

Town of West Yellowstone

Tuesday, March 18, 2014

West Yellowstone Town Hall, 440 Yellowstone Avenue

Town Council Meeting

7:00 PM

TOWN COUNCIL MEETING AGENDA

Pledge of Allegiance

Purchase Orders #6659 to Teton Communications, 911 Recorder, \$21,000

Treasurer's Report

Claims ∞

Consent Agenda: **March 4, 2014 Town Council Meeting** ∞

March 11, 2014 Work Session ∞

Business License Applications

- Yellowstone Aerial Adventures ∞

Advisory Board Report(s)

Operations Manager & Department Head Reports

Assignments Report

Council Comments

Public Comment Period

UNFINISHED BUSINESS

Application to Maintain an Encroachment, West Yellowstone School ∞
(Revised-previously referred to the Planning Board)

Discussion/Action

Policy #44, Attorney Contact (tabled) ∞

Discussion/Action

NEW BUSINESS

Clothing Bank Proposal ∞

Discussion/Action

Letter of Intent to Proceed, Appraisal of 80 Acres of US Forest Service Land ∞

Discussion/Action

Resolution No. 646, Uncollectible Utility Bill ∞

Discussion/Action

Correspondence/FYI

Meeting Reminders



Policy No. 16 (Abbreviated)
Policy on Public Hearings and Conduct at Public Meetings

Public Hearing/Public Meeting

A public hearing is a formal opportunity for citizens to give their views to the Town Council for consideration in its decision making process on a specific issue. At a minimum, a public hearing shall provide for submission of both oral and written testimony for and against the action or matter at issue.

Oral Communication

It is the Council's goal that citizens resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to Town Council on matters of concern. Accordingly, Town Council expects any citizen to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any citizen, council member, or town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command.

Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Operations Manager.

General Town Council Meeting Information

- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.
- Presently, informal Town Council work sessions are held at 12 Noon on Tuesdays and occasionally on other mornings and evenings. Work sessions also take place at the Town Hall located at 440 Yellowstone Avenue.
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meeting room.
- Agendas are always published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas and packets are available online at the Town's website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at 646-7795.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date *March 18, 2014*

Ship Via

Order No. **006659**

Department *2850 911 420750 945*

TO: *Teton Communications*

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
<i>\$ 15,910.00</i>	<i>Eventide NexLog 740 Recorder</i>
<i>450.00</i>	<i>10 min UPS (for controlled shutdown)</i>
<i>4950.00</i>	<i>Labor Estimate (Teton Communications)</i>

Estimated Cost \$

EST 800.00 (\$21,000)
21, ~~21,000~~

Authorized By

JL Berger Chief

Requested By:

Kathleen

VENDOR COPY - White OFFICE COPY - Canary



Wireless Solutions

545 S. Utah Circle

Idaho Falls, ID 83402

PH: 208-522-0750/FAX 208-525-3400

System Proposal For:
West Yellowstone Police Department
C/o Cathy Hopkins

Sales Person: Tony Hafla

Quote # : WYPD1013

Date : 3/12/14

Effective For: 90 Days

Phone:

Fax:

Signature:

System Type: Logging Recorder

Item	QTY	Model/Description	Unit Price	Extended Price
1	1	Eventide NexLog 740 Recorder: Rack Mount, 2 Terabyte Raid Storage, 2 DVD-Ram Drives, Dual Power Supplies, Web Browser Access, Rack Mount KVM, NTP Time Synchronization, and 16 Channel Analog Interface.	\$15,910.00	\$15,910.00
		<u>Options:</u>		
		A.) 10 Min UPS for Controlled Shutdown	\$ 450.00	
		B.) Add \$2,500.00 / Year for Contract Maintenance (Next Business Day and not Including Travel)		

Estimated Installation:

Travel to West Yellowstone, install and test the new recorder, and install the software on Customer PC's.

Accepted by:

Date: *March 12, 2014*
gub
Kathleen Hopkins

Equipment Total \$ As Above
Sales Tax Exempt
Delivery Included
Labor Estimate \$ 4,950.00
Other Charges None
Grand Total \$As Above

~~\$ 21,310~~
21,000 *AKH*

Kathy Hopkins

From: Tony <tony@tetoncommunications.com>
Sent: Wednesday, March 12, 2014 1:20 PM
To: 'Kathy Hopkins'
Subject: RE: Recorder

It comes with 1 year.

Tony Hafila 208-522-0750
President – Teton Communications Inc.
545 Utah Circle
Idaho Falls, Id 83402

From: Kathy Hopkins [<mailto:khopkins@townofwestyellowstone.com>]
Sent: Wednesday, March 12, 2014 1:13 PM
To: tony@tetoncommunications.com
Subject: Recorder

Thanks Tony, for the estimate...

One question. Is there a 1 year warranty or do we have to pay \$2,500 for the annual Maintenance Contract immediately upon purchase?

Kathy

Text inserted by Endpoint Security Manager:

This message has NOT been classified as spam. If it is unsolicited mail (spam), click on the following link to reclassify it: [It is spam!](#)

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
39707	2546 Century Link QCC	30.61							
	02/23/14 long dist chg	26.11		FINADM	1000 410510	345		101000	
	02/23/14 access fee/sm bus plan/tax	4.50		finadm	1000 410510	345		101000	
39708	2575 WY Tourism Business Improvement	8,038.39							
	03/01/14 February 2014 collections	8,038.39		TBID	2102 411800	540		101000	
39710	2204 Republic Services	485.32							
	02/28/14 dumpster lease police	240.73		POLICE	1000 411258	534		101000	
	03/28/14 Chamber dumpster	0.00		CHAMB	1000 411257	534		101000	
	02/28/14 dumpster lease/shop	244.59*		PARK	1000 460430	534		101000	
39711	146 Morrison-Maierle, Inc	130.00							
	03/10/14 PD online backup	70.00		DISPAT	1000 420160	355		101000	
	17849 03/10/14 Town Offices online backup	60.00		FINADM	1000 410510	356		101000	
39713	2789 WEX Bank	10,166.98							
	32207793 03/01/14 07 Ford Expedition	145.72		SS	7010 450135	231		101000	
	32207793 03/01/14 06 Dodge Durango 6-1374	63.29		POLICE	1000 430200	231		101000	
	32207793 03/01/14 10 Ford Crown Vic 6-34157A	136.34		POLICE	1000 430200	231		101000	
	32207793 03/01/14 08 Ford Crown Vic 6-1437	149.26		POLICE	1000 430200	231		101000	
	32207793 03/01/14 10 Ford Expedition	424.49		POLICE	1000 430200	231		101000	
	32207793 03/01/14 11 Ford Expedition 6-21425A	352.07		POLICE	1000 430200	231		101000	
	32207793 03/01/14 77 Intl Dumptruck	0.00		STREET	1000 430200	231		101000	
	32207793 03/01/14 78 Chevy Dumptruck	0.00		STREET	1000 430200	231		101000	
	32207793 03/01/14 78 Autocar Dumptruck	0.00		STREET	1000 430200	231		101000	
	32207793 03/01/14 85 Ford Dumptruck	0.00		STREET	1000 430200	231		101000	
	32207793 03/01/14 140 G Grader	983.62		STREET	1000 430200	231		101000	
	32207793 03/01/14 CAT 936 Loader	1,043.12		STREET	1000 430200	231		101000	
	32207793 03/01/14 91 Ford Pickup	0.00		STREET	1000 430200	231		101000	
	32207793 03/01/14 95 Mobile Sweeper	0.00		STREET	1000 430200	231		101000	
	32207793 03/01/14 97 Athey Sweeper	0.00		STREET	1000 430200	231		101000	
	32207793 03/01/14 99 SS Snowblower	2,731.08		STREET	1000 430200	231		101000	
	36006649 03/01/14 00 Freightliner Dump 6-6070	569.59		STREET	1000 430200	231		101000	
	36006649 03/01/14 Snowmobile	0.00		STREET	1000 420100	231		101000	
	36006649 03/01/14 02 Freightliner Dump 6-54564	731.81		STREET	1000 430200	231		101000	
	36006649 03/01/14 08 Ford Pickup 6-1450	933.84		STREET	1000 430200	231		101000	
	36006649 03/01/14 08 GMC Pickup 6-1484	91.68		STREET	1000 430200	231		101000	
	36006649 03/01/14 08 CAT 938H Loader	1,245.09		STREET	1000 430200	231		101000	
	36006649 03/01/14 08 904B MiniLoader	314.64		STREET	1000 430200	231		101000	
	36006649 03/01/14 08 Ford Escape (multi-use)	40.50		DISPAT	1000 410100	370		101000	
	36006649 03/01/14 93 Dodge Pickup 6-2010	0.00		STREET	1000 460430	231		101000	
	36006649 03/01/14 Kubota Tractor	0.00		PARKS	1000 460430	231		101000	
	36006649 03/01/14 14 Ford Interceptor	210.84			1000 420100	231		101000	

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
39714	2558 Hebgen Basin Fire District 03/15/14 March 2014	43,143.00 43,143.00		FIRE	1000 420400	357	101000
39715	1514 Verizon Wireless	781.71					
	02/20/14 640-0512, Parks	31.28		PARKS	1000 460430	345	101000
	02/20/14 640-1103, Operator	31.28*		STREET	1000 430200	345	101000
	02/20/14 640-1438 Soc Services	31.28		SOCSEK	1000 450135	345	101000
	02/20/14 640-1460 Dispatch	31.28		POLICE	1000 420110	345	101000
	02/20/14 640-1461, Facilities Tech	31.28*		STREET	1000 430200	345	101000
	02/20/14 640-1462, Operator, SP	61.28*		STREET	1000 430200	345	101000
	02/20/14 640-1463, Deputy PSS, SP	61.28*		STREET	1000 430200	345	101000
	02/20/14 640-1472, Ops Mgr, SP	61.28*		ADMIN	1000 410210	345	101000
	02/20/14 phone	99.95		REC	1000 460440	220	101000
	02/20/14 Rec 640-1676, SP	61.28		REC	1000 460440	345	101000
	02/20/14 PD Chief 640-1754	31.28		POLICE	1000 420110	345	101000
	02/20/14 PD 640-1755	31.28		POLICE	1000 420110	345	101000
	02/20/14 PD 640-1756	31.28		POLICE	1000 420110	345	101000
	02/20/14 PD 640-1757	31.28		POLICE	1000 420110	345	101000
	02/20/14 PD 640-1758	31.28		POLICE	1000 420110	345	101000
	02/20/14 PD 640-1759	31.28		POLICE	1000 420110	345	101000
	02/20/14 640-7547, Facilities Tech	31.28		PARKS	1000 460430	345	101000
	03/20/14 640-9074, PSS, SP	61.28*		BLDINS	1000 420531	345	101000
39717	95 Energy West-Montana	2,915.96					
	02/28/14 nat gas - 62211 - updh	110.00		UPDH	1000 411252	344	101000
	02/28/14 nat gas - 62017 - police sta.	22.16		POLICE	1000 411258	344	101000
	02/28/14 nat gas - 12204-pub.svcs	31.85		STREET	1000 430200	344	101000
	02/28/14 nat gas - 62214- old firehall	18.00		PARK	1000 460430	344	101000
	02/28/14 nat gas - 01603 - Bldg. Dept.	141.12		INSPET	1000 420531	344	101000
	02/28/14 nat gas - 61962 - library	336.20		LIBRAR	2220 460120	344	101000
	02/28/14 nat gas - 07154 - Povah Ctr.	586.69		POVAH	1000 411255	344	101000
	02/28/14 nat gas - 62207 - pub svcs	787.20		PUBSVC	1000 430200	344	101000
	02/28/14 nat gas -17279 -Town Hall	853.66*		TWNHAL	1000 411250	344	101000
	02/28/14 nat gas -17569-Sewer Lift	29.08		SEWER	5310 430600	344	101000
39719	2088 Town West Yellowstone	176.96					
	03/01/14 utility chrgs, Chamber, 895	30.82		BLDGS	1000 411257	340	101000
	03/01/14 utility chrgs, UPDL, 892	51.36		BLDGS	1000 411252	340	101000
	03/01/14 utility chrgs, PS Shops, 884	23.72		BLDGS	1000 411253	340	101000
	03/01/14 utility chrgs. Povah Ctr, 887	46.97		BLDGS	1000 411255	340	101000
	03/01/14 utility chrgs, Police Dept,886	-213.70		BLDGS	1000 411258	340	101000
	03/01/14 utility chrgs, City Park, 885	116.55		BLDGS	1000 411253	340	101000
	03/01/14 utility chrgs, Library, 891	23.88		LIBRAR	2220 460120	340	101000
	03/01/14 utility chrgs, Lift #1, 903	10.15		SEWER	5310 430600	340	101000
	03/01/14 utility chrgs, Twn Hall, 921	87.21		TWNHAL	1000 411250	340	101000

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
39720	489 MSE ANALYTICAL LABORATORY 1402061 02/26/14 water samples	198.00 198.00			5210 430500	357	101000
39742	2673 First Bankcard 02/11/14 Westgate Auto, windshield 06 D 02/24/14 Diversified, tripod, mount sta	834.27 409.27 425.00			1000 430200 1000 430200	357 220	101000 101000
39743	2853 Two Seasons Recycling WY1445 02/28/14 monthly recycling charge	600.00 600.00*			1000 460430	534	101000
39744	1241 Safeguard 29623540 02/28/14 2000 checks, claims/payroll	341.83 341.83			1000 410510	220	101000
39745	2733 James Patterson 02/10/14 reimb vehicle regis 14 Ford In	10.00 10.00			1000 420100	870	101000
39746	2854 Kenco Security and Technology 1113469 03/01/14 alarm monitoring, Town Hall	79.50 79.50			1000 411250	357	101000
39747	1907 Kathleen Hopkins 03/12/14 reimb petty cash	49.69 49.69*			1000 420110	311	101000
39748	2716 CenturyLink Jan 2014 Bill (bill was not received by the Town)	2,434.47					
	01/19/14 DSL Povah, 646-7982	56.25		POVAH	1000 411255	345	101000
	01/19/14 DSL Fire/Town Hall 646-7962	-296.37*		STREET	1000 411254	345	101000
	01/19/14 DSL Library, 646-7953	77.20*		LIBRAR	2220 460100	345	101000
	01/19/14 DLS Police 646-0231	71.25		POLICE	1000 420110	345	101000
	01/19/14 DSL Sod Serv 646-7951	-137.81		SOCSE	1000 450135	345	101000
	01/19/14 DSL Pub Serv Office 646-7949	71.25*		BLDINS	1000 430200	345	101000
	01/19/14 Sewer Treat 646-9027	38.34*		STREET	5310 430600	345	101000
	01/19/14 Sewer lift 646-5141	37.70*		SEWER	5310 430600	345	101000
	01/19/14 Fire Call Box 646-7273	37.70*		FIRE	1000 411254	345	101000
	01/19/14 PCC Elevator 646-7481	41.81		POVAH	1000 411255	345	101000
	01/19/14 Centrex Finance - 20%	262.12		FINADM	1000 410510	345	101000
	01/19/14 Centrex, Police-20%	262.12		POLICE	1000 420110	345	101000
	01/19/14 Centrex, Soc Ser -10%	131.06		SOCSE	1000 450135	345	101000
	01/19/14 Centrex, Court - 10%	131.06		COURT	1000 410360	345	101000
	01/19/14 Centrex, Bld Ins - 10%	131.06*		BLDINS	1000 430200	345	101000
	01/19/14 Centrex, Street - 10%	131.06*		STREET	1000 430200	345	101000
	01/19/14 Centrex, PCC - 10%	131.06		POVAH	1000 411255	345	101000
	01/19/14 Centrex, Lib	131.06*		COURT	2220 460100	345	101000
	01/19/14 E911 Viper 646-5170	98.67		E911	2850 420750	345	101000
	01/19/14 E911 255-9710	996.14		E911	2850 420750	345	101000
	01/19/14 E911 255-9712	31.74		E911	2850 420750	345	101000

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
39749	2716 CenturyLink	2,908.35							
	March 2014 bill								
	02/19/14 DSL Povah, 646-7982	56.25		POVAH	1000 411255	345		101000	
	02/19/14 Fire/Town Hall 646-7962	7.25*		STREET	1000 411254	345		101000	
	02/19/14 DSL Library, 646-7953	77.20*		LIBRAR	2220 460100	345		101000	
	01/19/14 DLS Police 646-0231	71.25		POLICE	1000 420110	345		101000	
	02/19/14 Sod Serv 646-7951	7.25		SOCSE	1000 450135	345		101000	
	02/19/14 DSL Pub Serv Office 646-7949	71.25*		BLDINS	1000 430200	345		101000	
	02/19/14 Sewer Treat 646-9027	38.34*		STREET	5310 430600	345		101000	
	01/19/14 Sewer lift 646-5141	37.70*		SEWER	5310 430600	345		101000	
	02/19/14 Fire Call Box 646-7273	37.70*		FIRE	1000 411254	345		101000	
	02/19/14 PCC Elevator 646-7481	41.77		POVAH	1000 411255	345		101000	
	02/19/14 Centrex Finance - 20%	267.16		FINADM	1000 410510	345		101000	
	02/19/14 Centrex, Police-20%	267.16		POLICE	1000 420110	345		101000	
	02/19/14 Centrex, Soc Ser -10%	133.58		SOCSE	1000 450135	345		101000	
	02/19/14 Centrex, Court - 10%	133.58		COURT	1000 410360	345		101000	
	02/19/14 Centrex, Bld Ins - 10%	133.58*		BLDINS	1000 430200	345		101000	
	02/19/14 Centrex, Street - 10%	133.58*		STREET	1000 430200	345		101000	
	02/19/14 Centrex, PCC - 10%	133.58		POVAH	1000 411255	345		101000	
	02/19/14 Centrex, Lib	133.60*		COURT	2220 460100	345		101000	
	02/19/14 E911 Viper 646-5170	98.67		E911	2850 420750	345		101000	
	02/19/14 E911 255-9710	996.14		E911	2850 420750	345		101000	
	02/19/14 E911 255-9712	31.76		E911	2850 420750	345		101000	
39750	764 General Distributing Co.	37.80							
	209735 02/28/14 compressed O2	37.80		STREET	1000 430200	220		101000	
39751	1640 Kaufmann's Overhead Door, Inc.	238.00							
	14-430 02/26/14 repair cable ondoor	238.00		STREET	1000 430200	366		101000	
39752	65 Tractor & Equipment Co	734.24							
	03/06/14 parts	176.05		STREET	1000 430200	369		101000	
42CS0411920									
	02/26/14 parts	97.35		STREET	1000 430200	369		101000	
42CS0411794									
	03/10/14 parts	460.84		STREET	1000 430200	369		101000	
42CS0411954									
39753	267 Napa Auto Parts	1,149.93							
	02/28/14 supplies	1,149.93		STREET	1000 430200	220		101000	

03/14/14
16:12:16

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 3/14

Page: 5 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
39754	2855 Basic Computer Troubleshooting & 1 03/10/14 laptop troubleshooting	35.00 35.00		DISPAT	1000 420160	357		101000	
39755	2540 Centennial Auto Repair 9613 03/11/14 repair wiper arm/blade, 11 Exp	27.00 27.00		POLICE	1000 420100	361		101000	
39756	2321 Smith Ford Mercury 6034301/1 03/10/14 LOF, bracket 14 Ford Interc 5031351 03/06/04 Blade ASY-wiper, 11 Ford Exp	138.88 66.23 72.65		POLICE POLICE	1000 420100 1000 420100	361 361		101000 101000	
39757	2856 DANA Safety Supply, Inc. 333002 02/27/14 partitions, 2010 & 2011 Expedi 333002 02/27/14 partitions, 2010 & 2011 Expedi	825.00 535.00 290.00		POLICE POLICE	1000 420100 1000 420100	944 220		101000 101000	
39758	135 Food Roundup 02/28/14 supplies 02/28/14 supplies	11.66 6.48 5.18		LEGIS STREET	1000 410100 1000 430200	220 220		101000 101000	
39759	533 Market Place 02/28/14 2 Xmas GCs	100.00 100.00		LEGIS	1000 410100	220		101000	
39760	206 JP Cooke Co. 8449 03/04/14 license tags 2014-2015	57.50 57.50*		ANIMAL	1000 440600	220		101000	
39761	1907 Kathleen Hopkins 03/03/14 reimb travel 911 Adv Board mtg	46.80 46.80		DISPAT	1000 420160	370		101000	
39762	1454 Big Sky Publishing 1040510 02/14/14 pre-K ad	536.72 536.72*		LIB	2220 460100	331		101000	
39763	951 Barnes & Noble 2750843 02/18/14 books 2750844 02/18/14 books	267.04 177.31 89.73		LIB LIB	2220 460100 2220 460100	215 215		101000 101000	
39764	2201 Grizzly Internet, Inc. 1402407 02/26/14 IT support 1402411 03/05/14 IT support	842.50 720.00 122.50		LIB LIB	2220 460100 2220 460100	216 355		101000 101000	
39765	2835 Corner Cenex 02/28/14 fuel	49.30 49.30		PARKS	1000 460430	231		101000	

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
39766	73 Westmart Building Center	323.50							
	02/28/14 supplies	89.26		STREET	1000 430200	220		101000	
	02/28/14 supplies	68.28		UPDL	1000 411252	220		101000	
	02/28/14 supplies	68.36*		LIB	2220 460100	220		101000	
	02/28/14 supplies	28.49		TWNHAL	1000 411250	220		101000	
	02/28/14 supplies	17.08		POVAH	1000 411255	220		101000	
	02/28/14 supplies	52.03		PARKS	1000 460430	220		101000	
39767	2857 L & W Emergency Equipment	360.00							
	9901 02/20/14 siren head box	360.00		POLICE	1000 420100	212		101000	
39768	725 Swan Cleaners	63.00							
	1172 02/28/14 jail laundry	63.00		JAIL	1000 420230	390		101000	
39769	2291 American Express	1,657.34							
	02/06/14 Candlewood Suites, Meridian	195.00*		POLICE	1000 420100	370		101000	
	02/06/14 Oriental Trading, Pre-K	42.99*		LIB	2220 460100	220		101000	
	02/13/14 Barnes&Noble.com, book	3.99		LIB	2220 460100	215		101000	
	02/18/14 Amazon.com, toner	94.01		FINADM	1000 410510	220		101000	
	02/19/14 Book Peddler, worksession	92.08		LEGIS	1000 410100	220		101000	
	02/25/14 Book Peddler, worksession	110.47		LEGIS	1000 410100	220		101000	
	02/26/14 Costco, tables	99.98*		TWNHAL	1000 411250	364		101000	
	02/27/14 Barnes&noble.com, e-book	0.99		LIB	2220 460100	215		101000	
	02/27/14 Barnes&noble.com, e-book	3.99		LIB	2220 460100	215		101000	
	02/28/14 Book Peddler, Town Hall furnis	79.31*		TWNHAL	1000 411250	364		101000	
	03/01/14 Costco Membership	110.00		FINADM	1000 410510	220		101000	
	03/03/14 OfficeMax, laptop	510.00		DISPAT	1000 420160	212		101000	
	03/06/14 OfficeMax, software	219.99		DISPAT	1000 420160	216		101000	
	03/04/14 Softwareking, software	94.99		LIB	2220 460100	216		101000	
	03/06/14 credits	-0.45		LIB	2220 460100	215		101000	
39770	2858 Christine Keltner	92.50							
	101 03/05/14 transcriptions	92.50		POLICE	1000 420100	357		101000	
39771	2837 Sheri Holtzen	27.91							
	03/14/14 postage	8.80*		POLICE	1000 420110	311		101000	
	03/14/14 registration, 2014 Ford (part)	12.00		POLICE	1000 420100	870		101000	
	03/14/14 postage	7.11		FINADM	1000 410510	311		101000	
39772	2647 Bigfork Web Development, Inc.	85.75							
	14014 03/10/14 website maint	85.75		FINADM	1000 410510	356		101000	

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
39773		2673 First Bankcard		623.59					
	02/07/14	Stalker Radar		72.00		POLICE	1000 420100	220	101000
	02/10/14	City Center Inn,Cisneros		65.20*		POLICE	1000 420100	370	101000
	02/10/14	City Center Inn,Cisneros		14.65*		POLICE	1000 420100	370	101000
	02/14/14	City Center Inn,McCoy		326.00*		POLICE	1000 420100	370	101000
	02/18/14	USPS, postage water samples		36.15*		WATER	5210 430500	311	101000
	02/25/14	Hasty Awards		109.59		REC	1000 460440	220	101000
39774		2737 Rebecca Guay		302.18					
	03/14/14	reimb travel/meals BZN		302.18		ADMIN	1000 410210	370	101000
39775		2845 Kasting, Kauffman & Mersen, P.C.		4,533.19					
	03/07/14	legal services		4,480.00		LEGAL	1000 411100	352	101000
	03/07/14	expenses		53.19		LEGAL	1000 411100	870	101000
		# of Claims	44	Total:	86,491.37				
					86,491.37				

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
March 4, 2014

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

OTHERS PRESENT: Operations Manager Becky Guay, Finance Director Lanie Gospodarek, Chief of Police Gordon Berger, Public Services Superintendent James Patterson, Social Services Director Jack Dittmann, Town Attorney Jane Mersen

WY Chamber of Commerce Representatives Travis Watt, Marysue Costello, Marge Wanner, Jan Stoddard, Steve Stoddard, Cynthia Knapp, WY School District Representative Kyle Burden, WY News Editor Melea Burke, Doc Stewart, Joyce Hanna, Grace McCoy, Tom Nesbitt, Buck Taylor, Gallatin County Sheriff Brian Gootkin, Public Services Employee Kurtis Holtzen, Assistant Public Services Superintendent David Arnado, Lisa Carter, Dawn Lundigren, Brenda Martin, Sandi Peppler, Scott Clark, Tim Heideman, Fire Chief Scott Waldron, Assistant Fire Chief Shane Grube, Tom Cherhoniak, NPS Deputy Les Brunton, YHC Representative Ed Geiger, Benny McCracken, MT Highway Patrolman Marcus Cook, Mike Gavagan, Gayle Gavagan

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

Portions of the meeting are being recorded.

The Treasurer's Report 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 \$30,749.51. (Forsythe, Parker)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the February 18, 2014 Work Session, February 18, 2014 Town Council Meeting, and the February 25, 2014 Work Session. (Forsythe, Parker)
- 3) Motion carried to approve the claim to CHP for \$75,000, as budgeted in the FY 2014 budget. (Forsythe, Johnson)
- 4) Motion carried to continue to work with the YHC on finalizing an agreement which would turn over management of the UPDL beginning in the year 2015 for a period of five years. (Johnson, Forsythe)
- 6) Motion carried to forgive the Chamber for past resort taxes that have not been paid for previous Snowmobile Expo Events as well as any tax on admissions for this year, 2014. (Johnson, Forsythe)
- 7) Motion carried to postpone consideration of amending Policy #7. (Johnson, Parker)
- 8) Motion carried to refer the school encroachment to the Planning Commission. (Parker, Forsythe)
- 10) Motion carried to approve the Snowmobile Expo Events for 2014 as requested. (Parker, Forsythe)
- 11) Motion carried to appoint Brenda Martin to the 911 Advisory Board. (Johnson, Forsythe)
- 12) Motion carried appoint Brock Kelley to the TBID Board of Trustees, as a representative of the Public At Large. (Forsythe, Parker)
- 13) Motion carried to table Policy #44. (Johnson, Forsythe)

- 14) Motion carried to approve Resolution No. 645, a resolution placing the question of a local government review before the Town Electorate on the 2014 Primary Ballot with the budget amount of \$5000. (Johnson, Parker)

Council Comments

Johnson commends Finance Director Lanie Gospodarek for the very good audit report, which is a vital part of the Town's operations.

Public Comment Period

Fire Chief Scott Waldron addresses the Council and expresses concern for public safety. He states that a local resident was recently in a car accident due to impaired driving just outside of town. This same resident was in a similar accident in town last November but has not been charged. Waldron distributes large envelopes of information that pertain to the accidents to each Council Member and the Town Attorney. He then encourages the Council to seek outside help when evaluating the investigation of the accident.

Gallatin County Sheriff Brian Gootkin addresses the Council and thanks the Town for the invitation for a Representative from the Sheriff's Office to serve on the 911 Advisory Board. He indicates that he will personally serve on that board. Gootkin also says his department and the Town are working together on the protective custody issues and that is going well. Gootkin says that he attended a Council meeting last fall and was asked by a Councilmember if the public safety for was in danger. At that time, he did not think public safety was an issue in West Yellowstone, but he thinks they are at that point now. He says he has immediate concerns about the public's safety. He says that he believes he has the authority to conduct criminal investigations in West Yellowstone and in light of recent events, intends to use that authority. He also makes the recommendation that the Town send their newest officer, Officer Brian McCoy, to the Montana POST basic training program. McCoy is not required to attend the program, but he feels that he would greatly benefit and is in need of the training.

Don Siefert, candidate for the Gallatin County Commission for District #1, introduces himself and explains that he is running for the seat this year that will represent West Yellowstone and he would greatly appreciate the support.

Presentation: Community Health Partners (CHP)

Lander Cooney and Buck Taylor of Community Health Partners address the Council. Cooney explains that CHP provides healthcare in West Yellowstone and briefly describes the services CHP provides in West Yellowstone including basic health care, screenings, breast-feeding and parenting support. She explains that the target population for their services is 200% of the federal poverty level and the 54% of their clients are at or below that target. Parker asks what the federal poverty rate is. Cooney responds that for a family of four, it is currently right around \$23,000/year, so they would double that. Parker also asks where the number \$75,000 comes from. Cooney explains that figures they have already provided show that they have experienced a loss of \$91,000 for 2013 and the \$75,000 was requested by CHP about this time last year to be included in the Town's budget. The Town agreed to a risk-share with CHP of up to \$75,000, which was included in this budget. Johnson adds that this is really a grant from the Town to support healthcare. CHP is the current provider in West Yellowstone.

DISCUSSION

- 4) Forsythe says that he would like to make a proposal pertaining to future management of the Union Pacific Dining Lodge. He first asks Jack Dittmann if the town has made commitments on the rental price for the coming season. Dittmann indicates that is correct. All entities that have reserved the building have received the information packet, which includes the rental price. He points out that the Yellowstone Historic Center (YHC) and the Yellowstone Foundation-which have standing reservations for the same weekends every year-have not received packets but they handle those reservations differently. Forsythe clarifies some of the details regarding how the building reservations are handled. Johnson says he understands why they are at this point, but considering that

the building is essentially booked for the whole next summer, he does not think there is urgency to make a decision now. Forsythe asks how long has this issue been discussed. Ed Geiger explains that they first started talking about it approximately a year ago. Johnson adds that the Council asked YHC last fall to put together a proposal. Geiger says that they have initiated going after grant funding, and putting this off for a year will delay those funding opportunities, too. Costello asks how much of a difference would it make to delay the first year that the YHC takes over until 2015. Geiger says their original plan was to take over in 2014, but delaying until 2015 would not be too much of a problem. Johnson points out that putting it off for a year will give the Town time to budget. Costello says that having a year to plan will give the YHC the opportunity to set the rates for 2015. The Council considers when is the appropriate time to turn management over to the YHC. Johnson says he thinks all they need to do now is pass a motion indicating the Town's intent to turn over management and work out the details with the YHC by January 1, 2015. Geiger says that in order to pursue grant funding, they would need a more definitive indication that they would take over for at least five years. Johnson says that obviously, they have to work out the details. Forsythe suggests that they delay and have the Town Attorney consider the proposal. Mersen says that if they move to accept the proposal tonight, then she believes they would be entering into a binding agreement. Johnson suggests they pass a motion indicating the Town intends to work out an agreement. Mersen suggests they agree to enter into negotiations to establish an agreement. Guay questions that if the grant funding the YHC is seeking is for the building, then does it really matter who is managing the building? Geiger says that the grants are from entities that the YHC can only apply to.

- 5) The Council discusses the request from the WY Chamber of Commerce to be exempted from Resort Tax Collections. Costello explains that he would like to discuss the past, present, and future circumstances that apply to this issue. Johnson says as he motioned at the previous meeting, he thinks they should forgive the Chamber for resort taxes from previous years and this year. Costello asks for public comment. Doc Stewart, former Council Member, states that he thinks Deputy Mayor Costello should abstain from the discussion and vote on this issue based on the fact that he is married to the Executive Director of the West Yellowstone Chamber, to avoid the appearance of impropriety. Town Attorney Jane Mersen says that state law defines conflict of interest as when a council member obtains direct financial gain as a result of a vote. Costello says that he definitely does not have any opportunity for direct financial gain in this situation.
- 7) Forsythe says he thinks they should revisit the policy before November of this year, Johnson says he thinks they should hold a work session to discuss it before they get into budget work session in the next couple of months.
- 8) Kyle Burden, Maintenance Supervisor for the WY School, explains that the school is preparing to seek a bond to add on to the school. He says that they would like permission to encroach on city property by allowing traffic flow for the proposed addition from Faithful Street across the interior park of Block 3. Costello says they could discuss this from now until next week, but the real question is whether they want to allow the school to use that section of public property for a driveway. The Council asks multiple questions about the request. Burden explains that they believe this plan will make it easier for parents to drop off and pick up students. Guay suggests that the Council consider putting this request before the Planning Commission to consider and make a recommendation. Burden asks when will the Planning Commission meet again. Public Services Superintendent James Patterson indicates they are going to meet next Wednesday and Burden indicates he will attend that meeting.
- 9) Marge Wanner addresses the Council about upcoming events that will take place during the Snowmobile Expo, March 14-16, 2014. Wanner explains that their requests this year are similar to the past and include the Encroachment Application for the tent behind the Holiday Inn, the closure of Canyon Street for the motorcycle demonstration, an outside amplification permit, and assistance from the public services department.

- 11) Brenda Martin says that she would like to serve on the 911 Advisory Board. She thinks forming this board will be very helpful for the dispatch center and is a good idea. Forsythe asks what the closing date was for the seat on the board. Guay answers that it was advertised as “open until filled.” Town Clerk Liz Roos adds that it was advertised twice in the local paper and publicly posted for over two weeks.
- 13) The Council discusses proposed Policy #44, a policy that establishes the proper procedure for the Town Council members to contact the Town Attorney. The policy essentially establishes the chain of command for contacting the attorney. The group discusses whether this policy limits the Operations Manager’s authority to contact the attorney or if he/she must contact the Mayor, first. After further discussion, Mersen agrees that they should add a sentence that clarifies that situation and she will make that revision before the next meeting.
 - A) **Advisory Board Reports:** Council Member Johnson says that the Clothing Bank Committee has put together two recommendations for the Council to consider regarding the future of the clothing bank. The recommendations were included in the packet for this meeting and it will be on the agenda on March 18, 2014.
 - B) **Operations Manager’s Report:** Operations Manager Becky Guay reports on current issues: **Police Officer Hiring Process** – The Police Commission began its evaluation of police officer candidates last week. **Head Dispatcher Hiring Process** – We intend to begin the recruitment by March 14. **911 Advisory Board** – We have received responses from the following agencies: Montana Highway Patrol – Captain Art Collins or Sgt. Marvin Reddick, Gallatin County Sheriff’s Dept. – Sheriff Brian Gootkin or representative, U.S.D.A. Forest Service – Patrol Captain Nate Card, Hebgen Basin Fire District – Chief Scott Waldon or Ass’t. Chief Shane Grube, Fish, Wildlife & Parks – Warden Jim Smolczynski. The Chief will be calling a meeting of the Board in the near future. **Protective Custody Policy and Procedure** – the Chief, Town Attorney and I have developed a policy and procedure to cover protective custody issues, including transportation to Bozeman for evaluation by a Mental Health Professional. We will continue to fine tune and implement these procedures. **Clothing Bank Committee** – The Committee has finalized its recommendations to the Council, but has elected to wait until the March 18 Council meeting to present them to the Council. **Future Use of Emergency Services Building** – Hbfd has informed us that the Gallatin County Attorney’s Office is recommending that the District seek legal advice before proceeding with discussions about the future status of the ESB. It could take at least 30-days for the County Attorney to process the District’s request for service. **Labor/Management Committee** – The Finance Director, Public Services Superintendent and I met with representatives of the general employee’s union on February 19. The union representatives indicated that they would be very interested in implementing a Town-wide safety program similar to one used by the Public Services Department. We all agreed that safety awareness would benefit all employees and are working to develop a program for all employees. The Social Services Director is preparing recommendations to implement the program. **Dispatch Center** – New computers, displays and software designed to run radio displays have been installed at the dispatch center. These new systems should end the problems we have had with “ghost” signals, bleed over, etc. Telephones will also be reset to factory specifications to prevent side tone problems. **Police Department Training** – Sgt. Frank has started a monthly training program to ensure that all law enforcement agencies in the area are able to work together in an efficient manner. I would like to thank the Gallatin County Sheriff’s Department and in particular Sheriff Deputy Ian Parker who has agreed to come down to facilitate this training. The most recent session covered a situation in which there is an active shooter at the West Yellowstone School. Our officers will also participate in a training opportunity at the school in Big Sky. Sgt. Frank is also working to address equipment needs in the police department, including fully stocked “go bags,” and weapon lights. **Town Audit** – the auditors have completed the audit and will be submitting the document to the Town in the near future. I spoke with the auditor today and she indicated that they

will be issuing an unqualified (clean) opinion, meaning that no major issues were identified. She also indicated that the audit went very well and that Finance Director Lanie Gospodarak and her staff are doing a great job. We will submit the full audit to the Council for review at an upcoming meeting and will work to implement solutions to any findings that the audit may contain. **Food Bank** – Social Services Director Jack Dittman reports that the need for food has increased greatly this year. The food bank typically distributes approximately 1,000 pounds of food each month this time of year. In recent months, however, the food bank has been distributing between 3,200 and 3,600 pounds of food each month.

The meeting is adjourned. (9:00 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

Work Session
February 18, 2014

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

US FOREST SERVICE REPRESENTATIVES: John Hickey-Regional Appraiser for Region 1, Bob Dennee-USFS Lands Manager, Cavan Fitzsimmons and Todd Stiles of the Hebgen Basin District

OTHERS PRESENT: Operations Manager Becky Guay, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Town Clerk Liz Roos, Bill Howell, Chipper Smith, Malea Burke-WY News, Debbie Griffin, Gary Evje

The meeting is called to order by Mayor Brad Schmier at 12 Noon in the meeting room at the US Forest Service, West Yellowstone, Montana

Portions of the meeting are being recorded.

Public Comment Period

No public comment is received.

Mayor Schmier calls the meeting to order and introductions are made. Bob Dennee, Lands Manager for the US Forest Service briefly recaps what has happened over the past decade pertaining to the potential acquisition by the Town of 80 acres adjacent to the Town of West Yellowstone. Dennee agrees that this project has now become a priority. There has been considerable correspondence between the Town and Dennee over the last couple months preparing for what must happen next. Dennee says that if the Town agrees to proceed, they must next order an appraisal, likely to be prepared by a contract appraiser. John Hickey, Regional Appraiser for Region 1, explains that this project will require a very unique appraisal. The Town commissioned Clark Wheeler for a preliminary appraisal in 2007. Hickey says Wheeler is probably capable of doing the complete appraisal, if not he can recommend some other appraisers. He says the appraiser much look at other land sales in the northwest that were completed adjacent to other small towns. Council Member Johnson asks how long will the appraisal take? Hickey says that it will likely take four to six months. If they start in April, it could be complete by November. He elaborates that the Forest Service will write specific appraisal instructions for the project. Costello asks if they can pick from any of the appraisers on the list that was provided today. Hickey says that he would be willing to discuss the names on the list as there are a couple that he does not think have enough experience. Hickey and Dennee also explain that they will have to do a HazMat or Phase I Environmental Assessment report to address any environmental concerns. Schmier asks if it would be possible to use USFS staff for that report and Dennee answers they could consider that. Johnson asks a couple questions about the budgeting timeline for the appraisal and HazMat report. He says they have \$40,000 in the budget for the appraisal and Costello asks if that is sufficient. Dennee says that it probably is but it will really depend on how much traveling the appraiser has to do. Hickey explains that the Forest Service puts out a request for contract appraisers annually, but that does not necessarily mean the appraiser has to be on that list. Guay asks if they should put out a Request for Qualifications to hire an appraiser. Dennee says they could do that and says that the Town of White Sulphur Springs did that recently for a library project. They interviewed three appraisers and then hired one for the project. Schmier asks if the land they are talking about has been surveyed. Dennee says the Forest Service has not posted the boundaries of the 80 acres yet, but they will. Fitzsimmons clarifies that they have a survey team that will be able to actually post the land this summer so the appraiser as well as anyone else can see the actual boundaries. The group discusses the actual boundaries of the parcels and existing special use permits on Forest Service property. They also discuss potential deed restrictions, easements or maintaining access to existing roads. Schmier points out that the Whiskey Springs Road cuts right through one of the parcels and if that must be maintained, how does that affect development. He asks if the road could be moved. Dennee answers that would have to be explained to the appraiser but they would also discuss moving the road or maintaining the easements. Dennee points out that US Highway 20 also cuts through one of the parcels and the Montana DOT holds that easement.

They discuss relocating the existing Forest Service roads and potentially working that out prior to completing the sale. Dennee says he has a copy of a roads access needs report that was prepared by previous District Ranger, Bill Queen. Schmier asks who would have to pay to relocate a road or trail that is on the property. Dennee answers that traditionally, if a landowner wants to relocate a road or trail, then the landowner pays to relocate it. Dennee asks a couple questions about Resolution No. 469, passed in 2005 as well as whether the Town ever adopted a Growth Policy. Guay answers that the growth policy was adopted. Dennee reads a section from the resolution that indicates the purpose of developing and enhancing the Town's cultural and historic characteristics, providing affordable housing, siting light industrial uses, enhancing medical facilities, future school site, and providing space for public infrastructure. Johnson, the only Council Member left that signed the resolution, indicates that language is still substantially accurate. Dennee says that one of the things they must first consider is which roads or trails that the Forest Service wants to maintain. If the Town wants to relocate those roads, then they will have to discuss that. He suggests that is something that needs to be discussed this summer. The group discusses how they should address that issue, whether through deed restrictions. Dennee says that they are talking more specifically than he anticipated today. He points out that Congress gave the Forest Service broad discretion on this subject and waived the NEPA (National Environmental Protection Act) requirement-which makes it a golden opportunity. Dennee suggests that this summer, they jointly figure out with the Town which roads or trails should be reserved and which should be let go. Schmier agrees that they should be able to work through those issues, he suggests they just keep that in the back of their heads. Dennee says that the Forest Service has the authority to maintain responsibility for those roads but they could also transfer that responsibility to the Town.

The meeting is adjourned. (1:05 PM)

Mayor

ATTEST:

Town Clerk

Town of West Yellowstone Business License Application

Business Name: Yellowstone Aerial Adventures LLC.
 Applicant: Nicole Barker / Eric Becker
 Contact Person: Nicole Barker
 Mailing Address: 46651 Gallatin Rd. Gallatin Gateway MT 59730
 Physical Address of Business: 105 South Faithful St. WY MT 59758
 Phone Number: 406-646-5171 Fax Number: 406-995-3249
 Email Address: yellowstoneparkzipline.com Website: yellowstoneaerialadventures@gmail.com
 Signature of Property Owner of Record: [Signature]

Subdivision: Grizzly Park
 Block: 1 Lot: 4

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.

Aerial Adventure and Zipline Park.

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

[Signature]
 Signature of Applicant
[Signature]
 Signature of Applicant
3.12.14
 Date

FOR OFFICE USE ONLY			
Date Approved by Town Council: _____			
Date <u>3/12/14</u>	Check # <u>315</u>	Amount \$ <u>550.00</u>	License # _____
SCN _____	BLP _____	STX _____	BLC _____ RDX _____

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: 3-13-2014

APPLICANT: West Yellowstone School Dist #69

ADDRESS: 411 N. Geuser St. P.O. Box 460

PHONE: (406) 646-7617

INTEREST IN PROPERTY: To improve flow & safety of School Traffic as well as snow storage in regards to proposed school addition

OWNER OF RECORD'S SIGNATURE: W.Y. School District #69
Maggie S. Anderson, Chair Person

1. LEGAL DESCRIPTION:

Subdivision: Madison Addition

Block: 5 Lot: Interior Park

Zoning District Number: B-3

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment. The encroachment would be on the

City's Interior Park north of Alley D in Block 5.
If the bond passes for the proposed school addition the District would like to construct a drive setback two feet from the East property line and being 47 ft in width. The District would also like to use the City's land to the west of the proposed drive for snow storage as illustrated on page #1 of the attached paperwork. The removal of trees along that area would also be required, but it would also be the District's interest to keep as many trees as possible working with City officials to do so. Thank You for your consideration.

School District #69

Maggie S. Anderson, Chair Person
Signature of Applicant

For Office Use Only:

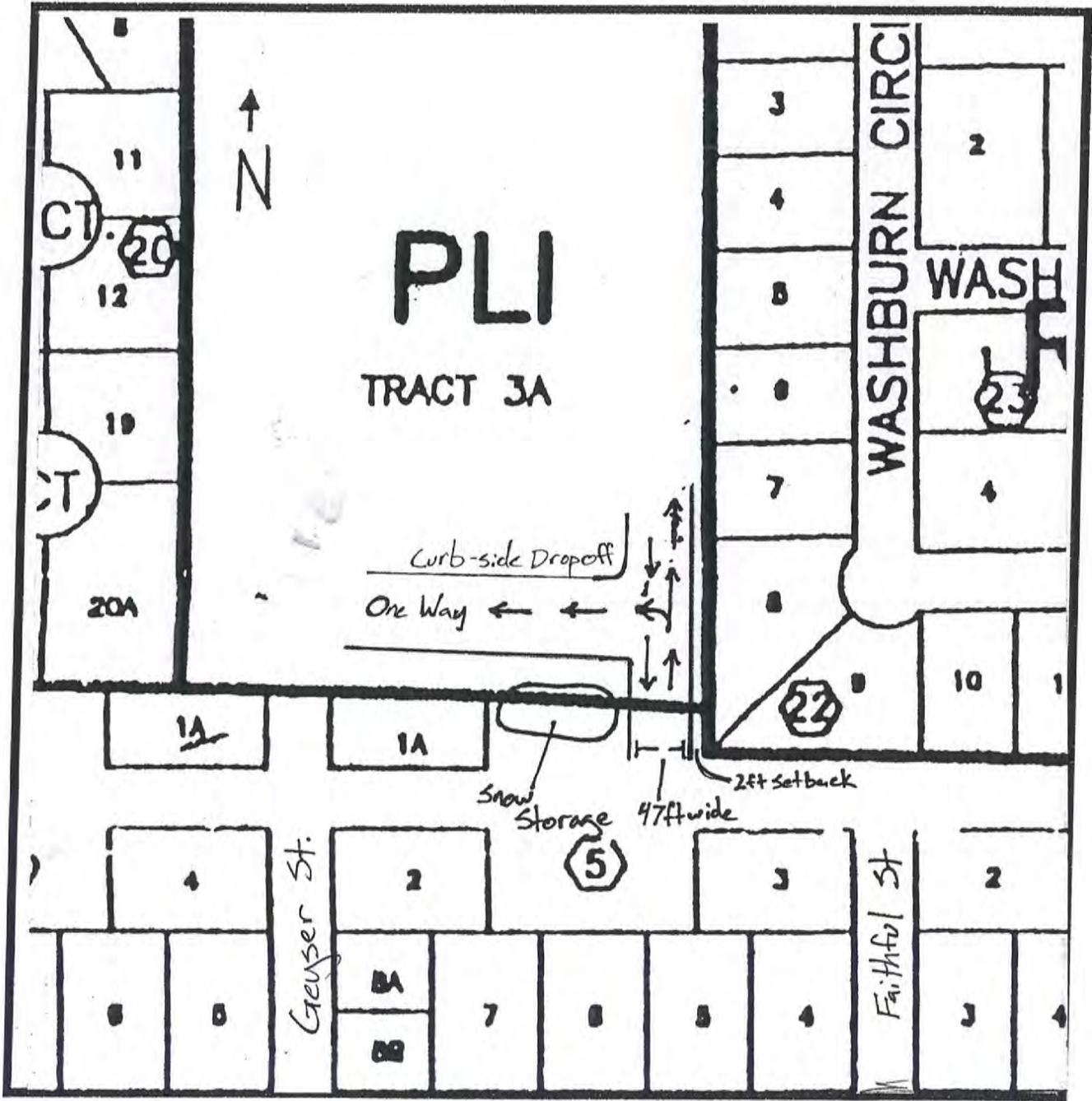
DECISION BY TOWN COUNCIL

Approved Disapproved

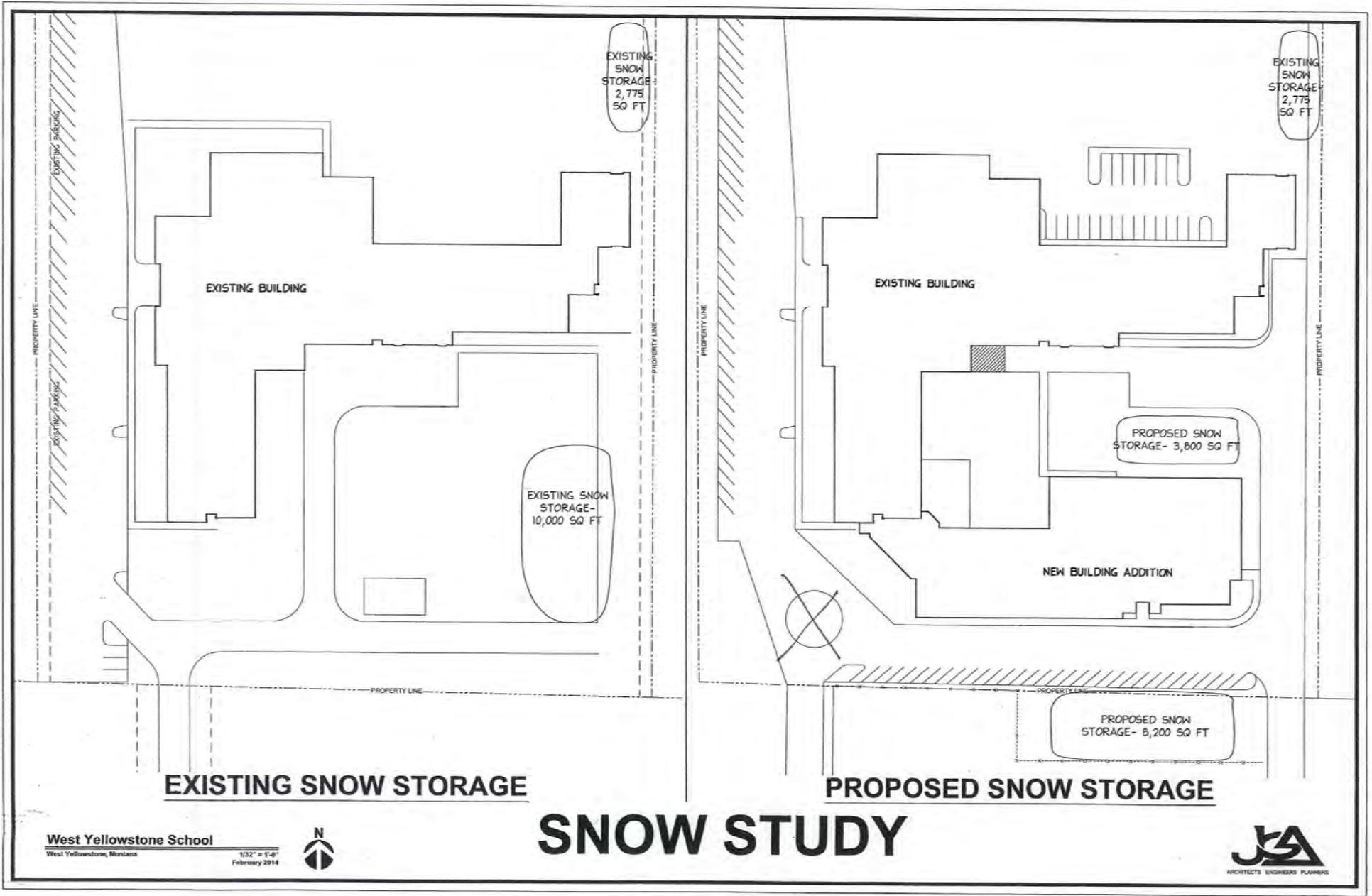
Mar 13, 2014
DATE

Mayor/Operations Manager

DATE



PLEASE INDICATE DIRECTION



EXISTING SNOW STORAGE

PROPOSED SNOW STORAGE

SNOW STUDY

West Yellowstone School
West Yellowstone, Montana
1/32" = 1'-0"
February 2014









memo

TOWN OF WEST YELLOWSTONE

Date: March 14, 2014
To: Honorable Mayor and Town Council
From: Becky Guay, Operations Manager
Regarding: Policy No. 44 – Council Member Contact with Town Attorney

Recommendation

It is recommended that the Town Council approve Policy No. 44.

Discussion

At your last meeting on March 4, 2014, the Council discussed a draft of Policy No. 44, which, if adopted, will set forth procedures to be used when Council Members need to obtain information or advice from the Town Attorney. Council directed that the draft policy be amended to clarify certain provisions. Attached is a “red-line” draft of the policy showing changes from the draft presented on March 4. Also included is a clean copy of the policy for your review.

Thank you.

TOWN OF WEST YELLOWSTONE, MONTANA

Policy No. 44: Policy on Council Member Contact with Town Attorney

It is the Council's goal to provide a clear and efficient manner of requesting and obtaining advice and information from the Town's attorney, or any other attorney contracted by or on behalf of the Town. Therefore, the Town Council adopts the following policy regarding contact with such attorney.

It is the duty of the Town's attorney to draft contracts and ordinances for the Town Council; when required, to give to the mayor and the council written opinions on questions pertaining to the duties and the rights, liabilities, and powers of the Town; and to perform other duties that pertain to the function of the Town Council or that the Town Council prescribes by resolution.

Whenever an individual Council Member ~~has a question or~~ desires legal advice from the Town's attorney, the Council Member shall first seek and receive permission from the Mayor, or the Deputy Mayor if the Mayor is not available. If neither the Mayor nor Deputy Mayor are available, the Council member shall contact the Operations Manager. Whenever an individual Council Member has a question for the Town's attorney, the Council Member shall first ask the Operations Manager and if necessary, the Operations Manager will contact the Town's attorney.

The Mayor, Deputy Mayor or Operations Manager may grant or deny permission for the Council Member to contact the Town's attorney. Such decision shall be conveyed to the Town's attorney.

If the Council Member contacts the Town Attorney without first receiving permission to do so, the Town Attorney shall notify the Council Member of this policy and shall notify the Mayor, Deputy Mayor or Operations Manager of the contact.

If the Council Member is seeking information regarding conduct by or has questions regarding an issue that may involve information about the Mayor, Deputy Mayor or the Operations Manager, the Council Member may contact the Town Attorney directly without first obtaining permission.

Nothing herein shall prevent the Operations Manager from contact with the Town Attorney.

TOWN OF WEST YELLOWSTONE, MONTANA

Policy No. 44: Policy on Council Member Contact with Town Attorney

It is the Council's goal to provide a clear and efficient manner of requesting and obtaining advice and information from the Town's attorney, or any other attorney contracted by or on behalf of the Town. Therefore, the Town Council adopts the following policy regarding contact with such attorney.

It is the duty of the Town's attorney to draft contracts and ordinances for the Town Council; when required, to give to the mayor and the council written opinions on questions pertaining to the duties and the rights, liabilities, and powers of the Town; and to perform other duties that pertain to the function of the Town Council or that the Town Council prescribes by resolution.

Whenever an individual Council Member desires legal advice from the Town's attorney, the Council Member shall first seek and receive permission from the Mayor, or the Deputy Mayor if the Mayor is not available. If neither the Mayor nor Deputy Mayor are available, the Council member shall contact the Operations Manager. Whenever an individual Council Member has a question for the Town's attorney, the Council Member shall first ask the Operations Manager and if necessary, the Operations Manager will contact the Town's attorney.

The Mayor, Deputy Mayor or Operations Manager may grant or deny permission for the Council Member to contact the Town's attorney. Such decision shall be conveyed to the Town's attorney.

If the Council Member contacts the Town Attorney without first receiving permission to do so, the Town Attorney shall notify the Council Member of this policy and shall notify the Mayor, Deputy Mayor or Operations Manager of the contact.

If the Council Member is seeking information regarding conduct by or has questions regarding an issue that may involve the Mayor, Deputy Mayor or the Operations Manager, the Council Member may contact the Town Attorney directly without first obtaining permission.

Nothing herein shall prevent the Operations Manager from contact with the Town Attorney.

West Yellowstone Clothing Bank Solutions

March 2014

Clothing Bank Ad Hoc Committee Members: Council Member Jerry Johnson, Corinne Fagerburg, Doug Buskirk, Grace McCoy, Brian McCoy, Doc Stewart, Bob Everest, Salle Engelhardt, Social Services Assistant Kathi Arnado

Administrative Support: Operations Manager Becky Guay, Town Clerk Liz Roos

The Clothing Bank Committee has been meeting weekly since early January with the mission of developing recommendations for the Town Council for the future need, location, and use of a clothing bank. Through the course of several meetings, the committee came to general agreement on the following:

- 1) West Yellowstone needs a clothing bank
- 2) The clothing bank should be operated strictly by volunteers
- 3) Inventory should be limited to clothing, bedding, and limited dishware/cooking items
- 4) Inventory should be distributed free of charge, monetary donations accepted
- 5) The biggest issue is space/location

Recommendation #1: The clothing bank is located in the Town Hall, run by volunteers. Limited supply of seasonal items will be stored in Social Services Office, majority of items will be stored in basement and transported up and down by volunteers. Clothing bank will only be open specified hours of the week.

Pros

- Social Services Department is located in the Town Hall, can provide oversight.
- No rent/utility costs
- Ample storage space in the basement
- Familiar location for clients
- Possible installation of elevator will make basement access possible
- Availability of changing rooms (bathrooms)
- Building was designed and intended to include a clothing bank in the Social Services Department

Cons

- Operational space limitations
- Required to haul items up and down the stairs
- No public access to basement
- Excess donations outside building will have to be managed
- Injury risks, possible Workers Comp claims by volunteers that are hauling items
- Lack of Volunteers because it is perceived to be run by the Town
- Perception that clothing bank is open whenever Social Services is open
- Congestion in Social Services Office

Recommendation #2: Town provides (rent/build/purchase) location for clothing bank. Clothing bank is run by outside entity, ie Interfaith Council, Town Advisory Board, etc.

Pros:

- Build community cooperation
- Reduce responsibility of the Town
- Flexible schedule/hours
- Keep Town Hall clean
- More volunteer participation
- Alleviate congestion in Social Services

Cons:

- Cost to Town, up to \$20,000/year. (Rent estimated at \$12-\$15 per square foot.)
- Lack of available property
- Formation of Advisory Board or Inter-Faith Council to manage clothing bank, accountable to the Town

TOWN OF WEST YELLOWSTONE MONTANA

nationally interesting!

March 18, 2014

Mary C. Erickson, Forest Supervisor
Gallatin National Forest Supervisor's Office
10 East Babcock
P.O. Box 130
Bozeman, MT 59771

Dear Forest Supervisor Erickson:

The Town of West Yellowstone is desirous at this time of pursuing the purchase, exchange or a combination thereof, of portions of the land identified in H.R. 2691 – Department of the Interior and Related Agencies Appropriation Act (FY 04) Section 333, and as affirmed by Town of West Yellowstone Resolution 469 dated May 12, 2005, and the Agreement of Intent between the Town of West Yellowstone and the U.S. Department of Agriculture, Forest Service, dated April 7, 2008. The property description is included as Exhibit A.

The Town understands that this project is being added to the Forest Service's 2014 Program of Work and would like to take advantage of this opportunity to move forward with the process to prepare appraisals, environmental site assessments, historic and cultural investigations, land line surveys and other such evaluations deemed necessary by the Forest Service or the Town to fully evaluate the affects and merits of the proposed land sale.

As stated in the Agreement of Intent, the Town is ready to proceed and looks forward to working with Forest Service staff to select a contract appraiser qualified to conduct an appraisal in compliance with Forest Service standards. We understand that Forest Service staff will develop an appraisal check list and appraisal instructions for use by the selected appraiser.

We appreciate this opportunity to work with the Forest Service to move this project forward. Should you have any questions or require additional information please don't hesitate to contact me via email at rguay@townofwestyellowstone.com or by phone at 406-646-7795.

Sincerely,

Rebecca C. Guay
Operations Manager

cc: Bob Dennee, Forest Service Lands Program Manager
Cavan Fistsimmons, District Ranger



Resolution No. 469

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, STATING ITS INTENTION TO PURSUE ACQUISITION OF ADJACENT FOREST SERVICE LANDS.

WHEREAS, the Town of West Yellowstone is wholly surrounded by federal land, and

WHEREAS, Gallatin National Forest land surrounds all but the easternmost boundary of the Town, which is bordered by Yellowstone National Park, and

WHEREAS, the Town of West Yellowstone has worked with land managers in Gallatin National Forest and Yellowstone National Park to preserve and protect natural, cultural and historic resources in and around the Town of West Yellowstone, and

WHEREAS, the Town Council is in the final phases of developing a Growth Policy (MCA 76-1-601) that identifies future needs of the Town, and

WHEREAS, the Town Council is desirous of pursuing the purchase, exchange or combination thereof, of certain portions of the land identified in H.R. 2691 - Department of the Interior and Related Agencies Appropriation Act (FY 04) Sec. 333, for the purpose of developing and enhancing the Town's cultural and historic characteristics, providing affordable housing, siting light industrial uses, enhancing medical facilities, and future school site, and providing space for public infrastructure and facilities currently located in areas with cultural and historical value, and

WHEREAS, H.R. 2691 - Department of the Interior and Related Agencies Appropriation Act (FY 04) Sec. 333 establishes the ability of the Town of West Yellowstone to enter into negotiations with Gallatin National Forest to acquire certain parcels of land, and

WHEREAS, portions of the land identified in H.R. 2691 - Department of the Interior and Related Agencies Appropriation Act (FY 04) Sec. 333 and other parcels under consideration by the Town are adjacent to the Town and are suitable for expanding cultural and historic interpretation, providing affordable housing, developing light industrial uses, enhancing medical facilities, developing a future school site and providing space for public infrastructure and facilities currently located in areas with cultural and historical value, and

WHEREAS, the Town of West Yellowstone upon acquisition of said lands will zone them as mutually agreed upon by the Town and the Forest Service to include zoning for cultural and historical development, affordable housing, light industrial use, medical facilities, and space for public infrastructure and facilities, and

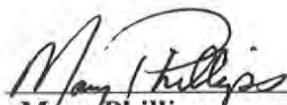
WHEREAS, these actions embellish the stated Mission of the "USDA Forest Service Strategic Plan for Fiscal Years 2004-08", as follows: "The mission of the USDA Forest Service is based on the relationship between the American people and their natural resource heritage. The relationship is founded on the principles of sustaining U.S. natural resources for future generations, producing personal and community well-being, and providing economic wealth for the Nation.", and

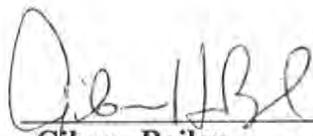
WHEREAS, these actions are supported in the Gallatin National Forest Land and Resource Management Plan (LRMP), specifically noted as the following Forest Wide Standards on pages II-25 and II-26: "Exchange, donation, purchase, and easement authority will be used to meet ownership adjustment needs," and "National Forest lands may be made available for community expansion providing: (1) There is a demonstrated need for community expansion and there are no suitable, nonfederal lands available. (2) The lands are suitable for the intended use. (3) Community needs outweigh National Forest needs for the land (4) Endangered species requirements are met."

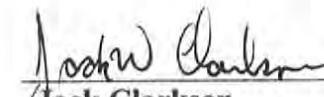
NOW THEREFORE BE IT RESOLVED THAT the Town Council of the Town of West Yellowstone, County of Gallatin, State of Montana, affirms its interest in acquiring a parcel by purchase, exchange or combination thereof, of approximately 40 acres west of Iris street and the South Plateau Road, specifically described as the E 1/2, SE 1/4, NE 1/4 and the E 1/2, NE 1/4, SE 1/4, Section 33, T13S, R5E, PMM, and another parcel by purchase, exchange or combination thereof, of approximately 87 acres bordered by the southern boundary of the Grizzly Park Addition, and the corporate limits of the Town of West Yellowstone, and specifically described as Lot 4 and the SE 1/4, SW 1/4, Section 34, T13S, R5E, PMM, all located in Gallatin County, Montana.

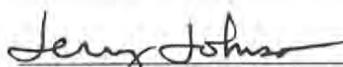
BE IT FURTHER RESOLVED THAT the Town Council of the Town of West Yellowstone authorizes and directs Town staff to work with staff and managers of the Gallatin National Forest to move the land acquisition process forward.

PASSED AND ADOPTED BY THE TOWN COUNCIL AND APPROVED BY THE MAYOR FOR THE TOWN OF WEST YELLOWSTONE THIS 12 DAY OF May, 2005.


Mary Phillips
Council Member/Mayor

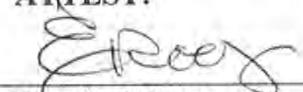

Gibson Bailey
Council Member


Jack Clarkson
Council Member


Jerry Johnson
Council Member


Glen Loomis
Council Member

ATTEST:


Elizabeth Roos
Town Clerk

April 7, 2008

5570
West Yellowstone Expansion Lands

U. S. DEPARTMENT OF AGRICULTURE
Forest Service
Northern Region, Gallatin National Forest

AGREEMENT OF INTENT

**Proposed Direct Sale of National Forest System Land
T. 13 S., R. 5 E., Section 33, E½E½NE¼ and NE¼SE¼**

Town of West Yellowstone, Gallatin County, Montana

***Authority: Interior and Related Agencies Appropriations Act of 2004 (P.L. 108-108),
Section 333 – Implementation of Gallatin Land Consolidation Act***

We, the Town of West Yellowstone, Montana, of 10 S. Faithful St., West Yellowstone, Montana 59758, hereinafter called the “**Town**” or the “non-Federal party”, and the Forest Service, U.S. Department of Agriculture, acting through their authorized representatives, intend to enter into a sale agreement to convey to the Town the Federal property described in **Exhibit A** (hereinafter “**the Property**”), attached hereto and made a part hereof, and under the terms and conditions described herein and in the Implementation Schedule, attached hereto and made a part hereof as **Exhibit B**.

The basis of this **Agreement of Intent** is the offer for purchase of the Property made by Mr. Jamie Greene, Town Operations Manager, by letter dated September 4, 2007.

GENERAL PROVISIONS:

1. It is understood that the basis for value (sale price) of the Property shall be an appraisal which has been approved by the Forest Service.
2. This **Agreement of Intent** authorizes the Town and its employees and contractors to enter on the Property for such purposes as preparing appraisals, environmental site assessments, historic and cultural investigations, land line surveys, wildlife and wetland inventories and other evaluations deemed necessary by the Forest Service or the Town to fully evaluate the affects and merits of the sale proposal.
3. It is understood that upon approval of the sale price, terms and conditions by the appropriate Forest Service official, the Town and the Forest Service (hereinafter “the Parties”) will enter into a **Purchase and Sale Agreement** that shall be

April 7, 2008

binding to the Parties. It is understood that prior to the Purchase and Sale Agreement, or issuance of a deed by the United States, if no Purchase and Sale Agreement is executed, no action taken shall create or establish any contractual or other obligations against the Town or the United States. Either the Town or the Forest Service may withdraw from the sale at any time prior to execution of the Purchase and Sale Agreement, or conveyance from the United States.

4. Title will be conveyed by quitclaim deed issued by the Forest Service, unless some other form of deed is approved by the USDA, Office of the General Counsel.
5. The United States does not furnish title insurance for the property it conveys. If title insurance is desired by the Town, it must be procured at its own expense.
6. An estimated timeline for processing this proposal and the agreement on responsibility for costs on specified items is provided for in **Exhibit B, the Implementation Schedule.**
7. The Forest Service is responsible for compliance with Section 120(h) or the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Prior to entering into the Purchase and Sale Agreement, the Forest Service will conduct an environmental investigation of the Property, as appropriate to comply with Section 120(h) of CERCLA, concerning any release or threatened release of hazardous substances or petroleum products on the Property. In the event that the Forest Service determines that any hazardous substance was stored for more than 1 year or more, known to have been released, or disposed of on the Property, the Purchase and Sale Agreement shall include a notice of the type and quantity of such hazardous substance and the time at which such storage, release, or disposal took place, to the extent such information is available on the basis of a complete search of agency files.
8. Pursuant to Section 120(h)(3)(A) of CERCLA, the Forest Service will also include covenants in the conveyance document providing that all response action necessary to protect human health and the environment with respect to any hazardous substance remaining on the property has been taken before the date of the transfer, that the United States shall conduct, after the conveyance, any response or corrective action found to be necessary to protect human health and the environment from associated with releases or threatened releases attributable to the time the United States owned and operated the Property, and a clause granting the United States access to the Property to conduct the response or corrective action on the Property.
9. No member of Congress, or Resident Commissioner, shall be admitted to any share or part of this proposal or to any benefit that may arise therefrom unless it is made with a corporation for its general benefit (18 U.S.C. 431, 433).

10. The undersigned is a citizen of the United States or a corporation or other legal entity subject to the laws of the United States or a State thereof, and is 21 years old or over.
11. Notification Statement: Public Availability of Property-Related Information. Any party who has signed below acknowledges receipt of this notification: All documents pertaining to Federal lands necessary for the evaluation, processing and consummation of a land adjustment transaction, including but not limited to appraisals, timber cruises, specialist reports, geology/mineral reports, title and other property information, are subject to public availability at the discretion of the Federal party. This includes information which may be contained in a system of records exempted from the requirements of the Privacy Act (5 U.S.C. 552a), and information which may qualify for exemption from disclosure under the Freedom of Information Act (5 U.S.C. 552b)).

However, it is the general intent of the Parties that land adjustment transaction documents will be considered "**pre-decisional working papers**" not subject to premature availability prior to the point which concludes evaluation of the proposal through the agency's established, required processes and policy.

SPECIFIC PROVISIONS:

1. The **Town** will provide the following services:
 - a. An appraisal of the Property, prepared by a qualified contract appraiser, to Forest Service standards. The appraisal will be made available for review and approval by the Forest Service.
 - b. Multiple appraisals as necessary to facilitate the sale of the Property in two separate transactions (see Item 2.d. below).
 - c. Written evidence that the Town has the financial capability to purchase the Property at the approved appraisal value.
 - d. Other information and assistance as may be requested by the Forest Service in completing the direct sale process.
 - e. Survey and posting of the new property boundaries resulting from the sale of the Property.
2. The **Forest Service** will provide the following services and information:
 - a. The Forest Service (Regional Review Appraiser) will meet with the contract appraiser and will provide "appraisal specifications" for conducting the

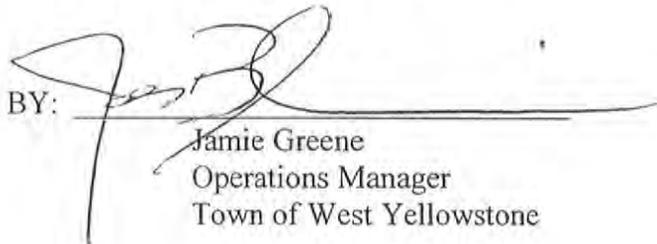
April 7, 2008

appraisal. The Forest Service will be responsible to review and approve the appraisal.

- b. The Forest Service will provide documents describing the Property, including a certified legal description, Federal Land Status Report, Water Rights Analysis, Mineral Potential Report and Environmental Site (Hazmat) Assessment.
- c. The Forest Service will provide other information and assistance as may be requested by the Town in completing the direct sale process.
- d. If requested by the Town to facilitate the Town's bonding capacity and funding, the Forest Service will convey the Property described in Exhibit A in not more than 2 separate transactions, on or before December 31, 2010. In the event of more than one transaction, the Forest Service will convey the Property in aliquot parts of no less than 10 acres in any one transaction.

This Agreement of Intent may be amended by mutual agreement of the Parties.

5/14/2008
Date

BY: 
Jamie Greene
Operations Manager
Town of West Yellowstone

5/15/08
Date

BY: 
MARY C. ERICKSON
Forest Supervisor
U.S. Department of Agriculture
Forest Service

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0105. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

April 7, 2008

EXHIBIT A
Property Description

Principal Meridian Montana
Township 13 South, Range 5 East

Tract 1: Section 33, E $\frac{1}{2}$ E $\frac{1}{2}$ NE $\frac{1}{4}$, containing 40 acres

Tract 2: Section 33, NE $\frac{1}{4}$ SE $\frac{1}{4}$, containing 40 acres

Total of 80 acres

Note:

In the legislation ("Section 333"), Tract 1 is "Parcel D" and Tract 2 is "Parcel E".

**EXHIBIT B
Implementation Schedule (Direct Sale)**

Case Name: West Yellowstone Expansion Lands (Section 333, Tract #1, Tract #2)				
Forest/District: Gallatin NF, Hebgen Lake Ranger District		Case No. None		
Sale Authority: Interior and Related Agencies Appropriations Act of 2004 (P.L. 108-108), "Section 333 – Implementation of Gallatin Land Consolidation Act"				
Total Acres: 80 Land Status: PD Acres: 80 Acquired Acres: 0				
Action Item/Step Implementation Strategy (Items 1-8)	Responsible for Preparation	Estimate of Costs	Due Dates	
			Target	Actual
1. Property identified for disposal in Facility Master Plan	NA		NA	
2. Forest Plan Compliance Review	FS		Apr 08	
3. Verify/Certify Federal Land Acreage & Legal Description (FS 5400-41)	FS		Apr 08	
4. Federal Land Status Report/Title Report	FS		June 08	
5. Civil Rights Impact Analysis	NA		NA	
6. Notice of Proposed Realty Action (Public Scoping) County & Congressional notification	FS		June 08	
7. Federal Land Water Rights Analysis	FS		June 08	
8. Prepare Marketing Strategy	FS		July 08	
9. Oversight Implementation Strategy, including Market Analysis	RO/WO		Aug 08	
10. Request BLM Serialization and Segregation	FS		Apr 08	
11. Request Appraisal Specifications	FS		May 08	
12. Request Withdrawal Revocations (if any)	FS		NA	
13. Prepare Mineral Potential Report (Request BLM Concurrence)	FS			Done
14. Prepare Cultural Report/SHPO Consultation	NA		NA	
15. Prepare TES Report/Consultation	NA		NA	
16. Prepare Wetlands/Floodplains Report	FS			
17. Conduct Environmental Site Assessment & LPB Risk Assessment. Submit to RO Env. Eng. for approval	FS		July 08	
18. Access Analysis	FS		June 08	

April 7, 2008

Action Item/Step	Responsible for Preparation	Estimate of Costs	Due Dates	
			Target	Actual
19. Prepare NEPA Analysis (EA or CE)	NA		NA	
20. NEPA Comment Period (EA)	NA		NA	
21. Respond to NEPA Comments (EA)	NA		NA	
22. Review Appraisal (from Contractor)	FS		Sept 08	
23. Prepare Decision Document (DM/DN)	NA		NA	
24. Oversight Review of Decision Document	NA		NA	
25. Issue Decision – Publish Notice of Availability of Decision (EA)	NA		NA	
33. Deposit Sale Proceeds Special Account	FS Fiscal		Nov 08	
34. Preparation of Quitclaim Deed, Req. for Patent, Easement Deeds	RO/OGC		Nov 08	
35. Execute Quitclaim Deed or Patent	FS		Dec 08	
36. Transmit Deed to Purchaser for Recording	FS		Dec 08	
37. Execute & Record Easements	FS		NA	
38. Remove any FS Personal Property	FS		Oct 08	
39. File Water Right Transfer/Use Docs	FS		Dec 08	
40. Provide Copy of Deed to BLM for Record Notation	FS		Jan 09	
41. Complete FS-5500-1, Sale or Conveyance Digest	FS		Jan 09	
40. Remove/Adjust FS Boundary Signs	FS		June 09	
41. Post to Status and LARS	FS		Jan 09	
42. Close Case	FS		June 09	

Resolution No. 646

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, IN THE COUNTY OF GALLATIN AND STATE OF MONTANA of its intention to write off from the Enterprise Fund utility accounts receivables delinquent water and sewer bills as processed by the Town of West Yellowstone.

WHEREAS the following four accounts totaling \$88.75 have been determined to be uncollectible.

Account	Balance Due	Reason for Write-off
216-04	\$ 88.75	Unable to Locate

THEREFORE BE IT RESOLVED, by the Town Council of The Town of West Yellowstone, that the Town Council authorizes the process of removing said delinquent accounts from the Enterprise Fund accounts receivable by crediting said funds.

PASSED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE
THIS ____ DAY OF _____, 2014.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Town Clerk