

Town of West Yellowstone

Tuesday, June 16, 2015

West Yellowstone Town Hall, 440 Yellowstone Avenue

6:00 PM

Town Council Work Session

FY 2016 Municipal Budget

Discussion ∞

- Special Revenue Funds
- Enterprise Funds

7:00 PM

Town Council Meeting

Pledge of Allegiance

Purchase Orders #6701 to JD Specialty Services, Rebuild Snowblower Shuttle, \$8400 ∞

Treasurer's Report/Securities Report

Claims ∞

Consent Agenda: **June 2, 2015 Town Council Meeting** ∞

June 9, 2015 Work Session ∞

Business License Applications ∞

- Lone Wolf Properties DBA Yellowstone Wildlife Cabins
- Karen Eagle Vacation Rental
- Bu-Pho-Lo

Advisory Board Report(s)

Operations Manager & Department Head Reports

Assignments Report

Comment Period

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

NEW BUSINESS

Application to Maintain an Encroachment, Hide Away RV Park

Discussion/Action ∞

Marketing and Promotions Fund Recommendations

Discussion/Action ∞

- 2015 "Music in the Park" Series
- Grizzly & Wolf Discovery Center, Billboard Renovation Project

Resolution No. 665, Compensation Rate of the City Judge

Discussion/Action ∞

Resolution No. 666, Write Off Municipal Warrants

Discussion/Action ∞

Resolution No. 667, Government Accounting Standards Bureau, Standard 54

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.

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2015 - 2016

2100 Local Option Taxation-Resort Tax

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
410532	Independent Audits										
353	Accounting and Auditing	11,786	153	12,271	9,804	17,000	58%	15,000		15,000	88%
359	Administration Charges			39		2,000	0%	2,000		2,000	100%
	Account:	11,786	153	12,310	9,804	19,000	52%	17,000	0	17,000	89%
410540	City Treasurer										
220	Operating Supplies		80	262	221	300	74%	300		300	100%
355	Data Processing Services	3,696	709	737	781	800	98%	825		825	103%
356	Consultant's Services					200	0%	200		200	100%
	Account:	3,696	789	999	1,002	1,300	77%	1,325	0	1,325	102%
411200	Facilities Administration-Buildings										
950	Construction-in-Progress		1,304,726	186,140		0	0%			0	0%
	Account:		1,304,726	186,140		0	***%	0	0	0	0%
490200	Revenue Bonds										
610	Principal			78,770	116,890	116,900	100%	116,900		116,900	100%
620	Interest			12,427	13,726	13,727	100%	15,700		15,700	114%
	Account:			91,197	130,616	130,627	100%	132,600	0	132,600	102%
521000	Interfund Operating Transfers Out - (Specify										
820	Transfer To Other Funds	1,505,000	1,694,181	2,649,179	2,194,000	2,474,000	89%	2,500,000		2,500,000	101%
822	Transfer-Bond/Reserve Acc	348,902				500,000	0%	500,000		500,000	100%
825	Trans to Capital Proj	262,000	112,000	125,000		125,000	0%	125,000		125,000	100%
	transfer to stree paving capital fund (4075) per CIP										
826	Transfer to WYRegional Fo	22,950				0	0%			0	0%
827	Transfer	52,800	52,200	164,500		0	0%			0	0%
829	Transfer to other	198,559		59,666		0	0%			0	0%
	Account:	2,390,211	1,858,381	2,998,345	2,194,000	3,099,000	71%	3,125,000	0	3,125,000	101%
521001	Transfer 5% Property Tax Relief-Gen Fund										
820	Transfer To Other Funds	125,000	127,000	137,000	120,832	145,000	83%	150,000		150,000	103%
	Account:	125,000	127,000	137,000	120,832	145,000	83%	150,000	0	150,000	103%
521006	transfer out to Capital Fund										
820	Transfer To Other Funds	208				0	0%			0	0%
	Account:	208				0	***%	0	0	0	0%
521020	Road & Street Construction -capital proj										
820	Transfer To Other Funds	310,000	82,500			50,000	0%	50,000		50,000	100%
	repayment of Parkway construction fund loan from the Street Maintenance capital fund. (2nd of 4 payments)										
	Account:	310,000	82,500			50,000	0%	50,000	0	50,000	100%
522000	Other financing sources										
825	Trans to Capital Proj	208				0	0%			0	0%
	Account:	208				0	***%	0	0	0	0%
	Fund:	2,841,109	3,373,549	3,425,991	2,456,254	3,444,927	71%	3,475,925	0	3,475,925	101%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2015 - 2016

2102 TBID (Tourism Business Improvement District)

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget

411800	Other General Government Services										
357	Other Professional Servic			200	600	600	100%	600		600	100%
	this is to pay for the TBID portion of the RT random Audit										
398	Other contracted services		8,304			0	0%			0	0%
540	Special Assessments	258,420	268,567	278,516	301,599	302,300	100%	315,000		315,000	104%
	at least 2 new properties this year.										
820	Transfer To Other Funds	8,234			8,293	10,000	83%	10,000		10,000	100%
	Account:	266,654	276,871	278,716	310,492	312,900	99%	325,600	0	325,600	104%

521000	Interfund Operating Transfers Out - (Specify										
820	Transfer To Other Funds			7,875		0	0%			0	0%
	Account:			7,875		0	***%	0	0	0	0%
	Fund:	266,654	276,871	286,591	310,492	312,900	99%	325,600	0	325,600	104%

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2111 Off Street Parking

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget

430266	Parking Facilities										
354	Architectural, Engineerin					5,000	0%	5,000		5,000	100%
357	Other Professional Servic					5,000	0%	5,000		5,000	100%
368	Parking Lots/Striping/Sto					59,000	0%	59,000		59,000	100%
	budgeting to allow us to use the \$ in this fund should we decide to make improvement in the blocks that have off-street parking funding.										
	Account:					69,000	0%	69,000	0	69,000	100%
	Fund:					69,000	0%	69,000	0	69,000	100%

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2211 Parks/Rec Donations - Teen Center

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
430690	Other Activities										
366	Buildings					5,000	0%			0	0%
	Account:					5,000	0%	0	0	0	0%
	Fund:					5,000	0%	0	0	0	0%

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2212 Parks - Volleyball Court

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
460000	Culture and Recreation										
	220 Operating Supplies					3,880	0%	3,880		3,880	100%
	Account:					3,880	0%	3,880	0	3,880	100%
	Fund:					3,880	0%	3,880	0	3,880	100%

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2213 Community Garden

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
		11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
460000	Culture and Recreation										
	212 Small Items of Equipment		328			0	0%			0	0%
	220 Operating Supplies	597	1,061	141	317	550	58%	550		550	100%
	Account:	597	1,389	141	317	550	58%	550	0	550	100%
	Fund:	597	1,389	141	317	550	58%	550	0	550	100%

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2214 Smoking Waters Day Camp -scholarships

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old	
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget	
460000	Culture and Recreation											
700	Grants, Contributions and			1,360		6,800	0%				0	0%
701	scholarships for those wi			315			0%	2,360			2,360	*****%
no longer being funded by WY Foundation. They will administer the scholarships directly. Should try to use up what is in here (2,360) and then let the Foundation handle it directly with Rec. Coordinator.												
	Account:			1,675		6,800	0%	2,360	0		2,360	35%
	Fund:			1,675		6,800	0%	2,360	0		2,360	35%

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2220 Library

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
460100	Library Services										
110	Salaries and Wages	70,239	79,750	98,737	83,425	96,488	86%	100,449		100,449	104%
140	Employer Contributions	18,038	17,521	21,173	18,782	32,465	58%	21,331		21,331	66%
215	Books	8,285	5,495	7,234	6,480	10,000	65%	10,000		10,000	100%
216	Computer supplies	6	799	1,907	207	1,500	14%	1,500		1,500	100%
220	Operating Supplies	1,813	1,784	5,035	1,963	2,500	79%	2,500		2,500	100%
311	Postage, Box Rent, etc.	44	94			100	0%	100		100	100%
331	Publication of Formal & L	115		537	102	200	51%	200		200	100%
335	Membership Fees & Dues	155	60	70	70	250	28%	250		250	100%
345	Telephone & Telegraph	1,756	1,860	2,205	2,687	3,250	83%	3,250		3,250	100%
	increase costs because of Bruce's smart phone										
355	Data Processing Services	355		241		300	0%	300		300	100%
357	Other Professional Servic	180	560	365	425	600	71%	600		600	100%
363	Repair Office Machines,Of	75	75	105		500	0%	500		500	100%
366	Buildings	143			427	0	***%			0	0%
369	Other Repair & Mtn Equipm					200	0%	200		200	100%
370	Travel	1,733	456			2,000	0%	2,000		2,000	100%
380	Training Tuition/Registra	30	376			400	0%	400		400	100%
398	Other contracted services	4,176	3,648	4,203	5,057	4,000	126%	4,000		4,000	100%
870	Miscellaneous	63	42	5	53	200	27%	200		200	100%
	Account:	107,206	112,520	141,817	119,678	154,953	77%	147,780	0	147,780	95%
460120	Facilities										
340	Utility Services	296	295	303	299	350	85%			0	0%
	THE LIBRARY BUILDING MAINTENANCE COSTS WILL NOW BE PAID FOR AND BUDGETED OUT OF THE GENERAL FUND AND THE BUILDING WILL HAVE ITS OWN ACCOUNT LINE 411259										
341	Electric	1,975	1,724	1,887	1,759	2,300	76%			0	0%
344	Natural Gas/propane	1,541	1,769	2,105	1,849	2,200	84%			0	0%
357	Other Professional Servic	225	765	532		700	0%			0	0%
366	Buildings	1,022	10,357		9,548	9,400	102%			0	0%
534	Garbage Receptacle lease	353	133			0	0%			0	0%
	Account:	5,412	15,043	4,827	13,455	14,950	90%	0	0	0	0%
460180	Extension										
110	Salaries and Wages				20,055	33,280	60%	33,280		33,280	100%
140	Employer Contributions				1,751	2,825	62%	2,763		2,763	98%
220	Operating Supplies				866	200	433%	200		200	100%
331	Publication of Formal & L					600	0%	600		600	100%
398	Other contracted services		6,550	8,029		0	0%			0	0%
870	Miscellaneous					100	0%	100		100	100%
	Account:		6,550	8,029	22,672	37,005	61%	36,943	0	36,943	100%
510330	Comprehensive Liability Insurance										
513	Liability		2,467	2,084	2,764	2,764	100%	3,000		3,000	109%
	estimate only until final invoice comes										
	Account:		2,467	2,084	2,764	2,764	100%	3,000	0	3,000	109%

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2220 Library

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
510600	Pensions										
130	Employee Benefits		5,699			0	0%			0	0%
	Account:		5,699			0	***%	0	0	0	0%
	Fund:	112,618	142,279	156,757	158,569	209,672	76%	187,723	0	187,723	90%

Highlights - moved

Building expenses to its
own library building acct. line
in GF.

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2240 Cemetery

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
430900	Cemetery Services										
220	Operating Supplies	5	12		94	500	19%	500		500	100%
355	Data Processing Services	892	937	974	1,032	1,050	98%	1,080		1,080	103%
357	Other Professional Servic					1,000	0%	1,000		1,000	100%
365	Grounds & Grounds Improve					3,500	0%	3,500		3,500	100%
870	Miscellaneous					250	0%	250		250	100%
	Account:	897	949	974	1,126	6,300	18%	6,330	0	6,330	100%
	Fund:	897	949	974	1,126	6,300	18%	6,330	0	6,330	100%

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2390 Drug Forfeiture

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget

420142	Narcotics Investigation										
220	Operating Supplies		1,044		3,550	3,000	118%	3,000		3,000	100%
357	Other Professional Servic	500				0	0%			0	0%
	Account:	500	1,044		3,550	3,000	118%	3,000	0	3,000	100%

521000	Interfund Operating Transfers Out - (Specify										
820	Transfer To Other Funds	5,354	481			1,000	0%			0	0%
	Account:	5,354	481			1,000	0%	0	0	0	0%
	Fund:	5,854	1,525		3,550	4,000	89%	3,000	0	3,000	75%

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2392 CDBG-Local Source

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget

470320	Economic Development										
357	Other Professional Servic					0	0%	10,000		10,000	*****%
	cdbg funds ok to use for planning grant match.										
851	CDBG Local Source loan					25,000	0%	25,000		25,000	100%
	budgeting to extend a loan in case an application comes in.										
	Account:					25,000	0%	35,000	0	35,000	140%
	Fund:					25,000	0%	35,000	0	35,000	140%

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2701 Cemetery Perpetual Care (7050)

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
430900	Cemetery Services										
365	Grounds & Grounds Improve					3,000	0%	3,000		3,000	100%
	Account:					3,000	0%	3,000	0	3,000	100%
	Fund:					3,000	0%	3,000	0	3,000	100%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
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2820 Gas Tax Apportionment

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
430200	Road & Street Services										
354	Architectural, Engineerin	7,105				5,000	0%	5,000		5,000	100%
367	Crack Seal/chip seal/side	63,699			28,599	25,000	114%			0	0%
368	Parking Lots/Striping/Sto		5,481	6,950		2,500	0%	7,000		7,000	280%
451	Alley Repair	45,000				5,000	0%	5,000		5,000	100%
	Account:	115,804	5,481	6,950	28,599	37,500	76%	17,000	0	17,000	45%
430235	Storm Drainage										
451	Alley Repair	29,992	5,066			0	0%			0	0%
	Account:	29,992	5,066			0	***%	0	0	0	0%
521000	Interfund Operating Transfers Out - (Specify										
825	Trans to Capital Proj		24,212	7,520		7,461	0%	7,419		7,419	99%
	this is 35% of the state allocation allowed to go into capital equipment fund.										
	Account:		24,212	7,520		7,461	0%	7,419	0	7,419	99%
	Fund:	145,796	34,759	14,470	28,599	44,961	64%	24,419	0	24,419	54%

TOWN OF WEST YELLOWSTONE
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2850 911 Emergency

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
420750	Central Emergency Dispatch-911										
212	Small Items of Equipment			5,983	3,175	4,395	72%	5,000		5,000	114%
216	Computer supplies	857				450	0%	3,000		3,000	667%
	replace or upgrade viper										
345	Telephone & Telegraph	13,607	13,316	13,515	13,351	16,000	83%	17,000		17,000	106%
355	Data Processing Services			1,500		0	0%			0	0%
357	Other Professional Servic				505	505	100%	500		500	99%
362	Radio Repair	506	1,000	3,201	3,772	5,500	69%	5,500		5,500	100%
	budgeted for radio repaid in Dispatch account 420160 too.										
366	Buildings				573	2,000	29%	5,000		5,000	250%
	Something specific? Paint and reflooring budgeted in GF.										
370	Travel			187		1,500	0%	1,500		1,500	100%
380	Training Tuition/Registra		2,047			3,500	0%	3,500		3,500	100%
398	Other contracted services	14,612	13,997	14,849	15,294	17,500	87%	17,500		17,500	100%
	Qwest/Century Link Maintenance Contract on system. Do we need this anymore if we are no longer using VIPER?										
945	Communication Equipment			20,159		0	0%			0	0%
	Account:	29,582	30,360	59,394	36,670	51,350	71%	58,500	0	58,500	114%
490530	Debt Service-Public Safety PD										
610	Principal	189,270	14,316	25,060	25,881	25,882	100%	26,730		26,730	103%
620	Interest	7,173	1,184	1,699	1,447	1,450	100%	1,500		1,500	103%
	Account:	196,443	15,500	26,759	27,328	27,332	100%	28,230	0	28,230	103%
521000	Interfund Operating Transfers Out - (Specify										
820	Transfer To Other Funds		75,000	40,000		0	0%			0	0%
	Account:		75,000	40,000		0	***%	0	0	0	0%
	Fund:	226,025	120,860	126,153	63,998	78,682	81%	86,730	0	86,730	110%
											%
	Grand Total:	377,675	157,144	140,623	96,147	155,643		152,149	0	152,149	

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2015 - 2016

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
355	Data Processing Services		1,473	2,294	1,206	2,500	48%	2,000		2,000	80%
359	Administration Charges		25	31	10	100	10%	100		100	100%
	Account:	8,599	11,933	13,347	10,944	13,446	81%	13,772	0	13,772	102%
430590	Other Activities										
251	Water Materials	36,951	187,900	9,037	11,755	50,000	24%	50,000		50,000	100%
	still need water meters at Park Service and Forest Service										
357	Other Professional Servic	930	9,184	580	375	500	75%	500		500	100%
937	Other Improvements	27,634				0	0%			0	0%
	Account:	65,515	197,084	9,617	12,130	50,500	24%	50,500	0	50,500	100%
510330	Comprehensive Liability Insurance										
512	Insurance on Vehicles & E		5,283	3,398	3,470	3,470	100%	2,066		2,066	60%
513	Liability		12,337	7,814	7,185	7,185	100%			0	0%
	Account:		17,620	11,212	10,655	10,655	100%	2,066	0	2,066	19%
510400	Depreciation										
830	Depreciation	57,077				0	0%			0	0%
840	Contributions -depreciati		62,513			0	0%			0	0%
	Account:	57,077	62,513			0	***%	0	0	0	0%
510600	Pensions										
130	Employee Benefits		4,695			0	0%			0	0%
	Account:		4,695			0	***%	0	0	0	0%
521000	Interfund Operating Transfers Out - (Specify										
820	Transfer To Other Funds		165,405			0	0%			0	0%
840	Contributions -depreciati			57,077	60,000	60,000	100%	65,093		65,093	108%
	Account:		165,405	57,077	60,000	60,000	100%	65,093	0	65,093	108%
	Fund:	251,575	566,586	196,939	230,617	547,106	42%	556,995	0	556,995	102%
	Grand Total:	251,575	566,586	196,939	230,617	547,106		556,995	0	556,995	

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2015 - 2016

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
5310 Sewer Operating Fund											
430600 Sewer Utilities											
110	Salaries and Wages	50,774	43,811	42,732	42,477	47,254	90%	51,417		51,417	109%
140	Employer Contributions	22,958	17,766	18,608	18,785	20,688	91%	21,969		21,969	106%
216	Computer supplies	1,529				100	0%	100		100	100%
220	Operating Supplies	6,689	5,250	4,989	2,649	3,000	88%	3,000		3,000	100%
226	Clothing and Uniforms	73	78	178	187	300	62%	300		300	100%
231	Gas, Oil, Diesel Fuel, Gr		4,000			2,500	0%			0	0%
311	Postage, Box Rent, etc.	970			50	400	13%	200		200	50%
335	Membership Fees & Dues	80	100		120	300	40%	300		300	100%
340	Utility Services	122	122	122	122	150	81%	150		150	100%
341	Electric	25,409	24,069	28,003	55,291	37,000	149%	56,000		56,000	151%
344	Natural Gas/propane			695	317	500	63%	350		350	70%
345	Telephone & Telegraph	682	748	910	2,221	1,600	139%	2,300		2,300	144%
351	Medical, Dental, Veterina				517	350	148%	550		550	157%
354	Architectural, Engineerin preliminary engineering report.	4,182	2,160	1,085	1,615	40,000	4%	40,000		40,000	100%
355	Data Processing Services	828				0	0%			0	0%
357	Other Professional Servic	15,811	12,125	15,895	9,784	20,000	49%	12,000		12,000	60%
366	Buildings	49	166		12	500	2%	500		500	100%
369	Other Repair & Mtn Equipm	710	754	1,566	2,665	1,500	178%	2,700		2,700	180%
370	Travel	1,414	774	321		1,500	0%	1,500		1,500	100%
380	Training Tuition/Registra		170	627		600	0%	600		600	100%
398	Other contracted services	3,235	5,355	4,952	2,490	5,000	50%	5,000		5,000	100%
532	Land Rental increase in land rental price?	11,000	11,000	11,000	11,000	11,000	100%	61,000		61,000	555%
870	Miscellaneous		292	171		500	0%	500		500	100%
940	Machinery & Equipment		2,009			0	0%			0	0%
	Account:	146,515	130,749	131,854	150,302	194,742	77%	260,436	0	260,436	134%
430630 Collection and Transmission											
369	Other Repair & Mtn Equipm	2,870		12,903	21,535	16,700	129%	22,000		22,000	132%
941	General Purpose Machinery	18,650				0	0%			0	0%
	Account:	21,520		12,903	21,535	16,700	129%	22,000	0	22,000	132%
430640 Treatment and Disposal											
212	Small Items of Equipment	450		2,100		1,500	0%	1,500		1,500	100%
354	Architectural, Engineerin		850	69,150	20,017	31,000	65%	20,000		20,000	65%
357	Other Professional Servic	19,953	17,329	2,911	5,467	8,400	65%	7,000		7,000	83%
459	Other	8,225	23,594	11,978	9,793	12,000	82%	7,000		7,000	58%
934	Sewage Disposal lagoon					10,000	0%			0	0%
940	Machinery & Equipment		-2,009		14,397	0	***			0	0%
941	General Purpose Machinery				19,759	19,759	100%			0	0%
	Account:	28,628	39,764	86,139	69,433	82,659	84%	35,500	0	35,500	43%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2015 - 2016

Account Object	Actuals				Current	%	Prelim.	Budget	Final	%
	11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
					14-15	14-15	15-16	15-16	15-16	15-16

430670 Customer Accounting and Collection										
110 Salaries and Wages	7,421	7,090	8,160	7,270	7,995	91%	8,362		8,362	105%
140 Employer Contributions	1,176	2,098	1,817	1,241	1,351	92%	1,410		1,410	104%
220 Operating Supplies		221	-212	238	300	79%	300		300	100%
311 Postage, Box Rent, etc. increased for utilting mailings/notices		910	1,071	979	1,200	82%	1,400		1,400	117%
355 Data Processing Services		1,310	1,300	1,206	1,300	93%	1,500		1,500	115%
359 Administration Charges				9	100	9%	100		100	100%
Account:	8,597	11,629	12,136	10,943	12,246	89%	13,072	0	13,072	107%

430690 Other Activities										
924 Capital Projects	133,902				0	0%			0	0%
Account:	133,902				0	***%	0	0	0	0%

510330 Comprehensive Liability Insurance										
512 Insurance on Vehicles & E		3,698	2,718	2,550	2,550	100%	2,066		2,066	81%
513 Liability		8,636	6,251	4,975	4,975	100%			0	0%
Account:		12,334	8,969	7,525	7,525	100%	2,066	0	2,066	27%

510400 Depreciation										
830 Depreciation	70,322	77,644			0	0%			0	0%
840 Contributions -depreciati			80,528		0	0%			0	0%
Account:	70,322	77,644	80,528		0	***%	0	0	0	0%

510600 Pensions										
130 Employee Benefits		3,427			0	0%			0	0%
Account:		3,427			0	***%	0	0	0	0%

521000 Interfund Operating Transfers Out - (Specify										
820 Transfer To Other Funds		199,648			0	0%			0	0%
840 Contributions -depreciati			70,322	72,000	72,000	100%	86,173		86,173	120%
Account:		199,648	70,322	72,000	72,000	100%	86,173	0	86,173	120%

Fund:	409,484	475,195	402,851	331,738	385,872	86%	419,247	0	419,247	109%

Grand Total:	409,484	475,195	402,851	331,738	385,872		419,247	0	419,247	%

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795
FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date 6-4-15

Ship Via

Order No. 006701

Department

Public Services

TO: JD Specialty Services

ADDRESS: 622 Madison St. P.O. Box 189
West Yellowstone, MT 59758

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	Rebuild Skuttle Green Snow Blower

Estimated Cost \$ 8,400⁰⁰

Authorized By

[Signature]

Requested By:

[Signature]

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
40961	266 Utilities Underground Location	32.76					
	5055296 05/31/15 excavation notifications	16.38*		WATER	5210 430500	357	101000
	5055296 05/31/15 excavation notifications	16.38		SEWER	5310 430600	357	101000
40963	2088 Town West Yellowstone	1,197.02					
	06/01/15 utility chrgs, Chamber, 895	39.10		BLDGS	1000 411257	340	101000
	06/01/15 utility chrgs, UPDL, 892	51.76		BLDGS	1000 411252	340	101000
	06/01/15 utility chrgs, PS Shops, 884	23.69		BLDGS	1000 411253	340	101000
	06/01/15 utility chrgs. Povah Ctr, 887	89.70*		BLDGS	1000 411255	340	101000
	06/01/15 utility chrgs, Police Dept, 886	30.44		BLDGS	1000 411258	340	101000
	06/01/15 utility chrgs, City Park, 885	822.79		BLDGS	1000 411253	340	101000
	06/01/15 utility chrgs, Library, 891	24.18		LIBRAR	2220 460120	340	101000
	06/01/15 utility chrgs, Lift #1, 903	10.15		SEWER	5310 430600	340	101000
	06/01/15 utility chrgs, Twn Hall, 921	105.21		TWNHAL	1000 411250	340	101000
40966	95 Energy West-Montana	1,272.72					
	05/29/15 nat gas - 62211 - updh	110.00		UPDH	1000 411252	344	101000
	05/29/15 nat gas - 62017 - police sta.	24.74		POLICE	1000 411258	344	101000
	05/29/15 nat gas - 12204-pub.svcs	28.82*		STREET	1000 430200	344	101000
	05/29/15 nat gas - 62214- old firehall	57.17		PARK	1000 460430	344	101000
	05/29/15 nat gas - 01603 - old bld insp	57.17*		STREET	1000 430200	344	101000
	05/29/15 nat gas - 61962 - library	93.64		LIBRAR	2220 460120	344	101000
	05/29/15 nat gas - 07154 - Povah Ctr.	240.99		POVAH	1000 411255	344	101000
	05/29/15 nat gas - 62207 - pub svcs	251.70*		PUBSVC	1000 430200	344	101000
	05/29/15 nat gas -17279 -Town Hall	382.39		TWNHAL	1000 411250	344	101000
	05/29/15 nat gas -17569-Sewer Lift	26.10		SEWER	5310 430600	344	101000
40967	2558 Hebgen Basin Fire District	45,563.00					
	06/15/15 June 2015	45,563.00		FIRE	1000 420400	357	101000
40969	2546 Century Link QCC	59.95					
	05/23/15 long dist chg 406-646-7600	59.95		finadm	1000 410510	345	101000
40970	2813 Century Link	2,687.24					
	05/19/15 DSL Povah, 646-7982	49.00		POVAH	1000 411255	345	101000
	05/19/15 DLS Police 646-0231	64.00		POLICE	1000 420110	345	101000
	05/19/15 DSL Pub Serv Office 646-7949	64.00		BLDINS	1000 430200	345	101000
	05/19/15 Sewer Treat 646-9027	31.21*		STREET	5310 430600	345	101000
	05/19/15 Sewer lift 646-5141	30.53*		SEWER	5310 430600	345	101000
	05/19/15 PCC Elevator 646-7481	32.09		POVAH	1000 411255	345	101000
	05/19/15 Centrex Finance - 20%	248.29		FINADM	1000 410510	345	101000
	05/19/15 Centrex, Police-20%	248.29		POLICE	1000 420110	345	101000
	05/19/15 Centrex, Soc Ser -10%	124.14		SOC SER	1000 450135	345	101000
	05/19/15 Centrex, Court - 10%	124.14		COURT	1000 410360	345	101000
	05/19/15 Centrex, Bld Ins - 10%	124.14		BLDINS	1000 430200	345	101000
	05/19/15 Centrex, Street - 10%	124.14		STREET	1000 430200	345	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	05/19/15	Centrex, PCC - 10%		124.14		POVAH	1000 411255	345	101000
	05/19/15	Centrex, Lib		124.16		COURT	2220 460100	345	101000
	05/19/15	E911 Viper 646-5170		91.66		E911	2850 420750	345	101000
	05/19/15	E911 255-9710		996.38		E911	2850 420750	345	101000
	05/19/15	E911 255-9712		24.51		E911	2850 420750	345	101000
	05/19/15	Alarm Lines, 646-5185		62.42		TWNHAL	1000 411250	345	101000
40972		1514 Verizon Wireless		864.73					
	05/20/15	640-0512, SS Assist		34.99		SOCSER	1000 450135	345	101000
	05/20/15	640-1103, Operator		34.99		STREET	1000 430200	345	101000
	05/20/15	640-1438, SS Director		34.99		SOCSER	1000 450135	345	101000
	05/20/15	640-1460, Library Dir, SP		64.99		LIBRAR	2220 460100	345	101000
	05/20/15	640-1461, Facilities Tech, SP		64.99		STREET	5210 430500	345	101000
	05/20/15	640-1462, Operator, SP		64.99		STREET	5210 430500	345	101000
	05/20/15	640-1463, Deputy PSS, SP		64.99*		STREET	5310 430600	345	101000
	05/20/15	640-1472, Ops Mgr, SP		64.99		ADMIN	1000 410210	345	101000
	05/20/15	640-1676, Rec Coord, SP		64.99		REC	1000 460440	345	101000
	05/20/15	640-1754, COP, SP		64.99		POLICE	1000 420110	345	101000
	05/20/15	640-1755, Police		34.99		POLICE	1000 420110	345	101000
	05/20/15	640-1756, Police		34.99		POLICE	1000 420110	345	101000
	05/20/15	640-1757, Police		34.99		POLICE	1000 420110	345	101000
	05/20/15	640-1758, Police		64.99		POLICE	1000 420110	345	101000
	05/20/15	640-1759, Police		34.99		POLICE	1000 420110	345	101000
	05/20/15	640-7547, Facilities Tech		34.99		PARKS	1000 460430	345	101000
	05/20/15	640-9074, PSS, SP		64.89*		BLDINS	5310 430600	345	101000
40991		2099 Quick Print of West Yellowstone		163.45					
	6712 05/18/15	dividers		14.90		BLDINS	1000 420531	220	101000
	6785 05/28/15	RT forms (1000 forms, 2-part)		148.55		RT	2100 410540	220	101000
40992		471 Northwest Pipe Fittings, Inc.		2,992.39					
	3470335 05/28/15	4" meter + attachments		4,092.87		WATER	5210 430590	251	101000
	3470336 05/28/15	Flanges		99.52		WATER	5210 430590	251	101000
	CM5301246 06/06/14	return		-1,200.00		WATER	5210 430590	251	101000
40993		2673 First Bankcard		1,130.04					
	05/02/15	hotel, Missoula, Arnado		200.88*		SOCSER	1000 450135	370	101000
	05/07/15	Michaels.com, supplies		118.83		REC	1000 460440	220	101000
	05/13/15	10-S Tennis, windscreen		787.20*		REC	1000 460440	212	101000
	05/29/15	FC		23.13		REC	1000 460440	220	101000
40994		1454 Bozeman Chronicle/Big Sky		996.43					
	1279836 05/22/15	Rec Couns Ads		547.03		ADMIN	1000 410210	327	101000
	1287346 05/27/15	Equip Operator ad		181.90		ADMIN	1000 410210	327	101000
	1282389 05/05/15	Display Ads, Clean Up		267.50		ADMIN	1000 410210	327	101000

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
40995	40 Jerry's Enterprises	37.98							
	05/31/15 supplies	37.98		REC	1000 460440	220		101000	
40996	2214 MMCT & FOA	150.00							
	06/11/15 membership dues, Gospodarek	50.00		FINADM	1000 410510	335		101000	
	06/11/15 membership dues, Roos	50.00		FINADM	1000 410510	335		101000	
	06/11/15 membership dues, Holtzen	50.00		FINADM	1000 410510	335		101000	
40997	375 Black Mountain	781.00							
	19742 06/01/15 Annual Maint, Sales Tax	781.00		RT	2100 410540	355		101000	
40998	2746 US Bank	101,741.25							
	05/13/15 GO Bond Pmt, Principal	75,000.00		GOBOND	3050 490100	610		101000	
	05/13/15 GO Bond Pmt, Interest	26,741.25		GOBOND	3050 490100	620		101000	
40999	2195 Code Publishing Company	350.00							
	49988 06/01/15 annual web hosting WYMC	350.00		FINADM	1000 410510	356		101000	
41000	1417 DYER GROUP, LLC	9,349.00							
	15030 05/29/15 groundwater study, 90% done	5,000.00		SEWER	5310 430640	354		101000	
	15032 05/29/15 Grizzly Internet thru 5/15	1,714.00		ENGIN	1000 411040	354		101000	
	15031 05/29/15 General engineering thru 5/15	1,275.00		ENGIN	1000 411040	354		101000	
	15031 05/29/15 General engineering thru 5/15	1,020.00		SEWER	5310 430600	354		101000	
	15031 05/29/15 General engineering thru 5/15	340.00		WATER	5210 430500	354		101000	
41001	2907 Prothman Company	4,288.92							
	2015-4905 05/28/15 expenses, OM recruitment	4,288.92*		ADMIN	1000 410210	356		101000	
41002	2654 Community Health Partners	45.00							
	05/21/15 Wiese, testing	35.00		POLICE	1000 420100	357		101000	
	05/29/15 Help Fund appt	10.00		HELP	7010 450135	351		101000	
41003	2673 First Bankcard	2,530.96							
	04/29/15 ICC Online	79.00		BLDINS	1000 420531	380		101000	
	04/30/15 Buffalo Bar, supplies	116.88		LEGIS	1000 410100	220		101000	
	05/02/15 Swingset Mall.com-spring clips	42.00		PARKS	1000 460430	361		101000	
	05/05/15 Hayneedle.com-soccer nets	560.97*		REC	1000 460440	212		101000	
	05/12/15 Northern Tool, clamps	95.96*		SEWER	5310 430600	369		101000	
	05/12/15 2M Company, fittings/valves	124.70*		STREET	1000 460430	365		101000	
	05/16/15 Book Peddler, supplies	37.08		LEGIS	1000 410100	220		101000	
	05/19/15 Send It Home, shipping	30.25*		WATER	5210 430500	357		101000	
	05/29/15 Dell, computer + software	1,444.12*		REC	1000 460440	216		101000	

06/12/15
17:00:05

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 6/15

Page: 4 of 7
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	
41004	2908 Frontline Ag Solutions, LLC	481.52							
253392	06/08/15 turf/lawn sweeper	369.00*		PARKS	1000 460430	369		101000	
248241	05/21/15 blade, filter	112.52		PARKS	1000 460430	361		101000	
41005	2782 BioLynceus Biological Solutions,	5,008.78							
5704	05/26/15 probiotic scrubber	5,008.78		SEWER	5310 430640	459		101000	
41006	999999 NORMA SALINAS	350.00							
05/31/15	refund UPDL deposit	350.00		UPDL	2210 214000			101000	
41007	999999 ALLEXIA BOWMAN	350.00							
06/07/15	refund UPDL deposit	350.00		UPDL	2210 214000			101000	
41008	1311 Teton Communications	810.00							
128235	06/04/15 radio equipment	810.00		POLICE	1000 420100	362		101000	
41009	999999 GARRICK MARTIN	65.00							
06/08/15	refund court overpayment	65.00		COURT	7469 212401			101000	
41010	489 MSE ANALYTICAL LABORATORY	50.00							
1506001	06/01/15 water samples	50.00*		WATER	5210 430500	357		101000	
41011	764 General Distributing Co.	43.71							
336569	05/31/15 compressed O2	43.71		STREET	1000 430200	220		101000	
41012	65 Machinery Power & Equipment Co	731.15							
05/21/15	parts	605.50		STREET	1000 430200	220		101000	
42CS0417687									
05/20/15	parts	125.65		STREET	1000 430200	369		101000	
42CS0417661									
41013	1085 JD Speciality Services	8,400.00							
3033	05/01/15 rebuild blower chute	8,400.00		STREET	1000 430200	369		101000	
41014	2862 Scott Magill	803.46							
208	05/31/15 plumbing	803.46		UPDL	1000 411252	366		101000	
41015	533 Market Place	114.51							
05/31/15	Work Session supplies	114.51		LEGIS	1000 410100	220		101000	
41016	2853 Two Seasons Recycling	250.00							
2015-647	05/31/15 recycling, May 2015	250.00*		PARKS	1000 460430	534		101000	

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41029	2130 James Longworth 06/11/15 reimb travel, Missoula	326.40 326.40		DISPAT	1000 420160	370	101000
41030	2291 American Express Billings Hotel completely messed up how they charged for our rooms during institute, doubled charged for one person and then refunded more than they should have. Expecting one more charge on the next statement but should be cleared up after that. er	1,777.81					
	05/08/15 Costco, supplies	42.06		LEGIS	1000 410100	220	101000
	05/08/15 Billings Hotel	187.12		FINADM	1000 410510	370	101000
	05/08/15 Billings Hotel	187.12		FINADM	1000 410510	370	101000
	05/08/15 Billings Hotel	467.80		FINADM	1000 410510	370	101000
	05/14/15 Billings Hotel	-187.12		FINADM	1000 410510	370	101000
	05/14/15 Billings Hotel	-187.12		FINADM	1000 410510	370	101000
	05/14/15 Billings Hotel	-187.12		FINADM	1000 410510	370	101000
	05/12/15 Arby's, supplies	48.64		LEGIS	1000 410100	220	101000
	05/13/15 Super Save, supplies	17.36		LEGIS	1000 410100	220	101000
	05/13/15 Patterson Office, supplies	170.70		COURYT	1000 410360	220	101000
	05/14/15 Jerry's Catalog, frames	471.90		LIB	2220 460100	220	101000
	05/20/15 APCO	331.00*		DISPAT	1000 420160	335	101000
	05/20/15 APCO	358.00*		DISPAT	1000 420160	335	101000
	05/27/15 JP Cooke, animal tags	24.50		ANIMAL	1000 440600	220	101000
	06/06/15 Amazon, binders	10.99		FINADM	1000 410510	220	101000
	06/06/15 Amazon, binders	21.98		FINADM	1000 410510	220	101000
	# of Claims	47	Total:				201,743.36

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$80,774.72
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$929.55
2210 Parks & Recreation	
101000 CASH	\$700.00
2220 Library	
101000 CASH	\$982.13
2850 911 Emergency	
101000 CASH	\$1,112.55
3050 GO Bond	
101000 CASH	\$101,741.25
5210 Water Operating Fund	
101000 CASH	\$3,559.00
5310 Sewer Operating Fund	
101000 CASH	\$11,849.16
7010 Social Services/Help Fund	
101000 CASH	\$30.00
7469 City Court - Judge Brandis	
101000 CASH	\$65.00
Total:	\$201,743.36

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
June 2, 2015

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

OTHERS PRESENT: Public Services Superintendent James Patterson, Social Services Assistant Kathi Arnado, Jeremy Weber-West Yellowstone News Editor, Richard & Teri Gibson, Helene Rightenour, Assistant Public Services Superintendent David Arnado, WY School Superintendent Mary Margaret Williams and School Board Chair John Gospodarek, Bill Howell, Randy Wakefield, Tom Cherhoniak, Pierre Martineau, Georgia McMillian

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 \$41,626.99. (Forsythe, Parker)
- 2) Motion carried to approve the Consent Agenda which includes the minutes of the May 12, 2015 Work Session, May 19, 2015 Town Council Meeting, and May 26, 2015 Work Session. (Johnson, Parker)
- 3) Motion carried to reconsider the Business License for Tao's Inn. (Forsythe, Costello)
- 4) Motion carried to approve the business license application for Tao's Inn, with the corrected zoning of B-4, contingent upon proof of all required County and State permits. (Schmier, Costello)
- 5) Motion carried to approve the request to waive the resort tax bond for Tao's Inn. (Forsythe, Johnson) Motion fails unanimously.
- 6) Motion carried to deny the encroachment application from the West Yellowstone School to use the interior park of Block 5 for parking and snow storage and direct staff to start working on how to move forward to accommodate the request using another approach. (Johnson, Costello)
- 7) Motion carried to approve the Outside Amplification Permit for the Wild West Yellowstone Rodeo Car for the 2015 summer season. (Johnson, Forsythe) Parker and Forsythe are opposed, motion passes.
- 8) Motion carried to approve the recommendation from Acting Operations Manager and Mayor Schmier to appoint Kathi Arnado to the position of Social Services Director. (Forsythe, Costello)
- 9) Motion carried to approve Resolution No. 664, a resolution indicating the Town's intention to conduct the 2015 municipal election by mail. (Johnson, Costello)

Public Comment Period

No public comment is received.

Council Comments

Forsythe says that he was approached by a gentlemen from Big Sky who strongly recommended that they hire Kathi Arnado as the Social Services Director. Parker announces, for those who may not already know, that the Girls High School Track Team took first place at the State Championship a week ago. He says that he has noticed signs at the entrance to other communities that announced the year and events that the school has won the state championships. Forsythe says that he has been asked some questions recently about signage, specifically signs that are attached to vehicles and the flag signs that are popping up in multiple places. Schmier says that they do seem to have a “run away” going on right now with signs and sewer connections being made without the proper permits.

DISCUSSION

- 4) Patterson says the project is moving along. They have put the parking lot in and they are hooking up the water shortly. He has also been advised that he needs to finish backfilling and put up the fence. He says that he did advise the owner that he needs to provide them his occupancy permit and health department permits prior to actually opening for business. Schmier questions if whether the project is not actually finished is a valid reason to deny a business license. Johnson points out that they have usually approved the license application contingent upon finishing or obtaining the necessary permits.

- 6) Mayor Schmier explains that they have received an Encroachment Request from the West Yellowstone School to utilize north side of the interior park in Block 5 to provide a parking area and snow storage for the school. The voters recently passed a bond to add a wing onto the school and this proposal is expected to make the traffic flow safer and provide some more room. John Gospodarek, Chair for the School Board, and Superintendent Mary Margaret Williams are present to discuss the proposal. Parker points out that a similar proposal was brought to the Town a year ago, but since the bond did not pass last year it was no longer discussed. Mayor Schmier asks how time sensitive this request is. Gospodarek says that the sooner the better, they would like to start soil testing and finalize the plans in the next month and a half and this would make it easier to plan. Parker asks when they expect to break ground on the new wing. Williams responds that they anticipate breaking ground in the spring of 2016. They briefly discuss other options such as selling the property to the school or a lease. They point out that an encroachment could be revoked by a future council. They discuss whether an encroachment is the correct process to use. Johnson suggests that they pass a resolution indicating the Town’s intent to enter into a lease or sale of the property. Schmier asks if they can put together a lease or sale agreement in the next 30 to 45 days, would that work for the School. Gospodarek and Williams indicate that would be acceptable.

- 7) Georgia McMillian explains that they only run the car on the days that they have rodeos. Johnson asks if they have had any complaints about the car and the loudspeaker last year. Town Clerk Liz Roos says she remembers a couple phone calls, but nothing they could document. The Council discusses the request from the Nature Conservancy (SmokeJumper Center) last year and if that was a problem. The Council denied that request. The Council also discusses the effect of allowing multiple businesses to advertise using a loudspeaker. McMillian acknowledges that they have had problems with the volume and understanding the loudspeaker in the past, but says they are willing adjust whenever necessary. She says their announcer is a younger man that is returning this year and asks that they contact her if there are any problems.

- 8) Mayor Schmier says that as the Action Operations Manager and on behalf of the interview committee, he would like to make the recommendation to offer the position of Social Services Director to Kathi Arnado. Arnado thanks the Council and the committee for the support. The Council discusses how to work out the salary, start date, and other personnel details. They agree to leave Patterson in charge of the department until the hire letter is prepared and accepted by Arnado.

- 9) Roos explains election process if they conduct the election by mail, which includes having a ballot box here in West Yellowstone and keeping the Town Office open until 8 PM on election day. She also explains that the Town has the option of paying for postage on the return ballots. Two years ago, the City of Bozeman paid for all the postage in the county because of its interest in a particular item on the ballot.
- A) **Advisory Board Reports:** Parker reports that the Planning Board met yesterday. They are going to meet on the 1st Monday of every month at 4:30 PM here at the Town Hall. He says they discussed the cash-in-lieu process to meet the parking requirements for a particular business, the growth policy, and the 80 acres.
- B) **Department Head Reports:** Public Services Superintendent James Patterson reports that the holes have been dug to set the poles for the new signs on Canyon Street, but they expect it will still be 2 to 3 weeks before the signs are up and the streetlight at Canyon and Yellowstone is turned on. Social Services Assistant Kathi Arnado says that Social Services is functioning well right now. Johnson asks if numbers are up or down this year and Arnado says they seem to be down a little this year. She says that employees through the J-1 and H2B programs are definitely down. Chief of Police Scott Newell says that he has scheduled a meeting with the Police Commission for Wednesday, June 10, at 9 AM. He says they will discuss the procedure to use the Montana Police Consortium and hiring process. Forsythe says that the Police Commission also serves as a grievance board and he would like to see that process in place, too. Newell agrees and says that works as long as it doesn't conflict with the union contract. He points out that they are in a negotiation year and they will work on that. Action Operations Manager/Mayor Brad Schmier reports that they met with representatives from the MT Aeronautics Board last week, which indicated they want to raise the lease amount from \$11,000 to over \$61,000 starting this year. Schmier summarizes that they requested a 6 month extension under the current terms and the State was willing to give the Town 120 days. He says that the acquisition of the 80 acres process is underway and they are working on setting out the location of the existing roads and trails. He also thanks the staff for their efforts to carry the Town during this transition period. Johnson also mentions that they completed the evaluations for the current Department Heads: Patterson, Newell, and Gospodarek. Parker asks who usually does the Department Head evaluations. Johnson explains that they are usually done by the Operations Manager, but he and Mayor Schmier conducted them as they do not currently have an Operations Manager. Forsythe says, in reference to the lease for the sewer lagoon, if they are going to have a work session to discuss how to proceed with that issue. Schmier responds that the State has given them 120 days to work on this and that yes, they should most likely schedule a meeting to discuss the issue. Town Clerk Liz Roos shares an email from the Prothman Company that reports they have received six completed applications for the Operations Manager position so far.

The meeting is adjourned. (9:00 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

Work Session

June 9, 2015

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

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

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

Social Services Director Kathi Arnado reports that she has learned that the H2B Program to bring immigrant workers from Mexico was capped this year but has since been reopened and they expect it will be back to normal by next year.

Council Comments

Parker mentions that he attended a meeting today about bicycling through Yellowstone at the Chamber of Commerce. He says the meeting was very interesting and focused on how to attract more bicycle tourism through Yellowstone. Mayor Schmier reports that he attended a housing meeting last week. He says the group that is working on the housing issues have targeted five properties they believe can be developed to provide additional housing. Participants at the meeting included Habitat for Humanity, HRDC, and VISTA Kirstin ?? as well as interested community members. Think One, the architectural firm, has been retained to develop possible housing scenarios. A lot of ideas were shared and more meetings have been scheduled.

DISCUSSION

Mayor Schmier calls the meeting to order and explains that they are here to discuss the operations and scheduling of the Social Services Department. He welcomes newly appointed Social Services Director, Kathi Arnado, and asks her to summarize what they do in Social Services. She recaps a work session they had a few months ago where they discussed the activities they perform in the department. She says there has been discussion about eliminating or cutting back providing transportation to clients, but points out that is listed as a task in the job description. She says they have conducted home visits but understands that there is necessary specialized training and has discussed with the County that they should do more... She says there has been discussion about cutting back the food bank but she strongly disagrees with that and feels they are providing a very important service. She briefly touches on the clothing bank and offering training opportunities during the winter months. Schmier says he would like Arnado to describe how she wants to move the department forward. Arnado says she would like to continue to operate the department as is with the assistance of a part-time person with the option of increasing their hours. She does not agree with the suggestion of only offering certain services on certain days. She says she would like to change the way they run the food bank so it is more like the food bank in Big Sky or Bozeman where people can pick out their own food. She says that she also thinks that her mornings are slower and that is a better time to take appointments for people that need extra help or administrative tasks. Schmier asks if there are any functions that have performed in the past that they should stop. Arnado says that they should cut back on providing transportation. She also says that adult protective services should be handled through the County and the police and she will not provide counseling. Schmier says that in reference to staffing, they have had a full-time assistant in the department. He asks Arnado what her recommendation is for that position. Arnado says that her preference would be to hire a $\frac{3}{4}$ time employee to be the Social Services Assistant. She says she would actually prefer a full-time employee, but is willing to go with a part-time so see how things work out. Schmier points out that this is the time they should review and update the job description for the position. The group agrees that they need to work on the job description and settle on how many hours per week they need this person. Schmier indicates that he will work with Arnado to prepare everything prior to releasing the job.

The Council next discusses the General Fund for FY 2016. Finance Director Lanie Gospodarek briefly describes the process they go through to put together the General Fund and explains how

anticipated expenses are budgeted and planned for. The Council discusses each account in the general fund and Gospodarek answers various questions. The general fund primarily addresses operations and maintenance costs and includes employee salaries, supplies, building maintenance, and utility costs.

The meeting is adjourned. (8:45 PM)

Mayor

ATTEST:

Town Clerk

Town of West Yellowstone Business License Application

Business Name: Lone Wolf Properties DBA Yellowstone Wildlife Cabins
 Applicant: Cynthia & John Knapp
 Contact Person: Cynthia
 Mailing Address: POB 96
 Physical Address of Business: 225 Geyser St
 Phone Number: 646-7675 Fax Number: same
 Email Address: ywcabins@gmail.com Website: www.YellowstoneWildlifeCabins.com

Signature of Property Owner of Record: 

Subdivision: _____
 Block: _____ Lot: _____

Zoning District, please mark one:

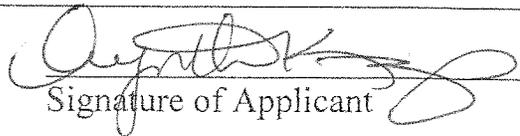
- | | |
|--|---|
| <input checked="" type="checkbox"/> B-3 Central Business District (Old Town) | <input type="checkbox"/> PUD Planned Unit Development (Grizzly Park) |
| <input type="checkbox"/> B-4 Expanded Business District (Grizzly Park) | <input type="checkbox"/> Residential Districts, Home Occupations Only (Mad Add) |
| <input type="checkbox"/> E-2 Entertainment District (Grizzly Park) | |
| <input type="checkbox"/> New Business | <input type="checkbox"/> Transfer of Ownership |
| <input type="checkbox"/> Change of Location | <input type="checkbox"/> Name Change |

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

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

Vacation Rentals - 6 units

Business License Fee: \$ 68.00
 Resort Tax Bond: \$
 Total Amount Due: \$ 68.00


 Signature of Applicant

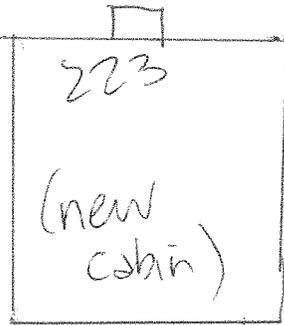
 Signature of Applicant

 Date

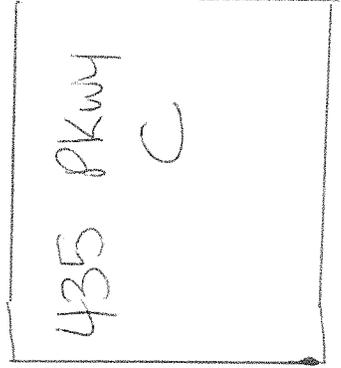
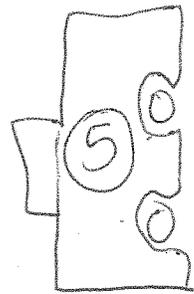
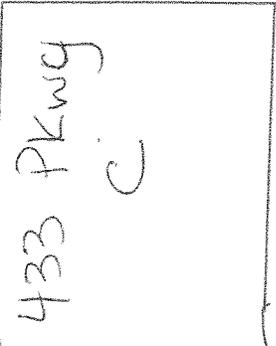
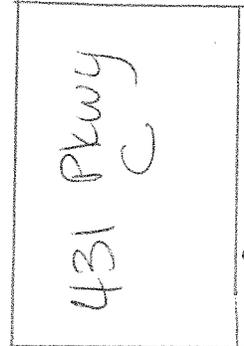
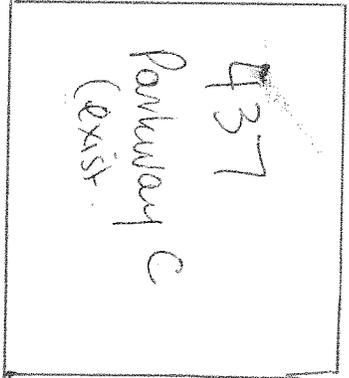
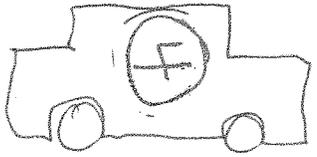
FOR OFFICE USE ONLY			
Date Approved by Town Council: _____			
Date <u>6/10/15</u>	Check # <u>1533</u>	Amount \$ <u>68.00</u>	License # _____
SCN _____	BLP _____	STX _____	BLC _____ RDX _____

GEYSER ST.

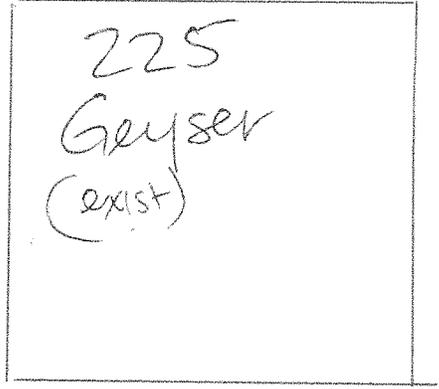
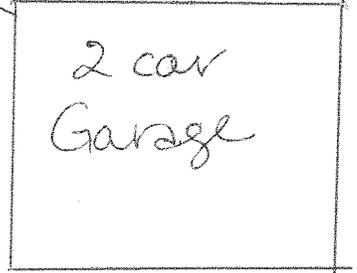
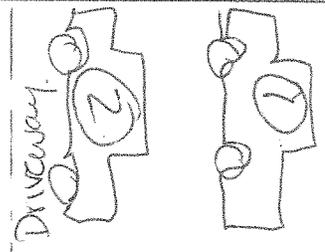
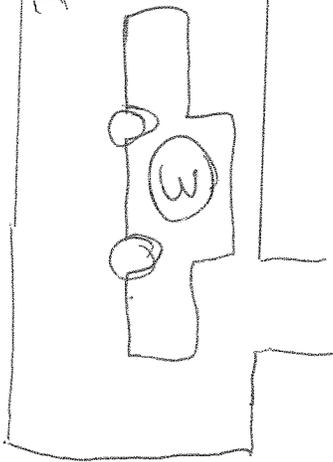
Parkway C



Fence



Driveway



Town of West Yellowstone Business License Application

? Business Name: _____
Applicant: KAREN EAGLE
Contact Person: KAREN EAGLE / KEVIN BUDA (640-2856)
Mailing Address: 645 MADISON AVE
→ Physical Address of Business: 336
Phone Number: (406) 640-2855 Fax Number: _____
Email Address: KBuda@WYellowstone.com Website: _____

↘ Signature of Property Owner of Record: Karen A. Eagle

Subdivision: old TOWN
Block: 11 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.

one unit, seating capacity: 2; This is to be a nightly rental

Business License Fee: \$ 53.00
Resort Tax Bond: \$ 500.00
Total Amount Due: \$ ~~530.00~~
553.00

Karen A. Eagle
Signature of Applicant

Signature of Applicant
6-12-15
Date

FOR OFFICE USE ONLY

Date Approved by Town Council: _____
Date 6/12/15 Check # 3068 Amount \$ 553.00 License # _____

SCN _____ BLP _____ STX _____ BLC _____ RDX _____

Site Plan

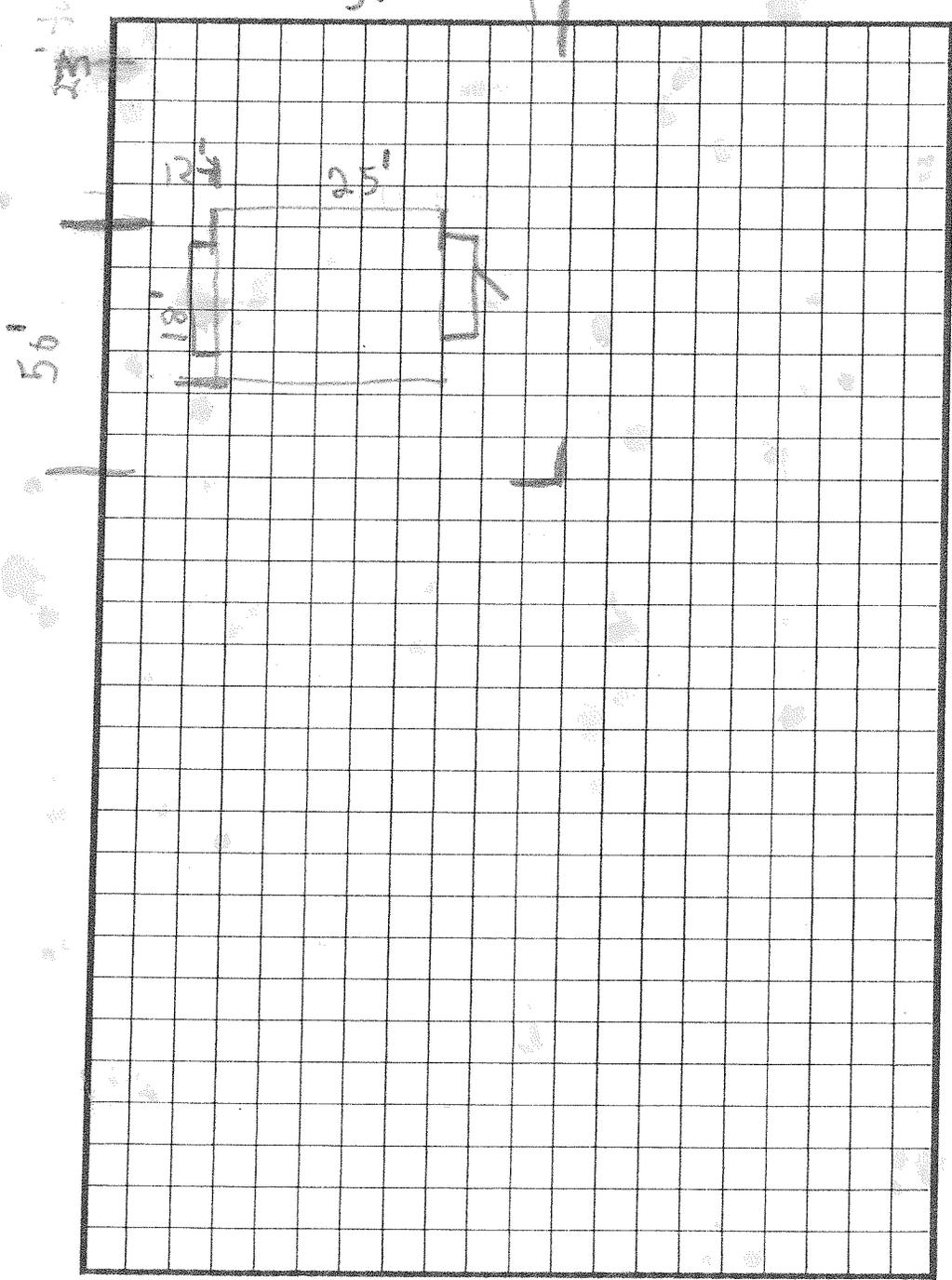
5

Business Name:

Business Owner: Karen Eagle

Business Street Address: 645 Madison

Block: 11 Lot: 9 Subdivision: Old Town



Scale: 1 inch = 20 feet

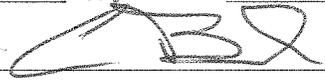
Note: This grid represents a standard Town lot, 100 feet by 150 feet.

LOT = 50' x 50'
house = 25' x 18'

23' wide parking south side entire 50' length

Town of West Yellowstone Business License Application

Business Name: BU-PHO-LO RANPA, LLC
Applicant: Randy Gay
Contact Person: Randy Gay
Mailing Address: 1724 S. Rouse Bozeman MT. 59715
Physical Address of Business: 103 Electric
Phone Number: (406) 580-7182 Fax Number: _____
Email Address: ~~randy.gay~~ Randy.gay37@icloud.com Website: _____

Signature of Property Owner of Record: 

Subdivision: Grizzly Park
Block: 2 Lot: 14A

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)

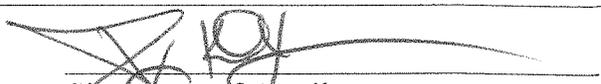
- New Business
- Change of Location
- Transfer of Ownership
- Name Change

- 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 Have appointment,

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.

Food Truck, To go only.

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


Signature of Applicant

Signature of Applicant

Date

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

ABE

Site Plan

Business Name:

Business Owner:

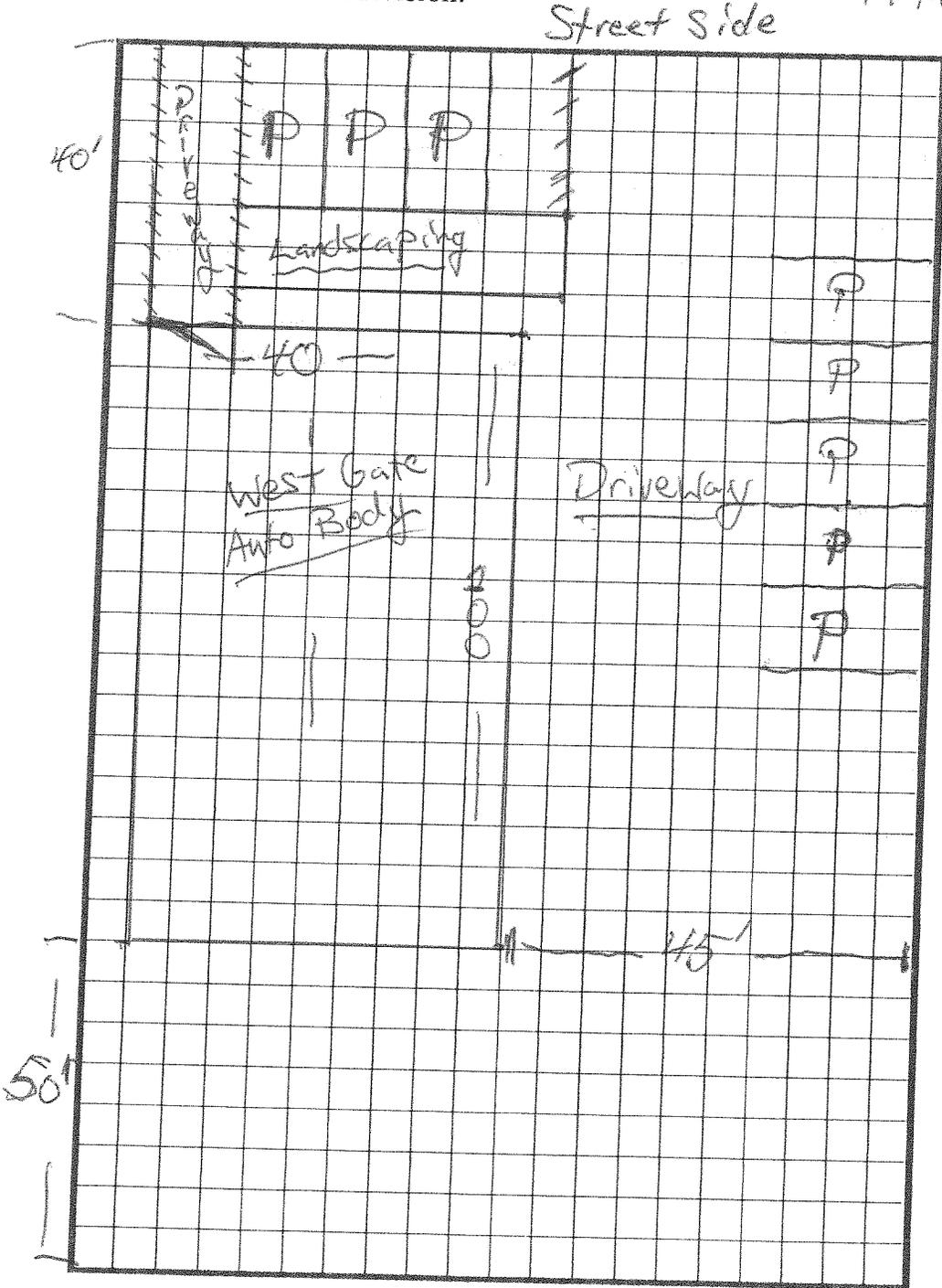
Business Street Address:

Block:

Lot:

Subdivision:

Food Truck will be parked
in the Street Side
Parking Spaces.



Scale: 1 inch = 20 feet

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

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: June 10, 2015
APPLICANT: Schmier Family Partnership/ Hide Away RV Park Doug Schmier
ADDRESS: 320 Electric
PHONE: 406 640 1234 or 640 1344
INTEREST IN PROPERTY: Hideaway RV Park

OWNER OF RECORD'S SIGNATURE: 

1. LEGAL DESCRIPTION:

Subdivision: Lot 1 of Block 4 in the tow/site of West Yellowstone
Block: 4 Lot: 1
Zoning District Number: _____

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

To replace a low fence that has deteriorated,


Signature of Applicant

6-10-2015
DATE

For Office Use Only:
DECISION BY TOWN COUNCIL

Approved Disapproved

Mayor/Operations Manager

DATE

Gallatin County Abstract Company

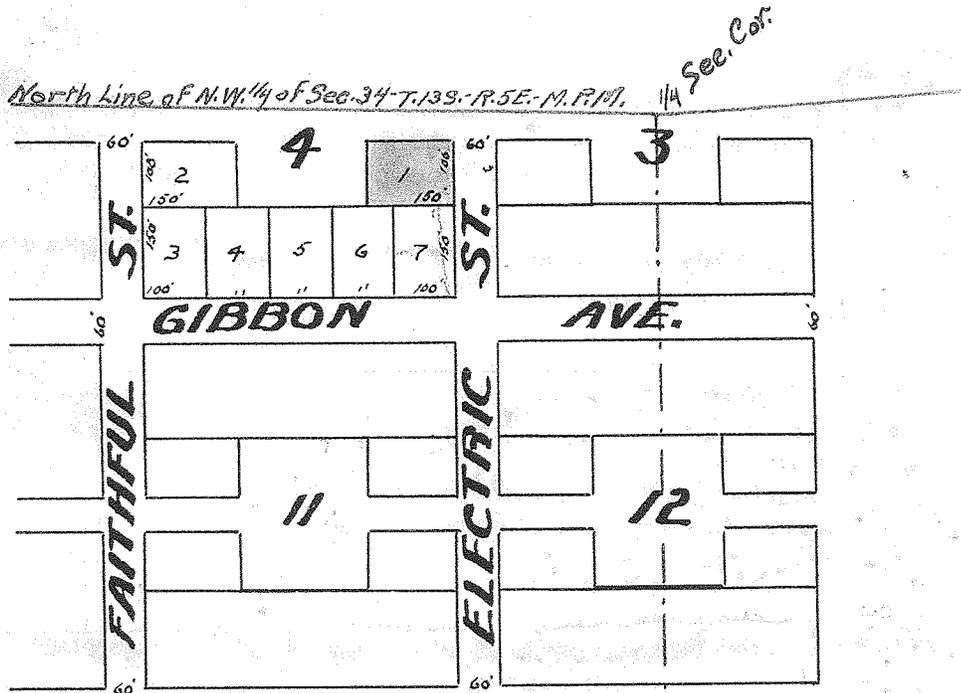
BONDED ABTRACTOR

C-A-P-T-I-O-N

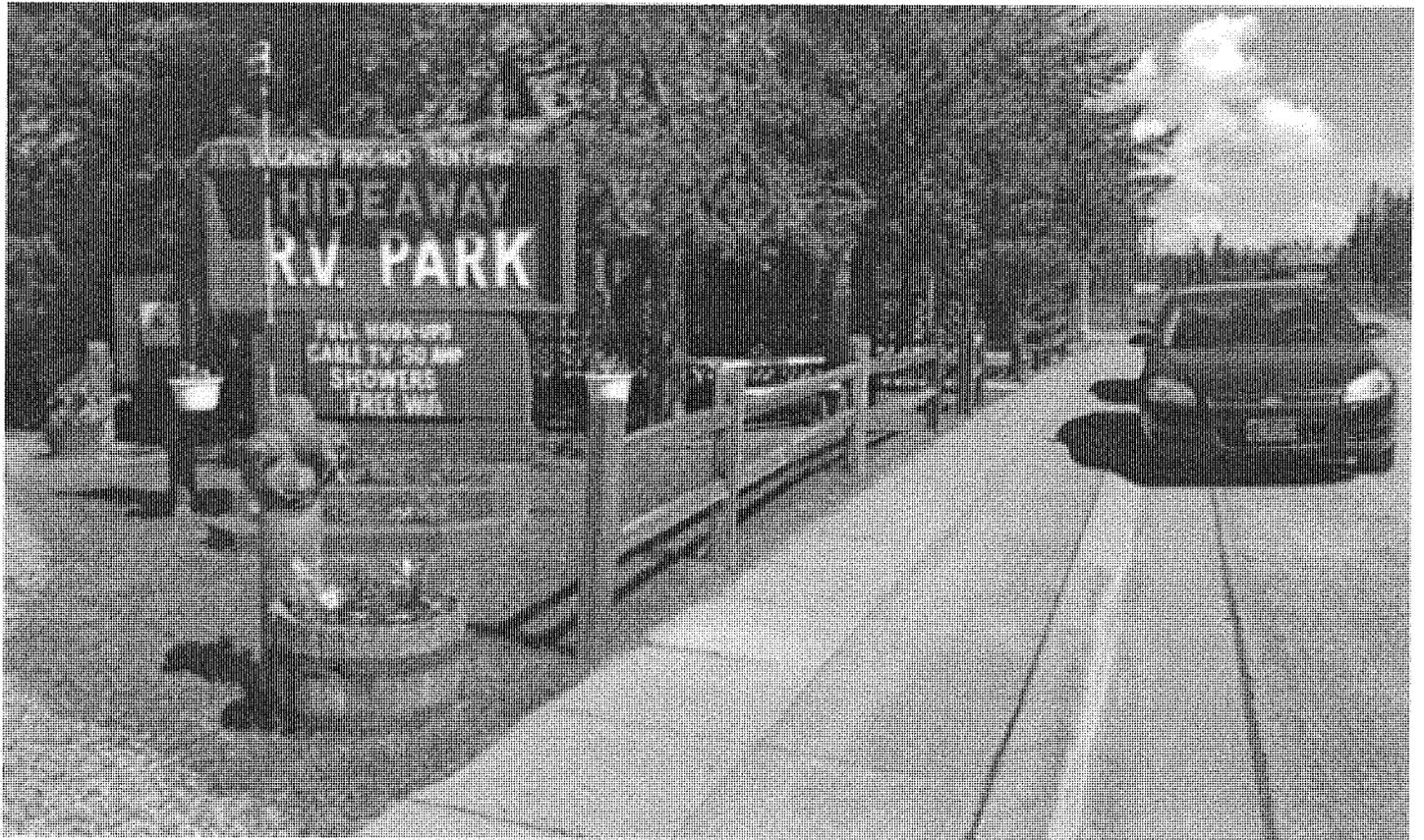
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Abstract No. 4 1 1 9

Diagram showing the following described lot in West Yellowstone,
Gallatin County, Montana.



PLAT
of
WEST YELLOWSTONE-MONTANA



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

Event or Project Applicant: Black Mountain Productions, LLC

Event or Project Name: 2015 "Music in the Park" Series

Date Submitted: 6.3.15

Date Approved by MAP Fund Advisory Board: 6.11.15

Requested Amount: \$11,500

Approved Amount: \$11,500

Exceptions: MAPFAB Board specified funds to be used for 2 submitted budget expenses:
\$4165 for Marketing and Promotion and \$7335 for Music Acts/Entertainers

Comments: None

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: Black Mountain Productions, LLC

Event or Project Contact Person: Don Perry, Event Coordinator

Address: PO Box 875, West Yellowstone MT, 5975

Phone: 406-539-7895 *Email:* yellowstoneautomotive@yahoo.com

Application Submission Date: 6/3/2015

Event or Project Information

Event or Project Name: 2015 "Music in the Park" Series

Location of Event or Project: City/Pioneer Park

Date(s) of Event or Project: July 3rd and 4th, July 18th, and August 1st, 2015.

Estimated Total Event or Project Cost: \$21,535.00

MAP Fund Amount Requested: \$ 11,500.00



Section One: Project Summary



The "Music in the Park" series began in the summer of 2006 through the efforts of Black Mountain Productions with the support of the Town of West Yellowstone, the West Yellowstone Chamber, and local businesses. As a "free" event in a highly visible location, the City Park/Pioneer Park, we attracted up to 500 attendees per show. It also provides the opportunity to profile local artists and groups.

Over the next five summers, Black Mountain Productions put on a summer series, including up to five shows per year, until 2012 when the time and costs, especially the personal time needed from volunteers, became too overwhelming. The event series was revived for the summer of 2013 due to grant support and volunteers again willing to handle the logistics. We focused on Americana genre (folk, blue grass, etc.) music that will build on the unique Montana flavor of our community. We also found that a variety would fit in nicely because of the visitor's from all the country and world.

The positive response from local residents, summer residents, visitors, summer employees, and businesses continues to reinforce the value of the series and encourages us to continue, and expand it.

Typically, attendance on July 4th is the heaviest of any of the series dates. Last year, it was several thousand. Our plans for this year are not only to increase attendance on the 4th of July, but pull in some of those enthusiasts to a new "Caldera Music Fest" on July 3rd. This free, all-day festival would feature up to seven bands and also be located in the Park.

To put on this series, we need financial assistance for the music groups, advertising, website updates, and annual equipment repairs

Section Two: Timeline

Schedule for Summer 2015: Our potential "Music in the Park" summer series for 2015 includes the following:

- July 3rd (new for 2015!) "**Caldera Fest**," a full day of free music in the park.
 - **The Dave Walker Band**, based in Bozeman, MT, features the British blues singer nicknamed "the Voice". Dave Walker has toured and performed all





over the world with some of rock's biggest legends. Now his amazing career continues with an incredible band that offers one of the region's most inspired blues-rock performances.

- **Tales of Ghost Town** - He's been called punkabilly, gothic country, cowpunk, punk blues, Montana blues, soul punk, folkabilly, punk grass, street folk but the one-man acoustic band claims none. Nick Hagan is...TALES FROM GHOST TOWN!

- **Erin Harpe and the Delta Swingers** featuring the charismatic singer and guitarist Erin Harpe, along with her band The Delta Swingers, have become favorites around New England, with a growing fan base around the world. Their unique brand of dance music is rooted in vintage 1930's Mississippi delta blues, then shaken and stirred with other genres like soul, funk, and reggae.



- Local favorites, **John Gospodark with The Assassins**.

- **Love Whip**, a dance band that jams, and people love it. Playing a party-starting mix of psychedelic rock, dance-pop, and world music, the energy and presence of Lovewhip's live shows is infectious, sexy, fun and over-the-top. The Jamaica Plain, MA based group whip up infectious original songs for those who love shaking their booty on the dancefloor. "Lovewhip may be our answer to Prince, except it's a funky, electro-jam with a female guitar-slinging mastermind!" says *Cheap Thrills Boston*.

- Three other bands from Billings, Montana.

- July 4th features a repeat of last year's successful line-up.

- Opening act **Jamel Boast** covers 70's, 80's, 90's and today's music, live and unplugged!

- The **Adam Ezra Group** returns for a second year, back by popular demand. Ezra and his band are activists and community leaders as much as they are musicians and songwriters. Ezra has spent time living out of a van, farming in Canada, volunteering for the relief effort in Kosovo, and practicing environmental geography in South Africa. Whether as a kitchen hand or carpenter, teacher, athlete, or traveler, Ezra crams it all into the music, always challenging our perspective and often teetering somewhere between the ballsy rocker and sensitive poet. The band was also voted 2013 Best Band of New England.





- July 18th is all about country.

- Utah- based **Eric Dodge** and his albums are making waves in the country music world! His album *Why Not Today* became a huge international success and has sold all over the world in over 15 countries and even topped the Amazon.com best-selling albums list. Eric has released 8 albums and has performed across the United States and Canada.



- August 1st offers a funky focus with:

- **"Cold River City"** from Colorado began in 2012 when six like-minded individuals with a passion for live music and an appreciation for a wide range of musical styles united on a musical journey that would soon become Cold River City. As a more concrete mentality towards their approach to music evolved, the group began to refer to their music as Psychedelic Groove Soul; "Simply put, our music comes from the heart and it comes from the mind. When we get together we find a groove, tap into it with all our energy and we try playing to the sounds that we have been influenced by throughout our entire lives, hopefully stumbling across some new ones along the way."



- **"Freekbass"** Born and raised in Cincinnati, OH, Freekbass was an only child who initially wanted to be a magician. While working in a music shop to pay off his first electric bass he had in lay-away, he began to study the classics of Larry Graham, Sly Stone, Stevie Wonder, Parliament and Bootsy with a bass in one hand, and an MPC2000 in the other. Freekbass has released six full-length CDs.

Pre-Event Planning:

April – May – June

- Determine band availability and efficiencies such as which bands can stop here on their way to another venue to reduce cost.
- Fund raising, grant writing, and marketing strategies.
- Working with Town of West Yellowstone on venue and organizations on insurance, co-promotion, and food/beverage booths.
- Contact local businesses for financial assistance.





June

- Finalize schedules, bands, equipment, insurance, permits, and volunteers for set-up.
- Initial publicity and promotion.
- Determine advertising schedules, creative, and placement.
- Work with bands on co-promotion.

July-August

- Logistics for each show
 - Each show takes a minimum of eight people working for 18 to 20 hours per event. Man hours include setup and tear down of stage equipment, canopies, and clean-up of venue grounds and concessions areas.
We also provide our own security to alleviate the added duties of our local police. All "Music in the Park" events will take place at Pioneer Park, more commonly known as the City Park. Setup generally begins around 8:00 AM the morning of the show. Music will start between 6:00-7:00 PM and will be completed by 10:00 PM. The stage & equipment is removed by 12:00 noon the following day, unless needed for another event the following night.
We work closely with the Town of West Yellowstone Public Works Department to coordinate these logistics.
- Advertising and promotion underway
- Work with organizations involved with the events (WY Foundation for *Shakespeare in the Park*, food fundraisers, etc.)

Section Three: Budget

Please refer to the budget detail in Addendum One. This year's budget has been expanded to include the additional full day "Caldera Music Festival." This increases the cost of the bands and advertising for this additional day. This is the reason that the MAP request is significantly higher than in prior year's. The MAP award would be used to pay for advertising costs, entertainer cost, and related expenses. The number of acts will be dependent on the amount of funding we receive.

We are working hard to increase revenues and reduce expenditures. As the Festival grows in attendance, recognition, and vendors, we believe we can charge an admission and cover its costs in future years.

Please note:

1. We are again planning to use our volunteer laborers for stage setup, event security, book keeping, and marketing assistance. We do pay for professional services as required and some volunteer lunches.
2. We are submitting a grant request this week to the Yellowstone Country Cultural Tourism Grant program seeking additional funds for payment of bands and operational expense.
3. We are working with a supplier to get our lighting at cost.



4. In the past we were able to receive donated rooms for the bands from lodging properties. We will ask again this summer, but with the high occupancy this may be difficult to obtain. We are working with the bands to find alternative lodging or camping options.
5. We will be going directly to businesses that have not been involved in the past asking for their help with volunteers or financial or in-kind contributions.

Section Four: Publicity, Promotion, and Marketing

Posters:

- We would like to produce a printed (and electronic version) of the "Music in the Park" series poster with a full season schedule and information on the various music groups. These posters would be distributed around West Yellowstone and the surrounding area, including Island Park, Big Sky, and Belgrade/Bozeman.

Flyer/information sheet:

- We would create a one-page, easy-to-read information flyer that would be distributed to employees at local businesses, and could be used for reference throughout the entire summer.

Event listings and ads:

- We would list our schedule on free calendar of events including the West Yellowstone Chamber events calendar, the Island Park Journal calendar, the Big Sky Weekly calendar, and This Week (Bozeman/Belgrade) calendars. We would also place small black and white ads with the full summer schedule in local and area newspapers (West Yellowstone News, Big Sky Weekly, Island Park Journal, and Madisonian) where the cost would be low. The final placement budget will be determined by grant awards and contributions from local businesses. We would be happy to furnish this when available later this month.
- By publishing the entire series schedule, we would be able to push the entire series and encourage repeat visitors, as well as raise local awareness.
- With this grant funding, we would also take out digital ads (banners and on-line event listings) in the BoZone and Lively Times which are regional newspapers with a strong music following where their readers choose a travel destination based on concerts. We would also provide information for editorial features.

Social Media:

- We will promote our events on Facebook through our own page, "Free Music in the Park BMP," and working with the West Yellowstone Chamber and TBID to provide materials for posts on their Facebook and Twitter pages. We will work with local businesses to cross promote the series on their social media sites by providing a series of pre-made Facebook posts, Twitter tweets, and photographs.



- Additionally, we will work with the bands to promote the events and West Yellowstone. By posting dates and information on their Facebook, Twitter, and Instagram pages we can reach their followers, broaden our reach throughout Montana and neighboring states, without any additional cost.
- News releases and editorial content: We will submit news releases about the series and about individual events to regional newspapers. We are asking the West Yellowstone Chamber to help promote the series with “news stories” on their website and inclusion in any news releases they create about summer events and distributed information for summer visitors.

Websites:

- We are asking the WY TBID to update last year’s landing page off of www.yellowstonedestination.com with a full schedule. We will work with the West Yellowstone Chamber Marketing Director to add event listings, special news stories, and other content to that website.
- We will also ask each band to post information on their respective websites including links back to West Yellowstone websites for lodging and West Yellowstone information.

Section Five: Application Review Criteria

1. **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?**

"Music in the Park" has shown great success in the past six years. Our events offer our visitors and locals a unique and fun experience in the heart of West Yellowstone. Through local support, grant funding, support from the Chamber and other organizations, "Music in the Park" has grown to an event people look forward to attending.

As a non-profit organization, we strive to support other organizations at our events. In the past, the Big Brothers and Big Sisters, the local Fire Department, and other school organizations have had successful fundraisers at our summer shows. We have also contributed to the Rod Run weekend, providing them with our sound system as well as scheduling one of our shows for that weekend.

For this summer’s July 3-4th concerts, the West Yellowstone high school football team will be selling hamburgers and more to raise money for uniforms and equipment. We are also talking with other businesses and organizations about adding booths offering unique Montana merchandise.

2. **How does the event or project reach potential visitors outside West Yellowstone?**

Local and area businesses display our "Music in the Park" summer schedule poster. They promoted the events on their websites. The WY Visitor Center also helps promote the events by telling visitors and displaying posters. The event schedule will be posted on the West Yellowstone Chamber website. We have also worked with the Chamber in the past for event



insurance.

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

"Event tourism" is becoming increasingly important in destination tourism. It is no longer enough just to be a "community on the border of Yellowstone Park," we need to offer something more to make Yellowstone-bound and repeat visitors choose West Yellowstone over neighboring communities. And, while visitors may come for the music, they also eat at restaurants, browse retail shops, fill their cars with gas, and may spend a night.

There is also a growing segment of visitors planning their trips around local festivals and music events. Big Timber, Livingston, Red Lodge, and other communities throughout Montana are using music festivals and music events to attract this cultural tourism segment. For example, Big Timber is building an annual festival based on "Red Dirt" Music, an indigenous American music genre that pulls in attendees from as far away as Texas.

The expansion of the "Caldera Music Festival," can also bring overnight visitors to the community. We plan to promote it as a two-day event in addition to enhancing the overall small town 4th of July experience.

The number of attendees is the best way we can measure event success. With advance publicity, we will be able to increase local attendance, repeat visitor attendance, as well as "casual" and "time-switchers" consumer segment groups. We will be counting attendee's and working on possible ways to gather information about the individual's length of stay, lodging, and if they ate, shopped, or bought gas while here.

4. How does the event or project complement or enhance existing events or projects?

The Music in the Park series is an enhancement to the overall experience of the visitors coming to our community. It offers something of definite value by being "free" for visitors, employees, and local families. It builds the "brand" of our Town Park as a place to congregate, relax, and have a unique Montana music experience. It also supports "small town 4th of July celebration" by always including a show for that weekend.

5. How does previous experience support this type of event or project as viable?

Black Mountain Productions is a non-profit 501(c) (3) organization whose goal is to bring family oriented live entertainment to West Yellowstone. Black Mountain Products owns its own equipment including stage and extensive sound system. Our main focus has been live music in the City Park. We also organize other social functions for groups within the town of West Yellowstone. Additionally, we have provided our equipment for use at other events.

Additionally, Black Mountain has been involved in other community events such as the Yellowstone Historic Center's annual Heritage Celebration, the West Yellowstone Foundation Happening, WYED's Buffalo Roam Unveiling, the Suzie Bogus concert at the Union Pacific Dining



Hall, the Christmas Stroll, the Kids'N'Snow Saturday night S'mores and Skating activity, the Rendezvous Ski Races, Yellowstone Ski Festival, and more.

6. Has your organization received MAP funding in the past? If so, how many times and for what event(s) or project (s)? Have all vendors been paid associate with the event(s) or project(s)?

Yes, we have received MAP grants in the past. All vendors were paid and documentation submitted.

- 2008 for \$4,545.69
- 2009 for \$500.00
- 2011 for \$6,610.62
- 2014 for \$2,500.00
- 2015 for \$5,000.00

7. Can this event or project proceed without MAP Funds?

Yes, the event could proceed without MAP funds. However, it would impact the offering reducing the number of bands or days in the series. It would also impact the out-of-area promotion and advertising reach.

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

We will include the appropriate verbiage and image on all event signage, advertising, promotional, and publicity efforts (e.g., MAP logo, the wording "West Yellowstone, MT," etc.)

We will work with the MAP Board regarding this as well as what can be given to West Yellowstone businesses demonstrating their support.





Addendum One: Budget

Income

Cash on Hand	\$	0.00	
Sponsorships (tbd)	\$	9,000.00	
Grants (tbd)	\$	16,500.00	(\$2500 TBID, \$2500 YC, \$11500 MAP)
TOTAL INCOME		\$ 25,500.00	

Expense

Entertainment Costs			
Music Act/Entertainer costs	\$	13,000.00*	
Lodging	\$	1,300.00	
Misc Costs	\$	75.00	
Equipment			
Maintenance			
Lights	\$	300.00	
Repairs	\$	1,500.00	
Marketing & Promotion			
Poster & Info Flyer	\$	400.00	
Ads, releases, listings	\$	3,765.00	
Set-up Costs			
Sound & Stage Techs	\$	3,200.00	
Volunteer Meals	\$	960.00	
Insurance	\$	<u>1,000.00</u>	
TOTAL EXPENSE		\$ 25,500.00	

* Note: Fee's for bands vary by date. For example, specifically requesting a specific date – July 4th – increases the cost of the band. July 4th is the only specific date we have to support the other festivities for that day already scheduled. The rest of the dates on our series schedule is determined by when bands are passing through our area and consequently, we can get much lower pricing.

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

Event or Project Applicant: Grizzly & Wolf Discovery Center

Event or Project Name: Billboard Renovation Project

Date Submitted: 5.20.15

Date Approved by MAP Fund Advisory Board: 6.11.15

Requested Amount: \$2,250

Approved Amount: \$2,250

Exceptions: None

Comments: None

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: Grizzly & Wolf Discovery Center

Event or Project Contact Person: Jennifer Holyer, Development Officer

Address: PO Box 996, 201 S. Canyon Street, West Yellowstone, MT 59758

Phone: 406 646 7001 Fax: 406 646 7004 Email: jenniferh@grizzlydiscoveryctr.org

Application Submission Date: 20 May 2015

Event or Project Information

Event or Project Name: Billboard Renovation Project

Location of Event or Project: Grizzly & Wolf Discovery Center

Date(s) of Event or Project: Fall-Winter 2015

Estimated Total Event or Project Cost: \$12,518.00

MAP Fund Amount Requested: \$2,250

Section 3 Proposed Budget

Our total budget for this project is ongoing and reflected in the budget chart below. The bulk of our billboard costs are the monthly/yearly lease expenses, with the occasional cost of reprinting vinyl built into our evaluation of the cost, effectiveness (ROI), and upkeep of existing billboards. We have determined a need for a redesign and reinstallation of three billboards in 2015 based on several factors:

- “Portman” location (Hwy 20 near Rodeo grounds and Diamond P Ranch): last renovated in September 2012. Fading and expired branding require restoration soon.
- “Eino’s” location (Hwy 191 near High Country Tavern and Hwy 287): last renovated in September 2012. Fading and expired branding require restoration soon.
- “Big Sky-Bozeman” location (Hwy 191 between Big Sky and Bozeman): last renovated October 2013. Sharing billboard with IMAX, which has undergone name change. Expired name and branding require restoration soon.

Our 2015 grant request to the West Yellowstone MAP Fund is \$2,250. Anticipated expenses are itemized in the following budget. Funding from MAP will allow us to replace these three crucially-located billboards with good-looking, up-to-the-minute, enlightening marketing pieces. At this time, we anticipate the appeal and the importance of developing billboard vinyls that drive and sustain visitor traffic. How better to tell our unique story than with modern and engaging outdoor advertising? More visitors will approach West Yellowstone with anticipation and a variety of plans. Visitors will stay longer and return more often if they are engaged and inspired by what they find here, making this marketing project one of our most fundamental, most exciting, and widest-reaching. In terms of sustainability, the next renovation (anticipated in another 3 – 5 years) will be a new funding opportunity for the GWDC’s Board of Directors to consider independently when the time comes. Please contact us with any questions about the budget and/or the project as a whole.

Billboard Renovation Project Budget

Project Components	Description	MAP Contribution	Total Cost
Big Sky-Bozeman billboard: Vinyl production	Shared with IMAX, priced separately by Lamar	\$400	\$400
Big Sky-Bozeman billboard: Installation	Shared with IMAX, priced separately by Lamar	\$400	\$400
Big Sky-Bozeman billboard: Lease	1-year lease		\$588
Cenex billboard	Vinyl reprint and 1-year lease		\$2288
Eino’s billboard: Production and Installation	Priced together by Lamar Outdoor Advertising	\$650	\$650
Eino’s billboard: Lease	1-year lease		\$2015
Portman billboard: Vinyl production	Printed by Independent Printer w/ best quote	\$400	\$400
Portman billboard: Installation	Independent Contractor	\$400	\$400
Portman billboard: Lease	1-year lease		\$512
Whitehall Billboard	Vinyl reprint and 1-year lease		\$4865
	Total Project Budget	\$2,250	\$12,518

Section 4 Publicity, Promotion, Marketing

The Grizzly & Wolf Discovery Center continues to target the bulk of our marketing budget, which is funded through admission fees, gift shop sales, and donations, toward Yellowstone National Park vacationers passing through the West entrance. Once tourists are in the immediate area and outlying areas such as Island Park, Jackson Hole, Bozeman and Big Sky, we employ media such as billboards, local newspaper and magazine ads; hotel In-Room Guides in West Yellowstone and Big Sky; advertisements with airports, local malls, restaurants, movie theaters and area maps; Yellowstone Park Guide advertisements; brochure distribution in the Tri-State area; social media; outreach programs; website ads and business listing placements; our own website; Travel Montana Guidebook, Montana Office of Tourism Visitors Guide, West Yellowstone Chamber Vacation Planner; bi-yearly coupon and poster distribution in West Yellowstone, Island Park, Big Sky and Bozeman; local Business Invite and Superhost Training coupons for free admission to employees; and advertisement and coupon distribution at community events. In partnership with many other entities, we target national and international families, retirees, and hunters and fisherman who come to the area to see and learn about wildlife. The slower season targets over-snow visitors going into the park and local areas on snowmobiles, snow coaches, snowshoes and cross-country and downhill skis. Monies are also designated for local drive-traffic from surrounding communities mostly targeted towards school holidays including summer vacation. Annual marketing costs average \$50,000. The three billboards included in this proposal are located along Highway 191 and Highway 20 between seven and seventy miles of West Yellowstone.

Section 5 Application Review Criteria

- The Grizzly & Wolf Discovery Center contributes economically, socially, and environmentally on a local, regional, and state level, and this project will only increase our ability to benefit those around us. Last fiscal year the Center paid \$49,422.02 locally in resort tax; additional resort tax will increase relative to the anticipated rise in attendance and revenue this renovation will bring. We will continue to offer the two-consecutive day admission enticing visitors to stay longer no matter what time of year, spend more time in our community, sleep in the motels and eat in the restaurants here. Salaries generated from increased visitation for full-time and seasonal staff members are spent in local grocery stores, gas stations, and other establishments, thus benefitting the local economy as a whole.

We seek to change the way wildlife and wild places are viewed and appreciated in our state and beyond. According to the MT Institute for Tourism & Recreation, nonresident visitors in 2013 reported the top four activities they pursued while visiting Montana as scenic driving (74%), nature photography (66%), wildlife watching (65%) and day hiking (54%). Additionally, 18% spent time fishing, and another 23% enjoyed other water- and wildlife-related activities, and all surveyed travelers spent at least one night in West Yellowstone. We believe our updated billboards would not go unnoticed by these outdoor enthusiasts! The GWDC served almost 144,000 annual visitors in 2014, and the Visitor's Center interacted with almost 115,000. If future visitors to Montana pursue similar activities in these numbers, it is reasonable that renovated regional billboards will draw additional day visitors and lodging guests to West Yellowstone.

The proposed Billboard Renovation Project will help realize local and regional tourism development plans and meet the goals of the Montana Tourism & Recreation Strategic Plan 2013 – 2017. Locally, we played a foundational role in the Tourism Business Improvement District (TBID)/West Yellowstone Chamber of Commerce winter promotion "Guaranteed Grizzlies & Geysers," which promises winter visitors free tickets to the Center when they booked two or four nights in West Yellowstone lodging properties. A grant from the Association of Zoos and Aquariums (AZA)-Disney in 2014-2015 provided marketing and programming support for Kids'N'Snow activities co-sponsored by TBID and the GWDC. In addition, the Center and this project specifically will contribute to the local Chamber's vision of West Yellowstone as a vacation destination that values existing assets, amenities and natural resources of the region. By providing visitors with the opportunity to see these resources up close and learn more about them once here, the billboard project will serve as an invitation to tourists from around the world.

Tourism is the largest economic sector in West Yellowstone, and second largest statewide. By increasing the number of visitors, the length of time they stay, the amount of money they spend, and the likelihood of their return, this project will improve economic benefits locally and throughout Montana. The Grizzly & Wolf Discovery Center and the billboard renovation project will draw satisfied, educated, inspired customers who will return to our region again and again. The additional jobs, revenue, appeal to tourists, and natural stewardship generated by this project will be returned to West Yellowstone for many, many years to come.

- The Billboard Renovation project will deliver more potential visitors who are already close enough to drive to West Yellowstone. The Grizzly & Wolf Discovery Center is already known worldwide for work on behalf of grizzly bears and gray wolves. Visitors of all sorts, including teachers, students, extended families, researchers, photographers, and service organizations come to the Center to observe and participate in the existing programming. In addition to the popularity of our existing programs and exhibits, we believe the new billboards will appeal to an entirely new demographic. We anticipate engaging an even more experience-based audience with these more appealing outdoor media pieces, as well as bringing in fishermen, birding enthusiasts, and international tourists who want to learn more about the wildlife they may encounter in Yellowstone National Park. Finally, we submit that families and seniors will welcome an enticing indoor attraction when inclement weather hits the region and they find themselves driving and looking for something to do, and they will extend their stay once in town to eat, shop and engage in other activities. The GWDC was ranked in the top five attractions in West Yellowstone last year. We believe we will attract even more tourists and keep them in the community longer if we engage them before they arrive through outdoor advertising, and occupy them meaningfully while they're here.
- In 2014, almost half of the 3.5 million visitors to Yellowstone National Park used the Park's west entrance, which is one block from the GWDC. The Center offers this multitude of travelers a weather- and family-friendly alternative to Park activities 365 days of the year. 90% of the GWDC's visitors are from outside the state of Montana. The GWDC's billboard renovation project will strengthen West Yellowstone as a tourism destination and encourage visitors to stay longer and to spend more money in our community by advertising the kind of quality activities visitors can do while they are in the area, and by submersing them in the local culture and ecosystem. Visitors to Yellowstone who spend additional time and dollars at the GWDC enhance their trips into the National Park with the opportunity to observe, photograph, learn about, and appreciate the animals they may see there, and the interrelationships between predators, prey, and habitat in Yellowstone and beyond. With the anticipated increase in visitation to the Center three new billboards will bring, our growth will directly support local and state tourism industries while meeting the information and hospitality needs of Montana's visitors.
- Existing and proposed tourism development efforts in our community capitalize on the idea of marketing West Yellowstone as "Yellowstone Plus," or synonymous with Yellowstone Park "and then some." This project will enhance the work of the West Yellowstone Tourism Business Improvement District, the Chamber of Commerce, and the Marketing and Promotion Fund Advisory Board of West Yellowstone to target family travelers, geo-travelers and the active mature audience with a focus on appealing activities and unique experiences only we can provide. Performance objectives of community marketing dollars include measurable increases in the percentage of resort tax collection, occupied room nights, and usage of the west entrance to YNP. The new billboards drawing visitors to the GWDC and to the community at large will help accomplish these objectives "and then some."

- Kathy Pallach, Marketing Director for the Grizzly & Wolf Discovery Center, will oversee the completion and ongoing maintenance of this project. Her skilled and seasoned marketing and design expertise lend viability to this project. John Heine, Executive Director, will provide any needed supervision. Our accreditation by the Association of Zoos and Aquariums, our membership in the Montana Environmental Education Association and Montana Nonprofit Association, and our participation in the Interagency Grizzly Bear Committee all attest to our ability as an organization to successfully complete and sustain high standards of performance and collaboration. Our partnerships with local and regional governmental and non-governmental bodies are further indication of organizational stability, capacity building, and successful community involvement. The successful completion of numerous projects and improvements, such as the addition of wolf habitats, bird aviaries, and the construction of the bear diet kitchen, outdoor amphitheater, and Living with Bears trail speak to our ability to manage this relatively small but important renovation. Finally, previous West Yellowstone Tourism Business Improvement District (TBID) funding for billboard renovations in 2011 proved a successful and satisfying investment in the Center and in the Community.
- The Grizzly & Wolf Discovery Center has not received MAP funding in the past.
- Partial or denied MAP funding would influence the ability of the GWDC to complete this crucial renovation for another year, delaying the full impact of the new billboards to bring tourists to West Yellowstone. As you know the height of the tourist season in West Yellowstone is short, and if we have not raised sufficient funds to move forward before next spring, we will miss the bulk of the 2016 drive-traffic.
- The receipt of MAP funds for this project will be acknowledged on our advertising materials and on our website. We will also submit a press release to relevant publications, list MAP funding in other grant applications and letters of inquiry, thank the MAPFAB and Town Council appropriately, and submit requested reports in a timely manner.

Section 6 Application Supporting Documentation

Please find attached our IRS determination letter. If further information is desired, please let us know.

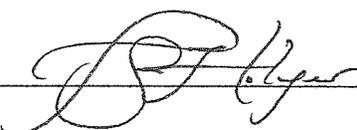
Certification

Applicant Individual or Organization: Grizzly & Wolf Discovery Center

Event or Project Name: Billboard Renovation Project

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): Jennifer S Holyer

Title: Development Manager

Date: 20 May 2015

For Office Use Only

This application has been approved by MAPFAB Date: _____

This application has not been approved by MAPFAB Date: _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 12 2004

GRIZZLY DISCOVERY CENTER A
NOT-FOR-PROFIT CORPORATION
PO BOX 996
WEST YELLOWSTONE, MT 59758-0996

Employer Identification Number:
81-0527102
DLN:
17053003707054
Contact Person:
L. WAYNE BOTHE ID# 31462
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
509(a)(2)

Dear Applicant:

Our letter dated August 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

RESOLUTION NO. 665

**A RESOLUTION ADOPTED PURSUANT TO THE REQUIREMENTS OF
ORDINANCE NO. 199 AND RESOLUTION NO. 359 ESTABLISHING
THE COMPENSATION RATE OF THE CITY JUDGE**

WHEREAS, the Town Council of the Town of West Yellowstone has adopted Ordinance No. 199 and Resolution No. 359 which provides the Town Council the authority to set the compensation and expense entitlement of the judge by ordinance and resolution; and

WHEREAS, the Town Council has determined that the judge should receive consideration for salary increases at the discretion of the Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF WEST YELLOWSTONE:**

1. The Council adopts the current salary for the Judge at \$34,000. This salary will be adjusted annually on July 1 by applying the Cost of Living plus 0.5%. The Cost of Living shall be determined using the formula provided by the University of Montana Bureau of Economic Research and the US Department of Labor and Bureau of Statistics CPI-U for the Annual Average.

2. The Council retains the right, as the need arises, to review their definition of “adequate compensation” for the Judge and to enact variances to this resolution.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR
THIS 16th DAY OF JUNE, 2015.

Mayor

Council Member

Council Member

Council Member

Council Member

Attest: Town Clerk

RESOLUTION NO. 666

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA

Whereas it is the intention of the Town that the municipal warrants listed below shall be canceled.

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, COUNTY OF GALLATIN, STATE OF MONTANA

That in accordance with 7-6-4303 MCA, cancellation of municipal warrants and checks identified on the attached list of municipal warrants totaling \$63.49 have remained outstanding and unpaid for a period of one (1) year or longer and it is the Town Council intent to cancel said municipal warrants.

PASSED BY THE TOWN COUNCIL AND APPROVED BY THE MAYOR THIS 16th DAY OF JUNE 2015.

Mayor

Council members Town of West Yellowstone

ATTEST:

Town Clerk

<u>Warrant No.</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Date Issued</u>
46669	10.00	Community Health Partners	09-18-2013
46992	40.50	Sage Solomon	12-04-2013
47617	10.00	Kevin Conlon	06-19-2014
47644	2.99	Dana Hollinger	06-26-2014

RESOLUTION NO. 667

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, IN THE COUNTY OF GALLATIN AND STATE OF MONTANA TO EMPLOY THE REQUIREMENTS OF THE GOVERNMENT ACCOUNTING STANDARDS BOARD STANDARD 54 (GASB 54).

WHEREAS, the Town allocates general tax, State entitlement and interest revenues for expenditure on the specific purpose of certain special revenue funds,

WHEREAS, the Town council is required by law to prepare financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and in conformity with such, intends to continue to restrict and commit the fund balance resources of special revenue funds, allocate these general revenue sources and report the activity of the specific purpose in a special revenue fund.

THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA:

That the Town council commits allocated general tax, State entitlement and interest revenues for expenditure on the specific purpose of the following funds:

<u>Fund Name</u>	<u>Fund</u>	<u>Fund Name</u>	<u>Fund</u>
Marketing and Promotions (MAP)	2101	Resort Tax Fund	2100
Tourism Business Improvement District (TBID)	2102	Cemetery Perpetual Care	2701
Off-Street Parking	2111	Gas Tax Apportionment	2820
Parks/Building Rental	2210	911 Emergency	2850
Teen Center Donations	2211	Crime Victims Assistance	2917
Community Garden	2213	GO Bond	3050
Library	2220	Street & Alley Construct./Maint.	4075
Cemetery	2240	Help Fund	7010
Drug Forfeiture	2390	Parks – Volleyball Court	2212
Community Block Development Grant (CDBG)	2392	Smoking Waters Day Camp	2214

The specific amount formally committed will be determined by the Finance Director in conjunction with the Operations Manager by means of the following: (1) Review fund balance as of June 30th, 2015 (2) determine necessary cash reserve to be maintained in the fund, and (3) determine if excess fund balance will be retained in the fund as a commitment for the specific purpose or transferred to the General Fund

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, THIS 16th DAY OF JUNE 2015, AND APPROVED BY THE MAYOR OF THE TOWN OF WEST YELLOWSTONE.

Mayor

ATTEST
Town Clerk

Town of West Yellowstone
MAP Fund Advisory Board Meeting Minutes
5/14/15 at 12pm at the Povah Center

In attendance: John, Gloria, Marysue, Kay
Also: Jan Stoddard and Wendy Swenson

Agenda:

1. Public Comment
2. Approve 4.9.15 Meeting Minutes
3. Review Financials
4. Review Application: C of C VIC Staffing Assistance \$8000
5. Review Jan Stoddard's recommendation: Add W. Yell., MT to all MAP Fund event marketing
6. Discuss questions for survey re criteria for awarding funds
7. Updates
8. Next proposed meeting date: Thurs. 6.11.15

Action items in red

Meeting called to order: 12:03pm

Public Comment- None

Approved the 4.9.15 Meeting Minutes- (Marysue, Gloria) **John will email copy to Liz.**

Reviewed Financials

1. \$50,515 available. Approved Financials (Kay, Gloria)

Reviewed Chamber of Commerce Application for 2015 Visitor Info Center Staffing \$8000

1. Marysue distributed revised VIC staffing hours info and discussed the application.
2. They had anticipated \$40K of funding from MTOT for 2014-2015 but funding was suddenly pulled. Nothing in the MTOT grant program allows funding for visitor centers.
3. \$33K in funding requested from 3 other sources plus MAP Fund. Hope the Chamber and the Town of W. Yell. contributes funds, too.
4. Jan: 2015 is already showing a very busy year. 2016 will be even busier. Statistics show that a visitor who visits a VIC stays longer and returns at other times, too.
5. Kay: In 2013, the VIC requested \$8000 but returned \$4300. Why is \$8000 being requested again?
6. Marysue: Yellowstone Country increased the funds available from them, and the VIC decided to use those funds and return funds to MAP and TBID.
7. Kay and Gloria commented that they support awarding the requested funds. John mentioned that Barb Klesel, though not in attendance at the meeting, supports awarding the funds, too. John expressed his concern about funding the VIC again, whereas it's a gray area in meeting criteria for funding.
8. Wendy: Our VIC is open year round. Unlike many other VICs around the state, all funding sources need to fund staffing hours for year round operation.
9. Jan: Funding requested is for staffing hours, but it's what the staff does that needs to be looked at as marketing. Staff assists the visitor with daily or extended stays by recommending and assisting w/

information, lodging, restaurants, activities, shopping, etc. They influence the visitor to return in the future, too.

10. Motioned made, seconded and approved to fund the 2015 VIC staffing \$8000. (Gloria, Kay). Marysue recused herself from the vote.
11. Gloria will be the Board's project manager.
12. **John will email to Liz the Board's Recommendation to the Town Council to Award Funds to get the item on the Council's 5.19.15 meeting agenda.**

Review Jan Stoddard's recommendation: Add W. Yell., MT to all MAP Fund event marketing

1. Jan recommended to the Board that any event or project awarded MAP funds should be required to include "West Yellowstone, MT or West Yellowstone, Montana, in addition to the now required "Businesses of West Yellowstone," in all their marketing and promotion. This should especially be a requirement for online banners.
2. Motion made and seconded to adopt Jan's recommendation. Approved. (John, Marysue)
3. **John will add the marketing info requirement to the Application. He'll email Liz and ask her to update the Application online on the Town's website.**

Discuss questions for survey regarding criteria for awarding funds

1. Who is going to receive this survey?
2. On the survey, provide info where they can review the MAP Fund Application. Do they even know about our available funding?
 - Is the App too complicated? If yes, what recommendations do you have to make it simpler?
3. Possibly put together a focus group of those who have applied and discuss what hurdles the applicants think about and need to overcome when completing an application.
4. Possibly put an article about the MAP Fund in the W. Y. News and in it say the Fund has been around since 2007, we've awarded so many \$ to events and projects such as...take our online survey at...
5. **Board members need to email questions to Marysue and/or be prepared to finalize our direction on this issue at the June meeting. We want info ready for July 1.**

Updates

1. Kay has signed off on the final expenses for the Ice Fishing Tourn. and is awaiting the Outcome Report.

Next meeting: Thurs. June 11 at noon at the Povah Center. John will make meeting room reservation and notify Liz.

Meeting adjourned 1:11pm

Meeting Minutes approved as submitted by John Greve, MAPFAB Secretary 6.11.15