

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting & Work Session
July 7, 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, Helene Righenour, Ryan Barker-Forsgren Associates, Randy Wakefield-Fall River Electric, Jason Brey-District Ranger, Carol Leasure & Marin Aurand – Yellowstone Historic Center, Pierre Martineau, Marysue Costello-Chamber of Commerce Executive Director, Kirstin--VISTA,

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.

ACTION TAKEN

- 1) Motion carried to approve the claims which total \$70,187.72. (Forsythe, Johnson)
Forsythe abstains from #41074, Schmier abstains from #41078.
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the June 9, 2015 Work Session, June 16, 2015 Work Session and Town Council Meeting, and June 30, 2015 Special Meeting. (Johnson, Forsythe)
- 3) Motion carried to approve the amended business license application for Madison Plaza Apartments, contingent upon obtaining all required state and county permits. (Costello, Forsythe)
- 4) Motion carried to approve the request to waive the resort tax bond for Madison Plaza for one nightly rental. (Johnson, Costello)
- 5) Motion carried to approve the business license for Bamf, LLC to operate a business as a general construction contractor and handyman. (Schmier, Johnson)
- 6) Motion carried to table the business license application for Resort Rental LLC. (Johnson, Costello)
- 7) Motion carried to approve the business license for Bu-Pho-Lo. (Schmier, Parker)
Motion fails unanimously, see next motion.
- 8) Secondary Motion carried to approve the business license application for Bu-Pho-Lo, contingent that the vehicle move every night by 2 AM and the business license will expire by 10/31/15, that there be no requirement to purchase parking at this time, that the Council review the license again at the first meeting in April 2016, and the business obtains all necessary local and county permits. (Johnson, Parker) Schmier, Costello, and Forsythe are opposed, motion fails.
- 9) Motion carried to approve the letter to Forest Service Supervisor Mary Erickson and authorize the Mayor to sign. (Parker, Costello)
- 10) Motion carried to adopt the Preliminary Budget for FY 2016. (Johnson, Parker)

Public Comment Period

Chamber of Commerce Executive Director Marysue Costello thanks the Town and especially all the departments that assisted with the activities over the 4th of July. She says the weekend went very well and the fireworks were great. Patterson also notes that the concerts in the park were great and he believes there were more people there than ever before. He admits they had a minor issue when the sprinklers came on...

Carol Leasure reports that their Pie on the Porch event at the Museum on the 4th of July also went very well and they received a lot of support from the community and raised over \$2000.

Council Comments

Mayor Schmier introduces Jason Brey, the new District Ranger for the Hebgen Basin District of the Custer Gallatin National Forest. Parker says that he also was impressed with the 4th of July parade and thought things went well. Costello says he sent an email last week with comments about the agreement they have with Hebgen Basin Fire District and it was suggested that they schedule a work session to discuss the agreement and building further.

Presentation: Union Pacific Dining Lodge Transition and Rates Structure

Carol Leasure introduces Marin Aurand, manager for the Yellowstone Historic Center (YHC), who started working for the YHC in April. Aurand explains the proposed rental fees and cancellation policy for the UPDL and adds that the tables and chairs are included in the rental fee as well as dishes and flatware. The YHC is taking over management of the building as of 10/31/15. Mayor Schmier mentions the fact that the grounds outside the building are not addressed in the lease and they should talk about that in the future.

Public Hearing: Preliminary Municipal Budget

Mayor Schmier opens the hearing on the preliminary budget for FY 2016. The hearing was advertised in the June 26 and July 3, 2015 editions of the West Yellowstone News. Finance Director Lanie Gospodarek explains that the preliminary budget was released last week and is available for the public. She says they have discussed some additions to the budget since then and the Council will still have opportunity to make changes. Final adoption is anticipated on August 18, 2015. Carol Leasure asks if there is any funding in the budget for restoration or improvements in the Historic District. Patterson answers that they are not planning for anything of that nature at this time.

DISCUSSION

- 6) The Council considers the business license but multiple questions arise including the original agreement with Worldmark pertaining to resort tax collections, how the resort tax should be calculated on rooms at Worldmark, and the applicability of TBID. The license application is tabled.
- 7) The Council considers the business license application for Bu-Pho-Lo made by Randy Gay of R-and-A, LLC. The license is to add a mobile food truck business to the property owned by Aaron Hecht known by Wild West Pizza. Patterson explains that Wild West needs 10 spaces to comply with the off street parking ordinance, but only have 7 spaces on site. He says that the food truck will also require one space and reduce the available spaces for Wild West to six. The Council considers multiple options such as purchasing the spaces cash in lieu or a variance. Aaron Hecht points out 17.42.090, Section L of the West Yellowstone Municipal Code, which allows the Town Council to reduce the amount of required parking spaces because of existing public lands in the center of some blocks. The Council debates the issues with Hecht and agree that they do not have enough parking. Hecht asks the Council to apply the language under 17.42.090, Section L, and waive the parking requirements. Johnson makes a motion to approve, but the motion dies for lack of a second. Forsythe asks if the move the food truck every night, do they have to bring the whole property into compliance. The Council considers that scenario and how that affects the request. Gay indicates he intends to operate the business from 4 PM until close, as late as 2 AM.

- 9) The Council discusses the letter that has been prepared to respond to Forest Supervisor Mary Erickson regarding the road reservations through the 80 acres the Town intends to acquire from the Forest Service. District Ranger Jason Brey reviews the draft letter and explains that the Forest Service is just waiting for this letter before proceeding with ordering the surveyors on the property.
- A) **Operations Manager/Department Head Reports:** Public Services Superintendent James Patterson reports that the new signs on Canyon Street and Highway 20 have been installed and they are huge. He says he has asked the State to leave the streetlights in Town on later than 10 PM because it is creating confusion downtown after 10 PM. Todd Barta is working on replacing street lights. Magnesium chloride will be applied to the alleys next week to help control the dust. They are cutting back on the amount of water they are putting on the parks to conserve water. Finance Director Lanie Gospodarek reports that Liz has been working with the Prothman Company to prepare for tomorrow's meeting and Operations manager interviews. They are also working on ordering an appraisal from Joel Peterson for the sewer lagoon property. They are prepared to adopt the preliminary budget this evening but another budget work session is scheduled for July 14. Chief of Police Scott Newell reports that he met recently with Sheriff Gootkin and they are working together on multiple issues. He has made contact with the DOT Maintenance Chief about the striping and turn lanes at the intersection of Highway 20 and 191. 4th of July events went well, working with Gallatin County to get rid of abandoned vehicles. He also mentions that they are having plumbing issues at the Police Department. Parker asks about a "homemade" speed limit sign on Highway 20 and asks if that is the Town's responsibility. He says he observed another one in Town and maybe they need to invest in more signs. Newell says they had a discussion this morning about purchasing a mobile radar trailer, which would cost about \$4500. Social Services Director reports that they have opened the Social Services Assistant position and received one application so far. Parker asks if she has seen an increase at the food bank, particularly from J-1 employees. Arnado answers that she has and she is monitoring which businesses they are coming from. She says that she believes they are coming because of word of mouth, not being sent by their employers.

Mayor Schmier reports that the lease for the Trailhead Building has expired. Their agreement with Town Engineer Dick Dyer has expired and he and Patterson have met with him and they are working on renewing that. He also says that because of citizen interest he is looking into releasing an RFP for healthcare services and more information is to come.

CORRESPONDENCE/FYI

Dated June 25, 2015, Mayor Schmier signed the Order Adopting the 2012 International Building Codes.

The meeting is adjourned. (8:15 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

Work Session

July 8, 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

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

Cole Parker says that he believes the decision they made last night to not issue a business license because of parking was correct. He says that he spent a lot of time today looking at the parking situation in the downtown area. He believes that the Council should look at the parking situation and consider options such as improving the interior parks and giving businesses the option of purchasing more parking.

DISCUSSION

Mayor Schmier introduces John Hodgson from the Prothman Company, the company that was hired to conduct the recruitment for an Operations Manager. Schmier turns the meeting over to Hodgson to describe where they are in the hiring process. Hodgson explains that since they last met, he developed a position description and advertised nationally through multiple outlets. He explains that they received 26 applications, thirteen of which he selected to interview. He explains that the thirteen he selected were also asked to complete essay questions, which is a very good indication of how serious a candidate is about the position. He explains that they will adjourn into executive session shortly to discuss the candidates individually. The group agrees to first discuss the logistics of the interview process before adjourning into executive session.

Hodgson recommends that they hold an open house or reception for the final candidates for the evening of July 22, 2015. He explains that this event will be open to the public and it will give the community a chance to meet the candidates and observe the candidates in a social setting. After brief discussion, the group agrees that the event should be held at the Povah Community Center between the hours of 5:30 PM and 8 PM. The group also discusses the format of the evening, advertising the event, food, comment cards, etc. Hodgson says they should also discuss the interview process that will be held the next day. He says they should discuss how to schedule the interviews and who will conduct the interviews. He also recommends taking the candidates on tour. Costello says he thinks the interviews should be conducted by the five Council members. Johnson agrees but also suggests bringing in two more individuals from the community and the group discusses that option. Public Services Superintendent James Patterson offers to take the candidates on a tour and Finance Director Lanie Gospodarek agrees to assist. They agree to conduct the interviews at the Town Hall and invite two community members to sit on the interview panel. Hodgson says he will provide a list of interview questions, but also asks that they send the questions that they have used in the past. He will email a list of questions and recommends that they narrow it down to about 15 questions. Hodgson explains they will have a quick orientation the morning of the interviews as well as a "de-briefing" at the end of the day where they will discuss the qualifications, strengths and concerns of each candidate, how the tours went. They agree that following the interviews, the Council will meet in Executive Session and invite the other panelists and Department Heads individually to share their input with the Council. Hodgson asks the Council to think about how they will select the final candidate and whether they will call a candidate back for a final interview. They also briefly discuss process of negotiating a contract with the selected candidate. Hodgson also asks the Council to discuss how much of the candidate's travel expenses the Town is willing to cover. After lengthy discussion, the group agrees to offer to reimburse up to \$750 for travel expenses plus two nights accommodations. The Town has already reserved rooms at the Holiday Inn for the candidates.

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At 7:20 PM, Mayor Schmier adjourns into Executive Session. Minutes during the Executive Session will be taken by Town Clerk Liz Roos

The meeting reconvenes and is adjourned at 8:45 PM.

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

Work Session

July 14, 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

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 congratulates Brad Schmier on the birth of his new granddaughter as well as the new parents Brian and Alex Schmier. He also reports that Randi Hulett had a scare last week because of a lesion on her brain, had emergency surgery, but is recovering.

Johnson also explains that prior to the departure of Operations Manager Jamie Greene in 2011 and the hiring of James Patterson as Public Services Superintendent in 2012, they had been working on a new staffing plan for Public Services. He distributes copies of the plan, which has been adjusted slightly by himself and Patterson and they would like to put it on the agenda for the next meeting. Johnson also reports that he has been working with the supervisors to revise the Department Head pay policy. He says he is going to meet with the Department Heads on Thursday to discuss alternatives for that policy. He also reports that the Police union has scheduled negotiations in August.

Johnson says that he wants to make sure they interview at least four people for the Town Operations position. As of this afternoon, they are still expecting four of the top candidates to come interview but if it drops to three he thinks they should consider bringing in at least one more person. He also updates the group on the people he has talked to about serving on the interview panel, but has not confirmed who will be available.

Schmier says that they learned this morning that one candidate has withdrawn. They also learned about what it will really cost some of the candidates to travel to West Yellowstone. They made the decision earlier today to increase the amount the town is willing to pay for travel costs to \$1000 per candidate. He thanks Johnson for taking the lead as far as putting together the interview panel for the Operations Manager interviews next week.

- A) The first topic on the agenda is a review and discussion of the Interlocal Agreement with Hebgren Basin Fire District. He explains that he and Greg Forsythe have been meeting with Kyle Goltz and Robert Godwin to discuss issues with the current agreement. Currently, the agreement ties the amount paid to the District to the annual increase or decrease in Resort Tax collections. He distributes some figures that reflect the annual amount of money the Town will pay the District over the next ten years if they continue using the same formula to calculate that amount. He points out that those figures increase dramatically over the next ten years. He also reminds the group that the Town did not accept the proposal from the District earlier this year to purchase the Emergency Services Building (ESB) for \$200,000 as the building was appraised at \$533,000. He says that by meeting with Forsythe, Godwin, and Goltz, they came up with a method to sell the building by decreasing the amount the Town pays to the District over the course of four years with a down payment of \$100,000. He also explains that the District is also open to signing a new interlocal agreement for 20 years. After the first four years and the building is paid off, they payment from the Town to the District would include an annual increase of 1.5%. The Council considers multiple options on this subject. Schmier asks if there was any discussion in their meetings about lowering the amount the Town pays the District without selling the building. Costello and Forsythe agree that selling the building to the District was an integral part of their discussions. Schmier points out that they are essentially paying for the building with their own money. The group discusses

purchasing the 80 acres from the Forest Service as well as the impact of developing that land on resort tax collections. Johnson says that he does think this proposal benefits the County more than the Town, but he is frankly very tired of discussing this. He says he is only one Council Member and if they have the votes to pass this, then they should. Schmier says he thinks this would be good for the Town in the long run, but he doesn't like how they are leveraging the sale of the building against the Town to lower the payment. Costello and Forsythe disagree that is the intent and the group discusses what the next step would be. Costello says the District board has seen this proposal but has not yet met to discuss it. The Council agrees to put this topic on a future agenda, for the purpose of voting on whether to proceed with this proposal.

- B) The next item of discussion is the FY 2016 Budget. Finance Director Lanie Gospodarek explains three quotes for a new police car. The original quote was for a 2015 Chevy Tahoe for \$43,430 but he has turned in a purchase order for a 2014 Chevy Tahoe for \$49,630. The group discusses the different quotes and compares this car to the one the Town purchased in January of 2014 for nearly \$15,000 less. Chief Newell is not present at the meeting but is contacted by phone to answer questions. They discuss the differences between this car and what has been purchased in the past but struggle to understand the justification of the current request. Johnson apologizes for missing the previous budget meeting, but shares some project ideas that the Council should consider including streetlights, relocating the bear in Grizzly Park, paying of the 911 center, repaving the streets, more grassy areas for Summer Recreation, a walking trail between Grizzly Park that is lit at night, a stage in Pioneer Park, improving an interior park, and repaving themselves for the alley project. Patterson says that he thinks they should talk about the streets. He says they can either chip seal or slurry seal the roads and he has talked to a couple asphalt experts that believe the current streets will last for many more years. The Council also discusses supporting medical services in the community. Costello says that he hasn't observed CHP increasing their service over the last couple of years and thinks their contribution should remain at \$75,000. Johnson says that he has some heartburn with the Town being the sole supporter of the loss by the healthcare provider. The Council considers whether to budget for money for a possible new healthcare provider. The Council reviews the Capital Improvement Plan, specifically the purchases and projects scheduled for FY 16. Proposed projects include a new utility pickup for Public Services, a partially grant-funded street sweeper, new police patrol vehicle, groundwater study, replace meters, replacing curb stop valves, crack sealing the streets, putting away funding for repaving the streets, chip sealing the streets, sidewalk maintenance, changing streetlights to LED, replace handrails at UPDL, a new volleyball court in the city park, a permanent pad for the ice rink in the city park, a toilet vault at the tennis courts, and resurfacing the basketball court. Johnson recommends that they pay themselves back for the alley drainage project, referring to the \$150,000 the Town moved from the street reconstruction fund to complete that project. He also thinks they should have a serious discussion about the necessity of the new police car and also get a firm price to pave and complete an interior park and see if they can get started on that, finance the project if necessary. Patterson adds that he thinks water supply is also a very serious concern and they should consider a new well or extending into the next spring. He says that the water supply tank on the South Plateau has not completely filled since Memorial Day weekend and the Railroad Well kicked on every couple hours over the 4th of July weekend.

The meeting is adjourned. (8:45 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
July 21, 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, Head Dispatcher Brenda Martin, Helene Rightenour, Brian Watson, Bradley Meyers, Tom Cherhoniak, Ramona Stubblefield, Kirstin Goldstein-VISTA, Pierre Martineau, Randy Wakefield,

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.

ACTION TAKEN

- 1) Motion carried to approve the claims which total \$209,206.11. (Forsythe, Costello)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the July 7, 2015 Town Council Meeting and the July 8 Town Council Work Session, and July 14, 2015 Town Council Work Session (amended). (Parker, Forsythe)
- 3) Motion carried to approve the business license application for Resort Rental LLC. (Johnson, Costello) Parker is opposed.
- 4) Motion carried to approve the new business license application for Serenity Rentals. (Johnson, Costello)
- 5) Motion carried to approve the request to waive the Resort Tax Bond for Serenity Rentals. (Parker, Forsythe)
- 6) Motion carried to approve the new business license application for Yellowstone Photo Studio. (Johnson, Parker)
- 7) Motion carried to approve the new business license application for Kluck Kabin, made by Barton & Juliane Kluck, contingent on obtaining all necessary state and county permits. (Costello, Johnson)
- 8) Motion carried to approve the Application to Maintain an Encroachment, contingent upon naming the Town as additionally insured. (Forsythe, Schmier) Johnson, Costello, and Parker are opposed, motion fails.
- 9) Motion carried to proceed with reviewing the Interlocal Agreement with Hegben Basin Fire District and enter into discussions with the District. (Costello, Johnson)
- 10) Motion carried to proceed with the process to release a RFP for Health Care Services. (Forsythe, Costello)
- 12) Motion carried to appoint Kyle Goltz to a four-year term on the Health Care Services Advisory Board. (Johnson, Schmier)
- 13) Motion carried to appoint Jessie Wittmer to a four-year term on the Health Care Services Advisory Board. (Costello, Parker)

- 14) Motion carried to appoint Kristine Wilkinson to a four-year term on the Health Care Services Advisory Board. (Johnson, Costello)

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- 15) Motion to appoint Cole Parker as the Town Council Representative on the Health Care Services Advisory Board. (Schmier, Johnson)

Public Comment Period

Brian Watson of the Alpine Motel addresses the Town Council. He explains that they have a lot of people in the downtown area that ride skateboards and bicycles down the sidewalks at very high speeds. He requests some signage in the downtown area as he knows this activity is illegal and he feels it is dangerous.

Kirstin Goldstein, the VISTA, that is working on the housing planning grant or preliminary architectural report (PAR), addresses the Council. She explains that they are preparing to put out an employer survey, seeking funding sources for the housing project, and put together a housing needs assessment and plan.

Council Comments

Council Member Cole Parker reports that on Saturday, July 25, at the Nature Conservancy, author John McClain will be signing books from 2-5 PM and presenting a speech.

DISCUSSION

- 1) Johnson asks for clarification about claim #41105, the Town's contribution to the housing study. Finance Director Lanie Gospodarek explains that she has run into a discrepancy with the Kasting, Kauffman, & Mersen bill and recommends that they approve the claim up to the amount that is on the claims list, \$2830.00. Forsythe asks for clarification about the copier purchase for the library, claim #41124, and the Intercap payments, claim #41132.
- 3) Finance Director Lanie Gospodarek clarifies that Resort Rental LLC is separate from WorldMark/Wyndham timeshare. This company actually rents out rooms at the resort that are not being used by owners or members of the timeshare. Costello says that he was under the impression that they had agreed in the beginning not to rent rooms to the general public or off the street, but the staff points out that the tax agreement that was signed by the Town actually allows that. There is brief discussion about whether the property should be part of the Tourism Business Improvement District.
- 6) The Council clarifies that this business is not subject to collecting resort tax as the merchandise is only being sold wholesale or online and shipped outside the limits of the Town.
- 8) Mayor Brad Schmier explains that they have an Application to Maintain an Encroachment from Lone Wolf Properties LLC DBA Yellowstone Wildlife Cabins to place a couple decorated logs on the interior park to mark parking spaces. Mayor Schmier points out that the logs will designate parking spaces that she doesn't actually own. Johnson clarifies that the owner purchase one parking space cash-in-lieu, which allows them to develop without providing parking but does not give them a designated space in the interior park. The Council considers whether allowing such logs on public property creates liability for the Town. Brian Watson points out that he requested permission to put some large rocks on the interior park by his motel to prevent people from parking so close to his building but that request was denied. The Council considers other encroachments that are allowed in Town and requiring insurance that would name the Town as additionally insured.

- 9) Mayor Schmier explains that in a previous work session, they discussed a proposal to sell the Emergency Services Building/Fire Station One to Hebgen Basin Fire by decreasing the annual amount of that the Town gives to the District over the course of four years with a downpayment of \$100,000. Costello explains that he and Forsythe have met with Robert Godwin and Kyle Goltz of the fire district and that is the proposal they came up with, but the district is not going to take action until the Town agrees to proceeding with the proposal.
- 10) Mayor Schmier explains that the purpose of this topic is to decide whether the Town wants to release a Request for Proposals for Health Care Services. Johnson asks Schmier if he has consulted with the attorney on this topic and Schmier responds that she has agreed that the Town may release an RFP at this time. Johnson says that the RFP process is the process that they use to find the best provider for the Town, whether it is for legal services, engineering, or health care. Costello says that there has been a lot of talk about this but what they are doing is trying to improve medical service in Town. He acknowledges and he and Forsythe sit on the Yellowstone West Medical Center board and that is what they are attempting to accomplish. Johnson suggests that they utilize their existing provider, Community Health Partners, as they can contribute a lot to the conversation. Schmier says that he thinks it is important that they use the Health Care Services Advisory Board to put the RFP together. Schmier says it has been nearly five years since they went through this process and it is time to do it again.
- 11) The Council discusses the composition of the Health Care Services Advisory Board. Town Clerk Liz Roos explains that the resolution that established the board created a five-member board, one member from the Town Council. Schmier states that the agreement with CHP provides for a representative on the board from CHP. Johnson says that they may have to revise the resolution, but he thinks they should include a member from the Gallatin County Health Department on the board as they have concerns about health care services in West Yellowstone. Johnson asks Tom Cherhoniak if he is still on the Board of Directors for CHP and he responds that he is. Johnson says he thinks that is a conflict, but Cherhoniak disagrees. After discussion, Roos states she will contact Buck Taylor of CHP tomorrow and find out if they would like to recommend a new representative on the board. Jessica McCrossin was appointed to represent CHP. Her term has not expired but she no longer works for CHP. Johnson says that he recommends that they make it a practice to notify the County Health Department whenever there is a board meeting.
- A) **Operations Manager/Department Head Reports:** Acting Operations Manager and Mayor Brad Schmier reports that he does not have a lot to report, the water is coming in and the sewer is going out. Public Services Superintendent James Patterson says that they have been doing routine maintenance and also mentions that they resealed, painted, and repaired the basketball court in the Madison Addition. Social Services Director Kathi Arnado reports that they recently received an entire buffalo for the food bank. She received three applications for Social Services Assistant position but one applicant backed out. They have extended the deadline until the end of July. Finance Director Lanie Gospodarek says that they have been very busy, working on year end closing, summer resort tax collections, and preparing for the Operations Manager interviews this week. Chief of Police Scott Newell reports that officer in training, Chris Wiese, has resigned and gone back to his job at the Grizzly Center. He says that leaves us with only three officers. They also extended the application period for officers to the end of the month. He also explains that the Sheriff's office is still covering weekends for the department and they are doing their best to get through it. Officer Kearney's qualifications have been approved by POST and he will only have to attend the academy for one week in October.

The meeting is adjourned. (Johnson, Costello) (8:15 PM)

July 21, 2015
Town Council Meeting
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Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

Work Session

July 27, 2015

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

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

The meeting was held at 6:00 PM in the Town Hall Council Chambers.

Public Comment Period

No public comment is received.

Council Comments

Council Member Cole Parker asks about the letter that was in the newspaper last week from the organizer of the Yellowstone Marathon, which alleged that the Town and community did not support their event which brings a lot of people to Town. Parker asks if he ever approached the Town for assistance. Finance Director Lanie Gospodarek responds and explains that he was notified that his event fees would be subject to collecting resort tax, which he resisted but they were able to work that out. Town Clerk Liz Roos explains that the event did not approach the Town for any sort of support.

Mayor Schmier mentions that he and other Council Members have been contacted by Melissa Alder of FreeHeel & Wheel, seeking support for bicycle tourism and the appropriate placement of rumble strips on the highways in the area.

DISCUSSION

Mayor Schmier calls the meeting to order and explains that the purpose of the meeting is to discuss the FY 2016 budget. He says they have made some changes since the previous meeting that they need to discuss. Gospodarek distributes copies of the cash reserve worksheet, which summarizes the current status of each fund. Mayor Schmier directs the group to the Capital Improvement Plan, specifically Table 6, the table that summarizes all the capital purchases, over \$5000, and when they will be purchased. Gospodarek points out everything that has been added to the schedule. She points out they have included a new sander for the streets, but no one that is present is certain if that is in addition to the sander they have. She also points out that they estimated that the down payment for the purchase of the 80 acres to be approximately \$167,000 and that has been included in the budget. They agree to reduce that amount to \$117,000. The Council discusses reducing that amount and whether or not that needs to be budgeted this year, but consider it wise to start saving money for that down payment. Johnson says they previously discussed not installing a drinking fountain at the tennis courts as they believe it would be vandalized and there will be a sink in the toilet vault. Forsythe says that he thinks \$50,000 is a lot of money to spend on the toilet vault at a location that is only used three or four months of the years, and agree to reduce that amount to \$25,000. The Council discusses the proposed police vehicle and agrees that they probably don't need to purchase it this year. Newell indicates that is acceptable and briefly explains that the timing of their fiscal year makes it difficult to budget for or estimate for the purchase of a current model. Forsythe suggests they leave \$25,000 in this budget so it is easier to fund the entire amount next year. Costello suggests that they consider putting more money into the budget to subsidize healthcare, especially considering that they are preparing to release a RFP for health care services. Schmier explains that they currently have \$100,000 in the budget, but they make that payment in arrears so that money will be reserved for CHP to cover any shortfall from 2015. They ultimately agree to reduce the risk share that is budgeted for CHP to \$75,000. The group discusses the portable radar trailer, replacing the sander, and surfacing the Frontier Trail, the trail that runs around the Town. The group decides to put \$10,000 in the budget to go towards surfacing that trail. The group considers the impact of the increase in tourism that they are currently experiencing. Mayor Schmier suggests they consider whether they need to prepare if this trend continues. Patterson mentions that they are having trouble with the Railroad Well again. They don't know yet if it is the control center or the pump yet, but that may have an impact on the water fund. The group considers improving an interior park and additional bathrooms in the downtown area. They discuss using money from

the offstreet parking fund and putting down magnesium chloride to establish a dust free surface. Johnson says he really thinks they need to pave and finish one interior park so everyone will see the advantages of finishing all the interior parks. Gospodarek points out that they did put that on the CIP for FY 2017 for \$30,000. Johnson also suggests that they think about contracting out the writing of their policies. He says that there are companies out there that specialize in this and can be contracted to review and update our policies. This would be very useful for the police department as well as the employee personnel manual. They agree to put \$20,000 in the budget for this purpose. They also discuss the proposal to put grass in Block 23 between Hayden and Iris Street. They agree to reduce that to \$25,000 for this year. Patterson indicates that they will start on the project but may need two years to finish it. They also discuss retiring some debt and paying off existing loans, and the discussion also returns to the interior parks and parking. Johnson suggests putting \$25,000 into the historic district, or just starting a fund for an upcoming project. The group also discusses the issues they are having with the roof on the Town Hall and potential repairs or even replacing the roof on the north side of the building with a metal roof. The group agrees to put the \$25,000 they have not yet budgeted under facilities in the Town Hall to be available if they have to make those repairs. Gospodarek says that she will make all the changes and send out another version of Table 6 of the CIP. She says she will make those changes soon and send it out for everyone to review.

The meeting is adjourned. (8:05 PM)

Mayor

ATTEST:

Town Clerk