

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
November 5, 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, Public Services Superintendent James Patterson, Social Services Assistant Kathi Arnado

Head Dispatcher Brenda Martin, Randy Wakefield, Travis Watt, Ryan Barker, Marysue Costello, Betty Richey, Helene Rightenour, Patti Hostetter, Marge Wanner, Travis & Katrina Mann, Mary Margaret, Clyde Seely, Samantha, Taylor, & Tommy Brown, WY News Editor Jeremy Weber, Brock Kelley, Gary & Andie Evje, Jan Stoddard

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 Purchase Order #6727 to purchase a 1992 Stewart Stevenson/Rolba Snow Blower for \$38,600. (Schmier, Johnson)
- 2) Motion carried to approve the Treasurer's Report and Securities Report as written, dated 10/31/14. (Johnson, Costello)
- 3) Motion carried to approve the claims lists which total \$62,826.82 and \$38,600. (Johnson, Costello) Schmier abstains from claim #40453 to Jerry's Enterprises.
- 4) Motion carried to approve the Consent Agenda which includes the minutes of the October 21, 2014 Town Council Meeting. (Johnson, Forsythe)
- 5) Motion carried to approve the Special Event Permit for Wild Bill Octane Show, March 13-14, 2015. (Johnson, Forsythe)
- 6) Motion carried to approve Resolution No. 657, a resolution exempting alcohol in Pioneer Park during the Wild Bill Octane Show concerts, March 13-14, 2015. (Forsythe, Parker)
- 7) Motion carried to approve the Outside Amplification Permit during the Wild Bill Octane Show concerts, March 13-14, 2015. (Forsythe, Parker)
- 8) Motion carried to table the CDBG Housing Planning Grant Acceptance (Costello, Johnson) Schmier, Parker, and Forsythe are opposed, motion fails.
- 9) Motion carried to accept the grant provided their questions are answered within the necessary timeline as to not jeopardize the grant. (Schmier, motion dies for lack of a second)
- 10) Motion carried to table until the next regular Council Meeting and ask HRDC and Rob Gilmore to meet with the Council to explain the grant and answer questions prior to that meeting. (Johnson, Costello) Parker is opposed.
- 11) Motion carried to reorganize the RLF Committee and appoint a Council Member Greg Forsythe to serve on the committee. (Johnson, Costello)
- 12) Motion carried to accept the staff proposal and present to the YHC. (Johnson, Parker)

Council Comments

Council Member Costello says that he attended the Municipal Training session in Ennis a couple weeks ago along with Town Clerks Liz Roos and Sheri Holtzen. He briefly reports on some of the topics that were discussed and says it was an interesting day. Council Member Johnson shares that a West Yellowstone icon, Huck Speer, passed away yesterday at the age of 98.

Public Comment Period

No public comment is received.

DISCUSSION

- 1) Public Services Director James Patterson explains that he traveled to Medford, OR, last week to look at this machine. He says it was a state-owned machine and he couldn't find anything wrong with it. He thinks this is a very good deal and they were the only bidder, which is why the price is so low. He says a machine of this caliber usually will cost between \$75,000 and \$185,000. Schmier asks why this machine is priced so low? Patterson says he thinks it purely depends on demand and location and there just isn't a demand for it in that area. Johnson says that in order to pay for it, they are going to take the money from the ice skating rink slab, which they were not able to pour this fall. He says that is the only item in the budget that the Council specifically planned to fund, so he would at least encourage the Council to replace that money next year. Parker asks if that is the only place in the budget they could take the money from. Guay answers that it is not but it was the simplest place they could take the entire amount. Forsythe says he thinks it is important to point out that they intended to purchase a snowblower in the next fiscal year and expected to spend significantly more, so this will save the Town a lot of money.
- 5) Johnson asks about the security that will be provided during the concerts. Katrina Mann explains that her brother-in-law will be in charge of private security. He has extensive experience and is an active police officer, but will not be armed or on duty. In the case of a problem, offenders will be turned over to local law enforcement.
- 8-10) Council Member Costello says that he attended a meeting several weeks ago at the Povah Center that included members of the community and Human Resource Development Council (HRDC) where applying for this grant was discussed. He says that when he left that meeting he understood that they were discussing applying for a grant to fund a housing survey, something he does not think they need. He learned today that the real intent that the purpose of this project is to identify six properties in West Yellowstone and hire an architect to design/rehab/rebuild housing. He says that he would like table this because he thinks they need to figure out what the Town's \$10,000 is going to be spent on and what the other \$30,000 would be spent on. Johnson agrees and says that until late this afternoon, he also had the understanding that this was to fund a study. He displays the box of plans and studies they keep in the Town Office that have been conducted over the years and then put on the shelf. Johnson says he thinks they would be better off if the Council would focus on setting land aside in the 80 acres to provide affordable housing, whether public or privately funded. He says that as he understands it, they do not have buy/sell agreements on any of the properties that have been identified. He says that Pierre Martineau, previous Council Member and County Commissioner, is very passionate about this. Forsythe says that he would like to know if the people here tonight really support this grant or do they just support affordable housing in West Yellowstone. Clyde Seely asks for an explanation of the \$10,000 the Town would provide from the Revolving Loan Fund. Guay explains that the RLF was established in the late 1980s through a grant from the state. The money in the fund is used to support local entities through low-interest loans for purposes such as economic development and low income housing. Schmier says that as he understands it, they have to complete this grant and study process before they can apply for more funds in the public. Johnson says that he thinks this is one of the problems with government because private business would never bother to study property they didn't already own. He also thinks that private

enterprise takes care of itself. Patti Hostetter says that she is on the board for Gallatin Valley Habitat for Humanity and says that they are highly interested in increasing housing in West Yellowstone. She says that they want to continue to stay involved in the community. She says that they desperately need stable housing in West Yellowstone. She says that even if they provide affordable housing in the 80 acres, that won't help them out for several years. She says they have multiple families sharing apartments and unhealthy living arrangements and that needs to be changed. She says the \$10,000 they are discussing won't have to come from any other departments and that they should spend it to help the community. She says that she has a loan from the Revolving Loan Fund which is the only way they were able to pay for new siding on their building. Kathi Arnado says she is aware of at least 4 families that are living in one-bedroom apartments. Andie Withner-Evje says that housing has been a problem in West Yellowstone for a long time, and she thinks they need to focus and plan to meet their needs. Betty Richey says that the council applied for this grant and should have figured out before now what the grant was for. She says that housing has been a problem for years and names multiple examples of people living in substandard conditions. She says they should take this \$10,000 and move on this opportunity. Forsythe says that he agrees with Costello that they just need more information about what can be accomplished with this grant. Schmier says he thinks they need to move forward and accept the grant. He defends the Council in that the grant application was presented shortly before the application deadline and they did not have much opportunity to research. He says they don't want to turn down free money but they have valid questions and need answers. Johnson says he doesn't want to put a "band-aid" on something that he doesn't understand. He says that even if they accept this grant tonight, its not like there is going to be more housing available next summer. Parker asks if they are jeopardizing acceptance of the grant if they don't accept it for another two weeks. Guay indicates she is quite sure it will not, but she will make some calls to ensure that. Seely encourages the Council to move forward while still seeking the answers to their questions. Withner-Evje says this is a typical process to go through when seeking money from organizations such as HRDC, Habitat for Humanity, or HUD. Community members make multiple comments to encourage the Council to accept the grant. Guay explains that the State has not yet sent the grant acceptance paperwork, so she is quite confident that holding off for a week or two will not be a problem. Marysue Costello suggests that rather than waiting until the next meeting, they schedule a meeting or phone conference as soon as possible. Jan Stoddard says that the state grants she has dealt with usually have a 7 to 10 day response period and cautions against having to have an emergency meeting. The motion to table is voted on but fails. Schmier makes a motion to accept the grant with conditions but there is no second to his motion. Forsythe says that they still haven't received the grant acceptance paperwork, but he would like everyone to understand that they are in favor but just need more information. The Council debates what kind of motion is appropriate. The Council discusses tabling the grant acceptance, again. Withner-Evje cautions the Council that waiting two weeks could be too long. Mayor Schmier assures the group that if that happens to be the case, they will call a special meeting and make sure they meet the time requirements.

- 12) Operations Manager Becky Guay explains that this proposal is based on the lease the Town has with the YHC for office space in the UPDL. She explains that their goal was to not send any taxpayer money to the YHC for administration over what the Town already spends on utilities for the building. The YHC would rent the building for \$1.00/year, no long need to pay rent for office space in the building (\$6000/year), and keep any revenue generated by t rental of the facility. The Town would continue to pay the utilities for two years, after which YHC would start paying for the utilites increasing by 10% per year. The Council discusses the proposal. Costello questions whether they really meant to require the YHC to come to the Council before adjusting rates. Guay says that they did include that language because there was concern that the proposed rate structure from the YHC was too high. Marysue Costello recommends that until the lease is signed, the Town continue to sign contracts and set the price to rent the building.

There is ample discussion about current management of the building and a specific event scheduled for the end of January 2015.

- A) Operations Manager/Department Head Reports: Operations Manager Becky Guay reports on current issues: **Recruitments: Police Officer** – On-hold until Chief of Police is hired. **Chief of Police** – The Sheriff’s Office is conducting a background investigation on one of the candidates. Dr. Watson reports that the psychological evaluation should be completed by November 15. **Labor Negotiations** –The Management Team responded to the Association’s opening proposal during a series of meetings on October 14 and 15. The Association has provided a counter to the Town’s proposal, which the team has reviewed and is drafting a response for presentation to the Association at our next meeting on November 12 and 13. **Holiday Hours** – We are planning to keep the Town Office OPEN the day after Thanksgiving (Nov. 28), the days after Christmas and New Year’s Day, however, we will be running with a skeleton staff. **Local Government Study Commission** – The County Clerk & Recorder indicated that Richard Gibson was elected to the Town of West Yellowstone Local Government Study Commission, but as yet there has been no word on whether write-in candidates are interested in serving on the Commission. In the event that no write-ins wish to serve, the Council will need to appoint two Commission members at the next Council meeting. Also at the next Council meeting, the Council will need to appoint an ex-officio Commission member to attend the LGC training with Commissioners in Bozeman on December 8 and 9, and act as staff to the WYLGC. **Finance Department** – The Department is working to complete the Town’s Annual Report in advance of the annual audit, which is scheduled on December 8 and 9. **Public Services Department** – The department is completing preparations for winter and installing insulation underneath the UPDL to minimize, to the greatest extent possible, the chance that water lines to large restrooms will freeze. **RFQs for Appraisal of 80 acres** – Requests for Qualifications were issued to the appraisers on the list provided by the Forest Service. I have heard spoken with all of the appraisers who received our request for qualifications and currently expect up to five responses. Responses are due this Friday, November 7. Kathi Arnado briefly reports on efforts they are making to raise revenue for the food bank.

The meeting is adjourned. (9:00 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
November 18, 2014

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

OTHERS PRESENT: Operations Manager Becky Guay, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Social Services Director Jack Dittmann

Kerry White-House District 64, Jedediah Hinkle-Montana Senate District 32, Heather-Human Resource Development Council (HRDC), Rob Gilmore-Northern Rocky Mountain Development, Dave Magistrelli-Habitat for Humanity, Richard Gibson, Terri Gibson, Jeremy Weber-West Yellowstone News, Marysue Costello, Randy Wakefield, Helene Rightenour, Brenda Martin-Head Dispatcher, Sandi Pepler, Diana Morris, Roxanne White, Ryan Barker, John Greve, Li Zhang,

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.

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Prior to addressing the regular Town Council agenda, the Council invited Rob Gilmore, Director for the northern Rocky Mountain Economic Development District, to attend and explain the CDBG Planning Grant that has been awarded to the Town. Heather of HRDC also addresses the Council and explains that the purpose of the proposed project is to procure professional services to estimate the development costs and feasibility of the sites that have been identified, conduct a market feasibility study, and complete the community housing survey and housing plan. The total project is estimated to cost \$40,000 with \$30,000 coming from CDBG and \$10,000 anticipated will come from the Town's Revolving Loan Fund. She also points out that they have been awarded a "Vista" volunteer from the Federal Americorps program, which will provide an individual that will work on this project for a year for a cost of only \$2500. Dave Magistrelli, Executive Director for Habitat for Humanity addresses the Council and expresses support for this project. He says they have been working in the community since 2010. He says that a result of this project will give them tools to move forward to improve rental housing and private home ownership. Mayor Schmier says that they have identified seven parcels in West Yellowstone that could be improved or developed. He asks if they have contacted any of the property owners of the identified parcels. Magistrelli says they have not because of federal regulations that protect current renters but also points out that they are not locked into those specific parcels. Parker asks if there is opportunity for a private landowner to get federal assistance to develop property. Heather responds that is an option but there are multiple considerations. She says that HRDC actually manages over 300 units in the Bozeman area, but they will take the specific details of the property and consider purchasing the property, long-term leasing, etc. Magistrelli explains that their objective is to come up with a specific plan of action to address housing issues in West Yellowstone. Costello asks if Magistrelli thinks the Town should establish a housing authority. Magistrelli says it is an option, but HRDC also has the ability to handle that. Parker says that they have multiple housing studies and inquires how this process will make a difference. Magistrelli says this process will produce a course of action they can follow to make a real difference in the housing problem. The Council asks various questions about the grant and the process.

ACTION TAKEN

- 1) Motion carried to approve the claims which total \$140,969.43. (Costello, Parker)
Forsythe abstains from claim #40482 to Westmart Building Center.
- 2) Motion carried to approve the Consent Agenda which includes the minutes of the November 5, 2014 Town Council Meeting. (Costello, Forsythe)

- 3) Motion carried to approve the Exposition License for the Mistletoe Magic Holiday Bazaar. (Parker, Forsythe) See Next Motion.
- 4) Secondary Motion carried to approve the Exposition License for the Mistletoe Magic Holiday Bazaar at the reduced fee of \$50. (Parker, Forsythe)
- 5) Motion carried to waive the resort tax bond for the Mistletoe Magic Holiday Bazaar based on a satisfactory payment history by the applicant. (Costello, Parker)
- 6) Motion carried to authorize the expenditure of \$10,000 from the Revolving Loan Fund (RLF) as a match for the t to the CDBG grant and accept the grant. (Costello, Forsythe)
- 7) Motion carried to approve the Application to Maintain an Encroachment made by Tri-State Excavating to temporarily park two semi-trucks and trailers in Block 32 from December through March. (Parker, Schmier) Forsythe is opposed, motion passes.
- 8) Motion carried to approve the Marketing and Promotions Fund award recommendation for \$12,000 to the West Yellowstone Chamber Snowmobile Events Committee for the 2015 Snowmobile Expo. (Costello, Parker)
- 9) Motion carried to pull the Study Commission item from the agenda. (Parker, Costello)

COMMENT PERIOD

Public Comment Period

Glen Loomis addresses the Council and those in attendance at the meeting. He reminds the Council that in early 2013, the Council passed a resolution supporting increasing the resort tax from 3% to 4% for the purpose of historic preservation. He says that their efforts at the time failed but encourages the Council to take the proposal to the legislature again this year. He says that the historical buildings in West Yellowstone are vital to their economy and heritage. He encourages the Council to renew Resolution No. 629. He says that once they get it through the state legislature, they will still have to put the option before the electorate.

Council Comments

Council Member Parker announces that the annual Community Thanksgiving Dinner is this Thursday at 6 PM at the LDS Church, everyone in the community is invited. He also inquires about the installation of a handrail on the north side of the Town Hall. Public Services Superintendent James Patterson says they have measured for the rail and it will be installed the same time as the new rail for the Union Pacific Dining Lodge.

Kerry White introduces himself and explains that due to the last census and redistricting, he has just been elected to represent **House District No. 64**, which includes West Yellowstone. He previously represented almost the same area as House District 70. He says that his family has a long history in this area that he is very proud of. He says that the legislature will convene in January and will last for 90 days. He encourages the Town that if they are going to pursue the resort tax increase that they move quickly and do their best to gather support from other resort communities. He emphasizes that what is important to the people of his district is important to him. He says that he is conservative and a Republican. He says that the Governor is asking for a 7% increase for state government operations, which he feels is very high and he does not see as justified. He says he will leave his card and encourages anyone with a concern to contact him.

Jedediah Hinkle, newly elected to **Senate District 32**, introduces himself. A native of Phillipsburg, he has lived in Bozeman for 16 years. He says that he is learning a lot and is looking forward to serving the people in this area. Hinkle also leaves his contact information

Brad Grimes reminds the group that Yellowstone National Park is proposing to raise the entrance fees, which is out for public comment period. He encourages the Council and the Chamber not to miss the opportunity to comment on the proposed rate increases.

DISCUSSION

- 3) Three Wise Women Business License, Finance Director Lanie Gospodarek explains that a couple local crafters have applied for a business license with the intention of operating a craft fair at the Povah Center next month. She says that they have determined that this event actually requires an Exposition License, which is a business license for an event. She says that the staff is recommending that the Council actually approve the Exposition License but reduce the fee from \$250 to \$50. Guay says that after evaluating the issue, they think this is the best approach. They think that they should consider amending the business license ordinance and exposition license process.
- 7) The Council discusses the application from Tri-State Excavating to temporarily park equipment in Block 32 from December until Mid-March. The group discusses the application at length. The Council considers that allowing the encroachment would free up space in other areas. Glen Loomis says that Yellowstone Avenue is a main thoroughfare through their Town and he thinks they should do their best to keep it as neat and attractive as possible.
- 9) The staff explains that they are still waiting for a definitive answer from the County Elections Office and County Attorney on whether the undeclared write-in candidates will be considered elected.
- A) Department Head/Operations Manager's Report: **Recruitments** Police Officer – On-hold until Chief of Police is hired. Chief of Police – Lt. Greydanus of the Gallatin County Sheriff's Office reports that he hopes to complete the background check by December 5. I have received the psychological evaluation from Dr. Watson. **Labor Negotiations** – The Association's representative canceled the meeting that was scheduled last week. A new meeting date has not been scheduled. **Holiday Hours** – We are planning to keep the Town Office OPEN the day after Thanksgiving (Nov. 28), the days after Christmas and New Year's Day, however, we will be running with a skeleton staff. **Local Government Study Commission** – The County Clerk & Recorder indicated that Richard Gibson was elected to the Town of West Yellowstone Local Government Study Commission (WYLGC). There has been a change in direction for filling the two other seats on the WYLGC. The Town Attorney is working with the County Attorney to determine the proper course of action. Therefore, I am asking the Council to pull this item from tonight's agenda. **Public Services Department** – James reports that the new insulation underneath the UPDL has resulted in running water in the bathrooms at the UPDL, even in light of -25 °F temperatures. The roofing contractor has completed repairs on the library and clinic buildings and was working on the water tower roof. Valley Glass will be working on the handicap entrance to the clinic and replacing the glass in the door at the Povah Center. We are expecting delivery of the recently purchased used snow blower in the very near future, just in time, since we plowed the streets this past Saturday for the first time this season. Two controllers at the Iris Street Pump Station failed when power to the facility was cut off in order to install harmonic balancers. An emergency repair technician determined that the controllers failed due to faulty wiring during construction of the facility. These controllers regulate the pumps at the facility. Two replacement controllers plus installation cost over \$13,000. There are sufficient funds in the Wastewater Fund to cover this expenditure, but the Council may need to approve a budget amendment at a later date. **RFQs for Appraisal of 80 acres** – Only two responses were received. These responses have been forwarded to the Council and Forest Service for scoring. **Yellowstone Historic Center Management of the UPDL** – Staff met with Carol Leasure from YHC to discuss the proposal for YHC Management of the UPDL that was approved by the Council at the last meeting. The YHC executive board met today to discuss the proposal. They will be proposing a few changes to what the Town has suggested and have indicated that they would prefer for the Town to manage the facility through the 2015 summer season and will take over in the fall of 2015. **Dispatch Center** – Brenda Martin reports that the generator failed to cut over to power dispatch center equipment during a routine weekly test. James

Patterson believes that the building gets too cold for the generator to operate correctly and will put some electric heaters in the building to keep the temperature within the generator's operating range. **Social Services** – Jack Dittmann reports that they are working on putting together Thanksgiving food baskets. Donations of food and turkeys would be gratefully accepted. The department is also working with the United Women to implement the Christmas Adopt-A-Star program again this year. Stars will be available on Christmas trees at the Yellowstone Basin Bank, First Security Bank and at Madison Crossing after Thanksgiving. Jack reports that Social Services staff is spending about half their time on food bank operations.

Gospodarek points out that there was a claim on the claims list to the Yellowstone Foundation for \$504.38. She explains that this money was raised during the MLCT conference through the 5K fun run that was sponsored by MMIA. The money is earmarked for the Expedition Yellowstone program that provides a week-long educational program for all the 6th graders in West Yellowstone.

- B) Guay explains that they received two responses to the Request for Qualifications. She says the next step is for the Council and the Forest Service to score the responses. At that point, they could enter into negotiations with one of the firms or interview both firms. Costello says they expected more responses and asks Guay if she knows why. Guay says that she spoke to everyone they sent the RFQ to a couple days before the deadline, most responded that they would respond if they had time. Guay says the Council could also choose to extend the response deadline in anticipation of receiving more responses. Costello says he would also like to know how the Forest Service feels about only receiving two responses. Guay says she will contact John Hickey and/or Frome of the Forest Service and find out if they think they should reopen the RFQ.

The meeting is adjourned. (8:45 PM)

Mayor

ATTEST:

Town Clerk