

WEST YELLOWSTONE TOWN COUNCIL  
Town Council Meeting & Work Session  
March 3, 2015

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

OTHERS PRESENT: Operations Manager Becky Guay, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Scott Newell

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.

Portions of the meeting are being recorded.

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

### **WORK SESSION**

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Mayor Schmier calls the work session to order and explains that the topic they are here to discuss is the resort tax ordinance, specifically penalties, tax-exempt payers, and auditing. He recaps that Glenn Hales, on behalf of the Yellowstone Imax Theatre, Yellowstone Trading Post, and Buffalo Crossing RV Park, has requested a reduction of the penalties that were assessed due to late resort tax payments. The Council discusses the current section of the ordinance that addresses penalties for late payments. Finance Director Lanie Gospodarek explains some history of how the penalty structure has evolved over the years, mostly due to the fact that the original ordinance did not provide for effective enforcement mechanisms and mentions a circumstance several years back where a business owed \$30,000 that the Town never collected. The penalty section of the ordinance was updated in 2003 and then again in 2006 and 2007. Costello asks if it would be a lot of work for the staff to send out reminders to businesses that missed payments more frequently. Gospodarek explains that the last time there was an appeal of this nature the Council agreed that the reminders should be sent out on a quarterly basis. The group discusses the possibility of increasing the frequency of the reminders. Costello says that according to the information provided by Hales at the previous meeting, other communities do notify delinquent businesses on a monthly basis. The majority of the Council indicates they would prefer that reminders are sent on a monthly basis. Gospodarek explains that part of the problem is issues with the software and the delinquency report. Costello says that he would prefer to hear a proposal from the Finance Department that could address this problem on a more timely basis. Schmier says that he doesn't think this is a huge problem and they should be able to figure something out. He says that they need to look at the penalty rate and discuss whether 10% per month is reasonable. Johnson points out that the penalty should be higher than current interest rates. Parker asks Hales what he thinks is typical for interest on businesses. Hales says that interest rates fluctuate, but it appears that 12%-18% penalties per annum are the norm, which is closer to 1%-2% per month. Hales says that it concerns him to hear that another business that owed \$30,000 was not collected but they do collect from all the small businesses. He says that in some respects, stiffer penalties just make it harder for the business to pay the money it owes. Hales says that resolving the issue of notification would make things better for the business owners. He says that it does seem like the Town was almost waiting until the penalties accrued to a large amount before he was notified. Guay clarifies that the \$30,000 that wasn't collected was nearly 15 years ago and Gospodarek points out that having a lenient tax penalty structure can lead to problems like that. The Council discusses possible ramifications of changing the penalty structure. Schmier asks the group to consider whether they would need to make any changes retroactive and whether a decision on this issue would set a precedent. Hales points out that in the example of the appeal made by Rob Klatt 18 months ago, he was only penalized for the four months between when he was notified of the delinquency and when he made his appeal. He says that sets a precedence of only applying the penalties from when the notification was set. Forsythe says that does not think they would have to make anything retroactive, credit card rates change all the time and they just move forward. Forsythe suggests they send notifications monthly, keep the same penalty amounts, and lower the percentages to 2% per month or 24% per annum. Teri Gibson suggests they send an email out to all the businesses on the 15<sup>th</sup> of the month reminding them that resort tax is due in five days. Johnson suggests they eliminate the

percentages and just use flat fee penalties based on gross sales. It is pointed out that assessing the same penalty to a small business has a much larger impact than on a large corporation. Multiple suggestions are made as to how to adjust the penalty structure that range from 1% per month to 36% per year. Gospodarek says that if they are going to make changes to the ordinance, they would like to propose some other changes to the ordinance. She says that they have always enforced that "tax-exempt" entities such as foreign diplomats and non-profit groups still have to pay the tax. That language is not in the ordinance and the Town Attorney has recommended that be put into the ordinance. She also explains that they have had some issues enforcing the auditing portion of the ordinance and they would also like to propose language to add to that section. The Council agrees and asks Gospodarek to put those recommendations in writing for when they are ready to move ahead and amend the ordinance.

The work session adjourns at 7:15 PM and the regular meeting convenes at 7:30 PM.

### **ACTION TAKEN**

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- 1) Motion carried to approve the claims which total \$46,494.96. (Forsythe, Johnson)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the February 17, 2015 Town Council Meeting. (Johnson, Costello)
- 3) Motion carried to reduce the resort tax penalties for the Yellowstone Imax Theater/Buffalo Crossing RV Park, Yellowstone Trading Post to a total of 12% of the amount due plus the appropriate penalty fees, to be calculated by the Finance Director. (Forsythe, Costello) Johnson is opposed.
- 4) Motion carried to direct staff to proceed and finalize the Resolution to provide land to the WY Aquatic Center for adoption by the Council. (Forsythe, Parker)
- 5) Motion carried to approve the Mayor to sign and send the letter to the Bozeman Daily Chronicle recognizing Representative Kerry White for carrying HB 262 through the Montana House of Representatives. (Costello, Parker)

### **Public Comment Period**

No public comment is received.

### **Council Comments**

Council Member Parker mentions the banners in Pioneer Park and the appearances on the local TV station to advertise the upcoming Wild Bill Octane Nights. He credits Katrina and Travis Mann for their efforts to put this event together and hopes it turns out well. Mayor Schmier mentions that Social Services Director Jack Dittmann has announced his retirement effective March 19 after working for the Town for ten years. He also recognizes Joyce Berger who announced her retirement this past Friday. Berger has worked for the Town for 26 years. Parker inquires about support for Kathi Arnado in the Social Services Department. Guay explains that the department will be closed for the next couple of days due to a family emergency, but Arnado will return on Friday. Johnson asks if they have any volunteers that can assist. Guay says that Frank Bezold has been helping out but volunteers do need to be trained to operate the food bank or any of their other services.

### **DISCUSSION**

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- 3) Mayor Schmier explains that the request from Glenn Hales for a reduction of the penalties associated with late resort tax payments was tabled at the last meeting. The Council discussed the issue at the work session earlier this evening. Johnson clarifies how the penalties are calculated. Forsythe says he would like to recommend they apply the highest percentage as applied by other resort communities, which is Red Lodge. After discussion between the Council and Finance Director, Forsythe makes a motion to reduce the percentage rate to a total of 12% plus the appropriate penalty fees. Johnson

asks Hales if he is satisfied with this solution. Hales says that he is but encourages the Council to change the ordinance and make the changes that were discussed so other businesses are not negatively affected.

- 4) The Council discusses the West Yellowstone Aquatic Center. Schmier explains that he put this topic on the agenda for the Town Council to consider whether they want to take any further action. Johnson says that they previously discussed that the only thing the Council might be able to agree on is a resolution guaranteeing property, should the project be able to comply with certain conditions and fund-raising. Johnson reads a resolution that was prepared by Guay several months ago that states such. Costello says he can live with the resolution. Parker says that they have been discussing this project for over a year. He says that they heard from some members of the community at the last meeting that opposed giving the property to the project. He says the property has sat there empty for his entire life. He says that Clark referred to a petition at the last meeting and asks if that is available. Town Clerk Liz Roos gives the Council a copy of the petition document that was delivered to the Town last Friday. Mayor Schmier points out that the petition has been signed by people that do not live in Town but do own property in town. Forsythe says that at the last meeting they discussed whether passing such a resolution will even help the Clarks move forward with the project. Deborah Clark says that they would have to give it a trial period to see if it is sufficient. She says that she thinks some donors would rather than giving them money, just guarantee it until the property is secured. Scott Clark asks what would happen if the Town passed this resolution, built something else on the piece of property between Yellowstone and Obsidian, and then the acquisition of the 80 acres from the Forest Service fell through. Forsythe says that he believes the resolution obligates the Town. Johnson agrees but says that a resolution is only as good as the Council that signed it and a resolution is not iron-clad. Guay agrees that resolutions can be changed and they cannot financially obligate future Councils, however the resolution does refer to a lease that would be permanent. Katrina Mann says that as a resident and business owner she supports the project and thinks it would be a great benefit to the community. Patterson questions whether they can adopt the resolution without also approving a lease at the same time. Schmier answers that the lease will come at a later date, once the WY Aquatic Center has complied with the requirements. It is also pointed out that the parcel is not specifically identified in the resolution.
- A) **Operations Manager & Department Head Reports:** Operations Manager Becky Guay refers to the “daily update” email that was distributed earlier in the day. She says that they have made an offer to hire a police officer and are hoping the candidate will accept. She mentions the appraisals for the Emergency Services Building and the US Forest Service 80 acres are progressing. Johnson asks about the retirement of Court Clerk Joyce Berger after 26 years. Guay confirms that Berger retired last Friday after 26 years of working for the Town and they wish her well in her retirement. Johnson also asks about replacing Berger and Guay explains that it is the recommendation of the Judge that they only hire a part-time employee at this time. They have compared the case-load to other jurisdictions and feel that is sufficient. Public Services Superintendent James Patterson briefly describes the repairs that are being made to the north side of the Town Hall. He says that Dick Anderson Construction has hired contractors that have dried out the moisture, replaced sheetrock, and repainted. He says that they are still working on making sure the building stays at a constant temperature so they do not get the temperature swings that cause the ice dams. His recommendation is to apply heat tape but they have to ensure the attic can stay cool, first. The Council discusses the problem and Patterson indicates that he will keep the Council informed as they work through the issue. Forsythe says that they had a similar problem at the school when it was built, which was an architectural problem and he believes this problem is also architectural. Patterson says that Dick Anderson has been very responsive to the problem and they do appreciate that. Schmier asks about the ice skating rink and whether it can be removed prior to the concert events over Expo weekend. Patterson explains that there is a Kids N Snow event scheduled for this weekend and the ice rink is frozen solid. He says they will

not be able to remove the rink. There is also discussion about how soon Robbie Hermanson can start dismantling the sledding hill in the park on Sunday in order to prepare for the weekend events. Finance Director Lanie Gospodarek explains that they have been working on union negotiations and resort tax audits. Chief of Police Scott Newell thanks Patterson for completing the room in the basement of the Town Hall for evidence and records storage. He says they are in the process of hiring a new officer and still reviewing another potential candidate. He mentions some technology issues they have had in the dispatch area but are working through them.

**FYI/Correspondence**

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Mayor Schmier adds that HB 262 has passed the house and been referred to the Senate Taxation Committee. The hearing for the bill was scheduled for March 6 but the hearing has since been canceled. They will watch the progress of the bill and let everyone know when the hearing is rescheduled. Operations Manager Becky Guay explains that the MLCT has asked for support for HB 471, a bill that would allow local governments to raise the “floating mill” to raise mill levys by up to the rate of inflation.

The meeting is adjourned. (9:00 PM)

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Mayor

ATTEST:

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Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

**Work Session**  
**March 10, 2015**

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

OTHERS PRESENT: Chief of Police Scott Newell, Finance Director Lanie Gospodarek, Police Officer Anthony Kearney, Richard & Teri Gibson, Doc Stewart, Helene Rightenour

The meeting is called to order by Mayor Brad Schmier at 7:00 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana

**Public Comment Period/Council Comments:** Johnson asks if anyone knows how the participation was in the Rendezvous Race last weekend. Costello says he heard they had 65 more than last year, which they estimate to be in the high 500s. Town Clerk Liz Roos shares that the hearing before the Senate Taxation Committee for House Bill 262 has been rescheduled for March 19. Chief of Police Scott Newell introduces Anthony Kearney, a new police patrol officer that just started work today. Mayor Schmier administers the oath for Officer Kearney.

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Mayor Schmier calls the meeting to order and explains that their purpose this evening is to discuss the recruitment process for a new Operations Manager. The group first discusses the job announcement. Costello explains that he met last week with Jim Doar, the Gallatin County Administrator and refers to an email he sent out following that meeting. Doar recommended a much higher salary range than the \$69,000 to \$82,000 that has been offered previously to attract more qualified candidates. The group discusses what amount the Town can afford and what the current range is based on. Mayor Schmier asks the staff to call the communities that have been surveyed in the past and see if they can determine what the market competitive range is now. Costello asks the group how they should deal with the Government Study Commission. He says that Doar felt this was a real issue and, at a minimum, need to mention that in the job announcement. The Council discusses the issue at length and how to handle that aspect of filling the job. Costello says he thinks this is a big issue. Johnson says that he thinks they mention it in the job announcement and they should be prepared to answer questions about the process from prospective applicants. The Council discusses the job description for Operations Manager. Schmier points out that this is the job description that the current Operations Manager was hired under. The group considers whether this job description is in accordance with Chapter 3.16 of the West Yellowstone Municipal Code and the section of the Charter that pertains to the Operations Manager. The group discusses the job description at length. Schmier states that he thinks some of the problems they have had in the past really just come down to communication and personalities. Stewart points out that it is the responsibility of the Operations Manager is to manage those issues and get along with everyone. The Council makes minor suggestions and changes to the job description. The group extensively discusses the proposal to hire a headhunter or professional recruiting firm. The firm "Prothman" is discussed. Costello offers to do some more research on the topic and report back. The Council ultimately agrees to meet again and review the final documents on March 31, 2015.

The meeting is adjourned. (9:15 PM)

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Mayor

ATTEST:

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Town Clerk

WEST YELLOWSTONE TOWN COUNCIL  
Town Council Meeting & Work Session  
March 17, 2015

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

OTHERS PRESENT: Operations Manager Becky Guay, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Scott Newell

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.

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### **WORK SESSION**

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#### **Public Comment Period**

Jeanie Hoskins asks what the proposal is concerning the Social Services Department. Schmier says that because they have a department head that is retiring they are discussing the future of the department. He says that they are aware there are several rumors around the community but they have made no other plans concerning the department. Pierre Martineau says that there are people that are concerned about the idea that the department may be placed under the scope of the Public Services department.

Mayor Schmier calls the meeting to order. The purpose of the work session is to discuss the Social Services Department and the anticipated vacancy created by the retirement of Jack Dittmann. He explains that they have copies in their packets of the job description Dittmann was hired under and a draft job description that Dittmann prepared earlier this year. The Council discusses the lifting requirements for the position. Johnson says that he is more concerned about offering services their employees are not trained or certified to offer. Guay says that the department has evolved based on the needs of the community and qualifications of the staff. She says that Kathi Arnado has obtained the training to be a tax advisor to help people file their taxes. Schmier says that he thinks they need to be careful and make sure they are not offering counseling services they are not qualified to provide. The group discusses how crises situations are handled and the involvement of other public agencies and the police. Guay says that during this interim period, she has directed Social Services Assistant Kathi Arnado not to conduct home visits or transportation of clients. They discuss the liability the Town faces by providing such services without qualifications and appropriate training. Guay says that they desperately need more support from the County. She says they need a case manager to handle the cases and work with those that are in need. Johnson says he has concerns about providing services such as driving clients to appointments in Idaho Falls because they have had accidents during such events. Guay says that they have also provided transportation to Job Corp in Anaconda. The Council considers what the original scope of the department was and what it has evolved into. Parker says that he entirely supports helping people, but there comes a point where they have to say no. Forsythe says that they are attempting to do something that none of them are qualified to do and they have no guidelines. Guay says that they need to decide what kind of services they want to provide. Johnson says the job description should not be so specific and whoever they hire will determine what kind of services to offer. He says they were very lucky to have Dittmann, but that is also why the department grew so much is because he could offer so many services. Schmier says that what they really need to talk about is how to run the department for the next couple of months. He also thinks they need to approach the County to provide more services in West Yellowstone. Public Services Superintendent James Patterson has offered to supervise the department in the interim and assist Arnado. Johnson says that he thinks it is important to keep Kathi Arnado in the office as much as possible and send other people to retrieve food, etc. Schmier says that people will also have to understand that they cannot offer everything that they have offered in the past. Schmier asks Guay if she has a recommendation. She says that they need to ensure that the services they are providing are services they are well qualified to provide. She agrees that they need to pressure the County for more support. She

says that they need to appeal to the community and the larger corporations in Town to make sure they understand that their resources are stretched to capacity. She says that she and Patterson have discussed setting hours for certain services such as unemployment filing assistance on Monday mornings and closing the office to the public on Fridays so they can stock the food bank and finish paperwork. Patterson says that Kathi and Jack have done a wonderful job and are very compassionate, but they do need to make sure they are covered and not liable. Johnson suggests that Patterson and Guay meet with Kathi Arnado and figure out how things should operate over the next couple of months and what services they can provide. He also says that they should look for job descriptions from other agencies, not necessarily just public agencies but other entities such as Good Will. The group also discusses approaching some of the larger corporations for assistance. Johnson says he is willing to approach Delaware North. Parker asks if it is wrong to ask people to volunteer before they receive food or clothing. Patterson says that they do have several people that volunteer their time in addition to receiving assistance.

The group also discusses a long-term approach to the issue and considers a 30-day timeframe to get things figured out. Johnson asks Martineau if he can call some of his contacts and see if he can obtain some job descriptions. Martineau says he will. The Council agrees to add this topic to the agenda for the work session on March 31, 2015.

The work session is adjourned at 7:15 PM, the Town Council meeting convened at 7:30 PM.

#### **ACTION TAKEN**

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- 1) Motion carried to approve the claims which total \$88,634.74. (Costello, Parker) Forsythe abstains from claim #40762.
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the March 3, 2015 Work Session and Town Council Meeting and the March 10, 2015 Town Council Work Session. (Costello, Forsythe)
- 3) Motion carried to approve the new business license for Taqueria Malverde at 128 Firehole Avenue. (Johnson, Parker) Schmier and Forsythe are opposed.
- 4) Motion carried to approve the current revisions to the Gallatin County Emergency Management Plan. (Parker, Forsythe)
- 5) Motion carried to approve Resolution No. 660, a resolution expressing the intention of the Town to allow the use of land owned by the Town for a community aquatic center. (Costello, Parker) Johnson is opposed.
- 6) Motion carried to approve the request from Scott Spaulding of Design Intelligence, LLC on behalf of China Fun Restaurant at 320 Canyon Street to purchase two cash-in-lieu parking spaces for \$2400. (Schmier, Costello) Parker is opposed.
- 7) Motion carried to appoint Moira Dow, Pierre Martineau, and Jennifer Jordan to serve on the Parks & Recreation Advisory Board for 4-year terms. (Costello, Parker)

#### **Public Comment Period**

Tom Cherhoniak comments that he was in the park during the concerts last weekend and says they were asked to leave, but that was okay.

#### **Council Comments**

Johnson asks everyone to remember the Klatt family at this time as Shannon Klatt's father abruptly passed away recently in Texas. Schmier says the weekend events seemed to go pretty well, there were a few bumps to work out but they'll see how things go in the future.

### **Presentation**

Patrick Lonergan of Gallatin County Emergency Management addresses the Town Council and explains that the Gallatin County Emergency Management Plan was originally adopted in 2011 and includes all the municipalities in the county. It outlines the roles, responsibilities, and functions of how an emergency will be handled. He explains that it is time to update seven sections of the plan, and most of the updates are mostly “housekeeping” details such as contact names. Lonergan briefly describes each section of the plan including the basic plan, annexes, and attachments. Costello asks Lonergan to explain how his entity would assist West Yellowstone. He explains that in the event of an emergency, they would be able to mobilize and assist emergency services agencies to get the equipment or personnel that they need. He also illustrates how they might call on West Yellowstone to assist with an emergency situation in Big Sky. Guay asks if they ever outreach to Idaho for assistance, considering how close they are to Idaho. Lonergan says that there is not a lot of reciprocity, but they do have a few opportunities to share resources.

### **DISCUSSION**

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- 5) Mayor Schmier reads the resolution out loud. Johnson asks if they intend to sell food at the proposed aquatic center. Scott Clark answers that they do intend to serve food including an afterschool program, a snack bar, and small restaurant. Johnson asks if the Clarks have followed up on any of the recommendations that came out of the feasibility study. The Clarks briefly respond to the recommendations as Johnson reads them, some of which they have explored but some they have not. Clark points out that they do not want to put the burden of the facility on the taxpayers so they have not pursued mill levies or bond issues. Johnson asks when should they expect the business plan. Deborah Clark responds that they prepared a business plan several years ago and copies were distributed, but they do need to update it. Johnson also asks if this resolution will help them accomplish the project. Clark says that their donors are looking for something more specific and refers to the resolution for the medical center and points out that it says the Town will donate the land. The Council discusses the language in the resolution that describes the parcel of land and whether what is in the resolution is sufficient. Johnson says that he has heard from several business owners that do not want him to vote in favor of anything that will directly compete with private business, and serving food is direct competition. Clark responds and says that according to the health department, since customers will have to pay an entrance fee, it is a different situation. Johnson acknowledges his argument but points out that doesn't make a difference to a business owner.
- 6) The Council considers the request from Scott Spaulding of Design Intelligence, LLC on behalf of China Fun Restaurant at 320 Canyon Street to add additional seating by enclosing the current open air eating area. Johnson explains that the applicant has a couple options including applying for a variance, purchasing parking, improving the interior park, or possibly reconfiguring the parking on their lot. Patterson explains that the open air seating was added after the original restaurant was opened and was never actually approved.
- A) **Operations Manager/Department Head Reports:** Public Services Superintendent James Patterson reports that they have finished the laminate floor in the basement of the Povah Center, have started removing the carpet, and expect to work on the remodeling in the Police Department soon. He also says they are going to start sweeping the streets and grading the alleys. He also explains that the Department of Transportation will be in Town on the 23<sup>rd</sup> to start tearing out the sidewalk corners on Canyon Street. They will move in a trailer to run the project and will bring him a full schedule to tear out and repave Canyon street. If the weather cooperates, they are hoping to complete the project this spring but will finish in the fall, if necessary. Johnson asks about taking down the Christmas tree on Canyon, Forsythe responds that they are planning to take it down tomorrow. Finance Director Lanie Gospodarek says that they are wrapping up the negotiations with the employees unit, she has been working on salary information for the

Operations Manager position, and various other tasks. Chief of Police Scott Newell reports that the snowmobile Expo, concerts, and freestyle show went pretty well this last weekend. He says that they did have one issue with the fact that the special event permit was for the entire park but they did not fence the entire park. They had some confrontations about whether people that were outside the fenced area should be cited and after speaking to colleagues and Town Attorney Jane Mersen, determined they could not cite people for that and that they would need to fence the entire park in the future. He also briefly reports that Anthony Kearney has started work and they are planning to meet with the Police Commission to discuss another potential candidate. Guay says she doesn't have anything new to add but mentions that because of spring break, they will be short-staffed in the office next week.

**CORRESPONDENCE/FYI**

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The Council discusses the hearing for House Bill 262, scheduled for 9 AM on Thursday, March 19, 2015 in Helena before the Senate Taxation Committee. Mayor Schmier encourages anyone that can to attend the hearing to support the bill.

The meeting is adjourned. (8:15 PM)

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Mayor

ATTEST:

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Town Clerk

## WEST YELLOWSTONE TOWN COUNCIL

Work Session  
March 31, 2015

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

OTHERS PRESENT: Finance Director Lanie Gospodarek, Social Services Assistant Kathi Arnado, Jeremy Weber-Editor, West Yellowstone News, Helene Righenour, Benny McCracken, Pierre Martineau, Patti Hostetter, Richard & Teri Gibson, Barbara Ott

The meeting is called to order by Mayor Brad Schmier at 7:00 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana

### Public Comment Period/Council Comments

Council Member Johnson distributes copies of the 2008 MPEA Union Agreement and the proposed 2014 MPEA Union Agreement. He explains that the employees bargaining unit has voted to accept the agreement and it will be placed on the agenda for the Council to vote on at the next Town Council meeting. He explains that they have concluded negotiations and it is time for the Council to vote. They are welcome to ask questions between now and the vote next week, but they cannot start negotiating again unless the vote fails. The Council agrees to tentatively schedule a work session to give the Council an opportunity to ask questions prior to the meeting next Tuesday.

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Mayor Schmier calls the work session to order at 7 PM. Mayor Schmier explains that they are going to first discuss the Social Services Department so those that are only interested in that subject may leave after that discussion. He explains that he invited Social Services Assistant Kathi Arnado to attend the meeting and describe what functions are actually provided by the department. Arnado says that the Job and Social Services Department actually performs six primary operations: job services, unemployment assistance, food bank, clothing bank, social services or resource information, administration of the Community Help Fund. Arnado briefly describes the specific functions of each operation. She explains that they assist people who are seeking jobs and with filing unemployment claims online with the State of Montana. She says that they also assist employers in West Yellowstone in finding suitable employees. Arnado also describes the operation of the food bank in cooperation with the Gallatin Valley Food Bank and the Montana Food Bank Network. She also describes additional programs including the Kid Pack program to provide food for children on weekends, senior food, and the Thanksgiving baskets. Arnado says that the clothing bank is operating well, primarily by volunteers. They keep records of who volunteers and volunteers serve for two hours before they can take items. Arnado says that they also serve as an assistance liaison for people seeking assistance through programs such as Medicaid, Medicare, food stamps, energy assistance, protective services, victims assistance, and occasional transportation to mental health or job programs. She says that in the past they have done home visits for the purpose of reporting to county or state authorities or programs. Arnado recommends that in the future, law enforcement transport mental health individuals. She also recommends that they work with local law enforcement on the victims compensation program, discontinue client home visits for county programs, and discontinue client transportation to county programs. Arnado says that they have been involved with youth court probation services when requested by local law enforcement, but only in the administration of community service hours. She emphasizes that they do not provide any counseling services in the Social Services office, but they will do an "intake" evaluation to help people get to the help that they need. She says that Dittmann did transport people to get assistance on occasion, but she does not think they should continue to do that. She says that she is CIT (Crises Intervention Training) trained and can recognize behavior that indicates that people need more specialized help. Lastly, Arnado describes the Community Help Fund, a fund that was established to provide emergency assistance on a short-term basis for food, medical appointments, travel on the Yellowstone Foundation bus, prescriptions, and emergency gas funds. Arnado offers to answer any questions about their operations. Pierre Martineau asks how many Kidpacks and Thanksgiving baskets are put out. Arnado says she puts out 26 kid packs per week and between 60 and 65 Thanksgiving baskets per year, mostly to people that utilize the food bank. Mayor Schmier asks how people qualify to use the food bank. Arnado shows the form that people must complete before they receive food, proof of income is not required. She

says that their resources have been stretched because of employees of companies such as Delaware North or the J-1 foreign workers. She says that she does not think Delaware North or the employers of the J-1s are actually sending their employees over for assistance, but that word of mouth spreads quickly through the employees. She says that the J-1s usually do qualify financially because they are paid low wages, but they are in this country as part of a cultural and travel experience. She says that they have considered requiring proof of residency and only providing the service to locals. Use of the food bank by locals tends to drop significantly in the summer months because they are usually working. Johnson asks Arnado if they have ever had to turn people away that are requesting food or clothing because they did not have enough. Arndo says they have not. Forsythe asks if people have to be employed or living in Montana to receive food. Arnado says they do not. She says that to her knowledge they have no people coming from Idaho to get food, she knows almost everybody that comes in. She does describe some specific situations where transients came in for food, but they hardly ever see these people more than once. Schmier thanks Arnado for the information. He explains that their task is to determine which services they do or do not want the department to provide. He says they may not want to make any changes and just hire a new department head, or they may want to consider restructuring the department. Johnson says that this department has a budget of nearly \$155,000, of which \$132,000 is salaries and wages, which is pretty efficient. Johnson says that unless they are putting the Town in a position where they open to liability, he's not sure they are in a position to dictate the services they provide. He says that he thinks the operation of this department really comes down to management. Forsythe says that he essentially agrees with Johnson and he also wants to be sure they are not putting the Town in jeopardy. Schmier says that he met with Arnado last week, who put a lot of his concerns at ease. He says that he was concerned they were offering services they were not qualified to provide and he is more comfortable now. He also agrees with Johnson's comments, that they do not need to micro-manage the department but possibly just provide guidelines of what services they do or do not want to offer. Costello agrees with the comments made by the other council members. Schmier says that another idea that has come up is to change the name of the department to Job & Social Resources. Schmier says that is just something to consider and encourages the rest of the Council to study the information provided by Arnado and consider that as they work through this issue.

The Council briefly discusses operation of Job & Social Services in the short and long term. The Council indicates they are comfortable with making minor changes to the job description that was used ten years ago when Jack Dittmann was hired and they direct the staff to prepare a job announcement. They agree to discuss the job announcement at the work session next Tuesday.

The Council discusses the release of the Operations Manager position. Schmier briefly refers to the community description they have prepared, job description, and job announcement. He says that the biggest issue they need to work out is the salary. Several salary ranges are discussed and the group reviews the salaries that are being paid to other city managers in the state and some from across the country. After further discussion, they agree on a salary range of \$75,000 to \$95,000. Costello reports that he did not have much success locating a "head hunter" to run the recruitment, but they do know that Prothman ran the recruitment for a new Police Chief in Red Lodge. The Council asks the staff to research the process and cost to use The Prothman Company to run the Operations Manager recruitment and report back.

The meeting is adjourned. (9:00 PM)

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Mayor

ATTEST:

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Town Clerk