

# Town of West Yellowstone

Tuesday, July 16, 2013  
Povah Community Center  
Town Council Meeting  
7:00 PM

## TOWN COUNCIL MEETING AGENDA

Pledge of Allegiance

Purchase Orders

Treasurer's/Securities Report ∞

Claims ∞

Consent Agenda: **July 2, 2013 Town Council Meeting** ∞

**July 9, 2013 Work Session** ∞

Business License Applications

- Yellowstone Cabins, revised site plan ∞

Advisory Board Report(s):

Operations Manager & Department Head Reports

Assignments Report

**Council Comments**

**Public Comment Period**

### UNFINISHED BUSINESS

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Business Licenses

Discussion/Action

- Utah Transportation LC Business License Relocation/Parking Review ∞
- Gibbon Lodging ∞
- Roadside Smokehouse & BBQ ∞

### NEW BUSINESS

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Marketing & Promotions Fund Award Recommendation, Klondike Dreams ∞

Discussion/Action

Appointment of Town Council Member to Town Seat ∞

Discussion/Action

Advisory Board Vacancies ∞

Discussion/Action

- Parks & Recreation Advisory Board, Council Representative
- Planning Board, Council Representative
- Gallatin County Regional Parks Board, Council Representative ∞
- Hebgen Basin Solid Waste District Board, Council Representative ∞
- Community Assessment Action Team/Chamber, Council Representative

Legal Services RFP ∞

Discussion/Action

Correspondence/FYI ∞

Meeting Reminders

Adjournment



## **Policy No. 16 (Abbreviated)**

### **Policy on Public Hearings and Conduct at Public Meetings**

#### Public Hearing/Public Meeting

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

#### Oral Communication

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

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any citizen, council member, or town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command.

Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Operations Manager.

#### General Town Council Meeting Information

- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the Povah Community Center located at 10 S. Geyser Street.
- Presently, informal Town Council work sessions are held at 7:30 AM on the first and third Tuesdays of each month and occasionally on other mornings and evenings. Work sessions also take place at the Povah Community Center located at 10 S. Geyser Street
- 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 always 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 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 646-7795.

- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com).

Adopted November 3, 2010, a complete copy of this policy is available at the Town Offices.



## REPURCHASE CONFIRMATION

Treasurer's Office  
 Town of West Yellowstone  
 P.O. Box 1570.  
 West Yellowstone, MT 59758  
 via Fax: 646-7511

Tax ID Number: 81-0299400

## REPURCHASE CONFIRMATION

Agreement Number: 60722900  
 Trade Date: 7/10/2013  
 Settlement Date: 7/10/2013  
 Maturity Date: 7/11/2013

Repurchase Rate: 0.046% (The average investment rate for 91-day T-Bills, adjusted weekly.)  
 Current Balance: \$749,193.32  
 Accrued Interest: \$11.45

## SECURITIES DESCRIPTION

Security	CUSIP	Rate	Maturity	Par	Market Value
Gallatin County, MT SD # 44	36370NBL8	3.00%	6/15/2015	\$200,000	\$208,697
Lake County, MT SD #30	509405BS4	2.00%	7/1/2014	\$375,000	\$383,707
Lake County, MT SD #30	509405BT2	2.00%	7/1/2015	\$300,000	\$309,564
					<u>\$901,968</u>

Fractional Interest in Securities\* : 83%

\*Fractional Interest = [(Current Balance)/(Market Value)] %

*This Repurchase Agreement is not a deposit and is not covered by FDIC deposit insurance or the FDIC Transaction Account Guaranty Program. In the event of a bank failure, the Town of West Yellowstone will become the owner of the Securities, or obtains a perfected security interest in these Securities.*

### Operating Account Information

Account Number: 60722892  
 Date: 7/11/2013  
 Balance: \$1,000.00  
 Current Rate: 0.03%  
 Accrued Interest: \$0.00

### Money Market Account Information

Account Number: 60606285  
 Date: 7/11/2013  
 Balance: \$526,563.50  
 Current Rate: 0.35%  
 Accrued Interest: \$50.49

# Treasurer's Report JUNE 2015

07/11/13  
13:50:43

TOWN OF WEST YELLOWSTONE  
Cash Report  
For the Accounting Period: 6/13

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Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
<b>1000 General Fund</b>						
101000 CASH	-245,530.46	521,178.90	54.61	7,280.00	268,394.45	28.60
101100 Investments - CD's	210,377.45	0.00	0.00	0.00	0.00	210,377.45
101300 Investments - Money Market Accou	401,412.07	151.43	0.00	0.00	0.00	401,563.50
101500 Investment-STIP	353,837.64	113.86	0.00	216,000.00	0.00	137,951.50
103000 Petty Cash	50.00	0.00	0.00	0.00	0.00	50.00
103100 Town Office	50.00	0.00	0.00	0.00	0.00	50.00
103200 Petty Cash/WY Police Dept	50.00	0.00	0.00	0.00	0.00	50.00
103400 Petty Cash-Recreation	150.00	0.00	0.00	0.00	0.00	150.00
<b>Total Fund</b>	<b>720,396.70</b>	<b>521,444.19</b>	<b>54.61</b>	<b>223,280.00</b>	<b>268,394.45</b>	<b>750,221.05</b>
<b>2100 Local Option Taxation-Resort Tax</b>						
101000 CASH	63,046.77	366,910.36	1,646.97	250,230.11	167,052.72	14,321.27
101300 Investments - Money Market Accou	125,000.00	0.00	0.00	55,000.00	0.00	70,000.00
101500 Investment-STIP	90,000.00	55,000.00	0.00	141,500.00	0.00	3,500.00
102001 Bond Account - Town Hall	56,971.45	164,699.72	0.00	56,971.45	0.00	164,699.72
102200 Investments - Bond Reserve Accou	92,461.66	38,031.47	0.00	0.00	0.00	130,493.13
102215 STIP Investment-Rev Bond current	0.00	71,208.45	0.00	0.00	0.00	71,208.45
<b>Total Fund</b>	<b>427,479.88</b>	<b>695,850.00</b>	<b>1,646.97</b>	<b>503,701.56</b>	<b>167,052.72</b>	<b>454,222.57</b>
<b>2101 Marketing &amp; Promotions (MAP)</b>						
101000 CASH	7,482.63	6,686.00	0.00	0.00	10,050.40	4,118.23
101500 Investment-STIP	55,000.00	0.00	0.00	0.00	0.00	55,000.00
<b>Total Fund</b>	<b>62,482.63</b>	<b>6,686.00</b>			<b>10,050.40</b>	<b>59,118.23</b>
<b>2102 TBID (Tourism Business Improvement District)</b>						
101000 CASH	5,326.98	30,678.00	0.00	1,080.15	5,167.19	29,757.64
<b>2111 Off Street Parking</b>						
101000 CASH	860.20	0.02	0.00	0.00	0.00	860.22
101500 Investment-STIP	68,569.69	11.73	0.00	0.00	0.00	68,581.42
<b>Total Fund</b>	<b>69,429.89</b>	<b>11.75</b>				<b>69,441.64</b>
<b>2210 Parks &amp; Recreation</b>						
101000 CASH	9,986.36	1,800.00	0.00	0.00	700.00	11,086.36
<b>2211 Parks/Rec Donations - Teen Center</b>						
101000 CASH	585.53	0.01	0.00	0.00	0.00	585.54
<b>2212 Parks - Volleyball Court</b>						
101000 CASH	3,880.95	0.07	0.00	0.00	0.00	3,881.02
<b>2213 Community Garden</b>						
101000 CASH	312.26	125.01	0.00	0.00	138.44	298.83
<b>2220 Library</b>						
101000 CASH	2,787.44	12,665.25	0.00	25.00	15,384.67	43.02
102130 Donations for Extension Svcs Lib	7,481.39	150.13	0.00	0.00	202.50	7,429.02
103000 Petty Cash	50.00	0.00	0.00	0.00	0.00	50.00
<b>Total Fund</b>	<b>10,318.83</b>	<b>12,815.38</b>		<b>25.00</b>	<b>15,587.17</b>	<b>7,522.04</b>
<b>2240 Cemetery</b>						
101000 CASH	2,866.11	35.05	0.00	0.00	0.00	2,901.16
101500 Investment-STIP	11,831.15	0.00	0.00	0.00	0.00	11,831.15
<b>Total Fund</b>	<b>14,697.26</b>	<b>35.05</b>				<b>14,732.31</b>
<b>2390 Drug Forfeiture</b>						
101000 CASH	6,233.84	0.00	0.00	0.00	0.00	6,233.84
101500 Investment-STIP	28,858.85	0.00	0.00	0.00	0.00	28,858.85
<b>Total Fund</b>	<b>35,092.69</b>					<b>35,092.69</b>

TOWN OF WEST YELLOWSTONE  
Cash Report  
For the Accounting Period: 6/13

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
2392 CDBG-Local Source						
101000 CASH	8,126.20	175.15	0.00	0.00	0.00	8,301.35
101500 Investment-STIP	68,822.72	0.00	0.00	0.00	0.00	68,822.72
<b>Total Fund</b>	<b>76,948.92</b>	<b>175.15</b>				<b>77,124.07</b>
2701 Cemetery Perpetual Care (7050)						
101000 CASH	2,151.15	15.04	0.00	0.00	0.00	2,166.19
101500 Investment-STIP	35,838.25	6.13	0.00	0.00	0.00	35,844.38
<b>Total Fund</b>	<b>37,989.40</b>	<b>21.17</b>				<b>38,010.57</b>
2820 Gas Tax Apportionment						
101000 CASH	18,363.97	8,418.48	0.00	0.00	8,948.08	17,834.37
101500 Investment-STIP	56,963.00	0.00	0.00	0.00	0.00	56,963.00
<b>Total Fund</b>	<b>75,326.97</b>	<b>8,418.48</b>			<b>8,948.08</b>	<b>74,797.37</b>
2850 911 Emergency						
101000 CASH	21,723.66	0.37	0.00	0.00	1,121.41	20,602.62
101500 Investment-STIP	29,578.55	5.06	0.00	0.00	0.00	29,583.61
<b>Total Fund</b>	<b>51,302.21</b>	<b>5.43</b>			<b>1,121.41</b>	<b>50,186.23</b>
2917 Crime Victims Assistance						
101000 CASH	16,661.67	0.00	0.00	0.00	0.00	16,661.67
3050 GO Bond						
101000 CASH	12,130.45	87,906.56	0.00	0.00	99,641.25	395.76
101300 Investments - Money Market Accou	0.00	55,000.00	0.00	0.00	0.00	55,000.00
101500 Investment-STIP	170,506.44	29.18	0.00	98,000.00	0.00	72,535.62
<b>Total Fund</b>	<b>182,636.89</b>	<b>142,935.74</b>		<b>98,000.00</b>	<b>99,641.25</b>	<b>127,931.38</b>
4000 Capital Projects/Equipment						
101000 CASH	17,918.72	0.21	0.00	0.00	6,297.00	11,621.93
101500 Investment-STIP	8,519.97	1.46	0.00	0.00	0.00	8,521.43
<b>Total Fund</b>	<b>26,438.69</b>	<b>1.67</b>			<b>6,297.00</b>	<b>20,143.36</b>
4005 Town Office						
101000 CASH	38,355.62	0.66	0.00	0.00	1,622.00	36,734.28
4060 Public Works Equipment Replacement						
101000 CASH	0.00	16,000.00	0.00	0.00	16,000.00	0.00
101500 Investment-STIP	16,234.74	2.78	0.00	16,000.00	0.00	237.52
<b>Total Fund</b>	<b>16,234.74</b>	<b>16,002.78</b>		<b>16,000.00</b>	<b>16,000.00</b>	<b>237.52</b>
4061 Water Fund Capital Improvement						
101500 Investment-STIP	165,405.00	28.31	0.00	0.00	0.00	165,433.31
4062 Sewer Fund Capital Improvement						
101500 Investment-STIP	199,648.00	34.17	0.00	0.00	0.00	199,682.17
4070 Parkway Construction/Mtn						
101000 CASH	7,647.60	82,500.85	0.00	43,000.00	0.00	47,148.45
101500 Investment-STIP	226,751.67	43,038.80	0.00	0.00	0.00	269,790.47
<b>Total Fund</b>	<b>234,399.27</b>	<b>125,539.65</b>		<b>43,000.00</b>		<b>316,938.92</b>
4075 Street Construction /Maintenance						
101500 Investment-STIP	320,670.73	54.88	0.00	0.00	0.00	320,725.61
4401 Save American Treasurers Grant						
101000 CASH	11,961.47	0.22	0.00	0.00	0.00	11,961.69
101500 Investment-STIP	16.76	0.00	0.00	0.00	0.00	16.76
<b>Total Fund</b>	<b>11,978.23</b>	<b>0.22</b>				<b>11,978.45</b>
5210 Water Operating Fund						

07/11/13  
13:50:43

TOWN OF WEST YELLOWSTONE  
Cash Report  
For the Accounting Period: 6/13

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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101000 CASH	81,059.96	23,177.34	0.00	7,000.00	62,010.90	35,226.40
101500 Investment-STIP	72,761.70	7,012.45	0.00	0.00	0.00	79,774.15
102215 STIP Investment-Rev Bond current	40,697.50	6.96	0.00	0.00	0.00	40,704.46
102225 STIP Reserve Acct	29,311.06	5.02	0.00	0.00	0.00	29,316.08
102245 Replacement & Depreciation Ent.	148,345.32	25.39	0.00	0.00	0.00	148,370.71
<b>Total Fund</b>	<b>372,175.54</b>	<b>30,227.16</b>		<b>7,000.00</b>	<b>62,010.90</b>	<b>333,391.80</b>
5310 Sewer Operating Fund						
101000 CASH	75,349.24	27,800.76	1,909.57	16,500.00	41,647.95	46,911.62
101500 Investment-STIP	330,592.03	16,556.57	0.00	0.00	0.00	347,148.60
101510 Mad Add Construction-STIP	60,341.60	10.33	0.00	0.00	0.00	60,351.93
102245 Replacement & Depreciation Ent.	129,608.50	22.18	0.00	0.00	0.00	129,630.68
<b>Total Fund</b>	<b>595,891.37</b>	<b>44,389.84</b>	<b>1,909.57</b>	<b>16,500.00</b>	<b>41,647.95</b>	<b>584,042.83</b>
7010 Social Services/Help Fund						
101000 CASH	23,199.24	194.42	0.00	0.00	144.93	23,248.73
7195 Court Collections Trust Acct						
101000 CASH	11,862.49	0.00	0.00	0.00	0.00	11,862.49
7458 Court Surcharge HB176						
101000 CASH	12,200.00	0.00	0.00	0.00	0.00	12,200.00
7467 MT Law Enforcement Academy (MLEA)						
101000 CASH	12,074.00	0.00	0.00	0.00	0.00	12,074.00
7468 Public Defender Fee						
101000 CASH	555.00	0.00	0.00	0.00	0.00	555.00
7469 City Court - Judge Brandis						
101000 CASH	42,606.85	3,045.00	0.00	2,165.90	400.00	43,085.95
7910 Payroll Fund						
101000 CASH	132.49	0.00	173,612.00	134,769.90	0.00	38,974.59
7930 Claims Fund						
101000 CASH	10,311.38	0.00	527,700.74	525,162.12	0.00	12,850.00
<b>Totals</b>	<b>3,894,994.66</b>	<b>1,640,520.19</b>	<b>704,923.89</b>	<b>1,570,684.63</b>	<b>704,923.89</b>	<b>3,964,830.22</b>

\*\*\* Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

07/11/13  
18:10:41

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 7/13

For dates posted from 07/10/13 to 07/11/13  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
38943		2546 Century Link QCC	70.44					
	06/23/13	long dist chg	64.81		FINADM	1000 410510	345	101000
	06/23/13	access fee/sm bus plan/tax	5.63		finadm	1000 410510	345	101000
38944		2575 WY Tourism Business Improvement	29,757.66					
	07/01/13	June 2013 collections	29,757.66		TBID	2102 411800	540	101000
38945		1514 Verizon Wireless	1,007.80					
This bill looks high because we switched all the cell phones onto one bill and the billing cycles had to be adjusted so everyone is on the same cycle. Some lines look low because credits were applied to get everything on the same cycle. It also includes a new phone for PSS, old phone was moved to Ops Mgr. er								
	06/20/13	640-0512, Parks	34.90		PARKS	1000 460430	345	101000
	06/20/13	640-1103, Operator	34.51		STREET	1000 430200	345	101000
	06/20/13	640-1438 Soc Services	43.69		SOCSEK	1000 450135	345	101000
	06/20/13	640-1460 Dispatch	48.95		POLICE	1000 420110	345	101000
	06/20/13	640-1461, Facilities Tech	48.95		STREET	1000 430200	345	101000
	06/20/13	640-1462, Operator, SP	92.29		STREET	1000 430200	345	101000
	06/20/13	640-1463, Deputy PSS, SP	92.29		STREET	1000 430200	345	101000
	06/20/13	640-1472, Ops Mgr, SP	56.44		ADMIN	1000 410210	345	101000
	06/20/13	Rec 640-1676, SP	49.90		REC	1000 460440	345	101000
	06/20/13	PD Chief 640-1754	34.90		POLICE	1000 420110	345	101000
	06/20/13	PD 640-1755	25.95		POLICE	1000 420110	345	101000
	06/20/13	PD 640-1756	25.95		POLICE	1000 420110	345	101000
	06/20/13	PD 640-1757	25.95		POLICE	1000 420110	345	101000
	06/20/13	PD 640-1758	25.95		POLICE	1000 420110	345	101000
	06/20/13	PD 640-1759	25.95		POLICE	1000 420110	345	101000
	06/20/13	640-7547, Facilities Tech	48.95		PARKS	1000 460430	345	101000
	06/20/13	640-9074, PSS, SP	92.29		BLDINS	1000 420531	345	101000
	06/20/13	new phone, 640-9074	199.99		BLDINS	1000 420531	345	101000
38946		2551 Thyssenkrupp Elevator Corp	364.21					
	3000620917	07/01/13 elevator maint-Povah	364.21		POVAH	1000 411255	350	101000
38950		2558 Hebgen Basin Fire District	43,143.00					
	07/15/13	July 2013	43,143.00		FIRE	1000 420400	357	101000
38951		146 Morrison-Maierle, Inc	60.00					
	16080	07/05/13 online backup, Town Offices	60.00		FINADM	1000 410510	356	101000

07/11/13  
18:10:41

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 7/13

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Report ID: AP100

For dates posted from 07/10/13 to 07/11/13

\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
38952	1273 Montana Security and 38675 07/01/13 quarterly monitoring UPDL	61.50 61.50		UPDL	1000 411252	357	101000
38953	2088 Town West Yellowstone	1,554.51					
	07/01/13 utility chrgs, Chamber, 895	100.26		BLDGS	1000 411257	340	101000
	07/01/13 utility chrgs, UPDL, 892	53.69		BLDGS	1000 411252	340	101000
	07/01/13 utility chrgs, PS Shops, 884	23.76		BLDGS	1000 411253	340	101000
	07/01/13 utility chrgs, ESB, 883	162.92		BLDGS	1000 411254	340	101000
	07/01/13 utility chrgs. Povah Ctr, 887	54.42		BLDGS	1000 411255	340	101000
	07/01/13 utility chrgs, Police Dept, 886	25.65		BLDGS	1000 411258	340	101000
	07/01/13 utility chrgs, City Park, 885	922.35		BLDGS	1000 411253	340	101000
	07/01/13 utility chrgs, Library, 891	25.94		LIBRAR	2220 460120	340	101000
	07/01/13 utility chrgs, Lift #1, 903	10.15		SEWER	5310 430600	340	101000
	07/01/13 utility chrgs, Twn Hall, 921	175.37		TWNHAL	1000 411250	340	101000
38957	266 Utilities Underground Location	17.90					
	3065280 06/30/13 excavation notifications	8.95		WATER	5210 430500	357	101000
	3065280 06/30/13 excavation notifications	8.95		SEWER	5310 430600	357	101000
38958	2789 WEX Bank	3,285.88					
	32207793 07/01/13 07 Ford Expedition	220.56		SS	1000 450135	231	101000
	32207793 07/01/13 06 Dodge Durango 6-1374	299.03		POLICE	1000 430200	231	101000
	32207793 07/01/13 10 Ford Crown Vic 6-34157A	51.02		POLICE	1000 430200	231	101000
	32207793 07/01/13 08 Ford Crown Vic 6-1437	192.51		POLICE	1000 430200	231	101000
	32207793 07/01/13 10 Ford Expedition	177.22		POLICE	1000 430200	231	101000
	32207793 07/01/13 11 Ford Expedition 6-21425A	334.59		POLICE	1000 430200	231	101000
	32207793 07/01/13 77 Intl Dumptruck	0.00		STREET	1000 430200	231	101000
	32207793 07/01/13 78 Chevy Dumptruck	0.00		STREET	1000 430200	231	101000
	32207793 07/01/13 78 Autocar Dumptruck	0.00		STREET	1000 430200	231	101000
	32207793 07/01/13 85 Ford Dumptruck	0.00		STREET	1000 430200	231	101000
	32207793 07/01/13 140 G Grader	136.42		STREET	1000 430200	231	101000
	32207793 07/01/13 CAT 936 Loader	0.00		STREET	1000 430200	231	101000
	32207793 07/01/13 91 Ford Pickup	142.96		STREET	1000 430200	231	101000
	32207793 07/01/13 95 Mobile Sweeper	0.00		STREET	1000 430200	231	101000
	32207793 07/01/13 97 Athey Sweeper	0.00		STREET	1000 430200	231	101000
	32207793 07/01/13 99 SS Snowblower	0.00		STREET	1000 430200	231	101000
	32207793 07/01/13 00 Freightliner Dump 6-6070	319.01		STREET	1000 430200	231	101000
	32207793 07/01/13 Snowmobile	0.00		STREET	1000 420100	231	101000
	32207793 07/01/13 02 Freightliner Dump 6-54564	0.00		STREET	1000 430200	231	101000
	32207793 07/01/13 08 Ford Pickup 6-1450	335.44		STREET	1000 430200	231	101000
	32207793 07/01/13 08 GMC Pickup 6-1484	361.02		STREET	1000 430200	231	101000

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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
32207793	07/01/13 08 CAT 938H Loader	218.26		STREET	1000 430200	231	101000		
32207793	07/01/13 08 904B MiniLoader	121.11		STREET	1000 430200	231	101000		
32207793	07/01/13 YNP Truck #1	0.00		STREET	1000 430200	231	101000		
32207793	07/01/13 YNP Truck #2	0.00		STREET	1000 430200	231	101000		
32207793	07/01/13 08 Ford Escape (multi-use)	211.51		DISPAT	1000 410100	370	101000		
32207793	07/01/13 93 Dodge Pickup 6-2010	137.38		STREET	1000 460430	231	101000		
32207793	07/01/13 Kubota Tractor	27.84		PARKS	1000 460430	231	101000		
38959	95 Energy West-Montana	918.54							
	06/27/13 nat gas - 62211 - updh	250.61		UPDH	1000 411252	344	101000		
	06/27/13 nat gas - 62017 - police sta.	20.66		POLICE	1000 411258	344	101000		
	06/27/13 nat gas - 12204-pub.svcs	95.33		STREET	1000 430200	344	101000		
	06/27/13 nat gas - 62214- old firehall	35.34		PARK	1000 460430	344	101000		
	06/27/13 nat gas - 01603 - Bldg. Dept.	40.67		INSPET	1000 420531	344	101000		
	06/27/13 nat gas - 62205 - ems bldg	36.66		EMS/FI	1000 411254	344	101000		
	06/27/13 nat gas - 61962 - library	43.32		LIBRAR	2220 460120	344	101000		
	06/27/13 nat gas - 07154 - Povah Ctr.	214.03		POVAH	1000 411255	344	101000		
	06/27/13 nat gas - 62207 - pub svcs	27.34		PUBSVC	1000 430200	344	101000		
	06/27/13 nat gas -17279 -Town Hall	154.58*		TWNHAL	1000 411250	344	101000		
38977	2099 Quick Print of West Yellowstone	137.45							
	3943 07/09/13 business cards	61.20		DISPAT	1000 420160	220	101000		
	3892 07/01/13 printing	76.25		POLICE	1000 420100	220	101000		
38978	2204 Republic Services	704.46							
	06/28/13 dumpster lease police	233.67		POLICE	1000 411258	534	101000		
	06/28/13 Chamber dumpster	235.24		CHAMB	1000 411257	534	101000		
	06/28/13 dumpster lease/shop	235.55		PARK	1000 460430	534	101000		
38979	2421 NAPA Auto Parts	270.33							
	06/30/13 parts	270.33		STREET	1000 430200	220	101000		
38980	1 First Security Bank	50.00							
	07/01/13 safe deposit box	50.00		FINADM	1000 410510	630	101000		
38981	2620 Kurtis Holtzen	33.44							
	07/05/13 reimb uniform-Holtzen	33.44		STREET	1000 430200	226	101000		
38982	764 General Distributing Co.	38.10							
	143807 06/30/13 compressed O2	38.10		STREET	1000 430200	220	101000		

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Claim	Vendor #/Name/	Document \$/	Disc \$					Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
38983	2121 Pacific Steel & Recycling	652.56						
1350608	06/25/13 steel	652.56*		DRAIN	1000 430235	357	101000	
38984	2321 Smith Ford Mercury	222.38						
6029502	05/28/13 maintenance 2010 Ford Exp	222.38		POLICE	1000 420100	361	101000	
38985	2369 River Dragon Designs	100.00						
298868	07/01/13 banner	100.00		LIB	2220 460100	357	101000	
38986	2790 Creative Product Source Inc.	196.59						
CPI039090	06/28/13 100 coloring books	196.59		LIB	2220 460100	215	101000	
38987	999999 GARY MICHELFELDER	350.00						
06/24/13	refund UPDL deposit	350.00		UPDL	2210 214000		101000	
38988	999999 CORIE & PHILLIPS THOMAS	350.00						
06/29/13	refund UPDL deposit	350.00		UPDL	2210 214000		101000	
38989	999999 ARYEH ADVENTURE	200.00						
07/06/13	UPDL deposit less charges	200.00		UPDL	2210 214000		101000	
38990	1984 Corner Conoco	30.00						
15804	06/30/13 help fund fuel	30.00		HELP	7010 450135	231	101000	
38991	40 Jerry's Enterprises	50.00						
062413/01	06/27/13 help fund fuel	50.00		HELP	7010 450135	231	101000	
38992	2808 Parker's Sand & Gravel, Inc.	224.00						
17047	06/20/13 sand	224.00		STREET	1000 430200	220	101000	
38993	151 WY Hebgen Basin Refuse District	487.35						
07/01/13	transfer station charges	487.35		PARKS	1000 460430	534	101000	
38994	489 MSE ANALYTICAL LABORATORY	50.00						
1306164	06/28/13 water samples	50.00		WATER	5210 430500	357	101000	
38995	2764 HD Supply Waterworks, Ltd.	576.40						
B088229	06/13/13 water meter supplies	576.40		WATER	5210 430500	251	101000	

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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
38996	2343 US Iron	825.00							
	165260 06/25/13 welding	637.50*		STORM	1000 430235	357		101000	
	165261 06/25/13 rebuild storm drain	187.50*		STORM	1000 430235	357		101000	
38997	471 Northwest Pipe Fittings, Inc.	606.09							
	5129204-1 06/10/13 spacers	500.00		WATER	5210 430590	251		101000	
	5139394 06/12/13 valve	106.09		WATER	5210 430590	251		101000	
38998	2586 Waxie Sanitary Supply	143.06							
	73982388 06/10/13 custodial supplies	143.06		PARKS	1000 460430	220		101000	
38999	2328 Anderson Precast & Supply, Inc.	372.50							
	66849 06/12/13 custom structure kit	372.50		TWNHAL	4005 411200	920		101000	
39000	2635 Jake's Automotive and Tire	242.49							
	7595 05/03/13 maint 2008 Ford	242.49		STREET	1000 430200	398		101000	
39001	2537 Balco Uniform Co., Inc.	452.99							
	34134-1 07/03/13 uniform-Chief/McCoy	37.04		POLICE	1000 420100	226		101000	
	34134-2 07/03/13 Uniform-Chief/McCoy	415.95		POLICE	1000 420100	226		101000	
39002	1454 Big Sky Publishing	662.50							
	920378 06/28/13 2013 CCR Water	490.00		WATER	5210 430500	327		101000	
	902671-2 06/14/13 Elections Ad	112.50		ADMIN	1000 410210	327		101000	
	917565 06/28/13 prelim budget	30.00		ADMIN	1000 410210	327		101000	
	914297 06/25/13 prelim budget	30.00		ADMIN	1000 410210	327		101000	
39003	533 Market Place	16.81							
	06/30/13 supplies	16.81		SUMREC	1000 460449	220		101000	
39004	2306 Brandy Holland	79.99							
	07/05/13 sony dock	79.99		REC	1000 460440	220		101000	
39005	2357 US Bank	48,351.56							
	07/01/13 Town Hall, Principal	23,990.00		TWNHAL	2100 490200	610		101000	
	07/01/13 Town Hall, Interest	4,418.24		TWNHAL	2100 490200	620		101000	
	07/01/13 CAT Loader, Principal	6,203.94		STREET	1000 490520	610		101000	
	07/01/13 CAT Loader, Interest	413.53		STREET	1000 490520	620		101000	
	07/01/13 911 Center, Prinicpal	12,452.02		911	2850 490530	610		101000	
	07/01/13 911 Center, Interest	873.83		911	2850 490530	620		101000	

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
39006			40 Jerry's Enterprises	156.89					
	06/27/13	supplies		106.95		LIB	2220 460100	216	101000
	06/27/13	supplies		49.94		STREET	1000 430200	220	101000
39007			135 Food Roundup	114.39					
	06/30/13	supplies		5.98		LEGIS	1000 410100	220	101000
	06/30/13	supplies		108.41		JAIL	1000 420230	220	101000
39008			375 Black Mountain	3,031.00					
	17106 07/01/13	Accounting annual maint		2,057.00		FINADM	1000 410510	356	101000
	17106 07/01/13	Cemeter		974.00		CEM	2240 430900	355	101000
39009			725 Swan Cleaners	55.50					
	926 07/01/13	jail laundry		55.50		JAIL	1000 420230	390	101000
39010			1907 Kathleen Hopkins	46.80					
	07/01/13	reimb mileage, 911 Bd Mtg		46.80		POLICE	1000 420100	370	101000
39011			2813 Century Link	197.52					
	06/28/13	Town Hall, 646-5185/646-5179		197.52		TWNHAL	1000 411250	345	101000
39012			16 Gordon Berger	163.22					
	06/28/13	reimb candy, Sam's, parade		99.64		POLICE	1000 420100	870	101000
	06/28/13	reimb cellphone batteries		63.58		POLICE	1000 420100	220	101000
39013			2337 Central Services Division	2,217.74					
	2014-12-27 05/01/13	13-14 CJIN licenses		2,217.74		DISPAT	1000 420160	398	101000
	2014-12-27240								
39014			999999 MARY SLAUGHTER ANDERSON	85.00					
	07/10/13	bond refund, 2013-11		85.00		COURT	7469 212400		101000
39015			999999 GAURAV DUBEY	15.00					
	07/08/13	refund overpmt, receipt 13750		15.00		COURT	7469 212400		101000
39016			73 Westmart Building Center	4,394.66					
	06/27/13	supplies		3,169.27		STREET	1000 430200	220	101000
	06/27/13	supplies		13.29		SEWER	5310 430600	220	101000
	06/27/13	supplies		44.63		WATER	5210 430500	220	101000
	06/27/13	supplies		11.39		POLICE	1000 420100	220	101000
	06/27/13	supplies		394.46		UPDL	1000 411252	220	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	06/27/13	supplies		15.19		LIB	2220 460100	220	101000
	06/27/13	supplies		81.55		TWNHAL	1000 411250	220	101000
	06/27/13	supplies		94.02		PARKS	1000 460430	365	101000
	06/27/13	supplies		484.47		PARKS	1000 460430	220	101000
	06/27/13	supplies		86.39		GARDEN	2213 460000	220	101000
39017		2291 American Express		2,662.13					
	06/13/13	American WW Assoc, membership		70.00		WATER	5210 430500	335	101000
	06/13/13	American WW Assoc, books		609.90		WATER	5210 430500	220	101000
	06/18/13	Home Depot		458.00		STREET	1000 430200	220	101000
	06/18/13	Yogo Inn, DesRochers, Cisneros		320.52		POLICE	1000 420100	370	101000
	06/19/13	USPS.com, envelopes		148.65		FINADM	1000 410510	220	101000
	06/19/13	USPS.com, postage+shipping		705.00		FINADM	1000 410510	311	101000
	06/20/13	Microsoft Store, software		145.90		LIB	2220 460100	216	101000
	06/24/13	Oriental Trading, supplies		38.74		SUMREC	1000 460449	220	101000
	06/25/13	Woodside Bakery, supplies		100.42		LEGIS	1000 410100	220	101000
	06/25/13	MT Gov, burn permit		15.00		SEWER	5310 430600	870	101000
	06/28/13	Wildflower Des, 3Forks retire		50.00			1000 410100	220	101000
39018		2673 First Bankcard		2,968.40					
	05/30/13	MSU Northern-tuition		275.00		WATER	5210 430500	380	101000
	06/07/13	Holiday Inn, Arnado		380.36		WATER	5210 430500	370	101000
	06/12/13	Aquatech, valve		68.25		PARKS	1000 460430	361	101000
	06/13/13	CHP, CDL McCord/Austin		176.00		STREET	1000 430200	870	101000
	06/12/13	Town Pump, fuel		44.14		STREET	1000 430200	231	101000
	06/20/13	Sherwin Williams, paint		1,075.60		GASTAX	2820 430200	368	101000
	06/21/13	Kenyon-Noble, lumber		129.56		PARKS	1000 460430	221	101000
	06/17/13	Softwarespeddy.com		87.99		FINADM	1000 410510	216	101000
	06/20/13	iJump, rec trip		249.10*		SUMREC	1000 460449	335	101000
	06/26/13	Blast Off, rec trip		443.40*		SUMREC	1000 460449	335	101000
	06/26/13	fee-will be credited off next		39.00			1000 410510	870	101000
39019		1140 Sagebrush Floral		142.38					
	157543 07/01/13	flowers		142.38		PARKS	1000 460430	221	101000
39020		1235 Yellowstone Rental & Sports		255.00					
	21602 07/05/13	saw use		105.00		TWNHAL	4005 411200	920	101000
	21459 06/08/13	jumping jack		150.00		TWNHAL	4005 411200	920	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
39021			479 Williams Plumbing & Heating	6,131.51					
	S-7613	05/07/13	2" meter install	525.00		WATER	5210 430590	251	101000
	s-7609	05/30/13	2" meter install	330.00		WATER	5210 430590	251	101000
	s-7392	05/30/13	Boiler remove/install	5,276.51*		STREET	1000 430200	366	101000
39022			2803 Brian McCoy	341.07					
		07/12/13	moving expenses	341.07		POLICE	1000 410210	870	101000
39023			2777 Dick Anderson Construction, Inc.	87,312.26					
	8	07/01/13	Town Hall Payment	88,194.20		TWNHAL	2100 411200	950	101000
	8	07/01/13	1% MT Contractors Tax	-881.94		TWNHAL	2100 411200	950	101000
			<b>Total:</b>	<b>247,007.96</b>					
				247,007.96					

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Fund/Account	Amount
1000 General Fund	
101000 CASH	\$79,712.85
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$115,720.50
2102 TBID (Tourism Business Improvement	
101000 CASH	\$29,757.66
2210 Parks & Recreation	
101000 CASH	\$900.00
2213 Community Garden	
101000 CASH	\$86.39
2220 Library	
101000 CASH	\$633.89
2240 Cemetery	
101000 CASH	\$974.00
2820 Gas Tax Apportionment	
101000 CASH	\$1,075.60
2850 911 Emergency	
101000 CASH	\$13,325.85
4005 Town Office	
101000 CASH	\$627.50
5210 Water Operating Fund	
101000 CASH	\$3,966.33
5310 Sewer Operating Fund	
101000 CASH	\$47.39
7010 Social Services/Help Fund	
101000 CASH	\$80.00
7469 City Court - Judge Brandis	
101000 CASH	\$100.00
<b>Total:</b>	<b>\$247,007.96</b>

WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**July 2, 2013**

COUNCIL MEMBERS PRESENT: Mayor Jerry Johnson, Brad Schmier, and Doc Stewart, Pierre Martineau, and Tom Cherhoniak

OTHERS PRESENT: Social Services Director Jack Dittmann, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Gordon Berger

The meeting is called to order by Mayor Jerry Johnson at 7:00 PM in the Povah Community Center

Portions of the meeting are being recorded.

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

**ACTION TAKEN**

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- 1) Motion carried to pay the claims, which total \$27,704.13. (Stewart, Martineau)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the June 18, 2013 Town Council Meeting and the June 25, 2013 Work Session. (Stewart, Martineau)
- 3) Motion carried to table the new business license application for Geoff Richards pending a parking plan and relevant health permits. (Martineau, Cherhoniak)
- 4) Motion carried to table the new business license application for Roadside Smokehouse & BBQ to table for further review by the building department. (Stewart, Schmier)
- 5) Motion carried to table the business license relocation and parking review for Utah Transportation, LC. (Stewart, Cherhoniak)
- 6) Motion carried to approve the Application for Outside Amplification Permit made by Wild West Yellowstone Rodeo through August 31, 2013 between the hours of 1 PM and 7 PM. (Martineau, Schmier) Stewart is opposed.
- 7) Motion carried to approve the Application to Maintain an Encroachment made by Fremont Communications to install a fiber optic line in the public right of way from the Fall River Office on Madison to the corner of Geyser and Yellowstone in order to serve the new Town Hall. (Stewart, Martineau)
- 8) Motion carried to approve the request from the Holiday Inn to block of a portion of the interior park of Block 25 during the Yellowstone Rod Run, August 1-4, 2013. (Stewart, Cherhoniak)

**Council Comments**-Cherhoniak says that if they want to schedule the next budget meeting earlier in the day, he thinks he can accommodate that. Stewart recognizes Council Member Pierre Martineau as this is his last meeting on the Council before he is appointed to the County Commission. Mayor Johnson also thanks Martineau for his time and commitment to the Town and the community, which he knows will not end.

**Public Comment**- Chief of Police Gordon Berger recognizes Officer Mike Gavagan for his recent act of heroism in the line of duty. Gavagan saved a local girl's life recently when he was the first to respond when the girl's heart stopped. Gavagan administered CPR until paramedics arrived and the child was air-lifted to Salt Lake City. The child has made a full recovery. Chief Berger presents Gavagan with a letter of commendation and a plaque to the applause of a full room of friends, family, and fellow employees. Mayor Johnson also recognizes and congratulates Gavagan for his act. Chief Waldron seconds Johnson's comments and points out that Gavagan became certified in CPR on his own time and suggests that the Town consider training all of the police and even public works employees in CPR. He says that fishing and

snowmobile guides currently have more stringent emergency response training requirements than police officers.

**Presentation:** Deputy Town Clerk Mandy Munger displays the new Town website. She briefly describes the new features and information that is now available on the site.

## **DISCUSSION**

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6) The Council discusses the request from the Wild West Yellowstone Rodeo for outside amplification to advertise the rodeo that is held outside of town by loudspeaker projected from a car throughout town. The Council debates whether the projected sound can actually be understood and if they should include conditions that address the decibel level and clarity, but do not attach any conditions to the permit.

A) **Advisory Board Reports:** Guay reports that the Healthcare Services Advisory Board met last week and elected Kyle Goltz to be the chair. She reports that the board met but did not have a full quorum and therefore did not take a vote, but the majority of those present recommended that the Council fund the request to fund the Community Health Partners medical clinic in the amount of \$75,000 for FY 2014.

Council Member Schmier reports that the Downtown Improvement District Advisory Board met last week and reviewed the condition of the blue holiday lights they put up in the downtown area last winter. They also discussed the proposed pavilion or shelter as well as relocating the bear statue in Grizzly Park.

B) **Operations Manager's Report: Town Hall Project** – Dick Anderson has achieved substantial completion in accordance with the contract. Staff has been researching options for computer, internet and phone services. Morrison Maierle provided a quote of nearly \$18,000 to install a new server, firewall, network, etc. Consultation with a local computer consultant and the architect both confirm that this type of system is probably more than we need at this time. I have reduced the budget request for this item from \$20,000 to \$5,000. **Police Patrol Officer Recruitment** – Completed. Please see me if you would like more information about the hiring process used in this case. **Website** – The new Town website is up and running. Staff will make a presentation at the Council meeting this evening. **UPDL Window Replacement Project** – Still waiting on a bid from the contractor on the Firehole Room windows. **Tot Lot Installation and Sandbox Improvements** – Completed. **Street Striping** – Crews have laid down 75 gallons of curb paint within the last week. **In-Establishment Sewage Degreaser Program** – Staff is continuing to install degreaser pumps in food service locations. We will provide the degreaser to the businesses free of charge in order to prevent grease buildup problems in our sewer lines and treatment plant. The degreaser is removing grease from the lines and bringing it down to the treatment plant which is causing some odor issues. Crews are using fire hoses to break up the grease. **Septic Dump Station at Wastewater Treatment Plant** – Dick Dyer is overseeing Saurey Construction's work at the plant. **Water Leak at the Museum** – Crews are repairing a major water line leak at the Museum Building. **Water Valve Replacement/Repair along Canyon Street** – Water valves that were installed to provide for street tree watering have been breaking. Crews are removing the valve boxes, replacing valves and reinstalling the boxes at a higher elevation. **Capital Improvement Plan and Budget** – Budget prep is well underway. The preliminary budget for FY-14 is provided in the Council packet and is available for public comment. **Housing Meeting in Missoula** – David Magistrelli from Habitat for Humanity has arranged a meeting in Missoula on Monday, July 8 to discuss affordable housing development.

Council Member Martineau comments that the tot lot at the playground in the city park is great and he's really glad they got it installed. He also commends Rick McCord and the Public Works employees for all the street and curb striping around town, it looks great.

Johnson recognizes Chief Berger and the officers for the efforts they have made recently to walk around in the downtown area and establish a presence.

- C) Operations Manager Becky Guay explains that they are required by law to present the FY 2014 preliminary budget. She says that they have a copy of the preliminary budget here tonight and will email the current document to the Council before the budget work session next week. Guay reports that after all the basic operations are funded and transfers are made, there will be approximately \$292,000 left for the Council to determine how to allocate to other projects and requests.
- D) The Council discusses the proposed configuration for the Council Room/Courtroom. Schmier questions where the staff and clerk will sit during the meetings and how the configuration they currently use will be relocated to the new room. After lengthy discussion, the Council indicates they are not satisfied with the proposed configuration and would like Public Services Superintendent James Patterson to review it when he returns from vacation.

**FYI/CORRESPONDENCE**

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Dated June 25, 2013, Town Council Member Pierre Martineau writes to resign from the Town Council as he has been appointed to the Gallatin County Commission, effective July 14, 2013. Board Chairman Hebgen Basin Fire District Robert Godwin writes to open the discussion with the Town about the future use of the space in Fire Station 1 that is currently occupied by the Town Offices. Dated June 20, 2013, Community Development and Operations Director Buck Taylor writes to thank the Town and specifically the Public Services Department for the completion of the paving project at the medical clinic.

The meeting is adjourned. (9:15 PM)

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Mayor

ATTEST:

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Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

**Work Session**

**July 9, 2013**

COUNCIL MEMBERS PRESENT: Mayor Jerry Johnson, Brad Schmier, and Doc Stewart, Pierre Martineau, and Tom Cherhoniak

OTHERS PRESENT: Social Services Director Jack Dittmann, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Gordon Berger

The meeting is called to order by Mayor Jerry Johnson at 6:30 PM in the Povah Community Center

Portions of the meeting are being recorded.

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

**Public Comment Period**

No public comment is received.

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Mayor Johnson opens the meeting and explains that the purpose of the meeting is to discuss funding requests from advisory boards and other community groups for FY 2014. He says that there is a rumor that there is approximately \$300,000 up for grabs, but says that is not necessarily true. He says the town has multiple long-range projects that have not been fully funded yet such as drainage in all the interior parks. Mayor Johnson asks if there is anyone present representing the West Yellowstone Foundation. Martineau says that he is can represent the Foundation. He says that they are asking for continued support for the Foundation Bus, which runs five days a week during the summer to Bozeman, in the amount of \$15,000. The Town has supported the operation of the bus for many years and this amount is already included in the budget.

Marysue Costello, Executive Director for the WY Chamber of Commerce, says that the Chamber is again requesting \$4000 for the fireworks show and continued support from the Public Services Department by maintaining the bathrooms, garbage disposal, water, and lawn care of the building. The Town has provided this funding and support to the Chamber for several years.

Buck Taylor and Rebecca Hale, Chief Financial Officer, of Community Health Partners explains that they are asking for up to \$100,000 to support the operations of the medical clinic. Stewart asks how many patients are being seen annually at the clinic. Taylor estimates that they had 2100 patient visits in the past year, pointing out that some patients are seen more than once. Schmier asks if they are tracking "turn aways." Taylor says that they are but only manually, so its not perfect. Schmier asks why and Taylor explains that it is usually due to more than one patient showing up at the same time. Schmier asks how many days the clinic was open last week. Rebecca answers that the facility is open four days a week for 39 weeks of a year and then six days a week during the summer season. Mayor Johnson asks if the funding they are requesting is to maintain their current operations or increase services. Taylor answers that this money would support their current operations. Operations Manager Becky Guay reports that the Healthcare Services Advisory Board has met twice to discuss this request and recommends granting the request up to \$75,000.

Drew Barney addresses the Council on behalf of multiple community groups including the WY Ski Education Foundation, Forest Service, Community Garden Club, and WY Chamber of Commerce that would like to put in a Native Plant Garden at the Rendezvous Trailhead Building. Barney explains that that this is a one-time request to put the garden and irrigation system in. They plan to put in perennial plants that will return every year and do not anticipate needing any other funding from the Town. They are requesting \$2,500.

Ed Geiger of the Yellowstone Historic Center addresses the Council and explains that they are very concerned about the condition of the generator building. He says that the condition of the building has deteriorated significantly and the impacts of the pigeon infestation is very real. He says that the building is both structurally and environmentally hazardous. He says that the birds

tend to roost between the flat and pitched roof, which is the biggest problem. This project has been part of the capital improvement plan for several years but has not been considered a priority. The group discusses how much the project would cost and what would actually be required to remove the birds, clean up the building, and then restore. A couple years ago, a restoration company from Bozeman estimated it would cost \$30,000 to clean up the building. The group also discusses finishing the window restoration project in the Firehole Room of the Union Pacific Dining Lodge. Schmier asks what types of fund-raising activities the YHC is conducting for this project. Geiger explains that they have been awarded \$20,000 of the \$25,000 that Union Pacific distributes in the State of Montana for the window project. Guay says that with that money and with the money from TBID and funds already set aside by the Town, they are still approximately \$16,000 short for completing the project.

Kristy Coffin addresses the Council on behalf of the Downtown Improvement District Advisory Board in regards to the pavilion they have proposed for the downtown area. Johnson says that the estimates for the pavilion is \$28,000, which has been included in the preliminary budget. Coffin explains that the \$28,000 includes the architectural design and construction. On-going costs might include trash pickup. They may request more money after the pavilion is built for landscaping. Schmier points out that moving the bear statue in the middle of South Canyon has been discussed and it was suggested that they relocate the statue next to the pavilion. Johnson says that he thinks the DID Advisory Board and the Parks and Recreation Board should work together on this project as the location that has been suggested is actually a park. Johnson suggests that they review and possibly update the Parks Master Plan and Visioning Document that were prepared by the Town nearly ten years ago. Vickie Barta, Chair for the Parks & Recreation Advisory Board, agrees that they should work with the DID. She also points out that the Parks Master Plan designated the area west of Faithful Street for recreation but it has been used for a community center, new Town Hall, and dedicated for a medical clinic.

Barta explains that the Parks & Recreation Board has done some preliminary work on relocating the ice skating rink. The land where it is currently located on will be turned into a ropes course/adventure center by next season and the rink must be moved. Barta says they have met with architect SJ Shepherd and looked at some possible scenarios for moving it. She says they do not have an estimate for the project yet. Patterson says that they have already included enough money in the budget to maintain the current rink, but nothing more. The group discusses whether the rink needs to be moved this winter to allow for construction of the new adventure center. Barta says they have done some preliminary evaluations of two locations in Pioneer Park but is not sure if they are considering the long-range implications of the location in relation to the sledding hill, bathrooms, and lighting options. Johnson suggests they include \$5000-\$10,000 in the budget for moving the rink. Barta says that budgeting some money for that would allow them to get going on a plan and be prepared to compensate Shepherd for her services. Patterson adds that it would not be difficult to heat the bathrooms and keep them open for events like Kids n Snow. Gospodarek says that they are talking about two different things, moving the rink and long-range planning. Johnson says he does not think they should plan to lay any concrete pads or anything permanent this year, they need to take some time to figure it out. Schmier asks if they have considered asking the Montana State University Extension to prepare a plan for Pioneer Park, maybe a college student could work on it like they did several years back. Barta acknowledges that is an option but says that Shepherd is very qualified and interested in the project and she has a lot of confidence in her. She has done master planning in Idaho and has that expertise. Guay suggests that she gets in touch with Shepherd and gets a planning estimate that they could put in the Parks budget. She says Patterson can work on a number for actually moving the rink separately. Johnson agrees and emphasizes that they need to figure out the numbers so the advisory board knows what they have to work with. Schmier says they also need to find out for certain whether the rink can stay where it is this winter or not so they are not caught off-guard.

Johnson says they also have a request to fund maintenance and repairs to the generator building, in addition to cleaning it up and removing the birds. Johnson says that they may not be able to fund that portion of the repairs to the building this year. Guay asks why would they consider spending money on the generator building when the dining lodge is in need of many repairs.

Geiger says that the generator building has always been on the list, but behind other projects that have already been accomplished. He says they fear if they wait too long to work on the generator building there won't be anything left to restore. The staff indicates they will work more on getting estimates for cleaning up the building and then restoring it.

The Council takes a short break and then reconvenes to discuss the requests and priorities of the Council members. Schmier clarifies that the money CHP is requesting is to cover the shortfall for calendar year 2013, which is only half over. Hale and Taylor indicate that is correct and that is the shortfall they are expecting. CHP will provide current financial statements at the end of the year after they can evaluate the true shortfall. Taylor distributes Profit and Loss Statements for the clinic for the period of July 2012 through May 2013. The Council asks various questions about the statement and Hale offers to send January through June 2013 so they can see what the operations have cost for the first half of the year. Schmier suggests they also look at calendar year 2012 in full. Hale says she can do that but points out that what they are really trying to do is show the Council what the losses look like. Patterson asks if any of the other communities served by CHP make donations. Taylor says they do not but points out that they are not operating at a loss in those communities. He also states that the federal funding they receive is specific for the clinics they operate in the other communities. He says the biggest problem in West Yellowstone is lack of volume, they need to average 17 patients per day to break even. As a non-profit organization, they do not need to turn a profit but they do need to break even.

The Council discusses the special requests in general. Johnson estimates that if they fund all the requests in full, they will have approximately \$87,000 left to allocate. The group discusses the merits of each request that was presented this evening. Mayor Johnson lists some projects that have been brought up by Council Members. He names the sidewalk around the Dining Lodge and the need to repair it. Social Services Director points out that all of the stairs leading into the Dining Lodge, save the set that was repaired on the north side, are in serious need of repair. Johnson says that a stage or amphitheater in Pioneer Park has been mentioned by other council members. Johnson says they have also considered extending Obsidian over to Faithful Street, considering the construction that has taken place on that block over the past couple years. Schmier asks about the space between the Town Hall and the WY Foundation building, east of the new building, and what they are going to do there. Patterson says they plan to grade that area but not much else. Stewart asks if they have planned for a flag pole at the new Town Hall and suggests they make sure that is included. Berger points out that if they put up a flag pole they will need to make sure it is lit. They discuss the sidewalk and steps around the Union Pacific Dining Lodge again and Patterson says he will get an estimate from Saurey Construction when they are in town next week. The group considers the request for funding for the pavilion. Cherhoniak and Martineau indicate support for the project. Schmier says that if he had to choose between the proposed pavilion and \$28,000 for a project in Pioneer Park, he would pick Pioneer Park. Patterson says he thinks it is more important to finish the lighting on South Canyon because that street is the main corridor between Grizzly Park and the downtown area. The Council and staff discuss the request from CHP at length. The group debates the need for healthcare services. Gospodarek points out that healthcare can be considered a "tourist impacted service," which was the original intent for the resort tax. Martineau says he thinks they need to support CHP and fund the entire \$100,000, Cherhoniak agrees. Johnson agrees but says they should take the recommendation from the Healthcare Services Advisory Board and allocate up to \$75,000. Schmier says he has a hard time approving more than \$50,000, which is twice what they have allocated the last two years. Stewart indicates he is not in favor of funding CHP. Johnson averages the preference of each council member and comes up with \$65,000. Stewart points out that the advisory board recommended \$75,000 but says they must carefully evaluate the financial statements and the risk share agreement.

The meeting is adjourned. (9:45 PM)

ATTEST:

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Mayor

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Town Clerk

# Town of West Yellowstone Business License Application

Business Name: Yellowstone Cabins + Rv  
Applicant: Gary Eller  
Contact Person: Gary Eller  
Mailing Address: POB 647  
Physical Address: 504 Hwy 20  
Phone Number: 640 2970 Fax Number: 646 9350  
Email Address: gary11r@yahoo Website: YellowstoneCabinsandRv.com  
Signature of Property Owner of Record: Gary Eller

Subdivision: Old town  
Block: 9 Lot: ~~part of 13~~

Zoning District, please mark one:

- B-3 Central Business District (Old Town)  
 B-4 Expanded Business District (Grizzly Park)  
 E-2 Entertainment District (Grizzly Park)  
 PUD Planned Unit Development (Grizzly Park)  
 Residential Districts, Home Occupations Only (Mad Add)

- New Business  Transfer of Ownership  
 Change of Location  Name Change

Is this business licensed by the State of Montana?  Yes  No

**Type of Business** Please explain in detail the following: number of units, seating capacity, etc.  
Contractors should list trailers and equipment and where these items will be stored.

14 Hotel rooms in 7 duplex cabins +  
1 new cabin (proposed) +  
3 rental snowmobiles  
7 Rv sites

Business License Fee: \$ \_\_\_\_\_  
Resort Tax Bond: \$ \_\_\_\_\_

Gary Eller  
Signature of Applicant

Total Amount Due: \$ \_\_\_\_\_

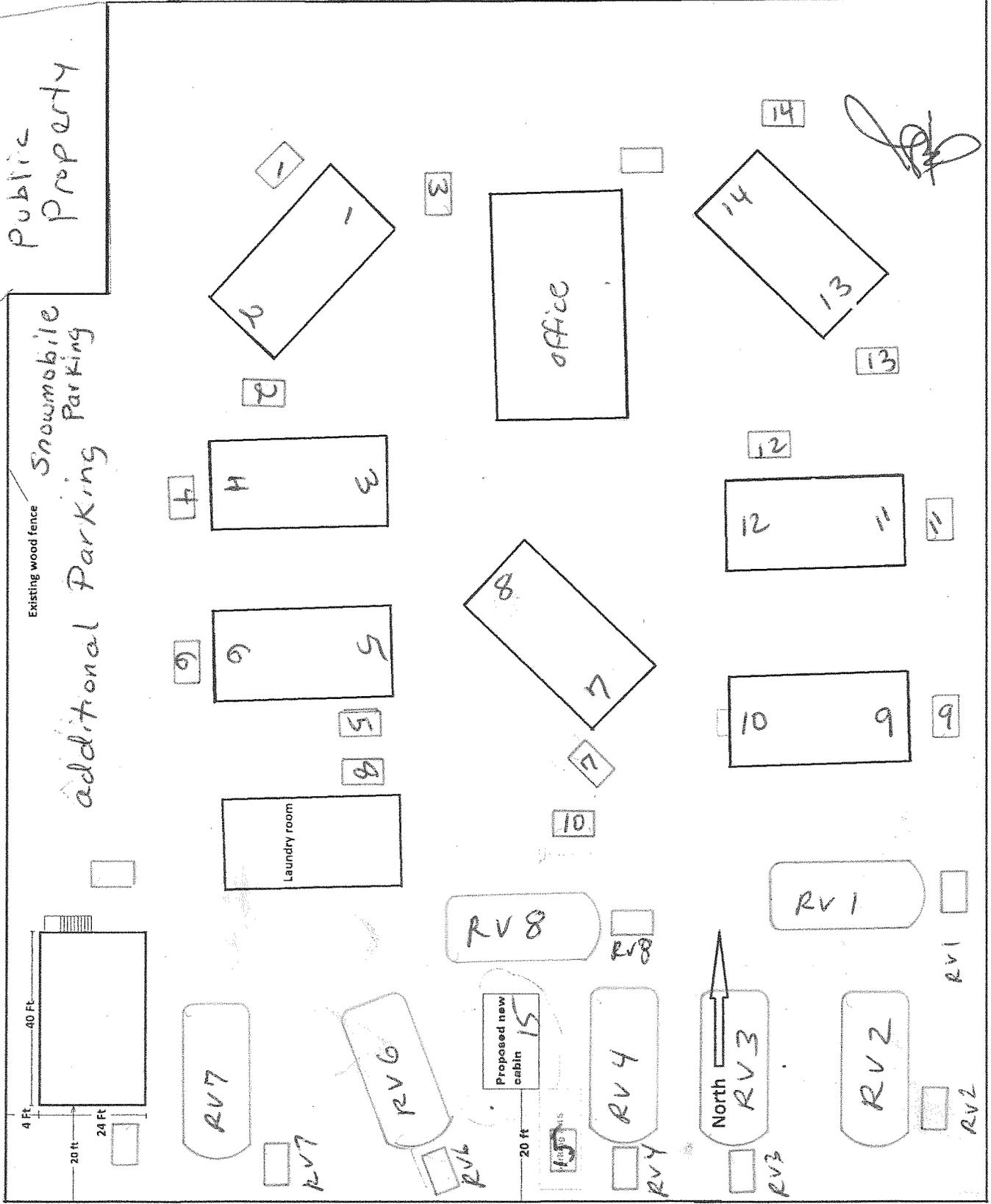
Signature of Applicant  
7/10/13  
Date

### FOR OFFICE USE ONLY

Date Approved by Town Council: \_\_\_\_\_

Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ License # \_\_\_\_\_

SCN \_\_\_\_\_ BLP \_\_\_\_\_ STX \_\_\_\_\_ BLC \_\_\_\_\_ RDX \_\_\_\_\_



Public Property

Snowmobile Parking

Additional Parking

Existing wood fence

Laundry room

office

Proposed new cabin

North

HWY 20

Firehole Ave

Yellowstone Cabins  
504 Hwy 20 West Yellowstone MT 59758  
Site Plan

Drawn By  
Gay Eller

Site Plan

A1.1

# Town of West Yellowstone Business License Application

Business Name: Utah Transportation Group LC  
 Applicant: \_\_\_\_\_  
 Contact Person: Sessel Sogorin  
 Mailing Address: PO Box 67 West Yellowstone MT 59758  
 Physical Address of Business: 530 US Highway 20 West Yellowstone  
 Phone Number: 406 646 1118 / 435 658 Fax Number: 435 214 2571  
 Email Address: supersest@gmail.com Website: www.yellowstonelodging.biz

Signature of Property Owner of Record: [Signature]

Subdivision: Old Town  
 Block: 9 Lot: 9

Zoning District, please mark one:

- B-3 Central Business District (Old Town)
- B-4 Expanded Business District (Grizzly Park)
- E-2 Entertainment District (Grizzly Park)
- PUD Planned Unit Development (Grizzly Park)
- Residential Districts, Home Occupations Only (Mad Add)
- New Business
- Transfer of Ownership
- Change of Location
- Name Change

- Is this business licensed by the State of Montana?  Yes  No
- Appropriate City/County/Health Dept approvals (if applicable)  Yes  No (please attach)
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)?  Yes  No

**Type of Business** Please explain in detail the following: number of units, seating capacity, etc. Contractors should list trailers and equipment and where these items will be stored.

We previously had a business license at 3 Yellowstone Avenue. The restaurant has closed. The other businesses have moved to this address. We are consolidating the businesses into one business license: Lodging, taxi, tours. The property has one cabin, two trailers and a strip of six studios/apartments. Please note that 5 of the apartments are nightly rentals, other 1's monthly.

Business License Fee: \$93.00 50.00 Base  
 Resort Tax Bond: \$ NA Signature of Applicant [Signature]

Total Amount Due: \$ 93.00 Signature of Applicant \_\_\_\_\_  
 Date 5/17/13

FOR OFFICE USE ONLY			
Date Approved by Town Council: _____			
Date <u>5/17/13</u>	Check # <u>12167</u>	Amount \$ <u>93.00</u>	License # _____
SCN _____	BLP _____	STX _____	BLC _____ RDX _____

Tabreed 6-18-13 TC

# Site Plan

Business Name:

Business Owner:

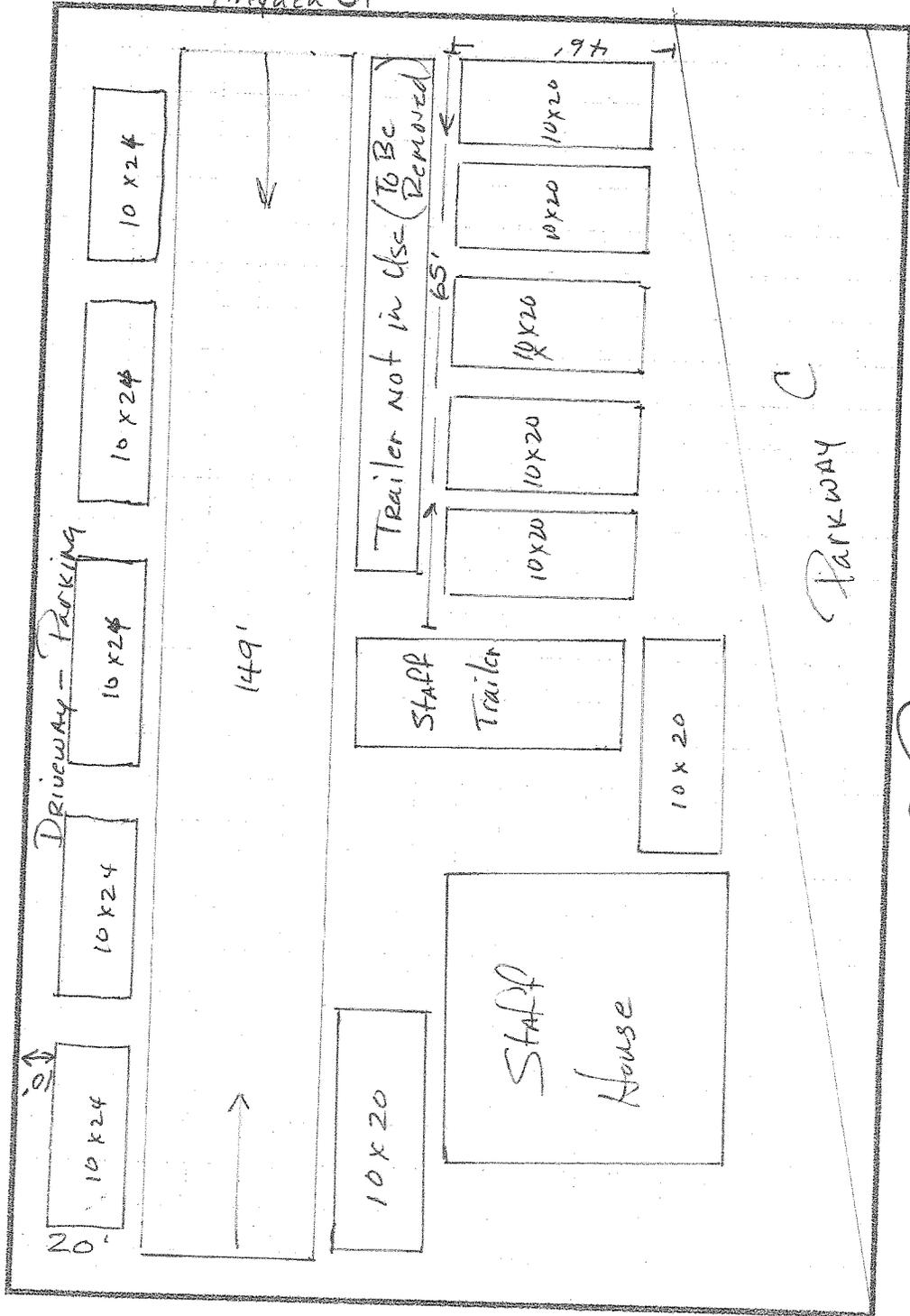
Business Street Address:

Block:

Lot:

Subdivision:

Hayden St



Scale: 1 inch = 20 feet

Note: This grid represents a standard Town lot, 100 feet by 150 feet.

# Town of West Yellowstone Business License Application

Business Name: Geoff Richards Rentals DBA "Gibbon Lodging"  
 Applicant: Geoffrey Richards  
 Contact Person: Same  
 Mailing Address: Box 1401 West Yellowstone  
 Physical Address: 620 Gibbon  
 Phone Number: 406-646-4543 Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Signature of Property Owner of Record: *Geoffrey Richards*

Subdivision: \_\_\_\_\_  
 Block: 8 Lot: 3, 4

Zoning District, please mark one:

- B-3 Central Business District (Old Town)
- B-4 Expanded Business District (Grizzly Park)
- E-2 Entertainment District (Grizzly Park)
- PUD Planned Unit Development (Grizzly Park)
- Residential Districts, Home Occupations Only (Mad Add)

- New Business
- Change of Location
- Transfer of Ownership
- Name Change

Is this business licensed by the State of Montana?  Yes  No

**Type of Business** Please explain in detail the following: number of units, seating capacity, etc. Contractors should list trailers and equipment and where these items will be stored.

Modify existing monthly Rental Business To include nightly and weekly Also, Parking is adequate.

Request that the Resort Tax Bond Be Waived Based on Past Payment of Resort tax Being on time.

Business License Fee: \$ N/A *paid current license fee*  
 Resort Tax Bond: \$ 1

*Geoffrey Richards*  
Signature of Applicant

Total Amount Due: \$ \_\_\_\_\_ *Tabled 7-2-13*

Signature of Applicant \_\_\_\_\_  
6-19-13  
Date

**FOR OFFICE USE ONLY**

Date Approved by Town Council: \_\_\_\_\_

Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ License # \_\_\_\_\_

SCN \_\_\_\_\_ BLP \_\_\_\_\_ STX \_\_\_\_\_ BLC \_\_\_\_\_ RDX \_\_\_\_\_

# Town of West Yellowstone Business License Application

Business Name: Roadside Smokehouse & BBQ  
Applicant: Ira Mulholland  
Contact Person: Ira Mulholland or Debbie Allison  
Mailing Address: P.O. Box 1618 West Yellowstone MT 59758  
Physical Address: 518 Madison Ave. West Yellowstone MT 59758  
Phone Number: 406-551-5620 Fax Number: N/A  
Email Address: debbieinwest@yahoo.com Website: N/A  
Signature of Property Owner of Record: Curtis Kessler  
Subdivision: Old Town  
Block: 23 Lot: 3

Zoning District, please mark one:

- B-3 Central Business District (Old Town)  
 B-4 Expanded Business District (Grizzly Park)  
 E-2 Entertainment District (Grizzly Park)  
 PUD Planned Unit Development (Grizzly Park)  
 Residential Districts, Home Occupations Only (Mad Add)

- New Business                       Transfer of Ownership  
 Change of Location                       Name Change

Is this business licensed by the State of Montana?  Yes  No

**Type of Business** Please explain in detail the following: number of units, seating capacity, etc.  
Contractors should list trailers and equipment and where these items will be stored.

TAKE OUT FOOD SERVICE

Business License Fee: \$ 50.00  
Resort Tax Bond: \$ 500.00  
Total Amount Due: \$ \_\_\_\_\_

*Tabbed  
7-2-13  
or*

[Signature]  
Signature of Applicant  
[Signature]  
Signature of Applicant  
6/28/2013  
Date

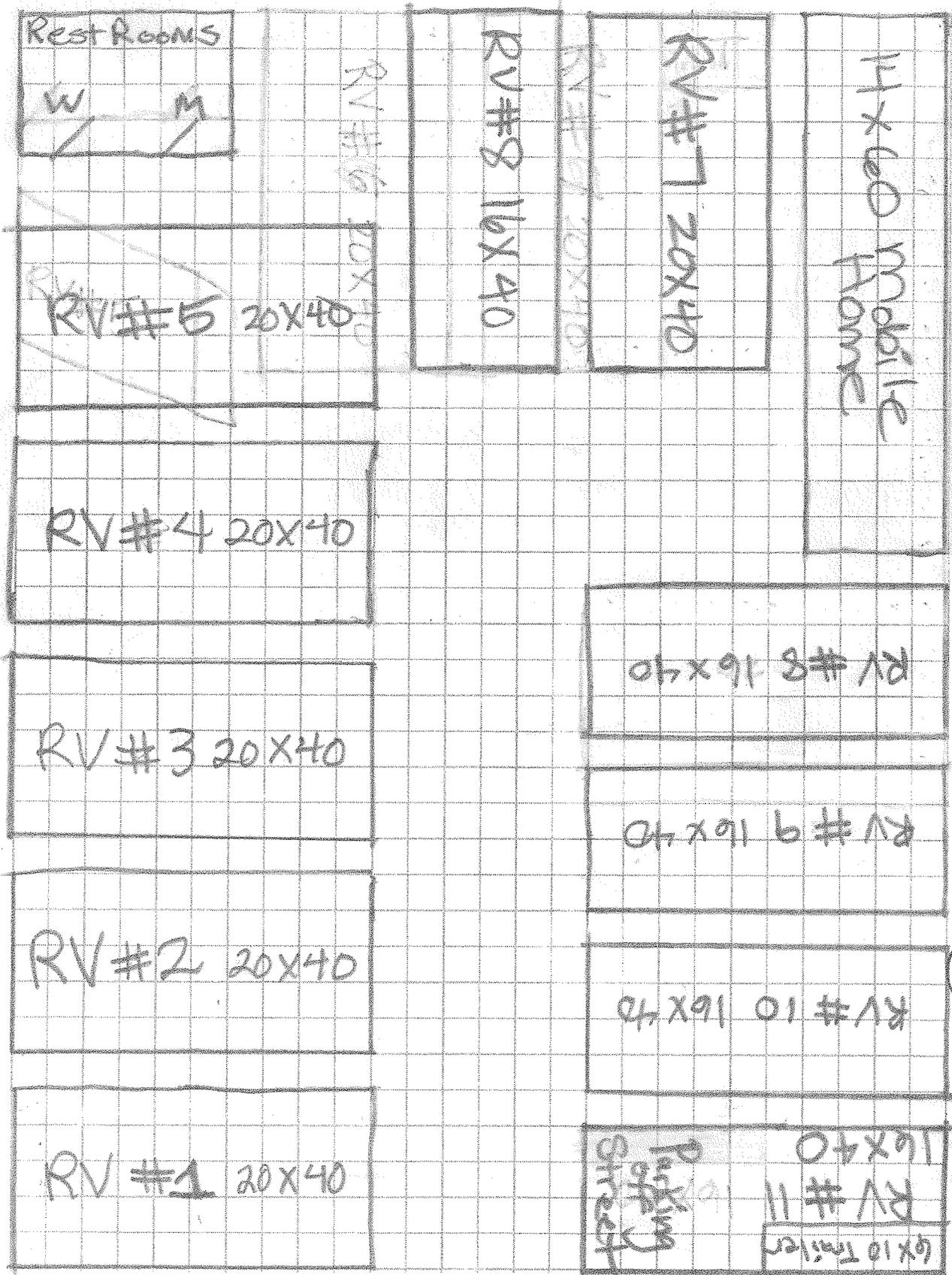
### FOR OFFICE USE ONLY

Date Approved by Town Council: \_\_\_\_\_

Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ License # \_\_\_\_\_

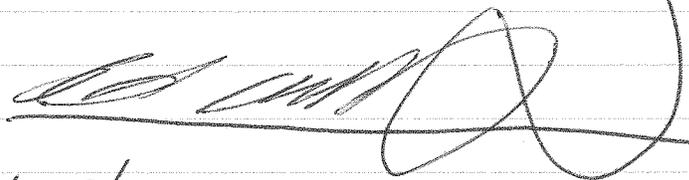
SCN \_\_\_\_\_ BLP \_\_\_\_\_ STX \_\_\_\_\_ BLC \_\_\_\_\_ RDX \_\_\_\_\_

T=Tras



I, Era Mulholland,  
am a disabled vet and  
I was told I could  
petition the council  
for to waive the  
\$500.00 (Five hundred dollar)  
tax bond.

Era Mulholland



dated: 6/28/2013.



## HEBGEN BASIN FIRE DISTRICT

P.O. Box 1508 • West Yellowstone, MT 59758

**Station 1**

10 S. Faithful

West Yellowstone, MT 59758

**Station 2**

20 Tern Lane

West Yellowstone, MT 59758

**Station 3**

10 Denny Creek Road

West Yellowstone, MT 59758

406-646-9094 • 406-646-9090 fax

July 11, 2013

West Yellowstone Town Council  
10 South Faithful Street  
West Yellowstone, MT 59758

RE: Roadside Smokehouse & BBQ

Dear Council Members:

Hebgen Basin Fire District has evaluated Roadside Smokehouse & BBQ for a Life safety and Fire Inspection. They have proposed a Takeout Food Service located at 518 Madison Avenue site 11. Their operation consists of a converted utility trailer which has a refrigerator, electric water heater, shelves and a set of sinks inside. They have an electric/Pellet BBQ smoker.

The operation meets fire code as long as it is a temporary in nature, has working fire extinguisher and the BBQ smoker is 10 feet away from combustible materials. All of these items have been met.

If you have any questions please call me at 406-646-9094 office or 406-640-0301 cell.

Thank you

Shane Grube  
Assistant Fire Chief  
Hebgen Basin Fire District

Cc. Ira Mulholland, Roadside Smokehouse and BBQ

Town of West Yellowstone  
MAP Fund Advisory Board Meeting Minutes  
5/16/13 at noon at the Povah Center

In attendance: John, Gloria, Jerry, Kay, Barb, Marysue  
Also in attendance: Mark and Kelly for WYSEF

Agenda:

1. Public Comment
2. Approve 4/11/13 Meeting Minutes
3. Review Financials
4. Review Applications
  - 12:10 CAAT/ W.Y. Foundation- Vinyl wraps additional trash units \$4899.50
  - 12:20 W.Y. Foundation- Bus vinyl wrap \$1500
  - 12:40 WYSEF- Mountain Bike Biathlon \$2864
  - 1:00 WYSEF- Pine Needle Stampede \$8899
5. Updates
6. New Business
7. Next proposed meeting 6/13/13

PUBLIC COMMENT- None

APPROVED 4/11/13 MEETING MINUTES- (Kay, Barb) John will email copy to Liz.

REVIEWED FINANCIALS- As of 5/9/13 \$27, 825.23. Financials approved. (John, Gloria)

REVIEWED CAAT/W.Y. FOUNDATION APP 12:10PM- VINYL WRAPS ADDITIONAL TRASH UNITS \$4899.50

1. John spoke on behalf of CAAT regarding the mistake made by Clean Slate on numbers of trash units to receive wraps. Also, CAAT members responsible for not catching mistake. Differences discussed.
2. MAPFAB members felt that Clean Slate should be held accountable for some of the difference in the bid vs additional funds needed to wrap additional units.
3. Motion to approve on condition that CAAT renegotiate w/ Clean Slate to consider paying some of the additional funds. Motion seconded and passed. (Kay, Barb) John and Marysue recused themselves from the vote.
4. John will email Liz the recommendation for town council to approve at their 5/21 meeting.

REVIEWED WYSEF APP 12:30PM- BIKE BIATHLON \$2864

1. Mark and Kelly presented app. Advertising in the app is over and above past advertising.
2. This is the only usable range west of the Mississippi. Marysue asked if WYSEF could make more people aware of it.
3. Motion to approve. Seconded and passed. (Marysue, Kay) Barb recused herself from the vote.
4. Kay is the Board event manager.
5. John will email Liz the recommendation for town council to approve at their 5/21 meeting.

REVIEWED WYSEF APP 12:45PM- PINE NEEDLE STAMPEDE \$8899

1. Kelly presented app. Asking for MAP funding earlier to nationally advertise to broader range of people.
2. This year they've added a 2 person team category w/ each running 6 miles.
3. Races are recognized as MT sanctioned races. Thus, the need for chip timing.
4. Budget consists of: \$4139 Advertising and \$3010 Awards equals \$7149. Additional request for Chip Timing \$1750.
5. No income shown on budget, but there are entry fees.
6. If profit is earned on event, funds will go back to Pine Needle. Pine Needle issues grants to others. MAP Board expressed concern that Pine Needle should consider not issuing grants with profits so as to not need MAP funds.
7. Motion to approve \$7149 out of \$8899. Seconded and approved. (Kay, Marysue) Barb recused herself from the

vote.

8. Kay is the Board event manager.

9. John will email Liz the recommendation for town council to approve at their 5/21 meeting.

#### REVIEWED W.Y. FOUNDATION APP 1:07PM- BUS VINYL WRAP \$1500

1. No one from Foundation to present app.

2. Board members discussed app. It did not meet criteria for funding. Use of funds for such an improvement of an individual organization's property wasn't economically beneficial enough for the whole community to warrant funding.

3. Motion made and seconded to approve. (Barb, Gloria) No Board members voted to approve. Vote unanimously failed.

4. John will email Liz and Pierre to inform them the Board did not approve funding request.

#### UPDATES

1. Expo, Earth Day, Ice Fish, Rendezvous Race still outstanding.

NEW BUSINESS- None

NEXT MEETING- Thurs. 6/13/13 at noon at Povah Center. John will notify Liz and reserve room w/ Brandy.

Adjourned 1:18PM.

Meeting minutes approved as submitted by John Greve, MAPFAB Secretary 7.11.13

**Town of West Yellowstone  
Marketing and Promotion Fund Advisory Board (MAPFAB)  
Recommendation to Town Council for Award Approval**

Event or Project Applicant: Klondike Dreams

Event or Project Name: W. Yell. Sled Dog Races

Date Submitted: 6/11/13

Date Approved by MAP Fund Advisory Board: 7/11/13

Requested Amount: \$10,500

Approved Amount: \$10,500

Exceptions: None

Comments: None

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

\_\_\_\_\_ 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: Charlotte Mooney dba Klondike Dreams

Event or Project Contact Person: Charlotte Mooney

Address: P.O. Box 1374 West Yellowstone MT 59758

Phone: 646-4988 Fax: \_\_\_\_\_ Email: info@klondikedreams.com

Application Submission Date: 6-11-13

## Event or Project Information

Event or Project Name: West Yellowstone Sled Dog Races

Location of Event or Project: West Yellowstone & Gallatin National Forest

Date(s) of Event or Project: Rodeo Run – Dec. 12-14, 2013 Fun Run – Jan. 10-12, 2014 IPSSDR – Jan. 26

Estimated Total Event or Project Cost: \$ \$30,750

MAP Fund Amount Requested: \$ \$10,500

# Certification

Applicant Individual or Organization:

Event or Project Name:

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:  Name (printed): Charlotte Mooney  
Title: Owner, Klondike Dreams Date: 6-1-13

---

### For Office Use Only

This application has been approved by MAPFAB  Date: \_\_\_\_\_

This application has not been approved by MAPFAB  Date: \_\_\_\_\_

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

## Project Summary

Klondike Dreams is organizing the West Yellowstone Sled Dog Races for the 2013-2014 season. The races started in 2008 with the Rodeo Run. In 2012-2013, we added the Fun Run in mid-January and the International Pedigree Stage Stop Sled Dog Race.

Rodeo Run - Friday & Saturday, December 13<sup>th</sup> & 14<sup>th</sup>, 2013. The race will offer an 8-dog class running 22 miles/day, a 6-dog class running 12 miles/day, and a 4-dog class running 4 miles/day. Races start at 9 am at the "Old Airport". This race is coordinated with the West Yellowstone Christmas Stroll. All race entrants are required to participate in the parade and be present for a "meet the mushers" session on Canyon Street during the stroll.

West Yellowstone Fun Run – January 11<sup>th</sup> & 12<sup>th</sup>, 2014. The Fun Run started as a one day race in 2013 and will be expanded to a two day race for 2014. This race was designed to attract mushers to town for training prior to the IPSSSDR. The race will be expanded to two days in response to musher feedback following the 2013 race and in order to attract additional participants with the opportunity to test their teams against the professionals.

International Pedigree Stage Stop Sled Dog Race - This race is one leg of the larger IPSSSDR starting in Jackson, Wyoming and continuing across four states including Wyoming, Montana, Idaho, and Utah, to run in a new town each day. This will be the 19<sup>th</sup> year for the IPSSSDR, the biggest professional sled dog race in the lower 48 states. The race starts on January 24<sup>th</sup>, 2014 in Jackson and travels to West Yellowstone on the 25<sup>th</sup> to spend the night and then run the West Yellowstone leg on Sunday, January 26<sup>th</sup>, 2014. The West Yellowstone Leg will start at 9 am on Yellowstone Avenue in front of the museum and will finish at the Bear Gulch trailhead, 10 miles north of Ashton, Idaho.

## Proposed Timeline

Summer 2012

Apply for TBID Grant

Apply for WYED grant

Apply for MAP grant

Apply for West Yellowstone Foundation Grant

Obtain quotes for all expenses

Obtain permit from Gallatin National Forest, with permission to cross a portion of the Targhee National Forest

Obtain permit from the Town of West Yellowstone for street closures.

Advertise the races to mushers on Sled Dog Central's Race Schedule. Sled Dog Central is a web site used by most mushers to research sled dog information, including current race schedules.

Recruit race volunteers

Start fundraising

Contact Travel Montana for assistance in promoting the races.

Contact West Yellowstone Chamber of Commerce for assistance promoting the race

Make trail markers and directional signs.

Order race banners.

Update WYSDR web site.

November 2012

Obtain event insurance.

Schedule delivery and pick up of portable toilets

	Contact trail groomers to schedule grooming of race trail
	Contact search and rescue to provide communications at certain checkpoints
	Contact Town of West Yellowstone Public Works concerning plowing a parking area
	Order advertising posters for December Classic to be placed in West Yellowstone, Big Sky, Island Park, and Bozeman
November 15, 2012	Start distribution of posters.
December 1, 2012	Start advertising to attract local visitors, send press releases to area newspapers, television, and radio stations
Thursday, December 12 <sup>th</sup> , 2012	Meet the Musers on Canyon Street  Pick up donated snowmobiles for trail crew
Friday & Saturday, December 13 <sup>th</sup> & 14 <sup>th</sup> , 2012	Rodeo RunSled Dog Races start at 9:00am
Sunday, December 15 <sup>th</sup>	Clean race start/finish area  Remove all trail markers  Remove any berms at parking area
January 2 <sup>nd</sup> , 2013	Start grooming interior loops Madison Arm Loop,
January 1 <sup>th</sup> , 2013	Mark race trail
January 11 <sup>th</sup> & 12 <sup>th</sup> , 2013	Races start at 10 am
January 12 <sup>th</sup> , 2013	Clear trail markers following races
January 25 <sup>th</sup> , 2013	Musher Dinner, Meet the Musers  Set up starting line on Yellowstone Ave for IPSSDR

January 26<sup>th</sup>, 2013

Trail crew marks trail prior to race start

Races at 9 am

Take down starting line following the last team out

Move finish line to trailhead

Trail crew removes trail markers following the race

## 2013-2014 West Yellowstone Sled Dog Races

<u>Expenses</u>	<u>Budgeted</u>
Plow parking or starting areas	\$300.00
Fuel for snowmobiles to mark trail,transport volunteers to checkpoints	\$150.00
Portable Toilets	\$500.00
Garbage Disposal - cans, liners, and dumping at transfer station	\$0.00
Insurance	\$1,250.00
Permit - Gallatin National Forest	\$70.00
- Additional Forest Service Fees ) (3% of income	\$400.00
Town of West Yellowstone Special Event Permit	\$50.00
Snow Fence Rental	\$200.00
Misc. Administrative (copies, postage, envelopes, printing etc.)	\$350.00
Signage - Trail Markers, Directional Signs	\$200.00
Race Bibs	\$0.00
Race Banners	
Sled Banners	\$550.00
Race Brochures/Rack Cards	\$150.00
Advertising	
- KWYS Community Calendar	
- KWYS Live Broadcast	\$400.00
- Montana Public Radio - Public Service Announcement	
- KBYI - Public Service Announcement	
- West Yellowstone News - full page	\$365.00
- Bozeman Chronicle web ad	\$400.00
- Helena Independent Record web ad	\$350.00
- Carve, publication of Bozeman Chronicle	\$250.00
- Missoula Independent web ad	\$350.00
- Island Park News	\$350.00
- Idaho Falls Post Register - Farm & Ranch	\$500.00
- Lone Peak Lookout	\$400.00
- Belgrade News	\$425.00
- Times News Twin Falls (Magic Valley) web ad	\$350.00
- Rexburg Standard Journal web ad	\$650.00
- Get Out Magazine, publication of Bozeman Chronicle	\$250.00
- Idaho State Journal web ad	\$650.00
- Montana Parent Magazine print and web ad	\$800.00
- Get Out Magazine (Bozeman) print ad	\$300.00
- Carve Magazine (Bozeman) print ad	\$115.00
- The Madisonian (Ennis) print ad	\$400.00
- Island Park Journal print ad	\$200.00
- Montana Standard web ad	\$350.00
- Sled Dog Central Ad	\$275.00
Posters	\$200.00
Web Site Update	\$200.00
Trophies/Certificates - Juniors Only	\$50.00
Race Purse Rodeo Run	\$2,500.00
Race Purse Fun Run	\$7,000.00

IPSSSDR		<u>\$10,000.00</u>
	<b>Total Expenses</b>	\$32,250.00
<u>Income</u>		
Entry Fees		\$4,500.00
Donations/Sponsorships		\$5,750.00
Raffle Income		\$1,500.00
West Yellowstone Foundation		\$2,500.00
TBID Grant		\$5,000.00
WYED Grant		\$2,500.00
MAP Funds		<u>\$10,500.00</u>
	<b>Total Income</b>	\$32,250.00

\$5,000 in MAP funds will be used towards the purse for the Fun Run  
 \$2,500 in MAP funds will be used towards the IPSSSDR fee\*  
 \$3,000 in MAP funds will be used towards advertising

\* We have identified a new grant opportunity for 2013-2014 and will be applying for \$2,500 towards the IPSSSDR fee. If awarded this grant, we will shift \$2, 500 in MAP funds from the IPSSSDR fee to web and print advertising.

## Publicity, Promotion, & Marketing

The Rodeo Run Sled Dog Race is expected to attract participants and spectators to West Yellowstone. Participants will mainly be recreational mushers from the Northwest region of the United States, including Washington, Idaho, Montana, Utah, and Wyoming. A few participants will be professional mushers getting ready for bigger races. Some participants may come from Alaska, Canada, the Dakotas, Minnesota, or Michigan, participation from these areas is expected to increase due to increased exposure through word of mouth.

The Fun Run is expected to attract professional mushers already in town training for the International Pedigree Stage Stop Sled Dog Race as well as some recreational mushers looking for a chance to compete with some of the top competitors in the sport.

The International Pedigree Stage Stop race attracts mushers from all over the world. Past participants have been from places such as Alaska, Canada, Scotland, and Jamaica. Race spectators may be local residents, visitors to the area and the park, regional residents, as well as those who come specifically to see the races.

### Marketing

Klondike Dreams will advertise the Rodeo Run Sled Dog Races in surrounding areas including Bozeman and Big Sky, Montana, Island Park and Idaho Falls, Idaho in order to attract day visitors. The races will also be advertised in locations such as Twin Falls, Helena, and Butte in order to attract people who are more likely to stay in town overnight. We will be utilizing internet, radio, television, newspapers, and event posters. All paid advertising will be coordinated with the West Yellowstone Chamber of Commerce and Kids N Snow to make the most of available advertising dollars.

**Internet** – The Rodeo Run Sled Dog Races will be listed on the following web sites:  
[www.sleddogcentral.com](http://www.sleddogcentral.com) – Sled Dog Central under 2009/2010 Race Schedules,  
Home page premier banner, Race info page premier banner  
[www.westyellowstonechamber.com](http://www.westyellowstonechamber.com) – West Yellowstone Chamber of Commerce,  
Event Calendar  
[www.bigskychamber.com](http://www.bigskychamber.com) – Big Sky Chamber of Commerce, Event Calendar  
[www.wintermt.com](http://www.wintermt.com) – Travel Montana, Winter Event Calendar  
[www.islandparkchamber.com](http://www.islandparkchamber.com) – Island Park Chamber of Commerce

The Rodeo Run Sled Dog Races web site address is [www.westyellowstonesleddograces.com](http://www.westyellowstonesleddograces.com). Our goal is to create a professional quality web site with the following features:

- All pertinent race information for potential race entrants and spectators
- Daily and overall race results
- Paid sponsor ads.

The web site attracted visitors from 30 countries during the 2012-2013 season.

**Radio** – Ads for both races will appear approximately 10 days prior to each race on the following stations:

- KWYS, 920 AM covering West Yellowstone and Yellowstone National Park
- Montana Public Radio, community calendar
- Idaho Public Radio, community calendar

KWYS will also do live race coverage on Friday, December 14<sup>th</sup>, 2013.

**Newspapers** – Ads will be placed starting after Thanksgiving.

**Event Posters** – Posters will be distributed in Bozeman, Big Sky, West Yellowstone, Ennis, Island Park, Ashton, and Idaho Falls 3 to 4 weeks prior to each race.

The Fun Run and the IPSSSDR will be advertised along with the Rodeo Run where possible and practical and will share ads with Kids N Snow when possible. The IPSSSDR has its own advertising budget that reaches a national audience, making over 190,000,000 media impressions for the 2013 race.

#### Sponsors

Klondike Dreams has been building a sponsorship base mainly within the West Yellowstone Community. With the addition of the two new race dates, many sponsors contributed additional funds in support. Wild West Pizzeria, Klondike Dreams, The Kelly Inn, QuickPrint, and the Holiday Inn are currently our biggest sponsors and have supported the race yearly since 2008.

We will be selling advertising space on Sled Banners, Starting Chute Banners, and the race web site. We will also be selling race t-shirts, calendars, and note cards. For 2013-2014 we will also be organizing a raffle for a Winter Weekend Getaway in West Yellowstone. We will approach sponsors to donate hotel rooms and meals. Klondike Dreams will provide a free dog sled ride. Other potential donated activities may include a visit to the Grizzly Discovery Center, Guided Cross Country Skiing or Snowshoeing, and a Snowcoach ride into Yellowstone.

## Review Criteria

In addition to offering access to Yellowstone National Park, West Yellowstone is an ideal location for winter recreation and already offers snowmobiling, snowshoeing, and cross-country skiing events and activities. Dogsledding is an exciting winter activity that is not currently being promoted to its full potential. The winter economy is severely depressed and the sled dog races are attempting to attract visitors during an otherwise slow times.

The West Yellowstone Sled Dog Races will provide both direct and indirect benefits to West Yellowstone Tourism. The direct benefit is that the races will bring approximately 150 people, race crew and competitors, to town for the races themselves. Also, over half of the field of competitors at the 2013 IPSSSDR stayed in West Yellowstone to train before the race, spending money at hotels, restaurants, gas stations, grocery stores, etc. with three competitors staying for an entire month. Having a stage of the race in West Yellowstone provides additional incentive for competitors to train here. The indirect benefit is that the race will provide a unique and quality event providing entertainment for visitors to the area and potentially attracting even more visitors who specifically wish to see the race. Many visitors to West Yellowstone have never seen a dog team and enjoy the opportunity to witness, photograph, and take video of dog teams they meet on the snowmobile trails. The IPSSSDR will also provide national exposure for West Yellowstone through its public relations efforts.

In addition to the economic benefits, the IPSSSDR sponsors a junior musher program. Host communities for the race are eligible to send two students aged 9 to 13 to represent their towns in a short exhibition race in Park City, Utah. In order to participate in the race, students agree to perform 10 hours of community service work prior to the race and donate \$25 to the nonprofit Uinta County Community Youth Coalition.

Also, Pedigree Dog Foods sponsors the IPSSSDR and provides food for one dog for one year to each community on the race route. Heart of the Valley Animal Shelter in Bozeman is the recipient since West Yellowstone does not have its own animal shelter.

The Rodeo Run is scheduled for the first weekend after the opening of winter travel in Yellowstone National Park. The second weekend of December is an ideal time to attract mushers looking to train on snow. Many mushers will not have snow where they live and may choose to come a few days prior to the race, or stay a few days following the race, in order to train.

The IPSSSDR will bring approximately 100 people to town for one day. Each group of two people are expected to spend \$329 per day (this dollar amount is based on research compiled by the University of Montana Institute for Tourism and Recreation Research) for a total of \$16,450 in an immediate return.

Word is spreading that West Yellowstone is a great place to train sled dogs. In January 2012, a dozen teams trained in West Yellowstone in preparation for the IPSSSDR. One competitor stayed at a local hotel for an entire month, and another competitor rented a house for two months. At an average of only \$100 per team (2 to 3 people) for daily lodging and food, these two competitors alone easily spent \$9000 in West Yellowstone. Using \$329 per day, all 12 competitors combined spent over \$52,000. Having the

unnamed warm up race and bringing the actual IPSSSDR to town should help further spread the word.

Recent research by the Montana Promotion Division states “Though winter sports participants represented less than one-third of Montana’s visitors, targeting them could be a sound strategy because when evaluating types of travelers, we see that they stayed longer, traveled with more people, and spent far more than the non-winter sports participants.”

The West Yellowstone Sled Dog Races will economically benefit a number of diverse town interests. Visitors, including participants and spectators, will need hotel or other lodgings, will purchase fuel, will purchase groceries, and will eat at restaurants. Visitors may also purchase forgotten winter gear, souvenirs, or visit other local attractions such as the IMAX or the Grizzly Discovery Center. All monies will be spent locally whenever possible.

The sled dog races have received MAP funds four times in the past five years. All vendors and expenses associated with the races have been paid.

2012 will be the 6<sup>th</sup> year for the Rodeo Run Sled Dog Races. The Rodeo Run will proceed even without MAP funds, though with limited advertising. The purse for the 2013 Rodeo Run will be made up of race entry fees and will not include any MAP funds.

The Fun Run will expand to two days for the 2014 race and the purse will increase in order to attract more participants. The Rodeo Run is now self sustaining and we would like to shift focus to promoting the Fun Run by utilizing MAP funds to cover a portion of the increased purse. This race could be held without MAP funds, but our ability to advertise and promote the race would be severely limited.

Bringing the IPSSSDR race to West Yellowstone would not be impossible without MAP funds, but it would be incredibly difficult unless we are able to reduce the IPSSSDR fee. This is possible if another town on the race route between West Yellowstone and Alpine, Wyoming can be added. We are currently working to add Ashton, Idaho to the route, but they may not be ready until 2015.

The race website and all race advertising will acknowledge MAP as a funding source. The following phrases may be used:

“Races sponsored in part by the West Yellowstone MAP Fund.”

“Funding provided by the West Yellowstone MAP Fund”

McKENNA LAW, P.C.  
ATTORNEYS AT LAW  
109 East Main Street, Suite 1  
Bozeman, Montana 59715

JAMES D. McKENNA  
MICHAEL Q. DAVIS, JR.

MAILING ADDRESS:  
P.O. Box 6400  
Bozeman, MT 59771-6400

TELEPHONE (406)586-4994  
FACSIMILE (406)586-0418

MEMORANDUM

TO: Becky Guay, West Yellowstone Operations Manager

FROM: James D. McKenna, West Yellowstone City Attorney *J.D.M.*

RE: Town Council Vacancy

DATE: July 12, 2013

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You have advised us that Pierre Martineau has tendered to the town council his resignation from that body, effective July 15, 2013. You have asked us to advise the Town on the timing and procedure of action to be taken by the town council to fill that vacancy. We have reviewed the town charter and relevant Montana statutes, and provide the following comments:

I. Law.

Section 7-4-4112, MCA, states: "When a vacancy occurs in any elective office, this position is considered open and subject to nomination and election at the next general municipal election in the same manner as the election of any person holding the same office, except the term of office is limited to the unexpired term of the person who originally created the vacancy. Pending an election and qualification, the council shall, by a majority vote of the members, appoint a person within 30 days of the vacancy to hold the office until a successor is elected and qualified." (Section 3.04(6) of the West Yellowstone Town Charter essentially repeats this language.)

Section 7-4-4111, MCA, states: "An office becomes vacant on the happening of . . . the incumbent's resignation." Further, "a vacancy in the office of the city council member must be filled from the ward in which the vacancy exists."

Section 13-10-503, MCA, concerns filing deadlines and methods of nomination other than by primary election. This section states, in pertinent part: "Each petition for nomination, accompanied by the required filing fee, must be filed by the applicable deadline established in 13-10-201(6)(a) or (6)(b)."

Section 13-10-201(6)(a), MCA, states in pertinent part: "A candidate's declaration for nomination must be filed no sooner than 135 days before the election in which the office first appears on the ballot and no later than 5:00 p.m., 75 days before the date of the primary election."

Ms. Becky Guay  
July 12, 2013  
Page 2

II. Analysis.

Pierre Martineau has tendered his resignation to the town council, effective on July 15. The next general election will be held on November 5, 2013, a date which is 106 days after Pierre Martineau's resignation. Because Montana law requires a candidate's declaration for nomination to be filed no sooner than 135 days before the election, and no later than 75 days before the primary election, a replacement must be appointed to fill Pierre Martineau's position until the next general election in November of 2015.

The town council must appoint a replacement for Pierre Martineau within 30 days of his resignation. That replacement serves until January 1, 2016. Coincidentally, Mr. Martineau's regular elected term ends on December 31, 2015, so the person appointed to fill the vacancy will serve out the entire remainder of that term. This is consistent with the language quoted above from § 7-4-4112, MCA.

I hope this memorandum provides the information you require. Please contact us if we may be of further assistance.

## TOWN OF WEST YELLOWSTONE, MONTANA

### **Policy No. 41: Appointments to Council Vacancies and**

### **The Selection of the Mayor**

A policy detailing the procedure by which appointments to Town Council vacancies will be made and the procedure by which the Mayor shall be selected.

#### **Appointments to the Town Council**

In accordance with Section 3.04 (6) of the Charter for the Town of West Yellowstone, "when a vacancy occurs in the office of a council member, the position shall be considered open and subject to nomination and election at the next general municipal election, except the term of office shall be limited to the unexpired term of the person who originally created the vacancy. Pending such election and qualification the council shall appoint from among the qualified voters in the Town a person possessing the qualifications for office required by law and this Charter, within 30 days of the vacancy, to hold the office until the successor is elected and qualified." Should a council vacancy occur, the following procedure shall be followed in selecting a person to hold the office until the next general municipal election:

- 1) The vacancy shall be offered to the first runner-up in the most recent Town Council election provided that a) there is a first runner-up; and b) provided that not more than six months have passed since the most recent Town Council election.
- 2) If the first runner-up refuses appointment, or if there is no first runner-up, or if more than six months have passed since the most recent Town Council election, the Town Clerk will draft and post a notice about the vacancy at the Town Offices and the Post Office. This notice shall specify the details about the vacancy, and will set forth the details regarding the application procedure and the deadline for receipt of applications. The Town Clerk will also advertise the vacancy utilizing the most effective advertising tools available, including the local paper, to seek applicants from all segments of the community, representing various interests and groups.
- 3) Applicants for the council vacancy shall complete and submit a Town of West Yellowstone "Application for Boards and Committees." A letter of interest shall accompany the application form. The letter of interest, which should be limited to two pages in length, should explain the applicant's interest in serving on the council.
- 4) All council members will actively participate in the selection process and will have one week to review the applications. In reviewing applications, council members will strive to achieve a balance of qualifications and perspectives on the council. Council members will individually submit to the Town Clerk names of the applicants they want to be interviewed for the vacancy. Council members are encouraged to include comments with this list of suggested interviewees.

- 5) The Town Clerk will compile the list of recommended interviewees and forward the list and any council member comments to the full council.
- 6) The council will establish an interview method and follow that method to interview the candidates on the list of interviewees. Any candidate who received three or more recommendations by individual council members shall be interviewed.
- 7) After interviews have occurred, the council will select a candidate for appointment. The candidate will be appointed at the next regularly scheduled town council meeting. The appointment shall be made by the affirmative vote of a majority of all of the members of the Town Council.

### **Selection of the Mayor**

In accordance with Section 3.05 (1) of the Charter for the Town of West Yellowstone, "The mayor shall be selected from among the members of the Town council by the affirmative vote of a majority of the council." The following procedure shall be followed in selecting the mayor:

- 1) The incumbent mayor will preside over beginning of the meeting at which the new mayor is to be selected. If the incumbent mayor is not in attendance, the deputy mayor shall preside.
- 2) After the Pledge of Allegiance, the presiding officer will open the floor to nominations for mayor.
- 3) Once nominations have been made and seconded, the presiding officer shall open the floor to discussion and allow public comment on the nomination(s).
- 4) When discussion and public comment have been exhausted, the presiding officer shall call for a vote on the first nomination/motion. Should that motion fail, the presiding officer will ask for a motion on the next nomination. This procedure shall be followed until a new mayor is selected by the affirmative vote of a majority of all of the members of the Town Council.

Approved 2-16-10 ER

# Town of West Yellowstone Boards & Commission Appointments July 2013

## Airport Advisory Board

Bill Howell  
Glen Loomis  
Jerry Schmier  
Mike Polkowske  
Dennis LaFever  
Byrns Fagerburg

## Cemetery Board of Trustees

Jerry Johnson, Mayor  
Ken Davis  
Spring Binfet  
Rocky Hermanson  
Benjamin Stewart

## CDBG/Revolving Loan Fund

Operations Manager-Becky Guay  
Finance Director- Lanie Gospodarek  
Kyle Goltz-Business Rep  
Maggie Anderson-FSB  
Vacancy-YBB  
Vacancy-TC

## Downtown Improvement District

Brach Schmier, (Council)  
Tom Cherhoniak  
Kristy Coffin  
Betty Richey  
Kellie Sanders  
Kim Howell  
Don Perry

## Healthcare Services Board

Tom Cherhoniak, (Council)  
Kyle Goltz  
Rachel Burden  
John Costello  
Jessica McCrossin

## Library Board

Yessika Vega  
Rachel Sang  
Rocky Hermanson  
Patrick Brennan  
Bill Arnado  
Bruce McPherson, Librarian

## MAP Advisory Board

Jerry Johnson, (Chair & Council)  
Gloria Evans  
Marysue Costello  
Kay Matthews  
Barbara Klesel  
Jo Stevens  
John Greve

## Parks & Rec Advisory Board

Pierre Martineau, (Council)  
Kevin Flanagan  
Greg Forsythe  
April Heesacker  
Vickie Barta-Chair

## Planning

Pierre Martineau (Council)  
Cole Parker (Gall Co. Appt)  
Public Services Supt (Employee)  
Bill Howell (in-town)  
Tim Daley (in-town)  
Kim Howell (out of town)

## Police Commission

Doc DeTonancour (Town Appointment)  
Greg Forsythe (County Appointment)  
Bill Howell (Joint Appointment)

## Sign Review & Appeals Board

Doc Stewart (Council)  
Randy Roberson  
Jason Howell  
Jeremy Roberson  
1 Vacancy

## Snow Arbitration Board

Brad Schmier, (Council)  
Tim Whitman  
Chris Kahur  
6 Vacancies  
Public Services Supt. (ex-officio)

## TBID Board of Directors

Jeff Schoenhard  
Jerry Johnson  
Beth Lolo  
Jeremy Roberson  
John Stallings  
Brock Kelley  
Michael Lundberg

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## Community Assessment Action Team

Pierre Martineau (Council)

## Gallatin County Regional Parks Bd

Pierre Martineau (Council)

## Solid Waste District Board

Pierre Martineau (Council)

## Elizabeth Roos

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**From:** Harris, Mike [Mike.Harris@gallatin.mt.gov]  
**Sent:** Thursday, July 11, 2013 10:01 AM  
**To:** 'eroos@townofwestyellowstone.com'  
**Cc:** Wiedenmeyer, Wendy  
**Subject:** Qualifications for Park Commissioner

The requirements for the Gallatin County Board of Park Commissioners is as follows.

The Park Commission is made up of seven members. There is one from each municipality and two at large positions.

The County Commission makes the appointment but we ask that the municipality make a recommendation for the Park Commissioner that would serve them.

The Commissioner is not required to reside in the boundaries of the municipality, only that they represent the interests of that municipality.

Pierre was just reappointed to the Park Commission for a two year term. He is able to serve as both a County Commissioner and a Park Commissioner at the same time. It made sense to us to keep Pierre as his County Commission appointment is only temporary, he will already be here in Bozeman for County Commission business and it saves the Park Commission money in travel costs.

If the City would like to recommend someone else to serve on the Park Commission they can do so but at this point it would require removing Pierre and appointing someone new.

If you have any further questions please feel free to contact me.

*Michael Harris, Director  
Gallatin County Conservation & Parks  
311 West Main, Room 304  
Bozeman, MT 59715  
406/582-3178 Office  
406/580-3029 Mobile*

RESOLUTION NO. 2009-092

A RESOLUTION ESTABLISHING THE BOARD OF DIRECTORS FOR THE  
WEST YELLOWSTONE - HEBGEN BASIN REFUSE DISPOSAL DISTRICT

THIS RESOLUTION was introduced by Larry Watson, Grants Administrator, moved by Joe Skinner, Commissioner, and seconded by Stephen White, ~~Commissioner~~ Chairman. This resolution was adopted unanimously. Commissioner Murdock was excused.

WHEREAS, on November 9, 1979, Resolution No. 411 was adopted by the Board of County Commissioners of Gallatin County declaring its the intention to create a solid waste management district for the West Yellowstone Hebgen Basin area pursuant to Sections 7-13-201, *et seq.*, MCA; and

WHEREAS, on March 4, 1980 the Board of County Commissioners of Gallatin County adopted Resolution No. 426 creating the West Yellowstone - Hebgen Basin Refuse Disposal District; and

WHEREAS, section 7-13-213, MCA, requires that the Board of County Commissioners appoint a board of directors for a solid waste management district subject to the provisions of 7-1-201 through 7-1-203; and

WHEREAS, sections 7-1-201 through 7-1-203, MCA, require a resolution creating a board to specify the number and term of board members, whether members are entitled to mileage, per diem, or expenses, and any special qualifications for board membership, and must grant the board all powers necessary and proper to the establishment, operation, improvement, maintenance, and administration of the district, and must contain budgeting and accounting requirements for which the board is accountable to the Board of County Commissioners; and

WHEREAS, section 7-13-215, MCA, provides that the board has the powers and duties described in section 75-10-112, as well as any additional powers granted the board in the resolution, with the exception of powers specifically reserved by the County; and

WHEREAS, the County has reserved certain powers in the creation of other solid waste management districts.

NOW THEREFORE BE IT RESOLVED:

1. The Board of Directors of the West Yellowstone - Hebgen Basin Refuse Disposal District, hereinafter referred to as Board, shall consist of seven (7) members selected and appointed by the Board of County Commissioners of Gallatin County; including a County Commissioner; a member representing the City of West Yellowstone, recommended by the West Yellowstone City Council; and five (5) interested citizens at-large who are residents of the District.

2. Except for the County Commissioner, members shall serve staggered three (3) year terms. The County Commissioner's term is for one year and shall be reviewed for appointment on a yearly basis by the Board of County Commissioners. At the end of a term, a Board member may be reappointed. A new member shall first complete the unexpired term of any member who has resigned or was removed before completing his/her term. Terms shall commence on July 1.
3. Members are not entitled to per diem, expenses or salary but may be reimbursed for mileage.
4. Board members may vote to recommend to the Board of County Commissioners of Gallatin County to remove a member from the Board for cause. Cause may consist of, but is not limited to, failure of any member to attend three consecutive regular meetings without good reason.
5. With the exception of the County Commissioner, all members of the Board must be residents of the District.
6. The Board has all powers necessary and proper to the establishment, operation, improvement, maintenance, and administration of the District as follows.
  - A. Financial powers. With the advice and approval of the Board of County Commissioners of Gallatin County, the Board may exercise the following powers:
    - a. receive gifts, grants, or donations or acquire by gift, deed, or purchase land necessary for the implementation of an provisions of Title 76, Chapter 10, Part 1, MCA;
    - b. to apply for and utilize state, federal, or other available money for developing or operating a solid waste management system;
    - c. borrow funds from any lending agency available to assist in planning a solid waste management system;
    - d. sell or lease to any person or entity all or a portion of a solid waste management system that the Board plans, designs, or constructs for so long as any such contract or lease is consistent with the lender's loan requirements;
    - e. mortgage or encumber all or a portion of a solid waste management system so long as any such mortgage or encumbrance is consistent with the lender's loan requirements;
    - f. hold or dispose of real property and, subject to any lease agreements, develop or alter real property by improvements that enhance the value and usefulness of the real property;
    - g. finance, design, construct, own, and operate a solid waste management system;
    - h. contract to market all raw or processed materials recovered from solid waste and market any energy products resulting from processing or utilizing solid waste; and
    - i. utilize revenue bonds issued by the city or county, or by fees levied by the district, to finance an area wide solid waste management system.
  - B. Other powers. The Board may exercise the following powers:
    - a. employ personnel to carry out the provisions of Title 76, Chapter 10, Part 1, MCA;

- b. purchase, rent, or execute lease agreements for equipment and material necessary for the implementation of a solid waste management system; and
    - c. establish the hours of operation for the facility or site utilized by the district for the disposal of waste or the recycling of waste.
  - C. The Board shall follow Gallatin County's budgeting and accounting requirements and personnel and contracting policies and procedures.
- 7. With regard to its meetings, the Board must follow these rules:
  - a. A majority of members constitutes a quorum for the purposes of conducting business and exercising powers and responsibilities. Action may be taken by a majority votes of members present and voting.
  - b. The board shall provide for the keeping of written minutes, including the final vote on all actions taken and the vote of each member.
  - c. The board shall provide by rule for the date, time, and place of regularly scheduled meetings and file the information on said rules with the Board of County Commissioners of Gallatin County.
- 8. This resolution shall be placed on file with the Gallatin County Clerk and Recorder.

DATED this 4th day of August, 2009

BOARD OF COUNTY COMMISSIONERS  
GALLATIN COUNTY



R. Stephen White, Chairman

ATTEST:



Charlotte Mills, Clerk & Recorder

# Town of West Yellowstone

## Request for Proposals

### Legal Services

The Town of West Yellowstone is seeking proposals from qualified firms or individuals to provide legal services for the Town. Applicants must be currently licensed to practice law in the State of Montana, before the Montana Supreme Court, and Federal Courts. Applicants are required to have a minimum of three years of experience in county or municipal law. A complete scope of work to be provided under the contract may be obtained by contacting the Town of West Yellowstone, PO Box 1570, 10 S Faithful, West Yellowstone, MT, 59758, (406) 646-7795, or by email at [info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com). All proposals must be received by 4:00 PM, August 16, 2013.

## Town of West Yellowstone Legal Services Scope of Work

The work covered by this RFP includes but will not be limited to the following:

1. Provide legal advice, counsel, and render such legal services as required by the Town Council.
2. Provide legal advice, counsel, and render such legal services as requested by authorized Town staff members.
3. Prepare and draft all necessary legal documents, ordinances, contracts, and letters.
4. Render legal opinions for the Town.
5. Act on behalf of the Town in all criminal City Court and civil City Court matters as required.
6. Represent the Town before all agencies of government and private parties having business with the Town.
7. Appear on behalf of the Town to prosecute and defend all civil and criminal cases in Montana district courts, federal courts of the United States, and before any other administrative or quasi-judicial board, committee, tribunal, or other person or corporate body.
8. Attend Town Council meetings, board and committee meetings, as required by the Town.
9. Perform other duties which may be required by the statutes of the State of Montana or the Charter of the Town of West Yellowstone.
10. Perform such other services as are customarily performed by corporate counsel.

### Proposal Information

When responding to this RFP, please include the following:

1. A description of the firm's prior experience
2. A summary of the experience of the firm's key personnel
3. Past and current work in the local area
4. The firm's projected workload over the next two for clients other than the Town of West Yellowstone
5. Unique or extraordinary skills or qualifications
6. Cost per hour for regular legal services
7. Cost per hour for paralegal or secondary legal services
8. Charges for travel time and travel expenses
9. Charges for other expenses incurred while performing the duties outlined in the scope of work including but not limited to: photocopies, faxes, long-distance phone calls, etc.

**TOWN OF WEST YELLOWSTONE, MONTANA**

**TOWN ATTORNEY FEE AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2013 by and between the TOWN OF WEST YELLOWSTONE, a Montana municipal corporation (the Town”), and the law firm of \_\_\_\_\_ (“Attorneys”).

**W I T N E S S E T H:**

WHEREAS, the Town is desirous of obtaining legal counsel, advice, representation and advocacy in relation to its corporate affairs; and

WHEREAS, the law firm of \_\_\_\_\_, of \_\_\_\_\_, Montana, consists of attorneys duly licensed to practice law in the federal and state courts of Montana.

NOW, THEREFORE, it is hereby agreed as follows:

1. The Town of West Yellowstone hereby retains the Attorneys to give such advice and counsel and render such legal service for the Town as the Town Council shall deem required.
2. The services of Attorneys shall include, but not limited to, advice and counsel on all corporate matters; preparation and drafting of all necessary legal documents, ordinances, contracts and letters; rendering legal opinions for the Council; acting on behalf of the Town in all criminal City Court matters, and in civil City Court matters as required; representing the Town as to all agencies of government and private parties having business with the Town; appearing for the Town to prosecute and defend all civil and criminal cases in the federal or state courts in Montana, and before any other administrative or quasi-judicial board, committee, tribunal or

other person or corporate body; to attend regular or special Town Council meetings, or meetings of boards and committees, as required by the Mayor and/or the Council; to perform any other duties which may be required by the statutes of the State of Montana or the Charter of the Town of West Yellowstone; and to perform such other services as are customarily performed by municipal corporate counsel.

3. In addition to the foregoing, it is agreed that Attorneys and the Town shall negotiate from time to time the various bond issues desired by the Town; it being the intent hereof that Attorneys shall receive a separate fee contract with respect to any services performed regarding municipal bond issues and the like. Furthermore, in the event that the Town shall enter into contracts with other agencies, public or private, which require the services of Attorneys, then the Attorneys may obtain a special, supplementary or different fee from the third party when the latter will bear the costs of the Town's attorney's fees; these matters to be negotiated between the Town the Attorneys, and any such third party.

4. For the services rendered, the Town shall pay the Attorneys each month, according to monthly statements received from the Attorneys as follows:

- a. For all regular services rendered as stated in paragraph 2 above, \$ \_\_\_\_\_ per hour.
- b. For all travel time involving Town business, \$ \_\_\_\_\_ per hour;
- c. For paralegal services, \$ \_\_\_\_\_ per hour;
- d. For special projects of bond issues as stated in paragraph 3 above, as negotiated.

5. For all such services stated in this contract however and whenever performed, the Town shall reimburse the Attorneys for all necessary expenses in connection with their services

to the Town, such expense to include, but not be limited to the following: travel at the legal rate according to the laws of the State of Montana, meals, lodging expenses, postage, photocopy charges, long distance telephone calls, investigation fees, filing or other court fees, witness fees, costs of serving legal papers, fees for depositions or expert witnesses, paralegal services, and charges for computer legal research. Such expenses shall be reimbursed along with the attorneys' fees previously stated according to the monthly statements submitted by the Attorneys.

6. Nothing in this Agreement shall be construed as limiting the amount of the fee payable to the Attorneys, where the source of funds for payment is a person, agency, corporation or entity, public or private, other than the Town of West Yellowstone.

7. Pursuant to Section 7-4-4602, MCA, the term of this Agreement shall be for two (2) years from \_\_\_\_\_, 2013, unless sooner terminated as provided by law.

IN WITNESS WHEREOF, THE PARTIES HAVE HERUNTO SET THEIR HANDS TO THIS Agreement the date and year first above written.

TOWN OF WEST YELLOWSTONE  
a municipal corporation

By: \_\_\_\_\_  
REBECCA C. GUAY  
Operations Manager

ATTEST:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
(Law Firm)

\_\_\_\_\_  
(Signature)  
By: PRINTED NAME



III. WORKLOAD AND SPECIAL QUALIFICATIONS (10 points maximum)

- A. Projected Workload (5) \_\_\_\_\_
- B. Unique or Extraordinary Skills or Qualifications (5) \_\_\_\_\_

**SUBTOTAL** \_\_\_\_\_

IV. COST (20 Points Maximum)

- A. Is the cost per hour reasonable? (10) \_\_\_\_\_
- B. Are the paralegal or secondary service costs reasonable? (5) \_\_\_\_\_
- C. Are the travel and business expenses reasonable? (5) \_\_\_\_\_

**SUBTOTAL** \_\_\_\_\_

**COMMENTS:**

**TOTAL SCORE =** \_\_\_\_\_