

# Town of West Yellowstone

Tuesday, October 15, 2024

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

Meeting ID: 893 834 1297.

## TOWN COUNCIL WORK SESSION – 5:00 PM

SFE (Single Family Equivalency) Calculator for wastewater connections

Discussion

## TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #7042 to Sweet Electric, Madison Lift Station Upgrades, \$31,510.00

Claims

Business License Applications:

Consent Agenda

Minutes: **October 1, 2024 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

**Public Hearing: FY 2025 Budget**

## NEW BUSINESS

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Resolution No. 808, FY 2025 Mill Levy

Discussion/Action

Resolution No. 809, FY Municipal Budget

Discussion/Action

80 Acres Zoning Map Services Agreement, Hyalite Engineers PLLC

Discussion/Action

Marketing and Promotions Fund Award Recommendations

Discussion/Action

- Yellowstone Ski Festival 2024, \$5000

Collective Bargaining Agreement, MFPE Employees Unit, FY 2025-FY 2027

Discussion/Action

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](http://www.townofwestyellowstone.com). Questions about the agenda may be directed to the Town Clerk at (406) 646-7795 or [eroos@townofwestyellowstone.com](mailto: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](http://www.townofwestyellowstone.com).





## TOWN OF WEST YELLOWSTONE SEWER DEVELOPMENT FEE STRUCTURE

**CUSTOMER:**  
**Contact:**  
**Street Address**  
**City, State, Zip**  
**Phone No.**

### SFE SCHEDULE AND SFE CALCULATOR

| USER TYPE                              | DESCRIPTOR                       | EVALUATION UNIT   | NUMBER OF UNITS | EQUIVALENT UNIT SFE | CALCULATED EQUIVALENT UNITS SFE |
|--|----------------------------------|-------------------|-----------------|---------------------|---------------------------------|
| <b>Institutional</b>                   |                                  |                   |                 |                     |                                 |
| Assembly Hall/ Meeting House/Church    | Base Rate                        |                   |                 | 2+                  | 0.000                           |
|  | Add-on per seat                  | Seat >100         |                 | 0.01                | 0.000                           |
|  | Add-on for Kitchen               | Seat >100         |                 | 0.02                | 0.000                           |
| Hospital or clinic                     | Base Rate                        |                   |                 | 3+                  | 0.000                           |
|  | Add-on per Bed                   | Bed space ≤4      |                 | 0.50                | 0.000                           |
|  | Add-on per Bed                   | Bed space >4      |                 | 0.67                | 0.000                           |
|  | Add-on for Kitchen               | Bed space         |                 | 0.74                | 0.000                           |
| Nursing Home/ Rest Home                | Add-on for Kitchen & Laundry     | Bed space         |                 | 0.86                | 0.000                           |
|  | Base Rate                        |                   |                 | 1+                  | 0.000                           |
| School                                 | Add-on per resident              | Resident          |                 | 0.30                | 0.000                           |
|  | Base rate                        | Student           |                 | 0.05                | 0.000                           |
| Lodging Facility                       | with Cafeteria Add-on            | Student           |                 | 0.07                | 0.000                           |
|  | Base Rate                        | Bed               |                 | 0.60                | 0.000                           |
| <b>Food Service</b>                    |                                  |                   |                 |                     |                                 |
| Restaurant - Seating                   | up to 50 seats                   | Establishment     |                 | 3                   | 0.000                           |
| Restaurant - Seating                   | Add-on per seat                  | Seat >50          |                 | 0.04                | 0.000                           |
| Restaurant - Drive In                  | up to 20 inside seats            | Seat              |                 | 2                   | 0.000                           |
| Restaurant - Drive In                  |                                  | Seat              |                 | 0.04                | 0.000                           |
| Service Station                        |                                  | Establishment     |                 | 2                   | 0.000                           |
| Service Station/C-Store                | no public restroom               | Establishment     |                 | 1                   | 0.000                           |
| Service Station/C-Store                | with public restrooms            | Establishment     |                 | 2                   | 0.000                           |
| Service Station/C-Store                | Add-on with food prep facilities | Establishment     |                 | 1                   | 0.000                           |
| Drinking Establishment                 | No food Prep Facilities          | Seat              |                 | 0.05                | 0.000                           |
| <b>Commercial and Industrial</b>       |                                  |                   |                 |                     |                                 |
| Bowling Alley                          |                                  | Lane              |                 | 0.20                | 0.000                           |
| Massage/Spa/Barber/Beauty Shop         |                                  | Establishment     |                 | 1                   | 0.000                           |
| Laundry Self Service                   | up to 10 washers                 | Washer            |                 | 1.5                 | 0.000                           |
| Laundry Self Service                   | Add-on per Washer                | Washer            |                 | 0.25                | 0.000                           |
| Garage or Maintenance Shop             |                                  | Bay               |                 | 0.25                | 0.000                           |
| Car Wash                               | Base Rate - Self Serve           |                   |                 | 1.5                 | 0.000                           |
|  | Base Rate - Automatic Service    |                   |                 | 2                   | 0.000                           |
|  | Additive                         | Bay               |                 | 1.5                 | 0.000                           |
| Grocery Store                          | Base Rate                        |                   |                 | 2+                  | 0.000                           |
|  | Additive                         | Bakery            |                 | 1                   | 0.000                           |
|  | Additive                         | Employee          |                 | 0.04                | 0.000                           |
|  | Additive                         | Butcher Shop      |                 | 2                   | 0.000                           |
| Shopping Center (No food or laundry)   |                                  | Parking Space     |                 | 0.007               | 0.000                           |
| Store or Business (up to 20 employees) | Base Rate                        |                   |                 | 1+                  | 0.000                           |
| Store or Business                      | Additive                         | Employee          |                 | 0.04                | 0.000                           |
| Theatre - Auditorium                   |                                  | Seat              |                 | 0.03                | 0.000                           |
| Warehouse                              | Base Rate                        |                   |                 | 2+                  | 0.000                           |
| Warehouse                              |                                  | Employee          |                 | 0.06                | 0.000                           |
| Warehouse                              | Showers/additive                 | Employee          |                 | 0.18                | 0.000                           |
| Offices                                | Up to 20 Employees               | Base              |                 | 0.88                | 0.000                           |
| Offices                                | Additive                         | Employee          |                 | 0.04                | 0.000                           |
| Miscellaneous Establishment            |                                  | Per Employee      |                 | 0.04                | 0.000                           |
| <b>Seasonal and Recreational</b>       |                                  |                   |                 |                     |                                 |
| Fairground (peak day attendance)       |                                  | Person            |                 | 0.007               | 0.000                           |
| RV Site Facility                       |                                  | Space             |                 | 0.67                | 0.000                           |
| RV Facility                            | Add-on for RV site Dump Station  | Tenants Only      |                 | 2                   | 0.000                           |
| Swimming Pool                          |                                  | Person            |                 | 0.07                | 0.000                           |
| Bathhouse                              | with Toilet & Shower             | Unit              |                 | 1+                  | 0.000                           |
|  | Additional Shower                | Unit              |                 | 0.50                | 0.000                           |
|  | Additional Toilet                | Unit              |                 | 0.20                | 0.000                           |
| Bathhouse                              |                                  | Person/occupancy  |                 | 0.13                | 0.000                           |
| <b>Misc. Category</b>                  |                                  |                   |                 |                     |                                 |
| Designed or Calculated flow            | Volume                           | SFE value 225 gpd |                 |                     |                                 |
|  | 0                                | 225               |                 |                     |                                 |
| <b>TOTAL CALCULATED SFE VALUE</b>      |                                  |                   |                 |                     | <b>0.000</b>                    |



| USER TYPE                           | DEFINITION   |
|-------------------------------------|--|
| <b>Institutional</b>                |  |
| Assembly Hall/ Meeting House/Church | A building utilized for worship; hall to hold public meetings or meetings of an organization based on number of seats in congregation. If there are less than 100 seats, the customer is charged the base rate. If there are more than 100 seats, there will be an additive based on total additional number of seats. If there is a kitchen associated with the building there is an add-on based on total additional number of seats   |
| Hospital or clinic                  | An inpatient or outpatient institution providing medical and surgical treatment and nursing care for sick or injured people. The base rate is per establishment. The number of beds is utilized to determine the additive the customer is charged in addition to the base rate. If there is a kitchen associated with the building there is an add-on based on bed space. If there is laundry and kitchen associated with the building, there is an add-on based on bed space. The add-on's are not to be used together it is either one or the other. |
| Nursing Home/ Rest Home             | A private institution providing residential accommodations with healthcare, especially for elderly people. The base rate is per establishment. The number of residents is utilized to determine the additive the customer is charged in addition to the base rate.   |
| School                              | An institution at which instruction is given in a particular discipline. The base rate is determined based on number of students. If there is a cafeteria in the school, there is an add-on based on the number of students.   |
| Lodging Facility                    | A residential or commercial building that contains individual sleeping rooms or suites and that provides overnight lodging for compensation for periods less than thirty days. "Lodging facility" includes a hotel, motel, resort, dormitory, inn, condominium, dude ranch, guest ranch, hostel, public lodging house, time share, bed and breakfast facility, or nightly rental. "Lodging facility" also includes any campground, recreational vehicle or trailer park, or similar facility, refer to 'RV Site' user type below for SFE calculations. |
| <b>Food Service</b>                 |  |
| Restaurant - Seating                | A place where people pay to sit and eat meals that are cooked and served on the premises. The base rate is established based on number of seats of occupancy. If there is less than or equal to 50 seats the customer is charged the base rate. If there are more than 50 seats, the customer is charged the base rate plus the add-on for number of seats over 50.  |
| Restaurant - Drive In               | A business offering food for sale to the public and designed on the basis that consumption will take place either within a motor vehicle parked in a permitted parking space on the site or within a building located on the site. The base rate is charged based on number of seats of occupancy. If there is less than or equal to 20 seats the customer is charged the base rate. If there are more than 20 seats, the customer is charged the base rate plus the add-on for number of seats over 20.   |
| Service Station                     | A place where fuel is sold for road vehicles. The base rate is per establishment.  |
| C-Store                             | A store with extended opening hours and in a convenient location, stocking a limited range of household goods and groceries. The base rate is determined based on if there are public restrooms and is per establishment. There is an add-on per establishment, if there are food preparation facilities on the premises. Food preparation facilities are defined as a use contained within a building where meals are prepared for off-site distribution.   |
| Drinking Establishment              | A business whose primary function is the serving of alcoholic beverages for consumption on the premises, where there is no food cooked or prepared on the premises. Base rate is established by number of seats of occupancy.  |

| USER TYPE                            | DEFINITION   |
|--------------------------------------|--|
| <b>Commercial and Industrial</b>     |  |
| Bowling Alley                        | A building containing long narrow tracks used in bowling games. Base rate is established by number of lanes with the building.   |
| Massage/Spa/Barber/Beauty Shop       | An establishment in which hairdressing, haircut, makeup, massage, spa, and similar services are carried out professionally. Base rate is per establishment.  |
| Laundry Self Service                 | A facility where clothes are washed and dried without personalized professional help. The base rate is established based on number of washers. If there is less than or equal to 10 washers the customer is charged the base rate. If there are more than 10 washers, the customer is charged the base rate plus the add-on for number of washers over 10.   |
| Garage or Maintenance Shop           | An establishment where repairs are made on broken vehicles. The base rate is established based on number of service bays. Service bay is defined as a singular automobile space, within or underneath the establishment, that provides a technician, customer, and/or automated system adequate space to safely and efficiently service one vehicle  |
| Car Wash                             | A building containing equipment for washing cars or other vehicles. The base rate is based on the carwash being self serve or automatic. Self serve is defined as the customer washing the vehicle. Automatic is defined as either a machine moves over the vehicle to clean it or the vehicle moving through a tunnel. There is an add-on based on additional bays over 1. A bay is defined as a being able to have a car wash for one vehicle. |
| Grocery Store                        | A store that primarily retails a general range of food products. The base rate is per establishment. There is an add-on for the store having a bakery, employee, and butcher shop. Employee additive is based on maximum number of employees working at a time.  |
| Shopping Center (No food or laundry) | A building or buildings containing two or more stores that are used primarily for retail sales and does not contain food or laundry. The base rate is based on total available parking spaces.   |
| Store                                | A place where goods are sold. The base rate is established based on maximum number of employees working at a time. If there is less than or equal to 20 employees working at a time the customer is charged the base rate. If there are more than 20 employees working at a time, the customer is charged the base rate plus the add-on for number of employees over 20.   |
| Business                             | An organization or enterprising entity engaged in commercial, industrial, or professional activities. If there is less than or equal to 20 employees working at a time the customer is charged the base rate. If there are more than 20 employees working at a time, the customer is charged the base rate plus the add-on for number of employees over 20.  |
| Theatre - Auditorium                 | A building in which plays, motion pictures, or shows are presented. The base rate is based on number of seats.   |
| Warehouse                            | A large building where raw materials or manufactured goods may be stored before their export or distribution for sale. The base rate is per establishment. There is an add-on based on number of employees working at a time. If there are showers in the facility, the add-on increases.  |
| Offices                              | A room, set of rooms, or building used as a place for commercial, professional, or bureaucratic work. If there is less than or equal to 20 employees working at a time the customer is charged the base rate. If there are more than 20 employees working at a time, the customer is charged the base rate plus the add-on for number of employees over 20.  |
| Miscellaneous Establishment          | An establishment that does not fit any other commercial or industrial 'user type' category. The base rate is established based on maximum number of employees working at a time.   |
| <b>Seasonal and Recreational</b>     |  |
| Fairground (peak day attendance)     | An outdoor area where a fair is held. The base rate is established based on number of person in attendance on peak day.  |
| RV Site                              | A place where people with recreational vehicles can stay overnight, or longer, in an allotted space. The base rate is established based on maximum number of spaces available.   |
| RV Site Dump Station                 | A designated location for the purpose of disposing wastes from holding tanks of camper vehicle for on site tenants only. The base rate is per dump station at the RV site.   |

| USER TYPE                   | DEFINITION  |
|-----------------------------|---|
| Swimming Pool               | An artificial pool for swimming in that there is a fee to swim; not in conjunction with any other user type i.e. lodging facility or home. The base rate is established based on total occupancy of people in the pool. |
| Bathhouse                   | A building containing baths for communal use. The base rate is established by 1 shower and 1 toilet. Each additional shower and toilet with have a add-on based on number of each.                                      |
| <b>Misc. Category</b>       |   |
| Designed or Calculated flow | utilized when there is a design, measured, or calculated flow associated with the user  |

P.O. BOX 1570

# TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date 10-03-24

Ship Via

Order No. 7042

Department public works / SEWER


TO: Sweet Electric LLC.

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

| Quantity | Description                   |
|----------|-------------------------------|
|          | Madison Lift Station upgrades |
|          |                               |
|          |                               |
|          |                               |

Estimated Cost \$ 31,510.<sup>00</sup> Requested By: 

Accounting Code 5310-430630-941  Authorized By: 

VENDOR COPY - White OFFICE COPY - Canary Approved By: 

**Sweet Electric LLC**

6696 N 25th E  
Idaho Falls, ID 83401 US  
sweetelectricidaho@gmail.com

INVOICE

BILL TO  
Town of West Yellowstone

INVOICE 1050  
DATE 08/30/2024  
TERMS Net 60  
DUE DATE 10/29/2024

JOB  
Lift Station

| DATE       | SERVICE        | DESCRIPTION  | QTY | RATE     | AMOUNT    |
|------------|----------------|--|-----|----------|-----------|
| 08/28/2024 | Services       | Installed Radar signs on light poles.<br>Mike labor for 6 hours  | 6   | 150.00   | 900.00    |
| 09/06/2024 | Labor          | Labor for installing the new control panel, installing new disconnects, and new conduit and wire to one of the pumps in the lift station on Hayden st. | 165 | 150.00   | 24,750.00 |
| 09/06/2024 | Material       | Electrical wholsale \$3010, other \$2850   | 1   | 5,860.00 | 5,860.00  |
| 09/06/2024 | Travel Expense | 10 trips to west Yellowstone from Idaho falls  | 10  | 180.00   | 1,800.00  |
| 09/06/2024 | Equipment Use  | Skid steer and backhoe attachment  | 1   | 1,000.00 | 1,000.00  |

I can take cash, check, or any of the above payment methods.  
Thanks a bunch for choosing us! Your support means a lot, and we're here for anything you need.

|             |                    |
|-------------|--------------------|
| SUBTOTAL    | 34,310.00          |
| DISCOUNT    | -2,800.00          |
| TOTAL       | 31,510.00          |
| BALANCE DUE | <b>\$31,510.00</b> |



10/11/24  
16:13:30

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 10/24

Page: 1 of 10  
Report ID: AP100

For dates posted from 10/02/24 to 10/11/24, FSB - Operating account  
\* ... Over spent expenditure

| Claim | Check    | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO #   | Fund Org Acct | Object Proj | Cash<br>Account |
|-------|----------|--|-------------------------|---------|--------|---------------|-------------|-----------------|
| 51685 |          | 2575 WY Tourism Business Improvement             | 41,070.77               |         |        |               |             |                 |
|       | 10/01/24 | Collections in September 2024                    | 41,070.77               |         | TBID   | 7202 411800   | 540         | 101000          |
| 51686 |          | 2813 Century Link                                | 997.07                  |         |        |               |             |                 |
|       | 09/19/24 | E911 Viper 255-9710                              | 285.58                  |         | E911   | 2850 420750   | 345         | 101000          |
|       | 09/19/24 | E911 Viper 255-9712                              | 34.00                   |         | E911   | 2850 420750   | 345         | 101000          |
|       | 09/19/24 | E911 Viper 646-0133                              | 46.00                   |         | E911   | 2850 420750   | 345         | 101000          |
|       | 09/19/24 | E911 Viper 646-5127                              | 56.00                   |         | E911   | 2850 420750   | 345         | 101000          |
|       | 09/19/24 | E911 Viper 646-5170/5173/5179                    | 167.60                  |         | E911   | 2850 420750   | 345         | 101000          |
|       | 09/19/24 | Alarm Lines 646-5185/7256                        | 105.20                  |         | TWNHLL | 1000 411250   | 345         | 101000          |
|       | 09/19/24 | Police - 646-7600                                | 302.69                  |         | POLICE | 2850 420750   | 345         | 101000          |
| 51687 |          | 151 Gallatin County WY TS/Compost                | 1,177.00                |         |        |               |             |                 |
|       | 09/30/24 | Household waste                                  | 1,177.00                |         | PARKS  | 1000 460430   | 534         | 101000          |
| 51688 |          | 2088 Town West Yellowstone                       | 1,187.19                |         |        |               |             |                 |
|       | 10/01/24 | utility chrgs, Chamber, 895                      | 163.11                  |         | BLDGS  | 1000 411257   | 340         | 101000          |
|       | 10/01/24 | utility chrgs, UPDL, 892                         | 129.88                  |         | BLDGS  | 1000 411252   | 340         | 101000          |
|       | 10/01/24 | utility chrgs, PS Shops, 884                     | 58.71                   |         | BLDGS  | 1000 411253   | 340         | 101000          |
|       | 10/01/24 | utility chrgs. Povah Ctr, 887                    | 239.69                  |         | BLDGS  | 1000 411255   | 340         | 101000          |
|       | 10/01/24 | utility chrgs, Police Dept, 886                  | 74.30                   |         | BLDGS  | 1000 411258   | 340         | 101000          |
|       | 10/01/24 | utility chrgs, City Park, 885                    | 200.50                  |         | BLDGS  | 1000 411253   | 340         | 101000          |
|       | 10/01/24 | utility chrgs, Library, 891                      | 61.10                   |         | LIBBLD | 1000 411259   | 340         | 101000          |
|       | 10/01/24 | utility chrgs, Twn Hall, 921                     | 259.90                  |         | TWNHAL | 1000 411250   | 340         | 101000          |
| 51689 |          | 3492 Triple S Cleaning and Remodeling            | 1,920.00                |         |        |               |             |                 |
|       | 08/31/24 | 8.2024 Park Bathroom Cleaning                    | 900.00                  |         | PARKS  | 1000 411253   | 357         | 101000          |
|       | 08/31/24 | 8.2024 Bathroom Cleaning Suppl                   | 60.00                   |         | PARKS  | 1000 460430   | 220         | 101000          |
|       | 09/30/24 | 9.2024 Park Bathroom Cleaning                    | 900.00                  |         | PARKS  | 1000 411253   | 357         | 101000          |
|       | 09/30/24 | 9.2024 Bathroom Cleaning Suppl                   | 60.00                   |         | PARKS  | 1000 460430   | 220         | 101000          |
| 51690 | E        | 2673 First Bankcard                              | 2,910.05                |         |        |               |             |                 |
|       | 09/09/24 | Supplies   | 14.72                   |         | ADMIN  | 1000 410210   | 220         | 101000          |
|       | 09/17/24 | Small Equipment                                  | 855.98                  |         | POLICE | 1000 420100   | 212         | 101000          |
|       | 09/17/24 | Battery Pack                                     | 40.80                   |         | POLICE | 1000 420100   | 363         | 101000          |
|       | 09/24/24 | MTLCT Conference                                 | 260.00                  |         | BLDG   | 1000 420531   | 380         | 101000          |
|       | 09/24/24 | MTLCT Conference                                 | 130.00                  |         | WATER  | 5210 430500   | 380         | 101000          |
|       | 09/24/24 | MTLCT Conference                                 | 130.00                  |         | SEWER  | 5310 430600   | 380         | 101000          |
|       | 09/24/24 | MTLCT Conference                                 | 260.00                  |         | STREET | 1000 430200   | 380         | 101000          |
|       | 09/24/24 | MTLCT Conference                                 | 1,040.00                |         | LEGIS  | 1000 410100   | 380         | 101000          |
|       | 09/25/24 | Supplies   | 18.55                   |         | FINAN  | 1000 410510   | 220         | 101000          |
|       | 09/27/24 | GFOA Renewal                                     | 160.00                  |         | FINAN  | 1000 410510   | 380         | 101000          |

10/11/24  
16:13:30

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 10/24

Page: 2 of 10  
Report ID: AP100

For dates posted from 10/02/24 to 10/11/24, FSB - Operating account  
\* ... Over spent expenditure

| Claim | Check     | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO #   | Fund Org Acct | Object Proj | Cash<br>Account |
|-------|-----------|--|-------------------------|---------|--------|---------------|-------------|-----------------|
| 51691 | E         | 2673 First Bankcard                              | 2,339.82                |         |        |               |             |                 |
|       | 10/03/24  | Supplies   | 13.16                   |         | LIBRY  | 2220 460100   | 220         | 101000          |
|       | 10/13/24  | IT   | 47.32                   |         | LIBRY  | 2220 460100   | 398         | 101000          |
|       | 10/13/24  | Books  | 18.54                   |         | LIBRY  | 2220 460100   | 215         | 101000          |
|       | 10/17/24  | Card Catalog                                     | 1,193.00                |         | LIBRY  | 2220 460100   | 398         | 101000          |
|       | 10/17/24  | Supplies   | 33.26                   |         | LIBRY  | 2220 460100   | 220         | 101000          |
|       | 10/23/24  | Prime Membership                                 | 14.99                   |         | LIBRY  | 2220 460100   | 398         | 101000          |
|       | 10/27/24  | Books  | 14.19                   |         | LIBRY  | 2220 460100   | 215         | 101000          |
|       | 10/28/24  | Books  | 449.71                  |         | LIBRY  | 2220 460100   | 215         | 101000          |
|       | 10/30/24  | Books  | 63.98                   |         | LIBRY  | 2220 460100   | 215         | 101000          |
|       | 10/30/24  | Books  | 24.50                   |         | LIBRY  | 2220 460100   | 215         | 101000          |
|       | 10/30/24  | Books  | 18.99                   |         | LIBRY  | 2220 460100   | 215         | 101000          |
|       | 10/02/24  | Books  | 15.99                   |         | LIBRY  | 2220 460100   | 215         | 101000          |
|       | 10/02/24  | Books  | 316.07                  |         | LIBRY  | 2220 460100   | 215         | 101000          |
|       | 10/02/24  | Supplies   | 56.49                   |         | LIBRY  | 2220 460100   | 220         | 101000          |
|       | 10/14/24  | Books  | 17.59                   |         | LIBRY  | 2220 460100   | 215         | 101000          |
|       | 10/14/24  | Books  | 18.99                   |         | LIBRY  | 2220 460100   | 215         | 101000          |
|       | 10/11/24  | Books  | 13.97                   |         | LIBRY  | 2220 460100   | 215         | 101000          |
|       | 10/11/24  | Books  | 9.08                    |         | LIBRY  | 2220 460100   | 215         | 101000          |
| 51692 |           | 2546 Century Link QCC                            | 11.96                   |         |        |               |             |                 |
|       | 704861159 | 09/24/24 long dist chg 406-646-7600              | 11.96                   |         | DISPAT | 1000 420160   | 345         | 101000          |
| 51693 |           | 73 Westmart Building Center                      | 3,123.49                |         |        |               |             |                 |
|       | 09/27/24  | Street Supplies                                  | 2,035.81                |         | STREET | 1000 430200   | 220         | 101000          |
|       | 09/27/24  | Sewer  | 47.49                   |         | SEWER  | 5310 430600   | 870         | 101000          |
|       | 09/27/24  | Sewer Sml Equip                                  | 89.08                   |         | SEWER  | 5310 430600   | 212         | 101000          |
|       | 09/27/24  | Water Supplies                                   | 115.47                  |         | WATER  | 5210 430500   | 220         | 101000          |
|       | 09/27/24  | Police Suuplies                                  | 21.84                   |         | POLICE | 1000 420100   | 220         | 101000          |
|       | 09/27/24  | UPDL Building                                    | 14.99*                  |         | UPDL   | 1000 411252   | 366         | 101000          |
|       | 09/27/24  | Parks Supplies                                   | 692.42                  |         | PARKS  | 1000 460430   | 220         | 101000          |
|       | 09/27/24  | Town Hall supplies                               | 106.39                  |         | TWNHLL | 1000 411250   | 220         | 101000          |
| 51695 |           | 95 Energy West-Montana                           | 955.78                  |         |        |               |             |                 |
|       | 09/27/24  | nat gas 210361788 updl                           | 268.65                  |         | UPDH   | 1000 411252   | 344         | 101000          |
|       | 09/27/24  | nat gas 210360293 Police                         | 29.57                   |         | POLBLD | 1000 411258   | 344         | 101000          |
|       | 09/27/24  | nat gas 210361746 Pub Services                   | 20.73                   |         | STREET | 1000 430200   | 344         | 101000          |
|       | 09/27/24  | nat gas 210361811 old firehall                   | 24.27                   |         | PARK   | 1000 460430   | 344         | 101000          |
|       | 09/27/24  | nat gas 210363966 old bld ins                    | 31.33                   |         | STREET | 1000 430200   | 344         | 101000          |
|       | 09/27/24  | nat gas 210360540 library                        | 31.33                   |         | LIBBLD | 1000 411259   | 344         | 101000          |
|       | 09/27/24  | nat gas 210364599 Povah                          | 308.18                  |         | POVAH  | 1000 411255   | 344         | 101000          |
|       | 09/27/24  | nat gas 210361697 Iris Lift St                   | 47.28                   |         | SEWER  | 5310 430600   | 344         | 101000          |
|       | 09/27/24  | nat gas 210365425 Twn Hall                       | 173.71                  |         | TWNHAL | 1000 411250   | 344         | 101000          |
|       | 09/27/24  | nat gas 210361655 Mad Add Sewe                   | 20.73                   |         | SEWER  | 5310 430600   | 344         | 101000          |

10/11/24  
16:13:30

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 10/24

Page: 3 of 10  
Report ID: AP100

For dates posted from 10/02/24 to 10/11/24, FSB - Operating account  
\* ... Over spent expenditure

| Claim | Check    | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO #   | Fund Org Acct | Object Proj | Cash<br>Account |
|-------|----------|--|-------------------------|---------|--------|---------------|-------------|-----------------|
| 51696 |          | 2952 DIS Technologies                            | 811.13                  |         |        |               |             |                 |
|       | 14843    | 10/05/24 Monthly Managed IT                      | 811.13                  |         | IT     | 1000 410580   | 355         | 101000          |
| 51697 |          | 2421 NAPA Auto Parts                             | 274.30                  |         |        |               |             |                 |
|       | 09/30/24 | Napa Supplies                                    | 274.30                  |         | STREET | 1000 430200   | 220         | 101000          |
| 51698 | E        | 2673 First Bankcard                              | 1,565.38                |         |        |               |             |                 |
|       | 09/04/24 | Supplies   | 620.94                  |         | POLICE | 1000 420100   | 870         | 101000          |
|       | 09/10/24 | Brenda Travel                                    | 267.52                  |         | DSPTCH | 1000 420160   | 370         | 101000          |
|       | 09/10/24 | Brenda Travel                                    | 267.52                  |         | DSPTCH | 1000 420160   | 370         | 101000          |
|       | 09/19/24 | Membership Fees                                  | 70.00                   |         | DSPTCH | 1000 420160   | 335         | 101000          |
|       | 09/25/24 | Training   | 150.00                  |         | POLICE | 1000 420100   | 389         | 101000          |
|       | 09/30/24 | Supplies   | 114.40                  |         | DSPTCH | 1000 420160   | 870         | 101000          |
|       | 10/02/24 | Training   | 75.00                   |         | POLICE | 1000 420100   | 389         | 101000          |
| 51699 |          | 2558 Hebgen Basin Fire District                  | 56,686.67               |         |        |               |             |                 |
|       | 10/01/24 | October 2024                                     | 49,018.40               |         | FIRE   | 1000 420400   | 357         | 101000          |
|       | 10/01/24 | October 2024                                     | 7,668.27                |         | FIRE   | 1000 420400   | 140         | 101000          |
| 51700 | E        | 2673 First Bankcard                              | 2,155.62                |         |        |               |             |                 |
|       | 10/01/24 | Apple  | 30.94                   |         | ADMIN  | 1000 410210   | 335         | 101000          |
|       | 10/05/24 | T-Mobile   | 137.50                  |         | ADMIN  | 1000 410210   | 345         | 101000          |
|       | 10/05/24 | Adobe  | 19.99                   |         | ADMIN  | 1000 410210   | 335         | 101000          |
|       | 10/05/24 | Supplies   | 1,967.19                |         | STREET | 1000 430200   | 220         | 101000          |
| 51701 | E        | 2673 First Bankcard                              | 1,525.55                |         |        |               |             |                 |
|       | 10/04/24 | Social Supplies                                  | 1,525.55                |         | SOCSER | 1000 450135   | 220         | 101000          |
| 51702 |          | 2952 DIS Technologies                            | 740.00                  |         |        |               |             |                 |
|       | 14846    | 10/05/24 Monthly IT                              | 740.00                  |         | IT     | 1000 420160   | 398         | 101000          |
| 51703 | E        | 2673 First Bankcard                              | 4,046.87                |         |        |               |             |                 |
|       | 10/04/24 | Dispatch/Police Supplies                         | 4,046.87*               |         | POLICE | 1000 420230   | 220         | 101000          |
| 51704 |          | 2852 Blackfoot Communications                    | 1,970.38                |         |        |               |             |                 |
|       | 10/01/24 | 646-5106, fax soc svc                            | 40.53                   |         | SOCSRV | 1000 450135   | 345         | 101000          |
|       | 10/01/24 | 646-5119, police station Dispa                   | 40.53                   |         | DISPCH | 2850 420750   | 345         | 101000          |
|       | 10/01/24 | 646-5141, sewer plant alarm                      | 40.53                   |         | SEWER  | 5310 430600   | 345         | 101000          |
|       | 10/01/24 | 646-5185, town hall alarm                        | 40.53                   |         | TWNHAL | 1000 411250   | 345         | 101000          |
|       | 10/01/24 | 646-7311, social services                        | 21.37                   |         | SOCSRV | 1000 450135   | 345         | 101000          |
|       | 10/01/24 | 646-7481, povah elevator                         | 58.16                   |         | POVAH  | 1000 411255   | 345         | 101000          |
|       | 10/01/24 | 646-7511, town hall fax                          | 40.53                   |         | TWNHAL | 1000 411250   | 345         | 101000          |
|       | 10/01/24 | 646-7609, public works                           | 30.31                   |         | PUBSVC | 1000 430200   | 345         | 101000          |
|       | 10/01/24 | 646-7650, police station fax                     | 40.53                   |         | DISPCH | 2850 420750   | 345         | 101000          |

For dates posted from 10/02/24 to 10/11/24, FSB - Operating account  
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|-------|----------|--|-------------------------|---------|--------|---------------|-------------|-----------------|
|       | 10/01/24 | 646-7715, povah center                           | 25.03                   |         | POVAH  | 1000 411255   | 345         | 101000          |
|       | 10/01/24 | 646-7795, town hall                              | 232.79                  |         | TWNHAL | 1000 411250   | 345         | 101000          |
|       | 10/01/24 | 646-7845, court clerk                            | 4.61                    |         | COURT  | 1000 410360   | 345         | 101000          |
|       | 10/01/24 | 646-9017, library                                | 44.03                   |         | LIBRAR | 2220 460100   | 345         | 101000          |
|       | 10/01/24 | 646-9027, sewer plant alarm                      | 40.53                   |         | SEWER  | 5310 430600   | 345         | 101000          |
|       | 10/01/24 | ethernet, library                                | 300.00                  |         | LIBRAR | 2220 460100   | 345         | 101000          |
|       | 10/01/24 | ethernet, povah center                           | 146.26                  |         | POVAH  | 1000 411255   | 345         | 101000          |
|       | 10/01/24 | ethernet, police station                         | 359.95                  |         | POLICE | 1000 411258   | 345         | 101000          |
|       | 10/01/24 | ethernet, town hall                              | 272.00                  |         | TWNHAL | 1000 411250   | 345         | 101000          |
|       | 10/01/24 | ethernet, public works shop                      | 125.00                  |         | STREET | 1000 430200   | 345         | 101000          |
|       | 10/01/24 | 602-4909, town hall judge                        | 14.56                   |         | COURT  | 1000 410360   | 345         | 101000          |
|       | 10/01/24 | 602-4894 Town hall Court Clerk                   | 1.10                    |         | COURT  | 1000 410360   | 345         | 101000          |
|       | 10/01/24 | 602-4897 town hall                               | 1.10                    |         | TWNHAL | 1000 411250   | 345         | 101000          |
|       | 10/01/24 | 602-4898 town hall                               | 1.10                    |         | TWNHAL | 1000 411250   | 345         | 101000          |
|       | 10/01/24 | 602-4900 town hall                               | 5.25                    |         | TWNHAL | 1000 411250   | 345         | 101000          |
|       | 10/01/24 | 602-4901 town hall                               | 5.25                    |         | TWNHAL | 1000 411250   | 345         | 101000          |
|       | 10/01/24 | 602-4902 town hall                               | 1.10                    |         | TWNHAL | 1000 411250   | 345         | 101000          |
|       | 10/01/24 | 602-4903 town hall                               | 1.10                    |         | TWNHAL | 1000 411250   | 345         | 101000          |
|       | 10/01/24 | 602-4904 town hall                               | 1.10                    |         | TWNHAL | 1000 411250   | 345         | 101000          |
|       | 10/01/24 | 602-4905 town hall                               | 1.10                    |         | TWNHAL | 1000 411250   | 345         | 101000          |
|       | 10/01/24 | 602-4906 Library Main desk                       | 1.10                    |         | LIBRY  | 2220 460100   | 345         | 101000          |
|       | 10/01/24 | 602-4907 Library Director                        | 1.10                    |         | LIBRY  | 2220 460100   | 345         | 101000          |
|       | 10/01/24 | 602-4908 Povah Ctr                               | 11.10                   |         | POVAH  | 1000 411255   | 345         | 101000          |
|       | 10/01/24 | 602-4949 Town Hall                               | 11.10                   |         | TWNHAL | 1000 411250   | 345         | 101000          |
|       | 10/01/24 | 6024044 Soc Ser Pantry                           | 10.00                   |         | SOCSER | 1000 450135   | 345         | 101000          |
| 51706 |          | 3400 Julie Brown                                 | 1,967.50                |         |        |               |             |                 |
|       | 101024   | 10/11/24 Cleaning Town Office                    | 1,100.00                |         | TWNHLL | 1000 411250   | 357         | 101000          |
|       | 101024   | 10/11/24 Cleaning TrailheadBuilding              | 80.00                   |         | TRLHD  | 1000 411256   | 350         | 101000          |
|       | 101024   | 10/11/24 Cleaning Library                        | 337.50                  |         | LIBRY  | 1000 411259   | 357         | 101000          |
|       | 101024   | 10/11/24 Cleaning Povah                          | 450.00                  |         | POVAH  | 1000 411255   | 350         | 101000          |
| 51707 |          | 2789 WEX Bank                                    | 3,696.91                |         |        |               |             |                 |
|       | 10/01/24 | 10 JD Backhoe 310SJ                              | 0.00                    |         | STREET | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 91 Ford 6-582                                    | 242.94                  |         | STREET | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | SS Snow Blower Green                             | 0.00                    |         | STREET | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | Grader   | 0.00                    |         | STREET | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 14 Water Truck                                   | 0.00                    |         | STREET | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 2010 JD 772 Grader                               | 0.00                    |         | STREET | 1000 420100   | 231         | 101000          |
|       | 10/01/24 | 92 SS Blower-Yellow                              | 0.00                    |         | STREET | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 02 Freightliner Dump 6-54564A                    | 0.00                    |         | STREET | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 08 GMC Pickup 6-1484                             | 68.56                   |         | STREET | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | JD Loader 624P                                   | 198.37                  |         | STREET | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 08 CAT 938H Loader                               | 0.00                    |         | STREET | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 08 904B MiniLoader                               | 0.00                    |         | STREET | 1000 430200   | 231         | 101000          |

10/11/24  
16:13:30

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 10/24

Page: 5 of 10  
Report ID: AP100

For dates posted from 10/02/24 to 10/11/24, FSB - Operating account  
\* ... Over spent expenditure

| Claim | Check    | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO #    | Fund Org Acct | Object Proj | Cash<br>Account |
|-------|----------|--|-------------------------|---------|---------|---------------|-------------|-----------------|
|       | 10/01/24 | 15 Ford F-250                                    | 51.49                   |         | STREET  | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 18 2018 Dodge Ram-PW                             | 424.43                  |         | STREET  | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 18 Dodge Ram-Police                              | 342.26                  |         | POLICE  | 1000 420100   | 231         | 101000          |
|       | 10/01/24 | 19 Dodge Durango                                 | 486.87                  |         | POLICE  | 1000 420100   | 231         | 101000          |
|       | 10/01/24 | Multi-Use Vehicle - Sienna                       | 33.33                   |         | DSP TCH | 1000 420160   | 370         | 101000          |
|       | 10/01/24 | Multi-Use Vehicle - Sienna                       | 0.00                    |         | STREET  | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 06 Dodge Durango 6-2010                          | 73.37                   |         | STREET  | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 15 Sweeper                                       | 109.91                  |         | STREET  | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | '00 FL Dumptrk 6-60700A                          | 112.09                  |         | STREET  | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | '14 Ford Intercep                                | 263.93                  |         | POLICE  | 1000 420100   | 231         | 101000          |
|       | 10/01/24 | PD Dodge Ram#1                                   | 79.14                   |         | POLICE  | 1000 420100   | 231         | 101000          |
|       | 10/01/24 | PD Dodge Ram#2                                   | 200.38                  |         | POLICE  | 1000 420100   | 231         | 101000          |
|       | 10/01/24 | 01 Frht truck #1                                 | 0.00                    |         | STREET  | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 01 Frht truck #2                                 | 0.00                    |         | STREET  | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 19 Dodge 5500                                    | 151.96                  |         | STREET  | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | '17 Chevy 3/4 ton white                          | 102.79                  |         | WATER   | 5210 430500   | 231         | 101000          |
|       | 10/01/24 | '17 Chevy 3/4 ton white                          | 102.79                  |         | SEWER   | 5310 430600   | 231         | 101000          |
|       | 10/01/24 | '13 Chevy 3500                                   | 192.92                  |         | STREET  | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 77 Int'l Dump 6-1368                             | 58.39                   |         | STREET  | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | Pickup 6-1450                                    | 205.21                  |         | STREET  | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 2022 Ford F-150 Police                           | 130.59                  |         | POLICE  | 1000 420100   | 231         | 101000          |
|       | 10/01/24 | Tractor  | 0.00                    |         | STREET  | 1000 430200   | 231         | 101000          |
|       | 10/01/24 | 2010 Ford Exped6-000046                          | 65.19                   |         | HELP    | 7010 450135   | 231         | 101000          |
| 51709 |          | 1514 Verizon Wireless                            | 1,279.79                |         |         |               |             |                 |
|       |          | 22 Smartphones                                   |                         |         |         |               |             |                 |
|       |          | 7 laptops  |                         |         |         |               |             |                 |
|       | 09/20/24 | 640-0108, Police                                 | 45.44                   |         | POLICE  | 1000 420100   | 345         | 101000          |
|       | 09/20/24 | 223-2779 586 Laptop                              | 40.01                   |         | POLICE  | 1000 420100   | 345         | 101000          |
|       | 09/20/24 | 333-8121 Head DsptchLaptop                       | 40.01                   |         | DSP TCH | 1000 420160   | 345         | 101000          |
|       | 09/20/24 | 640-0121 Laptop                                  | 40.01                   |         | POLICE  | 1000 420100   | 345         | 101000          |
|       | 09/20/24 | 640-0141 Street SP                               | 45.44                   |         | STREET  | 1000 430200   | 345         | 101000          |
|       | 09/20/24 | 640-0159 Street SP                               | 45.44                   |         | STREET  | 1000 430200   | 345         | 101000          |
|       | 09/20/24 | 640-0606 911 Dispatch                            | 45.45                   |         | 911     | 1000 420160   | 345         | 101000          |
|       | 09/20/24 | 640-1103, Operator SP                            | 45.44                   |         | STREET  | 1000 430200   | 345         | 101000          |
|       | 09/20/24 | 640-1460, Library Dir, SP                        | 45.45                   |         | LIBRAR  | 2220 460100   | 345         | 101000          |
|       | 09/20/24 | 640-1461, S & W operator, SP                     | 45.44                   |         | SEWER   | 5310 430600   | 345         | 101000          |
|       | 09/20/24 | 640-1462, S & W Super, SP                        | 45.44                   |         | WATER   | 5210 430500   | 345         | 101000          |
|       | 09/20/24 | 640-1463, Deputy PSS, SP Sspnd                   | 45.44                   |         | PARKS   | 1000 460430   | 345         | 101000          |
|       | 09/20/24 | 640-1472, Ops Mgr, SP                            | 45.45                   |         | ADMIN   | 1000 410210   | 345         | 101000          |
|       | 09/20/24 | 640-1676, Rec Coor, SP                           | 45.44                   |         | REC     | 1000 460440   | 345         | 101000          |
|       | 09/20/24 | 640-1754, COP, SP                                | 45.44                   |         | POLICE  | 1000 420100   | 345         | 101000          |
|       | 09/20/24 | 640-1755, Police                                 | 45.44                   |         | POLICE  | 1000 420100   | 345         | 101000          |
|       | 09/20/24 | 640-1756, Police                                 | 45.44                   |         | POLICE  | 1000 420100   | 345         | 101000          |
|       | 09/20/24 | 640-1757, Police                                 | 45.44                   |         | POLICE  | 1000 420100   | 345         | 101000          |

10/11/24  
16:13:30

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 10/24

Page: 6 of 10  
Report ID: AP100

For dates posted from 10/02/24 to 10/11/24, FSB - Operating account  
\* ... Over spent expenditure

| Claim | Check    | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO #   | Fund Org Acct | Object Proj | Cash<br>Account |
|-------|----------|--|-------------------------|---------|--------|---------------|-------------|-----------------|
|       | 09/20/24 | 640-1758, Head Dispatcher                        | 45.45                   |         | DSPTCH | 1000 420160   | 345         | 101000          |
|       | 09/20/24 | 640-1759, Police                                 | 45.44                   |         | POLICE | 1000 420100   | 345         | 101000          |
|       | 09/20/24 | 640-7547,WS Super                                | 45.44                   |         | SEWER  | 5310 430600   | 345         | 101000          |
|       | 09/20/24 | 640-9074, PSS, SP                                | 45.44                   |         | STREET | 1000 430200   | 345         | 101000          |
|       | 09/20/24 | 640-2195 683 laptop                              | 40.01                   |         | POLICE | 1000 420100   | 345         | 101000          |
|       | 09/20/24 | 640-2551 COP laptop                              | 40.01                   |         | POLICE | 1000 420100   | 345         | 101000          |
|       | 09/20/24 | 641-0184 686 laptop                              | 40.01                   |         | POLICE | 1000 420100   | 345         | 101000          |
|       | 09/20/24 | 641.0207 681 laptop                              | 40.01                   |         | POLICE | 1000 420100   | 345         | 101000          |
|       | 09/20/24 | 640-2354 Social Services                         | 45.44                   |         | SOCSEK | 1000 450135   | 345         | 101000          |
|       | 09/20/24 | 640-2629 City Judge                              | 45.44                   |         | COURT  | 1000 410360   | 345         | 101000          |
|       | 09/20/24 | 640-7108 Police Officer                          | 45.44                   |         | POLICE | 1000 420100   | 345         | 101000          |
| 51710 | E        | 2323 Montana Department of Revenue               | 12,788.25               |         |        |               |             |                 |
|       | 5        | 09/30/24 WWTP                                    | 12,788.25               |         | WWTP   | 5320 430640   | 951         | 101000          |
| 51712 |          | 3476 RSCI  | 1266,037.15             |         |        |               |             |                 |
|       | 05       | 09/30/24 WWTP Contractor Payment                 | 1266,037.15             |         | WWTP   | 5320 430640   | 951         | 101000          |
| 51713 | E        | 2964 CITI CARDS                                  | 2,835.38                |         |        |               |             |                 |
|       | 09/10/24 | Praetorian-PolicelJobposting                     | 656.00                  |         | ADMIN  | 1000 410210   | 327         | 101000          |
|       | 09/06/24 | USPS postage                                     | 73.00                   |         | FINADM | 1000 410510   | 311         | 101000          |
|       | 09/06/24 | USPS postage                                     | 146.00                  |         | DISPAT | 1000 420100   | 311         | 101000          |
|       | 09/06/24 | USPS postage                                     | 28.00                   |         | FINADM | 1000 410510   | 311         | 101000          |
|       | 09/06/24 | USPS postage                                     | 73.00                   |         | COURT  | 1000 410360   | 311         | 101000          |
|       | 09/11/24 | Staples, office supplices                        | 181.82                  |         | ADMIN  | 1000 410210   | 220         | 101000          |
|       | 09/11/24 | Dan's Window tine, police car                    | 127.20                  |         | POLICE | 1000 420100   | 357         | 101000          |
|       | 09/12/24 | ebay, amplifier for courtroom                    | 47.95                   |         | COURT  | 1000 410360   | 212         | 101000          |
|       | 09/12/24 | Amazon, cotton candy machine                     | 303.99                  |         | REC    | 1000 460449   | 220         | 101000          |
|       | 09/13/24 | Amazon, rec supplies                             | 138.10                  |         | REC    | 1000 460440   | 220         | 101000          |
|       | 09/17/24 | Pete's, council meeting                          | 94.80                   |         | LEGIS  | 1000 410100   | 220         | 101000          |
|       | 09/25/24 | Wood Funeral Home, flowers                       | 162.96                  |         | LEGIS  | 1000 410100   | 220         | 101000          |
|       | 09/26/24 | Delta Hotels, training - judge                   | 401.28                  |         | COURT  | 1000 410360   | 370         | 101000          |
|       | 09/26/24 | Delta Hotels, training - clerk                   | 401.28                  |         | COURT  | 1000 410360   | 370         | 101000          |
| 51738 |          | 3315 IAS EnviroChem                              | 1,450.00                |         |        |               |             |                 |
|       | 2405728  | 09/27/24 Sewer testing fees                      | 1,450.00                |         | SEWER  | 5310 430600   | 348         | 101000          |
| 51739 |          | 2491 MMIA  | 697.50                  |         |        |               |             |                 |
|       | 1005640  | 09/30/24 MadAddPropertyOwnersvs.Tow              | 697.50*                 |         | LIABIT | 1000 510330   | 513         | 101000          |

10/11/24  
16:13:30

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 10/24

Page: 7 of 10  
Report ID: AP100

For dates posted from 10/02/24 to 10/11/24, FSB - Operating account  
\* ... Over spent expenditure

| Claim | Check      | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO #   | Fund Org Acct | Object Proj | Cash<br>Account |
|-------|------------|--|-------------------------|---------|--------|---------------|-------------|-----------------|
| 51740 |            | 60 Westgate Station                              | 60.00                   |         |        |               |             |                 |
|       | 062624-1   | 09/26/24 Gas Voucher                             | 60.00                   |         | HELP   | 7010 450135   | 231         | 101000          |
| 51741 |            | 3192 Floyd's Truck Center                        | 2,799.69                |         |        |               |             |                 |
|       | 401194686- | 09/30/24 EquipmentRepairs                        | 1,103.20                |         | STREET | 1000 430200   | 369         | 101000          |
|       | 401058684  | 09/30/24 EquipmentRepairs                        | 1,696.49                |         | STREET | 1000 430200   | 369         | 101000          |
| 51742 |            | 764 General Distributing Co.                     | 88.11                   |         |        |               |             |                 |
|       | 1424542    | 09/30/24 welding supplies                        | 88.11                   |         | STREET | 1000 430200   | 231         | 101000          |
| 51743 |            | 660 Swiss Precision Landscaping                  | 1,248.00                |         |        |               |             |                 |
|       | 24-07601   | 09/27/24 Winterization Sprinklers                | 1,248.00*               |         | PARKS  | 1000 460430   | 357         | 101000          |
| 51744 |            | 2751 Gallatin County Justice Court               | 885.00                  |         |        |               |             |                 |
|       | 10/03/24   | BondPassThroughTracy                             | 885.00                  |         | COURT  | 7469 213000   |             | 101000          |
| 51745 |            | 2551 TK Elevator                                 | 550.83                  |         |        |               |             |                 |
|       | 3008148646 | 10/01/24 Povah Elevator maintenance              | 550.83                  |         | POVAH  | 1000 411255   | 366         | 101000          |
| 51746 |            | 135 Food Roundup                                 | 3.84                    |         |        |               |             |                 |
|       | 09/19/24   | Supplies   | 3.84                    |         | STREET | 1000 430200   | 220         | 101000          |
| 51747 |            | 3416 Desert Inn                                  | 481.00                  |         |        |               |             |                 |
|       | 08/22/24   | Lodging Voucher                                  | 113.00                  |         | HELP   | 7010 450135   | 370         | 101000          |
|       | 09/04/24   | Lodging Voucher                                  | 57.00                   |         | HELP   | 7010 450135   | 370         | 101000          |
|       | 09/04/24   | Lodging Voucher                                  | 170.00                  |         | HELP   | 7010 450135   | 370         | 101000          |
|       | 09/04/24   | Lodging Voucher                                  | 113.00                  |         | HELP   | 7010 450135   | 370         | 101000          |
|       | 09/04/24   | Lodging Voucher                                  | 28.00                   |         | HELP   | 7010 450135   | 370         | 101000          |
| 51748 |            | 999999 RONALD LEONARD                            | 1,514.14                |         |        |               |             |                 |
|       | 10/07/24   | reimb travel, COP interviews                     | 1,514.14                |         | ADMIN  | 1000 410210   | 870         | 101000          |
| 51749 |            | 999999 CHRISTOPHER WIGNER                        | 1,966.42                |         |        |               |             |                 |
|       | 10/07/24   | reimb travel, COP interviews                     | 1,966.42                |         | ADMIN  | 1000 410210   | 870         | 101000          |
| 51750 |            | 3474 DERA AND JESSE                              | 800.00                  |         |        |               |             |                 |
|       |            | Musicians - Self Care Fair                       |                         |         |        |               |             |                 |
|       | 2024       | 10/07/24 Musicians for Self Care Fair            | 800.00                  |         | HLPFND | 7010 450135   | 790         | 101000          |

10/11/24  
16:13:30

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 10/24

Page: 8 of 10  
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| Claim | Check    | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO #   | Fund Org Acct | Object Proj | Cash<br>Account |
|-------|----------|--|-------------------------|---------|--------|---------------|-------------|-----------------|
| 51751 |          | 2845 Kasting, Kauffman & Mersen, PC              | 12,305.32               |         |        |               |             |                 |
|       | 236985   | 10/07/24 Legal Fees                              | 12,180.00               |         | LEGAL  | 1000 411100   | 352         | 101000          |
|       | 236985   | 10/07/24 Travel                                  | 118.32                  |         | LEGAL  | 1000 411100   | 373         | 101000          |
|       | 236985   | 10/07/24 Copies                                  | 7.00                    |         | LEGAL  | 1000 411100   | 870         | 101000          |
| 51752 |          | 1331 West Yellowstone Foundation                 | 165.00                  |         |        |               |             |                 |
|       | 10.2024  | 10/04/24 Shuttle service for MTLIC Conf          | 165.00                  |         | LEGIS  | 1000 410100   | 870         | 101000          |
| 51753 |          | 999999 WYATT MANN                                | 350.00                  |         |        |               |             |                 |
|       | 10/05/24 | Refund cleaning deposit                          | 350.00                  |         | POVAH  | 2210 214001   |             | 101000          |
| 51754 |          | 3324 Dan Walker                                  | 110.00                  |         |        |               |             |                 |
|       | 10/10/24 | reimb travel, Planning Conf                      | 110.00                  |         | ADMIN  | 1000 410210   | 370         | 101000          |
| 51755 |          | 999999 APRIL FLORES                              | 885.00                  |         |        |               |             |                 |
|       | 10/10/24 | bond-Juan F. Galvan Vazquez                      | 885.00                  |         | COURT  | 7469 212401   |             | 101000          |
| 51756 |          | 999999 YENIFER MANRIQUE CONTRERAS                | 200.00                  |         |        |               |             |                 |
|       | 10/10/24 | Bond TK-110-2024-080                             | 200.00                  |         | COURT  | 7469 212401   |             | 101000          |
| 51757 |          | 999999 CHARLES ZHENG                             | 150.00                  |         |        |               |             |                 |
|       | 10/10/24 | bond TK-110-2024-0144                            | 150.00                  |         | COURT  | 7469 212401   |             | 101000          |
| 51758 |          | 999999 LYNSEY NICOLE HUMPHREY                    | 65.00                   |         |        |               |             |                 |
|       | 10/10/24 | bond TK-110-2024-0189                            | 65.00                   |         | COURT  | 7469 212401   |             | 101000          |
| 51759 |          | 3236 Nubia Allen                                 | 90.00                   |         |        |               |             |                 |
|       | 10/10/24 | interpretation                                   | 90.00                   |         | COURT  | 1000 410360   | 350         | 101000          |
| 51760 |          | 40 Jerry's Enterprises                           | 409.02                  |         |        |               |             |                 |
|       | 09.2024  | 09/30/24 Fuel                                    | 349.02                  |         | STREET | 1000 430200   | 231         | 101000          |
|       | 09.2024  | 09/30/24 Fuel                                    | 60.00                   |         | HLPFND | 7010 450135   | 231         | 101000          |
| 51761 |          | 2952 DIS Technologies                            | 3,397.50                |         |        |               |             |                 |
|       | 14886    | 10/03/24 Sonicwall Replacement-TownHall          | 3,397.50*               |         | IT     | 1000 410580   | 212         | 101000          |
| 51762 |          | 3241 Bridger Analytical Lab                      | 300.00                  |         |        |               |             |                 |
|       | 2410190  | 10/10/24 Water Testing                           | 300.00                  |         | WATER  | 5210 430500   | 348         | 101000          |



10/11/24  
16:13:30

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
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Page: 9 of 10  
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| Claim                   | Check            | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$                     | PO #       | Fund Org Acct | Object Proj | Cash<br>Account |
|-------------------------|------------------|--|-------------------------|-----------------------------|------------|---------------|-------------|-----------------|
| 51763                   |                  | 2631 Michael Gavagan                             | 218.00                  |                             |            |               |             |                 |
|                         | 10/09/24         | StoneburnerTrainingBzn -Hotel                    | 218.00                  |                             | POLICE     | 1000 420100   | 370         | 101000          |
| 51764                   |                  | 3484 Sweet Electric LLC                          | 31,510.00               |                             |            |               |             |                 |
|                         | 1050 08/28/24    | Installation of radar signs                      | 900.00                  |                             | STREET     | 1000 430200   | 398         | 101000          |
|                         | 1050 09/06/24    | Work on Madison Lift Station                     | 30,610.00               |                             | SEWER      | 5310 430630   | 941         | 101000          |
| 51765                   |                  | 65 Tractor & Equipment                           | 2,804.83                |                             |            |               |             |                 |
|                         | 237844 09/20/24  | Truck 49 Repairs                                 | 2,804.83                |                             | STREET     | 1000 430200   | 369         | 101000          |
| 51767                   |                  | 2910 Montana Correctional Enterprises            | 78.00                   |                             |            |               |             |                 |
|                         | 90482 09/27/24   | Banner   | 78.00                   |                             | POLICE     | 1000 420100   | 220         | 101000          |
| 51768                   |                  | 3398 CentralSquare Technologies, LLC             | 3,651.81                |                             |            |               |             |                 |
|                         | 420765 09/26/24  | Dispatch Services                                | 3,651.81                |                             |            | 2850 420750   | 398         | 101000          |
| 51769                   |                  | 674 Karst Stage                                  | 8,950.00                |                             |            |               |             |                 |
|                         | 13495 08/31/24   | Bus for Summer Rec                               | 8,950.00                |                             | SMRREC     | 1000 460449   | 319         | 101000          |
| 51770                   |                  | 171 Montana Food Bank Network                    | 1,911.60                |                             |            |               |             |                 |
|                         | 34497-1 10/03/24 | Food   | 1,911.60                |                             | HELP       | 7010 450135   | 220         | 101000          |
| 51771                   |                  | 2099 Quick Print of West Yellowstone             | 13.98                   |                             |            |               |             |                 |
|                         | 19260 10/01/24   | Supplies   | 13.98                   |                             | LIBRY      | 2220 460100   | 220         | 101000          |
|                         |                  | # of Claims                                      | 58                      | Total: 1494,183.60          |            |               |             |                 |
| Total Electronic Claims |                  |  | 30,166.92               | Total Non-Electronic Claims | 1464016.68 |               |             |                 |

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| Fund/Account                             | Amount       |
|--|--------------|
| 1000 General Fund                        |              |
| 101000 CASH                              | 127,641.41   |
| 2210 Parks & Recreation                  |              |
| 101000 CASH                              | 350.00       |
| 2220 Library                             |              |
| 101000 CASH                              | 2,745.48     |
| 2850 911 Emergency                       |              |
| 101000 CASH                              | 4,624.74     |
| 5210 Water Operating Fund                |              |
| 101000 CASH                              | 693.70       |
| 5310 Sewer Operating Fund                |              |
| 101000 CASH                              | 32,669.31    |
| 5320 Sewer Replacement Depreciation Fund |              |
| 101000 CASH                              | 1,278,825.40 |
| 7010 Social Services/Help Fund           |              |
| 101000 CASH                              | 3,377.79     |
| 7202 TBID Agency Fund                    |              |
| 101000 CASH                              | 41,070.77    |
| 7469 City Court - Judge Jent             |              |
| 101000 CASH                              | 2,185.00     |
| Total:                                   | 1,494,183.60 |

**Town of West Yellowstone**  
**Town Council Meeting**  
**October 1, 2024**

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

OTHERS PRESENT: Town Manager Dan Walker, Town Clerk Liz Roos, Finance Director Katie Thompson, Public Services Superintendent Jon Simms, Chief of Police Mike Gavagan

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

The meeting is being broadcast over the internet using a program called Zoom.

**Public Comment Period**

No public comment is received.

**Council Comments**

Mayor Watt announces that the Montana League of Cities & Towns Conference is being hosted by the Town this week and people are starting to arrive. He thanks the staff for all the planning and efforts that have gone into getting ready.

**ACTION TAKEN**

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- 1) Motion carried to approve Purchase Order #7039 to Midnight Auto for \$5397.88 for service to the 2013 Chevrolet Silverado 3500. (McBirnie, Benike)
- 2) Motion carried to approve Purchase order #7040 to Tractor & Equipment for \$5,416.99 for repairs to the 938 Loader. (McBirnie, Benike)
- 3) Motion carried to approve the claims, which total \$113,970.41 (McBirnie, Benike)
- 4) Motion carried to approve the business license application for GOAL Services LLC made by Kathryn Thompson to operate a bookkeeping business from her home. (McBirnie, Benike)
- 5) Motion carried to approve the minutes from the September 17, 2024 Town Council Meeting. (McBirnie, Benike) Griffith is opposed, motion passes.
- 6) Motion carried to approve the second reading and adopt Ordinance No. 277 with the noted grammatical corrections regarding Accessory Dwelling Units (ADUs) of the Zoning Code. (McBirnie, Benike)
- 7) Motion carried to approve the second reading and adopt Ordinance No. 278, an ordinance allowing the Town to change the rate of the Tourism Business Improvement District assessment by resolution and other minor changes. (McBirnie, Benike)

**PUBLIC HEARINGS**

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**Ordinance No. 277, Zoning Code-Accessory Dwelling Units**

**Ordinance No. 278, Tourism Business Improvement District Update**

Mayor Watt opens the hearings. The hearing were advertised in the Bozeman Daily Chronicle, online, and posted publicly. No comments are received on either ordinance. Mayor Watt closes the hearings at 7:30 PM

**DISCUSSION**

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- 4) Griffith inquires about additional requirements for this business license and whether the revised zoning ordinance is in effect. The revised zoning ordinance goes into effect October 3, 2024.

- 6) Griffith inquires about the requirement from the state level to have a will-serve letter for an ADU. Mersen checks the final ruling and confirms that a will-serve letter may be required for approval.
- A) **Town Manager and Staff Reports:** Town Manager Dan Walker thanks the Public Works Department for recent progress on capital projects including trees on Canyon Street, paving the Electric Street courts and a new walkway along Electric street. He thanks Town Clerk Liz Roos and staff for all their efforts getting the Montana League of Cities & Towns conference planned. He reports that they interviewed three candidates for the position of Chief of Police last week and offered the position to Chris Wigner. He has tentatively accepted, pending the outcome of the background and psychological evaluations. He also reports that they have hired Todd Nicholich as an equipment operator and Tia Mondok as the Social Services Assistant. Walker reports that superintendent for RSCI for the wastewater treatment project passed away unexpectedly last week. He says that RSCI has filled the position with an interim superintendent that will work until they close down for the season and hire a new superintendent by the time they start work on the project in the spring. Griffith inquires about the requirements in the new zoning code ordinance pertaining to home occupations, points out that the new zoning code requires a conditional use permit for home occupations. The new zoning code was adopted September 3, 2024.

The meeting is adjourned at 7:45 PM. (McBirnle, Benike)

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Mayor

ATTEST:

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Town Clerk

Department Head(s) Report September 26 – October 9, 2024 (Two Week Report)

- 216 calls for service
  - 14 citations issued
  - 31 Warnings
  - 5 Cases
  - 1 Arrests
  - 34 Fire/EMS calls
- 
- Call types consisted of: Traffic Stops, School Resource, 911 Calls, Parking, Ordinance Violations, Illegal Camping, Agency Assists, Public Assists, Disabled Vehicles, Animal calls, Suspicious Person/Circumstances, Crashes, Lost/Found Property, Hit & Run, Noise Complaint, Civil, Disorderly, Domestic, Holdup/Panic Alarm, Reckless Driving, VIN Inspections and other fun stuff.
- 
- We currently have 2 vacancies in Dispatch
  - We currently have 2 vacancies for Police Officers
  - Brenda covered several shifts to cover vacations for dispatchers
  - Mike is still covering multiple shifts, but back on day shift coverage for a while.
  - Attended a Hazard Mitigation meeting in town. Also in attendance was Chief Grube, Council Person Lisa Griffith, Gallatin County Commissioner Scott McFarlene, multiple representatives from Gallatin County Emergency Management, and several other partner agencies.
  - I had a meeting with Kiernan McCarthy of WIA (Wellness in Action). WIA provides mental health resources, primarily focusing on the Big Sky area where its grant funding comes from. We are starting the process of exploring funding options in West Yellowstone to possibly extend their service area. We are in the very initial stages of discussions.
  - Brenda and I trained on the new Montana Law Enforcement POST portal. We updated records for several staff members, and applied for and received several advanced level certifications for both dispatchers and officers.
  - We also ordered new squad/conference room chairs. Our old chairs were beat, bad!
  - Ordered a radar unit for one of the new patrol rigs on order. I also ordered one for the Durango, because it has a different radar detector and I wanted all of the detectors be the more advanced units. This completes a goal established when I started.

Until next week,  
Mike & Brenda



OCTOBER 11, 2024

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TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Hosted my third Montana League of Cities & Towns Conference, whew...glad that is over
- Facilitated DRG meeting on 10/10/24, three projects are under review
- Prepared two personnel manuals and employment paperwork for employees starting next week: Todd Nickolich has been hired as an Equipment Operator, Tia Mondok has been hired as the Social Services Assistant
- Posted and prepared for 10/15/24 Town Council Meeting, processed payroll 10/4/24. Prepared and submitted quarterly payroll reports for workers compensation, 941 (federal tax), and Unemployment tax.





## Week of 10.07.2024

- Attended the WWTP call for the week.
- Worked on SFE review for the work session.
- Sent the draft resolution to Gallatin County for the mill levy.
- Prepared and sent MAP financials to the advisory board.
- Finalized the budget for FY2025.
- RSCI turned in pay application number 5, I have completed the Town's review.
- Peggy is on vacation, so I am trying to balance both jobs for a couple of weeks!
- Last week, at the Montana Municipal Clerks Treasures and Finance Officers Association meeting, I was elected as the VP for Towns. (I finally get to share a photo! 😊)



**From:** [Dan Walker](#)  
**To:** [Elizabeth Roos](#)  
**Subject:** FW: Bullet points 10/10/2024  
**Date:** Friday, October 11, 2024 2:26:46 PM  
**Attachments:** [image001.png](#)

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**From:** Kyle Tanner <[ktanner@townofwestyellowstone.com](mailto:ktanner@townofwestyellowstone.com)>  
**Sent:** Thursday, October 10, 2024 2:47 PM  
**To:** Jon Simms <[jsimms@townofwestyellowstone.com](mailto:jsimms@townofwestyellowstone.com)>; Dan Walker <[dwalker@townofwestyellowstone.com](mailto:dwalker@townofwestyellowstone.com)>  
**Subject:** Bullet points 10/10/2024

Bullet points 10/10/2024

- #1 shear wall and framing inspection for 316 Washburn circle
- #2 footing and framing inspection for 707 N Electric
- #3 insulation and drywall inspection for 316 Washburn circle
- #4 concrete pour
- #5 DRG prep and meeting for 513 Gallatin- new addition, 216 Dunraven- new construction, 210 S Electric cabins
- #6 town winterization



K.C. Tanner  
Deputy Director Public Services  
Building Codes Inspector  
Code Enforcement

[Ktanner@townofwestyellowstone.com](mailto:Ktanner@townofwestyellowstone.com)

Cell # 406-640-0141



Recreation Department  
Highlights  
October 10, 2024

- Povah reservations
- Wedding reception, homecoming dance and there will be a Halloween dance on the 16<sup>th</sup> for the Jr. high kids.
- Helped Julie Translate flyer into Spanish for the Adopt a Star. Still needed some work.
- Helped Dianna with the Self Care Fair

Vely

# CALENDAR OF EVENTS

POVAH COMMUNITY CENTER



**HALLOWEEN CRAFT**

5:30 PM – 6:30 PM



**HALLOWEEN THEME  
MEALS**

5:30 PM – 6:30 PM



**TRUNK OR TREAT**

1:00 PM – 3:00 PM



## Water/Wastewater Bi-Weekly

10/01/24 thru 10/10/24

Lead & Copper inventory was submitted to DEQ on September 25<sup>th</sup> and has been recorded.

Hill & Son construction out of Rexburg were contracted to clean about 5000 feet of main sewer line in Town along with the Iris and Madison lift pump stations.

We concentrated this fall on some of the main downtown lines and a long run line on Iris Street.

We also cleaned about 3000 feet of storm drain in Town.



We are working on some service lines in alley A- B and having new stem risers built from Allstates machine out of Sugar City Idaho. This should help with the ability to turn these old service line valves. There are numerous water valves in Town that we cannot operate due to age.



We had a sewer line at the wastewater lagoon in-between cell-C and the IP bed distribution structure start leaking. Spent a couple of days digging up and grouting both sides of the weir structure to fix the issue.



Working on I-P beds #8-9 removing water so we can excavate, remove material, and start utilizing these beds again.

Working on water meters issues for Town customers. We are shutting down the water service for customers leaving for the winter.

All sprinkler irrigation on Town properties is shut down for winter.

Wastewater flows have finally started to drop there between 630,000 to 580,000 thousand gallons per day.

Water flows are averaging 725,000 thousand gallons per day.

Wastewater samples we taken and delivered to IAS labs in Pocatello, Idaho.

Water Bacteria samples were taken to Bridger Labs in Belgrade, MT for analysis they have come back non-detect for total coliform and E- colli bacteria.

Shutting down the casting pond for the winter and barricading around it for protection.

Utilizing the leftover and rejected cement loads from the wastewater treatment plant to repair sidewalks though out Town and at the public workshop.

Wastewater facility is staying on track the had large cement pore Thursday 10/10/24 on one of the main wall structures and will be pouring another one on the following Thursday. Also installing the influent bypass 20-inch sewer line.



Starting the DMR's [discharge monitoring report] paperwork for the third quarter 2024 for DEQ and EPA.

Please let me know if you have any questions.

Thank you,

Jon



## **NOTICE OF PUBLIC HEARING**

The Town Council of the Town of West Yellowstone will hold a formal budget hearing for the fiscal year 2024-2025 budget. Said hearing will be held during the regular Town Council meeting, Tuesday, September 03, 2024, which begins at 7:00 PM. The hearing will be held in the Town Hall Council Chambers, located at 440 Yellowstone Avenue. The Town Council will consider adoption of the proposed fiscal year 2024-2025 budget resolution and set the mill levy during this meeting.

The public hearing will review revenue sources, maintenance, operation, capital projects, debt service payments and equipment purchases for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds and Agency Funds for Fiscal year 2024-2025. The public is invited to attend, and any taxpayer or resident may be heard for or against any portion of the proposed budget.

The proposed final budget is available for public review at the Town Offices, located at 440 Yellowstone Avenue, West Yellowstone, Montana. Personnel at the Town Offices can be reached at 406-646-7795.

## **PUBLIC NOTICE**

Due to errors in the 2024 Certified Taxable Valuations that were released on August 5, the Town of West Yellowstone will be keeping this public hearing open until their special Town Council meeting which will be held on October 15<sup>th</sup> at 7:00 PM. The meeting will be held in Town Hall, located at 440 Yellowstone Avenue. After the Public Hearing has closed, the Town Council will consider adoption of the proposed fiscal year 2024-2025 mill levy and budget.

# RESOLUTION NO. 808

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, IN THE COUNTY OF GALLATIN AND STATE OF MONTANA, ADOPTING AND ESTABLISHING THE MILLS TO BE LEVIED FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025.**

**WHEREAS**, pursuant to Title 15, Chapter 10, Section 420, MCA, a governmental entity that is authorized to impose mills may impose a mill levy sufficient to generate the amount of property taxes actually assessed in the prior year, based on the current year taxable value, less the current's year's newly taxable value, plus one-half of the average rate of inflation for the prior three (3) years.

**WHEREAS**, the Department of Revenue has provided the Town with a certified value of a mill for its taxing jurisdiction under Title 15, Chapter 10, Section 202, MCA, being \$13,049.725/mill.

**WHEREAS**, the Town of West Yellowstone has determined the number of authorized mills to be levied using calculations imposed by Title 15, Chapter 10, Section 420, MCA.

**NOW THEREFORE BE IT RESOLVED** as established by Title 15, Chapter 10, Section 420 MCA, the Town of West Yellowstone Town Council authorizes mills to be levied for Fiscal Year 2024-2025 at

**26.05 MILLS AS ALL PURPOSE LEVY**

**PASSED AND ADOPTED BY THE TOWN COUNCIL AND APPROVED BY THE MAYOR OF THE TOWN OF WEST YELLOWSTONE, MONTANA, THIS 15th DAY OF OCTOBER 2024.**

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Mayor Travis Watt

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Council Member Lisa Griffith

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Council Member Brian Benike

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Council Member Jeffrey Mathews

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Council Member Jeff McBirnie

ATTEST:



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Town Clerk Elizabeth Roos



STATE OF MONTANA

)  
) Ss:  
)  
)  
)

COUNTY OF GALLATIN

I, Elizabeth Roos, do hereby certify that I am the duly appointed qualified and acting Town Clerk of the Town of West Yellowstone, state of Montana, that as such Town Clerk, I have in my custody and am the keeper of records and minutes of the proceedings of said Town Council, that the above foregoing is a full, true, and correct, and complete copy of said Town Council's Resolution # 808, fixing, determining, assessing, and levying taxes for the said Town of West Yellowstone, for the fiscal year of said Town of West Yellowstone commencing on the first day of July 2024 and ending on the thirtieth day of June 2025 as the same is on record and on file in my office as such Town Clerk, and was passed and adopted by the said Town Council on the 15th day of October, 2024, and as approved by the Mayor of said Town of West Yellowstone on the 15th day of October, 2024.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of the Town of West Yellowstone, Montana, this 15<sup>th</sup> day of October 2024.

---

Town Clerk Elizabeth Roos



# **RESOLUTION NO. 809**

## **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, IN THE COUNTY OF GALLATIN AND STATE OF MONTANA TO ADOPT THE BUDGET FOR THE FISCAL YEAR 2024-2025**

### **BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA:**

1. That we adopt a general fund revenue budget in a total amount of \$4,772,497 and a General Fund expenditure budget in a total amount of \$6,688,065.
2. That we adopt Special Revenue funds revenue budget in the amount of \$7,864,741 and Special Revenue funds expenditure budget in the amount of \$10,227,626.
3. That we adopt a Capital Improvement Program funds revenue budget in the amount of \$1,313,057. Capital Improvement Program funds expenditure budget in the amount of \$3,450,187. The Capital Improvement Program funds are to be used for street and building maintenance, replacement and acquisition of equipment for the Town, and construction, remodeling and improvement of Town buildings and land or to be set aside for the future purchases.
4. That we adopt Water and Sewer Enterprise revenue budgets in the amount of \$43,224,485 and Water and Sewer Enterprise expenditure budgets in the amount of \$46,717,865.
5. That we adopt Trust and Agency revenue budgets in the amount of \$354,000 and Trust and Agency expenditure budgets in the amount of \$382,950.
6. That a copy of said budget is attached hereto and by this reference made a part of the Resolution No. 809.

### **BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA:**

1. That we adopt the budget and work plan of the Tourism Business Improvement District (TBID) as proposed by the TBID Board for Fiscal Year 2024-25.
2. That a copy of said budget is attached hereto and by this reference made part of Resolution No. 809.

**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WEST  
YELLOWSTONE, MONTANA, THIS 15th DAY OF OCTOBER, 2024, AND  
APPROVED BY THE MAYOR OF THE TOWN OF WEST YELLOWSTONE.**

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Mayor Travis Watt

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Council Member Brian Benike

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Council Member Jeffrey Mathews

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Council Member Lisa Griffith

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Council Member Jeff McBirnie

ATTEST:

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Elizabeth Roos, Town Clerk





## Town Council Agenda Item Summary Report

|   |  |
|---|--|
| <b>Meeting Date:</b> 10/15/24   |  |
| <b>Item Title:</b> 80 Acres Zoning Map Services Agreement, Hyalite Engineering PLLC |  |
| <b>Submitted By (Name/Title):</b> Dan Walker, Town Manager                          |  |
| <b>Discussion Only</b> <input type="checkbox"/>                                     | <b>Discussion/Action</b> <input checked="" type="checkbox"/> |
| <b>Funding Source:</b> General Fund   | <b>Budgeted</b> <input checked="" type="checkbox"/>          |
| <b>Estimated Date of Completion:</b> February 2025                                  |  |

### Item Summary

Hyalite Engineering (Scott Hazelton) has provided a proposal for establishment of a Zoning Map for the 80 acres. Establishing a zoning map is the next step in the planning and development of the 80 acres.

Hyalite will conduct research and review of existing Town Plans and meeting with the Planning Board and other community stakeholders.

Hyalite is proposing 8 public meetings for the project to engage the Planning Board, Town Council and Community.

The deliverables for the project include a draft map in PDF and interactive format which will be housed on a project website, a final report on the process, and a final map for adoption.

Scott is proposing the process to take 2-4 months.

The project cost is estimated at \$30,000.

### Staff Recommendation

Staff recommends approval of the scope of service with Hyalite.

### Suggested Motion

I move we approve the 80 acres Zoning Map Services Agreement with Hyalte Engineering, PLLC.

October 10, 2024

Town of West Yellowstone  
440 Yellowstone Ave.  
West Yellowstone, MT 59758

**RE: Initial zoning of the 80 acres – Scope Release 2**

Dear Town of West Yellowstone,

Hyalite has prepared this estimate to work on a proposal for zoning of the 80-acre parcel on the west side of town. This estimate is after our recent discussions with the Town Attorney and Town Manager and outlines our anticipated scope and budget for this project.

**I. Scope**

**SR 2-1 Research, existing conditions, infrastructure capabilities, and needs of the Town**

This proposal includes the necessary research for proposing the appropriate zoning on the 80-acre zoning based on the recently adopted zoning code. This research will be in-depth to ensure that the goals of the community in regard to housing, business, and town character is met. The other concern is ensuring that the adjacent landowners are not affected by proposed uses. Our research will include various options regarding the identified goals in the master plans. Hyalite is capable and willing to research additional documents at the direction of the Town Council and Town Staff. Our main goal, outside of meeting master planning goals, is to ensure that the proposal is based on existing road network, infrastructure capabilities, and facilitating the development of subsequent phases of the project. The research includes reviewing and implementing the goals of the following documents:

- Town of West Yellowstone Growth Policy
- Housing Needs Assessment
- Think Tank Proposal for the 80 acres
- Capitol Improvements plan (relating to infrastructure)
- Other relevant documents as provided by the Town Manager

This research would also include meetings with the Town Planning Board and Town Council. These meetings include initial meetings to gauge goals outside of what is in the master planning documents. Then the meetings will move to looking at actual proposals to make edits and eventually adoption. While Hyalite is knowledgeable from working across Montana, we want to ensure that the proposal reflects the desires of West Yellowstone and its residents. This research will also incorporate meeting with the relevant parties regarding the physical feasibility of the project. Our goal with zoning the 80-acres is to facilitate the building of the Town's vision. This will include meeting with the Town's Engineer, Public Services Director, and Town Manager.

**SR 2-2 Community Engagement Website and Meetings**

This item includes the creation of a webpage for public engagement. This page could be linked to the main West Yellowstone webpage. From there residents would be able to add their comments regarding the zoning of the 80 acres. This will include an interactive map where residents can propose their own zoning areas. There will be surveys, questions and answers, and an ability of residents to evaluate and comment on the proposal once that has been developed.

Hyalite is proposing eight meetings for this project. The proposal includes two Council workshop meetings, three Council regular meetings (for adoption and discussion), and three Planning Board meetings (for information gathering and recommendation to the Town Council). Hyalite is expecting to have ongoing discussion with staff and having targeted meetings with relevant department heads to determine the real world capabilities of building the project.

**SR 2-3 Deliverables**

To meet the procedural process the 80-acres will be split into “parcels”. This will be non-legal parcels split to show the different buildout possibilities based on the zoning. They are purely illustrative and will be used to give an idea of what the different zones could lead to. This layout is not binding to the town but will help with contextualizing the potential real world buildout of the 80-acre site. The deliverables are to include the following items:

- Draft map in PDF and interactive format
- Report detailing research, engagement, and the draft maps development process
- Final map for adoption

**II. Schedule**

We propose to start our work as soon as authorized. We anticipate a schedule of 2-4 months for initial draft map creation and the research period. We expect to have initial conversations with the Planning Board and Town Council to help influence the initial draft map. Adoption of the map will vary depending on public and Town official comments.

**III. Budget**

We propose to work on this project on a Time and Materials basis to be paid monthly with an estimate as follows in the below schedule. Payment shall be in accordance with the provided 2024 Agreement for Professional Services. The below costs do not include any review fees, attorney fees, public notices fees including mailings, etc.

| Item No. | Description   | Est. Cost |
|----------|---|-----------|
| SR 2-1   | Research, existing conditions, infrastructure capabilities, and needs of the Town | \$12,000  |
| SR 2-2   | Community Engagement Website and Meetings   | \$14,000  |
| SR 2-3   | Deliverables  | \$4,000   |

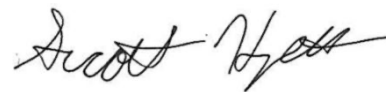
Table 1 – Summary of Proposed Budgets for a developing a zoning scheme the Town of West Yellowstone

Thank you for the opportunity to provide you with an estimate for this project. Please let me know if you have any questions.

Respectfully Submitted,



Mike Stenberg, PE  
Principal Engineer



Scott Hazelton, AICP CFM  
Senior Planner

Cc: File – 244101

\_\_\_\_\_  
Mayor Watt

\_\_\_\_\_  
Date



THE TOWN OF

WEST YELLOWSTONE

# Marketing and Promotion Fund Advisory Board (MAPFAB)

## RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: \_\_\_\_\_

Event or Project Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Approved by MAPFAB: \_\_\_\_\_

Requested Funding Amount: \_\_\_\_\_

Approved Funding Amount: \_\_\_\_\_

Comments:

Recommendation submitted by: John M. Greve, MAPFAB Secretary

This MAP Fund Award Recommendation is approved by the Town Council

This MAP Fund Award Recommendation is not approved by the Town Council

Signature \_\_\_\_\_

*MAYOR OR APPOINTED REPRESENTATIVE*

Date \_\_\_\_\_

Comments:

Copy 1 – Town Clerk

Copy 2 – Town Council

Copy 3 – MAP Fund Advisory Board



# Marketing and Promotion (MAP) Fund APPLICATION COVER PAGE

## APPLICANT INFORMATION

Applicant Individual or Organization: \_\_\_\_\_

Event or Project Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Application Submission Date: \_\_\_\_\_

## EVENT OR PROJECT INFORMATION

Event or Project Name: \_\_\_\_\_

Location of Event or Project: \_\_\_\_\_

Date(s) of Event or Project: \_\_\_\_\_

Estimated Total Event or Project Cost: \_\_\_\_\_

MAP Fund Amount Requested: \_\_\_\_\_



## SECTION 1 · PROPOSED EVENT OR PROJECT SUMMARY

Describe or explain your event or project. Provide enough detail so that those reviewing the application can comprehend or visualize the full scope of your event or project.

## SECTION 2 • PROPOSED TIMELINE

- Provide your event or project schedule that identifies timelines for actions such as planning, construction, promotion and implementation of activities necessary for your event or project.
- Provide a schedule of events/activities occurring during your event time period.

## SECTION 3 • PUBLICITY, PROMOTION, MARKETING

Describe how your event or project will be promoted or marketed to visitors, residents or participants. West Yellowstone, Montana or West Yellowstone, MT is to be listed, identified or present in all forms and methods of promotion and marketing of your event or project.

## SECTION 4 • PROPOSED BUDGET

- Provide a detailed line item budget for your event or project.
- A Budget Template can be downloaded [here](#) or requested by email or in person from the Board member contact and adapted for your event or project. Use of this fill in the blank Template isn't required, but is provided as a convenience for applicants who want to use it.
- Your budget should include projected income from all sources, including income from requested/applied for grants, awards, donations, contributions and sponsorships.
- Identify the amount of MAP funds you are requesting and the expenses that will be paid in part or in full with MAP funds.
- **Your request can't exceed 35% of your event's or project's total budget or \$40,000 maximum. It is within the Board's discretion to consider additional funds.**
- All budget expenses must be subsequently supported with invoices, bills, receipts, etc.
- It's beneficial for an applicant to contribute a percentage of entry fees, registrations, admissions etc. to an event's cash prizes/purse. MAP funds can be used to pay for cash prizes/purse. Requests for reimbursement of this type of expense must include a list of individual cash amount winnings, names and signatures of winners and their contact info. Also note: Check current state and federal tax regulations for payout amounts that require you to issue an IRS Form 1099 to individuals.
- MAP funds can be used to pay for administrative expenses. Click on this [link](#) to view Allowable Admin. Expenses.
- MAP funds may not be used for purchasing liquor or funding the distribution of liquor.
- Even though we ask you to submit a detailed line item budget, you can request disbursement or reimbursement in any amount for any approved expense, as long as the amounts requested aren't more than the approved amount of total funding.

**MAP Fund monies are generated from the collection of resort taxes. When applicable, please collect resort taxes for your event or project. If you're uncertain as to whether or not your event or project will be subject to remitting resort taxes, check with the town offices.**

2023 Yellowstone Ski Festival Budget

|                    |   |              |                    |
|--------------------|---|--------------|--------------------|
| <b>Income</b>      |   |              |                    |
|                    | Trail Pass Sales                        |              | \$40,000.00        |
|                    | Local Sponsors                          |              | \$4,000.00         |
|                    | Clinic Entries                          |              | \$18,000.00        |
|                    | MAP Funds                               |              | \$5,000.00         |
|                    |   | <b>Total</b> | <b>\$67,000.00</b> |
| <b>Expenses</b>    |   |              |                    |
|                    | Clinic Expenses                         |              | \$19,000.00        |
|                    | Grooming                                |              | \$15,000.00        |
|                    | Trail Maintenance                       |              | \$10,000.00        |
|                    | Forest Service<br>Special Use<br>Permit |              | \$3,000.00         |
|                    | Trail Pass<br>Administration            |              | \$2,500.00         |
|                    | Credit card<br>processing fees          |              | \$1,000.00         |
|                    | Chamber<br>administration fee           |              | \$2,500.00         |
|                    | Event insurance                         |              | \$1,500.00         |
|                    | Advertising                             |              | \$2,500.00         |
|                    | Payroll (Director<br>& assistant)       |              | \$6,500.00         |
|                    | Portion of Annual<br>Expenses (1/12)    |              | \$1,400.00         |
|                    | Miscellaneous                           |              | \$1,500.00         |
|                    |   | <b>Total</b> | <b>\$66,400.00</b> |
| <b>MAP request</b> |   |              |                    |
|                    | Advertising                             |              | \$2,500.00         |
|                    | Payroll (Director)                      |              | \$2,500.00         |
|                    |   | <b>Total</b> | <b>\$5,000.00</b>  |

## SECTION 5 · APPLICATION REVIEW CRITERIA

Applications will be reviewed against multiple criteria. Please provide answers to the following questions:

- 1 What are the economic, cultural, social and/or aesthetic impacts and benefits of your event or project on visitors, residents, businesses, organizations or other interests in the community and surrounding area?

## SECTION 5 - APPLICATION REVIEW CRITERIA

- 2 If not answered in the previous question, then please list the methods and estimates by which you'll determine or measure the success of your event or project, i.e. increased, additional, new or different attendance, admissions, registrations, hotel stays, marketing, website hits, partnerships and sponsorships, fund raising, aesthetic appeal etc.

**3** Has your organization received MAP funding in the past? If so, how many times and for what event(s) or project(s)? Have all vendors and expenses been paid associated with the event(s) or project(s)?

**4** Can your event or project proceed without MAP funds?

**5** If your event or project is approved for funding, how will you acknowledge the receipt of MAP funds as a funding source? The MAP Fund consists of Resort Tax funds paid by town businesses. Once an award is approved, marketing methods need to indicate, "Supported by West Yellowstone Businesses"

## SECTION 6 · APPLICATION SUPPORTING DOCUMENTATION

Provide any supporting documents, plans, pictures etc. that might be helpful to MAPFAB in reviewing and understanding your event or project. If this is a reoccurring event or project that received MAP funding last year, then please provide a copy of last year's Outcome Report.



(406) 646-7701 PO Box 458 West Yellowstone, MT 59758 [destinationyellowstone.com](http://destinationyellowstone.com)

March 17, 2024

MAP funds outcome report

The 2023 Yellowstone Ski Festival did not go according to plan. There was no snow on the Rendezvous Trail System. In spite of the lack of snow, efforts were made to support our sponsors and entertain the visitors that chose to come to West Yellowstone even though the event was cancelled. .

The crew at Freeheel and Wheel in partnership with Destination Yellowstone worked hard to create a positive experience for the visitors that still chose to travel to West Yellowstone. Approximately 300 skiers were utilizing West Yellowstone's amenities including 4 ski teams from Bozeman, MT; Park City, UT; Duluth, MN; and Crested Butte, CO. These visitors were rolling-skiing or running on the Yellowstone Shortline Trail and cycling in the Yellowstone National Park. And the Freeheel and Wheel team organized a scavenger hunt around town that was designed to get people to visit and support the Yellowstone Ski Festival sponsors. They also organized a citizen race, Turkey Trot Thanksgiving Day.

We start planning, promoting, and hyping the Yellowstone Ski Festival and West Yellowstone in August, and work on promoting through the week of the event. Much of the preparatory work for the festival takes place in September, October, and the beginning of November. We are grateful for the support from our community and for the businesses that appreciate what the annual Yellowstone Ski Festival brings to town. Per request from the MAP board, a letter from Brenda Panko, owner of Bullwinkle's, is attached.

I have also included a summary of the TBID fees collected, those numbers are presented in a table as well as graphed to visually represent the relationship. It is not a surprise to see fees for 2023 to be low, comparable to pandemic levels of activity. While we are grateful of the people that came, we had planned on many more.

As always, we are grateful for the funds provided by MAP. We look forward to next with hope and optimism that the early season West Yellowstone snow will return and that the Yellowstone Ski Festival of 2024 will make up for 2023!



January 26,2024

Dear Marketing and Promotions Committee,

I am writing to express Bullwinkle's Restaurant support for the Yellowstone Ski Festival and to share my experiences as a member of the West Yellowstone business community.

The Yellowstone Ski Festival is the “kick-off” for our town’s winter season! For many, it's their first opportunity to put their skis on after a long summer. Being an avid skier myself and spending numerous hours on the Rendezvous trail system, I know what joy that brings. Due to the fact our town tends to still be in “shoulder season” the Yellowstone Ski Festival brings both a financial and social boost. The participants along with their friends and families have the opportunity to share their “ski enthusiasm” with the locals, while boosting the town’s economy with shopping, lodging and dining out.

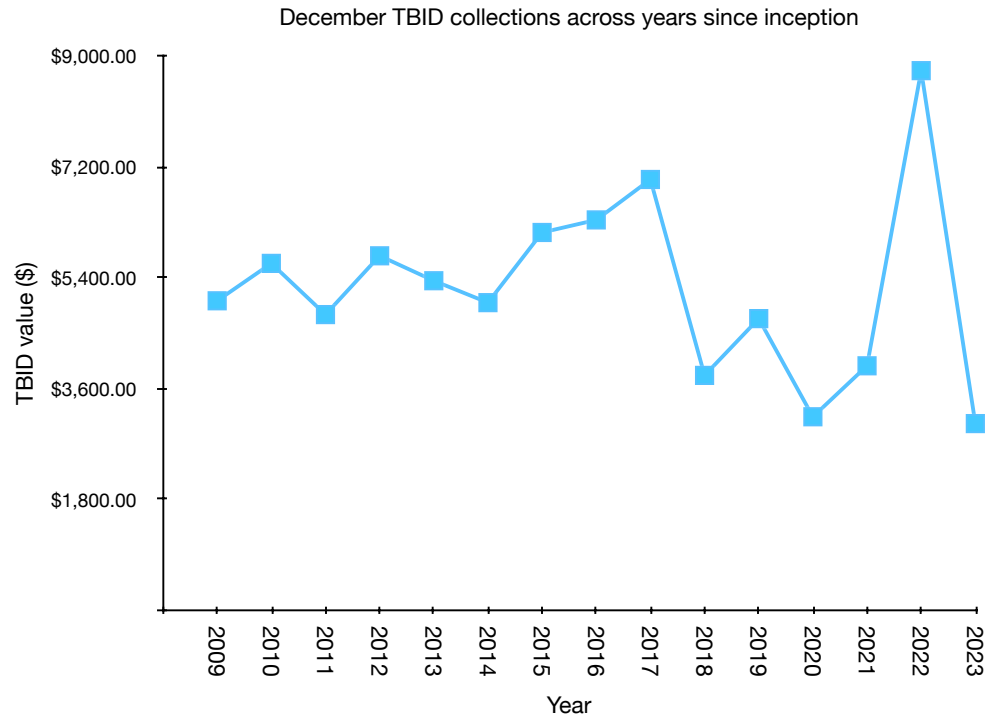
Our business appreciates the events on the Rendezvous Trails and appreciates that business and the people come to town to take part in them. The Yellowstone Ski Festival is a great use of the Marketing and Promotion funds.

Sincerely,

Brenda Panko

Co-owner, Bullwinkles

| Year | December   |
|------|------------|
| 2009 | \$5,027.04 |
| 2010 | \$5,635.00 |
| 2011 | \$4,803.00 |
| 2012 | \$5,758.00 |
| 2013 | \$5,353.00 |
| 2014 | \$4,997.00 |
| 2015 | \$6,137.00 |
| 2016 | \$6,341.00 |
| 2017 | \$6,998.00 |
| 2018 | \$3,815.17 |
| 2019 | \$4,737.60 |
| 2020 | \$3,143.00 |
| 2021 | \$3,971.00 |
| 2022 | \$8,765.89 |
| 2023 | \$3,032.22 |



# Certification

Applicant Individual or Organization: Yellowstone Ski Festival

Event or Project Contact Person: Julie Wieseler

On behalf of the individual or organization identified on this application, I understand that:

1. The submitted application meets the eligibility requirements for MAP funds.
2. MAP funds will not be awarded to this event or project without written notification of approval by MAPFAB and the town council.
3. MAP funded events or projects must comply with all federal, state and community licenses, permits, ordinances, laws and regulations.
4. To the best of my knowledge and belief the information in this application is true and correct and the governing body of the applicant has authorized the documentation.

Signature *Julie Wieseler*

Name (printed) Julie Wieseler

Title Grant Writer

Date 25 September 2024

## FOR OFFICE USE ONLY

Application approved by MAPFAB for total requested amount of \_\_\_\_\_ Date \_\_\_\_\_

Application approved by MAPFAB for only \_\_\_\_\_ of total requested amount Date \_\_\_\_\_

Application not approved by MAPFAB Date \_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Town Council Agenda Item Summary Report

|  |  |
|--|--|
| <b>Meeting Date:</b> October 15, 2024                      |  |
| <b>Item Title:</b> CBA MFPE Employees Unit 2025-207        |  |
| <b>Submitted By (Name/Title):</b> Dan Walker, Town Manager |  |
| <b>Discussion Only</b> <input type="checkbox"/>            | <b>Discussion/Action</b> <input checked="" type="checkbox"/> |
| <b>Funding Source:</b> General Fund                        | <b>Budgeted</b> <input checked="" type="checkbox"/>          |
| <b>Estimated Date of Completion:</b> 10/15/24              |  |

### Item Summary

The Town and the MFPE Unit have come to a tentative agreement and the contract needs to be ratified by the Town Council.

Below is the summary of the main negotiating points.

\*3 year contract (July 2024 to July 2027)

\*Wage adjustments:

|                     | FY 25        | FY 26 | FY27 |
|---------------------|--------------|-------|------|
| Dispatch            | \$2.00/hr+5% | 5%    | *3%  |
| Public Works        | 7%           | 5%    | *3%  |
| Admin Staff/Library | 7%           | 5%    | *3%  |

\*Contract opener in FY 27 if CPI is higher than 3%

\* \$225/week on call pay for Public Works

\*Christmas Eve added as a holiday for Dispatch Staff

\* Changed minimum probation period to 12 months

\* Changed grievance/disciplinary process to mirror the Personnel Manual

### Staff Recommendation

Staff recommends approval of the agreement.

### Suggested Motion

I move we approve the Collective Bargaining Agreement with the MFPE Employees Unit for Fiscal Year 2025 to 2027.



# TOWN OF WEST YELLOWSTONE

(ALL CLASSIFIED EMPLOYEES)

&

# MFPE

**July 1, 2024 - June 30,**

**2027**

## **AGREEMENT**

This Agreement is made and entered into by and between the TOWN OF WEST YELLOWSTONE, a Political Subdivision of the State of Montana, hereinafter called the "EMPLOYER," and the WEST YELLOWSTONE EMPLOYEES UNIT of the MONTANA FEDERATION OF PUBLIC EMPLOYEES, referred to as the "FEDERATION."

Whereas, the Employer considers the practices and procedures of collective bargaining as a fair and orderly way of conducting its relations with its employees and insofar as such practices and procedures are appropriate to the functions and obligations of the Employer acting through its Town Manager, to retain the right effectively to operate in a responsible and efficient manner and are consonant with the paramount interests of the Employer and its employees.

Whereas, it is the intention of this Agreement to provide, where not otherwise mandated by statute, for the salary structure, fringe benefits, and employment conditions of the employees covered by this Agreement, to prevent interruption of work and interference with the efficient operation of the Employer and to provide an orderly and prompt method of handling and processing grievances.

Now, therefore, the parties agree with each other as follows:

### **ARTICLE 1 - RECOGNITION AND MEMBERSHIP**

- A. The Employer recognizes the Federation as the sole and exclusive bargaining agent for all employees who are or may perform bargaining unit work under the Federation's jurisdiction as agreed to in the voluntary recognition Agreement of April 18, 1996.
- B. The Employer recognizes the Federation consists of all classified employees, excluding department heads of the Public Services, Finance, Court, Police, and Job and Social Services Departments. This Agreement excludes Police Officers covered by another Agreement. Library staff is covered by this Agreement. The positions of Town Clerk, Public Works Deputy Directors, and Communications Center Supervisor are not part of this unit and are now classified as Non-Union positions.
- C. No member of the Federation shall be discharged or discriminated against for upholding Federation principles. No member working under instructions of the Federation, or who has served on the Federation committee, shall lose his/her position or be discriminated against based on that service.
- D. No employee under the jurisdiction of the Federation prior to the date of this contract, who is receiving more than the rate of wages designated in the

addenda attached to this contract, shall suffer reduction in the wage rate or conditions of employment through the operation, or because of the adoption, of this Agreement.

- E. The authorized business representative of the Federation shall be permitted to visit employees upon giving notice to the Town Manager and supervisor and obtaining their permission.

## **ARTICLE 2 - ILLEGAL DISCRIMINATION**

The Employer and the Federation agree that neither shall discriminate against applicants for employment, or any employee as to the terms and conditions of employment, by reason of ancestry, marital status, veteran/military status, political beliefs, genetic information, race, religion, color, sex, creed, age, mental/physical disability, sexual orientation or national origin. The parties further agree to use the complaint process described in the Town of West Yellowstone Personnel Policy Manual to investigate and resolve discrimination complaints.

## **ARTICLE 3 - FEDERATION SECURITY**

- A. Upon receipt of a written authorization from an employee covered by this Agreement, the Employer shall deduct from the employee's pay the amount owed to the Federation within thirty (30) calendar days. Changes in the Federation membership dues rate will be certified to the Employer in writing over the signature of the authorized officer or officers of the Federation and shall be done at least 30 calendar days in advance of such change.
- B. The Employer, within thirty (30) calendar days of hire, shall present the Federation with a list of names and addresses of all newly hired employees covered by this Agreement, and shall update the list at any such time employees are hired or terminated.
- C. The Federation will indemnify, defend and hold the Employer harmless against any and all claims made and against any suit instituted against the Employer, including but not limited to attorney's fees and costs of defense thereof, on account of any provision of this Article.

## **ARTICLE 4 - MANAGEMENT RIGHTS**

Pursuant to §39-31-303 MCA, the Federation shall recognize the prerogative of the Employer to operate and manage its affairs in such areas as, but not limited to:



- A. Directing employees.
- B. Hiring, promoting, transferring, assigning, and retaining employees.
- C. Relieving employees of duties because of lack of work or funds or conditions where continuation of such work or funds would be inefficient and nonproductive.
- D. Maintaining the efficiency of government operations.
- E. Determining the methods, means, job classification, and personnel by which the Employer's operations are to be conducted.
- F. Taking whatever actions may be necessary to carry out the missions of the Employer in situations of emergency.
- G. Establishing the methods and processes by which work is performed.

## **ARTICLE 5 - HOLIDAYS**

The following days are recognized as paid holidays. All full-time, permanent or limited-term employees shall receive eight (8) hours off with pay for days observed as legal holidays or authorized proclaimed work days off, provided they are in an active pay status on the last regularly scheduled working day prior to the holiday. Part-time, permanent or limited-term employees shall receive holiday benefits on a prorated basis in accordance with Town Policy.

1. New Year's Day, January 1.
2. Martin Luther King Day, third Monday in January.
3. President's Day, third Monday in February.
4. Memorial Day, last Monday in May.
5. Juneteenth, June 19.
6. Independence Day, July 4.
7. Labor Day, first Monday in September.
8. Columbus Day, second Monday in October.
9. Veteran's Day, November 11.
10. Thanksgiving Day, fourth Thursday in November.

11. Christmas Eve, December 24 (Dispatch Only)
12. Christmas Day, December 25.
13. In lieu of Election Day as a semi-annual holiday, the Town will honor the day after Thanksgiving annually as a recognized holiday.
14. Any day declared a national legal holiday for all governmental subdivisions within the entire nation by the President of the United States; any day declared a state legal holiday for all State and local political subdivisions by the Governor of the State of Montana; Any day declared a legal holiday for all Town government employees by the Town Council of the Town of West Yellowstone.

When the holiday falls on a Sunday, the Monday following is a holiday as provided in §1-1-216, MCA. When a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday, unless the employee is scheduled to work on the actual holiday.

All permanent or limited term employees that are required to remain operational during holidays will be paid at the rate of one and one half (1 ½) times their hourly rate for each hour worked on the holiday. Employees will only work on holidays when required by the Town, with approval by their Department Head and the Town Manager.

. All regular or limited-term part time employees shall receive holiday benefits on a prorated basis. The prorated benefit will be calculated by taking the daily average from the two full pay periods prior to the holiday. Holidays that occur in those prior pay periods will not be used in the calculations. All holiday leave must be used within the same calendar year. At the end of each calendar year, all unused holiday leave will be paid out to the employee on the second paycheck issued in January of the following year.

Employees working in the Dispatch Center during a scheduled Holiday will receive compensation for the Holiday worked in the form of cash payout for all hours worked vs. a floating Holiday.

Employees who regularly work shifts that are longer than eight hours may, with permission of the Department Head or Town Manager, elect to work additional hours or use vacation leave in order to make up the difference between the eight (8) hour holiday pay and their regular shift. Hours must be worked in the same work week as the holiday.

Employees who are called in to work an unscheduled shift on a holiday may opt not to float the holiday and be compensated for holiday pay.

Any full-time permanent or limited-term employee whose regularly scheduled day off is a holiday will be entitled to receive eight (8) hours off with pay either on the workday preceding or the workday following the holiday. Employees under scheduling restrictions,

as approved by the Department Head and Town Manager, may be allowed to use the holiday hours when the scheduling permits. The eight (8) hours must be taken before the end of the next pay period unless an extension is granted by the Town Manager or the hours will be forfeited.

**ARTICLE 6 - VACATION**

1. Vacation leave credits shall be earned at a yearly rate calculated in accordance with the following schedule where one (1) year equals 2,080 hours of work.

40 hours x 52 weeks = 2,080 hours = 1 year

| <b>Completed Years of Employment</b> | <b>Credits Per Year</b> | <b>Full-Time Hrs./Bi-Weekly Pay Period</b> | <b>Part-Time Accrual Rate</b> |
|--------------------------------------|-------------------------|--|-------------------------------|
| Less than 10                         | 120 hours               | 4.62                                       | .058 x # of hours             |
| 10 to less than 15                   | 144 hours               | 5.54                                       | .069 x # of hours             |
| 15 to less than 20                   | 168 hours               | 6.46                                       | .081 x # of hours             |
| 20 or more                           | 192 hours               | 7.38                                       | .092 x # of hours             |

2. In accordance with §2-18-617, MCA, employees may accumulate annual vacation leave to a total not to exceed two times the maximum number of days earned annually as of the end of the first pay period of the next calendar year. Balances exceeding two times the maximum number of days earned annually are considered "excess." As provided in this Agreement, excess vacation time is not forfeited if taken prior to April 30 of the year following the year in which the excess was accrued.

Department Heads are responsible for providing a "reasonable opportunity for an employee to use rather than forfeit accumulated vacation leave" as provided in §2-18-617, MCA.

3. To avoid having an employee forfeit excess annual vacation leave, management is encouraged to work with employees who have excess vacation leave balances as far in advance of April 30 as possible or at an earlier time, if the employee's leave balance is projected to exceed two times the maximum number of days earned annually.
4. Employees are responsible for making a reasonable written request to use excess annual vacation leave before the April 30 deadline. Department Heads may approve all, some, or none of the employee's request by written response within fifteen (15) business days of receipt of the request as initialed by the Department Head. If management denies the request to use excess annual vacation leave, the excess

vacation leave is not forfeited and the Employer shall ensure that the employee may use the excess vacation leave before the end of the calendar year in which the leave would have been forfeited under Section 1 above.

- When an employee submits a request for vacation, the Employer must respond to the request within fifteen (15) business days of Department Head's initialed receipt of the request.

**ARTICLE 7 - SICK LEAVE**

Employees shall accrue sick leave according to the following schedule:

**40 hours x 52 weeks= 2,080 hours= 1 year.**

| <b>Period of Employment</b> | <b>Working Hours Credit</b> |
|-----------------------------|-----------------------------|
| Each 1 year of employment   | 96                          |
| Less than 40 hours per week | .04615 x # of hours worked  |

An employee may use up to twenty (20) hours per calendar year as personal leave. Regardless of the number of hours worked, no employee shall accrue more than 96 hours of sick leave per year.

Full-time or part-time permanent or limited-term represented employees that were in a pay status before April 13, 2015 shall continue to receive the sick leave lump-sum payment at the end of employment as shown in the table below. The pay attributed to the accumulated sick leave shall be computed on the basis of the employee's wage at the time the employee terminates employment with the Town.

Sick leave lump sum payment at the end of employment will be as follows:

| <b>Years of Service</b> | <b>Payout</b> |
|-------------------------|---------------|
| 1-5 years               | 25%           |
| 6-10 years              | 30%           |
| 11-15 years             | 40%           |
| 15-20 years             | 60%           |
| 21+ years               | 75%           |

Full-time and part-time permanent and limited-term represented employees who have hire dates later than April 13, 2015, who terminate employment with the Employer, are entitled to a lump- sum payment equal to 25 percent of the pay attributed to the accumulated sick leave. The pay attributed to the accumulated sick leave shall be computed on the basis of the employee's wage at the time the employee terminates employment with the Town.

Employees may use sick leave according to the terms and conditions outlined in the

Town of West Yellowstone Personnel Policy Manual with the exception of converting up to twenty (20) hours of sick leave per calendar year into personal leave time.

## **ARTICLE 8 -RULES, REGULATIONS, AND POLICIES**

- A. All rules, regulations, and policies of the Employer not specifically covered by this Agreement shall remain in full force and effect, provided such rules, regulations, and policies are not in direct conflict with the terms of this Agreement. The policies of the Employer are as set forth in Town of West Yellowstone Personnel Policy Manual unless specifically modified by the terms of this Agreement. In the event of a conflict, the terms of this Agreement shall control.
- B. The Employer agrees to discuss with the Federation and its Elected Representatives the establishment of new rules, regulations, and policies affecting employees, or changes in such rules, regulations, or policies, prior to placing them in effect.

The Employer shall provide the Federation with a comment period of fifteen (15) business days for any changes or additions to the rules, regulations and policies affecting town employees.

- C. All notices shall be sent via e-mail and parties receiving the e-mails shall acknowledge receipt of said e-mails.
- D. Employees shall comply with all rules, regulations, and policies as set forth above, providing they are uniformly applied and enforced.

## **ARTICLE 9 -HEALTH AND SAFETY**

- A. The Employer shall adopt and implement safety policies consistent with the Montana Safety Culture Act. Both parties to this Agreement hold themselves responsible for the mutual cooperative enforcement of safety rules and regulations.
- B. In the event an employee receives Worker's Compensation wage benefits in an amount less than the total pay he/she was receiving prior to the injury; the Employer may, with the written approval of the employee, supplement those benefits with sick leave benefits. The amount of sick leave hours together with the Worker's Compensation wage benefit that the employee receives shall equal the pay the employee would have received for regular work hours in the given pay period. The Employer's supplement may not exceed the employee's accrued sick leave time. The Employer agrees to return the employee to a like position at the rate of pay earned on the date of injury. This provision applies for one year from the date of injury.

## **ARTICLE 10 - HOURS OF WORK AND OVERTIME**

- A. The normal work-week for town employees shall be Sunday at 12:00 a.m. through 11:59 p.m. the following Saturday. The normal work-week will be 40 hours during the seven-day period.
- B. The Department Head, with the approval of the Town Manager, shall establish work hours. Shift changes are allowed without a 24-hour notice. Schedule changes require at least 24 hours' notice. A schedule is defined as specific days worked. A shift is defined as specific hours worked.
- C. Extension of a regular shift is not a call out.
- D. Overtime shall be defined as time worked in excess of the 40-hour work week. Overtime shall not be calculated with the inclusion of any paid leave hours but will be calculated with the inclusion of holiday hours. Overtime hours shall be paid at the rate of time and one half (1.5) of the applicable hourly rate for all Federation members.
- E. Paid leave shall be defined as one or more of the following accrued benefits:
- Sick Leave (Article 7)
  - Vacation Leave (Article 6)
  - Personal Leave (Article 7)
  - Holiday Leave (Article 5, see clause for holiday hours worked)
  - Compensatory Time (Comp Time)
- F. Paid leave shall be paid at straight time. Employees may not use sick leave, vacation leave, compensatory time, or personal leave in combination with regular hours worked to exceed forty (40) hours in any given work week.
- G. Call out. If an employee is called out during any unscheduled work hour, with the exception of early start times for snow removal operations or working longer than a regular shift, each and every call out shall be for a minimum of two and one half (2.5) hours. Compensation for call outs shall be at one and one half (1.5) times the regular rate of pay and shall not be considered time worked for the purposes of calculating the employee's 40-hour work week. Employees called out to work (with the exception of snow removal operations) who continue to work into their regular scheduled shift shall receive the full amount of pay for the applicable call out, for a minimum of two and one half (2.5) hours and also be allowed to complete their regular shift at regular rate of pay.
- H. If an employee is called back to work from previously approved vacation leave, the employee will be paid at the rate of one and one half (1.5) times the regular hourly rate for each previously approved vacation hour worked. If an employee has been approved to use vacation leave and is denied the same, the employee will be paid at the rate of one and one half (1.5) times their regular hourly rate for each previously

approved vacation hour that is worked.

- I. Employees may take one (1) fifteen (15) minute break when they are scheduled to work four (4) consecutive hours. Break periods are paid but may not exceed (15) minutes per four (4) consecutive hour period.
- J. Employees will be scheduled for on call status on a weekly basis throughout the year. The work week shall begin at 12:00 a.m. on Sunday and end at 11:59 p.m. the following Saturday. When in on-call status, the employee shall be compensated at the rates below. On-call status is defined to mean that the employee is required to carry a Town issued cell phone and be accessible to 9-1-1 dispatch or be accessible by telephone and be able to respond to the Town within 30 minutes of being called out.

FY 2025- \$225.00 per week

FY 2026- \$250.00 per week

FY 2027- \$275.00 per week

Employees eligible for on-call work and scheduling are subject to language in accordance with Section 7-14 in the Town of West Yellowstone Employee Personnel Policy.

In addition, an employee who is called out and reports for duty in accordance with this section shall be paid one and one-half times their hourly rate. Employees called out and reporting for duty on the following holidays shall be paid two times their hourly rate: Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, Independence Day, and Labor Day.

An employee called out will be guaranteed no less than two and one-half (2.5) hours of pay whether or not he/she is required to be in "on-call status."

All employees, with the exception of dispatchers who are scheduled for an eight (8) hour or longer shift are expected to take an un-paid lunch period of thirty (30) minutes per day. The scheduling for lunch periods will be agreed upon between the employee and their Department Head and should not interfere with the employee's performance or needs of the Town. Employees who are required to use a time clock or keep time on a time sheet will enter the time they start and end their lunch period. An employee may not use a break or meal period to arrive late or depart work early except under occasional, special circumstances, approved by their Department Head and the Town Manager.

## **ARTICLE 11-STEWARDS**

Employees selected by the Federation to act as Federation representatives shall be known as "stewards". The Federation may select no more than three (3) stewards, one of which shall be elected President. The names of employees selected as stewards and the names of other Federation representatives who may represent the employees shall be certified in writing to the Employer by the Federation. The Employer will not discriminate against any Federation steward for legitimate steward activity. These activities include investigation of formal grievances and receiving notification of serious accident and/or health hazards.

Stewards may investigate and discuss grievances in their work areas providing they first secure the permission of their immediate supervisor. The Employer shall allow work release time for elected stewards for the purpose of participating in collective bargaining negotiations. Not more than one elected steward shall be released from work in any one department at any given time for the purpose of investigation of grievances, participating in collective bargaining negotiations, or participating in Labor/Management Team meetings.

## **ARTICLE 12 - SENIORITY**

- A. Seniority serves only as a qualification for benefits expressly provided for in this Article and shall have no other effect. During the first twelve months of employment, each employee shall be considered a probationary employee. Department Heads may, upon a satisfactory performance evaluation and approval of the Town Manager, remove an employee from probation after 12 (12) months of employment. After completion of the applicable probationary period, the employee shall achieve seniority based on the date of hire. There shall be no seniority among probationary employees as they may be laid off, discharged, or otherwise terminated at the sole discretion of the Employer. Employees may be eligible for a pay increase after the six months of employment.

A three-month extension to the probationary period may be required if the Department Head and the Town Manager feel the employee needs further opportunity to learn the job requirements and succeed in their employment with the Town. Rather than be terminated during their probationary period, an employee may be placed on extended leave due to a medical condition (theirs or family member), or the employee may be allowed to complete the required training.

Reduction in forces shall be determined by knowledge, skills and ability of the employee and shall be at the discretion of the Town Manager. Employees released, due to a reduction in force are subject to recall on a knowledge, skills and ability basis. Employees recalled after a reduction in force will be allowed four (4) working days to accept reemployment. In the event of a reduction in forces, the Employer agrees to provide the employees thirty (30) calendar day notice.

- B. Seniority shall be broken by discharge for cause, voluntary resignation, medical leave in excess of one year, or more than 18 months layoff. In the event that an employee leaves the service of the Employer on good terms and is later rehired, their service time will be bridged after a period of two (2) years of satisfactory service.
- C. Seniority shall apply to each department as follows:
1. When an employee changes to another department, he/she will go to the bottom of the seniority list of the new department.



2. Each department shall provide for approximately equal distribution of overtime.
3. During a recruitment process, if two or more employees are equally qualified as determined by the Department Head, then seniority shall be used as the deciding factor.
4. An employee transferring to a position in another department shall retain service credit for determining benefits.
5. Leave time requests shall be approved in accordance to the provisions in Article 6
  - Vacation, Section 5. If two or more employees request the same date(s) for leave, preference will be given on the basis of first come first served. Once leave dates are approved by the Department Head, employees can request changes to or cancel the leave no less than five (5) business days prior to requested leave dates. All requests for leave shall be submitted to the Department Head.

### **ARTICLE 13 - JOB SECURITY & DISCIPLINE**

The Articles of this Agreement shall govern the discharge or suspension of employees.

- A. Employer shall not discharge non-probationary employees without just cause. Minor rules infractions will not be cause for discharge or suspension without an established pattern of continued misconduct. An established pattern is defined as more than three minor violations during a twelve (12) month period. Minor violations will be documented in written form and the employee will be given the opportunity to respond in writing within fifteen (15) business days.

Section 09 of the Town of West Yellowstone Personnel Policy shall apply to the unit employees for the applicable rules on Employee Work Rules and Discipline.

### **ARTICLE 14 - GRIEVANCE PROCESS**

Employees are encouraged to discuss concerns about work related conditions. A grievance is defined as any dispute involving the misinterpretation or misapplication or alleged violation of a provision of this Agreement, including any attendant addenda, amendments, and memoranda of understanding unless any addendum, amendment, or memorandum of understanding expressly excludes any of its provisions from the definition of grievance. If the issue cannot be resolved at the level of the first line supervisor, employees may submit a formal grievance. Timelines stated in the grievance procedure may be extended at any time

upon mutual written consent of both parties.

**Grievance Process:**

**STEP I** Any grievance must be discussed at this level within fifteen (15) business days of the employee becoming aware of the initial problem. This step is an opportunity for both parties to resolve the issue informally through a dialogue with the immediate supervisor or Department Head. If the magnitude of the grievance is serious enough that termination is the remedy proposed by the Employer, this step can be bypassed. The immediate supervisor or Department Head has fifteen (15) business days to respond to the grievance. If the supervisor and Department Head are one and the same person and the grievant is not satisfied with the Step I response or if the supervisor/ Department Head fails to respond within fifteen (15) business days, then the grievance shall advance to Step III of the process.

**STEP II** The grievant has fifteen (15) business calendar days from the end of Step I to present the grievance formally in writing to the Department Head if different from the immediate supervisor. Formal filing of a grievance means that the grievant must present a brief but thorough written description of the grievance and the facts upon which it is based. It also must detail the proposed remedy or correction sought with reference made to the Section of the collective bargaining contract that the grievant believes was violated. In addition to the above, the grievant must contact the MPEA Field Representative for information and advice. The Department Head shall have fifteen (15) business days to resolve/respond to the grievance. If the grievance is still unresolved, the Department Head will render his/her decision to the employee in writing and forward a copy to the Town Manager.

**STEP III** Following receipt of the Department Head's response to Step II, and the grievance is still unresolved, the grievance shall be submitted to the Town Manager within fifteen (15) business days of the response of Step II. The Town Manager shall have fifteen (15) business days to review the grievance and provide a written response to the involved parties. In the event that the aggrieved employee is not satisfied with the Town Manager's decision, meaning that the grievance is still unresolved, the Federation/grievant may, not later than fifteen (15) business days of the Town Manager's or his/her designee's response, notify the Town of West Yellowstone of the intention to take the grievance to final and binding arbitration.

**ARBITRATION**

The Federation shall request the Board of Personnel Appeals to provide a list of seven arbitrators. The parties shall, not later than fifteen (15) business days of the receipt of the list, select the arbitrator by the method of alternately striking names with the Federation striking the first name. The final name left on the list shall be the arbitrator.

The parties shall jointly contact the arbitrator and establish a date for the arbitration hearing. The arbitrator shall rule on the matters within the scope of the terms of this Agreement only and the arbitrator's decision shall be binding on both parties.

Each party shall bear the fees and expenses of the presentation of its own case. The fees and expenses of the arbitrator shall be shared equally by both parties. In the event either party to the arbitration requests a transcript of the proceedings, the party requesting the transcript shall bear the costs of such transcript.

#### **ARTICLE 15 - UNIFORM PROVISION**

It is in the interest of the Town and the Employee that the employees be identified and to have protective gear and to be provided with specialty items that are required to fulfill job requirements. The Town may provide a method for purchase of clothing or other equipment mutually agreed upon by the Town and the employees through the Labor-Management Team. All purchase of clothing or other safety-oriented equipment needs prior authorization of a Department Head or the Town Manager. Purchases without prior authorization may not be reimbursed.

#### **ARTICLE 16-HEALTH AND WELFARE**

- A. The Employer shall contribute 75% of each premium and the employee shall contribute the remaining 25% of each premium for the current health insurance policy in effect. Only part-time permanent or part-time limited term employees who are working 20 hours or more per week are eligible for pro-rated benefits. Proration will be figured based on employees FTE as shown on the Town's staffing plan. This applies to part-time permanent and limited-term employees hired after ratification of this Agreement only.
- B. The health and safety of employees shall be reasonably protected while in the service of the Employer. Both parties to this Agreement hold themselves responsible for the mutual cooperative enforcement of safety rules and regulations.
- C. The Town encourages wellness activities in represented employees and agrees to continue to provide an agreed-upon treadmill and establish a space in the Town Hall Basement for access by all employees 24/7. The Labor-Management Committee will evaluate and make recommendations to increase health awareness while at work to help cope with sedentary jobs.

#### **ARTICLE 17 - LIABILITY AND LIFE INSURANCE**

The Employer, in accordance with § 2-9-305, MCA, shall pay the necessary premiums to provide general liability insurance and the necessary surety bonds for all employees

performing their duties, including the use of personal vehicles for essential Town business.

In the event an employee is personally sued as a result of performing his/her work duties, the Employer will defend the employee in accordance with terms and conditions outlined in § 2-9- 305 MCA.

In addition, the Employer shall carry \$50,000 in life insurance coverage on each employee.

## **ARTICLE 18 -TRAINING AND EDUCATIONAL ADVANCEMENT**

The Employer shall provide proper training and education for the advancement and benefit of the employees. Such training and education shall be recommended by the Department Head and approved by the TownManager.

Additional information on training can be found in the Town's Personnel Policy Manual.

## **ARTICLE 19 - PENSIONS**

The Federation and the Employer agree to participate in the Public Employees Retirement System of Montana throughout the term of this Agreement and to be bound by the policies of the system. Federation members may elect to make their own contributions to the Section 457 plan.

## **ARTICLE 20 - COMPENSATION AND PAY PERIODS**

The parties agree to adopt the 2025-2026 Wage Rate Table as shown in Attachment A to the Agreement, which shows wage bands that were in effect on June 30, 2024, as the base wages to which increase shall be applied during the term of of this Agreement The wages set out on the attached Table shall be paid retroactively to July 1, 2024, for employees who are employed by the Town on the date of execution of this Agreement.If the CPI-W annual average over the period between July 1, 2025 and July 1 of 2026 is more than 3% , the Agreement may be reopened by the Employee Unit to negotiate wages. The Cost of Living shall be determined using the formula provided by the University of Montana Bureau of Economic Research and the US Department of Labor and Bureau of Statistics CPI-U for the Annual Average.

Within the Public Services Department, the Operators will be defined as Operator I and Operator II. Operator I will not be required to be certified as a water and wastewater operator. Operator II shall be certified as a Montana Water and Wastewater Operator (at a minimum of 3A, 4B, 3C of the required licensing levels). To be eligible to be an Operator II, an employee shall also have enough equivalent service, time in position or longevity with the Town to have reached the Journeyman level in the Town's pay classification system.

An Operator II shall be compensated at \$1.00 more per hour than an Operator I.

Any Operator I wishing to become an Operator II shall be provided training

opportunities as budget and time allows.

- A. Employees shall move to the next pay increments in accordance with the Attachment A defining time in grade, training requirements and performance evaluations as follows:

**Probation:** Shall be minimum minus \$1.00 for the first six to nine months of employment.

**Apprentice:** Designated pay from end of probation through month 42 of employment.

**Journeyman:** Designated pay from beginning of month 43 through month 102 of employment.

**Master:** Designated pay from the beginning of month 103.

- B. Voluntary deductions will be based on monthly costs regardless of the number of pay periods in the month. Court garnishments will be determined by the terms and conditions of the court order.
- C. Employees shall be paid bi-weekly
- D. Premium pay shall be \$1.00 per hour for the hours worked from 8:00 p.m. to 8:00 a.m. Premium pay does not include travel, training or call out time. Premium pay for overtime is \$1.50 per hour

## **ARTICLE 21 - PERSONAL USE OF TOWN FACILITIES**

Otherwise as set in Article 15, the use of Town property and/or equipment is not allowed for the personal use of employees.

## **ARTICLE 22 - CREATION OF LABOR/MANAGEMENT TEAM**

A Labor/Management team shall meet on a quarterly basis, at a regularly scheduled date and time to discuss matters of mutual interest. This meeting may be cancelled by either party by giving 48-hour notice to the other party. Any time spent while attending team meetings shall be compensable time.

## **ARTICLE 23 - MUTUALLY AGREED NO STRIKE, NO LOCKOUT**

During the processing of any matter under the grievance Article, or at any other time during the term of this Agreement, the Federation agrees not to strike, render unfair reports, or cause slow down. The Employer agrees not to lockout employees represented by the Federation.

## **ARTICLE 24 - TERM OF THE AGREEMENT**

On or before March 31, 2027, unless in accordance with Article 20 above, either party may notify the other party in writing of its desire to negotiate the terms and provisions of a successor Agreement. Promptly following such notification, the parties shall meet and engage in such negotiations.

If neither party hereto gives notice to the other party of its desire to negotiate a successor Agreement prior to the date specified above, this contract shall automatically be renewed for successive one-year terms thereafter, beginning on July 1, 2027 and with the notice of the desire to open negotiations being due March 31 of each year.

Both parties, by mutual agreement, may agree to negotiate specific contract issues or articles during the contract period, but any change must be by mutual agreement between parties.

## **ARTICLE 25 - WAGE PROGRESSION**

The Town of West Yellowstone and the West Yellowstone Employees Unit of the Montana Public Employees Federation agree to the following concerning the procedure to move from probation to apprentice to journeyman to master.

The parties agree that in order to move forward through the pay plan, employees are required to show progress by completing required training, displaying adequate performance over time and at the time of annual evaluation, and complete requirement for time in grade. In the event that an employee is not eligible for advancement in the pay plan due to performance standards, the Employer is required to provide documentation of reprimands, corrective action plans, etc. An employee has the right to use the grievance procedure should he/she be disciplined for performance reasons and/or held back from advancement to the next pay level.

Movement from one pay level to the next will be contingent on the employee receiving an acceptable performance evaluation for the period prior to advancement. In addition, employees will meet the criteria for professional development designed by the Town Manager, the Federation Steward, and the appropriate Department Head (Attachment B). The Management- Labor Committee will work to revise Attachment B prior to the next CBA negotiation held after the signing of this document.

Both parties agree to attach to each position description the requirements for an employee to move through the pay plan that are detailed in Attachment B to this Agreement. The following shall be a general outline of what is required for each grade in the plan:

### **Probation:**

The term of probation shall be 12 (12) months from the date of hire.. Department Heads may, upon a satisfactory performance evaluation and approval of the Town Manager, remove an employee from probation after 12 (12) months of employment. Employees may be eligible for a pay increase after the first six months of employment.

The parties agree that any reference to probationary pay shall mean the minimum salary assigned to a wage band (Attachment A) less \$1.00 per hour. Probationary pay shall be in effect for twelve months from the date of hire, even though employees may remain on probation for an additional three months.

The probationary employee shall begin all required certification activities and show progress in attaining such certifications.

The probationary employee shall demonstrate adequate knowledge of the position and satisfactory performance.

**Apprentice:**

The term of apprentice shall be from removal from probation through month 42 of employment unless the conditions outlined in the position description have not been met. An employee shall not be held back in progression if the Employer has not provided required training opportunities.

The apprentice employee shall be required to complete all certification activities required by the position description. Employees are encouraged to complete a minimum of 24 hours per calendar year of non-required continuing education. These hours are not required to be formal training and may include, but are not limited to, attending safety meetings, in-house department training, reading articles in trade journals, etc. It shall be the employee's responsibility to document all non-required training hours.

In order to be eligible for advancement to the journeyman level, the apprentice level employee must receive satisfactory performance evaluations for their third year at the apprentice level and exhibit a general knowledge of their job as outlined in the applicable position description.

**Journeyman:**

The term of journeyman shall be from month 43 through month 102 of employment unless the conditions outlined in the position description have not been met. An employee shall not be held back in progression if the Employer has not provided required training opportunities.

The journeyman level employee shall maintain all certification activities required by the position description. Employees are encouraged to complete a minimum of 24 hours per calendar year of non-required continuing education. These hours are not required to be formal training and may include, but are not limited to, attending safety meetings, in-house department training, reading articles in trade journals, etc. It shall be the employee's responsibility to document all non- required training hours.

Journeyman level employees shall assist, as assigned, in providing training to probation and

apprentice level employees up to the journeyman's skills and abilities.

In order to be eligible for advancement to the master level, the journeyman level employee must receive satisfactory performance evaluations for their fifth year at the journeyman level and exhibit a general knowledge of their job as outlined in the applicable position description.

**Master:**

The term of master shall be from end of journeyman at month 103 through the balance of employment unless the conditions outlined in the position description have not been met.

The master level employee shall maintain all certification activities required by their position description. Employees are encouraged to complete a minimum of 24 hours per calendar year of non-required continuing education. These hours are not required to be formal training and may include, but are not limited to, attending safety meetings, in-house department training, reading articles in trade journals, etc. It shall be the employee's responsibility to document all non- required training hours.

Master level employees shall provide training as assigned to probation, apprentice and journeyman level employees. A master level employee shall be considered as a trainer in the position description for which they were hired. A master employee shall not have the right to refuse to train employees.

The master level employee must receive satisfactory performance evaluations and they shall show an extensive working knowledge of their job as outlined in the applicable position description. The master employee shall also show a satisfactory level of performance as a trainer in their position description.





| Occupations & Job  | FY 25      |         |         | FY 26      |         |         | FY 27      |         |         |
|--|------------|---------|---------|------------|---------|---------|------------|---------|---------|
|  | 7% *       |         |         | 5%         |         |         | 3%         |         |         |
|  | Apprentice | Journey | Master  | Apprentice | Journey | Master  | Apprentice | Journey | Master  |
| <b>Administration and Finance</b>  |            |         |         |            |         |         |            |         |         |
| Finance Clerk  | \$25.74    | \$28.97 | \$32.21 | \$27.03    | \$30.42 | \$33.82 | \$27.84    | \$31.33 | \$34.83 |
| Court Clerk  | \$25.74    | \$28.97 | \$32.21 | \$27.03    | \$30.42 | \$33.82 | \$27.84    | \$31.33 | \$34.83 |
| Executive Assistant  | \$28.18    | \$31.42 | \$34.65 | \$29.59    | \$32.99 | \$36.38 | \$30.48    | \$33.98 | \$37.47 |
|  |            |         |         |            |         |         |            |         |         |
| <b>Dispatch</b>  |            |         |         |            |         |         |            |         |         |
| Dispatcher*  | \$27.36    | \$30.53 | \$33.70 | \$28.73    | \$32.06 | \$35.39 | \$29.59    | \$33.02 | \$36.45 |
|  |            |         |         |            |         |         |            |         |         |
| <b>Parks &amp; Recreation</b>  |            |         |         |            |         |         |            |         |         |
| Recreation Coordinator   | \$33.31    | \$37.87 | \$42.44 | \$34.97    | \$39.77 | \$44.56 | \$36.02    | \$40.96 | \$45.90 |
| Seasonal Recreation Counselor  | \$20.35    | NA      | NA      | \$21.37    | NA      | NA      | \$22.01    | NA      | NA      |
| Recreation Specialist  | \$27.08    | NA      | NA      | \$28.43    | NA      | NA      | \$29.29    | NA      | NA      |
|  |            |         |         |            |         |         |            |         |         |
| <b>Social Services</b>   |            |         |         |            |         |         |            |         |         |
| Social Service Associate   | \$25.74    | \$28.97 | \$32.21 | \$27.03    | \$30.42 | \$33.82 | \$27.84    | \$31.33 | \$34.83 |
|  |            |         |         |            |         |         |            |         |         |
| <b>Public Works</b>  |            |         |         |            |         |         |            |         |         |
| Equipment Operator   | \$27.64    | \$30.08 | \$33.65 | \$29.03    | \$31.58 | \$35.33 | \$29.90    | \$32.53 | \$36.39 |
| Equip. Operator II (+\$1.00)**   | NA         | \$31.08 | \$34.65 | NA         | \$32.58 | \$36.33 | NA         | \$33.53 | \$37.39 |
| As Needed Drivers - EO probationary wage   | \$26.64    | NA      | NA      | \$28.03    | NA      | NA      | \$28.90    | NA      | NA      |
| Seasonal Laborer   | \$20.35    | NA      | NA      | \$21.37    | NA      | NA      | \$22.01    | NA      | NA      |
|  |            |         |         |            |         |         |            |         |         |
| <b>Library</b>   |            |         |         |            |         |         |            |         |         |
| Assistant Librarian  | \$25.74    | \$28.97 | \$32.21 | \$27.03    | \$30.42 | \$33.82 | \$27.84    | \$31.33 | \$34.83 |
| Language Instructor  | \$27.08    | NA      | NA      | \$28.43    | NA      | NA      | \$29.29    | NA      | NA      |
|  |            |         |         |            |         |         |            |         |         |
| * FY 24 for Dispatchers only, \$2.00/hour increase plus 5%   |            |         |         |            |         |         |            |         |         |
| ** The wage for Operator II is equivalent to Operator I plus \$1.00 per hour, based_ on water & sewer certifications |            |         |         |            |         |         |            |         |         |
| Note: If year over year CPI on July 1, 2026 is higher than 3%, it will trigger a contract reopener.                  |            |         |         |            |         |         |            |         |         |

**ATTACHMENT B-This attachment will be reviewed and revised by the Management-Labor Committee after the signing of this CBA to**

more closely match the expected qualifications for each grade.

| POSITION               | APPRENTICE  | JOURNEYMAN   | MASTER   |
|------------------------|---|--|--|
| <b>DISPATCHERS</b>     |   |  |  |
| Dispatcher             | <p>Complete Initial Training Outline (1<sup>st</sup> 6 months).<br/>           POST Certifications (1<sup>st</sup> Year).<br/>           CJIN Certification 1<sup>st</sup> 9 Months).<br/>           911 Officer Certification (within 60 days of hire).<br/>           E MD Certification (within 60 days of hire). FCO Certification (within 60 days of hire). Demonstrate proficiency in job.<br/>           Attend Jailer School.</p>   | <p>Maintain Certifications.<br/>           Attend recurring monthly training. CJIN Advanced Training.<br/>           Complete POST Training Officer Program. Demonstrate proficiency in job.<br/>           Provide Training as assigned.</p>  | <p>Maintain Certifications.<br/>           Provide Training as assigned. Demonstrate proficiency in job.</p> |
| Head Dispatcher        | <p>Complete Initial Training Outline (1<sup>st</sup> 6 months).<br/>           POST Certifications (1<sup>st</sup> Year).<br/>           CJIN Certification 1<sup>st</sup> 9 Months).<br/>           911 Officer Certification (within 60 days of hire).<br/>           E MD Certification (within 60 days of hire). FCO Certification (within 60 days of hire). TAC Certification.<br/>           Attend TAC Conference.<br/>           Demonstrate proficiency in job.<br/>           Attend Jailer School.</p> | <p>Maintain Certifications.<br/>           Attend recurring monthly training. CJIN Advanced Training.<br/>           Complete POST Training Officer Program. Demonstrate proficiency in job.<br/>           Attend TAC Conferences.<br/>           Provide Training as assigned.</p> | <p>Maintain Certifications.<br/>           Provide Training as assigned. Demonstrate proficiency in job.</p> |
| <b>PUBLIC SERVICES</b> |   |  |  |

|             |   |  |   |
|-------------|---|--|---|
| Operator I  | Complete flagger training.<br>Complete work zone safety class. Demonstrate proficiency with most equipment.<br>Obtain/maintain CDL. | Maintain Apprentice level training. Maintain CDL.<br>Demonstrate proficiency in job.<br>Provide Training as assigned.<br>Demonstrate knowledge of Grader operation.<br>Proficiency in all equipment. | Maintain certifications.<br>Provide training as assigned. |
| Operator II | Complete flagger training.<br>Complete work zone safety class.  | Maintain Apprentice level training.<br>Maintain CDL.   | Maintain certifications.<br>Provide training as assigned. |

| POSITION                   | APPRENTICE   | JOURNEYMAN   | MASTER  |
|----------------------------|--|--|---|
| Operator II<br>(continued) | Demonstrate proficiency with most equipment.<br>Obtain/maintain CDL<br>Complete water certification<br>Complete wastewater certification   | Demonstrate proficiency in job.<br>Provide training as assigned.<br>Demonstrate knowledge of Grader operation<br>Proficiency in all equipment  | Maintain certifications.<br>Provide training as assigned.   |
| Recreation Coordinator     | Provide documentation of specialized training in recreation programming. Maintain lifeguard certification.<br>Maintain Basic First Aid/CPR Certification.  | Maintain Apprentice level training. Attain the following certifications:<br>a. Certified Parks and Rec. Professional<br>b. Certified Playground Safety Inspector<br>Attain Lifeguard Instructor Certification<br>Attain First Responder Certification<br>Provide Training as assigned. | Maintain certifications.<br>Provide training as assigned. First Aid/CPR Instructor.   |
| Deputy Superintendent      | Commercial Building Inspector Certification.<br>Work Zone Technician Certification (MDT). Flagger Certification (MDT).<br>Montana Water Operator 2A, 3B.<br>Montana Wastewater Operator 3C.<br>Obtain/maintain CDL.<br>Demonstrate knowledge with all equipment. | Maintain Apprentice level training.<br>Maintain CDL.<br>Maintain CEC for water/wastewater. Show proficiency in job.<br>Attain ICC Plan Examiner Certification.<br>Provide Training as assigned.  | Maintain certifications.<br>Attain ICC Building Official Certification. Provide Training as assigned.   |
| <b>CITY COURT</b>          |  |  |   |
| Court Clerk                | Attend & complete required training as outlined by the Supreme Court.<br>Demonstrate proficiency in job.<br>Demonstrate proficient use of  | Attend & complete required training as outlined by the Supreme Court.<br>Maintain proficiency in job.<br>Maintain proficient use of court software. Maintain proficiency in record keeping.  | Attend & complete required training as outlined by the Supreme Court.<br>Maintain proficiency in job.<br>Maintain proficient use of court software. Maintain proficiency in record keeping. |

|                        |   |   |  |
|------------------------|---|---|--|
|                        | court software.<br>Demonstrate proficiency in record keeping.   | Provide Training as assigned.   | Provide training classes for dispatch and/or teach at state conferences as assigned.   |
| <b>TOWN OFFICE</b>     |   |   |  |
| Town Clerk             | Graduate from IIMC or MMCT&FOA accredited institute.<br>Acquire Montana Notary.<br>Demonstrate proficiency in use of software.<br>Demonstrate proficiency in job. | Attain/maintain IIMC Certified Municipal Clerk (CMC) designation or Certified Montana Municipal Clerk {CMMC) designation.<br>Maintain Montana Notary.   | Attain/maintain CMFA or CMMFO designation.<br>Provide training as needed to Town employees and Council Members. Maintain Montana Notary.<br>Maintain proficiency in use of software. |
| <b>POSITION</b>        | <b>APPRENTICE</b>   | <b>JOURNEYM<br/>A</b>   | <b>MASTE<br/>R</b>   |
| Town Clerk (continued) |   | Begin coursework to obtain APT Certified Municipal Finance Administrator (CMFA) designation or Certified Montana Municipal Finance Officer (CMMFO) designation.<br>Maintain proficiency in use of software. Maintain proficiency in job.<br>Provide Training as assigned. | Maintain proficiency in job. Provide Training as assigned.   |
| Deputy Town Clerk      | Graduate from IIMC or MMCT&FOA accredited institute.<br>Acquire Montana Notary.<br>Demonstrate proficiency in use of software.<br>Demonstrate proficiency in job. | Attain/maintain IIMC Certified Municipal Clerk (CMC) designation or MMCT&FOA Montana Clerk's certification.<br>Maintain Montana Notary.<br>Maintain proficiency in use of   | Provide training as needed to Town employees and Council Members.<br>Maintain Montana Notary.<br>Maintain proficiency in use of software. Maintain proficiency in job.               |

|   |  |  |  |
|---|--|--|--|
|   |  | software. Maintain proficiency in job.<br>Provide Training as assigned.  | Provide Training as assigned.  |
| <b>JOB &amp; SOCIAL SERVICES DEPARTMENT</b> |  |  |  |
| Job and Social Services Assistant           | Learn Food Bank ordering and accounting system.<br>Learn MT Job.gov site.<br>Learn Community Help Fund voucher procedures.<br>Learn all Office of Public Assistance programs.<br>Learn U14U procedures.<br>Learn basic office machine maintenance Learn ordering and inventory procedures Show proficiency in use of software.<br>Show proficiency in job. | Master Food Bank ordering and accounting system.<br>Mast MT jobs.gov site.<br>Master Community Help Fund voucher procedures.<br>Master all Office of Public Assistance programs.<br>Master U14U procedures.<br>Learn domestic abuse resources and procedures.<br>Learn Order of Protection procedures.<br>Learn Crime Victims Assistance procedures. Demonstrate proficiency in ordering and inventory control.<br>Demonstrate proficiency in maintaining office machines.<br>Demonstrate proficiency in use of software.<br>Demonstrate proficiency in job. | Demonstrate proficiency and advanced knowledge in all of the above.<br>Teach two classes to police/dispatchers on social services as assigned. |