

Town of West Yellowstone

Tuesday, February 4, 2014

West Yellowstone Town Hall, 440 Yellowstone Avenue

Town Council Meeting

7:00 PM

TOWN COUNCIL MEETING AGENDA

Pledge of Allegiance

Purchase Orders

Treasurer's/Securities Report

Claims ∞

Consent Agenda: **January 21, 2014 Town Council Meeting** ∞

Business License Applications

- Yellowstone Bicycles, new location ∞

Advisory Board Report(s)

Operations Manager & Department Head Reports

Assignments Report

Council Comments

Public Comment Period

NEW BUSINESS

Resolution No. 644, Creation of 911 Advisory Board ∞

Discussion/Action

Correspondence/FYI

Meeting Reminders

Adjournment



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. Geysler 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. Geysler 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. 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.

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

* ... Over spent expenditure

| Claim | Vendor #/Name/ | Document \$/ | Disc \$ | | | | | | Cash |
|-------|---|--------------|---------|---------|---------------|--------|------|---------|------|
| Check | Invoice #/Inv Date/Description | Line \$ | | PO # | Fund Org Acct | Object | Proj | Account | |
| 39620 | 2546 Century Link QCC | 26.17 | | | | | | | |
| | 01/23/14 long dist chg | 21.91 | | FINADM | 1000 410510 | 345 | | 101000 | |
| | 01/23/14 access fee/sm bus plan/tax | 4.26 | | finadm | 1000 410510 | 345 | | 101000 | |
| 39621 | 2575 WY Tourism Business Improvement | 5,907.22 | | | | | | | |
| | 02/01/14 January 2014 collections | 5,907.22 | | TBID | 2102 411800 | 540 | | 101000 | |
| 39623 | 146 Morrison-Maierle, Inc | 427.50 | | | | | | | |
| | 17477 01/20/14 Labor-set up new workstation | 427.50 | | FINADM | 1000 410510 | 356 | | 101000 | |
| 39631 | 1514 Verizon Wireless | 682.23 | | | | | | | |
| | 01/20/14 640-0512, Parks | 31.31 | | PARKS | 1000 460430 | 345 | | 101000 | |
| | 01/20/14 640-1103, Operator | 31.31 | | STREET | 1000 430200 | 345 | | 101000 | |
| | 01/20/14 640-1438 Soc Services | 31.31 | | SOC SER | 1000 450135 | 345 | | 101000 | |
| | 01/20/14 640-1460 Dispatch | 31.31 | | POLICE | 1000 420110 | 345 | | 101000 | |
| | 01/20/14 640-1461, Facilities Tech | 31.31 | | STREET | 1000 430200 | 345 | | 101000 | |
| | 01/20/14 640-1462, Operator, SP | 61.31 | | STREET | 1000 430200 | 345 | | 101000 | |
| | 01/20/14 640-1463, Deputy PSS, SP | 61.31 | | STREET | 1000 430200 | 345 | | 101000 | |
| | 01/20/14 640-1472, Ops Mgr, SP | 61.31 | | ADMIN | 1000 410210 | 345 | | 101000 | |
| | 01/20/14 Rec 640-1676, SP | 61.31 | | REC | 1000 460440 | 345 | | 101000 | |
| | 01/20/14 PD Chief 640-1754 | 31.31 | | POLICE | 1000 420110 | 345 | | 101000 | |
| | 01/20/14 PD 640-1755 | 31.31 | | POLICE | 1000 420110 | 345 | | 101000 | |
| | 01/20/14 PD 640-1756 | 31.31 | | POLICE | 1000 420110 | 345 | | 101000 | |
| | 01/20/14 PD 640-1757 | 31.31 | | POLICE | 1000 420110 | 345 | | 101000 | |
| | 01/20/14 PD 640-1758 | 31.31 | | POLICE | 1000 420110 | 345 | | 101000 | |
| | 01/20/14 PD 640-1759 | 31.31 | | POLICE | 1000 420110 | 345 | | 101000 | |
| | 01/20/14 640-7547, Facilities Tech | 31.31 | | PARKS | 1000 460430 | 345 | | 101000 | |
| | 01/20/14 640-9074, PSS, SP | 61.27* | | BLDINS | 1000 420531 | 345 | | 101000 | |
| 39632 | 42 Fall River Electric | 7,210.74 | | | | | | | |
| | 01/13/14 UPDH 4212041 elec service | 802.28 | | UPDH | 1000 411252 | 341 | | 101000 | |
| | 01/13/14 POLICE 4212008 elec service | 470.94 | | POLICE | 1000 411258 | 341 | | 101000 | |
| | 01/13/14 shop 4212018 elec service | 411.98 | | STREET | 1000 430200 | 341 | | 101000 | |
| | 01/13/14 ANIMAL 4212029 elec serv | 192.32 | | ANIMAL | 1000 440600 | 341 | | 101000 | |
| | 01/13/14 PARK 4212032 Elec ser | 266.18 | | PARK | 1000 411253 | 341 | | 101000 | |
| | 01/13/14 PARK 2901001 elec serv | 165.92 | | PARK | 1000 411253 | 341 | | 101000 | |
| | 01/13/14 CLORINATOR 4212030 elec serv | 81.91 | | WATER | 5210 430500 | 341 | | 101000 | |
| | 01/13/14 MAD ADD WATER 4212017 | 40.44 | | WATER | 5210 430500 | 341 | | 101000 | |
| | 01/13/14 PUMP 4212005 elec serv | 207.86 | | WATER | 5210 430500 | 341 | | 101000 | |
| | 01/13/14 SEWER LIFT STATION 4212006 | 224.12 | | SEWER | 5310 430600 | 341 | | 101000 | |
| | 01/13/14 SEWER PLANT 4212007 elec ser | 668.78 | | SEWER | 5310 430600 | 341 | | 101000 | |
| | 01/13/14 MAD SEWER LIFT 4212014 elec | 201.20 | | SEWER | 5310 430600 | 341 | | 101000 | |
| | 01/13/14 SEWER TREAT SERV 4212046 ele | 1,124.42 | | SEWER | 5310 430600 | 341 | | 101000 | |
| | 01/13/14 library 23 dunraven 4212054 | 115.60 | | LIBRY | 2220 460120 | 341 | | 101000 | |
| | 01/13/14 povah comm ctr 4212001 | 249.93 | | POVAH | 1000 411255 | 341 | | 101000 | |
| | 01/13/14 unmetered lights 4212004 | 1,451.25 | | STLITE | 1000 430263 | 341 | | 101000 | |

01/31/14
17:11:13

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 2/14

Page: 2 of 5
Report ID: AP100

* ... Over spent expenditure

| Claim | Check | Invoice #/Inv Date/Description | Vendor #/Name/ Line \$ | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|---------------------------------|---|---------------------------|-------------------------|---------|--------|---------------|-------------|-----------------|
| | 01/13/14 | Town Hall | 4212009 | 439.98 | | TWNHAL | 1000 411250 | 341 | 101000 |
| | 01/13/14 | Ice Rink | 421010 | 95.63 | | PARKS | 1000 460430 | 366 | 101000 |
| 39635 | | 162 House of Clean | | 244.22 | | | | | |
| | 111054 | 01/28/14 custodial supplies | | 244.22* | | TWNHAL | 1000 411250 | 220 | 101000 |
| 39636 | | 2198 Westgate Auto Body | | 2,494.59 | | | | | |
| | 1032 | 01/31/14 paint 06 Durango | | 2,494.59 | | STREET | 1000 430200 | 357 | 101000 |
| 39637 | | 2586 Waxie Sanitary Supply | | 18.79 | | | | | |
| | 74391326 | 01/24/14 supplies | | 18.79 | | PARKS | 1000 460430 | 220 | 101000 |
| 39638 | | 2846 Jake Holmes | | 120.00 | | | | | |
| | 8899-1 | 01/27/14 band-it tool | | 120.00 | | PARKS | 1000 460430 | 220 | 101000 |
| 39639 | | 40 Jerry's Enterprises | | 17.98 | | | | | |
| | 01/28/14 | return | | -12.99 | | FINADM | 1000 410510 | 220 | 101000 |
| | 01/28/14 | supplies | | 18.98 | | SOCSEK | 1000 450135 | 220 | 101000 |
| | 01/28/14 | supplies | | 11.99 | | STREET | 1000 430200 | 220 | 101000 |
| 39640 | | 73 Westmart Building Center | | 180.69 | | | | | |
| | 01/27/14 | supplies | | 180.69 | | STREET | 1000 430200 | 220 | 101000 |
| 39641 | | 2306 Brandy Holland | | 34.98 | | | | | |
| | 01/26/14 | reimb uniform | | 34.98 | | REC | 1000 460440 | 226 | 101000 |
| 39642 | | 2357 US Bank | | 82,296.23 | | | | | |
| | 01/13/14 | CAT Wheel Loader Principal | | 6,307.73 | | DEBT | 1000 490520 | 610 | 101000 |
| | 01/13/14 | CAT Wheel Loader Interest | | 389.11 | | DEBT | 1000 490520 | 620 | 101000 |
| | 01/13/14 | 911 Center Principal | | 12,608.39 | | DEBT | 2850 490530 | 610 | 101000 |
| | 01/13/14 | 911 Center Interest | | 825.54 | | DEBT | 2850 490530 | 620 | 101000 |
| | 01/13/14 | Town Hall Principal | | 54,780.00 | | DEBT | 2100 490200 | 610 | 102001 |
| | 01/13/14 | Town Hall Interest | | 7,385.46 | | DEBT | 2100 490200 | 620 | 102001 |
| 39643 | | 2557 MTEIRA | | 100.00 | | | | | |
| | 01/31/14 | membership, Hopkins | | 50.00 | | DISPAT | 1000 420160 | 335 | 101000 |
| | 01/31/14 | membership, Berger | | 25.00 | | DISPAT | 1000 420160 | 335 | 101000 |
| | 01/31/14 | membership, Rightenour | | 25.00 | | DISPAT | 1000 420160 | 335 | 101000 |
| 39644 | | 2848 Blind Guy | | 2,450.00 | | | | | |
| | Deposit was paid by credit card | | | | | | | | |
| | 33670 | 12/20/13 Town hall window covers, balan | | 2,450.00 | | TWNHAL | 1000 411250 | 364 | 101000 |

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| Claim | Vendor #/Name/ Check Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|---|--|---------|--------------------------------------|--|---------------------------------|--|
| 39645 | 2771 Rick McCord 01/31/14 reimb uniform | 139.89 139.89 | | PARKS | 1000 460430 | 226 | 101000 |
| 39646 | 2540 Centennial Auto Repair 01/15/14 repairs, 2010 Crown Vic 01/23/14 repairs, 2011 Exposition | 104.06 30.76 73.30 | | 9500 9509 | 1000 420100 1000 420100 | 361 361 | 101000 101000 |
| 39647 | 633 Bozeman Trophy & Engraving 6103 01/15/14 notary stamp, DesRochers | 46.50 46.50 | | DISPAT | 1000 420160 | 335 | 101000 |
| 39648 | 2647 Bigfork Web Development, Inc. 13867 01/13/14 website support | 119.05 119.05 | | FINADM | 1000 410510 | 356 | 101000 |
| 39649 | 2318 Taser International SI1345630 01/14/14 battery | 53.71 53.71 | | POLICE | 1000 420100 | 220 | 101000 |
| 39650 | 2382 Neil Courtis 01/16/14 reimb travel, Training | 429.84 429.84 | | POLICE | 1000 420100 | 370 | 101000 |
| 39651 | 999999 BRITTNEY BUCHANAN 01/17/14 bond refund 2013-83 | 200.00 200.00 | | COURT | 7469 212400 | | 101000 |
| 39652 | 2823 STAPLES Credit Plan 01/12/14 supplies 01/12/14 supplies | 281.22 280.26 0.96 | | DISPAT FINADM | 1000 420160 1000 410510 | 220 220 | 101000 101000 |
| 39653 | 2507 Silvertip Pharmacy 012414/01 01/24/14 Rx 011714/01 01/17/14 Rx 010714/01 01/07/14 Rx 010314/01 01/03/14 Rx 010314/02 01/03/14 Rx 012114/01 01/21/14 Rx | 254.57 78.97 20.00 45.00 10.60 40.00 60.00 | | HELP HELP HELP HELP HELP | 7010 450135 7010 450135 7010 450135 7010 450135 7010 450135 7010 450135 | 351 351 351 351 351 | 101000 101000 101000 101000 101000 101000 |
| 39654 | 56 McKenna Law P.C. 01/27/14 legal services | 180.00 180.00 | | LEGAL | 1000 411100 | 352 | 101000 |
| 39655 | 2770 Jennifer A. Barney 01/31/14 dance tuition refund | 60.00 60.00 | | REC | 1000 346050 | | 101000 |
| 39656 | 999999 CARRI HALES 01/31/14 dance tuition refund | 60.00 60.00 | | REC | 1000 346050 | | 101000 |

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| Claim | Check | Invoice #/Inv Date/Description | Vendor #/Name/ | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|----------------|-------|--|----------------|-------------------------|------------|--------|---------------|-------------|-----------------|
| 39657 | | 999999 KIM HOWELL 01/31/14 dance tuition refund | | 60.00 60.00 | | REC | 1000 346050 | | 101000 |
| 39658 | | 999999 KATI HOLTZMAN 01/31/14 dance tuition refund | | 120.00 120.00 | | REC | 1000 346050 | | 101000 |
| 39659 | | 999999 KATRINA MANN 01/31/14 dance tuition refund | | 120.00 120.00 | | REC | 1000 346050 | | 101000 |
| 39660 | | 999999 TATIANA SALINAS 01/31/14 dance tuition refund | | 60.00 60.00 | | REC | 1000 346050 | | 101000 |
| 39661 | | 1282 Elizabeth Roos 01/31/14 dance tuition refund | | 60.00 60.00 | | REC | 1000 346050 | | 101000 |
| 39662 | | 999999 KATRINA WIESE 01/31/14 dance tuition refund | | 60.00 60.00 | | REC | 1000 346050 | | 101000 |
| 39663 | | 999999 CHAD REICHENSBERGER 01/31/14 dance tuition refund | | 60.00 60.00 | | REC | 1000 346050 | | 101000 |
| 39664 | | 1934 Brenda Phillips Martin 01/31/14 dance tuition refund | | 60.00 60.00 | | REC | 1000 346050 | | 101000 |
| 39665 | | 999999 REBECCA GALLEGOS-HOLLENSBE 01/31/14 dance tuition refund | | 60.00 60.00 | | REC | 1000 346050 | | 101000 |
| 39666 | | 999999 KAILA NELSON 01/31/14 dance tuition refund | | 60.00 60.00 | | REC | 1000 346050 | | 101000 |
| 39667 | | 999999 RICH JEHLER 01/31/14 dance tuition refund | | 60.00 60.00 | | REC | 1000 346050 | | 101000 |
| 39668 | | 2769 Carrie S. Pope 01/31/14 dance tuition refund | | 60.00 60.00 | | REC | 1000 346050 | | 101000 |
| 39669 | | 999999 LIZ WATT 01/31/14 dance tuition refund | | 60.00 60.00 | | REC | 1000 346050 | | 101000 |
| 39670 | | 2635 Jake's Automotive and Tire 10408 01/11/14 Tow bill | | 160.00 160.00 | | POLICE | 1000 420100 | 317 | 101000 |
| # of Claims 41 | | | | Total: | 105,200.18 | | | | |

105,200.18

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
January 21, 2014

COUNCIL MEMBERS PRESENT: Mayor Brad Schmier, Jerry Johnson, John Costello, Cole Parker, Greg Forsythe

OTHERS PRESENT: Operations Manager Becky Guay, Finance Director Lanie Gospodarek, Chief of Police Gordon Berger, Public Services Superintendent James Patterson, Social Services Director Jack Dittmann, HBFD Scott Waldron, Doc Stewart, Doug Buskirk, Joyce Berger, Grace McCoy, Marge Wanner, Kim Howell, Travis Watt, John Greve, Brenda Martin, Sandi Peppler, Salle Engelhardt, David Arnado, Kurtis Holtzen, Marysue Costello, Tom Cherhoniak, Corinne Fagerburg, Newspaper, Randy Wakefield

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

Portions of the meeting are being recorded.

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

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6209 to Teton Communications, Inc. to purchase two computers with Avtec Console Software for \$5983.00. (Johnson, Costello)
- 2) Motion carried to approve the claims, which total \$136,919.48. (Johnson, Costello) Forsythe abstains from Claim #39594 to Westmart Building Center, Schmier abstains from Claim #39599 to Jerry's Enterprises.
- 3) Motion carried to approve the Consent Agenda, which includes the minutes from the January 7, 2014 Town Council Meeting and the January 13, 2014 Budget Work Session. (Johnson, Parker)
- 4) Motion carried to approve the new business license application for Espresso West (2nd Location) at 625 Highway 20, West Yellowstone, Montana, to operate a drive-through espresso business. (Johnson, Parker)
- 5) Motion carried to waive the request to waive the Resort Tax Bond for Espresso West (2nd Location) at 625 Highway 20. (Costello, Parker)
- 6) Motion carried to appoint Kim Howell to the MAP Fund Advisory Board. (Johnson, Forsythe) Parker is opposed.
- 7) Motion carried to award both Marketing and Promotions Fund applications to the West Yellowstone Chamber of Commerce Snowmobile Events Committee: \$7500 for Snow Shoot 2015 and \$7960 for the Snowmobile Expo 2014. (Costello, Johnson)
- 8) Motion carried to accept the applications and appoint Blaize "Doc" Stewart and Kathy Arnado to the Clothing Bank Ad Hoc Committee. (Forsythe, Parker)
- 9) Motion carried to approve the Outside Amplification Permit for the International Pedigree Stage Stop Sled Dog Race for February 2, 2014. (Johnson, Costello)
- 10) Motion carried to appoint Mayor Schmier and Council member Costello to the committee to discuss and make recommendations for the future use of Fire Station One/ESB at 400 Yellowstone Avenue. (Forsythe, Parker)
- 11) Motion carried to approve the Funding Agreement for 2013 Montana Air and Congestion Initiative Program Equipment grant for the purchase of a new Flush (water) truck. (Costello, Parker)

Public Comment Period

Wanner says she would like to credit the Town and specifically James Patterson with the success of relocating the ice skating rink to the city park. She says that the Kids N Snow event last weekend was a huge success and she was really impressed with how it worked out.

DISCUSSION

- 1) Forsythe asks where in the budget these computers will come from. Gospodarek explains that the purchase will come out of the 911 Budget, Fund 2850. He clarifies that this is the same place that the recorder for the dispatch center is budgeted.
 - 2) Parker asks about the claim to the Wagner Group. Guay explains that shortly before John Knapp resigned, he withdrew \$3000 from his unreimbursed medical account, which was \$1000 more than he had contributed at that point in the year. Per IRS regulations, the Town is obligated to pay that \$1000 back to the Wagner Group. Knapp was asked to pay the \$1000 back to the Town, but he refused. Johnson asks about the claim to McKenna Law Firm and how much more work we are expecting McKenna to do. Guay says there are just a couple issues he is still wrapping up. They did ask McKenna to prepare the Legal Counsel opinion for the Annual Financial Report as he was the Town's attorney for the entire fiscal year that is covered by the report.
 - 4) Johnson asks Patterson if the parking is adequate and he responds that it is.
 - 5) Finance Director Lanie Gospodarek reports that the owners have a satisfactory payment history with their other business.
 - 6) The Council agrees to discuss the appointment to the MAP Fund Advisory Board prior to making an appointment. Two applications have been received for one position on the MAP Fund Advisory Board, from Janna Turner and from Kim Howell. John Greve explains that the resolution and ordinance that govern the MAP Fund establish that the board shall be composed of no less than three and no more than seven persons. Johnson gives a brief description of the responsibilities for serving on the board and how the money is distributed. Forsythe asks about the relationship between the Chamber of Commerce and the MAP Fund. Johnson explains that there is a representative from the Chamber on the MAP Fund Advisory Board, but otherwise there is no direct relationship. Johnson does point out that Howell is already serving on the Downtown Improvement District and Planning Board. Howell is present at the meeting and says she is very interested in serving on the board, cares about the marketing of West Yellowstone, and has the time to devote to the board.
- A) **Operations Manager/Department Head Reports:** Operations Manager Becky Guay reports on current issues: **Town Hall Project** – The Town has completed the final draw on the Resort Tax bonds for the Town Hall Project. The total bond amount is \$1,480,866; \$119,134 less than the \$1.6 million authorized by the InterCap program. Window treatments are being installed today. Town staff discovered a leak in the roof above the east stairwell. Dick Anderson Construction (DAC) responded in a timely fashion and had staff working on the problem most of last week. They hired a firm to steam the ice off the roof so they can get at the problem, and will be back this week to continue repairs. We will also be discussing a long-term fix for the problem so it doesn't happen in the future. All work to fix the current problem is being handled under the warranty provision of the Town's agreement with DAC. **Dance Program** – The Town's dance instructor, Madeline Barth, informed us today that she is resigning effective immediately to take a position in Bozeman. Our recreation coordinator is attempting to secure another dance teacher, however the options appear to be limited. We will refund the full cost of the program to the participants unless we are able to continue the program in the next few weeks. We have posted a notice on the Town's website to inform the public. **Police Officer Hiring Process** – The Police Commission hopes to meet this week to begin the review process. **Police Vehicle Purchase** – The new police SUV has

been delivered to the Town. The new SUV has been assigned to Sgt. Aaron Frank. **Dispatch User's Group** – The Town Attorney and I are discussing the structure of this proposed committee and will have recommendations for the Council at your next meeting. **Procedures to Access the Services of the Town Attorney** – Ms. Mersen and I are working on a procedure and will have recommendations for the Council at your next meeting. **Finance Department** – the Finance Officer successfully completed and submitted the Annual Financial Report to the State Department of Administration and is preparing for the annual audit for FY 12-13. Auditors will be in here beginning tomorrow. **Management of UPDL** – Town staff has been meeting with representatives from the Yellowstone Historic Center (YHC) to discuss YHC's proposal to take over the management of the UPDL. YHC staff will seek approval of their proposal and funding request by their Executive Council on January 28. If approved, YHC would like to schedule a meeting with the Town's UPDL ad-hoc committee the week of February 3. If the committee recommends approval of the proposal, YHC will seek final approval from its full board on February 11. The proposal will then be submitted to the Town Council for final action at the February 18th Council Meeting.

Costello asks about the warranty for the new Town Hall in reference to the recent roof leaks. Guay says that the warranty is for one year. Costello questions whether this problem will then extend the warranty for the roof. Guay says she certainly intends to discuss that with Dick Anderson Construction as the one-year warranty will expire before they get through a second winter. Patterson further explains that there was a vent in the roof that had a leak, which caused more hot air in the roof on the east side of the building. He says they really won't know if their solution of adding more vents will solve the problem until next winter because they have removed all the snow and ice from the roof. He clarifies that there are at least two leaks and possibly another.

Forsythe asks about the plans to establish the Police Commission and obtain some outside help prior to hiring another police officer. Guay says they are meeting later this week to discuss procedures, she will explain the hiring process they currently follow, and distribute the applications. Forsythe reiterates that he thinks they should solicit assistance from outside the Town as was discussed at an earlier meeting. Johnson clarifies that the responsibilities of the Police Commission are outlined in state law and will be given to the commissioners along with the minimum qualifications for police officers. Minimum qualifications in Montana are pretty basic, must be 18 years old, citizenship, and a high school graduate. Guay says that state law dictates that police commissioners establish a process for evaluating applications, which must be approved by the Council. Forsythe asks if the commission is going to establish the process and start reviewing applications at the same meeting, before the Council has reviewed and approved the process. Guay says that they need to move this along, their officers are working a lot of overtime. Schmier also questions whether they should start reviewing applications before the Council approves the process. Forsythe agrees. Guay says then that she will not distribute the applications this week and will hold off until after the process has been approved by the Council.

Johnson credits the staff for their dedication to the building project and says that is the reason the project came in under budget. He also asks Gospodarek to ask the auditors tomorrow what it will cost to "piggy-back" an audit for the TBID to the audit they are working on for the Town.

- 8) The Council discusses the applications from Blaize "Doc" Stewart and Kathy Arnado. Guay explains that Arnado is the member of the town staff that ran the clothing bank while it was under the purview of the Town. She says that they must have had somewhat of a miscommunication and she says it probably isn't necessary to appoint Arnado as she will obviously participate with the group to work on the issue.
- 10) Johnson recommends that they appoint Mayor Schmier and Council Member Costello to the committee to meet with representatives of the Hebgen Basin Fire District to discuss

the future use of Fire Station One/ESB Building at 400 Yellowstone Avenue. Johnson says that Schmier has been on the Council for the past four years and therefore is familiar with the agreements and contracts that have affected that building. He says the Costello has a long history and experience with real estate and emergency services in this area. Doug Buskirk asks if they will appoint any members of the public to serve on the committee. After discussion, the Council and Guay agree that they don't need to appoint any members of the public to the committee but the meetings will be open to anyone from the public that may be interested. There will be opportunity at a later time for the public to comment before any action is taken. Patterson indicates that he would also be interested in participating in those meetings.

- 11) Guay explains that the total cost of the truck is \$174,533.08 and the Town's share is only \$23,422.34 or 13.42%. The truck will be delivered in August of 2014. Patterson adds that West Yellowstone has been identified as a high-particulate area, which is why they qualified for the grant.

CORRESPONDENCE

Dated November 7, 2013, US Senator Jon Tester writes to respond to the Town's letter concerning the recent government shutdown and share insight about the effect the shutdown had on Montana's economy.

The meeting is adjourned. (8:15 PM)

Mayor

ATTEST:

Town Clerk

Town of West Yellowstone Business License Application

Business Name: yellowstone Bicycles
Applicant: les mcbirnie
Contact Person: les mcbirnie
Mailing Address: P.O. Box 46 W.Y. MT 59758
Physical Address of Business: 21 Canyon Street
Phone Number: 646-7810 - 646-7815 Fax Number: _____
Email Address: g.mcbirnie@yahoo.com Website: _____

X Signature of Property Owner of Record: Anthony Edward Daley

Subdivision: Old Town
Block: 28 Lot: 6

Zoning District, please mark one:

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

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

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

NA Retail sales

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

Leslie J Mc Birnie
Signature of Applicant

Signature of Applicant

Date 1/8/14

FOR OFFICE USE ONLY

| | | | | |
|--------------------------------------|---------------|-----------------|-----------------|-----------|
| Date Approved by Town Council: _____ | | | | |
| Date _____ | Check # _____ | Amount \$ _____ | License # _____ | |
| SCN _____ | BLP _____ | STX _____ | BLC _____ | RDX _____ |

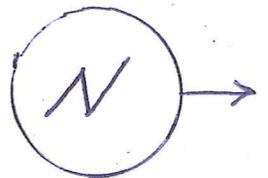
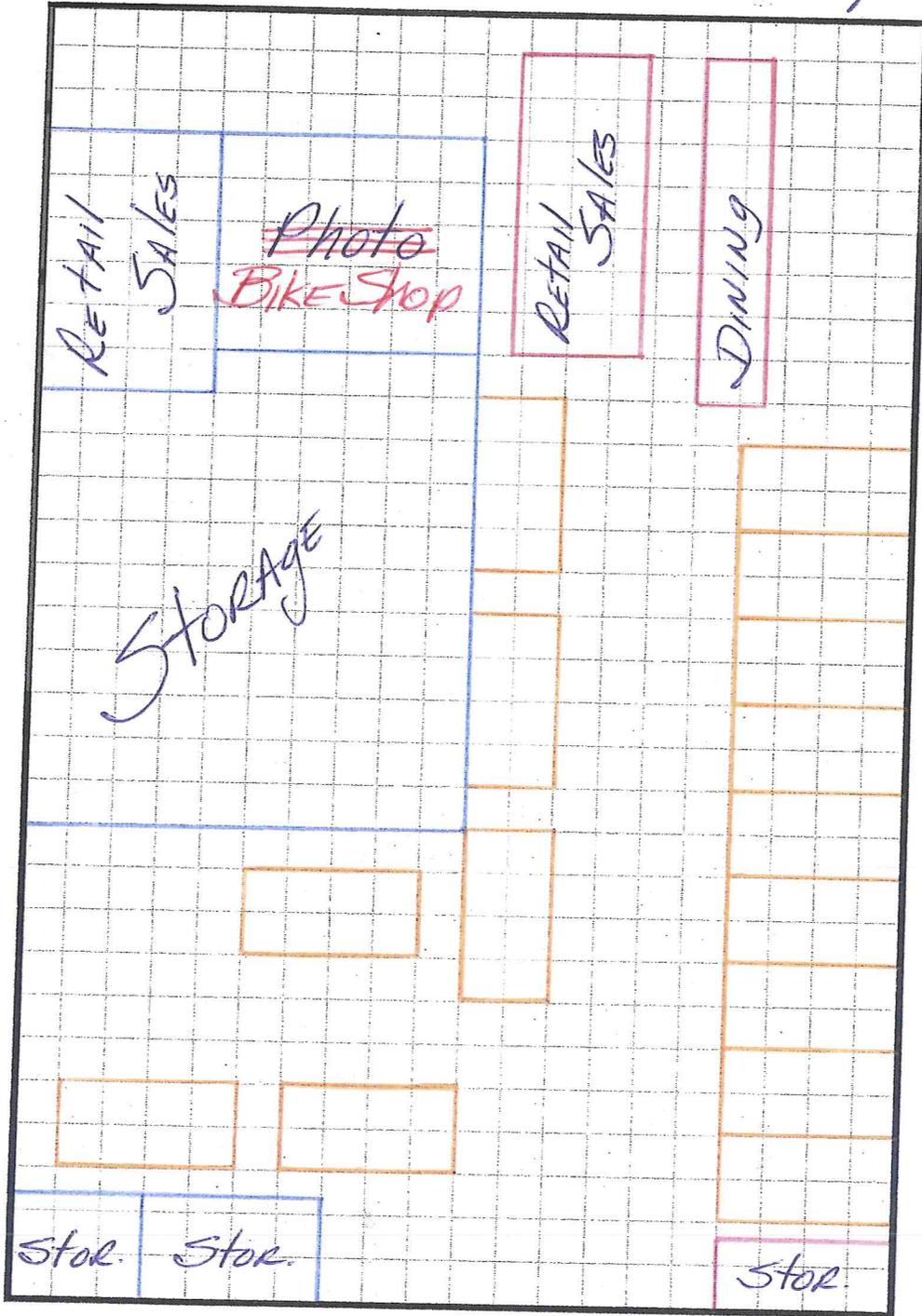
Site Plan

Business Name:

Business Owner:

Business Street Address: 21 North Canyon St.

Block: 28 Lot: 6 Subdivision: Old town - West Yellowstone



- = Buildings - PERMANENT STRUCTURES
- = TEMPORARY STRUCTURES
- = PARKING SPACES

Scale: 1 inch = 20 feet

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

KASTING, KAUFFMAN & MERSEN, P.C.
A T T O R N E Y S A T L A W

KENT M. KASTING
JOHN M. KAUFFMAN
JANE MERSEN
DENNIS L. MUNSON
LILIA N. TYRRELL

716 SOUTH 20th AVENUE, SUITE 101
BOZEMAN, MONTANA 59718
TEL: (406) 586-4383 FAX: (406) 587-7871
E-MAIL: kkm@kkmlaw.net

Of Counsel
WILLIAM B. HANSON

January 30, 2014

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

RE: 911 Advisory Board Resolution

Dear Council members,

I have drafted a Resolution for the creation of the 911 Advisory Board pursuant to your request at the January 7, 2014 council meeting and attach the same for your review. Before drafting this Resolution, I contacted county and city attorneys and sheriffs from several counties in the state. Some have 911 advisory boards and have provided me copies of their enabling resolutions. Some have such boards, with no enabling resolutions and some have interlocal agreements which govern how the 911 centers are to be operated, shared and funded. One simply runs their dispatch as part of their sheriff's office. Since West Yellowstone currently does not charge the users for the use of the 911/dispatch facility, I do not believe an interlocal agreement is necessary.

The draft resolution will hopefully start a discussion on how you want the board to operate, to whom it should report and what issues should be brought before it. The board is advisory so it has no governing powers. It can make recommendations and reports to the council but ultimately, the council has the authority and duty to make decisions regarding the 911/dispatch facility. Its meetings must be open to the public.

The description of the users/board members was from my memory at the meeting of who all used the facility and with input from Ms. Guay. I also included a council liaison and a member of the public. There is no specific list of who should and shouldn't be on the board so please feel free to add or subtract from the list as you see fit.

Once the Council finalizes and approves the resolution, it can appoint the members. The members should first be tasked with drafting by laws and procedures for the board, which, of course must be approved by the Council.

If you have any questions about this resolution, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Jane Mersen". The signature is written in a cursive style with a large, looping initial "J".

Jane Mersen
Town Attorney
encl.

c: Becky Guay w/ encl.

TOWN OF WEST YELLOWSTONE

RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST
YELLOWSTONE CREATING A 911 ADVISORY BOARD**

THIS RESOLUTION was introduced by the Town Operation Manager, as a result of the desire of the Town Council of the Town of West Yellowstone and the desire of the numerous users of the West Yellowstone 911/dispatch facility to have an advisory board for the purposes of reviewing the operation of the 911 facility; and receiving information about the facility, researching matters pertinent to the use, maintenance and necessary upgrades of the facility, to provide guidance on technical issues and to make recommendations and reports to the Town Council regarding the operation of and improvements to the facility.

WHEREAS, The Town Council believes that it is in the best interests of the citizens of the Town of West Yellowstone to have an efficient and effective 911/Dispatch facility; and

WHEREAS, pursuant to Sections 7-3-1251 and 7-3-4404, MCA, the Town Council may appoint a board to act in an advisory capacity for any specified department or office; and

WHEREAS, the Town Council finds that the Town's 911/Dispatch facility provides a critical link between the community and public safety resources (police officers, sheriff's deputies, fire departments, emergency medical services, National Park Service, Gallatin National Forest Service and the Montana Highway Patrol), 24 hours a day, seven days a week, 365 days of the year; and

WHEREAS, it is the desire of the Town Council to provide the highest quality of dispatch services to promote interagency collaboration, to protect the public in the most efficient and effective manner, and to operate the 911/Dispatch facility efficiently and economically; and

WHEREAS, the users of the 911/Dispatch facility should have a voice in the operation and maintenance of the facility; and

WHEREAS, the following users should be represented on the Advisory Board:

Gallatin County Sheriff's Department

West Yellowstone Police Department

Town of West Yellowstone Operations Manager

Yellowstone National Park

U.S. Forest Service

Montana Highway Patrol
Hebgen Basin Fire District
Montana Department of Transportation
Montana Department of Fish, Wildlife and Parks
West Yellowstone Trail Groomers
One non law enforcement user (wrecker service)
One Town Council Member
One member of the general public

NOW THEREFORE, IT IS HEREBY RESOLVED:

1. The West Yellowstone 911 Advisory Board, the ("Board") is hereby created for the purposes set out above.
2. The duties and powers of the Board will be governed through by-laws developed by said Board and approved by the Town Council by ordinance;
3. The members of the Board shall be one designee from each user as set out above. The member of the Town Council and the member of the public shall be appointed by the Town Council.
4. The Board shall make its report/recommendations to the Town Council at least two times per year but such reports and recommendations may be more often, as the need arises.
5. The Board shall remain in effect as long as the Town of West Yellowstone provides a 911/dispatch facility or until further resolution of the Town Council.
6. The members of the Board shall serve without compensation.

Dated this ____ day of _____, 2014.

Brad Schmier
Mayor of the Town of West Yellowstone

ATTEST:

Town Clerk

TOWN OF WEST YELLOWSTONE
RESOLUTION NO. 644

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST
YELLOWSTONE CREATING A 911 ADVISORY BOARD**

THIS RESOLUTION was introduced by the Town Operation Manager, as a result of the desire of the Town Council of the Town of West Yellowstone and the desire of the numerous users of the West Yellowstone 911/dispatch facility to have an advisory board for the purposes of reviewing the operation of the 911 facility; and receiving information about the facility, researching matters pertinent to the use, maintenance and necessary upgrades of the facility, to provide guidance on technical issues and to make recommendations and reports to the Town Council regarding the operation of and improvements to the facility.

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West Yellowstone Police Department
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Yellowstone National Park
U.S. Forest Service

Montana Highway Patrol
Hebgen Basin Fire District
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West Yellowstone Trail Groomers
One non law enforcement user (wrecker service)
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4. The Board shall make its report/recommendations to the Town Council at least two times per year but such reports and recommendations may be more often, as the need arises.
5. The Board shall remain in effect as long as the Town of West Yellowstone provides a 911/dispatch facility or until further resolution of the Town Council.
6. The members of the Board shall serve without compensation.

Dated this ____ day of _____, 2014.

Brad Schmier
Mayor of the Town of West Yellowstone

ATTEST:

Town Clerk

To Town of West Yellowstone town manager and council:

I wanted to inform you of the results of our recent election. We have three stewards one from public works (Kurt Holtzen) also elected as Chapter president. One from Dispatch (Michele DesRochers) and one at large David Arnado.

We will try to have a steward present at town council meetings so if anything comes up we are available to answer any questions you may have. I am also currently working with Becky to resurrect the Labor/Management team and it is my hope that one member of council could be involved.

I look forward to working with you this upcoming year. Please do not hesitate to contact me if there is anything I can help with.

Sincerely

A handwritten signature in black ink, appearing to read 'Kurt Holtzen', with a long horizontal flourish extending to the right.

Kurt Holtzen
Chapter President
1-27-2014