

Town of West Yellowstone

Tuesday, July 1, 2014

West Yellowstone Town Hall, 440 Yellowstone Avenue

7:00 PM

TOWN COUNCIL MEETING AGENDA

Pledge of Allegiance

Purchase Order

Treasurer's Report ∞

Claims ∞

Consent Agenda: **June 17, 2014, 2014 Work Session & Town Council Meeting** ∞

June 19, 2014 Work Session ∞

June 24, 2014 Special Meeting & Work Session ∞

Business License Applications ∞

- River Dragon Designs
- Thunder Mountain Traders

Advisory Board Report(s)

Operations Manager & Department Head Reports

Assignments Report

Council Comments

Public Comment Period

Presentation: Edie Dooley, Department of Natural Resources & Conservation, Publicly Owned Trees

NEW BUSINESS

Outside Amplification Permit, Yellowstone Nature Connection (Smokejumper Center) ∞ Discussion/Action

Fire Station 1 Improvements ∞ Discussion/Action

Adopt FY 2015 Preliminary Budget ∞ Discussion/Action

Correspondence/FYI ∞

- Special Event Permits: 4th of July Parade/Fireworks, Buffalo Chip Toss, Kids in the Park, Yellowstone Rod Run
- Letter, Law Enforcement Options, Kingsley Murphy
- Letter, Participate in Non-Competitive CDBG Funding Grants

Meeting Reminders



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 West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.
- Presently, informal Town Council work sessions are held at 12 Noon on Tuesdays and occasionally on other mornings and evenings. Work sessions also take place at the Town Hall located at 440 Yellowstone Avenue.
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meeting room.
- Agendas are 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 and packets are available online at the Town's website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at 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.

06/27/14
14:51:50

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/14

Page: 1 of 3
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account	
40049	2852 Fremont Communications 06/15/14 fiber optic, Town Hall	300.00 300.00		TWNHAL	1000 411250	345	101000	
40051	42 Fall River Electric 06/13/14 UPDH 4212041 elec service 06/13/14 POLICE 4212008 elec service 06/13/14 shop 4212018 elec service 06/13/14 ANIMAL 4212029 elec serv 06/13/14 PARK 4212032 Elec ser 06/13/14 PARK 2901001 elec serv 06/13/14 CLORINATOR 4212030 elec serv 06/13/14 MAD ADD WATER 4212017 06/13/14 PUMP 4212005 elec serv 06/13/14 SEWER LIFT STATION 4212006 07/14/14 SEWER PLANT 4212007 elec ser 06/13/14 MAD SEWER LIFT 4212014 elec 06/13/14 SEWER TREAT SERV 4212046 ele 06/13/14 library 23 dunraven 4212054 06/13/14 povah comm ctr 4212001 06/13/14 unmetered lights 4212004 06/13/14 Town Hall 4212009 06/13/14 Ice Rink 421010	7,767.83 789.27 230.84 264.03 115.21 78.35 76.80 50.71 40.55 345.03 381.56 1,030.84 105.11 2,079.11 149.92 248.28 1,451.25 294.97 36.00		UPDH POLICE STREET ANIMAL PARK PARK WATER WATER WATER SEWER SEWER SEWER SEWER LIBRY POVAH STLITE TWNHAL PARKS	1000 1000 1000 1000 1000 1000 5210 5210 5210 5310 5310 5310 5310 2220 1000 1000 1000 1000	411252 411258 430200 440600 411253 411253 430500 430500 430500 430600 430600 430600 430600 460120 411255 430263 411250 411253	341 341 341 341 341 341 341 341 341 341 341 341 341 341 341 341 341 341 341	101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000
40055	999999 DAVID DUCKWORTH 06/26/14 bond refund 2014-02	685.00 685.00		COURT	7469 212400		101000	
40056	999999 SIANG LO 06/24/14 Bus Lic refund-Canton Express 06/24/14 RT Bond refund-Canton Express	550.00 50.00 500.00		BUSLIC RT	1000 322020 2100 214000		101000 101000	
40057	2867 Michigan State Police 551-419765 06/13/14 report writing handbooks	103.00 103.00		POLICE	1000 420100	220	101000	
40058	2858 Christine Keltner 102 06/20/14 transcriptions, Case #002221	46.25 46.25		DISPAT	1000 420160	357	101000	
40059	2558 Hebgen Basin Fire District 22 06/23/14 medical transport, prisoner	2,655.00 2,655.00		JAIL	1000 420230	351	101000	
40060	1796 Barta Electric, Inc. 4124 06/22/14 labor-electrician/apprentice 4124 06/22/14 Ballast 4124 06/22/14 UPS units	3,710.18 505.00 30.38 3,174.80		911 PDBLDG 911	2850 420750 1000 411258 2850 420750	357 366 212	101000 101000 101000	

06/27/14
14:51:50

TOWN OF WEST YELLOWSTONE
Claim Approval List
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Page: 2 of 3
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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
40061		2507 Silvertip Pharmacy		35.00					
	051314/01	05/14/14 Rx - Help Fund		35.00		HELP	7010 450135	351	101000
40062		61 Randy's Auto Repair		18.00					
	19950	fix flat, 08 Crown Vic		18.00		POLICE	1000 420100	361	101000
40063		633 Bozeman Trophy & Engraving		53.00					
	6950	06/10/14 notary stamp D. Rightenour		53.00		DISPAT	1000 420160	220	101000
40064		2601 Chemnet Consortium, Inc.		105.00					
	79230	06/17/14 lab tests, 3 employees		105.00		ADMIN	1000 410210	351	101000
40065		2868 All-American Publishing		294.00					
	0636443-IN	06/09/14 WY School yearbook ad		294.00		POLICE	1000 420100	335	101000
40066		2783 Staples Contract & Commercial		77.85					
	7001288000	06/19/14 office supplies		77.85		DISPAT	1000 420160	220	101000
40067		2337 Central Services Division		2,210.25					
	05/01/14	CJIN usage fee FY 2015		2,210.25		DISPAT	1000 420160	398	101000
	2015-13-28410								
40068		75 Montana League Cities/Towns		381.30					
	MLC060314	06/03/14 annual dues, FY 2015		381.30		LEGIS	1000 410100	335	101000
		# of Claims	16	Total:	18,991.66				
					18,991.66				

WEST YELLOWSTONE TOWN COUNCIL
Work Session & Town Council Meeting
June 17, 2014

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

OTHERS PRESENT: Operations Manager Becky Guay, Chief of Police Gordon Berger, Public Services Superintendent James Patterson, Social Services Director Jack Dittmann, Scott Clark, numerous community members

The meeting is called to order by Mayor Brad Schmier at 6:00 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

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

WORK SESSION

Mayor Schmier calls the meeting to order. He explains the purpose of the meeting is to discuss the Potential Performance Analysis for the West Yellowstone Community Aquatic Center. Mayor Schmier turns the meeting over to Scott Clark to discuss the analysis as conducted by Property Counselors of Seattle, WA. Clark briefly describes the information included on each page of the analysis. The analysis compares the proposed facility to similar facilities in Montana and Wyoming. Scott says that "The Wave" in Whitefish, Montana, is set up most similarly to their proposed facility with the exception that they expect tourism to heavily support the proposed facility in West Yellowstone. The analysis compares the communities that support each facility, how they were originally funded, size, and whether they operate at a profit or deficit. The analysis summarizes "Lessons Learned" and recommendations made by the operators of the other eight facilities. Clark emphasizes that one of the biggest difference between their proposed facility and the existing facilities is size and tourism. Their proposed facility is only 30,000 square feet and they only expect to capture 5% of their revenue from the local population. Clark points out statements in the analysis that support building the facility. He says that they expect 140,000 to 150,000 people to visit the aquatic center in the first year, but the number in the performance analysis is only 60,000 to 80,000 annually as a full recreation center with indoor/outdoor aquatics. Clark also suggests that there are two large corporations in West Yellowstone that will support and help build the facility. Forsythe asks Clark what are they asking of the Town. Clark says they are asking for a long-term lease to house the facility. He suggests the land west of the Povah Center, but is not sure exactly how much land they would need based on square footage and parking. They have previously estimated that the building and parking would extend as far as Hayden. Costello asks Clark where will the money come to build the facility. He says that he has been told that if they put on a united front that includes the community members, businesses, and the Town, that money will come from the large corporations-money that they would otherwise be giving to the IRS. Costello, as do other Council Members, raise several questions about the cost to build the facility, operating costs, and potential annual deficit. Forsythe does point out that they have lost a lot in their community over the last couple years and this is the first proposal that has come before them to bring people to Town. He says he thinks they should at least consider an agreement where the Town will lease the land if the Community Aquatic Center can raise a minimum of \$3.5 million before they break ground. The Council agrees that this topic warrants more discussion but they must adjourn to prepare for the Town Council Meeting.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6215 to David Steed Co. to purchase a portable, diesel-powered air compressor for \$7500.00. (Johnson, Costello)
- 2) Motion carried to approve the claims which total \$301,937.12. (Forsythe, Parker) Schmier abstains from claim #40008.

- 3) Motion carried to approve the Consent Agenda, which includes the minutes of the June 3, 2014 Work Session and Town Council Meeting, June 10, 2014 Pre-Season Fire Coordination Work Session, and the June 10, 2010 Work Session. (Johnson, Costello)
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Town Council Work Session & Meeting
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- 4) Motion carried to approve the business license transfer of the Hideaway Trailer Park and waive the resort tax bond based on a satisfactory payment history by Schmier Family Partnership. (Costello, Johnson) Schmier abstains.
- 5) Motion carried to approve the new business license application for Montana Mobile Tech (Costello, Johnson)
- 6) Motion carried to move forward with the process to determine if they need to raise utility rates. (Johnson, Parker)
- 7) Motion carried to instruct the Public Services Department to conduct an inventory of sewer connections. (Johnson, Parker)
- 8) Motion carried to adopt Resolution No. 651, a resolution to employ the requirements of the Government Accounting Standards Board (GASB) 54. (Costello, Parker)
- 9) Motion carried to accept the results of the 2013 Audit and authorize the Mayor to sign the Management Representation Letter. (Johnson, Parker)

Council Comments

Parker says that there was a half-marathon in the community last weekend and he has heard that it was quite successful and they want to return next year. He says he has heard that they were somewhat disappointed with the amount of support they received from the Town and he hopes the Town can be more involved in the future.

Public Comment Period

Mike Gavagan addresses the Council as a resident and someone that worked for twenty years in the field of engineering. He asks if the cooling system and fan for the generator that supports the 911 System has been tested, particularly in hot weather? He says that her performed some calculations and has serious concerns about the size of the room and lack of air conditioning. He strongly suggests they hire a HVAC engineer to evaluate the way things and set up and ensure it will work during an emergency.

Presentation: Emergency Response and Interagency Cooperation, Hebgen Basin Fire Chief Scott Waldron, Gallatin County Sheriff Brian Gootkin, Yellowstone National Park West District Ranger Tara Ross

Sheriff Brian Gootkin addresses the Council. He thanks the Council for their time and says that the comments made earlier this evening are a good segue to what they want to discuss. He says that they asked to be on the agenda so they could have back and forth dialogue with the Council this evening. He first of all points out that his department did not conduct an “investigation” of the West Yellowstone Police Department, but they jointly agreed with Becky and Jerry to do an “evaluation” of the department. Gootkin says that previously, there was an allegation that the former Sergeant, Matt Stubblefield, had destroyed the records. He says that Becky testified in District Court last week that they do have training records. He asks for copies of the records. Guay asks for permission to respond to that allegation. She clarifies that when that request was first made, they could not find all of the records and they did question whether they may have been destroyed by Stubblefield. She says that since then they have found that the records were divided between the files in her office and in the police department and they now have copies of everything in both locations. The Sheriff asks if he can have copies. Parker says that he has seen in writing somewhere the allegation that Stubblefield destroyed the records. Gootkin agrees. Gootkin says that the response to the evaluation that was prepared by Chief Berger and his counsel did not address the lack of leadership in the department. He points out that this is a small department and they did not have these problems under Chief Pronovost. Gootkin shares an example of a current detention officer who has been accused of inappropriate conduct with an

inmate. That detention office was immediately placed on leave until the investigation is completed. Gootkin also mentions the Phillips DUI case from last November. He says that charges have still not been filed, which would have been the fourth DUI for him. Phillips was June 17, 2014

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involved in another DUI a few months later and was arrested by County. They are still working on filing charges from the November incident. Guay interrupts and says that the hearing last week was to testify about obtaining the results of the investigation that was conducted by the Department of Criminal Investigation. She says they have been advised by the Town Attorney that we do not have enough information to put Berger on leave, not sufficient for personnel action. She says the hearing was an attempt to obtain the information. She says they have met with the Sheriff multiple times over the past several months and made efforts to improve the Police Department, but it is clear that the Sheriff will not be satisfied until Gordon Berger is removed as the Police Chief. She says they have made multiple changes and just want to work with everyone. Gootkin continues. He says that this exactly why they are here tonight. They are very frustrated with the lack of leadership by the Chief and the Operations Manager. He has never recommended any sort of personnel action against Berger. He has recommended paid administrative leave, which is absolutely appropriate when someone is the subject of a criminal investigation. He apologizes for offending Guay, but they need to be addressed. Guay states that she is not going to listen to this and leaves the meeting, followed by Social Services Director Jack Dittmann. Dittmann returns after a few minutes but Guay does not.

Johnson asks Gootkin for a specific list of what they need to change to improve the police department. He agrees that they need to work together and move things along faster. Gootkin says that they have offered help but their help has not been accepted or requested. Parker clarifies that the review by the Sheriff department was an agreement between the Town and Sheriff. Gootkin agrees and says that their ultimate recommendation tonight is to establish an emergency response council.

Tara Ross, Supervisory Ranger for the West District, reads a letter from Tim Reid, Chief Ranger for Yellowstone National Park (YNP). The letter summarizes the withdrawal of the mutual aid agreement/memorandum of understanding (MOU) between the Town and YNP in September 2013. He says they have serious concerns about response times, investigations, program standards, and officer safety. She says that they also have serious concerns about the fact that there is only one officer on duty in West Yellowstone now and in the summer. She says that if there is a true emergency, of course they will respond, but they are not willing to uphold the MOU at this time. She says they have been responding to incidents in Town by responding when the Sheriff Deputy requests it, but Reid has serious concerns about the liability of that situation. Schmier clarifies that the MOU is really the pooling of resources. Parker asks if the MOU is more than deputizing officers to act independently in the Park. Ross responds that it is more and includes the enforcement of federal laws. Johnson interprets the letter from Reid and asks Ross if YNP will reinstate the MOU based on the recommendation from the Sheriff when the West Yellowstone Police Department meets their standards. Ross agrees with Johnson's statement and emphasizes that their intent is to work with everyone.

HBRFD Chief Scott Waldron addresses the Council. He says that the population in Town seems to be up 1000% and the police department is down 30%. He says that a term they often use in emergency services is "standard of coverage" or an "acceptable level of response." He says that their standard is to send at least one paid staff and another trained volunteer or member from another agency to respond to any call. He says that the police department does not have a standard of coverage. He says they do not have anyone to back them up when there is an incident. Johnson says that what he really wants to know is specifically what they need to do to correct the problems. He says that rather than shooting at moving targets they need a specific list. Waldron restates that they do not have a standard of coverage. He says that Berger said he will ask for help when he needs it, but when will they know that they need help. He says they have four officers, but if that is enough why are they hiring two more. What are the triggers that will require a request for help? He says that they are not making any progress if they are just doing the same things over and over. Hiring new officers will not correct the problem. Waldron, on behalf of Gootkin and Reid, requests a work session where they can sit down and identify the problems and as a team, work towards a solution.

Parker asks what are the triggers for asking for help. Berger says it is a policy. He says that a PFMA (partner-family member assault) automatically requires a call for backup. Waldron says
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that is not happening. Forsythe says they have been discussing this for six months. He asks if anything has changed. Waldron says it has not. He says that throwing a new officer out on the street with no training or supervision is not making improvements. Forsythe asks Gootkin what do they need to do. Gootkin says it is not a numbers issue but it comes down to training, training, training. He acknowledges that he said Officer McCoy would never make a good law enforcement officer. He says that if the hiring process has not changed, then the problem will not go away. He also asks why can't the council make a decision to form this commission tonight and schedule a work session later. Schmier responds that mostly because it is not on the agenda for action but they will definitely schedule another meeting.

DISCUSSION

- 2) Johnson explains that the reason the total is so high this time is because they are making the semi-annual payment on the GO Bond.

- 6) Town Engineer, Dick Dyer, introduces himself and explains that he has been the engineer for West Yellowstone for 26 years. He says that he has been involved in the construction, maintenance, and upgrades of the utility system and works closely with the Public Services Department and Superintendent Patterson. Dyer summarizes that rate analysis methodology and advises the Council to consider annual inflationary rate adjustments. He says that even though current revenue may cover expenses, they will likely see large increases when the system is expanded if the Town acquires the 80 acres. Dyer describes the water rate structure and usage rate. He explains that in general, increasing the base rate tends to have a greater impact on residential users while increasing the usage rate tends to have a greater impact on large water users (commercial). Dyer says that they recommend increasing the current water usage rate from \$.40/1000 gallons to a minimum of \$.46/1000 gallons, which would increase the residential rate approximately \$1.00/month. Dyer describes the calculations for establishing the water connection fee, currently \$1500 for a typical household, and recommends keeping the fee at the same level and that it be universally applied to new connections. Dyer says that the sewer rate is based on a flat monthly fee for a typical household, called an equivalent user. Dyer's analysis is that revenues are covering expenses but there have been significant costs lately to keep the system running. He recommends leaving the rate as is but considering an inflationary adjustment to cushion future user rate increases. The sewer connection fee is \$2900 per equivalent user and he recommends leaving the fee at that level.

Dyer says that there is a growing problem in Town with people connecting to their existing sewer service line and adding facilities that produce increased sewer flow, without specific permission or paying the associated connection fees and costs. Dyer says that the existing sewer ordinance allows for periodic review of properties in Town to determine if connections are accounted for. He recommends that they conduct a community-wide inventory of sewer use and user rates be adjusted accordingly. The Council asks Dyer multiple questions about dealing with unauthorized sewer connections. Johnson summarizes that the sewer fund is ahead of expenses and the water fund is slightly behind. Parker asks if our system is adequate for the new hotels. Dyer says that it is but they will get to a point where it needs to be expanded. Schmier asks if anyone knows if they can expand on the current property they lease from the Airport for the sewer lagoon. Dyer says that they can expand on the property that they lease, the stumbling block has been from the DEQ (Department of Environmental Quality), who will not allow the Town to expand until the groundwater studies are complete. He says that depending on how the acquisition of the 80 acres proceeds, they will have to consider that.

- A) **Advisory Board Reports:** Mayor Schmier says that he did recently meet with some representatives from Habitat for Humanity and there will be more meetings come up. Hopefully they will be eligible for grant money in the community.

Downtown Improvement District (DID): Parker says the DID met recently and finalized their recommendation for the pavilion. Don Perry, a member of the board, says that they also discussed finishing the signs at the entrance to town.

Planning Board: Patterson says the Planning Board did meet and reviewed the plans for two new hotels. He says the parking for both facilities was approved but there is a height issue with one of them where the elevator is. He says they also started updating the Growth Policy.

- B) **Operations Manager & Department Head Reports:** Operations Manager Becky Guay reports on current issues:

Recruitments

- Police Officer – We are currently recruiting for a POST-certified police officer. We received three applications by June 6, two from POST-certified candidates. The police commission will conduct interviews of these applicants next week. Five additional applications were received after June 6.
- Facilities Technicians – We have received applications and will be making offers for seasonal facilities technicians.

911 Advisory Committee – The Committee will meet tomorrow, June 18 at 2:00 p.m. here at the Town Hall. **Campfires in Town/Burn Permits** – Chief Waldron and I are meeting tomorrow at 10 a.m. to discuss these issues. **Dispatch Center Power Outage and Generator** – A thermostatically-controlled fan has been installed in the generator room that will automatically begin operation when the temperature in the room exceeds a given set point. In addition, new batteries for the uninterruptable power supplies (UPSs) have been installed. **Town Cleanup** – Cleanup day was held on Saturday. About 40 volunteers and staff picked up trash around town despite the cold windy weather. Councilmen manned the barbeque and cooked up burgers and dogs after the event. Unfortunately, even with the all the publicity and letters sent to the business community, no one stepped up to “adopt-a-parkway.” **Request to Release Confidential Criminal Justice Information** – Berger Investigation – A hearing was held in District Court Judge Salvagni’s Court last Friday about the Town’s request to the County Attorney for a limited release of the Department of Criminal Investigation’s investigation into Police Chief Berger and the Town’s Police Department. Judge Salvagni heard arguments from both sides and directed both the County Attorney and the Town Attorney to prepare an Order by June 20th for the Judge’s consideration. **Public Services Department** – The contractor is removing the steps at the Union Pacific Dining Lodge (UPDL) today and hopes to pour new concrete on Thursday. James has received estimates for roof repairs on various Town buildings. These projects will be included in the Capital Improvements Plan and the FY 14-15 budget as required. The street sweeper should be back up and running tomorrow. Lastly, Montana Underground is currently working in Parkway C and are on schedule to wrap up the project by the end of the month.

Forsythe questions whether it is appropriate to hire or even interview police officer candidates prior to learning the results of the DCI investigation. Johnson asks why wouldn’t they move forward? He suggests that if there is a problem there would be no one left and don’t they want a police department? Forsythe asks that if they don’t have a police chief to run the department, who would be responsible for training new officers? Johnson says that Sheriff Gootkin has offered to step in and help them keep going if they did find themselves without a chief. Parker asks why did they only request “limited release” and not full disclosure of the investigation. Guay says that the attorneys agreed that in order to protect the integrity of any potential charges that may be filed, limited disclosure would be appropriate. Forsythe asks if the Police Department has requested assistance from the County to cover shifts. Guay says they have not

and defers to Berger to talk about the schedule they are working with just four officers. Berger explains that they are covering all the shifts with four officers, he and Sergeant Frank work day shifts, Conlon and Curtis work night shifts so they have not required assistance as of yet.

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Johnson asks how much longer will the alley drainage project take? Patterson answers that they expect to be completely finished by mid-July.

FYI/CORRESPONDENCE

Dated May 31, 2014, Robbie Hermanson writes to express criticism of the low wages he was paid when he worked for the Town during March as a temporary truck driver. The Council agrees that a temporary driver with a CDL should be paid at the temporary equipment operator level. The Council acknowledges that they probably need to adjust the staffing plan to accommodate that. The Council acknowledges two other items that were not in the packet: correspondence between Laura Burke and the Operations Manager and a letter of response from Chief Gordon Berger to questions raised by the Mayor and Council.

The meeting is adjourned. (8:15 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

Work Session

June 19, 2014

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

FOREST SERVICE REPRESENTATIVES: District Ranger Cavan Fitzsimmons, Natural Resource Specialist Todd Stiles

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Charlotte Mooney, WY News Editor Jeremy Weber

The meeting is called to order by Mayor Brad Schmier at 6:00 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana

Public Comment Period

No public comment is received.

Mayor Schmier calls the meeting to order. The first topic on the agenda is a discussion of relocating the Forest Service roads that go through the 80 acres that the Town is considering for potential purchase to the south and west of Town. The Forest Service has indicated that they must maintain access to those roads if the Town purchases the land and where those roads end up will affect the appraisal. Mayor Schmier first points out that the road/snowmobile trail that crosses the old airport is not on the map. Forest Service Natural Resource Specialist Todd Stiles explains that is not actually a Forest Service Road, although it is heavily used. The designated Forest Service roads, 6973 and 6973A, run along each side of the drainage ditch and the Old Railroad Grade from the intersection of Yellowstone and Iris. Costello asks whose responsibility will it be to move the roads and who will pay for that. Fitzsimmons says that the Forest Service does not need to move the roads, so if they are moved the Town will be responsible for doing that. The Council briefly discusses Road 6780, the road that runs to the west of Town, off of Parkway D. The group agrees that road does not need to be moved. The group discusses 6973 and 6973A and considers consolidating those roads into one along the Old Railroad Grade. The Town's water line runs along the railroad grade, too. They consider several options how to ensure the roads connect and access is preserved. They also consider maintaining the commonly used road that crosses the Old Airport and eliminating one or more of the designated roads. Forsythe points out that the areas south of Madison Avenue are covered with trees, which would most likely be the residential area where it would be better to have less recreation activity. Guay says that she received an email from Ann Callahan today who indicated that the Forest Service is not going to be able to perform the Environmental Assessment (EA). Fitzsimmons confirms that the Forest Service people that would conduct the EA cannot do it this year. At a previous meeting, Bob Dennee had indicated that the Forest Service could conduct the EA. Costello summarizes that the current suggestion is to eliminate 6973A, preserve 6973, and initially maintain the road/trail that crosses the Old Airport even though it isn't a designated road. The group discusses the road as it isn't designated but is maintained by the Forest Service. They consider whether maintaining the road incurs liability for the Forest Service and if they should look into getting the road designated. Fitzsimmons says they have to consider how many miles of road they can have in the district. Schmier points out that they are eliminating mileage through this process so that should allow for more mileage. The group discusses 6958, otherwise known as the Whiskey Springs Road. The prevailing opinion is to eliminate the connection from 1700 (South Plateau Road) and building a new road from the junction of 6973 and 6973A south to connect to 6958. Costello points out that 1700 will also be on town property. Johnson asks if the Forest Service will have to get a special use permit from the town to keep that road open but Stiles says they will maintain easement. The group considers moving the road to the east to line up with Iris or possibly just moving the road to the south end of the parcel. Costello clarifies that if they relocate the roads as discussed, the Town will be dealing with three road easements. Stiles agrees and then points out that there are also two trail easements. Schmier says that a couple years ago they relocated the snowmobile access to the South Plateau Trail from the southwest corner of Town to access off of South Electric. He says that in hindsight, that was a poor choice because Electric is such a busy and narrow street. Fitzsimmons says that the ski trails are a designated ski area and they are required to keep those uses separate. He thinks it

would be highly unlikely that the Forest Service would consider moving the trail back to South Plateau. The group discusses moving that access up to South Canyon, a much wider and less traveled street. Fitzsimmons says that they would probably consider that and suggests that they propose it. He recommends that the Town send a letter proposing the change, especially since they are already discussing moving access points.

The Council discusses the situation with Bulldog Cable, the cable franchise that recently notified the Town that they were discontinuing service in West Yellowstone. The system was turned off and abandoned May 12, 2014. The group considers what to do with the cable wire and boxes that have been left behind. The franchise agreement outlines a process to hold a public hearing and revoke the franchise. The group agrees to follow the process to revoke the franchise and remove any leftover wires and boxes from Town property. Randy Wakefield of Fall River Electric says that there are several places in town where there are cable boxes on electric poles. The group advises him that they should also remove anything that was left behind. Patterson says that Montana Underground, the company that is doing the alley drainage project, is just cutting all the cable it encounters because it was never marked when they called for locates.

The meeting is adjourned. (8:15 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Special Town Council Meeting & Work Session
June 24, 2014

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

OTHERS PRESENT: Operations Manager Becky Guay, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Assistant Public Services Superintendent David Arnado, Social Services Director Jack Dittmann, Firefighter Steward, Brenda Lloyd, Helene Rightenour, Sandi Pepler, Brenda Martin, Hebgen Basin Fire Chief Scott Waldron, Gallatin County Sheriff Brian Gootkin, Doc Deconotour, Mrs. Deconotour, Jeremy Weber-WY News Editor, Tara Ross-YNP, Jerry Schmier, Richard Bartlett, Louise Cochrane, Kenneth Anderson, Bill Howell, Jamie McBirnie, Ramona Stubblefield, Michele DesRochers, Richard Gibson, Terri Gibson, multiple other members of the community

The meeting is called to order by Mayor Brad Schmier at 6:00 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana

Public Comment Period

Kenneth Anderson, resident, inquires why Officer Conlon was fired. Guay responds that it is a confidential personnel matter and they will not be releasing any information. Brenda Lloyd asks why Brian McCoy was let go? Guay responds that Office McCoy resigned. Charles Watson says that Kevin Conlon has done a lot of good for the school system and the kids in this Town and losing him as an officer for the Police Department is a big loss. Anderson asks if the reason he was fired is a matter of public record. Schmier answers that personnel matters are not. Brenda asks how many officers are left? Mayor Schmier responds that they have three. She asks how are they going to cover everything with so many tourists in Town? Schmier says that they are going to bring in other police officers to cover shifts. Sandi Pepler asks who are the other officers that are going to come here? Schmier says he does not have that information yet.

SPECIAL MEETING

- 1) Motion carried to approve payment of the claims, which total \$7500.00 and \$36,453.40. (Johnson, Parker)

Public Hearing: FY 2013-2014 Budget Amendment, Resolution No. 652

Mayor Schmier reads the hearing notice. Finance Director Lanie Gospodarek explains that by law, they cannot expend more money out of any fund than was budgeted. She says that because of higher than expected TBID collections, they amount that was distributed to the TBID Board of Directors was higher than was budgeted. She explains that they have a similar situation in the Library Fund so they need amend the budget to allow for more expenditures than were originally anticipated. Mayor Schmier reads the resolution. No public comment is received.

- 2) Motion carried to approve Resolution No. 652, a FY 2013-2014 Budget Amendment Resolution. (Johnson, Parker)

The special meeting meeting is adjourned. (6:25 PM)

WORK SESSION (6:30 PM)

Public Comment Period

No public comment is received.

- A) The first topic on the work session section of the meeting is a discussion of the Special Revenue Funds for FY 2015. Finance Director Lanie Gospodarek briefly explains that special revenue funds are funds that are set aside for a specific purpose. The money that the Town receives for specific purposes and that cannot be used for anything else are put into individual "special revenue" funds. She explains that when they built the Town Hall, Intercap required the Town to set up a special revenue fund to make the bond payments and carry a 10% reserve in that fund. She also explains the Resort Tax fund. She explains that they estimate how many resort tax collections the Town will receive and

then add an additional \$500,000. They do not budget to spend that additional \$500,000. State law requires that if the Town collects more than was budgeted, they must return that amount back to the taxpayers, which would be an insurmountable task. They include the additional \$500,000 to ensure the Town doesn't have to do that. Gospodarek also explains auditing and administrative costs for the resort tax fund. The resort tax fund also includes the debt service payment for the Town Hall, anticipated to be \$325,000. The Council briefly discusses the rest of the items included in the resort tax fund. The next fund that is discussed is the Marketing and Promotions (MAP) Fund. Gospodarek explains that 2.5% of the resort tax goes into this fund and is administered through the MAP Fund Advisory Board for marketing and promoting West Yellowstone. The Council also discusses the Tourism Business Improvement District (TBID) fund and Off-Street Parking. Guay explains that when the off-street parking ordinance was established, money that was collected was designated for the interior park that it was collected from. The off-street parking ordinance has been updated since then, but the money that was originally collected must still be spent in the designated parks. Gospodarek briefly describes the Parks/Rec Teen Center fund, Parks-Volleyball Court fund, Community Garden fund, and Smoking Waters Day Camp Scholarship Fund. She explains that she met with Head Librarian Bruce McPherson today and they discussed the Library fund budget. They are still waiting for numbers from the County to determine how much revenue to expect in addition to the 7 mills the Library receives from property tax. Gallatin County allocated \$47,000 last year for the Library. Gospodarek explains that the Town supplements the Library budget by just over \$84,000. Johnson asks if that number is negotiable. Gospodarek says that it is. Guay explains that if the Council wants to meet with the Library Board they can set that up. Gospodarek explains that the Drug Forfeiture Fund is set up to cover overtime wages for police officers that participate in drug-related police work or "sting" operations. Forsythe asks why the expenditures have dropped, Gospodarek explains that John Knapp was the last drug officer that received wages from that fund. She also explains that the revenue source is somewhat random and comes from the Missouri River Drug task force, based on money that is confiscated from drug busts. Gospodarek briefly describes the CDBG fund, she explains that entities that serve low-income people in the community through housing or economic development avenues can apply for low-interest loans from this fund. Costello asks what the balance is in that fund. Gospodarek determines the balance is just over \$100,000. She briefly describes the cemetery funds and then gas tax fund. Gas tax revenue is received quarterly from the State, 25% of gas tax funds can be spent on capital equipment and the rest goes to road and street projects. Gospodarek describes the 911 Emergency fund. Revenue in this fund comes from the State for 911 services and the rest comes from a Gallatin County mill levy. They expect just under \$80,000 in revenue this year. The mill levy revenue from Gallatin County is used to make the payment on the upgrade project that was completed at the Dispatch Center, approximately \$25,000/year. The last special revenue fund is the Community Transportation Enhancement Program (CTEP). The money in this fund was originally received from the County to fund the trees, pavers, benches, and bike racks in the downtown area in 2010-2011. There is still some money left in this fund and they anticipate spending just over \$3800 towards the new signs at the WY Chamber/Visitor Information Center.

- B) Mayor Schmier explains that the second topic on the Work Session Agenda is a discussion of Emergency Response/Interagency Cooperation as was requested by representatives of Hebgen Basin Fire District, Gallatin County Sheriff's Office, and Yellowstone National Park law enforcement. Chief Waldron and Assistant Chief Grube from the Hebgen Basin Fire District, Gallatin County Sheriff Brian Gootkin, and Tara Ross and Less Brunton of Yellowstone National Park are present to participate in the discussion. Fire Chief Scott Waldron explains that they feel the police department is in worse shape now than it has ever been and they need to work towards some solutions. Mayor Schmier asks for public comment, Kenneth Anderson reiterates his concerns about firing Officer Kevin Conlon. Schmier asks for council comments. Forsythe says that the Council needs to address this problem. He has only been on the council for six months and it has been a problem for longer than that. Parker agrees and says that he has also

been on the council for only six months but he has received a lot of calls from residents who expressed a lack of confidence in the Chief of Police (COP) and City Manager especially since the firing of Conlon. He says that he also hopes they can start towards a solution but is not sure what they can accomplish without the presence of the Chief of Police this evening. Johnson asks if they have an agenda. Waldron says that they do but says they really just want to discuss three specific points: hiring of new officers, training, and standard of coverage. He also questions what can be accomplished in the absence of the Chief. Guay says she would like to respond to that. Guay says that Berger is on patrol tonight and they determined it was more important for him to protect the public than attend this meeting. Waldron says, that without sounding too negative, that is more “smoke and mirrors” and the Chief could easily respond to a call from this meeting. Waldron first addresses the hiring process and questions what can be done to avoid problems they have had in the past. Schmier says they do have a process and Guay offers to describe the process. Guay explains the multiple steps to the process the Town adopted to screen and review applicants. Waldron asks if they hired an officer this week. Guay says that the police commission interviewed an applicant this week. Guay continues to describe the steps of the hiring process. In summary, the police commission screens and interviews applicants and then recommends eligible applicants to the Town to conduct its routine hiring process. She points out that the Council adopted a new hiring process in January. Costello asks when the eligible applicants are turned over to the Town, who is then involved. Guay says the personnel policy manual outlines what a hiring committee should be composed of, usually herself, the department head, and other employees representing both sexes and various supervisory levels. Gootkin asks who conducts the background checks. Guay says it is conducted by the police department, they do not have the budget to send someone to another state to interview previous employers. Parker asks how are background checks conducted by the County. He says they do an extensive check, more than a criminal background check and calling references listed on the resume. Schmier asks if the County is willing to assist with background checks and what is the cost. Gootkin says they would absolutely be willing to do that that at this point they are not worried about costs, only concerned with helping this get better. Forsythe asks if the Town did not hire the preferred applicant from the Police Commission, would the Town go back to the commission before moving on to another candidate. Guay clarifies that the Police Commission only recommends or certifies applicants that they deem suitable to serve as an officer, they do not rank the candidates. Waldron says that one of their concerns is that the Town does not utilize any outside law enforcement agencies on the hiring committees, a practice that has been used in the past. The group discusses the makeup of interview panels in the past. Assistant Fire Chief Shane Grube points out that he sat on numerous hiring committees under Chief Pronovost as a State of Montana Department of Livestock officer. Waldron says that in the interest of moving forward, they feel that involving other agencies in the hiring process gives them some ownership in that hire. He says that nobody can do it alone, here, and they have to work together. Guay says that if they want to include someone from an outside entity to be on the panel, they would need to amend the policy. She also points out that the individual being interviewed has the right to keep the interview private. Parker asks if the interview that was conducted earlier this week was public. Guay says that it was, but then it is determined that the interview was not posted publicly. Jerry Schmier says that all he knows is he has lived here for 47 years and they have always worked closely with the Sheriff’s Department and Yellowstone National Park. They could have never done it without them and he doesn’t understand why this problem exists. Waldron says they agree with that statement and that is why they are here tonight. He says they have been coming to the Council for months asking for change and the Council nods their heads, but nothing has changed.

Sheriff Gootkin addresses common core training. He acknowledges that every department is going to handle training differently. He says that the one thing they did establish through the review of the department is that the field training has been very inconsistent. He says that he understands that an experienced officer does not need as much field training as a new officer, but it was clear that there is no set minimum of

required training and he recommends that be established. Forsythe asks the Sheriff who does their training. He says they have a Sergeant that is in charge of field training and several field training officers. Rangers Tara Ross and Les Brunton of Yellowstone National Park indicate that they also follow a similar process and new officers are trained for a minimum of three months. Johnson asks the panel what they would think if the Town hired its own part-time or seasonal training officer, someone that is up on their accreditation but doesn't necessarily work full-time. Gootkin says that a lot of small departments conduct training in-house, but it would be up to the Town how to implement that. He says that anything they develop will be better than the way it has been done. Waldron asks Guay if they have a training process. Guay says that in the past they have not, but Sergeant Frank is working on developing a training protocol and looking at the protocols that are being used in other small jurisdictions. Brunton suggests they look at the program in Ennis and says it is a very effective. Ross suggests that when they do hire a new officer, that new officer should be "glued" to the Sergeant or training officer for quite some time. Waldron asks if they have a plan to get assistance in the short-term. The Council indicates they do not know what they are going to do yet. Guay says that they are trying to hire a post-certified officer in order to avoid some of the issues they've had in the past. Gootkin says that if they are going to do their own training, the first thing they need to do is send that officer to Field Training Officer (FTO) school. Guay says that they do have Frank signed up for FTO school but she can't remember the dates right now. Waldron says that in regards to Chief Berger, he has not indicated that he is willing to accept help. Parker says that he has heard that the County has offered to help since January and he also understands YNP would like to help but cannot? Ross explains that as was explained in the letter last week, they cannot assist until the Memorandum of Understanding is back into effect. Gootkin says they have actually been offering help since last September but he cannot explain why it is not being accepted.

Waldron explains that the last topic they would like to discuss is standard of coverage. He says they have serious concerns about the fact that they now only have three officers and concerns about covering shifts. Guay says the shifts are being covered and they are doing their best to hire more officers. Waldron says that having one officer on shift with no backup is not acceptable. Guay says that they are doing their best to minimize calls outside the jurisdiction and they have called on the Sheriff's department to back up their officers. Gootkin says that to return to Parker's question about assistance, they cannot cover all the shifts with three officers. He says he cannot believe the Chief of Police is not here tonight to respond to questions about his department. All he or even Guay had to do was call him and ask for an officer to cover the town during the meeting. Guay says that she did contact the Sheriff's Department and got a price for coverage, but her question is how to handle that situation on the ground and determine who the officers report to. Gootkin says the Council saw his email last week because Berger had reached out to the City of Belgrade instead. Guay says that Berger was attempting to reach out to post-certified officers that would be interested in coming down here to work as temporary officers. She says that was a cheaper option than contracting with the County. Forsythe says you can't put a price on law enforcement and they dismissed an officer with no plan how to cover the shifts! Guay says the shifts are covered. Brunton points out that Berger said at the last meeting that they require two officers to respond to any violent crime. Guay admits the situation is less than perfect but the remaining officers know they can be called out at any time. Brunton asks if we have officers on call, but Guay states that they do not have officers on-call. Waldron says that he hopes that in the next 24 to 48 hours they will have a meeting with the Chief and figure out what they are going to do to cover the town. He strongly encourages the Town to work on a training policy and put it into action. They also feel like the Town should consider using outside law enforcement in their hiring process, they will likely get a better product. Waldron says they should also consider a way to evaluate the progress. The Council agrees and Johnson suggests they meet at a work session on a monthly basis and evaluate their progress. He asks the Council to think about what they want to see from their Police Department. The group agrees that the Sheriff, Guay, the Mayor, and Chief of Police will set up a meeting in the next 24 to 48 hours.

June 24, 2014
Town Council Work Session & Special Meeting
Minutes, Page 5

The meeting is adjourned. (8:45 PM)

Mayor

ATTEST:

Town Clerk

Town of West Yellowstone Business License Application

Business Name: RIVER DRAGON DESIGNS
 Applicant: ROSE PATNODE
 Contact Person: ROSE PATNODE
 Mailing Address: BOX 951 W.Y.-MT
 Physical Address of Business: 215 GIBBON / 215 PARKWAY D
 Phone Number: 406 646 9704 Fax Number: _____
 Email Address: riverdragondesigns@msn.com Website: riverdragondesigns.com

Signature of Property Owner of Record: W.A. Neely
 Subdivision: Old Town
 Block: 3 Lot: 7

Zoning District, please mark one:

- | | |
|--|---|
| <input checked="" type="checkbox"/> B-3 Central Business District (Old Town) | <input type="checkbox"/> PUD Planned Unit Development (Grizzly Park) |
| <input type="checkbox"/> B-4 Expanded Business District (Grizzly Park) | <input type="checkbox"/> Residential Districts, Home Occupations Only (Mad Add) |
| <input type="checkbox"/> E-2 Entertainment District (Grizzly Park) | |

- | | | |
|---|--|---|
| <input type="checkbox"/> New Business | <input type="checkbox"/> Transfer of Ownership | <i>*add retail Lic</i> |
| <input type="checkbox"/> Change of Location | <input type="checkbox"/> Name Change | <i>for handicrafts resale retail</i> |

- 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.

50 SQ FEET ALLOTTED IN STUDIO SPACE FOR HANDICRAFT DISPLAY FOR RETAIL SALE. MOST JEWELRY ETC. IS CONSIGNED ELSEWHERE THROUGHOUT THE YEAR. THIS IS A VERY SMALL SIDELINE BUSINESS EXTENSION FOR RIVER DRAGON DESIGNS WHOLESALE SIGN TRADE. THE BUSINESS HAS NOT BEEN ADVERTISED & ONLY A FEW ITEMS HAVE BEEN SOLD, MOSTLY TO CABIN GUESTS

Business License Fee: \$ _____

* Resort Tax Bond: \$ _____

Signature of Applicant

Rose Patnode
Signature of Applicant

Total Amount Due: \$ _____

Date _____

FOR OFFICE USE ONLY				
Date Approved by Town Council: _____				
Date _____	Check # _____	Amount \$ _____	License # _____	
SCN _____	BLP _____	STX _____	BLC _____	RDX _____

** We request that the Resort tax bond is waived here as we have been paying resort tax for 8 years w/ our guest cabin rental - Thank you.*

215 Gibbon Ave.



Old Town city Lot
100ft. x 150ft.

drive
thru

fenced
garden

storage

mobile
home

storage

studio

city park

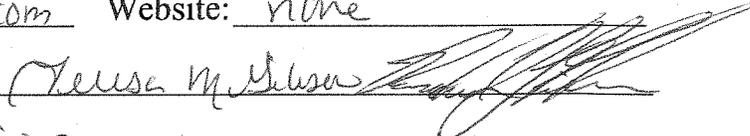

River Dragon Designs @ m s n . c o m

Rose Patnode ...
POB 951 ... 215 Gibbon Ave. West Yellowstone, MT. 59758 ...
P/F 406.646.9764

June 3, 2014

Town of West Yellowstone Business License Application

Business Name: Thunder Mountain Traders
 Applicant: Richard & Teri Gibson
 Contact Person: Richard & Teri Gibson
 Mailing Address: PO Box 8 West Yellowstone MT 59758
 Physical Address of Business: 508 Cascade Ave
 Phone Number: 406-646-1139 Cell 530-906-8856 Fax Number: 530-906-8856
 Email Address: teri.gibson@syix.com Website: none

Signature of Property Owner of Record: 

Subdivision: Madison Addition
 Block: M7 Lot: 6

Zoning District, please mark one:

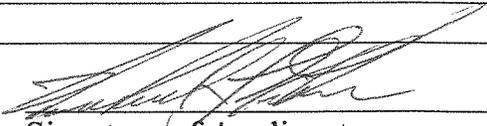
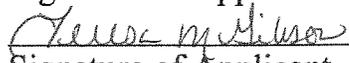
- | | |
|--|--|
| <input type="checkbox"/> B-3 Central Business District (Old Town) | <input type="checkbox"/> PUD Planned Unit Development (Grizzly Park) |
| <input type="checkbox"/> B-4 Expanded Business District (Grizzly Park) | <input checked="" type="checkbox"/> Residential Districts, Home Occupations Only (Mad Add) |
| <input type="checkbox"/> E-2 Entertainment District (Grizzly Park) | |
| <input checked="" type="checkbox"/> New Business | <input type="checkbox"/> Transfer of Ownership |
| <input type="checkbox"/> Change of Location | <input type="checkbox"/> 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) *N/A*
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)? Yes No *N/A*

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.

Wholesale / manufacturer

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


 Signature of Applicant

 Signature of Applicant
6-27-2014
 Date

FOR OFFICE USE ONLY				
Date Approved by Town Council: _____				
Date _____	Check # _____	Amount \$ _____	License # _____	
SCN _____	BLP _____	STX _____	BLC _____	RDX _____

Application for Outside Amplification Permit
Town of West Yellowstone
Gallatin County, Montana

Options:

Event: ① Porch ② Drive Around ③ Both

Contact Person: Laura Jevtich

Address of Contact Person: 10 Yellowstone Ave. West Yellowstone 59758
PO Box 264, West Yellowstone, MT 59758

Phone Number: 406-646-7557

Signature of Property Owner of Record: [Signature] (Mark Petroni)

Hours: every day:

Date(s) of Event: ① 1/2 hour before 10am, 3pm + 7pm

Location: ②, ③ ②, 3
Location: ① on our porch ② around west Yellowstone ③ in both areas

Amplification between the hours of: 9:30 AM/PM and 7 AM/PM

Description of Event: To use our 20w Low Power Megaphone
a half an hour before our programs. ① use on our porch
to call out to people in the parking lot ② use while driving
around town in our Ural motorcycle. ③ Do the drive around
first then use on the porch.

Laura Jevtich

Signature of Applicant

6/26/2014

Date

FOR OFFICE USE ONLY

Decision by Town Council:

Approved

Disapproved

Conditions: _____

Signature of Mayor/Operations Manager: _____

Date

JUNIOR SMOKE JUMPER PROGRAM

- Learn about Fire Ecology & Fire Dynamics
- Jump out of a mock airplane
- Hands on Learning about
 - Fire Suppression
 - Fire Tools
 - Parachutes and Clothing
 - Plant and Animal Identification
- For children ages 6 and up
- \$5.00 per child
- Mid May through the end of September

Programs offered daily at 10 am and 3 pm
Evening programs on Thurs. and Sat. at 7 pm
Special programs once a month
Call ahead to register other times
School Groups and Home Schools Welcome!

Yellowstone Nature Connection

10 Yellowstone Avenue, West Yellowstone, Montana
(406) 646-7557

www.Facebook.com/YellowstoneNatureConnection

West Yellowstone
Businesses
Junior Smoke Jumper Program

Look for Historic Ranger Station located at the east end of the Visitor Center (just outside the west entrance to Yellowstone National Park).

2014 Mission Statement

Yellowstone Nature Connection

- Connects Children to Natural Surroundings
- Corrects Nature Deficit Disorder One Child at a Time
- Focuses on Fire Ecology and Fire Management

Yellowstone Nature Connection (YNC) (formerly the National Smokejumpers Center) works in partnership with the US Forest Service, National Park Service, and Bureau of Land Management. YNC targets children, parents, and other family members, as well as teachers.

The programs are cost-effective and utilize teachers and rangers as instructors.

We focus on fire ecology because the 1988 Fires had a profound impact on the Yellowstone area. These fires lead us to understanding its role in the ecosystem and how we can live in harmony with the land.

Take a jump

Become a Member!

- Teacher \$20/year
Lesson Plans with Charcoal Forest book
- Individual \$25/year
Receive Charcoal Forest book
- Family \$35/year
Receive Charcoal Forest book and two pins
- Grandparents \$50/year
Receive Book of Fire and 15% discount on store merchandise
- Groups: \$100/year
Receives 10 admissions and 10 patches
- Other memberships available, please see Facebook page

Look for this Historic Ranger Station located at the east end of the Visitor Center (just outside the west entrance to Yellowstone National Park).



West Yellowstone
Businesses
Junior Smoke Jumper Program
support



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

June 26, 2014

To Town Manager

Fm: Chief Waldron

Re Station 1 Improvements

The Interlocal Agreement between the Town of West Yellowstone and Hebgen Basin Fire District requires substantial improvements of \$10,000 or more be approved by the Town Council. The Hebgen Basin Fire District is desirous to add new heating and air conditioning units to station 1. The anticipated costs exceed \$10,000.

I would request to be put on the agenda for the July 1, 2014 meeting to get this request approved.

NOTICE OF PRELIMINARY MUNICIPAL BUDGET

The Town of West Yellowstone municipal preliminary budget for the fiscal year 2014-2015 will be submitted to the governing body on July 1, 2014 at the regularly scheduled Town Council meeting. The public is invited to attend and any citizen or interested party may appear at the meeting to be heard for or against any part of the proposed budget. After the July 01, 2014 public submittal, the preliminary budget will be available for public inspection at the Town offices, located at 10 South Faithful Avenue, Monday through Friday 8Am to 5PM.

The fiscal year 2014-2015 budget addresses revenue sources, maintenance, operation, the capital improvement plan, debt payments, and equipment purchases for the general fund, special revenue funds, debt service funds, capital project funds, and enterprise funds.

The Town Council will hold budget work sessions to make further revisions to the Fiscal year 2014-2015 preliminary budget starting July 8, 2014 in the council chambers of the Town Hall, located at 440 Yellowstone Avenue. Citizens are invited to attend and any resident or interested party may appear at the meetings and be heard for or against any part of the proposed budget. Final adoption of the 2014-2015 fiscal year budget is anticipated on August 19, 2013.

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Event: Fourth of July Parade and Fireworks
 Sponsor Organization: West Yellowstone Chamber of Commerce
 Sponsor Address: 30 Yellowstone Avenue, West Yellowstone MT
 Contact Person: Marysue Costello or Frank DiLenge
 Contact Phone: 406-646-7701 Fax: 406-646-9691
 E-mail Address: director@destinationyellowstone.com or fdilenge@yahoo.com
 Date(s) of Event: July 2 - 5, 2014
 Location of Event: Streets and Pioneer Park in West Yellowstone

Respond to all sections either on the applicable sheets, or attach sheets as needed. A complete application should be submitted a minimum of 4 weeks prior to the event.

- A. Event detail: Use the attached sheet to describe your event in detail and any special accommodations you are requesting from the Town.
- B. Site Plan: Detail the physical layout of your event on the attached site plan and return with the application.
- C. Liability Insurance: Please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Operations Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.

Application Fee: \$ 25.00
 Administration Fee: \$ _____
 Total Due: \$ 25.00

Marysue Costello

 Signature of Applicant
 6/19/14

 Date

PAID
6/10/14

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<i>[Signature]</i>	6-10-14	
Fire	<i>[Signature]</i>	6-10-14	will be present / weather dependent
Police	<i>[Signature]</i>	6-11-14	
Administration	<i>[Signature]</i>	6/12/14	

Notes/Conditions: _____

Approved

Denied

[Signature]

 Town Clerk
 6/13/14

 Date

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Event Details

Use this sheet to describe your event in detail including location, routes, directions, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the Town. Please also address parking, trash collection and disposal, expected number of participants and spectators, signs, and amplified sound (if applicable). Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be specifically exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council to make this request. If anything will be sold at the event, an Exposition Business License must also be obtained. Please describe any sale activity below and attach the Exposition Business License application.

This application is to hold a parade on the route shown on the attached map and for fireworks for the Annual Fourth of July Celebration in West Yellowstone.

The schedule of events for the Fourth (not including any activities planned by other organizations) will be:

- | | | |
|---------|---|---|
| July 2: | As early as possible: | begin setting up fencing East of fireworks launch site to provide safety zone for the launch. |
| July 3: | Close South Iris for set-up of the fireworks equipment. | |
| July 4: | Noon | Post "no parking" signs on Yellowstone Avenue west of Geyser Street until after the fireworks. (Chamber can provide assistance by creating and posting signs if permission is granted). |
| | 5:30 pm | Parade line up on Grizzly Avenue between Canyon and Electric Streets |
| | 6:30 pm | Parade (direction of route TBD between Police, Fire and WYCC) |
| | 7:00 pm | Music in the Park in Pioneer Park. |
| | 10:00 pm | (approximately) Fireworks launched from the East half of South Iris Street (about a 22 minute show) |
| July 5: | Clean-up | |

Permissions sought:

- Use of the East half of South Iris for fireworks launch site beginning July 3rd for set-up.
- Town Park East of the launch, fenced by volunteers as early as July 2nd, in order to provide the required margin of safety
- Post "no parking" signs on Yellowstone Avenue, West of Geyser Street, beginning at noon on July 4th and extending through the completion of the fireworks so that no vehicles are in the way.
- Close of Grizzly Avenue between Electric & Canyon Streets beginning at 5:15 pm on the 4th and ending after all parade units have exited onto South Canyon: Chamber will take of of closing the street
- Hold a Parade on a route to be determined by the Police Chief, Fire Department Chief and Frank DiLenge
- Waive sound and amplification ordinances that may apply from 4:30 pm until 11:30pm on the Fourth of July only.

Police Department Assistance:

- Establish the Parade route with the Fire Department and Frank DiLenge no later June 30th
- Advise the Chamber at least one week in advance if the Chamber is to provide the “no parking” signs for Yellowstone Avenue and/or post them on the street.
- Plan for and conduct traffic and crowd control with cooperating agencies on the Parade route for its duration
- Lead the Parade

Fire Department Assistance:

- Establish the Parade route with the Police Department and Frank DiLenge no later June 30th
- Plan the appropriate safety zone with Frank DiLenge for the fireworks
- Water the ground in the safety zone and on the block immediately to the North and East of the launch site, subject to debris from the fireworks.
- Participate in the parade with equipment and use any public address systems in the vehicles to play parade music (CD's provided by WYCC)
- Block appropriate streets in preparation for the fireworks
- Stand ready to extinguish any fireworks' debris

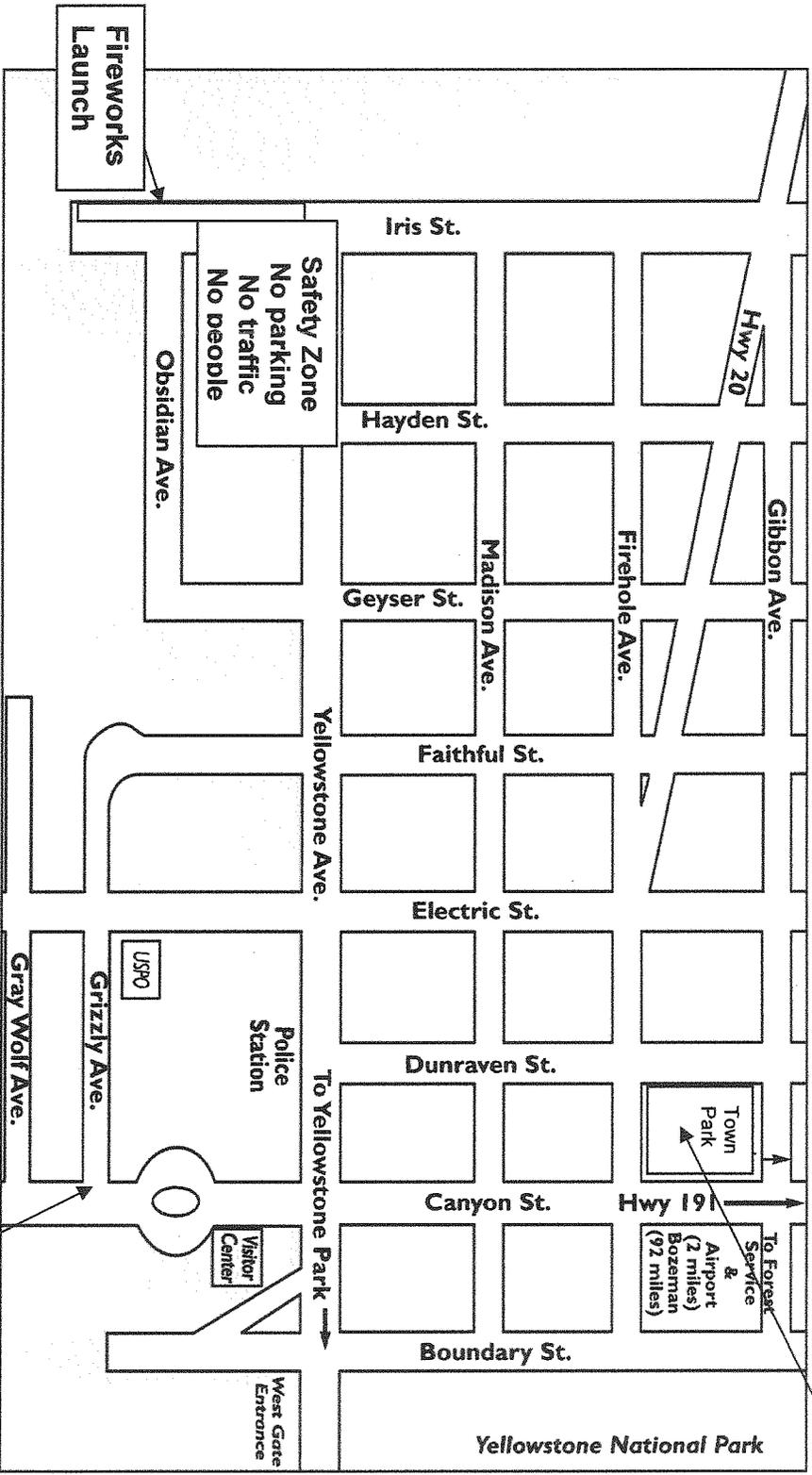
Ambulance Assistance:

- Participate in the parade
- Provide medical assistance as needed

Public Works Assistance:

- Street sweeper to assist volunteers with fireworks debris clean-up on the morning of July 5th beginning with Yellowstone Avenue and Parkway A along with the Town Park immediately to the North and East of the launch site.

West Yellowstone, Montana: Fourth of July 2014



Town Park
7:00 to 10:15 pm
enjoy Music in
the Park

- 10:15 pm Music in the Town Park (approximately) Fireworks
- 7:00 to 10:15 pm
- 6:30 pm Parade begins Route: TBD with Police Chief and Frank Dillenge
- 5:30 pm Parade line-up on Grizzly Avenue begins
- Noon: Post "no parking" signs on Yellowstone Avenue West of Geysers Street

Parade Line-up facing East

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Event: Buffalo Chip Toss
 Sponsor Organization: W.Y. Library Foundation
 Sponsor Address: PO BOX 1179
 Contact Person: Ken Davis
 Contact Phone: 646 1124 Fax: 646-7265
 E-mail Address: KDavis1@Yahoo.com
 Date(s) of Event: 7/4/14
 Location of Event: City Park

Respond to all sections either on the applicable sheets, or attach sheets as needed. A complete application should be submitted a minimum of 4 weeks prior to the event.

- A. Event detail: Use the attached sheet to describe your event in detail and any special accommodations you are requesting from the Town.
- B. Site Plan: Detail the physical layout of your event on the attached site plan and return with the application.
- C. Liability Insurance: Please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Operations Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.

Application Fee: \$ 25.00 ⁵⁻²⁸⁻¹⁴ CH#1181
 Administration Fee: \$ 25.00 pd Ken Davis
 Signature of Applicant
 Total Due: \$ 25.00 Date _____

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<u>ASB</u>	<u>6-2-14</u>	
Fire	<u>DMW</u>	<u>6-2-14</u>	
Police	<u>SLB</u>	<u>6/2/14</u>	
Administration	<u>RSB</u>	<u>6/5/14</u>	

Notes/Conditions: _____

Approved

Denied

E. Roxy
 Town Clerk
6/6/14
 Date

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Event Details

Use this sheet to describe your event in detail including location, routes, directions, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the Town. Please also address parking, trash collection and disposal, expected number of participants and spectators, signs, and amplified sound (if applicable). Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be specifically exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council to make this request. If anything will be sold at the event, an Exposition Business License must also be obtained. Please describe any sale activity below and attach the Exposition Business License application.

This family friendly event would occur on the northwest corner of Pioneer Park (city park) from approximately 2-4 pm. Contestants will throw (chuck) dried buffalo chops. The play will be the longest chuck wins.

The contest would utilize the bull diamond. A series of painted lines will help observers gauge the distance each chip is chucked.

Used chips can be worked into the grass when the event is over or we will pickup the larger chunks.

A fee will be charged (\$3 for \$5.00) with proceeds going to the foundation,

Last year approximately 100 participated we would expect at least that many again this year.

Last year we did sell souvenir shirts and would expect to do the same this year.

Last year the entire event was over by about 4:30 & clean up completed. Parking would be on street.

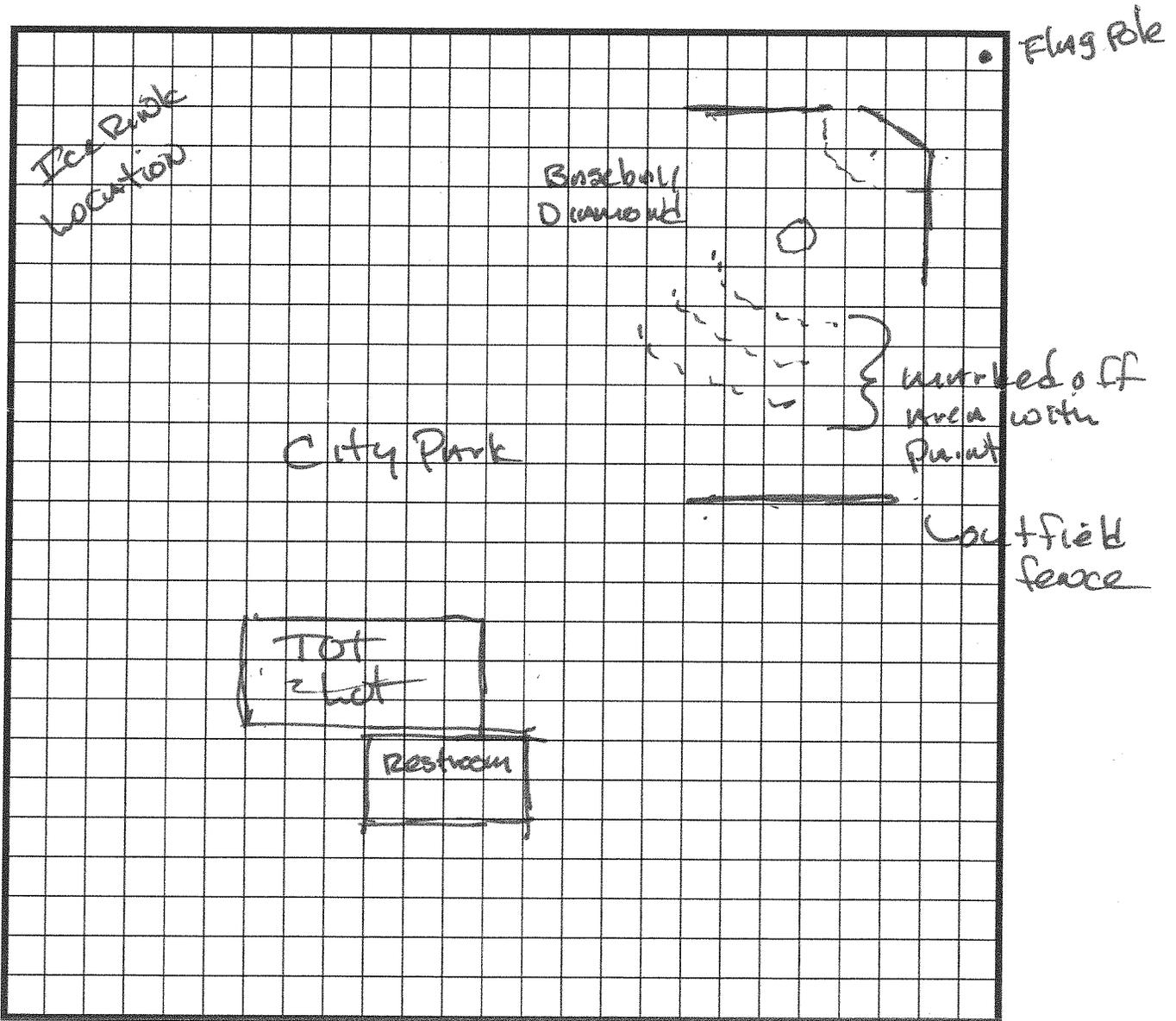
SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Site Plan

Event: Buffalo Chip Toss

N ↑



Please indicate direction

SPECIAL EVENT PERMIT APPLICATION

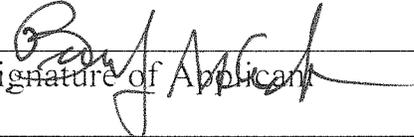
Town of West Yellowstone
Gallatin County, Montana

Event: Kids in the Park & Sports Camp
 Sponsor Organization: First Baptist Church
 Sponsor Address: PO Box 148 West Yellowstone 59758
 Contact Person: Benny McCracken
 Contact Phone: 640-1858 Fax: _____
 E-mail Address: fbwestyellowstone@gmail.com
 Date(s) of Event: KIP: 6/14, 7/6, 7/20 SC: 7/7 - 7/11
 Location of Event: City Park

Respond to all sections either on the applicable sheets, or attach sheets as needed. A complete application should be submitted a minimum of 4 weeks prior to the event.

- A. Event detail: Use the attached sheet to describe your event in detail and any special accommodations you are requesting from the Town.
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Application Fee: \$ 25.00
 Administration Fee: \$ _____
 Total Due: \$ 25.00


 Signature of Applicant

 Date

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<i>[Signature]</i>	6-9-14	
Fire	<i>[Signature]</i>	6-10-14	
Police	<i>[Signature]</i>	6-9-14	
Administration	<i>[Signature]</i>	6/9/14	Park not available 6/14/14, date

Notes/Conditions: changed to 6/21/14 per B. McCracken.
PAID 6/14/14 6/10/14 CR

Approved Denied


 Town Clerk
6/10/14
 Date

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone

Gallatin County, Montana

Event Details

Use this sheet to describe your event in detail including location, routes, directions, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the Town. Please also address parking, trash collection and disposal, expected number of participants and spectators, signs, and amplified sound (if applicable). Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be specifically exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council to make this request. If anything will be sold at the event, an Exposition Business License must also be obtained. Please describe any sale activity below and attach the Exposition Business License application.

Kids in the Park: * free games / inflatables for youth and children

* should not need anything from city

* all events / participation is free

* will use the southwest corner of park (site plan)

Sports Camp: * time → 8:30am - noon (daily)

* includes soccer, basketball, softball, and games for younger children

* supervised / led by church members

* no special needs from city

* all events / participation is free

* will use the old football field area (site plan)

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Event: YELLOWSTONE ROD RUN
 Sponsor Organization: YELLOWSTONE ROD RUN ASSOCIATION
 Sponsor Address: P.O. Box 1646, West Yellowstone, MT 59758
 Contact Person: TERRY OR JERRY OKSA
 Contact Phone: 406 646 9759 Fax: 406 646 9759
 E-mail Address: YELLOWSTONERODRUN@gmail.com
 Date(s) of Event: JULY 31, AUGUST 1, 2, 3, 2014
 Location of Event: HOLIDAY INN (HAYDEN HILL) AND CITY PARK

Respond to all sections either on the applicable sheets, or attach sheets as needed. A complete application should be submitted a minimum of 4 weeks prior to the event.

- A. Event detail: Use the attached sheet to describe your event in detail and any special accommodations you are requesting from the Town.
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Application Fee: \$ 25.00
 Administration Fee: \$ _____

[Signature]
 Signature of Applicant
4/21/14

Total Due: \$ 25.00 pd #1391

Date _____

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<u>[Signature]</u>	<u>5/1/14</u>	
Fire	<u>[Signature]</u>	<u>5/6/14</u>	
Police	<u>SLB</u>	<u>5/1/14</u>	
Administration	<u>ALB</u>	<u>5/1/14</u>	

Notes/Conditions: _____

Approved

Denied

[Signature]
 Town Clerk
5/20/14
 Date

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone

Gallatin County, Montana

Site Plan

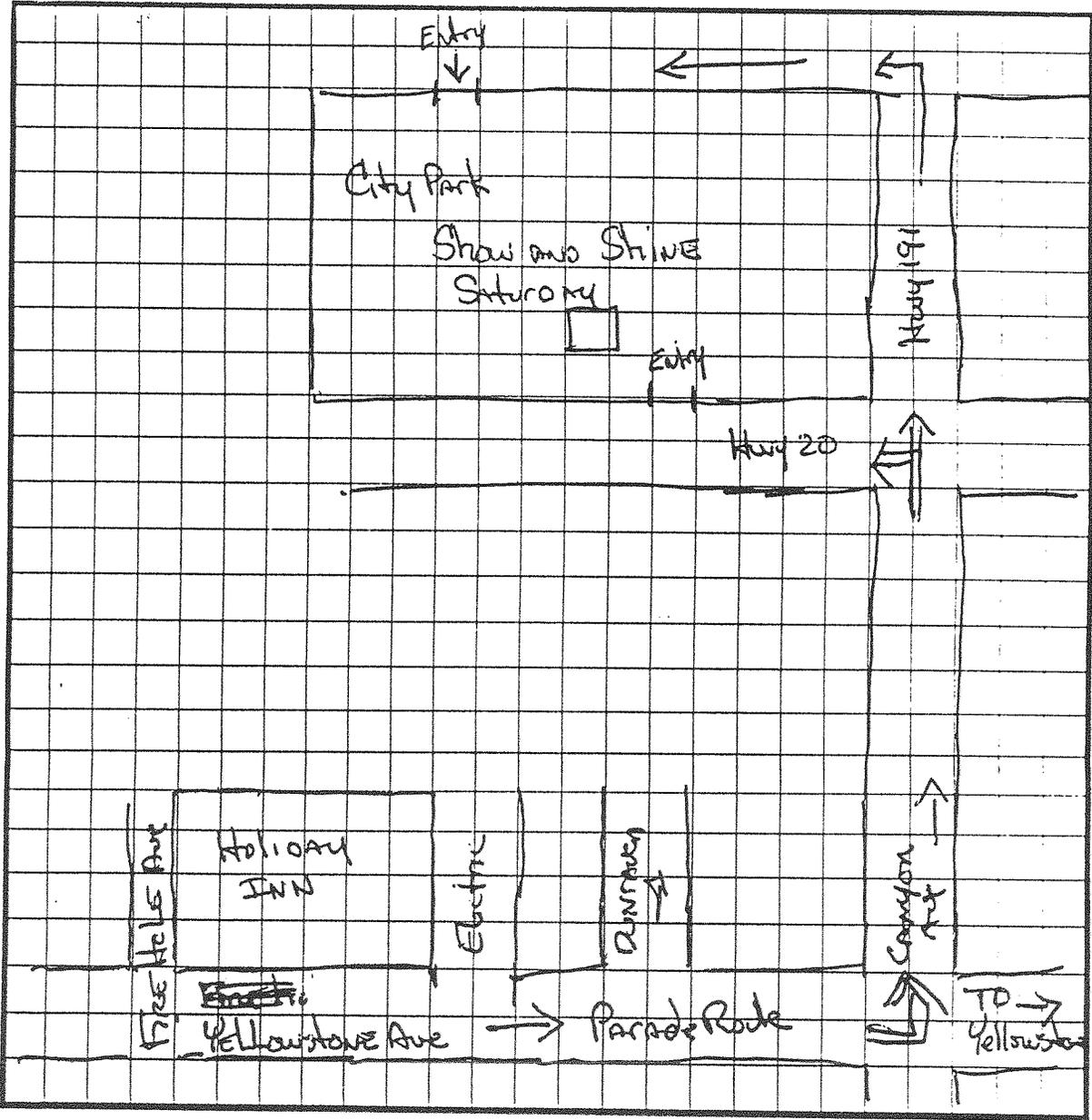
Event: YELLOWSTONE Red Run

Holiday Inn to City Park

N ↑

W.

E.



S.

Please indicate direction

To the Mayor and City Council of West Yellowstone,

I am a permanent resident of Ketchum, Idaho but have been a long-term summer resident of West Yellowstone. I have watched over the years these two communities go through so many similar city problems and have been impressed how West Yellowstone has managed many of these challenges.

In reading the West Yellowstone News June 13th, 2014 article about Chief Berger and the Sheriff's department I would like to pass on to you what our community has learned from a similar situation.

It is hard in small towns to deal with such personal allegations for we all know each other and are friends. In Ketchum's situation the Mayor and City Council finally stepped back, put all allegations to the side and simply decided to put the police department out to bid between the County's Sheriff department and the city police chief. The two had an opportunity to present not only a financial budget to the city but a working plan and program on how the police department would be run.

In the end Ketchum went with the Sheriff's Department with a multi year contract, but maintaining ownership of all equipment so that at any time Ketchum could revert back to its own police department. It has so far been a great success. It has not only saved the city financially but has improved the service to the community.

I do wish you success in this difficult situation for it is important for your community and your many tourists to feel confident in the services that you provide for your community.

Good Luck,

Kingsley Murphy

TOWN OF WEST YELLOWSTONE
MONTANA
naturally interesting

June 23, 2014

Mr. Gus Byrom, Program Manager
Community Development
P.O. Box 200523
Helena, MT 59620-0523

RE: Request to Participate in the Non-Competitive CDBG Funding Grants

Dear Mr. Byrom:

The Town of West Yellowstone is deeply interested in building and/or rehabilitating existing houses in West Yellowstone to be made available to a qualified mid- to low-income family living in substandard housing. Decent, affordable housing is in short supply in West Yellowstone, and the Town must address its housing needs if we are to continue to grow and prosper.

We would like to meet with you to explore how this project can be funded using CDBG, HUD and NSP funds. We plan on partnering with Habitat for Humanity of Gallatin Valley, Inc., to help make this project a reality.

We would appreciate meeting with you at your earliest convenience.

Please call me at 406-640-1241 or call the Town's Operations Manager, Becky Guay, at 406-646-7795 for additional information or to schedule a meeting.

Sincerely,



Brad Schmier
Mayor

cc: Town Councilmembers
David Magistrelli, Habitat for Humanity of Gallatin Valley, Inc.
Pierre Martineau, Gallatin County Commissioner



Fireworks Regulations

- Discharge of fireworks are allowed in the Town of West Yellowstone between the hours of 12 Noon on July 1 and Midnight on July 4.
- Do not discharge fireworks from or into any national forest, national park, state recreation area, or state highway
- Do not discharge fireworks within one hundred feet of a church or medical clinic or within fifty feet of any business
- Do not discharge fireworks in the downtown business area (call for specifics)
- Do not discharge fireworks within two hundred feet of any flammable fuel or compressed gas (propane tanks)
- Do clean up any debris, garbage or litter that is left behind

For more information, please contact the Town Offices
646-7795 or info@townofwestyellowstone.com.

Have a Safe and Happy 4th of July!

