

Town of West Yellowstone

Tuesday, July 7, 2015

West Yellowstone Town Hall, 440 Yellowstone Avenue

7:00 PM

Town Council Meeting

Pledge of Allegiance

Purchase Orders

Treasurer's Report/Securities Report

Claims ∞

Consent Agenda: **June 16, 2015 Town Council Meeting** ∞

June 23, 2015 Work Session ∞

June 30, 2015 Special Meeting and Work Session ∞

Business License Applications ∞

- Madison Plaza Apartments
- BAMF LLC
- Resort Rental LLC
- Bu-Pho-Lo

Advisory Board Report(s)

Operations Manager & Department Head Reports

Assignments Report

Comment Period

- **Public Comment**
- **Council Comments**

Presentation: Union Pacific Dining Lodge Transition and Rates Structure ∞

Marin Aurand, Yellowstone Historic Center Manager

Public Hearing: Preliminary Budget, FY 2016 ∞

NEW BUSINESS

80 Acres Acquisition Process, Road Reservations Letter

Discussion/Action ∞

Adopt Preliminary Budget, FY 2016

Discussion/Action ∞

Correspondence/FYI

- Adoption of 2012 Building Codes by Administrative Action ∞

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 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.

07/02/15
16:00:19

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/15

Page: 1 of 5
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	
41057	2575 WY Tourism Business Improvement 07/01/15 June 2015 collections	39,121.07 39,121.07		TBID	2102 411800	540	101000	
41060	1273 Montana Security and 45397 07/01/15 monitoring UPDL	61.50 61.50		UPDL	1000 411252	357	101000	
41063	2088 Town West Yellowstone 07/01/15 utility chrgs, Chamber, 895 07/01/15 utility chrgs, UPDL, 892 07/01/15 utility chrgs, PS Shops, 884 07/01/15 utility chrgs. Povah Ctr, 887 07/01/15 utility chrgs, Police Dept,886 07/01/15 utility chrgs, City Park, 885 07/01/15 utility chrgs, Library, 891 07/01/15 utility chrgs, Lift #1, 903 07/01/15 utility chrgs, Twn Hall, 921	909.08 46.74 52.23 23.76 86.16 30.47 528.79 25.72 10.16 105.05		BLDGS BLDGS BLDGS BLDGS BLDGS BLDGS LIBRAR SEWER TWNHAL	1000 1000 1000 1000 1000 1000 1000 5310 1000	411257 411252 411253 411255 411258 411253 411259 430600 411250	340 340 340 340 340 340 340 340 340	101000 101000 101000 101000 101000 101000 101000 101000 101000
41064	2852 Fremont Communications 06/15/15 fiber optic, Town Hall	300.00 300.00		TWNHAL	1000 411250	345	101000	
41065	42 Fall River Electric 06/22/15 UPDH 4212041 elec service 06/22/15 POLICE 4212008 elec service 06/22/15 shop 4212018 elec service 06/22/15 ANIMAL 4212029 elec serv 06/22/15 PARK 4212032 Elec ser 06/22/15 PARK 2901001 elec serv 06/22/15 CLORINATOR 4212030 elec serv 06/22/15 MAD ADD WATER 4212017 06/22/15 PUMP 4212005 elec serv 06/22/15 SEWER LIFT STATION 4212006 06/22/15 SEWER PLANT 4212007 elec ser 06/22/15 MAD SEWER LIFT 4212014 elec 06/22/15 SEWER TREAT SERV 4212046 ele 06/22/15 library 23 dunraven 4212054 06/22/15 povah comm ctr 4212001 06/22/15 unmetered lights 4212004 06/22/15 Town Hall 4212009 06/22/15 Ice Rink 421010	7,836.86 449.85 226.18 115.27 57.26 110.64 54.60 45.49 45.10 84.85 300.67 1,357.35 104.55 2,641.11 152.14 208.57 1,451.25 395.98 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 1000 1000 1000 1000	411252 411258 430200 440600 411253 411253 430500 430500 430500 430600 430600 430600 430600 411259 411255 430263 411250 411253	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
41070	2813 Century Link 06/19/15 DSL Povah, 646-7982 06/19/15 DLS Police 646-0231 06/19/15 DSL Pub Serv Office 646-7949 06/19/15 Sewer Treat 646-9027 06/19/15 Sewer lift 646-5141	2,659.81 49.00 64.00 64.00 31.21 32.59		POVAH POLICE BLDINS STREET SEWER	1000 1000 1000 5310 5310	411255 420110 430200 430600 430600	345 345 345 345 345	101000 101000 101000 101000 101000

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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
	06/19/15 PCC Elevator 646-7481	32.09		POVAH	1000 411255	345	101000		
	06/19/15 Centrex Finance - 20%	242.39		FINADM	1000 410510	345	101000		
	06/19/15 Centrex, Police-20%	242.39		POLICE	1000 420110	345	101000		
	06/19/15 Centrex, Soc Ser -10%	121.20		SOC SER	1000 450135	345	101000		
	06/19/15 Centrex, Court - 10%	121.20		COURT	1000 410360	345	101000		
	06/19/15 Centrex, Bld Ins - 10%	121.20		BLDINS	1000 430200	345	101000		
	06/19/15 Centrex, Street - 10%	121.20		STREET	1000 430200	345	101000		
	06/19/15 Centrex, PCC - 10%	121.20		POVAH	1000 411255	345	101000		
	06/19/15 Centrex, Lib	121.17		COURT	2220 460100	345	101000		
	06/19/15 E911 Viper 646-5170	91.66		E911	2850 420750	345	101000		
	06/19/15 E911 255-9710	996.38		E911	2850 420750	345	101000		
	06/19/15 E911 255-9712	24.51		E911	2850 420750	345	101000		
	06/19/15 Alarm Lines, 646-5185	62.42		TWNHAL	1000 411250	345	101000		
41073	60 Westgate Station	85.51							
	06/30/15 supplies-work session	85.51		LEGIS	1000 410100	220	101000		
41074	73 Westmart Building Center	1,642.15							
	06/27/15 supplies	106.97		STREET	1000 430200	366	101000		
	06/27/15 supplies	270.85		STREET	1000 430200	220	101000		
	06/27/15 supplies	20.40		SEWER	5310 430600	220	101000		
	06/27/15 supplies	147.07		WATER	5210 430500	220	101000		
	06/27/15 supplies	19.46		POLICE	1000 420100	220	101000		
	06/27/15 supplies	4.55		POLICE	1000 420100	220	101000		
	06/27/15 supplies	142.25		UPDL	1000 411252	220	101000		
	06/27/15 supplies	518.83		LIB	2220 460100	220	101000		
	06/27/15 supplies	16.59		TWNHAL	1000 411250	366	101000		
	06/27/15 supplies	33.78		POVAH	1000 411255	220	101000		
	06/27/15 supplies	270.73		PARKS	1000 460430	365	101000		
	06/27/15 supplies	40.35		PARKS	1000 460430	220	101000		
	06/27/15 supplies	26.55		PARKS	1000 460430	366	101000		
	06/27/15 supplies	1.42		TRAILH	1000 411256	366	101000		
	06/27/15 supplies	22.35		CHAMB	1000 411257	220	101000		
41076	2898 TransUnion Risk and Alternative	3.50							
	07/01/15 credit check	3.50		POLICE	1000 420100	220	101000		
41077	2421 NAPA Auto Parts	767.13							
	06/30/15 supplies	767.13		STREET	1000 430200	220	101000		
41078	40 Jerry's Enterprises	190.33							
	06/27/15 fuel	170.35		STREET	1000 430200	231	101000		
	06/27/15 supplies	19.98		STREET	1000 430200	220	101000		

07/02/15
16:00:19

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Page: 3 of 5
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Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
41079	2537 Balco Uniform Co., Inc.	1,031.64							
50853	06/09/15 keys	14.90		POLICE	1000 420100	226		101000	
40247	05/21/15 uniform-Wiese	90.00		POLICE	1000 420100	226		101000	
39909-3	05/14/15 uniform-Wiese	386.13		POLICE	1000 420100	226		101000	
39909-2	05/01/15 uniform-Wiese	345.49		POLICE	1000 420100	226		101000	
39469-2	04/13/15 uniform-Kearney	185.62		POLICE	1000 420100	226		101000	
50533	01/13/15 uniform-Courtis	9.50		POLICE	1000 420100	226		101000	
41080	379 Energy Laboratories, Inc	362.00							
350652139	06/30/15 wastewater samples	362.00		SEWER	5310 430640	459		101000	
41081	2911 Aquafix	1,201.64							
15937	06/30/15 bug on a rope, 4 bricks	1,201.64		SEWER	5310 430640	459		101000	
41082	2455 Tri State Excavating, LLC	842.50							
3353	06/27/15 excavation, shut off valve	842.50		WATER	5210 430550	937		101000	
41083	1031 Murdoch's Ranch & Home Supply	1,195.95							
502841	06/18/15 tools	825.96		STREET	1000 430200	369		101000	
502842	06/18/15 tool chest	350.00		STREET	1000 430200	369		101000	
502843	06/18/15 durafork	19.99		STREET	1000 430200	369		101000	
41084	2764 HD Supply Waterworks, Ltd.	1,566.56							
E101250	06/23/15 water supplies	1,566.56		WATER	5210 430550	937		101000	
41085	2264 MORNING GLORY COFFEE & TEA	37.50							
754149	06/03/15 supplies	37.50		DISPAT	1000 420160	220		101000	
41086	2337 Central Services Division	7,209.11							
06/22/15	CJIN 7/1/15-6/30/16	7,209.11		DISPAT	1000 420160	398		101000	
2016-14-29117									
41087	2195 Code Publishing Company	229.50							
50184	06/24/15 RT Ordinance update	229.50		FINADM	1000 410510	390		101000	
41088	2182 Gallatin County	2,560.00							
051915	05/19/15 shift coverage, May 2015	2,560.00		POLICE	1000 420100	398		101000	
41089	2099 Quick Print of West Yellowstone	183.40							
6980	06/23/15 bus cards, Patterson	52.50		STREET	1000 430200	220		101000	
6984	06/26/15 quick print	130.90		COURT	1000 410360	321		101000	

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Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
41090	2912 Jen Olson	19.48							
	06/25/15 supplies	19.48		REC	1000 460440	220		101000	
41091	127 First West	92.00							
	15027614N 06/05/15 notary bond	40.00		FINADM	1000 410510	630		101000	
	15027614N0 06/05/15 errors policy	52.00		FINADM	1000 410510	630		101000	
41092	2854 Kenco Security and Technology	79.50							
	1226090 07/01/15 alarm monitoring	79.50		TWNHAL	1000 411250	357		101000	
	# of Claims	25	Total:					70,187.72	

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting & Work Session
May 5, 2015

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

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Scott Newell, Social Services Director Kathi Arnado

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.

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

Mayor Schmier calls the meeting to order. The purpose of the work session is to discuss the FY 2016 budget, specifically Special Revenue and Enterprise funds. Finance Director Lanie Gospodarek briefly describes the highlights from each fund. Special Revenue funds include Resort Tax, the Marketing and Promotions Fund, Tourism Business Improvement District, and special projects including the teen center in the basement of the Povah Center, volleyball court and community garden. Gospodarek explains that when someone makes a donation for a specific purpose, they have to create a special fund to keep that money separate from the rest of the Town's money so it doesn't get used for the wrong purpose. Support of the library and extension programs including the Pre-K and English as a Second Language classes are also funded through Special Revenue funds. The Council discusses the 911 Emergency special revenue fund. Forsythe points out that the equipment they purchased through this fund is already outdated and they should consider paying it off. Gospodarek determines that the loan on the equipment goes through 2019 and is an InterCap loan at 1.25%. The group discusses multiple options they could pursue to ensure the equipment is upgraded and works correctly. The group also briefly discusses the water and sewer funds.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6701 to JD Specialty Services for \$8400 to rebuild the chute on the snowblower. (Johnson, Forsythe)
- 2) Motion carried to approve the claims which total \$206,072.80. (Forsythe, Johnson) Schmier abstains from #40995, Forsythe abstains from #41028.
- 3) Motion carried to approve the Consent Agenda, which includes the minutes of the June 2, 2015 Town Council Meeting and the June 9, 2015 Work Session with the correction that Jerry Johnson was not present at the June 9, 2015 meeting. (Johnson, Parker)
- 4) Motion carried to approve the business license application for Lone Wolf Properties as written. (Forsythe, Parker) Motion fails unanimously.
- 5) Motion carried to approve the business license application for Karen Eagle Vacation Rental contingent upon obtaining all required state and county licenses or permits. (Johnson, Parker)
- 6) Motion carried to approve, contingent upon obtaining approval from the Grizzly Park Architectural Committee. (Johnson, Costello) Schmier is opposed.
- 7) Motion carried to reconsider the business license for Lone Wolf Properties. (Johnson, Schmier)

- 8) Motion carried to approve the license with the condition that Knapp purchase one parking space cash in lieu for \$1200. (Forsythe, Parker)
- 9) Motion carried to approve the application to Maintain an Encroachment for the Hide Away RV Park made by the Schmier Family Partnership to replace a low fence in Town right of way. (Costello, Forsythe) Schmier abstains.
- 10) Motion carried to approve the Marketing and Promotions Fund recommendations to award \$11,500 to Black Mountain Productions for the 2015 Music in the Park series and \$2,250 to the Grizzly & Wolf Discovery Center for billboard renovation. (Johnson, Parker)
- 11) Motion carried to approve Resolution No. 665, a resolution setting the compensation of the City Judge at \$34,000 annually. (Forsythe, Parker) Johnson is opposed.
- 12) Motion carried to approve Resolution No. 666, a resolution writing off outstanding warrants that have been returned to the Town totaling \$63.49. (Costello, Parker)
- 13) Motion carried to approve Resolution No. 667, a resolution to employ the requirements of the Government Accounting Standards, Board Standard 54. (Forsythe, Parker)

Public Comment Period

Scott Johnson addresses the Council to discuss some of the traffic problems in West Yellowstone. He distributes copies of a summary that includes pictures and points out safety and communication problems he has observed. He says he has also noticed a lack of speed limit signs and points out that our streets are wide and the signs are far apart. Johnson says that he started to give this a lot of thought after his daughter and grandchildren were nearly hit recently and asks the Council to consider some of his suggestions. The Council thanks Johnson for his comments.

Council Comments

Council Member Parker asks who is responsible for the puddle in front of the Chamber, Patterson explains that is state highway. Parker also asks about the signs on Canyon Street for the new turn lanes and when will the stoplight be turned on. Patterson says they expect the new signs to arrive soon but he does not have an exact day. The stoplight will be turned on once the signs are up. The Council also discusses a recent panhandler that was in the street recently and Newell explains that he talked to the man and he moved along.

- 4) Patterson explains that Lone Wolf Properties does not have enough parking on-site to accommodate six units unless they remove some trees. He explains that the Council could approve the license with the requirement that she purchase one parking space. The Council considers multiple options including purchasing a parking space, applying for a variance, or allowing Knapp to improve the interior park.
- 5) Mayor Schmier says that he is troubled when they are presented with license applications that are not accompanied by the required fire or health department permits. He points out that it would be easier to approve the licenses if everything was in order before the license was permitted. Karen Eagle confirms multiple times that they will obtain those permits before operating, but the County Fire Marshal is out of the office this week.
- 8) Cynthia Knapp, owner of Lone Wolf Properties, joins the meeting and verbally requests permission to purchase one parking space to comply with the parking ordinance and satisfy the parking requirement for her property. She apologizes for being late and not understanding that she needed to make a formal request.
- 9) Johnson points out that such fences are permitted as long as they are under 3' in height and the owner assumes all responsibility for the structure.

- 11) Costello asks Roos why they must pass a resolution to establish the Judge's compensation. Roos explains that is a requirement of the ordinance, but acknowledges that it is the only employee salary they set by resolution. Johnson says that since he voted against the decision regarding her salary that was made at a previous meeting, he will also vote against this resolution.
 - 12) Gospodarek explains that they have attempted to locate and mail these checks to the proper individuals but they cannot be found.
- A) **Department Head Reports:** Mayor and Acting Operations Manager Brad Schmier comments that the new resort tax ordinance is in effect and if there is anyone that has questions about it, they should contact the staff at the Town Office. Public Services Superintendent James Patterson reports that things in his department are going smoothly, having a tough time keeping up with the grass as it is growing quickly and must be cut frequently. He is also working on hiring seasonal laborers. Social Services Director Kathi Arnado mentions that she has been working with James Patterson to offset being short-handed in her department and dealing with some family issues. Finance Director Lanie Gospodarek says she is working on year end balancing and preparing the budget. Chief of Police Scott Newell says he is working with the Police Commission to formalize the hiring process and is preparing to put out job announcements. Town Clerk Liz Roos shares email from the Prothman Company, updating the Council on the Operations Manager recruitment process.

The meeting is adjourned. (8:15 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

Work Session

June 9, 2015

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

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Social Services Director Kathi Arnado, Chief of Police Scott Newell, West Yellowstone Chamber of Commerce Winter Events Coordinator Marge Wanner and Executive Director Marysue Costello, West Yellowstone News Editor Jeremy Weber, Helene Rightenour, Arnie and Steffi Siegel, Pierre Martineau, VISTA Kirstin Goldstein, Community Health Partners (CHP) Representatives Buck Taylor and Lander Cooney, Carolyn Fox on behalf of the United Women, Richard and Teri Gibson,

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

Carolyn Fox addresses the Council on behalf of the United Women reads a letter signed by multiple members of the United Women that encourages the Council to address the lack of healthcare services in West Yellowstone and release a Request for Proposals (RFP) for healthcare services in the community. She says that Billings (Clinic) has committed to 20 years of service to West Yellowstone with a real doctor, 2 PA's, 1 nurse and technicians and they should take advantage of that. Arnie Siegel also encourages the Council to move ahead with an RFP to attract more healthcare providers. Jerry Johnson asks Siegel how often he thinks the Town should release an RFP for healthcare services, and points out that it has been less than five years since they did that. Siegel says that they have a verbal commitment from one of the best healthcare organizations in the country and they are willing to come to West Yellowstone to provide medical services and strongly encourages the Council to release an RFP immediately.

Council Comments

Mayor Schmier congratulates the West Yellowstone News on the multiple journalism awards they received recently.

Greg Forsythe says that he agrees that they lack adequate healthcare in West Yellowstone and that is something he has been working on for a long time. He says that he thinks this is something the Council needs to address.

DISCUSSION

Following public comment and Council comments, Mayor Schmier calls the meeting to order and explains that they are present this evening to listen to special requests that pertain to the FY 2016 budget.

Marysue Costello, Executive Director for the West Yellowstone Chamber of Commerce, addresses the Council and delivers a presentation that summarizes the tourist organizations in the community and the funding of the Visitors Information Center. She also briefly describes the history of funding for the VIC and how it has evolved over the years. She points out that funding from the Montana Department of Tourism was cut for 2015. She also explains the function of the VIC and services provided at the building. She emphasizes that they always focus on encouraging people to make West Yellowstone a destination. Costello shares statistics about the traffic through the VIC, pointing out that they serve over 115,000 people through their doors annually and provide vast assistance by phone, email, and internet services. She explains that visitation this year is up dramatically and points out that visitation at the VIC is up over 48% for April and May 2015, they are seeing as many as 1100 visitors in a single day-numbers they are not accustomed to seeing until August. Costello says that they are asking the Town to contribute \$5380 to fund the Visitors Center through June 30, 2016. They have been fortunate to receive additional funding from Yellowstone Country, TBID, and the MAP Fund in order to balance their budget for FY She says that they are also asking the Town to make support of the VIC a line item in the Town's budget and anticipate \$43,344 in FY 17. She also clarifies that the Chamber of Commerce is not the VIC, but they are housed in the same location. Costello

explains that the Chamber is a business to business entity, but the VIC offers service to the customer seeking a business service. Arnie Siegel suggests coming up with a way to tax or add a fee to all the rooms rented in town in order to support the VIC. Cynthia Knapp says that as a small business owner, she knows that a business must reinvest in itself to stay in business and encourages the Town to do the same. Marge Wanner says that when the resort tax was first passed, support for the Chamber and marketing efforts was always on the priority list. Multiple ideas are shared as to how to fund the VIC, ranging from levying fees, increasing business license fees, and increasing the TBID fee.

The Council briefly discusses the requests from the Yellowstone Foundation for \$600 towards the Shakespeare in the Parks program as well as \$15,000 to help fund the West Yellowstone Foundation bus program.

Lander Cooney, CEO for Community Health Partners, addresses the Council. Cooney has submitted a letter to the Council requesting up to \$100,000 from the Town to offset losses incurred by CHP for the 2015 calendar year of operation. She briefly describes CHP's history in the community and explains that they were the only organization to respond when the Town issued a RFP in 2011. She describes the healthcare and mental health services they provide, specifically serving lower income community members. Forsythe asks if they have seen any increases in clientele at the clinic. Cooney says they have seen a small increase, less than 100 more patients per year, up to approximately 1300 patients in 2014. The Council asks multiple questions about expanding services at the current clinic. Johnson points out that it has been brought up earlier this evening that Billings Clinic is willing to offer expanded services, but it will come at a cost and asks if CHP could expand their services if they were given more money from the Town. Cooney and Taylor indicate that would be likely, but they would have to see the RFP to really answer that. Knapp asks if CHP has considered expanding their hours or being open later and shares examples of employees and guests that had to seek medical attention in Rexburg or Big Sky because CHP was not open. Social Services Director Kathi Arnado says that CHP has reduced the need for low income clients to rely on the Community Help Fund by nearly 90% and says they have been an excellent partner to work with. Cooney thanks Arnado for her comment but also points out that serving low-income clientele does not mean low quality service.

Mayor Schmier thanks everyone for coming. Johnson explains that as they proceed through the budget process they will consider each request individually and determine what can be included in the budget.

The meeting is adjourned. (7:30 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Special Meeting & Work Session
June 30, 2015

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

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Social Services Director Kathi Arnado, 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

Public Comment Period

No public comment is received.

Council Comments

Council Member Parker reports that he called Deborah and Scott Clark to see how the aquatic center project is going. Deborah indicated that things were going well and that they are working on some grants and other funding.

ACTION TAKEN

- 1) Motion carried to approve the Claims, which total \$18,661.83. (Forsythe, Parker)
- 2) Motion carried to approve the six month extension of the Sewage Treatment Lagoon Site Lease Agreement. (Costello, Forsythe)
- 2) Following the approval of the extension, Costello says that he sent out an email earlier today recommending that they order a formal appraisal of the sewer lagoon site, acknowledging that an appraisal would cost the Town a couple thousand dollars but he feels that would be the most appropriate course of action. Jeff Kadlec, Yellowstone Airport Manager indicates that would be acceptable and is what they were anticipating. The Council directs staff to determine an approximate cost for the appraisal this week so it can be included in the preliminary budget that will be adopted next week.

DISCUSSION

- A) Mayor Schmier explains that they have received a letter from the US Forest Service outlining the road restrictions the Forest Service is willing to agree to in the 80 acre parcels south and west of the Town. The Council discusses moving the Two Top Snowmobile Trail, FS Road 69736B, so that it lines up with Madison Avenue. Public Services Superintendent James Patterson explains that he talked to Forest Service Specialist Todd Stiles today who indicated that they don't believe this is a big issue. Patterson says that Stiles and the new District Ranger, Jason Brey, acknowledged that moving the road shouldn't decrease the amount of property and that shouldn't change the value of the property. The Council also points out that the Whiskey Springs Road is not listed in the letter, but determine that the road merges with 6973 and therefore is not part of the parcels. They discuss the proposed layout of the reservations and the Forest Service's goal of maintaining access to the Forest for the public. Schmier refers to the letter the Town received from Mary Erickson, Forest Supervisor, which outlines the reservations the Forest Service intends to reserve into perpetuity in the 80 acres. The Council discusses the future of the Whiskey Springs Road, Forest Service Road 6958, and where it should be relocated. The Council agrees that they need some more information and consider some of them meeting with District Ranger Jason Brey on Monday, July 6, 2015 and see if they can the answers they need prior to approving a letter at the Council Meeting next Tuesday.
- B) The Council discusses the FY 2016 Capital Improvement Plan. Finance Director Lanie Gospodarek explains the changes and updates to the plan have been highlighted in red. She points out that items that were not originally planned for are also shown in red. The council discusses the planned replacement of vehicles and equipment, including the

purchase of a new street sweeper through a state grant program this year and a new police patrol vehicle. The Council discusses improvements to the sewer system including the completion of the groundwater study and cleaning and running a camera through the sewer lines in Parkways A & B this year. Improvements to the water system include replacing the meters for the Forest Service and Yellowstone National Park compounds, but Patterson says he thinks it makes more sense to just put standard meters on all the buildings and read them accordingly. Also budgeted for FY 2016 is the replacement of the meter in the chlorine building. The group discusses the current status of the water flow from Whiskey Springs and what they may need to do in the future to ensure adequate water supply. The group discusses the street maintenance and improvements table. Projects scheduled for FY 16 include crack sealing all the streets, setting aside more money to repave all the streets, sidewalk maintenance, and chip sealing. Future projects include paving Obsidian between Geyser and Faithful Streets and installing street lights on South Canyon or lights on Electric Street. The Council discusses land, buildings, and improvements which include purchasing the 80 acres from the Forest Service, handrails at the Union Pacific Dining Lodge, the roofs on the library and clinic buildings, rehabilitating the UPDL generator building, building a permanent ice rink, and installing a new parking lot at the city park. Patterson indicates that the Parks & Recreation Board is pursuing a grant to surface the Frontier Trail. The group also considers the construction of a storage barn at the sewer lagoon. Chief of Police Scott Newell explains that he would like to add a table to the plan that would allow them to plan for dispatch equipment replacement and rotation. Schmier encourages the Council and Department Heads to consider other possible projects that may need to be part of the plan. Patterson says they have looked into a toilet vault for the tennis courts, estimated to be \$50,000.

The meeting is adjourned. (8:25 PM)

Mayor

ATTEST:

Town Clerk

Town of West Yellowstone Business License Application

Business Name: Madison Plaza Apartments
 Applicant: Madison Plaza, LLC
 Contact Person: Pati Taylor, Jay Thrift
 Mailing Address: PO Box 468
 Physical Address of Business: 326 Madison, apt A
 Phone Number: 406-640-2806 Fax Number: _____
 Email Address: madisonplazawy@gmail.com Website: _____

Signature of Property Owner of Record: _____

Subdivision: 
 Block: 25 Lot: 3 + 4

Zoning District, please mark one:

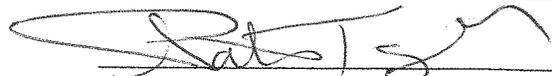
- | | |
|--|---|
| <input checked="" type="checkbox"/> B-3 Central Business District (Old Town) | <input type="checkbox"/> PUD Planned Unit Development (Grizzly Park) |
| <input type="checkbox"/> B-4 Expanded Business District (Grizzly Park) | <input type="checkbox"/> Residential Districts, Home Occupations Only (Mad Add) |
| <input type="checkbox"/> E-2 Entertainment District (Grizzly Park) | |
| <input type="checkbox"/> New Business | <input type="checkbox"/> Transfer of Ownership |
| <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)
- 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.
14 long term apartment rentals, one mobile home site, one mobile home, and one nightly rental

This is a notification of a change, the long term rental at 334 Madison is now being run as a nightly rental.

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


 Signature of Applicant

 Signature of Applicant
6/15/15
 Date

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

Madison Plaza Apartments
PO Box 468
West Yellowstone, MT 59758
406-640-2806

Town of West Yellowstone
City Council
PO Box 1570
West Yellowstone, MT 59758

June, 15, 2015

To Whom it May Concern:

Madison Plaza, LLC, is owned by Pati Taylor and Jay Thrift. We have converted one of our units into a nightly rental effective June 13, 2015.

We respectfully request that the city waive the resort tax bond for Madison Plaza based on the long term reliability of Send it Home, Pati's other business

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Pati Taylor", written over a faint, illegible stamp.

Pati Taylor

Site Plan

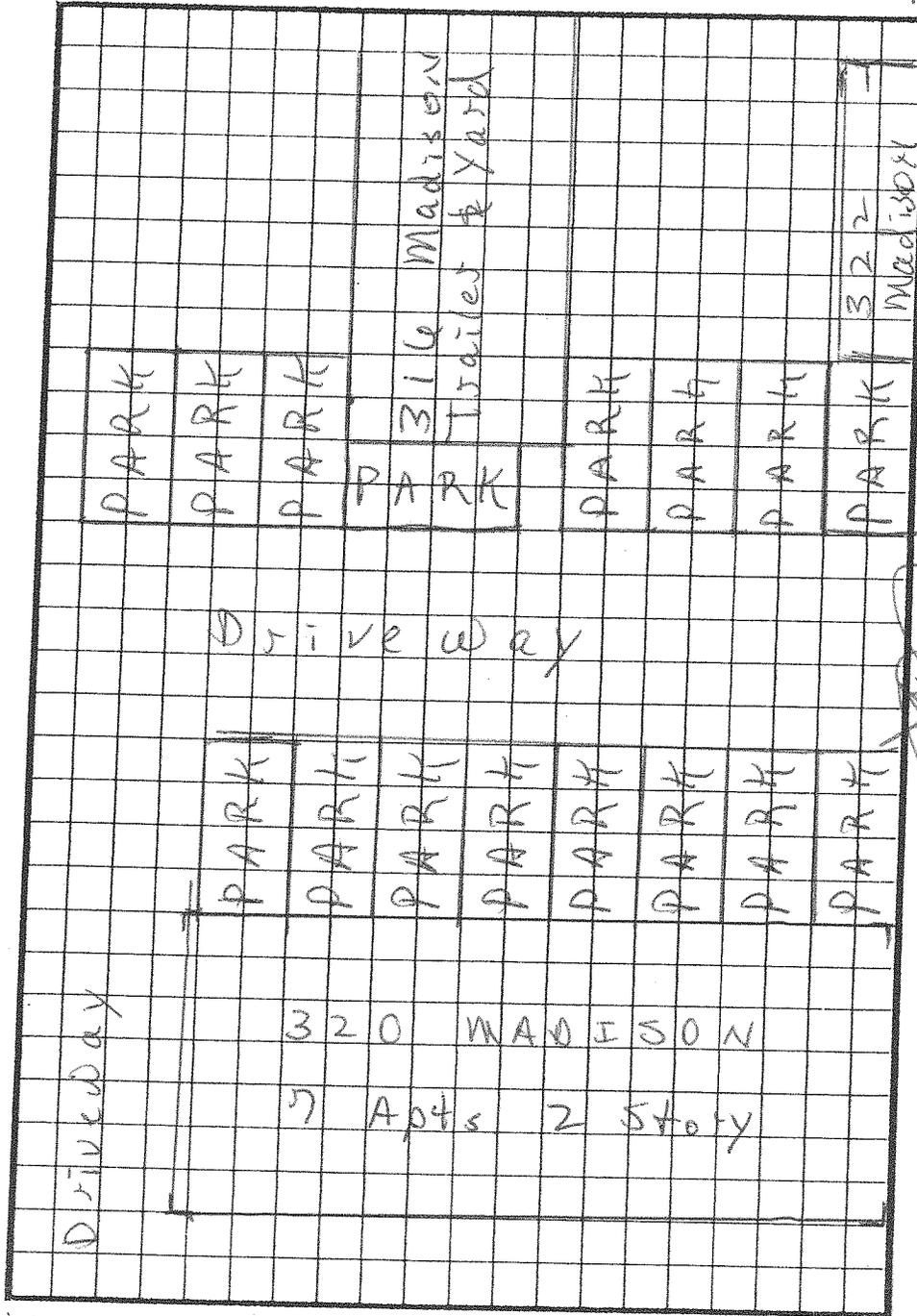
Business Name: Madison Plaza Apartments

Business Owner: Jay Thsift, Pati Taylor

Business Street Address: 326 Madison #A

Block: 25 Lot: 3 Subdivision:

↑ ↑
Holiday INN



Madison St.

Scale: 1 inch = 20 feet

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



Site Plan

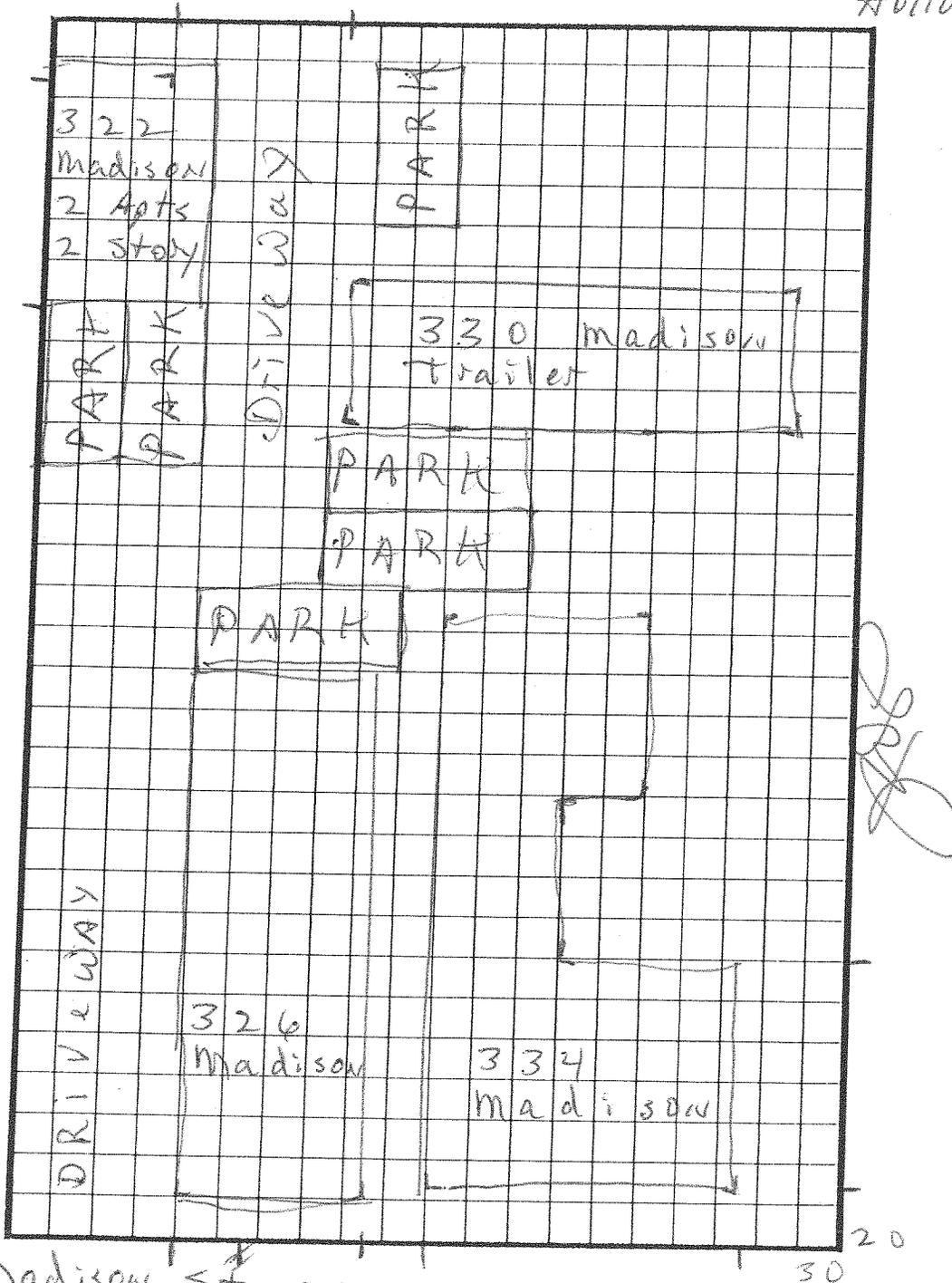
Business Name: Madison Plaza Apartments

Business Owner: Jay Swift, Pat Taylor

Business Street Address: 326 Madison #A

Block: 25 Lot: 4 Subdivision:

↑ ↑
Holiday INN



North Madison St. ↓

Scale: 1 inch = 20 feet

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

Block = 5' x 5'

Town of West Yellowstone Business License Application

Business Name: BAMF LLC
Applicant: Mark Phillips
Contact Person: Mark Phillips
Mailing Address: P.O. Box 1795
Physical Address of Business: 516 Highway Avenue
Phone Number: (406) 640-0380 Fax Number: _____
Email Address: Mark.phillips.0380@gmail.com Website: _____

Signature of Property Owner of Record: [Signature]

Subdivision: Old Town
Block: 9 Lot: 12B

Zoning District, please mark one:

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

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

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

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

General construction Contractor & handyman service provider. Have a Bobcat that will be stored on my property.

Business License Fee: \$ 50
Resort Tax Bond: \$ _____

[Signature]
Signature of Applicant

Total Amount Due: \$ 50

Signature of Applicant
6-25-15
Date

FOR OFFICE USE ONLY

Date Approved by Town Council: _____	Check # <u>1005</u>	Amount \$ <u>50.00</u>	License # _____
SCN _____	BLP _____	STX _____	BLC _____ RDX _____

Site Plan

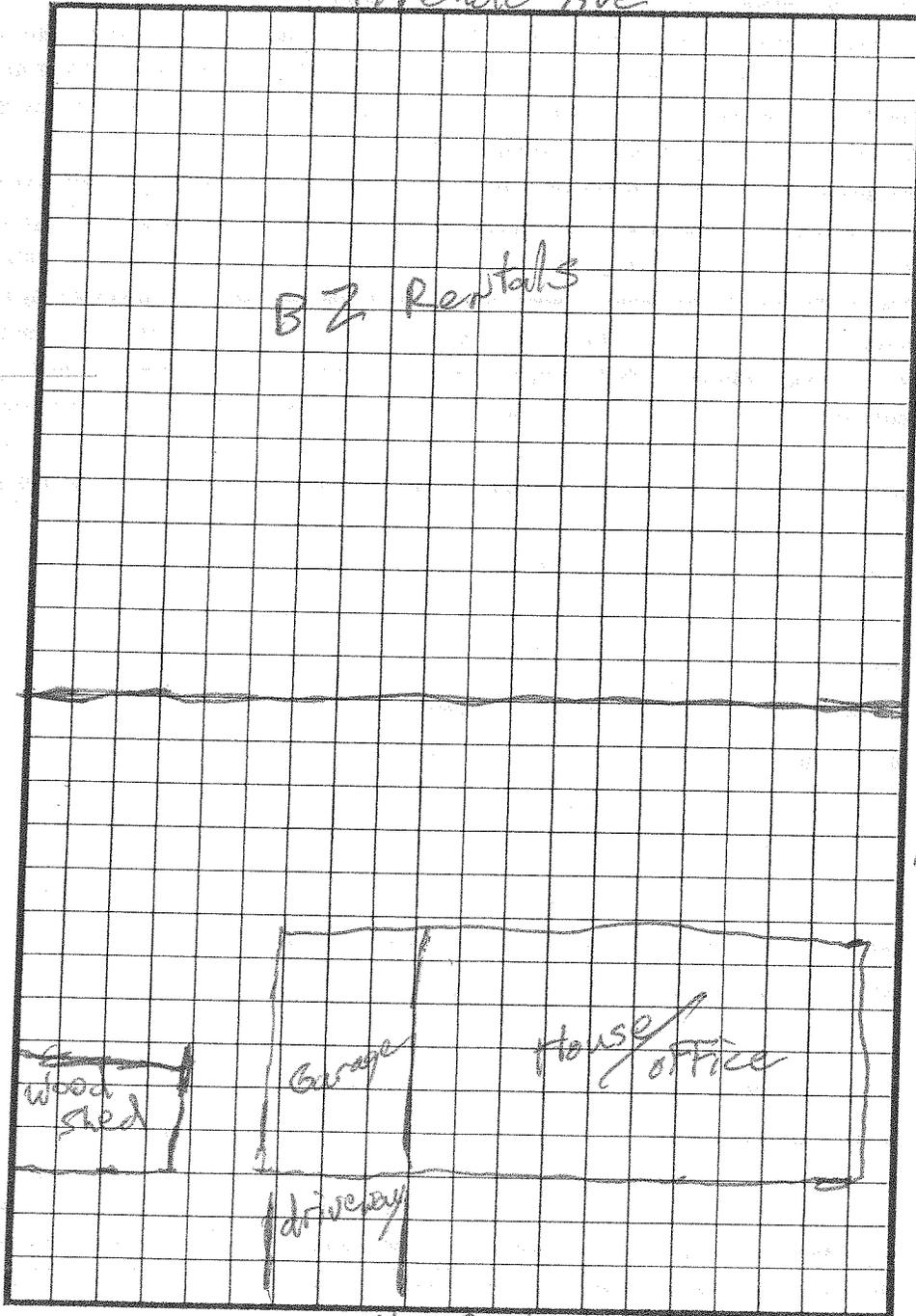
Business Name: *BarnF LLC*

Business Owner: *Mark Phillips*

Business Street Address: *516 Highway Ave.*

Block: *9* Lot: *120* Subdivision:

Firehole Ave



*Yellowstone
Cabins & RV*

*Pet Food
Store*

City Park
Scale: 1 inch = 20 feet

Parking *Parking*

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

Town of West Yellowstone Business License Application

Business Name: Resort Rental LLC
Applicant: _____
Contact Person: Nanon Washington
Mailing Address: 9998 N. Michigan Rd. Caramel IN 46032
Physical Address of Business: Various (Timeshare Rental)
Phone Number: 317-805- Fax Number: 317-805-8100
Email Address: resortrentaltax@rci.com Website: rci.com

Signature of Property Owner of Record: N/A (various)

Subdivision: _____
Block: _____ Lot: _____

Zoning District, please mark one:

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

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

Resort Tax to be collected and submitted for renting timeshares to non members.

Business License Fee: \$ 50.00
Resort Tax Bond: \$ ~~500.00~~
Total Amount Due: \$ ~~50.00~~ \$550.00


Signature of Applicant

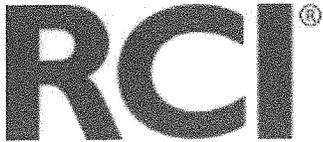
Signature of Applicant
1-23-15
Date

FOR OFFICE USE ONLY

Date Approved by Town Council: _____

Date _____ Check # _____ Amount \$ _____ License # _____

SCN _____ BLP _____ STX _____ BLC _____ RDX _____



February 2, 2015

Worldmark West Yellowstone
110 Gray Wolf Ave.
West Yellowstone, MT 59758

RE: Business License Application, Timeshare Rentals

To Whom It May Concern:

Resort Rental, LLC is a Limited Liability Company located in the State of Indiana that engages in excess timeshare rental. We do not own or operate any timeshares, resorts, or hotels. We provide to our members the opportunity to do nightly rental with our affiliations throughout the United States.

We have no physical presence or employees in West Yellowstone MT.

Property is:

WorldMark West Yellowstone (#A411)
110 Gray Wolf Ave
West Yellowstone, MT 59758
USA
Resort telephone number: 406/646-7561
Resort Fax Number: 406/646-7519

Sincerely,

Mark Landers
State and Local Tax Analyst
North America Finance
Group RCI
9998 North Michigan Road
Carmel, IN 46032
Phone: 317.805.8313
Fax: 317.805.8100
Mark.Landers@rci.com

Resort Rental, LLC
9998 N Michigan Rd
Carmel, IN 46032

February 2, 2015

Town of West Yellowstone

PO Box 458

West Yellowstone, MT 59758

To whom it may concern:

Please delete all prior representatives listed on our account and update contact information for Resort Rental, LLC. Currently, Resort Rental files tax returns and/or business licenses in approximately 300 jurisdictions. It has come to our attention that a lot of our jurisdictions have outdated information. We have had former officers receive correspondence on several occasions. Our personnel have changed over time as well, and it has caused some delays in communication. In an effort to reduce problems from these two issues, we are updating our current officers, and business contact information. Some jurisdictions have forms to update this information. We will address those as well. This letter is the best way to convey the changes to all jurisdictions that we are involved with.

Going forward, please delete all previously listed and update your records to reflect the following officers for Resort Rental-

The Business Phone for each member is 317-805-8313. The effective date for all members will be 1/1/2006, which is the date of our incorporation as an LLC.

Gordon Gurnik-	President	303-82-5528	7 Sylvan Way, 4th Flr. Parsippany NJ 07054
Thomas Edwards-	EVP & Treasurer	221-34-0624	7 Sylvan Way, 4th Flr. Parsippany NJ 07054
Paul Cash-	SVP, GC & Secretary	327-66-4172	7 Sylvan Way, 4th Flr. Parsippany NJ 07054
Terry Motsenbocker-	VP	314-84-5854	9998 N. Michigan Rd. Carmel, IN 46032

We have also created a dedicated email and phone number for tax/business license issues-

Email- resortrentaltax@rci.com

Telephone- (317) 805-8313

Please update your records to reflect the following business contacts for Resort Rental-

Namon Washington-	Tax Analyst	(317) 805-9585	<u>namon.washington@rci.com</u>
Mark Landers-	Tax Analyst	(317) 805-9056	<u>mark.landiers@rci.com</u>
Gabriele Henry-	Tax Analyst	(317) 805-8134	<u>gabriele.henry@rci.com</u>

If you have any questions regarding this letter, do not hesitate to contact us.

Sincerely,



Town of West Yellowstone Business License Application

Business Name: BU-PHO-LO, Rand.A LLC.
Applicant: Randy Gay
Contact Person: Randy Gay
Mailing Address: 1744 S. Rowe Bozeman, MT. 59715
Physical Address of Business: 14 Madison Ave.
Phone Number: 406-580-7182 Fax Number: _____
Email Address: randyg37@icloud.com Website: _____

Signature of Property Owner of Record: _____

Subdivision: _____
Block: 28 Lot: 2

Zoning District, please mark one:

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

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

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

Mobile Food Vendor

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

Signature of Applicant

Total Amount Due: \$ _____

Signature of Applicant
6/30/2015
Date

FOR OFFICE USE ONLY

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

Property Owner: *Carl Aaron L. Hecker*

Site Plan

Business Name: BU-PHO-LO R and A, LLC

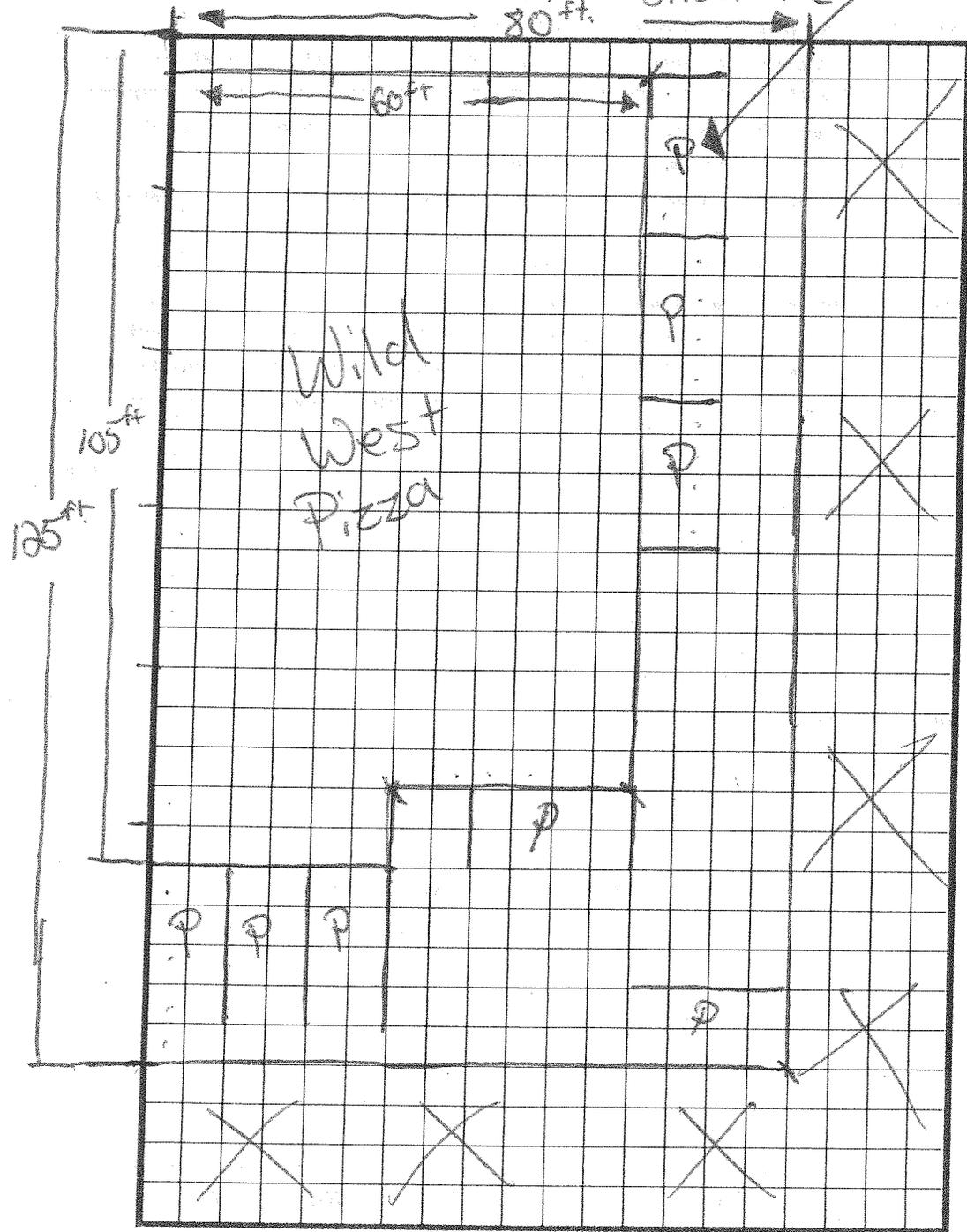
Business Owner: *Randy Gay*

Business Street Address: 14 Madison Ave.

Block: 28 Lot: 2 Subdivision: NA

Street side

Food Truck Location.



Scale: 1 inch = 20 feet

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

2016 Dining Lodge Fees and Cancellation Policy

Rental Fees (per day) - 2016

Rental Type	Fee
Weekday Rental (Monday-Wednesday) of Mammoth Room non-commercial	\$450.00
Weekend Rental of Mammoth Room (Thursday-Sunday) non-commercial	\$900.00
Weekday or Weekend Rental of Dining Lodge – corporate	\$3,000.00
Rental of Firehole Room (weekday only)	\$300.00
School District 69	No rental charge Limit of one event per year

**Special events involving local participants or represent some special need can be reviewed for a rate reduction on a case by case basis

Security Deposit

Mammoth Room	\$500.00
Firehole Room	\$150.00

Payment Schedule

Within two weeks of reservation:	full security deposit due
9 months prior to the event:	50% of rental fee due
3 months prior to the event:	remaining 50% of rental fee due

Cancellation Policy

Event cancelled more than 1 year prior to event	YHC keeps 25% of security deposit
Event cancelled 1 year to 9 months prior to event	YHC keeps 50% of security deposit
Event cancelled 9 months to 6 months prior to event	YHC keeps 50% of rental fee
Event cancelled 6 months to 3 months prior to event	YHC keeps 75% of rental fee
Event cancelled 3 months to day-of the event	YHC keeps 100% of rental fee

NOTICE OF PRELIMINARY MUNICIPAL BUDGET

The Town of West Yellowstone municipal preliminary budget for the fiscal year 2015-2016 will be submitted to the governing body on June 30, 2015 at the special 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 June 30, 2015 public submittal, the preliminary budget will be available for public inspection at the Town offices, located at 440 Yellowstone Avenue, Monday through Friday 8Am to 5PM.

The fiscal year 2015-2016 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 2015-2016 preliminary budget starting July 7, 2015 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 2015-2016 fiscal year budget is anticipated on August 18, 2015.

**ORDER ADOPTING BUILDING, MECHANICAL,
EXISTING BUILDING, AND FUEL GAS CODES**

Pursuant to Section 15.04.010 of the West Yellowstone Municipal Code and Section 50-60-301(1)b, MCA, the Operations Manager has the authority to adopt by administration action certain building, mechanical and related technical codes that have been previously adopted by the Bureau of Building and Measurement Standards, Montana Department of Labor and Industry. In accordance with this authority, the Operations Manager hereby adopts by administrative order the following state building, mechanical and technical codes precisely as they have been adopted or modified by the relevant sections of the Administrative Rules of Montana:

1. **International Building Code, 2012**
2. **International Mechanical Code, 2012**
3. **International Existing Building Code, 2012**
4. **International Fuel Gas Code, 2012**

The above-described building, mechanical and technical codes shall become effective in the Town of West Yellowstone on the 25 day of JUNE, 2015.

Dated this 25 day of JUNE, 2015.

BY: 
BRADLEY SCHMIER
Mayor & Acting Operations Manager

ATTEST:

By: 
ELIZABETH ROOS
Town Clerk

TOWN OF WEST YELLOWSTONE
MONTANA
nationally interesting!

PUBLIC NOTICE

Healthcare Services Advisory Board

The West Yellowstone Town Council is seeking one individual to serve on the Healthcare Services Advisory Board. The Healthcare Services Advisory Board is charged with the following mission: To identify and advise the West Yellowstone Town Council on healthcare needs and services for the community of West Yellowstone and to recommend appropriate actions by the Council to address identified needs and services. Board Members are appointed by the Mayor, subject to the consent of the Town Council, for a term of four years.

Interested individuals should complete and return the 'Application for Boards and Committees' which is available from the Town Offices, 440 Yellowstone Avenue, West Yellowstone, MT, or at www.townofwestyellowstone.com. Applications are requested by **12 Noon on Friday, July 17, 2015**. For more information or to request an application by e-mail, please contact the Town Offices, 646-7795, or info@townofwestyellowstone.com.

Elizabeth Roos
Town Clerk

