

Town of West Yellowstone

Tuesday, May 19, 2015

West Yellowstone Town Hall, 440 Yellowstone Avenue

7:00 PM

TOWN COUNCIL MEETING AGENDA

Pledge of Allegiance

Purchase Orders

Treasurer's Report/Securities Report

Claims ∞

Consent Agenda: **May 5, 2015 Town Council Meeting** ∞

May 12, 2015 Work Session ∞

Business License Applications ∞

- SnoDaisie Salon ∞
- Tao's Sushi Bar ∞ (Resort Tax Waiver request)
- Tao's Inn ∞ (Resort Tax Waiver request)

Advisory Board Report(s)

Operations Manager & Department Head Reports

Assignments Report

Comment Period

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

NEW BUSINESS

Letter of Intent, Purchase 80 Acres of US Forest Service Lane

Discussion/Action ∞

Music in the Park 2015

Discussion/Action ∞

- Outside Amplification Permit
- Resolution No. 662, Exempt Alcohol in Pioneer Park

Marketing and Promotions Fund Recommendation, Visitor Information Center Staffing

Discussion/Action ∞

Salary Increase Request, Judge Katy Brandis

Discussion/Action ∞

Staffing Plan Amendments

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 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.

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
40875	266 Utilities Underground Location	36.40							
5045296	04/30/15 excavation notifications	18.20*		WATER	5210 430500	357		101000	
5045296	04/30/15 excavation notifications	18.20		SEWER	5310 430600	357		101000	
40880	95 Energy West-Montana	1,805.70							
04/29/15	nat gas - 62211 - updh	110.00		UPDH	1000 411252	344		101000	
04/29/15	nat gas - 62017 - police sta.	23.50		POLICE	1000 411258	344		101000	
04/29/15	nat gas - 12204-pub.svcs	27.60*		STREET	1000 430200	344		101000	
04/29/15	nat gas - 62214- old firehall	70.13		PARK	1000 460430	344		101000	
04/29/15	nat gas - 01603 - old bld insp	92.07*		STREET	1000 430200	344		101000	
04/29/15	nat gas - 61962 - library	167.52		LIBRAR	2220 460120	344		101000	
04/29/15	nat gas - 07154 - Povah Ctr.	347.18		POVAH	1000 411255	344		101000	
04/29/15	nat gas - 62207 - pub svcs	376.02*		PUBSVC	1000 430200	344		101000	
04/29/15	nat gas -17279 -Town Hall	565.46		TWNHAL	1000 411250	344		101000	
04/29/15	nat gas -17569-Sewer Lift	26.22		SEWER	5310 430600	344		101000	
40881	2558 Hebgen Basin Fire District	45,563.00							
05/15/15	May 2015	45,563.00		FIRE	1000 420400	357		101000	
40882	146 Morrison-Maierle, Inc	850.00							
20200	05/07/15 PD online backup	70.00		DISPAT	1000 420160	398		101000	
20201	05/07/15 Town Offices online backup	60.00		FINADM	1000 410510	356		101000	
20123	05/13/15 Annual antivirus fee	300.00		FINADM	1000 410510	356		101000	
20124	05/13/15 Setup antivirus	420.00		FINADM	1000 410510	356		101000	
40883	2546 Century Link QCC	58.07							
04/23/15	long dist chg 406-646-7600	58.07		finadm	1000 410510	345		101000	
40885	2789 WEX Bank	1,864.68							
05/01/15	07 Ford Expedition 6-54563A	34.04		SS	1000 450135	231		101000	
05/01/15	06 Dodge Durango 6-1374	157.09		POLICE	1000 430200	231		101000	
05/01/15	10 Ford Crown Vic 6-34157A	115.92		POLICE	1000 420100	231		101000	
05/01/15	08 Ford Crown Vic 6-1437	67.74		POLICE	1000 420100	231		101000	
05/01/15	10 Ford Expedition 6-000046	208.91		POLICE	1000 420100	231		101000	
05/01/15	11 Ford Expedition 6-21425A	145.23		POLICE	1000 420100	231		101000	
05/01/15	77 Intl Dumptruck	0.00		STREET	1000 430200	231		101000	
05/01/15	78 Chevy Dumptruck	0.00		STREET	1000 430200	231		101000	
05/01/15	78 Autocar Dumptruck	0.00		STREET	1000 430200	231		101000	
05/01/15	85 Ford Dumptruck	0.00		STREET	1000 430200	231		101000	
05/01/15	140 G Grader	124.91		STREET	1000 430200	231		101000	
05/01/15	CAT 936 Loader	161.21		STREET	1000 430200	231		101000	
05/01/15	93 Dodge 6-582	84.74		STREET	1000 430200	231		101000	
05/01/15	95 Mobile Sweeper	0.00		STREET	1000 430200	231		101000	
05/01/15	97 Athey Sweeper	93.25		STREET	1000 430200	231		101000	
05/01/15	99 SS Snowblower	0.00		STREET	1000 430200	231		101000	
05/01/15	00 Freightliner Dump 6-60700A	0.00		STREET	1000 430200	231		101000	

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	05/01/15 Snowmobile	0.00		STREET	1000 420100	231	101000
	05/01/15 02 Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	05/01/15 08 Ford Pickup 6-1450	191.69		STREET	1000 430200	231	101000
	05/01/15 08 GMC Pickup 6-1484	198.53		STREET	1000 430200	231	101000
	05/01/15 08 CAT 938H Loader	0.00		STREET	1000 430200	231	101000
	05/01/15 08 904B MiniLoader	97.00		STREET	1000 430200	231	101000
	05/01/15 YNP Truck #1	0.00		STREET	1000 430200	231	101000
	05/01/15 YNP Truck #2	0.00		STREET	1000 430200	231	101000
	05/01/15 08 Ford Escape (multi-use)	0.00		DISPAT	1000 420100	231	101000
	05/01/15 14 Police Interceptor	184.42		POLICE	1000 420100	231	101000
40886	1514 Verizon Wireless	836.83					
	04/20/15 640-0512, SS Assist	33.35		SOCSER	1000 450135	345	101000
	04/20/15 640-1103, Operator	33.35		STREET	1000 430200	345	101000
	04/20/15 640-1438, SS Director	33.35		SOCSER	1000 450135	345	101000
	04/20/15 640-1460, Library Dir, SP	63.35		LIBRAR	2220 460100	345	101000
	04/20/15 640-1461, Facilities Tech, SP	63.35		STREET	5210 430500	345	101000
	04/20/15 640-1462, Operator, SP	63.35		STREET	5210 430500	345	101000
	04/20/15 640-1463, Deputy PSS, SP	63.35*		STREET	5310 430600	345	101000
	04/20/15 640-1472, Ops Mgr, SP	63.35		ADMIN	1000 410210	345	101000
	04/20/15 640-1676, Rec Coord, SP	63.35		REC	1000 460440	345	101000
	04/20/15 640-1754, COP, SP	63.35		POLICE	1000 420110	345	101000
	04/20/15 640-1755, Police	33.35		POLICE	1000 420110	345	101000
	04/20/15 640-1756, Police	33.35		POLICE	1000 420110	345	101000
	04/20/15 640-1757, Police	33.35		POLICE	1000 420110	345	101000
	04/20/15 640-1758, Police	63.35		POLICE	1000 420110	345	101000
	04/20/15 640-1759, Police	33.35		POLICE	1000 420110	345	101000
	04/20/15 640-7547, Facilities Tech	33.35		PARKS	1000 460430	345	101000
	04/20/15 640-9074, PSS, SP	63.23*		BLDINS	5310 430600	345	101000
40916	1934 Brenda Martin	68.00					
	05/14/15 reimb travel, Billings	68.00		DISPAT	1000 420160	370	101000
40917	2440 David L Righenour	68.00					
	05/14/15 reimb travel, Billings	68.00		DISPAT	1000 420160	370	101000
40918	1928 Michele DesRochers	68.00					
	05/14/15 reimb travel, Billings	68.00		DISPAT	1000 420160	370	101000
40919	2904 Public Safety Training	738.00					
	17502 05/06/15 workshop registration	738.00		DISPAT	1000 420160	380	101000

05/15/15
16:26:39

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 5/15

Page: 3 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
40920	725 Swan Cleaners 1643 05/07/15 laundry service	58.50 58.50		JAIL	1000 420230	390	101000
40921	2905 OC Rugged Laptops 04/16/15 (3) Panasonic toughbooks-part 04/16/15 (3) Panasonic toughbooks-part	5,799.00 1,799.00 4,000.00		POLICE POLICE	1000 420100 1000 420110	212 212	101000 101000
40922	2635 Jake's Automotive and Tire 13304 05/14/15 repairs, 2011 Ford Exp 13319 05/15/15 repairs, 2008 Ford	2,921.22 1,963.25 957.97		POLICE STREET	1000 420100 1000 430200	361 369	101000 101000
40923	2906 Anthony Kearney 05/14/15 moving expenses, Kearney	1,073.58 1,073.58		ADMIN	1000 410210	870	101000
40924	2673 First Bankcard 02/27/15 Ammunition Depot 02/27/15 CMI, INc., intoxilyzer 03/02/15 Running Bear, supplies 03/04/15 Hasty Awards, supplies 03/19/15 Book Peddler, supplies 03/19/15 Homeroom, supplies 03/25/15 Microsoft Store, software 04/13/15 Constant Contact 04/27/15 fee, FC	995.99 414.00 195.54 63.35 35.85 69.53 9.73 139.99 15.00 53.00*		POLICE POLICE LEGIS REC LEGIS LEGIS LIB	1000 420100 1000 420100 1000 410100 1000 460440 1000 410100 1000 410100 2220 460100 1000 460440 2220 460100	389 220 220 220 220 220 216 357 870	101000 101000 101000 101000 101000 101000 101000 101000 101000 101000
40925	2099 Quick Print of West Yellowstone 6609 04/14/15 supplies 6643 04/28/15 supplies 6583 04/10/15 supplies 6687 05/06/15 supplies	116.64 19.99 10.00 8.99 77.66		REC BLDINS LIB LIB	1000 460440 1000 420531 2220 460100 2220 460100	220 215 220 220	101000 101000 101000 101000
40926	151 Gallatin County WY TS/Compost 04/30/15 transfer station charges	298.50 298.50		PARKS	1000 460430	534	101000
40927	2421 NAPA Auto Parts 04/30/15 supplies	1,174.31 1,174.31		STREET	1000 430200	220	101000
40928	764 General Distributing Co. 04/30/15 compressed O2	42.30 42.30		STREET	1000 430200	220	101000
40929	2837 Sheri Holtzen 05/14/15 reimb postage 05/14/15 reimb postage 05/14/15 reimb postage	39.42 9.83 25.47 4.12		POLICE FINADM LEGIS	1000 420110 1000 410510 1000 410100	311 311 220	101000 101000 101000

05/15/15
16:26:39

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 5/15

Page: 4 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
40930	171 Montana Food Bank Network	185.06					
	AOR05271 05/12/15 commodities	182.86		HELP	7010 450135	220	101000
	AOR05261 05/12/15 commodities	2.20		HELP	7010 450135	220	101000
40931	999999 ALAN MAXWELL	2.98					
	05/14/15 refund sewer overpmt	2.98		WATER	5210 430570	359	101000
40932	307 Fire Suppression Systems Inc	1,028.25					
	78463 05/01/15 annual lease, fire extinguishe	106.50*		LIB	2220 460100	366	101000
	78467 05/01/15 annual lease, fire extinguishe	58.50*		POLICE	1000 411258	366	101000
	78464 05/01/15 annual lease, fire extinguishe	92.75*		POVAH	1000 411255	350	101000
	78465 05/01/15 annual lease, fire extinguishe	556.75		UPDL	1000 411252	357	101000
	78468 05/01/15 annual lease, fire extinguishe	155.25		STREET	1000 430200	369	101000
	78466 05/01/15 annual lease, fire extinguishe	58.50*		SEWER	5310 430600	369	101000
40933	2586 Waxie Sanitary Supply	3,881.27					
	75247271 05/04/15 supplies	3,881.27*		PARKS	1000 460430	220	101000
40934	471 Northwest Pipe Fittings, Inc.	48.00					
	1459006 05/06/15 supplies	48.00		WATER	5210 430500	251	101000
40935	2733 James Patterson	20.00					
	05/12/15 reimb trailer regis, 2014 carg	20.00		STREET	1000 430200	870	101000
40936	2907 Prothman Company	6,000.00					
	2015-4852 04/29/15 OM recruitment, 1st pmt	6,000.00		ADMIN	1000 410210	356	101000
40937	2088 Town West Yellowstone	100.00					
	05/04/15 dormant fee, YBB	100.00		FINADM	1000 371020		101000
40938	2658 Delfino Salinas	20.00					
	05/12/15 interpretation fee	20.00		COURT	1000 410360	394	101000
40939	2570 BSN Sports	199.91					
	05/05/15 rec supplies	199.91		REC	1000 460440	220	101000
40940	1454 Bozeman Chronicle/Big Sky	819.83					
	1275397 04/24/15 sidewalk notice	68.00		ADMIN	1000 410210	327	101000
	1273215 04/24/15 pub hear, RT Ord	42.00		ADMIN	1000 410210	327	101000
	1273207 05/01/15 pub hear, Budget Amend	42.00		ADMIN	1000 410210	327	101000
	1266323 04/28/15 Job SS ad	398.33		ADMIN	1000 410210	327	101000
	1276510 05/08/15 Seasonal Laborer	269.50		ADMIN	1000 410210	327	101000

05/15/15
16:26:39

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 5/15

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	
40941	1331 West Yellowstone Foundation	25.00							
	05/07/15 refund spec event fee	25.00		GENFD	1000 322051				101000
40942	2182 Gallatin County	12,880.00							
	041715 04/17/15 March 2015 coverage	12,880.00*		POLICE	1000 420100	398			101000
40943	951 Barnes & Noble	342.57							
	3010628 04/18/15 books	69.58		LIB	2220 460100	215			101000
	3010627 04/18/15 books	16.19		LIB	2220 460100	215			101000
	3015722 04/27/15 books	256.80		LIB	2220 460100	215			101000
40944	2882 De Lage Landen	625.61							
	05/01/15 copier lease x 3 months	625.61*		LIB	2220 460100	398			101000
40945	29 Terrell's Office Machines Inc	31.70							
	301117 05/01/15 copier maint agreement fee	31.70*		LIB	2220 460100	398			101000
40946	2377 Kathleen Brandis	179.62							
	395702 04/24/15 hotel reimb, Great Falls	179.62			1000 410360	370			101000
40947	40 Jerry's Enterprises	45.98							
	04/27/15 supplies	36.99		STREET	1000 411250	220			101000
	04/27/15 supplies	8.99		REC	1000 460440	220			101000
40948	2673 First Bankcard	2,974.85							
	03/29/15 Holiday Inn, Bozeman	282.06		BLDINS	1000 420531	370			101000
	04/16/15 SwingSetMall, seats	365.58*		PARKS	1000 460430	220			101000
	04/21/15 School Outfitters, table	963.21		POLICE	1000 420100	220			101000
	04/23/15 A-Core, concrete	1,264.00		SIDEWK	1000 430262	365			101000
	04/29/15 Int'l Code, renew cert	100.00		BLDINS	1000 420531	380			101000
40949	379 Energy Laboratories, Inc	350.00							
	350550337 05/07/15 wastewater samples	350.00		SEWER	5310 430640	357			101000
40950	2586 Waxie Sanitary Supply	24.00							
	75260692 05/08/15 supplies	24.00*		PARKS	1000 460430	220			101000
40951	489 MSE ANALYTICAL LABORATORY	255.60							
	1504096 04/24/15 water samples	255.60*		WATER	5210 430500	357			101000
40952	135 Food Roundup	86.41							
	05/01/15 supplies	59.41		REC	1000 460440	220			101000
	05/01/15 supplies	27.00		LEGIS	1000 410100	220			101000

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
40953	533 Market Place	193.51							
04/30/15	xmas gift cert	50.00		LEGIS	1000 410100	220		101000	
04/30/15	supplies	88.93		REC	1000 460440	220		101000	
04/30/15	supplies	32.01		LEGIS	1000 410100	220		101000	
04/30/15	supplies	22.57		LEGIS	1000 410100	870		101000	
40954	375 Black Mountain	1,724.00							
19623 05/01/15	Budget Prep, annual maint	919.00		FINADM	1000 410510	356		101000	
19623 05/01/15	Bus Lic, annual maint	805.00		FINADM	1000 410510	356		101000	
40955	2291 American Express	1,220.32							
04/14/15	Wild West, supplies	74.16		LEGIS	1000 410100	220		101000	
04/20/15	Costco, freezer wrap	71.98		SOCSE	1000 450135	220		101000	
04/21/15	Blinds-Wallpaper	32.83		LIB	2220 460100	220		101000	
04/23/15	BW Clock Tower, Billings	528.00		DISPAT	1000 420160	370		101000	
04/29/15	Amazon, adapter	45.15		FINADM	1000 410510	220		101000	
05/01/15	USPS, postage	6.35		FINADM	1000 410360	311		101000	
05/03/15	Billings Hotel, deposit	467.80		FINADM	1000 410510	370		101000	
05/05/15	Amazon, minute books	404.11		FINADM	1000 410510	220		101000	
04/10/15	Xybix, return refund	-410.06		DISPAT	1000 420160	362		101000	
40956	2845 Kasting, Kauffman & Mersen, PC	8,574.13							
05/12/15	legal services	8,567.50		LEGAL	1000 411100	352		101000	
05/12/15	postage/copies	1.38		LEGAL	1000 411100	870		101000	
05/12/15	phone/fax	5.25		LEGAL	1000 411100	345		101000	
05/12/15	travel	0.00		LEGAL	1000 411100	373		101000	
40957	73 Westmart Building Center	3,434.49							
04/27/15	supplies	301.32*		STREET	1000 430200	366		101000	
04/27/15	supplies	27.92		STREET	1000 430200	220		101000	
04/27/15	supplies	5.30		SEWER	5310 430600	220		101000	
04/27/15	supplies	2,291.72*		POLICE	1000 411258	366		101000	
04/27/15	supplies	415.80*		UPDL	1000 411252	220		101000	
04/27/15	supplies	7.12*		TWNHAL	1000 411250	366		101000	
04/27/15	supplies	216.40*		POVAH	1000 411255	220		101000	
04/27/15	supplies	54.89*		PARKS	1000 460430	365		101000	
04/27/15	supplies	114.02*		PARKS	1000 460430	220		101000	
40958	75 Montana League Cities/Towns	406.72							
annual membership dues									
MLC060315 06/01/15	Annual Membership Dues	406.72		LEGIS	1000 410100	335		101000	
# of Claims		50	Total:	110,155.95					

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$107,284.89
2220 Library	
101000 CASH	\$1,649.72
5210 Water Operating Fund	
101000 CASH	\$451.48
5310 Sewer Operating Fund	
101000 CASH	\$584.80
7010 Social Services/Help Fund	
101000 CASH	\$185.06
Total:	\$110,155.95

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

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

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Scott Newell, Fire Chief Shane Grube, Helene Righenour, Wendy Swenson, Jan Stoddard, Ryan Barker, Marysue Costello, Richard & Teri Gibson, Randy Wakefield, Officer Chris Wiese, Katrina, Kayla, & little boy Wiese, Tom Cherhoniak

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

Portions of the meeting are being recorded.

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

ACTION TAKEN

- 1) Motion carried to approve the claims which total \$97,447.35. (Forsythe, Parker) Johnson abstains from #40914.
- 2) Motion carried to approve the Consent Agenda, which includes the minutes from the April 21, 2015 Town Council Meeting and April 28, 2015 Work Session. (Parker, Johnson)
- 3) Motion carried to approve the new business license application for The Bookkeeper, made by Teri Gibson to operate a book keeping service from her home. (Costello, Forsythe)
- 4) Motion carried to approve the new business license application for WestEdge Retreat. (Costello, Forsythe)
- 5) Motion carried to approve the business license transfer from Pam Talasco to DD Holding, LLC, made by Blaize "Doc" Stewart to operate a business that includes long term rentals and a vacation rental. (Parker, Forsythe)
- 6) Motion carried to approve the request from Blaize "Doc" Stewart to waive the resort tax bond based on a satisfactory payment history. (Johnson, Forsythe)
- 7) Motion carried to not accept the offer from the Hebgen Basin Fire District to purchase the Emergency Services Building for \$200,000. (Costello, Johnson)
- 8) Motion carried to approve Ordinance No. 258 on 2nd Reading, Resort Tax, as amended and to include the revised Section N. (Parker, Forsythe)
- 9) Motion carried to approve Resolution No. 662, a Resolution revising the FY 2014-2015 Municipal Budget. (Johnson, Forsythe)
- 10) Motion carried to approve the recycling proposal with Two Seasons Recycling for a cost of \$500/month to provide recycling service for the Town. (Forsythe, Parker)
- 11) Motion carried to appoint Dan Hoskins to the Cemetery Board for a term of two years. (Parker, Costello)
- 12) Motion carried to approve Resolution No. 663, a resolution to write off \$46,001.82 of uncollectible ambulance debt. (Johnson, Forsythe)

- 13) Motion carried to approve the 3-year audit contract with Amatics CPA Group for the audit period of July 1, 2014 through June 30, 2017. (Johnson, Forsythe)
- 14) Motion carried to accept the settlement agreement. (Costello, Forsythe) Johnson is opposed.

Public Comment Period

No public comment is received.

Council Comments

Forsythe says that they have now received the appraisal from the US Forest Service and Rocky Mountain Appraisals for the 80 acres of Forest Service land south and west of Town, and asks what the next step is in the process. Patterson reports that he has made contact with Todd Stiles of the Forest Service and they want to schedule a meeting with the Town to discuss the next step. Patterson says he did not hear back from Stiles before this meeting but the group agrees to pick a date next week and anticipate that the Forest Service will be able to attend. Costello reports that he attended the housing meeting last week, moderated by a Vista Volunteer. He says that the meeting was well attended but he did not hear many new ideas. They are looking into various properties that might be rehabilitated in West Yellowstone to provide housing.

Presentation: WY Chamber of Commerce Marketing Plan

Wendy Swenson of the West Yellowstone Chamber presents the annual budget for the FY 2016 Accommodations Marketing Plan. She explains that the Chamber, as the designated Convention Visitors Bureau, is expecting to receive approximately \$227,000 from the State accommodations tax to use for marketing. She shares multiple statistics that indicate a strong increase in travel across Montana and a big increase in international travelers. She describes the target markets, primary goals, and objectives as well as research statistics. They have observed a substantial increase in internet, mobile, and social media advertising.

Public Hearing: Ordinance No. 258, Resort Tax

Mayor Schmier opens the hearing by explaining the most recent changes made to the ordinance. The public hearing was advertised in the April 24, 2015 and May 1, 2015 editions of the West Yellowstone News. Marysue Costello asks questions about the interpretation of Section N., which specifies that excursions outside the limits of the Town are taxable if they are booked by a business in town. Teri Gibson also points out that there are fly fishing shops in Town that do book trips outside the limits of the Town.

Public Hearing: Resolution No. 662, Budget Amendments

Mayor Schmier opens the hearing and reads the hearing notice. The public hearing was advertised in the April 24, 2015 and May 1, 2015 editions of the West Yellowstone News. No public comment is received.

DISCUSSION

- 1) Costello asks for an explanation about Claim # 40910 to the Gallatin County Treasurer in the amount of \$45,095.05. Gospodarek explains that amount reflects several years of court surcharges they have been holding on behalf of the County. It has taken a very long time to reconcile with the County but they are now releasing those funds.
- 7) Mayor Schmier recaps that Hebgen Basin Fire District proposed purchasing the Emergency Services Building at 400 Yellowstone from the Town for \$200,000. He says that the proposal was tabled pending a commercial appraisal. The appraisal was completed by Joel Peterson and came in at \$533,000. The Council discusses the details of the interlocal agreement between the Town and the District at length. Costello says that he has talked to a couple board members from the District about the issue. He says that they are concerned because the building needs repairs and the County is not in favor of the District spending money on a building they do not own. He suggests that they consider putting together a committee to review the interlocal agreement and extending it

for 15 or 20 years. The Council considers making a counter offer, reviewing the agreement, and possible leasing options. Rich Gibson says that he does not think they are losing \$200,000 by not accepting the offer but saving over \$300,000 of taxpayer money because the value of the building will endure. He thinks that the Fire Department will continue to act in good faith and provide service and by not accepting the offer they are doing the right thing.

- 8) Johnson apologizes for missing the last meeting but has a couple of suggestions. He suggests that they remove the word “unprepared” from Section 3., Section a., which defines luxuries. Town Attorney Jane Mersen points out that definition comes exactly out of Title 7 of Montana State Law. He also points out a section that is inconsistent with the language in another section of the ordinance and suggests that they change it so it reads “mayor or operations manager” in both instances. After further discussion, the Council agrees to amend Section 3., Section a., and removed the phrase “or unserved” and rearrange the sentence.
- 14) Town Attorney Jane Mersen explains that they have received a settlement offer from MPEA and the attorney representing Kevin Conlon. Mersen explains that by accepting the agreement they are agreeing to compensate Conlon in the amount of \$35,000 of back wages and reinstating Conlon to the same position and status as police officer/school resource officer. Johnson asks Chief Newell if he is comfortable with that. Newell indicates that he is and Johnson asks what he bases that opinion on. Newell refers to Mersen who elaborates that opinion is based on his experience with Mr. Conlon and his experience and knowledge of the department. Johnson apologizes for missing the executive session at the previous meeting and says that he can only vote according to the information that was provided to him from Mersen.
- A) **Advisory Board Reports:** Mayor Schmier reports that the Cemetery Board is meeting tomorrow. Forsythe says the Downtown Improvement District is going to meet next week and plans to meet monthly going forward.
- B) **Department Head Reports:** Patterson reports that the DOT paving project on Canyon Street is ahead of schedule and they finished laying new asphalt today. He says there have been some complaints from business owners because the rolling process vibrated things off of the shelves in their stores. He says that he checked Whiskey Springs today and the water supply looks good right now. He says his department will be cutting tree limbs that overhang on public property this week. He says that last year the Council adopted a plan for improvements in Pioneer Park and he would like to start on the new parking lot. He says that at this point it will just cost man hours until they decide how to finish the surface and budget for that next year. He mentions a couple other areas in Town where they are replacing and repairing sidewalks. He also reports on the status of the Railroad well, which has never been serviced that they know of. He says the only way to refurbish the well is to tear down the building and they will look into that more this fall. It is currently operating without any problem but needs to be maintained. Gospodarek reports that she and her office staff will be attending training in Billings the rest of this week. They are preparing to renew business licenses, the budget, and financing of the proposed 80 acres purchase. Chief Newell reports that calls have definitely increased at the Police Department since the Park opened, Sergeant Frank resigned April 23, 2015, one of the 2010 Ford Expeditions had some vehicle issues but has been repaired, Officer Kearney is patrolling independently, and Officer Chris Wiese started work yesterday. Patterson briefly reports that Social Services is operating well and traffic through that office has been quite slow.

Mayor Brad Schmier swears Officer Christopher Wiese in as a police officer for the Town of West Yellowstone.

May 5, 2015
Town Council Meeting
Minutes, Page 4

Mayor Schmier reports that they received seven applications for the Job & Social Services Director position and are putting together an interview panel. He asks the rest of the Council if anyone else wants to participate on the interview panel. None of the Council Members volunteer so Mayor Schmier offers to serve on the panel.

The meeting is adjourned. (8:15 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

Work Session

May 12, 2015

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

OTHERS PRESENT: Lauren Oswald, US Forest Service, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Jeremy Weber-Editor, West Yellowstone News

The meeting is called to order by Mayor Brad Schmier at 6:00 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana

Public Comment Period

No public comment is received.

Council Comments

Council Member Parker asks Oswald if they have hired a new District Ranger for the Hebgen Lake Ranger District for the Custer-Gallatin National Forest. Oswald responds that they have hired a new ranger named Jason Brey who will report to work in June.

Mayor Schmier calls the meeting and defers to Lauren Oswald of the US Forest Service. Oswald distributes a draft memo and says that she is here to discuss the next steps in the process to acquire 80 acres of Forest Service land. Oswald explains that the Forest Service has reviewed and approved the appraised value of \$1,425,000. The Town will need to decide whether to purchase the entire 80 acres in one transaction or in two phases. Once this decision is made the Town will also need to provide written evidence of financial capability for the purchase. She explains that they need to know that up front so the Purchase and Sale agreement can be put together accordingly. She points out that it is critical to finalize the Purchase and Sale Agreement as soon as possible as that will lock in the appraised value. She says that if they can accomplish that in the next 30 days, they can anticipate closing on the sale by this fall or end of the calendar year. The Town will be responsible for the survey and posting of the boundary to Forest Service standards after the project is complete. Forest Service staff is scheduled to complete the right-of-way surveys in August 2015. The Council clarifies that the appraisal is valid for one year, but they did not receive it until nearly a month after it was completed so they have already lost some time. Oswald agrees and reiterates that time is of the essence and they should not delay progress. She says that they have the staff now to complete the project and this is a good time. Anna Callahan will be the Project Manager, but could not make this meeting tonight. Oswald answers multiple questions about the time frame the Town needs to comply with, pointing out that buying the property in two phases will be more complicated but must be completed within two years. Oswald explains that that the conditions of the sale stipulate that the Town must buy the entire 80 acres and cannot delay payment more than two years. Parker asks if the Forest Service will sell the property on the open market if the Town does not purchase it. Oswald responds that they will not and explains that original legislation and appraisal are based on the fact that the Forest Service will only sell the property to the Town. The group briefly discusses whether there are any advantages to splitting the purchase into two phases. Johnson asks if there is any requirement to hold a public meeting before they actually buy the property. Gospodarek points out that the purchase of this land has been on the Town's Capital Improvement Plan (CIP) for several years so the public has had opportunity to learn about the project. Johnson says that he thinks it would be good practice to have a public meeting to give the public a chance to comment before finalizing the sale. Schmier agrees and says that former Operations Manager Becky Guay also advised that, but said it was not required. The group discusses the existing special use permits on the subject property and snow storage. Oswald says that utility entities such as Qwest will have to negotiate their encroachments with the Town. Patterson asks if the Forest Service will allow the Town to store snow on Forest Service property once this sale is completed. Oswald says she cannot answer that but encourages them to plan long-term to provide for everything they need. She says that their general approach is no new usage of the Forest Service. She also clarifies that she has record of a previous agreement where the Forest Service indicated the Town would have two years to complete the sale. Costello asks Gospodarek if she has made any progress on financing options. Gospodarek indicates that she has explored a couple options including Intercap financing, bond counsel through Dorsey &

May 12, 2014
Town Council Work Session
Minutes, Page 3

Whitney or Piper Jaffrey, and will look into short-term financing through a local bank. She says she is still looking at options and will narrow that down for the Council to review. The group also discusses relocation of the existing roads and preserving access for the public to the forest. Oswald recommends that they carefully work through the reservations of the roads through the parcels so it is clear how those roads will be managed.

The meeting is adjourned. (7:15 PM)

Mayor

ATTEST:

Town Clerk

Town of West Yellowstone Business License Application

Business Name: Snodaisie Salon
Applicant: Rebecca Watson
Contact Person: _____
Mailing Address: P.O. Box 1998 West Yellowstone MT 59758
Physical Address of Business: _____
Phone Number: 406.640.0809 Fax Number: _____
Email Address: snodaisie@gmail.com Website: _____

Signature of Property Owner of Record: [Signature]

Subdivision: Old Town
Block: 10 Lot: 9

Zoning District, please mark one:

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

- New Business Transfer of Ownership
 Change of Location Name Change

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

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.

Hair & Nail Salon.

Business License Fee: \$ 50.00
Resort Tax Bond: \$ 500.00

Total Amount Due: \$ 550.00

[Signature]
Signature of Applicant

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Approved by Town Council: _____
Date 5/6/15 Check # 2107 Amount \$ 550.00 License # _____

SCN _____ BLP _____ STX _____ BLC _____ RDX _____

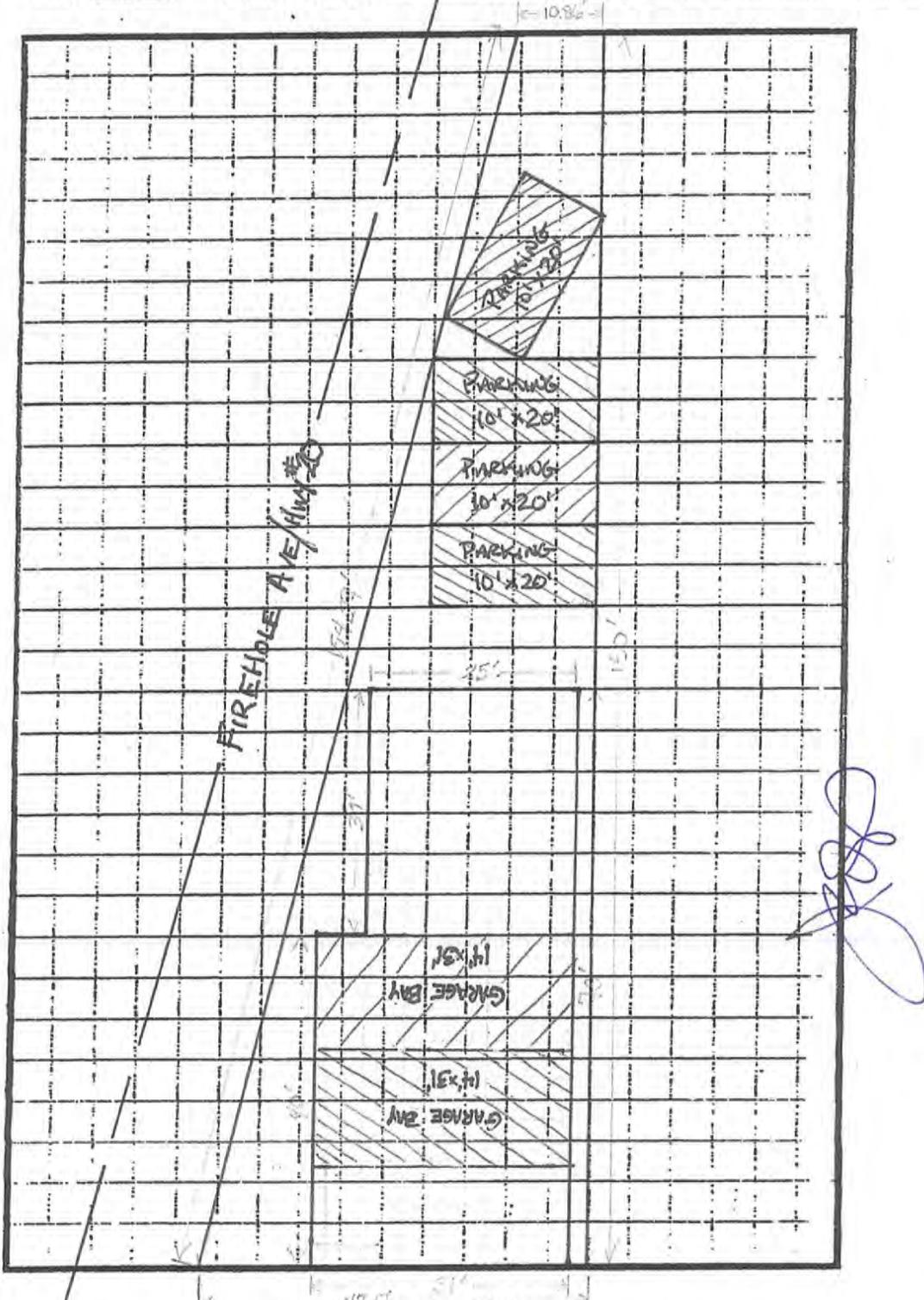
Site Plan

Business Name: Sno Daisy Salon / LAVA CREEK BUILDING

Business Owner: _____

Business Street Address: 433/435 FIREHOLE AVE.

Block: 10 Lot: 9 Subdivision: ORIGINAL TOWNSITE OF WEST YELLOWSTONE



Scale: 1 inch = 20 feet

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

Town of West Yellowstone Business License Application

Business Name: Tao's Sushi Bar
Applicant: LingTao Zhang
Contact Person: LingTao Zhang
Mailing Address: P.O. Box 1212
Physical Address of Business: 132 Madison Ave
Phone Number: 406-640-2194 Fax Number: _____
Email Address: TaosYellowstone@gmail.com Website: _____

Signature of Property Owner of Record: [Signature]

Subdivision: Old Town
Block: 27 Lot: 5

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.

40 seats which includes 5 seats in Sushi Bar area and 35 in
dinning area. Excludes tea bar seating of 7.
Shared space w/ tea Taos

Business License Fee: \$ 50.00
Resort Tax Bond: \$ _____

[Signature]
Signature of Applicant

Total Amount Due: \$ _____

Signature of Applicant
5/15/15
Date

FOR OFFICE USE ONLY

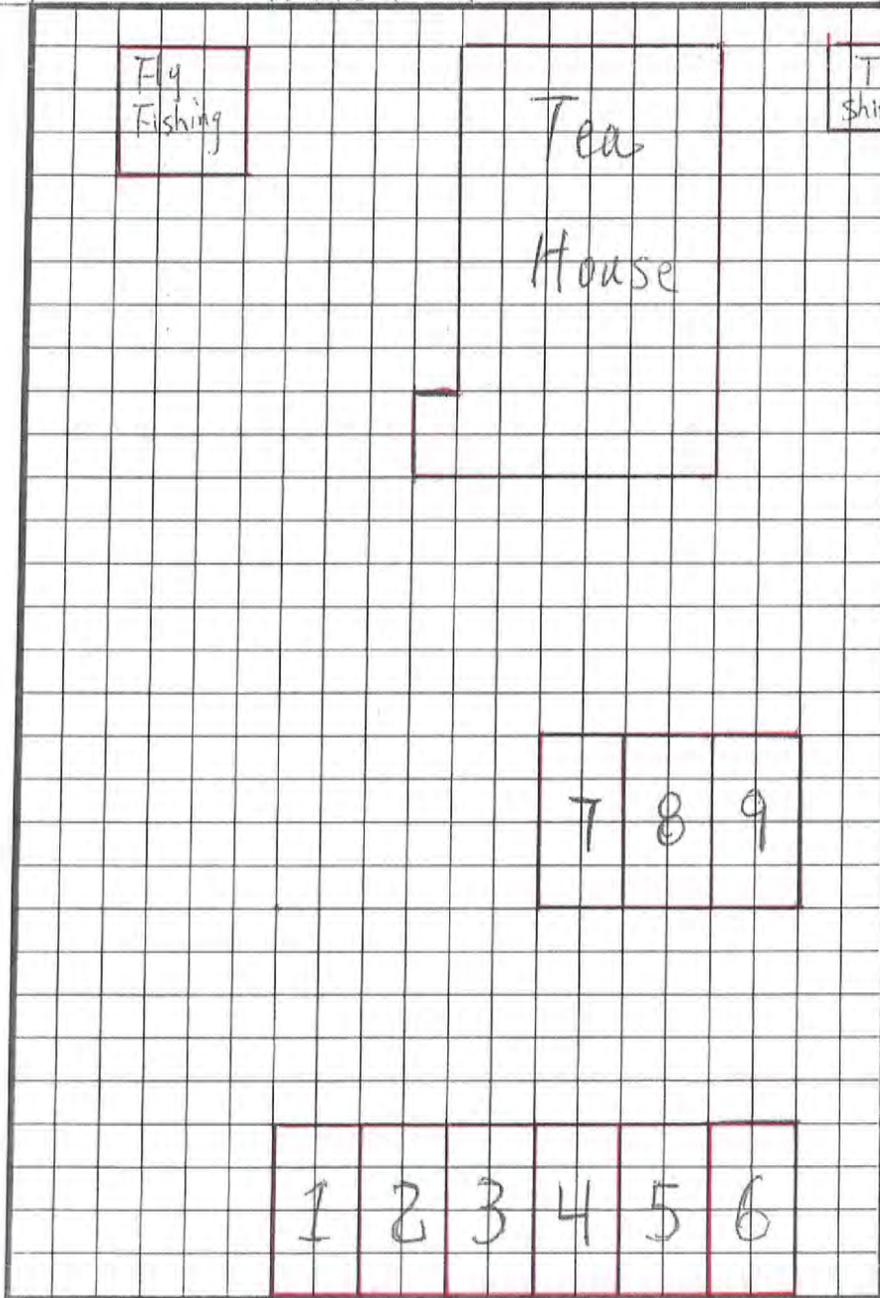
Date Approved by Town Council: _____			
Date _____	Check # <u>CASH \$50</u>	Amount \$ _____	License # _____
SCN _____	BLP _____	STX _____	BLC _____ RDX _____

Site Plan

Business Name: Tao's SUSHI Bar.
Business Owner: Lingtao Zhang
Business Street Address: 132 Madison Ave
Block: 27 Lot: 5 Subdivision: Old town
Madison Ave



Dunraven St



[Signature]
7-30-14

Scale: 1 inch = 20 feet

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

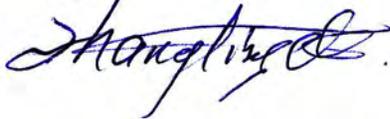
To the town of West Yellowstone:

5/15/2015

Based on my payment history of teaTao's tea bar, located at 132 Madison Ave, I request for a waiver on Tao's Sushi Bar (shared location with tea bar) and Tao's Inn.

Sincerely,

LingTao Zhang

A handwritten signature in blue ink, appearing to read "LingTao Zhang", written over the printed name.

Town of West Yellowstone Business License Application

Business Name: Tao's Inn
Applicant: LingTao Zhang
Contact Person: LingTao Zhang
Mailing Address: P.O. Box 7218
Physical Address of Business: 102 S. Electric St
Phone Number: 406.646.6838 Fax Number: _____
Email Address: TaosYellowstone@gmail.com Website: TaosYellowstone.com

Signature of Property Owner of Record: Shangling Tao

Subdivision: E-2
Block: 1 Lot: 2 & 3

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
- Transfer of Ownership
- Change of Location
- Name Change

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

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.

8 Units initially, adding another 8 in July. Standard rooms.
Expect to add two more buildings in 2016.

Business License Fee: \$ 98.00 FY 15-16
Resort Tax Bond: \$ _____

Shangling Tao
Signature of Applicant

Total Amount Due: \$ _____

Signature of Applicant
5/15/15
Date

FOR OFFICE USE ONLY

Date Approved by Town Council: _____			
Date _____	Check # <u>Cash \$98</u>	Amount \$ _____	License # _____
SCN _____	BLP _____	STX _____	BLC _____ RDX _____

TOWN OF WEST YELLOWSTONE
MONTANA
nationally inviting

May 19, 2015

Anna Callahan, Realty Specialist, ESLZ
Custer Gallatin National Forest
10 E Babcock Street
PO Box 130
Bozeman, MT 59715

RE: Purchase of West Yellowstone Expansion Lands

Dear Ms. Callahan,

The Town of West Yellowstone is desirous to proceed with the purchase of the 80 acres of West Yellowstone Expansion Lands, identified as:

Principal Meridian Montana

Township 13 South, Range 5 East

Tract 1: Section 33, E ½ E ½ NE ¼, containing 40 acres

Tract 2: Section 33, NE ¼ SE ¼, containing 40 acres

Total of 80 acres

The Town accepts the appraisal report prepared by Rocky Mountain Appraisals which concluded the market value as of March 8, 2015 to be \$1,425,000. We appreciate this opportunity to work with the Forest Service and staff to move this project forward.

Sincerely,



Brad Schmier
Mayor

cc: Lauren Oswald, District Ranger



April 8, 2015

Dear West Yellowstone Town Council,

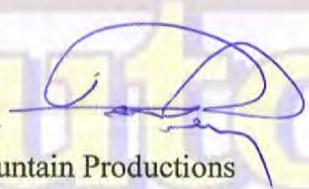
Black Mountain Productions is planning to host a series of concerts in Pioneer Park again during the summer of 2015. The dates for the concerts are: July 3rd & 4th, July 18 August 1st with a possibly augr 29th..

We would like to make the following requests of the Council:

- 1) In accordance with section 8.16.020 of the West Yellowstone Municipal Code, we would like the Council to approve our application for outside amplification during each of the concerts listed above.
- 2) Black Mountain Productions would like to allow the consumption of alcoholic beverages in the concert area (see attached diagram) of Pioneer Park one hour prior to the start of each show, during each show and one hour after each show. Therefore, we are applying to the town council for an exemption to section 9.12.020 of the West Yellowstone Municipal Code. Specifically, we are asking that the Town Council pass a resolution to exempt the concert area of Pioneer Park from the prohibition on public display or public drinking of alcoholic beverages contained in section 9.12.020 of the West Yellowstone Municipal Code on the dates specified above. We do not want to sell alcohol and we do not plan on advertising that open containers will be allowed.
- 3) Finally, we would like to allow the bands that perform in the concerts to sell their CD's during and after their shows. In accordance with section 5.20.030 of the West Yellowstone Municipal Code, we would also like to ask the Council to grant permission to allow us to sell CD's in the Park during the concerts listed above.

Thank you for your consideration and please contact me if you have any questions.

Sincerely,



Don Perry
Black Mountain Productions

Confirmed shows with contracts so far for this summer.

- *July 3rd Caldara fest featuring 4-5 bands, dave walker, kennedy assassins, tales of g town,
- *July 4th Adam Ezra Group - 2013 New England Award Winner, Band of the Year.
- *July 18 Eric Dodge Band
- *Aug 1st Freekbass -9 time nominee for entertainer of the yr for Cincinnati, Oh

SPECIAL EVENT PERMIT APPLICATION

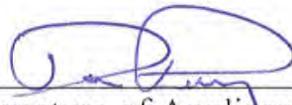
Town of West Yellowstone
Gallatin County, Montana

Event: Music in the Park 2015
 Sponsor Organization: Black Mountain Productions
 Sponsor Address: P.O. Box 875 West Yellowstone
 Contact Person: Don Perry
 Contact Phone: (406) 646-4074 Fax: _____
 E-mail Address: _____
 Date(s) of Event: July 4, August 1, and ~~Possibly July 3, 18, 28 and August 15, 29~~
 Location of Event: Pioneer Park

Respond to all sections either on the applicable sheets, or attach sheets as needed. A complete application should be submitted a minimum of 4 weeks prior to the event.

- A. Event detail: Use the attached sheet to describe your event in detail and any special accommodations you are requesting from the Town.
- B. Site Plan: Detail the physical layout of your event on the attached site plan and return with the application.
- C. Liability Insurance: Please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Operations Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.

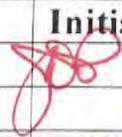
Application Fee: \$ 25.00
 Administration Fee: \$ _____
 Total Due: \$ _____



 Signature of Applicant
4-8-2015

 Date

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services		<u>5-14-15</u>	
Fire			
Police	<u>SN</u>	<u>5-14-15</u>	
Administration			

Notes/Conditions: _____

Approved
Denied
_____ Town Clerk

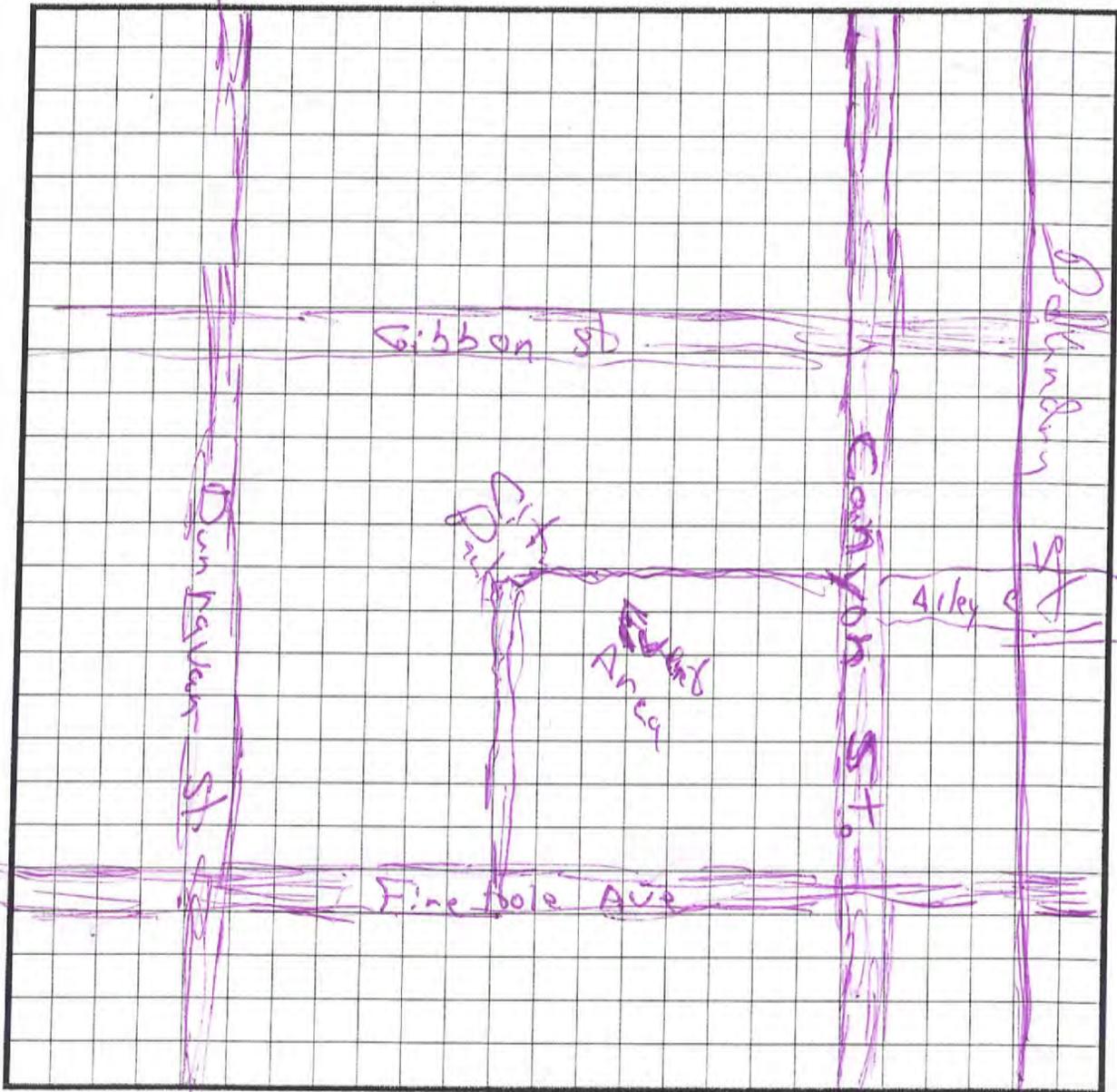
_____ Date

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Site Plan

Event: Music in the Park



Please indicate direction

Application for Outside Amplification Permit
Town of West Yellowstone
Gallatin County, Montana

Event: Music in the Park

Contact Person: Don Perry

Address of Contact Person: P.O. Box 875
W.Y., MT 59758

Phone Number: 646-4074

Signature of Property Owner of Record: N/A

Date(s) of Event: JULY 4, 2015 Aug 1, 2015 July 18, July 3rd

Location: _____

Amplification between the hours of: ~~11~~ AM/PM and 10 AM/PM

Description of Event: Live Concerts in
Pioneer Park


Signature of Applicant

4-8-15
Date

FOR OFFICE USE ONLY

Decision by Town Council: Approved Disapproved

Conditions: _____

Signature of Mayor/Operations Manager: _____

Date

Resolution No. 662

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST
YELLOWSTONE, MONTANA TO EXEMPT THE CONCERT AREA
OF PIONEER PARK FROM SECTION 9.12.020 OF THE WEST
YELLOWSTONE MUNICIPAL CODE, PUBLIC DRINKING PROHIBITED,
FOR THE MUSIC IN THE PARK EVENTS
DURING THE SUMMER OF 2015**

WHEREAS, the Town Council of the Town of West Yellowstone desires to support and encourage events that bring visitors to the Town; and

WHEREAS, Black Mountain Productions will be hosting a series of concerts in Pioneer Park during the summer of 2015; and

WHEREAS, the Black Mountain Productions desires to allow the consumption of alcoholic beverages in the designated concert area one hour prior to the start of each show, during each show, and one hour after each show;

WHEREAS, in accordance with Section 9.12.020, Part B of the West Yellowstone Municipal Code, the Town Council may exempt a specific area of a public place where an event or activity will be held from the prohibition on public display or public drinking of alcoholic beverages;

NOW THEREFORE BE IT RESOLVED THAT the Town Council of the Town of West Yellowstone, County of Gallatin, State of Montana, grants an exemption to Black Mountain Productions from the Public Drinking Prohibition effective one hour prior to the start of each show, during each show, and one hour after each show that is part of the Music in the Park series during the summer season of 2015.

**PASSED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF
WEST YELLOWSTONE THIS 19th DAY OF APRIL, 2015.**

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Town Clerk

Town of West Yellowstone
Marketing and Promotion Fund Advisory Board (MAPFAB)
Recommendation to Town Council for Award Approval

Event or Project Applicant: West Yellowstone Chamber of Commerce
Event or Project Name: Visitor Information Center Staffing Assistance

Date Submitted: May 1, 2015

Date Approved by MAP Fund Advisory Board: May 14, 2015

Requested Amount: \$8000

Approved Amount: \$8000

Comments: The Advisory Board spent extra time discussing the criteria for funding VIC staffing for the second time in 3 years. It was a difficult decision, but the Board voted to recommend approval for funding based on:

1. The vital role that the VIC plays in marketing and promoting our town. Also, the daily contact and significance that the staff has assisting the visitor with daily or extended stays by recommending and assisting with information, lodging, restaurants, recreational opportunities, shopping, etc. Finally, the good impression and present influence the staff has on the visitor causes them to return to town again in the future.
2. The sudden and unexpected loss of MTOT funding; the extra effort of VIC's outreach for other sources of funding in addition to the MAP Fund.
3. Our community cannot suffer the loss of our fully active, year round Center after 20 years, and the resort tax monies that fund the MAP Fund are a justifiable source of funding for the VIC staffing.

Recommendation submitted by: John M. Greve, MAPFAB Secretary

- This MAP Fund Award Recommendation is approved by the Town Council
- This MAP Fund Award Recommendation is not approved by the Town Council

Date: _____

Comments:

Copy 1 – Town Clerk
Copy 2 – Town Council
Copy 3 – MAP Fund Advisory Board

MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE

Applicant Information

Applicant Individual or Organization: West Yellowstone Chamber of Commerce

Event or Project Contact Person: Marysue Costello

Address: PO Box 458, West Yellowstone MT 59758

Phone: 406.646.7701 Fax: 406.646.9691 Email: director@destinationyellowstone.com

Application Submission Date: May 1, 2015

Event or Project Information

Event or Project Name: Visitor Information Center Staffing Assistance

Location of Event or Project: West Yellowstone Visitors Information Center

Date(s) of Event or Project: May 1, 2015 through November 10, 2015

Estimated Total Event or Project Cost: \$81,225 (annually)

MAP Fund Amount Requested: \$ 8,000.00

MARKETING AND PROMOTION (MAP) FUND APPLICATION

Section 1 Proposed Event or Project Summary

Background:

Montana's Accommodation Tax was enacted in the late 1980's. Not long after its inception the State of Montana developed a program to fund a selected number of Visitors Information Centers (VICs) around the state. To be considered, Visitors Centers had to make application indicating that they would, among other things:

- Be open a minimum time period
- Maintain a minimum number of hours per week
- Maintain staff training
- Be located in a non-commercial building
- Be managed by a local not-for-profit organization
- Would distribute State, Regional and funded CVB materials
- Preference would be given to those VICs located at nearest to entrances to the State.

West Yellowstone was among those selected and, with help from other sources, too, we have maintained a Visitors Information Center for more than twenty years. In all that time West Yellowstone has had the benefit of a fully active Center with only a fraction of the cost to the community.

We were joined by Yellowstone National Park and Gallatin National Forest interpretive staffs beginning in 1994. In 2004 Yellowstone National Park began planning a renovation to the West Gate expressing a desire to build a Visitors Center at the Gate. The Chamber, realizing that such a change would necessitate a double stop for many Visitors (and the potential need for each entity to staff two locations) encouraged the Park to instead consider an addition to the then Chamber/Visitors Center. This was accomplished in 2008.

Recently the Montana Office of Tourism (MTOT) has had various plans of how best to operate Visitor Information Centers within the context of the rapid movement toward technology and the universal use of smart phones. West Yellowstone, like all funded VIC's was challenged in 2012 when MTOT reduced funding from \$26,000 to \$5,000. At that time the Chamber came to MAP for assistance. Since then funding once again increased for a couple of years.

Now, despite a verbal commitment made last October for 2015, we were advised in early April that Visitor Center staff funding would no longer be forthcoming from MTOT. Instead those funds became part of a grant pool of \$1,000,000 for many uses and none of them for VIC staffing.

West Yellowstone cannot be without a Visitor Information Center. Last year alone we, along with the Park and Forest Service staffs, greeted nearly 115,000 guests. As we approach the

2016 celebration of the National Park Service's Centennial, we can only anticipate the numbers will continue to grow for the one-on-one experience that visitors covet.

Grant Request:

West Yellowstone needs its Visitors Center to operate. We are requesting that MAP provide assistance of \$8,000 to help us get through the remainder of this fiscal year as we seek a more permanent solution to this challenge.

The retail sales of MTOT gear here at the Center can offset some of the funding needed; however, experience shows us that this would be minimal.

Section 2 Proposed Timeline

The timeline for the MAP funding is May 1 through June 30, 2015.

Section 3 Proposed Budget through June 30, 2015

Funding Source	Staffing	Other
Yellowstone Country Montana	\$8,000 (and needs to be used for the time period Memorial Day through September)	We are approaching them for additional assistance
West Yellowstone Bed Tax	\$15,000	
West Yellowstone MAP Fund	\$8,000	
West Yellowstone TBID	\$2,000	
West Yellowstone Chamber		High Speed Internet Workers' Comp Building Building Maintenance
Town of West Yellowstone		Restroom Maintenance and supplies Lawn Maintenance Parking Lot Maintenance

We are actively developing an annual budget to address the long-term financial needs of the West Yellowstone Visitor Information Center. As well, we are gathering information and planning presentations to various potential funding sources.

Section 4 Publicity, Promotion, Marketing

Visitors Centers accomplish all three in a less than traditional manner. They can create excellent public and personal relations, promote the community and area and "market" all sorts of events, activities and amenities in a one-on-one basis.

Section 5 Application Review Criteria

Applications will be reviewed against multiple criteria. Please provide answers to the following questions:

- What are the economic, cultural, social and/or aesthetic impacts and benefits of your event or project on visitors, residents, businesses, organizations or other interests in the community and surrounding area?

We firmly believe that our ability to staff effectively increases the likelihood of the selection of West Yellowstone as the preferred Yellowstone destination as well as the extension visitors' stays and their return to visit again.

- How does your event or project reach potential visitors outside West Yellowstone?

Primarily by "Word of Mouth". The VIC is also promoted on the mobile friendly West Yellowstone website at www.destinationyellowstone.com, and through facebook, twitter and other social media.

- How does your event or project have the potential to increase the number of visitors to West Yellowstone or to extend visitor stays?

By having the interaction with visitors whether in person, on the phone or on the internet we increase the quality of guests' experience (i.e., an activity they hadn't known of or planned), which then leads to longer length of stay and increases the potential for a return visit to the West Yellowstone area and, too, visits by their friends and family.

- How does your event or project complement or enhance existing events or projects?

We constantly sell our events and activities.

- How does previous experience support your type of event or project as viable?

We believe that the ROI of a Visitors Center can be directly related to the amount of Resort Taxes, MAP funds and TBID collections that are realized. We know from past research conducted by MTOT that visitors who use a visitor center spend more money than those who do not.

- Can your event or project proceed without MAP funds?

Likely although at a greatly reduced level.

- How will you acknowledge the receipt of MAP funds as a funding source for your event or project?

The Chamber will invest in signage in both restrooms and in the VIC itself indicating the funding sources that provide the services.

Section 6 Application Supporting Documentation

The attached planned hours of operation for the period for which these funds are being requested.

MAP Fund Application Review

We plan to have someone present at the meeting.

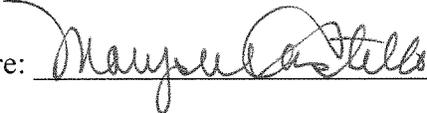
Certification

Applicant Individual or Organization: West Yellowstone Chamber of Commerce

Event or Project Name: Visitor Information Center Staffing Assistance

On behalf of the individual or organization identified on this application, I understand that:

1. The submitted application meets the eligibility requirements for MAP funds.
2. MAP funds will not be awarded to this event or project without written notification of approval by MAPFAB and the town council.
3. MAP funded events or projects must comply with all federal, state and community licenses, permits, ordinances, laws and regulations.
4. To the best of my knowledge and belief the information in this application is true and correct and the governing body of the applicant has authorized the documentation.

Signature:  Name (printed): Marysue Costello

Title: Executive Director Date: 5/1/2015

For Office Use Only

This application has been approved by MAPFAB Date: _____

WEST YELLOWSTONE VIC HOURS OF OPERATION
 May 1 – June 30, 2015

	5/2015	6/2015	7/2015	8/2015	9/2015
Week 1	24	72			
Total hours					
Week 2	84	84			
Total hours					
Week 3	84	84			
Total hours					
Week 4	84	84			
Total hours					
Week 5	96 with 31st	36			
Total hours	372	360			

Kathleen A. Brandis
City Judge, Town of West Yellowstone
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406-646-7845 – kbrandis@townofwestyellowstone.com

Town of West Yellowstone and Council Members

PO Box 1570

West Yellowstone, MT 59758

(by email to lgospardarek@townofwestyellowstone.com; eroos@townofwestyellowstone.com)

May 15, 2015

RE: Judge's Salary

Dear Mayor Schmier and Councilmembers Costello, Forsythe, Johnson, and Parker:

After eight years of service as your judge, on December 12, 2014, I asked for a salary increase. Subsequently, the Council generously agreed to give me a small raise and to discuss this matter at a later time. I would appreciate it if you again reconsidered my salary.

I maintain that I should receive my original proposed salary increase to \$35,000/year with an annual raise every July that matches West Yellowstone's other department-heads, or at a minimum a COLA calculation + .5% every July.

Many recent changes and improvements have occurred in the West Yellowstone City Court. The Town recently hired Ms. Parker as our Clerk of Court. Also, I caught up on eight years of paying outstanding fees. The outlook for the Court is great. I sincerely appreciate your reconsideration of my salary.

Sincerely,
/s/

Kathleen A. Brandis

Excerpt from January 20, 2015 Minutes

- 7) Motion carried to increase Brandis' current salary of \$31,056.03, by 3.25% and they consider anything beyond that at a later date. (Johnson, Costello) Forsythe and Parker are opposed.

- 7) The Council discusses compensation for the City Judge. Kathleen Brandis was reappointed as the Judge by the Town Council in November 2014 but her compensation has not been addressed. Brandis has requested an increase from her current salary of \$31,056.03 to \$35,000 with an annual raise of 3.25%. The Council discusses the request. Costello points out that the request is actually a 12.7% increase. He asks Johnson, considering that they are in the midst of union negotiations, how he feels about the request. Johnson says he would prefer not to address the annual increases until after the union negotiations have been completed. After the vote, there is discussion about whether the motion delays further discussion for a year or until just a later date. Johnson clarifies that his motion only delayed discussing her compensation until a later date.



THE TOWN OF
WEST YELLOWSTONE
GALLATIN COUNTY - MONTANA

OPERATIONS MANAGER

(TOWN MANAGER)

\$75,000 - \$95,000

Plus Excellent Benefits

Apply by
June 21, 2015
(open until filled)

PROTHMAN



WHY APPLY?



West Yellowstone, Montana, is the gateway to Yellowstone and Grand Teton National Parks. Bordered on three sides by the Gallatin National Forest, West Yellowstone offers nearly limitless

recreational opportunities with camping, hiking and fly-fishing in the warmer months and snowmobiling and Nordic skiing when the snow flies. This is an incredible opportunity for a municipal management professional to lead a cohesive and dedicated staff in a community surrounded by natural wonders and beauty!

THE COMMUNITY

Located in the southwestern portion of Montana near the convergence of the states of Montana, Wyoming and Idaho, West Yellowstone is a small, close-knit town with a population of about 1,200 residents. As the west entrance to Yellowstone Nation Park, the town has over 3.5 million tourists visiting annually. Hotels, restaurants, and tourist-oriented recreation businesses provide the town's economic base. In addition, West Yellowstone features ample and varied shopping opportunities, as well as a wide range community events.



West Yellowstone is famous for its outdoor recreation. Often referred to as both the fly-fishing and snowmobile capital of the world, West Yellowstone also offers world-class Nordic ski trails, endless motorized and non-motorized forest service trails, camping opportunities, nearby lakes for boating, hunting access, and incredible opportunities to observe wildlife. Other local attractions include

the Grizzly Discovery Center, IMAX Theatre and Museum of the Yellowstone. Nearby attractions include Hebgen Lake, Henry's Lake State Park, and Harriman State Park.



The West Yellowstone School District is a K-12 school under one roof, built in 1993. Annual enrollment is approximately 250 students. Class sizes average between 15 to 25 students. Primarily due to significant growth in the elementary grades, the school district proposed a \$6.9 million bond to add an additional wing to the school. The bond just recently passed and will provide four new classrooms, a multi-purpose room, and will expand the space for the school's very successful music program. Construction is expected to be completed by 2017. The West Yellowstone Library Foundation offers a free preschool program at the public library for children of residents.

THE TOWN

Incorporated in 1966, the Town of West Yellowstone provides a wide range of services. Departments include: Administration & Finance, Court, Police, Parks and Recreation, and Public Works, which includes water and sewer service. The town contracts for Fire Services, IT, Attorney and Engineering/Planning services. In addition, the town has a number of mutual aid and service agreements with multiple county, state and federal agencies in the area. West Yellowstone has a current budget of \$9.3 million and a General Fund budget of \$3.9 million, and there are 27 FTE's.

West Yellowstone utilizes a Charter Form of Government modeled after a Town Manager/Council form of government. The Town Council is made up of five members serving staggered terms. The mayor is selected from within the five council members. Each of the current town council mem-

bers has lived in West Yellowstone for more than 30 years. One of the members has served on the council for more than 15 years, another started his first term in January 2010, and the other three started their first term in January 2014.



THE POSITION

Under the direction and authority of the Town Council, the Operations Manager is responsible for the day-to-day professional administration of the town and directs, administers and coordinates the activities of various town offices, departments and boards in implementing the requirements of town ordinances and the policies adopted by the Town Council. The Operations Manager acts as the Human Services Manager and is the town liaison with the various county, state and federal agencies in the area.

Other responsibilities include:

- Plan, organize, coordinate and administer all Town functions and activities.
- Provide policy guidance and coordinate the activities of department heads and staff support.
- Partner with the Finance Director in the preparation and submittal of the annual budget.
- Assure the development of short and long term plans to meet the goals and objectives of the Town Council.
- Provide performance appraisals on department managers, conduct regular staff meetings, and develop a successful management team.
- Report to the Town Council on a regular basis regarding the status of projects and functions of town activities.
- Advise and assist the Town Council in the formulation and establishment of administrative policies.
- Plan and prepare data for grants and loan funded programs.

- Represent the Town in the community and at professional meetings; maintain working relationships with outside agencies, including federal, state, county, etc.

OPPORTUNITIES & CHALLENGES

80 Acres: The town is negotiating to purchase 80 acres from the Forest Service. The Town needs to identify a funding source to purchase the property. Once the purchase is complete, major work will happen to plan the future of this property adjacent to town, including utility capacity for the site. The town will need to determine the planning process for the 80 acres and also consider long range planning for the current town.

Housing and Affordable Housing: There is a need for housing in the community. In addition there is a need to address affordable housing for service and seasonal workers.

Reduced Winter National Park Use: The federal government has reduced some of the winter recreation use in Yellowstone Park. This has impacted the winter tourism for the town. The town needs to find ways to fill this void with other tourism and new businesses.

Growth and Diversity of Tourism: The town is learning that there is a growing influx of tourists from Asia (China). This has had an impact on the growth of lodging and other services catering to this population. The Town needs to manage this new issue economically and socially.



Infrastructure/Town Assets: The Town will need to continue to invest in the physical infrastructure, including roads, sidewalks and the jail and they will need to identify and set aside funding for some specific assets and larger pieces of equipment.

IDEAL CANDIDATE

West Yellowstone is seeking an experienced "hands on" manager and strong leader who understands all aspects of municipal government and who is collaborative yet can make the hard decisions when necessary. This manager will be a manager who is approachable, informal, but confident, and encourages open communication based on an environment of trust and integrity.

The ideal candidate will have municipal finance knowledge to manage the annual budget process and work with the finance director to manage the budget throughout the year. He or she must have experience in personnel management, including experience with organized labor and negotiating contracts. Knowledge of community planning for development services, as well as long range and strategic planning experience is recommended.

The next Operations Manager is expected to understand tourism and the impact it has on a community like West Yellowstone. The manager needs to know the economic, social and development impacts of seasonal tourism and must appreciate and embrace the opportunities and challenges that tourism brings.

EDUCATION & EXPERIENCE REQUIREMENTS

A bachelor's degree from a four-year college or university in public administration, business management, or closely related field, and five years of progressively responsible municipal or public sector management experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

COMPENSATION & BENEFITS

- **\$75,000 - \$95,000**
- Medical
- Dental
- Vision
- Paid Holidays (10 days in odd numbered years and 11 days in even numbered years)
- Vacation & Sick Leave
- Montana Public Employees Retirement
- Life Insurance
- Employee Assistance Program

www.townofwestyellowstone.com

The Town of West Yellowstone is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 21, 2015** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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