.com.

Applicants should submit a completed "Application for Boards and Committees" accompanied by a letter explaining the applicant's interest in serving on the Council. For more information, please contact the staff at the Town Offices or a current member of the Town Council. Applications are due no later than **4:00 PM on Friday, March 12, 2021** at the Town Hall. Applications may be submitted by email to eroos@townofwestyellowstone.com.

Elizabeth Roos
Town Clerk





APPLICATION FOR BOARDS AND COMMITTEES

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone (Home): _____ (Work): _____ (Cell/Other): _____

E-Mail Address: _____

Are you a resident of West Yellowstone? _____ Length of residency in West Yellowstone: _____

Board or Committee you are applying for: _____

Occupation: _____

Employer: _____

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

If so, which board, and for how long? _____

Past Memberships and Associations: _____

Current Memberships and Associations: _____

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

What are your primary objectives for serving on this board? _____

References (Individual or Organization):

_____ Phone: _____

_____ Phone: _____

_____ Phone: _____

Signature: _____ **Date:** _____

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

**CHARTER
FOR THE TOWN OF WEST YELLOWSTONE
(Preamble)**

We the citizens of West Yellowstone, for the purpose of establishing a just form of fundamental law--one that is responsible to the public for providing equal and adequate services and protections, with efficient use of the community's revenue for all, one that provides for self governing powers with respect to the health, safety, and welfare of every citizen and; one that utilizes the utmost flexibility to plan for the future--do establish this Charter for the Town of West Yellowstone of the State of Montana.

**ARTICLE I
POWERS OF THE TOWN**

Section 1.01 Powers of the Town

The Town shall have all powers possible for a self government to have under the constitution and laws of this state as fully and completely as though they were specifically enumerated in this Charter.

Section 1.02 Mill Levy

(1) There shall be no new kinds of taxes levied without an affirmative vote of a simple majority of votes cast in an election on the question.

(2) Should the electorate approve any kind of non-property tax, the following mill levy reduction shall occur:

In each fiscal year, anticipated receipts from a local option, non-property tax not in effect when this charter takes effect shall be applied to reduce the property tax mill levy for the fiscal year by an amount equal to at least 5 percent of the local option, non-property tax receipts for the previous fiscal year.

Section 1.03 Self -Government Authority

The Town shall have the authority to exercise those self- governing powers not prohibited by the constitution, law or this charter.

Section 1.04 Construction

The powers of the Town under this Charter shall be construed liberally in favor of the Town and specific mention of particular powers in the Charter shall not be construed as limiting in anyway the powers stated in this article.

**ARTICLE II
TOWN BOUNDARIES**

Section 2.01 Town Boundaries

The corporate boundaries of the Town of West Yellowstone, Montana shall remain fixed and established, as they exist on the date this charter takes effect, provided that the Town shall have the power to change its boundaries in the manner provided by law.

**ARTICLE III
ORGANIZATION OF THE TOWN**

Section 3.01 Oath of Office

Before beginning the duties of office, all elected Town officials shall take and subscribe to the oath of office established in Article III, Section 3 of the Constitution of Montana.

Section 3.02 Structure of Government

The governing body of the Town of West Yellowstone shall be a Town council consisting of five council members, one of whom shall be the mayor whom the council shall select from among its own number pursuant to Section 3.05(1).

Section 3.03 Town Council: Composition, Powers and Meetings

(1) All of the powers of the Town shall be vested in the Town council except as otherwise provided by law or this Charter.

(2) The Town council shall meet regularly at least once a month at such times and places as the council may prescribe. Special meetings may be held on the call of the mayor or three members of the council. Such special meetings shall be public and, whenever practicable, called only upon forty-eight (48) hours notice to the public.

(3) A quorum of the council shall be constituted by the presence of any three (3) council members, one of whom may be the mayor.

(4) The council's presiding officer may close the council meeting to the public only as provided by law.

Section 3.04 Town Council: Election, Terms, Qualifications, Remuneration, Removal and Filling Vacancies

- (1) Five council members shall be elected at large on a nonpartisan basis.
- (2) Council members shall have a term of office of four years.
- (3) Council members shall make their principal residence (as interpreted by the federal Internal Revenue Service) within the Town limits and shall be qualified voters of the Town of West Yellowstone.
- (4) The council shall establish by ordinance the compensation of its members and the mayor.
- (5) The office of council member shall become vacant upon the death, resignation, forfeiture, or removal from office by any method authorized by law.
- (6) When a vacancy occurs in the office of council member, the position shall be considered open and subject to nomination and election at the next general municipal election, except the term of office shall be limited to the unexpired term of the person who originally created the vacancy. Pending such election and qualification the council shall appoint from among the qualified voters in the Town a person possessing the qualifications for office required by law and this Charter, within 30 days of the vacancy to hold the office until the successor is elected and qualified.

Section 3.05 The Mayor: Election, Powers, Duties, Removal and Filling a Vacancy

- (1) The mayor shall be selected from among the members of the Town council by the affirmative vote of a majority of the council.
- (2) The council member selected shall serve as the mayor for one year unless selected for an additional term by the council.
- (3) The mayor so selected may be removed by four (4) council member votes, whereupon, a new mayor shall be selected by the council.
- (4) The mayor shall be the presiding officer of the council, shall vote as other council members and may not veto measures approved by the council. In the absence of the mayor, the council shall appoint one of the council members present to serve as presiding officer.
- (5) The mayor shall be the ceremonial officer of the town and shall have no other duties or responsibilities except, when required by the council and in the absence of the Town manager, the mayor shall perform all administrative duties of the Town manager.
- (6) The office of mayor shall become vacant upon the death, resignation or removal from office by any method authorized by law or this charter. A successor mayor shall be appointed by the council as provided in Section 3.05(1).

Section 3.06 Town Manager

(1) The Town council shall appoint a Town manager who shall serve under contract as the chief executive officer and chief administrative officer of the Town.

(2) The Town manager shall have the following responsibilities:

- (a) implement and enforce the ordinances, resolutions, policies, directives and contracts approved by Town council.
- (b) administer the affairs of the Town.
- (c) prepare the budget for council approval.
- (d) recommend long-range planning strategies and economic development issues affecting public services and fiscal solvency.
- (e) oversee agenda for Town council meetings.
- (f) supervise all Town departments and offices.
- (g) appoint all Town employees.
- (h) suspend all Town employees.
- (i) remove all Town employees after consultation with the appropriate department head and with the advice and consult of the Town council.

(3) The Town council shall enter into a contract with said Town manager, which shall specifically outline the conditions of employment. Said contract shall be for an initial term of not less than three years and not more than five years and may be extended by majority vote of the Town council.

(4) The Town manager may be removed from office by three affirmative votes of the Town council.

Section 3.07 Town Departments

The Town council shall establish by ordinance any departments necessary to perform the duties and obligations imposed upon the Town by law or this charter.

ARTICLE IV

BOARDS, COMMISSIONS AND COMMITTEES

Section 4.01 Boards, Commissions and Committees

The Mayor may appoint, with the consent of the Town council, such boards, commissions or committees, as the council deems necessary. These bodies shall serve at the pleasure of the council and will exercise only those powers granted them by the council through specific resolution or ordinance.

ARTICLE V
GENERAL PROVISIONS: INITIATIVE, REFERENDUM
RECALL, SEVERABILITY AND AMENDMENTS

Section 5.01 Initiative and Referendum

Procedures for initiative and referendum shall be as required by law.

Section 5.02 Recall Provisions

Any member of the Town council including the mayor may be removed from office by recall of the electors of the Town, as provided by law.

Section 5.03 Severability

If any provision of this Charter is held invalid, the other provisions of this Charter shall not be affected thereby. If the application of the Charter or any of its provisions to any person or circumstance is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected thereby.

Section 5.04 Amendment of the Charter

This Charter may be amended only as provided by law. An affirmative vote of a simple majority of votes cast in an election on this question shall amend the Charter.

Article VI
Transition

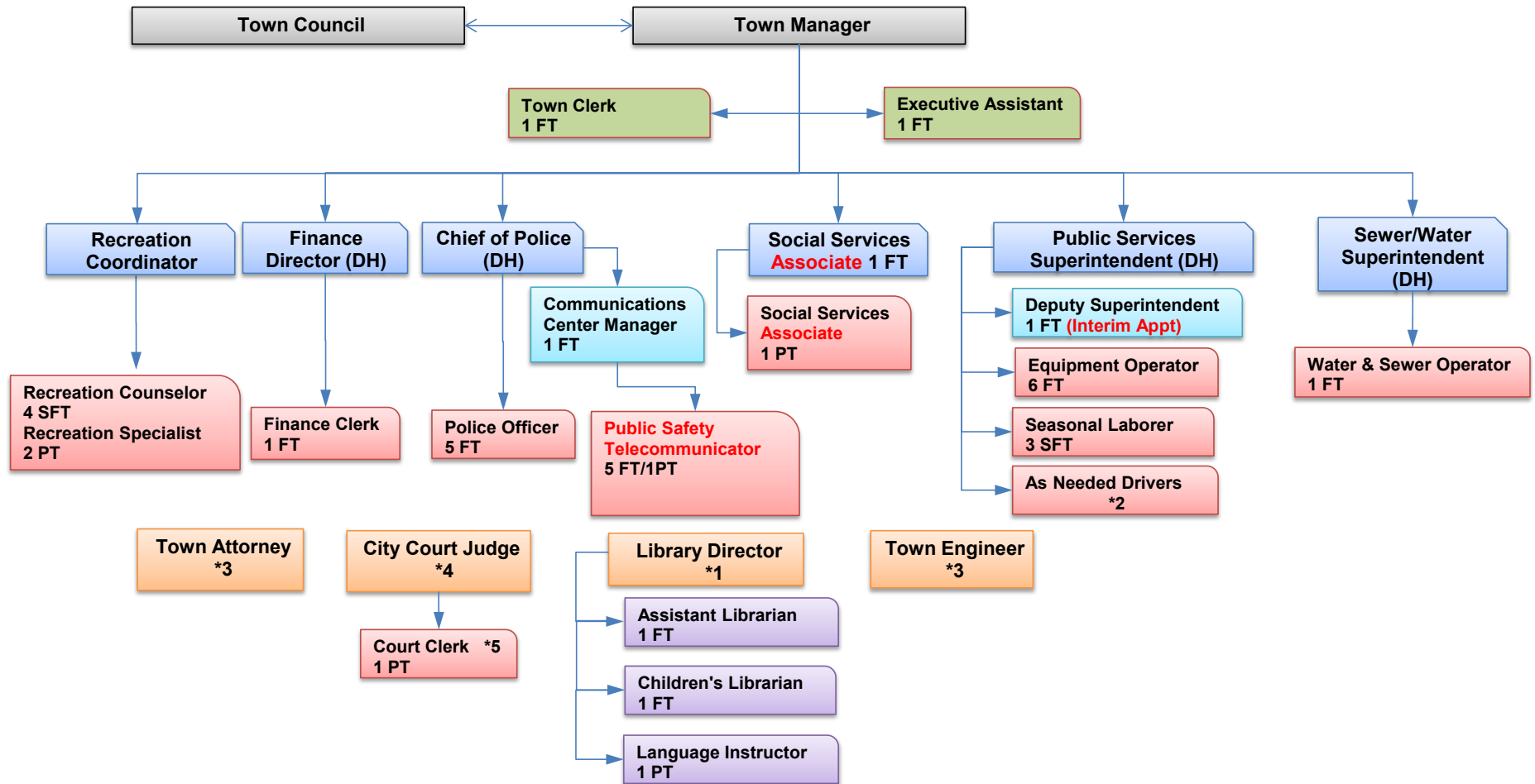
Section 6.01 Review of existing ordinances and policies

The Town council shall review and, where necessary, revise or repeal all town ordinances and resolutions and policies to provide for their compliance with this Charter. This shall be completed by December 31, 2017.

Section 6.02 Effective Date

Upon passage of this Charter by the electors at the November 2015 election, this Charter will become effective immediately.

Town of West Yellowstone Staffing Plan



*1: Library functions are governed by State Law and Agreements; Director is appointed by the Library Board and directs staff.

*2: List of people with CDLs will be maintained to call as needed.

*3: Employed under contract

*4: Appointed by Town Council

*5: Under supervision of the Town Manager

FT= Full-Time Status Permanent

PT= Part-Time Status Permanent

SFT= Full Time Status Limited Term

SPT= Part-Time Status Limited Term

STS= Short-Term Status

DH= Department Head