

Town of West Yellowstone

Tuesday, June 6, 2023

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

Meeting ID: 893 834 1297.

WORK SESSION

5:00 PM

FY 2024 Budget, General Fund

Discussion

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #6577 to Tractor & Equipment Co., repairs to 938H Loader, \$12,876.09

Claims

Business License Applications:

Consent Agenda

Minutes: **May 23, 2023 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

ACTION ITEMS

Siegel Learning Center Lease Agreement

Discussion/Action

Application to Maintain an Encroachment, Blackfoot Communications

Discussion/Action

Resolution No. 790, Fee Schedule for Residential Building Inspections

Discussion/Action

Advisory Board Applications

- Parks & Recreation Advisory Board
- Cemetery Board of Trustees

Correspondence/FYI/Meeting Reminder



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

Public Hearing/Public Meeting

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

Oral Communication

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

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any citizen, council member, or town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command. Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Town Manager.

General Town Council Meeting Information

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



TOWN OF WEST YELLOWSTONE
Revenue Budget Report -- MultiYear Actuals
For the Year: 2023 - 2024

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	19-20	20-21	21-22	22-23	Budget	Rec.	Budget	Change	Budget	Budget
1000 General Fund										
310000 Property Taxes										
311010 REAL PROPERTY TAX	274,689	288,387	327,310	161,929	235,100	69%	235,100		235,100	100%
311020 Personal Property Tax	7,996	33,792	8,500	-3,164	5,500	-58%	5,500		5,500	100%
311021 PP Tax Mobile Homes	28				0	0%			0	0%
312000 Penalties and Interest on	1,566	2,972	742	1,993	500	399%	1,000		1,000	200%
314140 Local Option Tax-.4%	71,166	34,468	94,098	42,693	40,000	107%	40,000		40,000	100%
Group:	355,445	359,619	430,650	203,451	281,100	72%	281,600	0	281,600	100%
320000 Licenses and Permits										
321010 Motor Vehicle Plate	18,615	47,978			8,500	0%	5,000		5,000	58%
322020 Business Licenses	37,604	39,117	38,356	19,982	34,000	59%	34,000		34,000	100%
322051 Special Event & Expo	575	250	425	200	250	80%	250		250	100%
323011 Building Permits	16,549	6,021	28,416	3,295	3,000	110%	3,000		3,000	100%
323012 Moving Permits	50	50			0	0%			0	0%
323030 Animal License	180	115	145	95	100	95%	100		100	100%
323031 Kennel License	50	50			0	0%			0	0%
Group:	73,623	93,581	67,342	23,572	45,850	51%	42,350	0	42,350	92%
330000 Intergovernmental Revenues										
331022 Police Equipment Grant		806			0	0%			0	0%
331900 CARES Act reimbursements	145,737	598,749			0	0%			0	0%
334010 Crime Control Grant		2,119			0	0%			0	0%
335110 Live Card Game Table	150	150	150	150	150	100%	150		150	100%
335120 Gambling Machine Permits	7,250	6,825	7,600	8,175	7,000	117%	7,500		7,500	107%
335230 HB124 Entitlement Share	299,849	308,150	313,373	241,479	320,512	75%	320,512		320,512	100%
336020 Revenue on-behalf	132,774	90,101	31,536		100,000	0%	100,000		100,000	100%
Group:	585,760	1,006,900	352,659	249,804	427,662	58%	428,162	0	428,162	100%
340000 Charges for Services										
341070 Planning & Zoning fees	2,143	2,535	4,563	10,549	1,000	***%	2,500		2,500	250%
342013 Fees for Dispatch	1,200	1,200	1,200		1,200	0%	1,200		1,200	100%
342016 Reimb Dispatch-Law	1,500	1,500	1,500	3,207	1,500	214%	2,000		2,000	133%
342017 Catering Fee	210		140	105	100	105%	100		100	100%
343111 Hwy Street Light-MDOH	5,926	2,963	2,963		2,963	0%	2,963		2,963	100%
343321 Burial Fees		1,100	2,450		500	0%	500		500	100%
346050 Recreation Fees	1,355	885	2,205	2,060	2,000	103%	2,000		2,000	100%
346051 Summer Recreation Fees	33,846	34,315	41,320	27,005	35,000	77%	35,000		35,000	100%
Group:	46,180	44,498	56,341	42,926	44,263	97%	46,263	0	46,263	104%
350000 Fines and Forfeitures										
351030 City Court	50,874	32,582	33,857	18,230	25,000	73%	25,000		25,000	100%
351032 Misdemeanor Fees	5,045	3,330	2,175	1,470	1,750	84%	1,500		1,500	85%
351033 Civil Fees			80		0	0%			0	0%

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TOWN OF WEST YELLOWSTONE
Revenue Budget Report -- MultiYear Actuals
For the Year: 2023 - 2024

Page: 2 of 2
Report ID: B250B

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	19-20	20-21	21-22	22-23	Budget	Rec.	Budget	Change	Budget	Budget
1000 General Fund										
351035 Court Costs	195	85	100	15	0	***%			0	0%
Group:	56,114	35,997	36,212	19,715	26,750	74%	26,500	0	26,500	99%
360000 Miscellaneous Revenues										
361000 Rents/Leases	1,983	1,827	2,223	2,415	1,250	193%	1,250		1,250	100%
361001 Electric fee on Rent UPDH	3,706		3,525	6,957	2,500	278%	5,000		5,000	200%
361200 Povah Center Rent	4,215	1,675	1,450	1,400	1,000	140%	1,000		1,000	100%
362000 Refunds & Reimbursement	26,075	9,554	2,982	17,468	6,000	291%	10,000		10,000	166%
362220 Insurance Reimbursement -		60,000	1,355		0	0%			0	0%
363000 Special Assessments	8,246	8,437	9,786	6,839	10,000	68%	10,000		10,000	100%
365000 Contributions & Donations	825		50	25,130	0	***%			0	0%
365020 Private grants		11,249	500		0	0%			0	0%
Group:	45,050	92,742	21,871	60,209	20,750	290%	27,250	0	27,250	131%
370000 Interest										
371000 Investment Earnings	17,552	15,905	9,628	5,556	10,000	56%	7,500		7,500	75%
371010 Interest-Money Market	30	12	10	3	0	***%			0	0%
371020 Interest Earned -	6,655	1,830	1,810	6,910	1,750	395%	5,000		5,000	285%
371050 STIP Program	14,684	3,756	10,523	52,681	10,500	502%	20,000		20,000	190%
Group:	38,921	21,503	21,971	65,150	22,250	293%	32,500	0	32,500	146%
380000 OTHER FINANCING SOURCES										
383000 Interfund Operating	216,079	207,948	284,400	318,980	295,680	108%	295,680		295,680	100%
383001 Transfer In Special	3,113,470	1,127,707	4,731,110	3,240,000	3,552,709	91%	3,500,000		3,500,000	98%
383004 Transfer In-General Fund					80,065	0%	80,065		80,065	100%
383100 Transfer In		607,519			0	0%			0	0%
383200 Transfer In		581,000			0	0%			0	0%
Group:	3,329,549	2,524,174	5,015,510	3,558,980	3,928,454	91%	3,875,745	0	3,875,745	98%
Fund:	4,530,642	4,179,014	6,002,556	4,223,807	4,797,079	88%	4,760,370	0	4,760,370	99%
Grand Total:	4,530,642	4,179,014	6,002,556	4,223,807	4,797,079		4,760,370	0	4,760,370	

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TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023 - 2024

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		19-20	20-21	21-22	22-23	Budget	Exp.	Budget	Changes	Budget	Budget
1000 General Fund											
410100 Legislative Services											
110	Salaries and Wages	39,262	38,632	39,292	33,204	35,115	95%	41,129		41,129	117%
	Town Charter sets compensation at employer contribution to health benefit package for single employee. 4 Councilmen & 1 Mayor										
140	Employer Contributions	3,830	3,836	4,301	4,021	4,268	94%	4,950		4,950	116%
191	Pension Expense	14,459	622			0	0%			0	0%
212	Small Items of Equipment	658		6,350		1,500	0%	1,500		1,500	100%
	1 iPad replacement, if needed										
220	Operating Supplies	8,306	6,223	11,097	10,019	12,000	83%	12,000		12,000	100%
311	Postage, Box Rent, etc.					100	0%			0	0%
321	Printing, Forms, etc.	750				500	0%			0	0%
335	Membership Fees & Dues	526	1,215	540		550	0%	500		500	91%
	MLCT membership for the Town										
356	Consultant's Services	14,528				5,000	0%	5,000		5,000	100%
370	Travel	644		661	3,330	3,000	111%	4,000		4,000	133%
380	Training Tuition/Registra		232	829	675	2,500	27%	2,000		2,000	80%
870	Miscellaneous	104,430	60,000	76,187	99,500	165,385	60%	100,000		100,000	60%
	Fireworks (\$7,000); Bus (\$25,000); Music in the Park (\$8,000); VIC (\$40,000)										
	Account:	187,393	110,760	139,257	150,749	229,918	66%	171,079	0	171,079	74%
410210 Administration & Town Clerk											
110	Salaries and Wages	205,406	277,688	187,801	180,744	251,705	72%	274,826		274,826	109%
	Town Manager (1FTE) Executive Assistant (1FTE) and Town Clerk (1FTE)										
140	Employer Contributions	92,361	77,446	73,731	64,008	99,947	64%	107,336		107,336	107%
212	Small Items of Equipment	1,854	2,043	4,668	1,340	4,000	34%	4,000		4,000	100%
220	Operating Supplies	2,399	2,025	2,225	2,342	2,200	106%	2,500		2,500	114%
311	Postage, Box Rent, etc.	639	137	139	99	500	20%	500		500	100%
327	Advertising / Marketing	4,273	3,272	7,926	4,895	6,500	75%	6,500		6,500	100%
333	Subscriptions to Newspaper	120	338		364	400	91%	500		500	125%
335	Membership Fees & Dues	5,655	6,200	9,575	1,021	5,500	19%	13,500		13,500	245%
	NRMEDD (4500); housing coalition (4000); RT community assoc. (3000); ICMA (1000); GOSMA, MMCTFOA, IIMC, AICP (1000)										
345	Telephone & Internet	1,188	576	471	615	1,000	62%	1,000		1,000	100%
351	Medical, Dental, Veterina	140	144	1,508	606	1,500	40%	1,500		1,500	100%
	Drug Testing										
356	Consultant's Services	12,794	25,822	350	1,645	5,000	33%	5,000		5,000	100%
	Drug testing										
363	Repair Office Equipment	668			249	2,500	10%	3,000		3,000	120%
364	Office Furniture/Equipmen	610	37			1,000	0%	1,000		1,000	100%
	Chair for DW										
370	Travel	2,702	5,607	1,057	3,168	3,000	106%	4,500		4,500	150%
	MT Planning Conference, Executive Summit, MLCT (x2), MMCTFOA										
380	Training Tuition/Registra	3,070	5,300	570	600	3,000	20%	3,000		3,000	100%
	MT Planning Conference, Executive Summit, MLCT (x2), MMCTFOA										
398	Other Contracted Services			480	515	1,500	34%	3,000		3,000	200%
	codification charges										

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TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023 - 2024

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		19-20	20-21	21-22	22-23	Budget	Exp.	Budget	Changes	Budget	Budget
870	Miscellaneous moving expenses	2,841	7,017	2,700	95	10,000	1%	7,000		7,000	70%
	Account:	336,720	413,652	293,201	262,306	399,252	66%	438,662	0	438,662	110%
410360	City/Municipal Court										
110	Salaries and Wages Judge (.5FTE), Court Clerk (.8FTE)	72,518	72,070	75,487	70,722	79,650	89%	86,724		86,724	109%
140	Employer Contributions	32,589	33,937	45,109	37,037	45,754	81%	46,742		46,742	102%
212	Small Items of Equipment budgeted for unplanned equipment failures	1,119		674		1,500	0%	1,500		1,500	100%
215	Books	606		350		600	0%	600		600	100%
220	Operating Supplies	1,450	1,082	214	264	1,500	18%	1,500		1,500	100%
311	Postage, Box Rent, etc.	560	461	476	22	600	4%	600		600	100%
321	Printing, Forms, etc.	136	45	169	220	400	55%	400		400	100%
333	Subscriptions to Newspaper	200				350	0%	350		350	100%
335	Membership Fees & Dues		35	35	360	800	45%	800		800	100%
345	Telephone & Internet	917	2,211	2,195	2,268	2,000	113%	2,500		2,500	125%
350	Professional Services Interpreters	390	547	90	373	2,000	19%	2,000		2,000	100%
363	Repair Office Equipment	210		120		500	0%	500		500	100%
364	Office Furniture/Equipmen Court Clerk new desk					750	0%	1,500		1,500	200%
370	Travel Judge may need travel reimbursement	2,272	1,069	2,359	1,954	2,500	78%	3,000		3,000	120%
380	Training Tuition/Registra	850	250	1,050	825	1,500	55%	1,500		1,500	100%
394	Jury and Witness Fees/Pub	575	30	318		2,000	0%	2,000		2,000	100%
630	Banking Fees					100	0%			0	0%
870	Miscellaneous					100	0%			0	0%
	Account:	114,392	111,737	128,646	114,045	142,604	80%	152,216	0	152,216	107%
410510	Finance Administration										
110	Salaries and Wages Finance Director (1FTE), Finance Clerk (.5FTE)	108,994	103,998	111,742	79,368	117,292	68%	119,627		119,627	102%
140	Employer Contributions	46,130	45,800	47,231	35,195	45,522	77%	36,121		36,121	79%
212	Small Items of Equipment One computer replacement	2,023	178	1,541	3,441	1,800	191%	2,000		2,000	111%
220	Operating Supplies	2,534	1,352	802	1,466	2,000	73%	2,000		2,000	100%
311	Postage, Box Rent, etc.	1,604	1,726	1,657	842	1,800	47%	1,800		1,800	100%
335	Membership Fees & Dues IIMC(x2); MMCTFOA (x2); APT; GFOA	305	399	273	393	525	75%	1,000		1,000	190%
356	Consultant's Services BMS: Accounting, Cash Receipting, Cloud Hosting, Business Licensing, Payroll, Public View, Budget Prep, Timecard (\$23,160); ClearGov (\$12,250)	13,842	14,158	14,533	26,291	28,322	93%	35,410		35,410	125%
363	Repair Office Equipment	106			213	250	85%	250		250	100%
370	Travel	783		1,201	821	1,500	55%	2,000		2,000	133%
380	Training Tuition/Registra MMCTFOA(x2), MLCT(x2), CPFO, GFOA	2,988	1,625	2,579	2,100	3,300	64%	5,000		5,000	152%
390	Other Purchased Services	710	1,181	9,280		0	0%			0	0%
520	Premiums on Surety Bonds	1,000	1,092	1,092	1,000	1,000	100%	1,000		1,000	100%

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TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023 - 2024

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Report ID: B2408

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		19-20	20-21	21-22	22-23	Budget	Exp.	Budget	Changes	Budget	Budget
630	Banking Fees	65	65	67	2	100	2%	100		100	100%
631	Finance Charges and Inter	324	2	34	62	200	31%	200		200	100%
870	Miscellaneous	103		31,536		250	0%	250		250	100%
	Account:	181,511	171,576	223,568	151,194	203,861	74%	206,758	0	206,758	101%
410530	Auditing										
353	Accounting and Auditing	16,704	28,626	18,278	24,702	20,200	122%	20,500		20,500	101%
	Amatics (17500) AFR assist (3000)										
	Account:	16,704	28,626	18,278	24,702	20,200	122%	20,500	0	20,500	101%
410580	IT services										
355	IT Related Services	11,509	10,735	15,160	25,820	36,000	72%	25,000		25,000	69%
	Monthly managed IT (DIS); webhosting; Blackfoot										
945	Communication Equipment				12,415	10,000	124%			0	0%
	Account:	11,509	10,735	15,160	38,235	46,000	83%	25,000	0	25,000	54%
410600	Elections										
321	Printing, Forms, etc.	5,056		2,058	60	2,200	3%	2,500		2,500	114%
	Town Council, Local Government Review										
	Account:	5,056		2,058	60	2,200	3%	2,500	0	2,500	114%
410800	Personnel/Safety Services										
370	Travel	924				0	0%			0	0%
380	Training Tuition/Registra	283				0	0%			0	0%
	Account:	1,207				0	***%	0	0	0	0%
411000	Planning and Research Services										
354	Architectural, Engineerin	22,428	7,900	4,229	19,400	66,385	29%	66,385		66,385	100%
	Intrinsic, Fall Creek, Addtl Planning										
357	Other Professional Servic		1,278		15,878	105,000	15%	100,000		100,000	95%
	Forsgen (not to exceed \$100k)										
398	Other Contracted Services	33,624	1,600	9,273		0	0%			0	0%
	Account:	56,052	10,778	13,502	35,278	171,385	21%	166,385	0	166,385	97%
411040	Research & Engineering Fees										
354	Architectural, Engineerin	4,085	21,031			0	0%			0	0%
	Account:	4,085	21,031			0	***%	0	0	0	0%
411100	Legal Services (City Attorney)										
352	Legal Services	76,837	65,925	75,591	89,054	90,000	99%	110,000		110,000	122%
	New increase to \$300/hr										
373	Out-of-Town Expense	1,060	833	671	2,412	1,200	201%	3,500		3,500	292%
870	Miscellaneous	667	6,678	31	2	700	0%	700		700	100%
	Account:	78,564	73,436	76,293	91,468	91,900	100%	114,200	0	114,200	124%
411250	Town Hall										
220	Operating Supplies	896	532	1,634	1,348	1,200	112%	1,500		1,500	125%
340	Utility Services	1,765	1,940	2,155	2,061	2,400	86%	2,600		2,600	108%
341	Electric	5,671	4,675	3,751	4,292	6,000	72%	6,000		6,000	100%

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344	Natural Gas/propane	4,925	4,958	5,974	7,494	6,500	115%	7,500		7,500	115%
345	Telephone & Internet	8,549	9,122	8,653	8,173	8,500	96%	8,500		8,500	100%
357	Other Professional Servic	14,134	12,735	16,061	21,817	17,000	128%	20,000		20,000	118%
	Julie Brown cleaning; alarm monitoring, roof shoveling, and other needed services										
364	Office Furniture/Equipmen				325	500	65%	500		500	100%
	surveillance camera for basement										
366	Buildings	8,772	1,958	721	3,304	7,625	43%	7,500		7,500	98%
920	Buildings	5,582				0	0%			0	0%
930	Improvements Other than B		4,135			0	0%			0	0%
	Account:	50,294	40,055	38,949	48,814	49,725	98%	54,100	0	54,100	109%
411251 Clinic											
212	Small Items of Equipment		16	134	46	500	9%	500		500	100%
357	Other Professional Service	1,060	2,040	2,947	1,634	0	***%	1,500		1,500	***%
366	Buildings	537	178		197	2,500	8%	1,500		1,500	60%
	Account:	1,597	2,234	3,081	1,877	3,000	63%	3,500	0	3,500	117%
411252 UPDL / Museum											
212	Small Items of Equipment					1,500	0%	1,000		1,000	67%
220	Operating Supplies	900	7	34	164	900	18%	500		500	56%
340	Utility Services	919	1,010	1,117	1,139	1,300	88%	1,300		1,300	100%
341	Electric	8,221	9,529	4,677	6,076	10,000	61%	6,500		6,500	65%
344	Natural Gas/propane	2,963	2,570	2,410	2,004	3,000	67%	3,000		3,000	100%
357	Other Professional Service	14,667	7,042	3,582	19,327	8,000	242%	12,000		12,000	150%
	Snow removal, alarm monitoring, emergency repair										
366	Buildings	3,746	301		447	2,000	22%	1,000		1,000	50%
920	Buildings				23,000	25,700	89%			0	0%
949	Other Machinery & Equipme	12,250		9,809		0	0%			0	0%
	Account:	43,666	20,459	21,629	52,157	52,400	100%	25,300	0	25,300	48%
411253 Pks Bldgs - Old Firehall, Prk Bath, Ice Rink											
340	Utility Services	4,397	2,141	2,180	2,211	3,500	63%	3,500		3,500	100%
341	Electric	6,841	6,491	5,618	5,714	6,900	83%	6,900		6,900	100%
357	Other Professional Service	5,988	5,577	7,000	8,200	8,000	103%	8,000		8,000	100%
	Montana Cleaning Solutions cleaning services										
366	Buildings	7,400	307			5,000	0%	2,500		2,500	50%
	Vandalism										
	Account:	24,626	14,516	14,798	16,125	23,400	69%	20,900	0	20,900	89%
411254 Siegel Learning Center											
220	Operating Supplies	201	95			500	0%	500		500	100%
350	Professional Services				3,120	0	***%	2,500		2,500	***%
	Roof clearing										
366	Buildings	2,104				500	0%	500		500	100%
	Account:	2,305	95		3,120	1,000	312%	3,500	0	3,500	350%

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		19-20	20-21	21-22	22-23	Budget	Exp.	Budget	Changes	Budget	Budget
411255	Povah Community Center										
212	Small Items of Equipment	8,874	70	351	5,334	5,675	94%	2,500		2,500	44%
220	Operating Supplies	1,015	176	220	1,316	500	263%	1,000		1,000	200%
335	Membership Fees & Dues		115	115	115	115	100%	115		115	100%
340	Utility Services	1,061	1,385	1,313	1,393	1,500	93%	1,500		1,500	100%
341	Electric	3,074	2,570	1,633	-1,707	3,200	-53%	5,500		5,500	172%
344	Natural Gas/propane	5,744	6,013	6,717	8,219	7,000	117%	8,000		8,000	114%
345	Telephone & Internet	4,621	3,868	3,368	3,250	4,500	72%	4,500		4,500	100%
350	Professional Services	9,277	8,490	15,333	30,466	27,500	111%	25,000		25,000	91%
	Julie Brown Cleaning, other										
366	Buildings	1,611	1,289	3,335	2,451	5,000	49%	4,000		4,000	80%
930	Improvements Other than B		12,593	423		0	0%			0	0%
	Account:	35,277	36,569	32,808	50,837	54,990	92%	52,115	0	52,115	95%
411256	Trailhead Facility										
220	Operating Supplies				15	0	***%			0	0%
350	Professional Services	2,730	1,690	2,860	2,255	3,120	72%	3,000		3,000	96%
	Julie Brown cleaning										
366	Buildings		306			0	0%			0	0%
	Account:	2,730	1,996	2,860	2,270	3,120	73%	3,000	0	3,000	96%
411257	Chamber Building										
220	Operating Supplies		37		900	500	180%	500		500	100%
340	Utility Services	915	961	941	874	1,200	73%	1,000		1,000	83%
357	Other Professional Servic	13,125	12,292	20,262	14,350	20,000	72%	20,000		20,000	100%
	Montana Cleaning Solutions cleaning										
366	Buildings	466	260	36		0	0%			0	0%
368	Parking Lots/Striping/Sto		31			0	0%			0	0%
	Account:	14,506	13,581	21,239	16,124	21,700	74%	21,500	0	21,500	99%
411258	Police/Dispatch Center										
340	Utility Services	541	593	657	668	750	89%	750		750	100%
341	Electric	3,754	3,232	3,176	3,635	3,800	96%	3,800		3,800	100%
344	Natural Gas/propane	355	379	365	359	400	90%	450		450	113%
345	Telephone & Internet	4,200	4,550	4,200	4,046	4,750	85%	4,750		4,750	100%
366	Buildings	2,853	243	1,302	214	3,500	6%	20,000		20,000	571%
	Chief office remodel										
398	Other Contracted Services	2,500	1,029	6,650	7,405	8,020	92%	8,500		8,500	106%
	Cleaning services, Fire supression										
949	Other Machinery & Equipme	9,750				0	0%			0	0%
	Account:	23,953	10,026	16,350	16,327	21,220	77%	38,250	0	38,250	180%
411259	Library Building										
220	Operating Supplies				64	0	***%	500		500	*****%
340	Utility Services	448	521	564	539	700	77%	700		700	100%
341	Electric	1,614	1,351	1,121	1,195	2,000	60%	1,600		1,600	80%
344	Natural Gas/propane	2,546	2,655	3,445	4,321	4,000	108%	4,400		4,400	110%
357	Other Professional Servic	5,856	4,400	5,280	7,246	5,300	137%	6,000		6,000	113%
	Cleaning, fire extinguishers, snow removal										

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		19-20	20-21	21-22	22-23	Budget	Exp.	Budget	Changes	Budget	Budget
366	Buildings	4,933	634	28	423	1,000	42%	20,000		20,000	2000%
	Repairs to wood, paint, and back ramp repairs										
920	Buildings			50,675		0	0%			0	0%
	Account:	15,397	9,561	61,113	13,788	13,000	106%	33,200	0	33,200	255%
411260	National Smokejumper Center/YNC										
366	Buildings					250	0%	250		250	100%
	Account:					250	0%	250	0	250	100%
420100	Law Enforcement Services										
110	Salaries and Wages	276,084	348,828	391,798	433,673	419,094	103%	483,353		483,353	115%
	Police Chief (1FTE); 5 officers (5 FTE)										
130	Employee Benefits	1,008		272		0	0%			0	0%
140	Employer Contributions	149,024	126,356	121,791	150,100	170,720	88%	186,404		186,404	109%
191	Pension Expense	98,533	89,034			0	0%			0	0%
212	Small Items of Equipment	2,153	11,726	16,818	11,776	24,000	49%	32,000		32,000	133%
	Firearms and other items needed										
216	Computer supplies	892	1,022	1,555	390	2,500	16%	3,500		3,500	140%
	thermal printers in the car										
220	Operating Supplies	5,254	1,107	3,270	1,531	5,500	28%	4,000		4,000	73%
226	Clothing and Uniforms	4,867	2,651	12,098	4,084	7,000	58%	6,000		6,000	86%
231	Gas, Oil, Diesel Fuel, Gr	20,314	15,230	17,240	29,263	36,000	81%	36,000		36,000	100%
311	Postage, Box Rent, etc.	282	154	260	137	300	46%	300		300	100%
317	Vehicle Tow-in Services	78	650	630	505	1,000	51%	1,000		1,000	100%
	removing abandoned vehicles, snow removal, evidence storage										
321	Printing, Forms, etc.	1,036	247	251		1,000	0%	1,000		1,000	100%
327	Advertising / Marketing	1,138	384	331	894	1,000	89%	1,000		1,000	100%
331	Publication of Formal & L		338			500	0%	500		500	100%
	Notice of abandoned vehicles, property etc.										
335	Membership Fees & Dues	315		318	230	350	66%	350		350	100%
	IACP, MACOP										
345	Telephone & Internet	6,518	5,697	4,497	4,921	8,000	62%	6,000		6,000	75%
	7 cell phones, 7 air cards										
351	Medical, Dental, Veterina	1,600	3,000	6,076	2,463	7,000	35%	7,000		7,000	100%
	applicant physical & psych exams, fitness reviews										
357	Other Professional Servic			2,202	452	2,000	23%	2,000		2,000	100%
362	Radio Repair	2,030	45	378	418	2,500	17%	2,500		2,500	100%
	batteries, microphones, ear pieces, chargers										
363	Repair Office Equipment				586	1,000	59%	1,000		1,000	100%
370	Travel	3,924	2,226	8,840	3,096	4,000	77%	5,500		5,500	138%
380	Training Tuition/Registra	5,717	2,000	4,482	5,796	6,000	97%	6,000		6,000	100%
389	Training Materials	1,633	1,000	1,874	4,228	2,000	211%	4,000		4,000	200%
	TLO for conducting applicating background investigations, criminal case investigations, etc.										
398	Other Contracted Services	973	849		225	2,000	11%	2,000		2,000	100%
870	Miscellaneous	5	29	6,575	123	3,000	4%	1,000		1,000	33%
	Account:	583,378	612,573	601,556	654,891	706,464	93%	792,407	0	792,407	112%

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		19-20	20-21	21-22	22-23	Budget	Exp.	Budget	Changes	Budget	Budget
420160	Communications-Dispatch										
110	Salaries and Wages	287,177	285,132	355,208	286,052	387,184	74%	416,668		416,668	108%
	911 Center Manager (1FTE); Dispatchers (5.5FTE)										
140	Employer Contributions	130,274	135,477	148,686	105,806	164,405	64%	172,638		172,638	105%
212	Small Items of Equipment	8	50	4,007	2,280	4,000	57%	4,500		4,500	113%
216	Computer supplies	392	1,397	3,088	3,985	7,200	55%	5,000		5,000	69%
220	Operating Supplies	2,685	2,245	1,169	1,880	5,000	38%	5,000		5,000	100%
226	Clothing and Uniforms	1,217	743			1,000	0%	1,000		1,000	100%
327	Advertising / Marketing		52	159	257	500	51%	500		500	100%
335	Membership Fees & Dues	765	567	754	1,061	1,200	88%	1,200		1,200	100%
	APCO, MTEIRA, NENA, Notary Fees (x3)										
345	Telephone & Internet	5,008		1,237	1,049	1,150	91%	1,150		1,150	100%
370	Travel	1,575	613	3,337	2,122	6,500	33%	5,000		5,000	77%
	CJIN, LEIERA, Academy for MT (x2), SVOR conference APCO										
380	Training Tuition/Registra		2,734	2,427	759	5,000	15%	5,000		5,000	100%
	CJIN, LEIERA, Academy for MT (x2), SVOR conference, CTO, records										
398	Other Contracted Services	13,757	4,795	9,382	9,276	13,000	71%	17,000		17,000	131%
	CJIN, Log Me in, Gallatin County mass notification, Scoutcare, DOS ammi/subscription, DIS										
870	Miscellaneous					500	0%	500		500	100%
	Account:	442,858	433,805	529,454	414,527	596,639	69%	635,156	0	635,156	106%
420230	Care and Custody of Prisoners										
220	Operating Supplies	704	1,295	1,694	1,375	2,000	69%	2,000		2,000	100%
351	Medical, Dental, Veterina	249	122		420	600	70%	600		600	100%
366	Buildings					2,000	0%	1,500		1,500	75%
390	Other Purchased Services					400	0%	400		400	100%
392	Boarding Prisoners					200	0%	200		200	100%
	Account:	953	1,417	1,694	1,795	5,200	35%	4,700	0	4,700	90%
420400	Fire Protection/EMS										
140	Employer Contributions				83,105	90,660	92%	90,660		90,660	100%
	moved over from 1000-420471-140 (Rescue EMS)										
357	Other Professional Servic	562,524	562,524	570,839	531,234	579,524	92%	579,524		579,524	100%
	Account:	562,524	562,524	570,839	614,339	670,184	92%	670,184	0	670,184	100%
420471	Rescue-EMS										
140	Employer Contributions	87,996	87,996	89,185		0	0%			0	0%
	Account:	87,996	87,996	89,185		0	***%	0	0	0	0%
420531	Building Inspections										
110	Salaries and Wages	49,457	1,730	1,247	44,150	39,834	111%	44,227		44,227	111%
	Building inspector (.5FTE): other .5 is in Streets budget										
140	Employer Contributions	23,852	668	376	12,743	12,219	104%	13,524		13,524	111%
212	Small Items of Equipment	477		767		2,100	0%	2,500		2,500	119%
	New Computer										
215	Books		90	373	38	400	10%	600		600	150%
216	Computer supplies				2,500	2,500	100%	3,500		3,500	140%
	iWorQ and ICC website										

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		19-20	20-21	21-22	22-23	Budget	Exp.	Budget	Changes	Budget	Budget
220	Operating Supplies	762		336	727	750	97%	1,000		1,000	133%
226	Clothing and Uniforms					250	0%	250		250	100%
231	Gas, Oil, Diesel Fuel, Gr				76	6,000	1%	1,000		1,000	17%
335	Membership Fees & Dues	40	79	25	350	235	149%	400		400	170%
Education Fund assessment and boiler inspection fee											
345	Telephone & Internet					500	0%	500		500	100%
357	Other Professional Servic		1,500	2,351		2,500	0%	2,000		2,000	80%
364	Office Furniture/Equipmen			60		1,900	0%	1,500		1,500	79%
370	Travel			755	1,061	1,250	85%	2,000		2,000	160%
380	Training Tuition/Registra		931			1,600	0%	2,000		2,000	125%
	Account:	74,588	4,998	6,290	61,645	72,038	86%	75,001	0	75,001	104%
430200 Road & Street Services											
110	Salaries and Wages	234,203	178,876	273,066	231,821	276,456	84%	268,956		268,956	97%
Equipment operators (3.5FTE), Building inspector (.5FTE), Sewer and water operator (.25FTE)											
140	Employer Contributions	109,751	60,336	83,455	67,000	106,253	63%	88,419		88,419	83%
191	Pension Expense	5,733	234			0	0%			0	0%
212	Small Items of Equipment	150	1,109	3,893	2,600	2,500	104%	3,000		3,000	120%
220	Operating Supplies	44,890	12,178	25,109	30,410	32,000	95%	34,000		34,000	106%
226	Clothing and Uniforms	833	1,082	2,269	271	1,000	27%	1,000		1,000	100%
229	Other Operating Supplies	228	905	865		2,000	0%			0	0%
collapsed into 220											
231	Gas, Oil, Diesel Fuel, Gr	36,231	28,789	38,163	76,206	49,000	156%	60,000		60,000	122%
239	Tires, Tubes, etc.	1,672	2,511	12,059	6,035	9,000	67%	8,000		8,000	89%
240	Other Repair & Maintenanc		106			0	0%			0	0%
243	Traffic Signal Supplies	8,715	3,291	6,931	9,429	3,000	314%	5,000		5,000	167%
341	Electric	3,514	2,309	2,066	3,053	3,600	85%	3,600		3,600	100%
344	Natural Gas/propane	5,572	5,782	8,009	10,972	9,000	122%	10,000		10,000	111%
345	Telephone & Internet	3,405	3,394	4,231	3,775	4,300	88%	4,300		4,300	100%
351	Medical, Dental, Veterina	684	201	445	250	750	33%	750		750	100%
357	Other Professional Servic	31		31,263	34,726	30,000	116%	30,000		30,000	100%
Tri-State excavating											
361	Repair and Maint. Motor V	21,549	16,691	22,616	30,833	19,000	162%	19,000		19,000	100%
362	Radio Repair					500	0%	500		500	100%
366	Buildings	912	488	53	489	1,000	49%	1,000		1,000	100%
368	Parking Lots/Striping/Sto	2,599	95	570		2,000	0%	2,000		2,000	100%
369	Repair & Mtn Equipment	49,964	52,526	39,576	78,592	52,000	151%	52,000		52,000	100%
370	Travel	189	192	804	768	1,000	77%	1,000		1,000	100%
380	Training Tuition/Registra	596		64	15	1,000	2%	1,000		1,000	100%
398	Other Contracted Services	2,614	1,205	7,039	957	8,000	12%	10,000		10,000	125%
533	Machinery and Equipment Re	1,750		1,015		1,250	0%	1,000		1,000	80%
870	Miscellaneous	84		122	141	250	56%	250		250	100%
	Account:	535,869	372,300	563,683	588,343	614,859	96%	604,775	0	604,775	98%
430235 Storm Drainage											
357	Other Professional Servic	12,312		2,115	50	5,000	1%	5,000		5,000	100%
	Account:	12,312		2,115	50	5,000	1%	5,000	0	5,000	100%

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		19-20	20-21	21-22	22-23	Budget	Exp.	Budget	Changes	Budget	Budget
430262	Sidewalks										
365	Grounds & Grounds Improve					5,000	0%	5,000		5,000	100%
	Account:					5,000	0%	5,000	0	5,000	100%
430263	Street Lighting										
220	Operating Supplies	663		515		500	0%	500		500	100%
230	FUEL AND TIRES			2,180		0	0%			0	0%
341	Electric	17,415	17,437	15,626	15,964	18,000	89%	18,000		18,000	100%
357	Other Professional Servic	3,304	2,373	2,304	453	37,000	1%	37,000		37,000	100%
	rewiring lights, new light pole installation on Electric St, other										
938	Street Light Equipment					25,000	0%	25,000		25,000	100%
	Account:	21,382	19,810	20,625	16,417	80,500	20%	80,500	0	80,500	100%
440600	Animal Control Services										
220	Operating Supplies				51	1,000	5%	1,000		1,000	100%
341	Electric	1,702	1,884	1,109	1,483	2,000	74%	2,000		2,000	100%
351	Medical, Dental, Veterina					500	0%	500		500	100%
366	Buildings	305				250	0%	1,000		1,000	400%
	new fencing										
	Account:	2,007	1,884	1,109	1,534	3,750	41%	4,500	0	4,500	120%
450135	Social & Economic General Assistance										
110	Salaries and Wages	73,830	63,883	79,072	83,361	147,369	57%	115,428		115,428	78%
	Social Services Director (1FTE), Social Services Associate (.75 FTE)										
140	Employer Contributions	31,688	26,286	28,920	26,539	39,459	67%	35,471		35,471	90%
191	Pension Expense	2,392	71			0	0%			0	0%
212	Small Items of Equipment	1,352	178	1,720	4,230	5,300	80%	3,500		3,500	66%
216	Computer supplies			359	60	1,500	4%	1,500		1,500	100%
220	Operating Supplies	5,007	2,341	1,136	1,371	3,000	46%	3,000		3,000	100%
231	Gas, Oil, Diesel Fuel, Gr	268	790	877	538	1,500	36%	3,100		3,100	207%
311	Postage, Box Rent, etc.	60	55	31	60	250	24%	250		250	100%
321	Printing, Forms, etc.		47	82		250	0%	250		250	100%
345	Telephone & Internet	1,932	1,956	1,381	1,284	2,000	64%	2,000		2,000	100%
357	Other Professional Servic		203	200		1,000	0%	1,000		1,000	100%
363	Repair Office Equipment	753	75			600	0%	600		600	100%
364	Office Furniture/Equipmen			160	1,057	1,348	78%	750		750	56%
370	Travel			98	25	1,200	2%	1,200		1,200	100%
380	Training Tuition/Registra	1,407	199	319	2,959	1,500	197%	7,000		7,000	467%
	Additional trainings, Franklin Covey										
	Account:	118,689	96,084	114,355	121,484	206,276	59%	175,049	0	175,049	85%
460430	Parks										
110	Salaries and Wages	98,298	85,697	77,827	70,771	262,030	27%	247,276		247,276	94%
	Equipment Operators (3.25FTE), Seasonal Laborer (1.2FTE)										
140	Employer Contributions	35,512	22,297	27,915	22,543	103,449	22%	73,005		73,005	71%
212	Small Items of Equipment	7,147			570	2,000	29%	1,500		1,500	75%
220	Operating Supplies	26,206	15,633	27,552	31,233	28,000	112%	30,000		30,000	107%
221	Agriculture & Horticultur	1,000	3,550	732	392	3,000	13%	2,000		2,000	67%
231	Gas, Oil, Diesel Fuel, Gr		55	48		500	0%	500		500	100%

Working Document

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023 - 2024

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		19-20	20-21	21-22	22-23	Budget	Exp.	Budget	Changes	Budget	Budget
344	Natural Gas/propane	1,415	1,120	1,450	2,305	1,600	144%	2,000		2,000	125%
345	Telephone & Internet	795	809	986	907	1,500	60%	1,250		1,250	83%
	2 public service employee phones										
357	Other Professional Servic	5,375	7,302	4,267	3,875	5,000	78%	5,000		5,000	100%
	Weed spraying and Spiffy Biffy at Tennis Courts										
365	Grounds & Grounds Improve	10,162	2,776	287	3,821	3,000	127%	3,000		3,000	100%
	Swiss Precision										
366	Buildings	159	283			0	0%			0	0%
369	Repair & Mtn Equipment	6,149	4,275	430	4,934	5,500	90%	5,500		5,500	100%
398	Other Contracted Services	1,782				0	0%			0	0%
533	Machinery and Equipment Re	905			420	500	84%	500		500	100%
534	Refuse and Recycling	19,109	19,457	23,931	20,069	33,000	61%	27,500		27,500	83%
	Account:	214,014	163,254	165,425	161,840	449,079	36%	399,031	0	399,031	89%
460440	Participant Recreation										
110	Salaries and Wages	56,560	57,325	63,693	60,618	94,064	64%	120,192		120,192	128%
140	Employer Contributions	19,555	22,674	23,884	20,514	26,124	79%	29,832		29,832	114%
191	Pension Expense	3,506	140			0	0%			0	0%
212	Small Items of Equipment	1,250	193			2,750	0%	2,500		2,500	91%
216	Computer supplies	273				500	0%	500		500	100%
220	Operating Supplies	2,806	1,014	758	3,250	2,000	163%	2,000		2,000	100%
226	Clothing and Uniforms			519	135	250	54%	250		250	100%
311	Postage, Box Rent, etc.	37				200	0%	200		200	100%
321	Printing, Forms, etc.	154			152	200	76%	200		200	100%
335	Membership Fees & Dues	60				100	0%	100		100	100%
345	Telephone & Internet	690	467	472	453	700	65%	700		700	100%
366	Buildings		422			0	0%			0	0%
370	Travel	432		33		1,000	0%	1,000		1,000	100%
380	Training Tuition/Registra	730				1,000	0%	1,000		1,000	100%
	Account:	86,053	82,235	89,359	85,122	128,888	66%	158,474	0	158,474	123%
460449	Smoking Waters Day Camp										
110	Salaries and Wages	26,126	25,129	30,100	21,928	28,371	77%	36,576		36,576	129%
	4 Recreation counselors (.8FTE)										
140	Employer Contributions	3,544	3,342	2,996	2,142	2,999	71%	3,813		3,813	127%
220	Operating Supplies	3,663	2,476	3,808	934	3,500	27%	3,500		3,500	100%
226	Clothing and Uniforms	301	596	688	114	700	16%	700		700	100%
311	Postage, Box Rent, etc.		26			100	0%	100		100	100%
319	Transportation	9,335	4,865	7,400	7,470	10,000	75%	10,000		10,000	100%
345	Telephone & Internet					500	0%			0	0%
355	IT Related Services		3,435	3,545	3,715	3,750	99%	3,750		3,750	100%
	Sportsman Software										
357	Other Professional Servic			467		1,000	0%	1,000		1,000	100%
871	Entrance Fees	6,840	2,076	3,656	4,861	6,000	81%	6,000		6,000	100%
	Account:	49,809	41,945	52,660	41,164	56,920	72%	65,439	0	65,439	115%
490500	Other Debt service Payments-note acct										
610	Principal	56,189	58,190	60,463	62,742	62,742	100%	65,122		65,122	104%
	Little Rangers Learning Center										

Working Document

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023 - 2024

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		19-20	20-21	21-22	22-23	Budget	Exp.	Budget	Changes	Budget	Budget
620	Interest	21,482	19,481	17,208	14,929	14,930	100%	12,550		12,550	84%
	Little Rangers Learning Center										
	Account:	77,671	77,671	77,671	77,671	77,672	100%	77,672	0	77,672	100%
490520	Debt Service-Public Works										
610	Principal	28,067	28,498	28,941		0	0%			0	0%
620	Interest	1,213	781	334		0	0%			0	0%
	Account:	29,280	29,279	29,275		0	***%	0	0	0	0%
500601	Fund Reserve										
599	Other					913,377	0%	913,377		913,377	100%
	Account:					913,377	0%	913,377	0	913,377	100%
510200	Judgements and Losses										
110	Salaries and Wages		60,000			0	0%			0	0%
140	Employer Contributions		5,237			0	0%			0	0%
	Account:		65,237			0	***%	0	0	0	0%
510300	Other Unallocated Costs										
110	Salaries and Wages	914	128,298	4,680	54,360	112,400	48%	70,000		70,000	62%
	Highest two employees for vacation and sick leave payout										
140	Employer Contributions	221	20,446	624	449	23,096	2%	17,500		17,500	76%
	25% tax rate applied										
	Account:	1,135	148,744	5,304	54,809	135,496	40%	87,500	0	87,500	65%
510301	Other Unallocated Costs-COVID										
110	Salaries and Wages	138,093				0	0%			0	0%
212	Small Items of Equipment		16,823			0	0%			0	0%
220	Operating Supplies	1,984	14,354			0	0%			0	0%
357	Other Professional Servic		743			0	0%			0	0%
366	Buildings	2,006	56			0	0%			0	0%
941	General Purpose Machinery		6,405			0	0%			0	0%
	Account:	142,083	38,381			0	***%	0	0	0	0%
510330	Comprehensive Liability Insurance										
512	Insurance on Vehicles & E	19,137	20,504	29,831	28,180	28,180	100%	32,000		32,000	114%
	estimate of \$33,000 plus 3 deductibles										
513	Liability	60,782	52,852	98,428	117,348	117,348	100%	130,000		130,000	111%
	Account:	79,919	73,356	128,259	145,528	145,528	100%	162,000	0	162,000	111%
510370	Risk Share - CHP										
859	Budget Requests	100,000	100,000	100,000	95,000	200,000	48%	200,000		200,000	100%
	Account:	100,000	100,000	100,000	95,000	200,000	48%	200,000	0	200,000	100%
521000	Interfund Operating Transfers Out - (Specify										
820	Transfer To Other Funds			1,188,519		0	0%			0	0%
821	Library Transfer/Interfun	132,000	90,000	91,000	20,000	155,749	13%	155,749		155,749	100%
	Account:	132,000	90,000	1,279,519	20,000	155,749	13%	155,749	0	155,749	100%
Fund:		4,562,064	4,204,916	5,551,167	4,245,635	6,779,744	63%	6,824,429	0	6,824,429	101%

Working Document

Grand Total: 4,562,064 4,204,916 5,551,167 4,245,635 6,779,744 6,824,429 0 6,824,429

Working Document

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER 1000-430200-369

Date 6-02-23

Ship Via

Order No. 006577

Department PUBLIC WORKS

TO: T 3 E TRACTOR 3 EQUIPMENT

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Repairs to 938 Loader

Estimated Cost \$ 12,876.⁰⁹

Authorized By 

Requested By: 

VENDOR COPY - White OFFICE COPY - Canary



SERVICE INVOICE

Tractor & Equipment
 PO Box 58201
 Tukwila, WA 98138-1201
 MT - (406) 656-0202

Invoice Number	Invoice Date	Customer Number
BLWO0224405	05/09/2023	9101662
PO Number		Page
		Page 1 of 4
To View & Pay Online Go To:		MyTractorandEquipment.billtrust.com
Use this Enrollment Code:		DKL HHS MVM

SOLD TO
 309 2 MB 0.531 E0115X I0878 D10916609791 S2 P9680453 0001:0006

SHIP TO



CITY OF WEST YELLOWSTONE
 PO BOX 1570
 WEST YELLOWSTONE MT 59758-1570

WEST YELLOWSTONE

Document Number	Doc Date	Customer Number	Model	Customer Equipment No.
BL31288	03/24/2023	9101662	938H	08.1342
Make	Machine ID	Serial Number	Meter Reading	Ship Via
AA	PL9962G	*CAT0938HJMJC00124*	8390.0	

Quantity	Item	N/R	Description	Stocked	Unit Price	Extended Price
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TROUBLESHOOT FUEL SYSTEM
 COMPLAINT:MACHINE HAS A FUEL LEAK
 CAUSE:FOUND A CRAKCED HARD LINE CUSTOMER TRIED TO
 BRAZE, NEED TO ORDER FUEL LINE AND RETURN TO FIX

RESULTANT DAMAGE:NONE
 COMPLICATIONS:ORDERD THE FUEL LINE , GOT TO THE
 MACHINE , FOUND OUT THE FITTINGS AND THE FUEL
 FILTER AND INJECTION PUMP HAVE CHANGED TO INSTALL
 THE FUEL LINE NEED TO ORDER NEW FITTINGS
 CORRECTION:CUSTOMER ALSO COMPLIANS THE MACHINE
 WILLNOT START AFTER THEY TRIED BRAZING THE FUEL
 LINE , FOUD OUT THE FUEL INKECTION PUMP SOLENOID
 WAS BROKEN, TRIED REPLUG IN THE CONNECTOR AND
 MACHINE STILL WILLNOT START, CHECKED ALL THE
 CONNECTORS FOUND ENGINE OIL IN THE ECM CONNECTOR
 TALKED TO CUSTOMER AND WANTS TO REPLACE THE
 HARNESS AND THE INJECTION PUMP

1	3B-4509		LOCKWASHER	S	0.28	0.28
8	3S-2093		TIE	S	0.25	2.00
1	6D-7889		SEAL	S	13.71	13.71
1	100-4458		BOLT	N	6.20	6.20
2	160-0162		WASHER-SEALI	S	6.11	12.22
1	20R-3815		PUMP G FUEL	N	2,392.01	2,392.01
1			CORE CHARGE	N	1,431.11	1,431.11
-1			CORE RETURN	N	1,431.11	-1,431.11
2	225-7738		SEAL-O-RING	S	6.11	12.22
1	225-8019		GASKET-PUMP-	S	31.42	31.42
1	225-8287		GASKET-COVER	S	88.96	88.96
2	256-7903		SECONDARY EL	S	44.61	89.22
1	260-5541		HARNESS AS.	N	611.07	611.07
1	277-2923		GASKET	S	5.22	5.22
2	299-8229		FILTER AS-FU	S	28.80	57.60
2	317-7147		CLIP	S	6.11	12.22
2	326-1644		FILTER AS	S	43.40	86.80
1	334-4155		CLIP	S	1.83	1.83
1	338-0912		CAP AS-FUEL	N	79.13	79.13
3	353-3588		FILTER AS	N	137.64	412.92
1	354-5556		BRACKET AS-S	N	128.75	128.75
1	356-4028		CONNECTION	N	14.81	14.81
1	395-1663		TIE	S	10.03	10.03
1	439-8115		LINE AS.-FUE	N	101.85	101.85
2	462-1171		FILTER-LUBE	S	18.50	37.00



SERVICE INVOICE

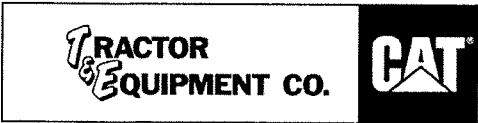
Tractor & Equipment
 PO Box 58201
 Tukwila, WA 98138-1201
 MT - (406) 656-0202

Invoice Number	Invoice Date	Customer Number
BLWO0224405	05/09/2023	9101662
PO Number		Page
		Page 2 of 4
To View & Pay Online Go To:		MyTractorandEquipment.billtrust.com
Use this Enrollment Code:		DKL HHS MVM

Quantity	Item	N/R	Description	Stocked	Unit Price	Extended Price
				TOTAL PARTS	SEG. 0	4,207.47
	FIELD LABOR	3.00	OT HOURS			681.00
	FIELD LABOR	1.00	RT HOURS			171.00
	SHOP LABOR	1.50	OT HOURS			301.50
				TOTAL LABOR	SEG. 0	1,153.50
1			DEN SHIP&HANDLE			37.00
1			DEN SHIP&HANDLE			52.00
1			INC SHIP&HANDLE			27.00
1			MOR SHIP&HANDLE			49.00
1			OUT SHIP&HANDLE			17.00
1			OUT SHIP&HANDLE			17.00
1			OUT SHIP&HANDLE			17.00
1			UPS GRD DIR			30.00
1			UPS GRD DIR			22.00
1			SPO SHIP&HANDLE			37.00
1			UPS GROUND			23.00
				TOTAL MISC CHGS	SEG. 0	328.00
				SEGMENT 01 TOTAL		5,688.97

REMOVE AND INSTALL FUEL INJECTION PUMP
 COMPLAINT:MACHINE WILLNOT START
 CAUSE:FOUND THE INJECTION PUMP SOLENOID IS BROCKEN
 NEEDS TO BE REPLACED WITH NEW INJECTION PUMP

RESULTANT DAMAGE:NONE
 COMPLICATIONS:NONE
 CORRECTION:NEED TO REMOVE THE HOOD AND THE COOLING
 PACKAGE , UNBOLTED THE HOOD AND REMOVED IT FROM
 MACHINE , DRAINED ALL THE COOLANT AND REMOVED ALL
 COOLANT LINES AND ALL HYDRAULC LINES , UNBOLTED
 THE COOLER AND REMOVED , , GOT THE FRONT COVER OFF
 THE ENGINE AND TURNED THE ENGINE OVER TO PIN THE
 ENGINE AT TDC#1 MARKED THE GEAR , REMOVED THE
 FRONT GEAR AND INBOLTED THE PUMP FROM THE MACHINE
 , GOT NEW PUMP TIMED WITH THE TIMING TOOL INSATLED
 NEW INJECTION PUMP ONTO THE ENGINE AND TORQUED TO
 SPEC , INTALLED THE GEAR LINED UP THE MARKES
 ,TORQUED THE HOLD DOWN BOLT AND REINATLLED IN
 REVERSE ORDER, TOPPED OFF ALL FLUIDS AND PRIMED
 THE FUEL SYSTEM , AFTER INTALLED NEW ENGINE



SERVICE INVOICE

Tractor & Equipment
 PO Box 58201
 Tukwila, WA 98138-1201
 MT - (406) 656-0202

Invoice Number	Invoice Date	Customer Number
BLWO0224405	05/09/2023	9101662
PO Number		Page
		Page 3 of 4
To View & Pay Online Go To:		MyTractorandEquipment.billtrust.com
Use this Enrollment Code:		DKL HHS MVM



Quantity	Item	N/R	Description	Stocked	Unit Price	Extended Price	
HARNESS I FIRED MACHINE UP FOUND NO LEAKS AND MACHINE PASSED FUEL VERIFICTION TEST, AND STILL STARTED AFTER MACHINE WARMED UP NEED TO RETURN TO SERVICE *****							
	FIELD LABOR	10.00	RT HOURS			1,710.00	
	FIELD LABOR	4.50	OT HOURS			1,021.50	
	SHOP LABOR	0.50	OT HOURS			100.50	
TOTAL LABOR						SEG. 0	2,832.00
SEGMENT 02 TOTAL						2,832.00	

REMOVE AND INSTALL ENGINE WIRING HARNESS COMPLAINT:MACHINE HAS OIL IN THE ENGINE HARNESS CAUSE:BROKEN SEALS GOING INTO THE ENGINE VALVE COVER RESULTANT DAMAGE:NONE COMPLICATIONS:NONE CORRECTION:REMOVED ALL CONNECTORS AND ZIPTIES ON THE HARNESS AND REPLACED SEALS IN THE ENGINE VALVE COVER CONNECTORS , REINSTALLED IN REVERSE ORDER , CRANKED MACHINE OVER AND FIRED RIGHT UP NO ISSUES NEED TO RETURN TO SERVICE *****							
	FIELD LABOR	4.00	RT HOURS			684.00	
	SHOP LABOR	0.50	OT HOURS			100.50	
TOTAL LABOR						SEG. 0	784.50
SEGMENT 03 TOTAL						784.50	

TRAVEL TO/FROM MACHINE NEED TO TRAVEL TO AND FROM WEST YELLOWSTONE, STAYED THE NIGHT ONE NIGHT TO GET MACHINE RUNNING THE NEXT DAY							
	TRAVEL TIME LBR	4.00	RT HOURS			620.00	
	TRAVEL TIME LBR	2.50	OT HOURS			517.50	
	TRAVEL TIME LBR	0.50	PT HOURS			126.00	
TOTAL LABOR						SEG. 9	1,263.50
1			MECH EXP-LODGING			180.81	
1			MECH EXP - MEALS			36.28	
360			MILEAGE			1,594.80	
TOTAL MISC CHGS						SEG. 9	1,811.89
SEGMENT 99 TOTAL						3,075.39	



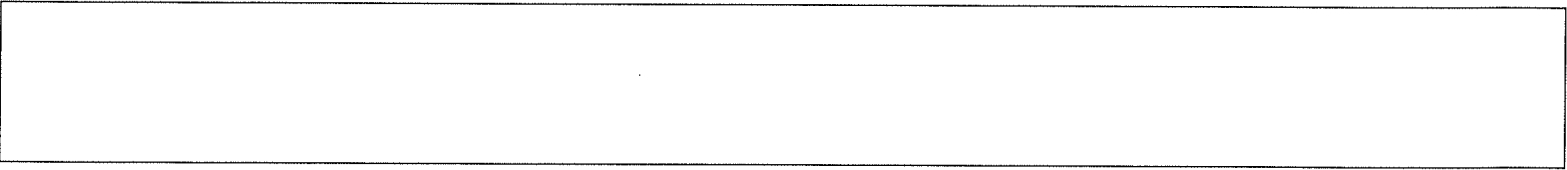
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 PO Box 58201
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SERVICE INVOICE

Invoice Number	Invoice Date	Customer Number
BLWO0224405	05/09/2023	9101662
PO Number		Page
		Page 4 of 4
To View & Pay Online Go To:		MyTractorandEquipment.billtrust.com
Use this Enrollment Code:		DKL HHS MVM

Quantity	Item	N/R	Description	Stocked	Unit Price	Extended Price
					CONSUMABLES	495.23
					BILLINGS NT	0.00
					USD	12,876.09



This Service is subject to all terms and conditions set forth in the Tractor and Equipment Co. Work Authorization, including LIMITED WARRANTY AND RELEASE and EXCLUSION OF LIABILITY set forth on the authorization.

TERMS: ALL PARTS AND SERVICE INVOICES ARE DUE THE 10TH OF THE MONTH FOLLOWING THE DATE OF PURCHASE.

Each payment or sum past due shall bear a late payment of 1.5% per month (APR 18%) or an amount not to exceed the highest rate permitted by law.
 309 2 MB 0.531 E0115X I0881 D10916609791 S2 P9680453 0004:0006



Pay this Amount	\$12,876.09
Amount Credit	

Please send remittance to Harnish Lockbox LB1208, PO Box 35144 Seattle, WA 98124-5144.

Merchandise cannot be returned for credit without our prior approval and only in accordance with our Parts Return Policy. A copy of the policy is available upon request.

06/02/23
15:06:28

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 6/23

Page: 1 of 8
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (5/23) ****								
50027	E	2673 First Bankcard	2,836.91					
		04/06/23 Books	29.95		LIBRY	2220 460100	215	101000
		04/06/23 Fishers copier	29.00		LIBRY	2220 460100	398	101000
		04/11/23 Books	15.95		LIBRY	2220 460100	215	101000
		04/10/23 books	41.49		LIBRY	2220 460100	215	101000
		04/12/23 books	-3.16		LIBRY	2220 460100	215	101000
		04/14/23 books	262.08		LIBRY	2220 460100	215	101000
		04/15/23 Membership fee	10.85		LIBRY	2220 460100	398	101000
		04/15/23 Travel Training	811.52*		LIBRY	2220 460100	370	101000
		04/20/23 Books	79.82		LIBRY	2220 460100	215	101000
		04/21/23 Books	525.13		LIBRY	2220 460100	215	101000
		04/21/23 Books	75.00		LIBRY	2220 460100	215	101000
		04/22/23 Food Roundup	26.88		LIBRY	2220 460100	220	101000
		04/24/23 Books	112.82		LIBRY	2220 460100	215	101000
		04/24/23 Books	47.97		LIBRY	2220 460100	215	101000
		04/24/23 supplies	68.72		LIBRY	2220 460100	220	101000
		07/26/23 Wordpress subscription	300.00		LIBRY	2220 460100	398	101000
		04/29/23 books	317.27		LIBRY	2220 460100	215	101000
		05/01/23 books	21.96		LIBRY	2220 460100	215	101000
		05/02/23 Supplies	33.06		LIBRY	2220 460100	220	101000
		05/03/23 Postage	12.60		LIBRY	2220 460100	311	101000
		05/03/23 Travel	18.00*		LIBRY	2220 460100	370	101000
50124		2264 MORNING GLORY COFFEE & TEA	33.75					
		254812 05/16/23 Dispatch coffee	33.75		DISP	1000 420160	220	101000
50125		2575 WY Tourism Business Improvement	6,258.44					
		05/31/23 Collections in May	6,258.44		TBID	7202 411800	540	101000
50127		2813 Century Link	1,557.76					
		05/19/23 E911 Viper 255-9710	987.10		E911	2850 420750	345	101000
		05/19/23 E911 Viper 255-9712	29.31		E911	2850 420750	345	101000
		05/19/23 E911 Viper 646-5170	121.80		E911	2850 420750	345	101000
		05/19/23 Alarm Lines 646-5185	101.04		TWNHLL	1000 411250	345	101000
		05/19/23 Police - 646-7600	318.51		POLICE	2850 420750	345	101000
50130		151 Gallatin County WY TS/Compost	1,752.00					
		05/31/23 Household waste	1,752.00		PARKS	1000 460430	534	101000

06/02/23
15:06:28

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 6/23

Page: 2 of 8
Report ID: AP100 ✓

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50131		2088 Town West Yellowstone	757.77					
	06/01/23	utility chrgs, Chamber, 895	77.38		BLDGS	1000 411257	340	101000
	06/01/23	utility chrgs, UPDL, 892	102.98		BLDGS	1000 411252	340	101000
	06/01/23	utility chrgs, PS Shops, 884	47.53		BLDGS	1000 411253	340	101000
	06/01/23	utility chrgs. Povah Ctr, 887	89.58		BLDGS	1000 411255	340	101000
	06/01/23	utility chrgs, Police Dept, 886	60.75		BLDGS	1000 411258	340	101000
	06/01/23	utility chrgs, City Park, 885	156.40		BLDGS	1000 411253	340	101000
	06/01/23	utility chrgs, Library, 891	47.98		LIBBLD	1000 411259	340	101000
	06/01/23	utility chrgs, Twn Hall, 921	175.17		TWNHAL	1000 411250	340	101000
50133		2852 Blackfoot Communications	2,144.61					
	06/01/23	646-5106, fax soc svc	40.53		SOCSSRV	1000 450135	345	101000
	06/01/23	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	06/01/23	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	06/01/23	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	06/01/23	646-7311, social services	20.00		SOCSSRV	1000 450135	345	101000
	06/01/23	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	06/01/23	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	06/01/23	646-7609, public works	31.00		PUBSVC	1000 430200	345	101000
	06/01/23	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	06/01/23	646-7715, povah center	24.62		POVAH	1000 411255	345	101000
	06/01/23	646-7795, town hall	228.95		TWNHAL	1000 411250	345	101000
	06/01/23	646-7845, court clerk	153.72*		COURT	1000 410360	345	101000
	06/01/23	646-9017, library	43.62		LIBRAR	2220 460100	345	101000
	06/01/23	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	06/01/23	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	06/01/23	ethernet, povah center	187.26		POVAH	1000 411255	345	101000
	06/01/23	ethernet, police station	350.00		POLICE	1000 411258	345	101000
	06/01/23	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	06/01/23	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	06/01/23	602-4909, town hall judge	13.97*		COURT	1000 410360	345	101000
	06/01/23	602-4894 Town hall Court Clerk	1.10*		COURT	1000 410360	345	101000
	06/01/23	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	06/01/23	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	06/01/23	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	06/01/23	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	06/01/23	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	06/01/23	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	06/01/23	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	06/01/23	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	06/01/23	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	06/01/23	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	06/01/23	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	06/01/23	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	06/01/23	6024044 Soc Ser Pantry	10.00		SOCSER	1000 450135	345	101000
50136		2546 Century Link QCC	11.23					
	640987700	05/24/23 long dist chg 406-646-7600	11.23		DISPAT	1000 420160	345	101000
50137		1514 Verizon Wireless	1,075.32					
		21 Smartphones						
		5 laptops						
	05/20/23	640-0108, Police	40.25		POLICE	1000 420100	345	101000
	05/20/23	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	05/20/23	640-0141 Street SP	40.25		STREET	1000 430200	345	101000
	05/20/13	640-0159 Street SP	40.25		STREET	1000 430200	345	101000
	05/20/23	640-0606 911 Dispatch	40.26		911	1000 420160	345	101000
	05/20/23	640-1103, Operator SP	40.25		STREET	1000 430200	345	101000
	05/20/23	640-1460, Library Dir, SP	70.24		LIBRAR	2220 460100	345	101000
	05/20/23	640-1461, S & W operator, SP	40.25		SEWER	5310 430600	345	101000
	05/20/23	640-1462, S & W Super, SP	40.25		WATER	5210 430500	345	101000
	05/20/23	640-1463, Deputy PSS, SP Sspnd	40.25		PARKS	1000 460430	345	101000
	05/20/23	640-1472, Ops Mgr, SP	40.26		ADMIN	1000 410210	345	101000
	05/20/23	640-1676, Rec Coord, SP	40.25		REC	1000 460440	345	101000
	05/20/23	640-1754, COP, SP	40.25		POLICE	1000 420100	345	101000
	05/20/23	640-1755, Police	40.25		POLICE	1000 420100	345	101000
	05/20/23	640-1756, Police	40.25		POLICE	1000 420100	345	101000
	05/20/23	640-1757, Police	40.25		POLICE	1000 420100	345	101000
	05/20/23	640-1758, Head Dispatcher	40.26		DSPTCH	1000 420160	345	101000
	05/20/23	640-1759, Police	40.25		POLICE	1000 420100	345	101000
	05/20/23	640-7547, Street SP	40.25		PARKS	1000 460430	345	101000
	05/20/23	640-9074, PSS, SP	40.25		STREET	1000 430200	345	101000
	05/20/23	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	05/20/23	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	05/20/23	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	05/20/23	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	05/20/23	640-2354 Social Services	40.25		SOCSER	1000 450135	345	101000
	05/20/23	640-2629 City Judge	40.25*		COURT	1000 410360	345	101000
50138		73 Westmart Building Center	3,248.55					
	05/27/23	Street Supplies	655.79*		STREET	1000 430200	220	101000
	05/27/23	Sewer Supplies	238.64*		SEWER	5310 430630	220	101000
	05/27/23	Police Supplies	77.40		POLICE	1000 420100	220	101000
	05/27/23	Town Hall Supplies	48.17*		TWNHAL	1000 411250	220	101000
	05/27/23	Town Hall	889.94*		TWNHLL	1000 411250	920	101000
	05/27/23	Chamber Supplies	7.99*		CHMBR	1000 411257	220	101000
	05/27/23	Povah supplies	162.52*		POVAH	1000 411255	220	101000
	05/27/23	Park Supplies	186.27*		PARKS	1000 460430	220	101000
	05/27/23	Cemetery Sign	1,059.90		CENTRY	2240 430900	220	101000

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	05/27/23	Discount	-78.07*		TWNHLL	1000 411250	920	101000
50139		3242 Fisher's Technology	24.80					
	1175492	05/25/23 copy fee	24.80		FINADM	1000 410510	356	101000
50141		42 Fall River Electric	7,361.96					
	05/19/23	PARK, old firehouse 2901001	254.69		PARK	1000 411253	341	101000
	05/19/23	povah comm ctr 4212001	229.53		POVAH	1000 411255	341	101000
	05/19/23	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	05/19/23	RR Well 4212005	77.23		WATER	5210 430500	341	101000
	05/19/23	SEWER LIFT STATION 4212006	327.42		SEWER	5310 430600	341	101000
	05/19/23	SEWER PLANT 4212007	1,406.65		SEWER	5310 430600	341	101000
	05/19/23	POLICE 4212008	313.29		POLICE	1000 411258	341	101000
	05/19/23	TOWN HALL 4212009	382.54		TWNHLA	1000 411250	341	101000
	05/19/23	ICE RINK 421010	41.07		PARKS	1000 411253	341	101000
	05/19/23	S Canyon XmasTree Light 421011	0.00		STLITE	1000 430263	341	101000
	05/19/23	South Iris Street Well 4212013	166.24		WATER	5210 430500	341	101000
	05/19/23	MAD SEWER LIFT 4212014	191.61		SEWER	5310 430600	341	101000
	05/19/23	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000
	05/19/23	911 Tower 4212016	108.88		911	2850 420750	341	101000
	05/19/23	MADADD H20 Tower 4212017	53.66		WATER	5210 430500	341	101000
	05/19/23	SHOP 4212018	296.48		STREET	1000 430200	341	101000
	05/19/23	ANIMAL 4212029	83.02		ANIML	1000 440600	341	101000
	05/19/23	CLORINATOR 4212030	70.70		WATER	5210 430500	341	101000
	05/19/23	Electric Well 4212031	41.71		WATER	5210 430500	341	101000
	05/19/23	PARK 4212032	173.23		PARKS	1000 411253	341	101000
	05/19/23	UPDH 4212041	457.70		UPDH	1000 411252	341	101000
	05/19/23	SEWER TREAT SERV 4212046	1,082.72		SEWER	5310 430600	341	101000
	05/19/23	LIBRARY 23 dunraven 4212054	113.34		LIBR	1000 411259	341	101000
50142		95 Energy West-Montana	1,583.65					
	06/01/23	nat gas 210361788 updl	116.17		UPDH	1000 411252	344	101000
	06/01/23	nat gas 210360293 Police	29.38		POLBLD	1000 411258	344	101000
	06/01/23	nat gas 210361746 Pub Services	238.53*		STREET	1000 430200	344	101000
	06/01/23	nat gas 210361811 old firehall	87.43*		PARK	1000 460430	344	101000
	06/01/23	nat gas 210363966 old bld ins	63.88*		STREET	1000 430200	344	101000
	06/01/23	nat gas 210360540 library	175.55*		LIBBLD	1000 411259	344	101000
	06/01/23	nat gas 210364599 Povah	471.77*		POVAH	1000 411255	344	101000
	06/01/23	nat gas 210361697 Iris Lift St	34.27		SEWER	5310 430600	344	101000
	06/01/23	nat gas 210365425 Twn Hall	334.03*		TWNHAL	1000 411250	344	101000
	06/01/23	nat gas 210361655 Mad Add Sewe	32.64		SEWER	5310 430600	344	101000

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50145		2421 NAPA Auto Parts	354.04					
	05/02/23	Napa sewer Supplies	18.23		SEWER	5310 430630	941	101000
	05/23/23	Napa Sewer Supplies	61.89*		SEWER	5310 430630	220	101000
	05/31/23	Napa Supplies	273.92*		STREET	1000 430200	220	101000
50147		2822 ClearBlu Business Services	1,100.00					
	1927 05/28/23	Chamber Bathrooms	700.00		CHMBER	1000 411257	357	101000
	1927 05/28/23	Park Bathrooms	400.00*		PARK	1000 411253	357	101000
50149		3400 Julie Brown	1,660.00					
	053123 05/31/23	Dispatch Building	355.00		DSPTCH	1000 411258	398	101000
	053123 05/31/23	Library	225.00*		LIBRY	1000 411259	357	101000
	053123 05/31/23	Rendezvous Ski building	80.00		TRLHD	1000 411256	350	101000
	053123 05/31/23	Town Hall	550.00*		TWNHLL	1000 411250	357	101000
	053123 05/31/23	Povah Building	450.00*		POVAH	1000 411255	350	101000
50150		2952 DIS Technologies	2,012.00					
	11694 05/22/23	Optiplex 3000 tower	1,352.00		STRADM	1000 460430	212	101000
	11785 06/02/23	Vault onlinebackupAnnualsubscr	330.00		IT	1000 410580	355	101000
	11787 06/02/23	Vault onlinebackupAnnualsubscr	330.00		DSPTCH	1000 420160	398	101000
50152		2958 SHI International Corp	301.00					
	B16898423 05/24/23	MSOfficeon Help pubcomputrs	301.00*		HELP	7010 450135	357	101000
50153		333 Montana State Library	1,955.93					
	05/25/23	Library Shared Costs Membershp	1,955.93		LIBRY	2220 460100	398	101000
50154		1934 Brenda Martin	350.00					
	06/01/23	Povah cleaning deposit	350.00		POVAH	2210 214001		101000
50155		2537 Balco Uniform Co., Inc.	493.00					
	74778 05/30/23	Badges	493.00		POLICE	1000 420100	226	101000
50156		1454 Bozeman Daily Chronicle/Big Sky	60.00					
	370495 05/21/23	ConditionalUsePublichearing	60.00		ADMIN	1000 410210	327	101000
50157		3250 Dianna Hansen	21.08					
	05/23/23	Supplies for HelpFundfromgrant	21.08*		HELP	7010 450135	790	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account	
50158		999999 DIANA LOPEZ 05/22/23 Povahcleaning deposit refund	350.00 350.00		POVAH	2210 214001		101000	
50159		171 Montana Food Bank Network 1626 05/17/23 FY24 MFBN Dues	75.00 75.00		HELP	7010 450135	335	101000	
50160		3416 Desert Inn 2022 04/18/23 Lodging Voucher 2026 04/19/23 Lodging Voucher 2024 09/17/22 Lodging Voucher 2025 01/18/23 Lodging Voucher 2023 02/19/23 Lodging Voucher	568.00 57.00* 57.00* 226.00* 114.00* 114.00*		HELP HELP HELP HELP HELP	7010 7010 7010 7010 7010	450135 450135 450135 450135 450135	370 370 370 370 370	101000 101000 101000 101000 101000
50161		2963 Gallatin County Emergency 221031-02 10/31/22 SFY23CommunityNotificSystem	500.00 500.00		DSPTCH	1000 420160	398	101000	
50163		3315 IAS EnviroChem 2302533 05/24/23 Wastewater testing	1,130.00 1,130.00		SEWER	5310 430600	348	101000	
50164		3233 Safeguard Business Systems 9001390127 05/20/23 Notice to Appear	835.89 835.89		POLICE	1000 420100	321	101000	
50166		2189 Custom Logo 22128 06/02/23 Uniforms	1,138.00 1,138.00*		DSPTCH	1000 420160	226	101000	
50167		3396 Hotsy of Western Montana 5961 04/18/23 Street supplies	343.84 343.84*		STREET	1000 430200	220	101000	
50168		3414 Mountain Mobile 19876 05/18/23 Windshield 13 Chevy	395.00 395.00*		STREET	1000 430200	361	101000	
50169		3309 AQUAPRO A22-194 04/24/23 Surface covers A23-232 05/23/23 Pipe thawer electric A23-231 05/23/23 Truck Jack	4,386.00 1,319.00* 2,566.00* 501.00*		SEWER WATER STREET	5310 5210 1000	430600 430500 430200	220 220 220	101000 101000 101000
50170		3261 Targhee Services 05/11/23 17 Dodge Tires 05/11/23 14 Ford Tires 05/11/23 20 Dodge Tires 05/22/23 17 Dodge Repairs 05/15/23 14 Ford Repair	1,186.00 120.00* 120.00* 120.00* 459.00* 367.00*		STREET STREET STREET STREET STREET	1000 1000 1000 1000 1000	430200 430200 430200 430200 430200	220 220 220 220 220	101000 101000 101000 101000 101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50171		.65 T & E	16,634.10					
	0462205	05/22/23 Repair supplies	1,137.19*		STREET	1000 430200	220	101000
	0224405	05/09/23 Repairs to 938 loader	12,876.09*		STREET	1000 430200	369	101000
	0224406	05/09/23 Repairs to 936E loader	2,620.82*		STREET	1000 430200	369	101000
50172		3245 4 Corners Recycling LLC	482.60					
	5047	05/28/23 Pull fee,plasticprocessing	482.60		PARKS	1000 460430	534	101000
50173		254 Firehole Fill Up/Economart	494.78					
	05/31/23	Fuel	494.78*		STREET	1000 430200	231	101000
50174		3417 SCHMIER FAMILY PARTNERSHIP	3,000.00					
	10971	05/24/23 Stage Storage	3,000.00*		PARKS	1000 460430	369	101000
50175		999999 LAS PALMITAS, INC.	200.00					
	06/02/23	Refund wronged charges	200.00		BL	1000 322020		101000
50176		3398 CentralSquare Technologies, LLC	36,035.53					
	05/25/23	2nd paymentCadRMSsystem	36,035.53*		911	2850 420750	945	101000
# of Claims			40	Total:		104,708.54		
Total Electronic Claims			2,836.91	Total Non-Electronic Claims		101871.63		

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TOWN OF WEST YELLOWSTONE
Fund Summary for Claims
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Fund/Account	Amount
1000 General Fund	
101000 CASH	\$43,814.86
2210 Parks & Recreation	
101000 CASH	\$700.00
2220 Library	
101000 CASH	\$5,208.90
2240 Cemetery	
101000 CASH	\$1,059.90
2850 911 Emergency	
101000 CASH	\$37,682.19
5210 Water Operating Fund	
101000 CASH	\$3,054.79
5310 Sewer Operating Fund	
101000 CASH	\$5,964.38
7010 Social Services/Help Fund	
101000 CASH	\$965.08
7202 TBID Agency Fund	
101000 CASH	\$6,258.44
Total:	\$104,708.54

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
May 23, 2023

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

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Katie Thompson, Public Services Superintendent Jon Simms, Town Clerk Liz Roos, Town Attorney Jane Mersen by Zoom

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

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

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

Public Comment Period

Town Clerk Liz Roos announces that the filing period to serve on the Town Council is now open through June 19, 2023.

Council Comments

Jeff Mathews comments that the memorial service for Mike Klostrich is this Saturday, May 27, at the First Lady of the Pines Catholic Church. Mayor Watt announces the annual Town Cleanup Event next week, May 30-June 2, 2023 and encourages everyone to participate.

WORK SESSION

Mayor Watt calls the meeting to order. The topic for the work session is the Capital Improvement Plan (CIP). Finance Director Katie Thompson presents the first draft of the plan for FY 2024-2028. The plan includes 22 projects for FY 2024. Thompson briefly describes some of the current projects which include finishing the casting pond and proposed new projects such as purchasing a police vehicle and a vactor truck. The Council discusses various projects and asks questions. The Council requests to see the projects organized by funding source. The Council discusses improving the interior parks and parking areas in the downtown area, discusses paving, drainage, and possible ways to improve them. The work session is adjourned at 6:30 PM.

Public Hearing: Conditional Use Application, Chainsaw Carving, 233 N Canyon Street

Mayor Watt reads the hearing notice. The notice was advertised in the Bozeman Daily Chronicle, online, and posted publicly. The hearing notice was also mailed to all property owners within a two-block radius. Town Clerk Liz Roos shares one written comment that was received from Bill Youngwirth, who indicated that he had no problem with the business.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$87,862.52. (Mathews, McBirnie)
- 2) Motion carried to approve the minutes of the May 9, 2023 Town Council Meeting. (McBirnie, Mathews) Griffith is opposed.
- 3) Motion carried to approve the conditional use application and business license for I Saw it in Montana, a new business operating a chainsaw carving business located at 233 N Canyon Street. (Mathews, Benike)
- 4) Motion carried to confirm Police Officer Dallen Griffel as a police officer for the West Yellowstone Police Department. (McBirnie, Mathews)

- 5) Motion carried to approve Resolution No. 788, a resolution renewing the moratorium on new connections to the wastewater system for one year or until the moratorium is no longer necessary, whichever comes first. (McBirnle, Benike)
 - 6) Motion carried to accept the recommendation from the Marketing and Promotions Advisory Board to award \$18,500 to Charlotte Mooney dba Klondike Dreams for the Wildfire Defense Sled Dog Races events during the winter of 2024. (Benike, McBirnle)
 - 7) Motion carried to approve the Outside Amplification Permit between the hours of 8 AM and 6 PM and Resolution No. 789, a resolution exempting Pioneer Park from the prohibition on public drinking between the hours of 10:30 AM and 10:00 PM, during the Yellowstone Rod Run of August 4-5, 2023. (Mathews, McBirnle)
 - 8) Motion carried to approve the Outside Amplification Permit for the Buffalo Chip Chuck on July 4, 2023 between the hours of 3 PM and 5:15 PM. (Benike, Mathews)
- A) **Town Manager & Staff Reports:** Town Manager congratulates Police Office Dallen Griffel for completing his first year as an officer. Walker reports that in response to comments at the last meeting, Recreation Coordinator Vely Vazquez has been working with representatives of the Senior Center and ordered some acoustic panels for the Povah Community Center. They will try them out and if they work well, they will order more of the panels. Walker reports that he attended a local government summit last week in Townsend last week. Topics that were covered included the upcoming Local Government Review, the impacts of new legislation that was passed, risk management and health benefits. The lease with the Yellowstone Airport/Montana Department of Aeronautics has been signed for the new wastewater treatment facility. He mentions that we still have vacancies on the Cemetery Board of Trustees and Parks & Recreation Board. They are also still seeking to fill dispatch positions and in public services.
- Michele DesRochers, Librarian, addresses the Council and reports on changes at the Library. Steve Takata is retiring, his last day is tomorrow. Trent Redfield and Megan Mentzer have been hired as assistant librarians. She describes multiple summer programs they are hosting.
- Finance Director Katie Thompson reports that on the last claims list, the full annual payment for the lagoon property was approved. The new lease was also approved at that meeting and therefore she has confirmed that they are only obligated to pay half of that amount as the new lease starts on July 1, 2023.
- B) **Advisory Board Reports:** Lisa Griffith reports on the Health Care Services Advisory Board meeting from last week. She reports that Billings Clinic has hired a full-time nurse practitioner and is still working on hiring an MD. They are challenged by housing and changes in the legislature, but expanding their hours for the summer season.

The meeting is adjourned at 8:05 PM. (McBirnle, Benike)

Mayor

ATTEST:

Town Clerk

Social Services

Highlights

May 25- June 1 2023

Social Service has been busy this month assisting 342 clients.

Assisting Summer Recreation with job interviews for Counselors

Helped a homeless gentleman with food and information about transportation

Monthly Food boxes prepared for clients

Emergency Food Box for injured man

Constantly updating the Job Board with positions available

Checking on SNAP benefits for client

Dianna held her first self-reliance class – “Meals in a Jar” on Wednesday, May 31

Monthly reports are complete to Montana Food Bank and Gallatin Valley Food Bank

We have been working with DIS to update our client computers

“Senior Foods” handed out to our Seniors

Many donations of food and clothing

Recreation Department
Highlights
June 1, 2023

- Rebekah and Gizzel started this week and we are cleaning rec room and putting new items that I ordered away.
- I have helped a few people sign up their kids for summer rec. They have a really hard time using a computer they rather come see me and have me help them.
- We interviewed Sophia Watt today for the rec counselor position.
- My days are usually repetitive there are days that I get a lot of emails and phone calls for information on our day camp, community center, and pavilion. I also get a lot of the Hispanic families that come and see me for help they understand that they should go to Social Services but feel more comfortable with me because of the language barrier. I like helping Debbi and Dianna out this is what team work is all about!

Thank you,

Vely

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: Bullet Points 1/6/2023
Date: Thursday, June 1, 2023 3:49:18 PM

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Thursday, June 1, 2023 3:26 PM
To: Jon Simms <jsimms@townofwestyellowstone.com>; Dan Walker <dwalker@townofwestyellowstone.com>
Subject: Bullet Points 1/6/2023

Bullet points 1/6/2023

- #1 Talked to 316 N canyon street about non-compliant signage removal.
- #2 Informed 6 businesses where their property lines were and that no signage or sales racks can be placed on towns property.
- #3 Talked to 220 Firehole about trees cut down without permission on towns snow yard.
- #4 Signage survey.
- #5 Framing inspection for 321 lewis.
- #6 Removed 3 abandoned cars and 2 snowmobiles.
- #7 Applied fertilizer to towns lawns.
- #8 Cemetary cleanup for memorial day.

K.C. Tanner

Town Of West Yellowstone
Deputy Public Services Superintendent
Building Codes Inspector
Code Enforcement
Townofwestyellowstone.com

Police Department - Department Head(s) Report May 25 – June 1, 2023

- 186 Calls for Service
- 53 warnings
- 17 Citations
- 2 Arrests
- Set up account on Indeed, listed telecommunicator position
- Placed ad for telecommunicator position in the Island Park News
- Fixed Fingerprint machine, had not been transmitting since March 20th
- Finished CJIN audit, final findings meeting
- Met with Gallatin County Staff for informal training on Central Square
- Held BPR (Business Practice Review) for Central Square, 3 days of programming
- Meeting with RapidSOS to solve some problems and prepare for the integration with Central Square
- Participated in the memorial service at Fir Ridge on Memorial Day. 21-gun salute and all.
- Both of us attended the High School graduation. Brenda's oldest was part of the graduating class. Congratulations Lucas and all 18 graduating seniors.
- Working with the Missouri River Drug Task on an individual in town
- Met with a contractor to look over the potential office remodel for the chief. Another contractor will be by next week to bid.
- Transported an abandoned cat to Heart of the Valley
- Mike will be out Tuesday – Thursday next week for a felony sex crime case in district court. He is not happy about it.
- Our staff has picked up another 2 felony fraud cases, 2 Domestic, and several other cases which will eat up time in the office instead of on the street. Need more bodies, hint – hint 😊
- Conducted a community and parent educational event at school on Tuesday night. The subject was mass shootings and school shootings; and how we can best prepare as a community. We had an amazing guest speaker who was a survivor of a mass shooting 10 years ago. Her story was unbelievable, and a miracle. Thank you to Lindsey Webster for spending a little time with us and for sharing her experience.

Until next week,

Mike & Brenda

Public Services Dept. Bi-Weekly Report: April 15th through May 31st, 2023

Work Performed

Memorial Day support and cleanup cemetery grounds: grade parking lot, trim weeds around headstones and raise sunken markers flush, cleanup deadfall and haul away, fix damaged perimeter fence, stake flags on veterans' gravesites, toss rotten decorations and flowers. Community cleanup week. Continue grading parkways. Townwide SAS mainline cleaning and televising. We'll be bringing in more material for recrowning and regaining proper slope. Begin deep ripping STS outfall on the SW edge of town. All boards removed from museum windows, help the historic district open the building, evaluate gas service lines. Fix all hydrants that were damaged from the winter months, make sure they're operational. Fix swing sets at town park, replace with new, playground inspections, tighten all hardware. Pressure wash pavilions and picnic tables. Set out the rest of the refuse cans at intersections for summer trash route. Get corner crosswalk flags installed. Cleanup basketball courts, install new nets, haul benches over. Get water lines recharged: Museum, UPDL and address water leaks, replace fittings. Get new drinking fountain up and running at city park, replace hardware and fittings. SAS backup on Iris between Yellowstone and Alley-C (800' blockage). Install new cover plates on light poles along canyon throughout CBD, cover exposed wires and re-tap threads. Street sweeping, brooming aprons in alleyways and sidewalks: ongoing. Signage updates and pole repairs: ongoing. Vehicle and equipment maintenance: get all attachments for 904 loader running, replace all brooms, filters, hydraulic couplers and get water lines functioning. Begin flushing coolant systems on fleet vehicles, replacing petcocks. Generator air intake module issues, new bearings for hopper drum on sweeper, trash bypass pumps at the WW lagoon hauled out of storage container and recommissioned. serviced, fluids and filters changed, purged fuel tanks, continue replacing hubs on trash trailers, radiator on unit #55 should be upgraded, auxiliary drive seal leaking on 1999 rotary loader, needs to be replaced. Will be outsourcing to get up and running again. Both rotaries' will need an overall if they are to be operational next year. Waiting to be scheduled from Keith Conover or else Kodiak in Paul, ID if they'll even look at them. Fuel injection pressure regulator and ICP sensor out on 2009 Expedition, replace window regulator, water pump. Needs a new instrument cluster after it was out-serviced at Woody Smith Ford. Pump assembly's and pedestals from Madison lift pump station removed, new zinc coated pedestals just arrived and will be getting installed as time allows. Fix the sonic start and transducer at Madison LS. Reset damaged manhole castings and catch basins. Helped Big sky Anglers offload new rod racks for the casting pond. Will be coming up with a dedication date once we get the site ready. Begin hauling in fill for casting pond perimeter prior to dedication. Get radar trailer out for the police department and place along highway 20. Have crew hog out material with payloaders from IP cells at WW lagoon to allow for proper drainage. Survey lot pins at WW lagoon. Fill in potholes along town streets and parking lots. Remove condenser boxes from AC units at town hall. Utility locate requests: as needed. Respond to flag lowering notifications. Cleanup graffiti and respond to vandalism: ongoing. Cleaned up debris blowing out of triple bin roll off containers and Abitibi's at PW shop. Fix jack fencing near casting pond and along Highway 20 and Iris. Replace cadets as needed in facilities. Water valve service requests. Continue installing utility locate whiskers in all parkways. Exercise service and gate valves. Continue flushing fire hydrants. Well #4 is now cycled on to help offset the water demand from Whiskey Spring. Work on getting sprinkler systems recharged and cycled on for the season. New PT/ seasonal help just started, Guy Mreisz. Also, received another application for seasonal help and will be scheduling an interview soon.

Administrative

Met with Finance Director regarding budgetary items and revisions before final adoption, met RDO/ John Deere to discuss our newly leased equipment and follow up on factory completion, delivery dates. Coordinate sewer line cleaning with 3-H Construction and Montana Drains. Followed up on frozen fire suppression line at Buffalo Bar with Brad Delaney, he just advised us yesterday that his section of line had finally thawed out over the Memorial Day weekend. This year we saw the frost line clear down past 8 feet. Rescheduled pre-bid meeting for Highway 20 lighting project for June 8th at 2pm. So far I have Montana Lines scheduled to show as well as Mountain States. Continue discussion with Briggs Roofing for bid on Museum upgrades that are necessary. Ridge caps are either missing or rusted through, shakes are missing, and EPDM needs to be replaced with TPO. Continuing to line up projects for the construction season. Met with town manager and code enforcement officer to discuss ordinance violations, brainstormed ways to make the program run more efficiently. Met with Mill Creek Metal to arrange getting rid of the scrap metal and vehicles on the 20 acres at the current WW lagoon we'll be losing when new plant goes in. Canceled cleaning contract with Squeaky Clean for the Povah Center. Met with Vely regarding community cleanup week, had her put flyer together and post publicly. Fill in shifts on road grader, trash, and litter collection throughout town. Discuss future plans for roadways markings with Idaho Traffic Safety. Review parts needs with vendors on heavy equipment. Follow up with John Deere, RDO, Caterpillar/ Tractor and Equipment for ongoing equipment and fleet maintenance issues. Get in contact with ES2 Engineering. Coordinate facility service and lavatory repairs with R&R Lock and PJ's Plumbing. Dealt with JR engineering for airport project and water requests. Dealt with Blackfoot Communications regarding their encroachment request for the Verizon cell tower project. Place orders with Waxie for ongoing janitorial needs as well as Kully Supply for new lavatory fixtures and damaged drinking fountains. Spoke with Kurt at Swiss Precision Nursery for bid on nineteen, 3" caliper aspen trees with protective grates to budget for downtown CBD enhancements of current tree pits. Coordinate with CJ Holland at Montana Department of Labor for their annual Safety Compliance Inspection and facilities walkthrough. Discussed signage upgrades for Fir Ridge Cemetery with Ken Davis and Dewey Dumsday, unfortunately the school did not have the new sign ready for Memorial Day. Continue to put out building cleaning and trash route rotation schedule for public works crew. Attend SAR training and Shortline trail group presentations. Spoke with Garrett Ostler about improvements to the West Yellowstone welcome signs, the new reflective material for the lettering is ready for installation. Discuss utility locating call-out procedural issues with our local providers. Met with Blackfoot Communications regarding the new Verizon tower fiber upgrades. Continue working with our supplier at Mountain States Lighting on streetlighting upgrades for the highway. Unfortunately, the sales guy I'd been working with on this for the last 2 years found a better position elsewhere, good for him. Took a call from Corey Hardy at Town of Ennis regarding their water issues, discussed some possible solutions for their issues. Set up water mainline investigation to confirm line size for Moonrise group, let the folks at Moonrise know that we'll be hydro-excavating and potholing both locations on Monday the 5th. Walkthrough Little Rangers Daycare Facility with town manager. Met with Library Director regarding building wish list. Coordinate the hauling of abandoned vehicles for the Police Department, as needed. Confirm parts needs with Applied Industrial Technologies, HD Supply, Aqua Pro, Metro-Quip, Marc-1, Precision Fluid Power, Hotsy, Myslik- Eagle Corporation, Caterpillar, John Deere, MacQueen Equipment, Freightliner. Continue to explore options for a used vactor truck, when the town has a major backup in any SAS mainline/ lift station and contractor is not available, or their equipment is down the town will run into problems (town staff continues to open problem areas at intersecting SAS manholes where

sanitary debris has potential of accumulating to help mitigate issues). Go over importance of water service requests, access dates for turning on & off curb stops with Jon Brown, get these added to the town's revised webpage. Come up with utility termination request dates for the fall and spring. Discussed encroachment issues with town residents and staff. Spoke with Josh Erbe at YNP regarding a concern with their water supply. Followed up with Ed Geiger on the options for installation of security cameras in town at the PW shop, city park, both Iris and Madison lift stations and entrance at WW lagoon. Will be looking at installation of new monitor outside the evidence room in basement at town hall and environmental monitors in lift stations. Discuss sampling protocols and DMR's with Jon Brown. Continue looking for utility locator training opportunities for public works crew. Continue meeting with public works staff to discuss ongoing laundry list items within the department and how we can work more effectively and improve our operations for next year. Discuss easement and setback requirements with business owners and residents, clarify municipal codes. Schedule parts orders and updates to town's fleet. Place orders for necessary O&M supplies, follow up with vendors on supply chain issues. Coordinate with staff at Forsgren and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Investigate weir levels on cells A & B at lagoon and adjust as needed. Coordinate monthly coliform/ bac- T samples with Jon Brown. Follow up on proposals for CIP projects. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Evaluate 2024 budgetary needs, review purchase orders and submit weekly invoices. Enter timesheets and payroll for crew. Respond to WY pump status reports and dispatch to town as necessary. Ticket entry for 811's new "positive response" reporting software.

Water /Wastewater

Weekly Report

5/26/23; Performed Water/Wastewater rounds. Working on removing material in IP bed #8 this has been a week long process we have removed about 4 feet of soil from the bed this will help mitigate wastewater flows for 2023 summer season.

Lagoon adjustments the discharge valves are completely opened from A-B cells.

Wastewater flows for the Memorial Day holiday were between 642,000 to 594,000 Gallons per day.

Water usage 800,000 gallons per day-- 558,000 was Whisky springs the other percentage was well #4

5/30/23; Performed Water/Wastewater rounds.

Discovered a sewer back up on Iris street heading to the #1 lift pump station with the help of the Hill/son Vector truck we were able to remove the blockage it was grease combined with disposable Rags. {Baby wipes} this was a major blockage 400-600 feet long this a common problem with every sewer system out there.

FIGHTING THE GREASE BUILD UP.

Worked on getting the water running to the Dining Hall had to fix a few broken valves and drinking fountain.

Meant with forsgren Engineers to go over the as build plans- Drawing to make sure were to pot hole [DIG] the main water lines going into the Madison addition to check the size of water distribution pipe. This project will start June 5th on Electric street and Hayden Street should be completed the same day.

5/31/23; Performed Water/Wastewater rounds.

Working with hill/son on the cleaning and CCTV inspections on the sewer lines for the FPS study the Madison addition is completed and now we are working thru the south side of town.

Maintenance on well #4 also Wastewater Facility's -lift stations- blower building
Finished up the 2022 Consumer confidence report [Quality on Tap] this will be
posted on line at the town Web site, post office, town hall and social services and
a copy will go to DEQ.

6/1/23; Water/Wastewater rounds.

Influent/Effluent Wastewater samples completed and delivered to IAS labs

Wastewater Monitoring Wells samples MW-8-10-11 were completed and
Delivered to IAS labs for Analysis.

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

Jon Brown.



Week of 05.29.2023

- ❖ Prepared the FY24 General Fund budget.
- ❖ Worked on Coverage Calculations spreadsheet for our WWTP.
- ❖ Met with Dave Noel and Kevin Harris regarding engineering projects and fees for the upcoming fiscal year.
- ❖ Applied for a \$15,000 grant to receive assistance with our Lead and Copper inventory project.
- ❖ Received and reviewed applications for the Special Budget Requests for FY24.



JUNE 2, 2023

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Attended Active Shooter presentation and information meeting at the School, presented by Chief of Police and Fire Chief
- Completed FY 2022 audit of the retirement program, conducted by the MPERA Compliance Auditor
- Website is ready to launch, trying to work out switching the host and our DNS (the system that directs our email accounts) to the new provider
- Multiple meetings/discussions about collecting on outstanding utility connection fees
- Prepared register to post on the new sign at Fir Ridge Cemetery to locate graves. I've sold multiple cemetery plots this month, it's cemetery plot sales season!
- Participated in Town Clean Up
- Prepared payroll for June 2, 2023
- Prepared packet & agenda for June 6, 2023



SIEGEL LEARNING CENTER LEASE AGREEMENT

THE SIEGEL LEARNING CENTER LEASE AGREEMENT, (“Agreement”) is entered into this 6th day of June, 2023, by and between the Town of West Yellowstone (“Town” or “Lessor”), a Montana municipal corporation, Box 1570, West Yellowstone, Montana 59758, and Little Rangers Learning Center Board of Directors (“LRLC Board” or “Lessee”), West Yellowstone, MT 59758.

WITNESSETH:

WHEREAS, the Town is the owner of the building and premises described below and desires to lease the building for the operation of a learning center; and

WHEREAS, the LRLC Board desires to lease the premises for the operation of a learning center therein; and

WHEREAS, the Town and LRLC Board desire to cooperate in providing affordable day care and a learning center for the residents of West Yellowstone; and

WHEREAS, the Town and LRLC Board desire to enter into an agreement setting forth their respective rights and obligations regarding the premises and the provision of services therein.

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions contained herein, the parties agree as follows:

1. Description of Premises. The Town hereby demises and leases to the LRLC Board the premises, presently known as the Siegel Learning Center, located at 520 Yellowstone Ave., West Yellowstone Montana, and further described as the real property together with all improvements and appurtenances (hereafter “the Premises”).
2. Use of Premises. The Premises leased to the LRLC Board shall be used exclusively for providing affordable day care and a learning center.
3. Term of Lease. The Town leases the Premises to the LRLC Board for a term of five (5) years, subject to termination as later described in this lease. The term of the lease shall commence on June 6, 2023 and shall terminate on June 5, 2028.
4. Renewal of Lease. The Town hereby grants the LRLC Board the right to request an extension of this lease for an additional five years, until June 5, 2033. This right to request an extension is subject to good faith negotiations between the Town and the LRLC Board concerning the amount of rent to be paid and whether or not other material provisions of the lease should be modified to reflect the circumstances existing between the parties on expiration of the first term. The LRLC Board shall notify the Town in writing of its desire to renew this lease for an additional five-year term at least six (6) months before its expiration.
5. Rental Payments. The LRLC Board shall pay the Town a rental amount of \$120.00 per year. Payments will be made before the fifteenth day of July of each year or a late fee of \$50.00 will be assessed. Payments shall be made to the Town of West Yellowstone, at 440 Yellowstone Ave (PO Box 1570), West Yellowstone, MT 59758.

6. Utilities. The LRLC Board is responsible for the monthly utility bills for the facility which includes but not limited to water/sewer, phone/internet, trash removal, gas, and electrical. The LRLC Board will place the above-mentioned utilities in its name.
7. Possession. The Tenant has been in possession of the Premises and shall remain in possession under the terms set out herein, as long as Tenant is not in default.
8. Casualty Insurance. The Town shall keep all buildings and improvements on the Premises insured against loss or damage by fire or other standard peril in an amount it deems appropriate. The LRLC Board shall maintain casualty insurance for fire or other standard peril on the personal property and leasehold improvements contained in the premises.
9. Liability Insurance. The LRLC Board shall maintain liability insurance in accordance with Montana statutory limits on municipal liability, presently in the amount of \$750,000.00 per person and \$1,500,000.00 per occurrence.
10. Lessor's Lien. Lessor shall have at all times a lien for all rentals and other sums of money becoming due hereunder from Lessee on all goods, wares, equipment, fixtures, furniture, and other personal property situated on the Premises and such property shall not be removed therefrom without the consent of Lessor until any arrearage in rent and/or other sums of money then due to Lessor hereunder shall first have been paid. The lien hereby granted may be foreclosed in the manner provided by law for foreclosure of chattel mortgages or in any other form provided by law. The statutory lien for rent is not hereby waived, the express contractual lien herein granted being in addition and supplementary thereto.
11. Assignment or Sublease. LRLC Board may not assign any of its rights or obligations under this lease, nor may it sublease all or any portion of the Premises, without the prior written approval of the Town. The Town may withhold approval for assignment or sublease for any reason it deems appropriate.
12. Unlawful Activity or Nuisance. LRLC Board shall neither use nor occupy the Premises in any manner that violates federal, state or local law or regulation. LRLC Board shall not use the Premises in any manner that constitutes a public or private nuisance.
13. Improvements. All improvements to the Premises, whether paid for by the Town or LRLC Board, shall become the sole property of the Town upon the expiration or termination of this lease. All improvements made to the Premises must be reviewed and approved by the Town prior to installation. All personal property owned or purchased by LRLC Board that is not permanently affixed to the Premises shall remain its property upon expiration or termination of this lease.
14. Maintenance. All routine interior maintenance and cleaning will be the responsibility of the LRLC Board. This includes but is not limited to cleaning of the restrooms and cooking facilities, mopping of floors, replacement of light bulbs, sweeping and steam cleaning the carpets, and removal of trash and debris. LRLC Board will purchase the necessary equipment and supplies needed for the interior maintenance. The Town will mow the grass, maintain the

landscaping, and remove snow, with the exception of shoveling the walkways and playground.

15. Repairs. The Town, as the owner of the Premises, will be responsible for repairs, whether exterior or interior, to the building unless causation can be attributed to actions by the LRLC Board and/or its clients. If caused by the actions of LRLC Board and/or its clients, then the Town shall perform the repairs and the cost of the repairs will be assessed to the LRLC Board. These costs will be paid within thirty (30) days of receiving an invoice from the Town.
16. Annual Review. The Town and LRCL Board may meet as needed to review the Agreement, propose modifications and discuss service provisions. Modifications to the Agreement may be made at any time by mutual agreement of the parties. In the event that mutual agreement on modifications is not possible, the Town may, at its sole discretion, terminate the lease. Under these circumstances of termination, the effective date of termination may be no sooner than three months from the date that notice of termination is issued by the Town.
17. Default or Breach. The following events shall constitute a default or breach of this Agreement by the LRLC Board:
 - a. If LRLC Board assigns or attempts to assign all or any portion of this Agreement without prior written permission of the Town;
 - b. If LRLC Board sublets or attempts to sublet all or any portion of the Premises without the prior written permission of the Town;
 - c. If LRLC Board ceases operation at the Premises;
 - d. If LRLC Board vacates or abandons the Premises;
 - e. If LRLC Board causes a construction lien or any other lien to be placed on the Premises;
 - or
 - f. If LRLC Board fails to comply with any material condition or provision of this lease.
 - g. If LRLC Board is in default of this lease as described above, then the Town must provide written notice of the alleged default and thirty (30) days to cure the default.
 - h. If LRLC Board has not cured the default within thirty (30) days of mailing the written notice, then the Town may terminate this lease and take immediate possession of the Premises. Exercise of its termination rights does not preclude the Town from pursuing any other right or remedy it may have under law or this agreement.
18. Notice. Any default or other notice required or permitted by this Agreement must be served on either party in writing either by first-class mail or in person at the respective addresses set forth at the beginning of this agreement. Either party may also use this notice procedure to inform the other of a change of address.
19. Right of Entry. LRLC Board shall permit the Town, its agents or employees to enter the Premises at all reasonable or necessary times to inspect the premises, to perform work thereon, or to conduct any other activity that is reasonably related to the Town's interest in the Premises. When no emergency exists that requires immediate entry, the Town and the

LRLC staff shall make a reasonable effort to provide LRLC Board with oral or written notice at least 24 hours before entry.

20. Warranty of Condition/Independent Investigation. The Town makes no express or implied warranty or representation concerning the existing condition of the Premises. The LRLC Board has made an independent investigation of the Premises and agrees to accept the Premises in its present condition. The Premises is a brand new building and LRLC Board will be the first tenant.
21. Venue and Attorney's Fees. Venue for any litigation between the parties shall be proper only in Gallatin County, Montana. In the event of litigation between the Town and LRLC Board, the prevailing party shall be entitled to all its reasonable costs and attorney's fees incurred during the litigation, both in the trial court and on appeal.
22. Governing Law. This Agreement shall be governed by Montana law.
23. Entire Agreement. This document is the entire agreement between the parties and shall supersede all prior oral or written agreements or understandings. If the parties mutually desire to amend or modify this agreement, then such amendment or modification must be in writing and be signed by an appropriate representative of each party.
24. Successors. This Agreement shall bind LRLC Board's heirs, successors and assigns.

DATED the day and year first above written.

Little Rangers Learning Center

By: Melissa Laforest, Co- Chair

By: Jessica Clark, Co-Chair

TOWN OF WEST YELLOWSTONE

By: Daniel Walker, Town Manager

ATTEST:

Elizabeth Roos, Town Clerk

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: 3/14/2023

APPLICANT: Blackfoot Communications

ADDRESS: 1221 N Russell St Missoula, MT 59808

PHONE: (406)541-5000

INTEREST IN PROPERTY:

OWNER OF RECORD'S SIGNATURE:

1. LEGAL DESCRIPTION:


Subdivision: WEST YELLOWSTONE ORIGINAL PLAT

Block: 2

Lot: 8

Zoning District Number: 06-037350-690 50

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment. Blackfoot will be plowing and boring a fiber line for Verizon from their cell site in West Yellowstone to their cell site at Horse Butte. From Dunraven St we will head north and bore under D Parkway, then turn and head east to Highway 191 where we will set a hand hole. We will then follow Highway 191 along the west side until Conservation Ln. where we will then bore under Highway 191 and continue along the jeep trail on the east side of Highway 191. Just after Ecology Ln., we will bore back under Highway 191 to the west side and continue to Rainbow Point Rd. where we will follow the south side all the way to Horse Butte Rd. We will then follow Horse Butte Rd, staying right at the Y, up to the Verizon cell site.


Signature of Applicant

3/14/2023
DATE

For Office Use Only:
DECISION BY TOWN COUNCIL

Approved Disapproved

Mayor/Operations Manager

DATE

RESOLUTION NO. 790

A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AMENDING THE FEE SCHEDULE SET OUT IN RESOLUTION 717.

WHEREAS, the Town of West Yellowstone requires that property owners, or their duly authorized agents operating within the corporate limits of the Town, obtain building and/or zoning permits for construction, reconstruction, change of use, land development, and other activities as outlined in the West Yellowstone Municipal Code, (“WYMC”) 17.48.030; and

WHEREAS, the building and zoning permitting process provides Town of West Yellowstone with an effective and efficient means of tracking development activities and ensuring the health, safety, and general welfare of the residents in the Town of West Yellowstone; and

WHEREAS, the building and zoning permitting process requires the Town of West Yellowstone to review the impact of residential and commercial developments and/or change of land uses within the Town limits; and

WHEREAS, Ordinance No. 267 provided that the Town shall determine the appropriate fee schedule for the review of such permits and that the fees shall be set by the Town by resolution; and

WHEREAS, the Town is certified to enforce the state residential building codes; and

WHEREAS, the WYMC allows the Town to charge fees, costs and expenses for the review of building permits; and

WHEREAS, on September 5, 2018, the Town passed Resolution No. 717 setting the fee schedule for Residential Building Inspection Fees; and

WHEREAS, The Town believes it is in the best interests of the residents of the Town to amend the fee schedules set out in Resolution 717, by adopting the Building Permit Fee Calculation Schedule provided in Administrative Rules of Montana at 24.301.138, modified as set out below.

NOW THEREFORE, BE IT RESOLVED that the Town Council of the Town of West Yellowstone, County of Gallatin, in the State of Montana hereby amends the fee schedules set out in Resolution No. 717, as set out below.

CALCULATION OF FEES

- (1) Permit fees. The fee for each building permit is established in Table 1 below.
- (2) Plan review fees. When submittal documents are required, a plan review fee must be paid in addition to the building permit fee. The plan review fee is 15 percent of the building permit fee as established in Table 1. If only plan review services are provided, the plan review fee for such services shall be 30 percent of the combined plan review and building permit fee.
- (3) "Requested Inspection Fee - \$75.00 per hour, with any portions of an hour rounded up to the next full hour."
- (4) Both the building permit fee and the plan review fee must be paid before a building permit will be issued.
- (5) The determination of value or valuation under any of the provisions of this code shall be made by the building official. The value to be used in computing the building permit and building plan review fees is the total value of all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, and any other permanent equipment.
- (6) The value or valuation of a building or structure under any of the provisions of the International Building Code will be determined using one of the following methods of determining valuation, listed in their order of priority:
 - (a) firm bids or contract amounts, if available;
 - (b) the design professional's preliminary cost estimate, if such estimate is available; or
 - (c) the cost per square foot method of valuation and the cost per square foot figures for the type of construction and occupancy group listed in the "Building Valuation Data" table of the January/February 2009 edition of "Building Safety Journal " magazine, published by the International Code Council.
- (7) For purposes of modifying the building valuation values derived from the square-foot method calculations of (6)(c), the calculated building valuation shall be multiplied by a factor of 0.35 to arrive at a final calculated building valuation. For purposes of modifying firm bids or the design professional's preliminary cost estimate, the provided valuation shall be multiplied by a factor of 0.6 to arrive at a final building valuation.
- (8) When in unusual circumstances the valuation calculated by the use of the "Building Valuation Data" table, the design professional's estimated project cost, firm bids, or contract amounts are determined to be unreasonable for the nature of the project, the Town reserves the right to base the building permit fee and plan review fee on the best valuation information it has available to it.
- (9) For purposes of calculation of fees, the building valuation shall be rounded off to the nearest \$1000 and any calculated building and plan review fees shall be rounded off to the nearest \$1.
- (10) As provided in ARM [24.301.203](#), local governments certified to enforce the state building code may establish their own permit fees. Local governments may also establish their own method of building valuation.
- (11) For projects involving replacement of existing building components, such as roof coverings, siding, and windows, the Town may use the requested inspection fee rate in calculating and assessing an appropriate and reasonable fee for projects in which such factors as material costs cause the plan review and building permit fee to exceed the cost of the service the Town provides.

TABLE 1

BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1 to \$500	\$23.50
\$501 to \$2000	\$23.50 for first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2000
\$2001 to \$25,000	\$69.25 for the first \$2000 plus \$14 for each additional \$1000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.75 for the first \$25,000 plus \$10.10 for each additional \$1000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7 for each additional \$1000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1000, or fraction thereof

Other Inspections and Fees:

1. Inspections outside of normal business hours \$75.00 per hour (minimum charge - two hours)
2. Inspections for which no fee is specifically indicated \$75.00 per hour (minimum charge - one-half hour)
3. Additional plan review required by changes, additions, or revisions to plans \$75.00 per hour (minimum charge - one-half hour)
4. For use of outside consultants for plan checking and inspections, or both Actual costs¹

¹ Actual costs include administrative and overhead costs.

These fees do not include electrical or plumbing permits (State Issued) & water and sewer tap fees.

Zoning Fees¹

Zoning Permit

Residential	\$100.00
Commercial	\$350.00

Conditional Use Permit

PUD	\$300.00 + \$20.00 Per Unit
Mobile Home/RV Park	\$300.00 + \$10.00 Per Lot
All Others	\$300.00

Variance

Residential	\$300.00
Commercial	\$300.00

Map Amendment \$300.00

Text Amendment \$300.00

Sign \$150.00

Subdivision Fees¹

Pre-application Review \$300.00

Preliminary Minor \$450.00

Preliminary Major \$600.00 + \$25.00 Lot

Final Plat – Minor \$450.00

Final Plat – Major \$600.00 + \$25.00 Lot

¹ Does not Include costs of outside consultants that conduct plan reviews, permit process coordination, inspections, and other related activities on behalf of the Town. The applicant reimburses the Town at actual costs as billed by the consultants.

**PASSED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF WEST
YELLOWSTONE THIS _____ DAY OF _____ 2023.**

Travis Watt, Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:



Town Clerk

Parks & Recreation Advisory Board

BOARD MEMBER	APPOINTED	EXPIRES	E-MAIL ADDRESS
Neil Courtis	11/1/22	10/31/26	treadandcast@gmail.com
Rachel Spence	11/1/22	10/31/26	rachelaspence@hotmail.com
Ken Davis	11/1/22	10/31/26	kdavi51@icloud.com
Jennifer Jordan	5/9/23	5/9/27	parksdept@outlook.com
Liz Watt	1/21/20	1/20/24	mtrealtor@wyyellowstone.com
Brandi Brown	10/19/21	10/18/25	bns174@msn.com
Brian Thompson	2/21/23	2/20/27	clayshooterranger@gmail.com
Vacancy			
Brian Benike, Town Council – concurrent with term			bbenike@townofwestyellowstone.com
Staff Support – concurrent w/ employment			
Vely Vazquez, Recreation Coordinator			ivazquez@townofwestyellowstone.com

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

Updated 2/22/23 er

Cemetery Board of Trustees

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

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

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

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

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

Appointed 7/6/2021

Travis Watt, Mayor
PO Box 1545
West Yellowstone, MT 59758
(406) 640-0395
twatt@townofwestyellowstone.com

Concurrent with term

5 member board

2 year terms

Updated 5/12/22 - er

Received 5/23/23
ER



APPLICATION FOR BOARDS AND COMMITTEES

Name Brock Wilson Date 5/23/2023

Address 220 Madison Ave.

City West Yellowstone State MT Zip 59758

Phone (Home): _____ (Work): _____ (Cell/Other): 801-520-0351

E-Mail Address: brockwilson400@gmail.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 3 Years

Board or Committee you are applying for: Parks & Recreation

Occupation: YNP Guide / General laborer

Employer: Back Country Adventures

Have you previously served on a County or City board? No

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

Past Memberships and Associations: N/A

Current Memberships and Associations: N/A

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: None other than I have experience with public along with good communication skills.

What are your primary objectives for serving on this board? To start to help to give back to the community. I have family involved in their own towns & would like to do the same. Also to help better the community for my kids.

References (Individual or Organization):

Jerry Johnson Phone: 406-640-7000

Brian Benike Phone: 406-640-0268

Tim Whitman Phone: 406-539-9298

Signature: Brock Wilson Date: 5/23/2023

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.



APPLICATION FOR BOARDS AND COMMITTEES

Name Kristine Wilkinson Date 5.17.23

Address P.O. Box 1292

City West Yellowstone State MT Zip 59758

Phone (Home): (Work): (Cell/Other): 503-329-8414

E-Mail Address: kriswilkinson@mac.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 2 years

Board or Committee you are applying for: Parks & Rec

Occupation: Systems Administrator

Employer: Westlake Academy, Westlake TX

Have you previously served on a County or City board? Teton School District, Dragons Id 4 years

If so, which board, and for how long?

Past Memberships and Associations: Church of Jesus Christ of Latter Day Saints

Current Memberships and Associations: same as above

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? Provide service & assistance where needed.

References (Individual or Organization):

Liz Roos Phone: 406-640-1105

Heidi Hauck Phone: 406-640-0293

Phone:

Signature: Kristine Wilkinson Date: 5.17.23

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.

KRIS WILKINSON

(503) 329-8414 | kriswilkinson@mac.com | PO Box 1292 West Yellowstone, MT

≈ EXECUTIVE SUMMARY ≈

A self-managed and result-oriented **Product Manager** with 20+ years' experience in *Project Management, Product Development/Launch, Training/Development, Technical Support, Data Base Management and Systems Administrator*. Experienced in managing multiple large-scale projects. Strategic manager with strong interpersonal, communication, problem-solving and decision-making skills. Ability to establish strong alliances; lead and motivate teams; drive projects to successful completion; convey complex technical requirements; exceed customer expectations.

≈ SKILLS ≈

- | | | |
|--------------------|-------------------------------|------------------------|
| ◆ SCRUM/Agile | ◆ User Group Management | ◆ Team Facilitation |
| ◆ Release Planning | ◆ Stakeholder Management | ◆ Quality Assurance |
| ◆ Customer Support | ◆ Requirement Management | ◆ K12 State Reporting |
| ◆ Product Training | ◆ Student Information Systems | ◆ Software Development |

≈ AREAS OF EXPERTISE ≈

DATABASE ADMINISTRATOR (*PowerSchool Student Information System*)

- Administered all facets of PowerSchool database; evangelized PowerSchool functionality across organization.
- Provided expedient end-user support, including basic desktop and network issue-resolution, troubleshooting, and setup; ensured data accuracy; resolved database validation errors.
- Trained, modeled, and assisted teachers and staff in integrating classroom technology to improve student achievement and cater to diverse learning modalities.
- Worked cooperatively with administrators, supervisors, staff, parents/guardians, and outside vendors to meet business objectives.
- Drafted school data reports related to staffing, grade trends, GPA, graduations rates, and accountability measures regarding state and federal requirements.
- Conducted advanced queries and supported special requests from various district department directors.
- Created new district-wide procedures and accompanying documentation for data entry.

PROJECT MANAGEMENT (*Software Implementation*)

- Identified project scope and oversaw planning to foster milestone achievements.
- Set realistic deadlines, establishing and maintaining open communication throughout project lifecycles.
- Supported decisions regarding resource availability and deadlines.
- Facilitated communication between project stakeholders, including business, technology, and student services department members; developed control measures to help mitigate potential risks.
- Liaised with customers to determine the best business processes and system requirements.
- Guided customers through the configuration of the student information system based on customer-specific business processes and requirements;
- Facilitate meetings for executive-level steering committees, handling minutes and agendas.
- Developed, maintained and fostered effective relationships with clients, providing updates on the project and resolving any issues/concerns promptly to ensure their satisfaction
- Assisted customers with the development of technical documentation for their specific needs.
- Provided initial product training to all stakeholders.

PRODUCT MANAGER / BUSINESS ANALYSIS (*Compliance*)

- Worked with a team of System Engineers, Testers and Clients to define and deliver a product with detailed documentation that functioned according to specific requirements.
- Lead Scrum meetings, sprint planning, release planning and sprint retrospectives.
- Managed releases/sprints through all phases of the software development lifecycle, working with Software Engineers, Quality Assurance, Software Support Engineers and Technical documentation teams to ensure successful releases.
- Mentored team members on Agile software development principles and practices including the implementation of process improvement ideas learned from retrospectives.
- Executed gap analysis processes comparing existing product functionality to desired or required functionality. Documented results and create specifications designed to address gaps.
- Facilitate meetings for executive-level steering committees, handling minutes and agendas.
- Developed, maintained and fostered effective relationships with clients, providing updates on projects. Resolved issues and concerns promptly to ensure customer satisfaction.
- Designed walk-through scripts and plans used to demonstrate new functionalities for end-users, internal support, and training teams.

≈ EXPERIENCE ≈

- **Westlake Academy Charter School**
Systems Administrator- Remote January 2023-Current – Westlake, TX
- **Marcia Brenner Associates**
Software Training and Support Services-Remote 2019-2023 – Madison, WI
- **PowerSchool LLC – Project Manager (Contracted)**
Professional Services Team - Remote 2017-2019 – Folsom, CA
- **Foundation Learning Charter School - Senior SIS Manager** 2017-2019 – Lakewood, CO
- **Power School LLC – Senior Product Manager**
Compliance Team - Remote 2011-2017 – Folsom, CA
- **Insight Schools Inc. – Senior SIS Manager** 2008-2011 – Portland, OR
- **NWAB School District – Senior Systems Admin** 2007-2008 – Kotzebue, AK
- **PowerSchool Inc. - Project Manager / Team Lead**
Implementation Team 2000-2007 – Folsom, CA
- **State of Hawaii School System** 1993-2000 – Big Island, HI
Ed Tech Coordinator/Student Information Admin 1997-2000
Educational Assistant 1993-1997

≈ EDUCATION ≈

Bachelor of Arts, Human Services Management – University of Phoenix
Associates of Arts, General Studies – University of Phoenix
Certificate of Executive Secretary – LDS Business College



APPLICATION FOR BOARDS AND COMMITTEES

Name Kristine Wilkinson Date 5.17.23

Address P.O. Box 1292

City West Yellowstone State MT Zip 59758

Phone (Home): (Work): (Cell/Other): 503.329.8414

E-Mail Address: kriswilkinson@mac.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 2 years

Board or Committee you are applying for: Cemetery

Occupation: Data Base Administrator - Systems Admin

Employer: Westlake Academy Charter School

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

If so, which board, and for how long? Teton School District, Driggs, Id 4 years

Past Memberships and Associations: Church of Jesus Christ of Latter Day Saints

Current Memberships and Associations: Church of Jesus Christ of Latter Days Saints

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? To assist with any concerns or decisions that need to be made.

References (Individual or Organization): Liz Rods Phone: 406-640-1165 Heidi Hawck Phone: 406-640-0293

Signature: Kristine Wilkinson Date: 5.17.23

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.