

Town of West Yellowstone

Tuesday, August 4, 2015

West Yellowstone Town Hall, 440 Yellowstone Avenue

7:00 PM

Town Council Meeting

Pledge of Allegiance

Purchase Orders

Treasurer's Report (June 2015) /Securities Report (7/29/15) ∞

Claims ∞

Consent Agenda: **July 21, 2015 Town Council Meeting** ∞

July 28, 2015 Work Session ∞

Business License Applications ∞

Advisory Board Report(s)

Operations Manager & Department Head Reports

Assignments Report

Comment Period

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

NEW BUSINESS

Road Reservations Acceptance Letter, 80 Acres US Forest Service Land

Discussion/Action ∞

Gallatin Conservation District Supervisor Appointments

Discussion/Action ∞

- Bob Logar, retired NRCS state forester, Manhattan
- Michael Hansen, retired NRCS soils expert, Bozeman

Health Services Advisory Board Appointment

Discussion/Action ∞

Request to section off portion of interior park, Block 25, Holiday Inn

Discussion/Action ∞

Correspondence/FYI

- Marketing and Promotions Fund 2014-2015 Year End Report ∞

Meeting Reminders

Personnel Discussion, Public Services Superintendent, Executive Session-Closed to the Public



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.

Treasurer's Report 6-2015

07/20/15
12:37:15

TOWN OF WEST YELLOWSTONE
Cash Report
For the Accounting Period: 6/15

Page: 1 of 3
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 General Fund						
101000 CASH	207,182.54	404,322.87	980.66	311,907.27	237,254.92	63,323.88
101100 Investments - CD's	214,384.57	0.00	0.00	0.00	0.00	214,384.57
101300 Investments - Money Market Accou	129,177.88	275,118.30	0.00	0.00	0.00	404,296.18
101500 Investment-STIP	488,032.19	161.86	0.00	0.00	0.00	488,194.05
103000 Petty Cash	50.00	0.00	0.00	0.00	0.00	50.00
103100 Town Office	50.00	0.00	0.00	0.00	0.00	50.00
103200 Petty Cash/WY Police Dept	50.00	0.00	0.00	0.00	0.00	50.00
103400 Petty Cash-Recreation	150.00	0.00	0.00	0.00	0.00	150.00
Total Fund	1,039,077.18	679,603.03	980.66	311,907.27	237,254.92	1,170,498.68
2100 Local Option Taxation-Resort Tax						
101000 CASH	100.82	326,406.72	0.00	270,831.15	1,429.55	54,246.84
101300 Investments - Money Market Accou	0.28	0.00	0.00	0.00	0.00	0.28
101500 Investment-STIP	344,480.00	0.00	0.00	147,140.00	0.00	197,340.00
102200 Bond Reserve Cash Acct-10%	12,330.17	0.81	0.00	0.00	0.00	12,330.98
102215 STIP Investment-Rev Bond current	33,368.92	22,145.40	0.00	0.00	0.00	55,514.32
102225 STIP Reserve Acct Town Hall 10%	136,062.60	22.00	0.00	0.00	0.00	136,084.60
Total Fund	526,342.79	348,574.93		417,971.15	1,429.55	455,517.02
2101 Marketing & Promotions (MAP)						
101000 CASH	15,612.57	7,799.00	0.00	0.00	4,704.85	18,706.72
101300 Investments - Money Market Accou	2,016.19	0.38	0.00	0.00	0.00	2,016.57
101500 Investment-STIP	65,900.00	0.00	0.00	0.00	0.00	65,900.00
Total Fund	83,528.76	7,799.38			4,704.85	86,623.29
2102 TBID (Tourism Business Improvement District)						
101000 CASH	7,878.60	40,331.00	0.00	1,209.93	7,491.31	39,508.36
2111 Off Street Parking						
101000 CASH	1,820.85	1,200.20	0.00	0.00	0.00	3,021.05
101500 Investment-STIP	68,768.84	11.12	0.00	0.00	0.00	68,779.96
Total Fund	70,589.69	1,211.32				71,801.01
2210 Parks & Recreation						
101000 CASH	8,887.36	1,100.00	0.00	150.00	1,400.00	8,437.36
2211 Parks/Rec Donations - Teen Center						
101000 CASH	5,158.64	0.10	0.00	3,615.95	0.00	1,542.79
2212 Parks - Volleyball Court						
101000 CASH	3,882.95	0.26	0.00	0.00	0.00	3,883.21
2213 Community Garden						
101000 CASH	591.79	60.04	0.00	0.00	0.00	651.83
2214 Smoking Waters Day Camp -scholarships						
101000 CASH	2,360.42	0.16	0.00	0.00	0.00	2,360.58
2220 Library						
101000 CASH	-50,475.43	64,781.02	0.00	0.00	13,860.29	445.30
102130 Donations for Extension Svcs Lib	1,480.15	0.10	0.00	0.00	0.00	1,480.25
103000 Petty Cash	50.00	0.00	0.00	0.00	0.00	50.00
Total Fund	-48,945.28	64,781.12			13,860.29	1,975.55
2240 Cemetery						
101000 CASH	4,817.06	10.32	0.00	0.00	0.00	4,827.38
101500 Investment-STIP	7,231.15	0.00	0.00	0.00	0.00	7,231.15
Total Fund	12,048.21	10.32				12,058.53

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
2390 Drug Forfeiture						
101000 CASH	83.89	0.00	0.00	0.00	0.00	83.89
101500 Investment-STIP	26,458.85	0.00	0.00	0.00	0.00	26,458.85
Total Fund	26,542.74					26,542.74
2392 CDBG-Local Source						
101000 CASH	12,331.31	175.83	0.00	0.00	0.00	12,507.14
101500 Investment-STIP	68,822.72	0.00	0.00	0.00	0.00	68,822.72
Total Fund	81,154.03	175.83				81,329.86
2701 Cemetery Perpetual Care (7050)						
101000 CASH	1,867.04	0.12	0.00	0.00	0.00	1,867.16
101500 Investment-STIP	35,942.33	5.81	0.00	0.00	0.00	35,948.14
Total Fund	37,809.37	5.93				37,815.30
2820 Gas Tax Apportionment						
101000 CASH	16,554.13	9,948.47	0.00	7,461.00	9,809.00	9,232.60
101300 Investments - Money Market Accou	10,031.42	1.87	0.00	0.00	0.00	10,033.29
101500 Investment-STIP	65,037.29	10.52	0.00	0.00	0.00	65,047.81
Total Fund	91,622.84	9,960.86		7,461.00	9,809.00	84,313.70
2850 911 Emergency						
101000 CASH	58,535.27	3.79	0.00	0.00	1,112.55	57,426.51
101500 Investment-STIP	0.84	0.00	0.00	0.00	0.00	0.84
Total Fund	58,536.11	3.79			1,112.55	57,427.35
2917 Crime Victims Assistance						
101000 CASH	7,732.62	0.00	0.00	0.00	0.00	7,732.62
3050 GO Bond						
101000 CASH	2,274.59	101,402.00	0.00	0.00	101,741.25	1,935.34
101300 Investments - Money Market Accou	84,257.56	15.67	0.00	0.00	0.00	84,273.23
101500 Investment-STIP	137,699.76	22.27	0.00	55,000.00	0.00	82,722.03
Total Fund	224,231.91	101,439.94		55,000.00	101,741.25	168,930.60
4000 Capital Projects/Equipment						
101000 CASH	5,512.22	0.36	0.00	3.57	0.00	5,509.01
101500 Investment-STIP	88,178.02	14.26	0.00	0.00	0.00	88,192.28
Total Fund	93,690.24	14.62		3.57		93,701.29
4060 Public Works Equipment Replacement						
101000 CASH	1,255.75	7,461.00	0.00	7,461.00	0.00	1,255.75
101500 Investment-STIP	238.14	0.04	0.00	0.00	0.00	238.18
Total Fund	1,493.89	7,461.04		7,461.00		1,493.93
4070 Parkway Construction/Mtn						
101300 Investments - Money Market Accou	2,762.77	0.51	0.00	0.00	0.00	2,763.28
101500 Investment-STIP	4,060.27	0.66	0.00	0.00	0.00	4,060.93
Total Fund	6,823.04	1.17				6,824.21
4075 Street Construction /Maintenance						
101000 CASH	0.00	50,003.30	0.00	0.00	0.00	50,003.30
101500 Investment-STIP	246,334.30	125,039.83	0.00	0.00	0.00	371,374.13
Total Fund	246,334.30	175,043.13				421,377.43
4401 Save American Treasurers Grant						
101000 CASH	-3.57	3.57	0.00	0.00	0.00	0.00
5210 Water Operating Fund						
101000 CASH	26,476.52	20,098.07	1,202.99	241.53	15,751.01	31,785.04

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101300 Investments - Money Market Accou	10,031.42	1.87	0.00	0.00	0.00	10,033.29
101500 Investment-STIP	182,282.06	29.48	0.00	0.00	0.00	182,311.54
102245 Replacement & Depreciation Ent.	148,776.17	24.06	0.00	0.00	0.00	148,800.23
Total Fund	367,566.17	20,153.48	1,202.99	241.53	15,751.01	372,930.10
5220 Water Replacement Depreciation Fund						
101000 CASH	1,077.00	0.00	0.00	0.00	0.00	1,077.00
101500 Investment-STIP	281,951.99	45.60	0.00	0.00	0.00	281,997.59
Total Fund	283,028.99	45.60				283,074.59
5310 Sewer Operating Fund						
101000 CASH	73,905.55	33,834.89	803.34	0.00	23,245.21	85,298.57
101300 Investments - Money Market Accou	64,110.32	11.92	0.00	0.00	0.00	64,122.24
101500 Investment-STIP	416,191.25	67.30	0.00	0.00	0.00	416,258.55
101510 Mad Add Construction-STIP	60,516.85	9.78	0.00	0.00	0.00	60,526.63
102245 Replacement & Depreciation Ent.	129,984.93	21.02	0.00	0.00	0.00	130,005.95
Total Fund	744,708.90	33,944.91	803.34		23,245.21	756,211.94
5320 Sewer Replacement Depreciation Fund						
101000 CASH	37,322.00	0.00	0.00	0.00	0.00	37,322.00
101500 Investment-STIP	305,322.04	49.37	0.00	0.00	0.00	305,371.41
Total Fund	342,644.04	49.37				342,693.41
7010 Social Services/Help Fund						
101000 CASH	25,443.04	1.66	10.00	0.00	388.04	25,066.66
7195 Court Collections Trust Acct						
101000 CASH	11,801.49	0.00	0.00	0.00	0.00	11,801.49
7458 Court Surcharge HB176						
101000 CASH	15.00	0.00	0.00	0.00	0.00	15.00
7469 City Court - Judge Brandis						
101000 CASH	7,398.50	7,520.00	0.00	165.00	1,150.00	13,603.50
7910 Payroll Fund						
101000 CASH	11,620.76	0.00	150,086.41	122,554.25	0.00	39,152.92
7930 Claims Fund						
101000 CASH	41,995.76	0.00	266,254.58	271,265.61	0.00	36,984.73
Totals	4,423,591.28	1,499,296.56	419,337.98	1,199,006.26	419,337.98	4,723,881.58

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.



Agreement Number: 60722900
 Tax ID Number: 81-0299400
 Expiration Date: 5/31/2016

REPURCHASE CONFIRMATION

Treasurer's Office
 Town of West Yellowstone
 P O Box 1570
 West Yellowstone MT 59758

Trade Date: 7/30/2015
 Settlement Date: 7/30/2015
 Maturity Date: 7/31/2015

Repurchase Rate: The Federal Fund rate as posted by the Federal Reserve Bank of New York, adjusted weekly.

Current Balance: \$555,042.80

Repurchase Maximum Balance: \$750,000.00

Current Rate: 0.140%

SECURITY DESCRIPTION

Security	CUSIP	Rate	Maturity	Par	Market Value
Madison County MT K-12 SD	55734RAZO	2.000%	7/1/2017	\$375,000	\$386,314
Gallatin County MT SD #44	36370NCF0	2.000%	6/1/2017	\$500,000	\$510,973
				\$875,000	Total: \$897,287

Fractional Interest in Security* : **61.86%**

*Fractional Interest = [(Current Balance)/(Market Value)] %

This Repurchase Agreement is not a deposit and is not covered by FDIC deposit insurance. In the event of a bank failure, the Town of West Yellowstone will become the owner of the Securities, or obtains a perfected security interest in these Securities.

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$							Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account		
41138	2845 Kastig, Kauffman & Mersen, PC	2,599.20								
07/29/15	legal services	2,484.60		LEGAL	1000 411100	352		101000		
07/29/15	postage/copies	2.01		LEGAL	1000 411100	870		101000		
07/29/15	phone/fax	0.00		LEGAL	1000 411100	345		101000		
07/29/15	travel	112.59		LEGAL	1000 411100	373		101000		
41139	2852 Fremont Communications	300.00								
07/15/15	fiber optic, Town Hall	300.00		TWNHAL	1000 411250	345		101000		
41144	2813 Century Link	2,659.42								
07/19/15	DSL Povah, 646-7982	49.00		POVAH	1000 411255	345		101000		
07/19/15	DLS Police 646-0231	64.00		POLICE	1000 420110	345		101000		
07/19/15	DSL Pub Serv Office 646-7949	64.00		BLDINS	1000 430200	345		101000		
07/19/15	Sewer Treat 646-9027	31.17		STREET	5310 430600	345		101000		
07/19/15	Sewer lift 646-5141	31.67		SEWER	5310 430600	345		101000		
07/19/15	PCC Elevator 646-7481	31.17		POVAH	1000 411255	345		101000		
07/19/15	Centrex Finance - 20%	242.74		FINADM	1000 410510	345		101000		
07/19/15	Centrex, Police-20%	242.74		POLICE	1000 420110	345		101000		
07/19/15	Centrex, Soc Ser -10%	121.37		SOC SER	1000 450135	345		101000		
07/19/15	Centrex, Court - 10%	121.37		COURT	1000 410360	345		101000		
07/19/15	Centrex, Bld Ins - 10%	121.37		BLDINS	1000 430200	345		101000		
07/19/15	Centrex, Street - 10%	121.37		STREET	1000 430200	345		101000		
07/19/15	Centrex, PCC - 10%	121.37		POVAH	1000 411255	345		101000		
07/19/15	Centrex, Lib	121.35		COURT	2220 460100	345		101000		
07/19/15	E911 Viper 646-5170	91.58		E911	2850 420750	345		101000		
07/19/15	E911 255-9710	996.30		E911	2850 420750	345		101000		
07/19/15	E911 255-9712	24.51		E911	2850 420750	345		101000		
07/19/15	Alarm Lines, 646-5185	62.34		TWNHAL	1000 411250	345		101000		
41146	42 Fall River Electric	7,830.82								
07/20/15	UPDH 4212041 elec service	261.90		UPDH	1000 411252	341		101000		
07/20/15	POLICE 4212008 elec service	181.95		POLICE	1000 411258	341		101000		
07/20/15	shop 4212018 elec service	66.81		STREET	1000 430200	341		101000		
07/20/15	ANIMAL 4212029 elec serv	45.71		ANIMAL	1000 440600	341		101000		
07/20/15	PARK 4212032 Elec ser	70.53		PARK	1000 411253	341		101000		
07/20/15	PARK 2901001 elec serv	38.44		PARK	1000 411253	341		101000		
07/20/15	CLORINATOR 4212030 elec serv	39.50		WATER	5210 430500	341		101000		
07/20/15	MAD ADD WATER 4212017	44.94		WATER	5210 430500	341		101000		
07/20/15	PUMP 4212005 elec serv	380.05		WATER	5210 430500	341		101000		
07/20/15	SEWER LIFT STATION 4212006	313.08		SEWER	5310 430600	341		101000		
07/20/15	SEWER PLANT 4212007 elec ser	1,330.11		SEWER	5310 430600	341		101000		
07/20/15	MAD SEWER LIFT 4212014 elec	85.74		SEWER	5310 430600	341		101000		
07/20/15	SEWER TREAT SERV 4212046 ele	2,678.10		SEWER	5310 430600	341		101000		
07/20/15	library 23 dunraven 4212054	176.18		LIBRY	1000 411259	341		101000		
07/20/15	povah comm ctr 4212001	217.33		POVAH	1000 411255	341		101000		
07/20/15	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341		101000		

07/31/15
16:05:17

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 8/15

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Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	07/20/15	Town Hall	4212009	413.20		TWNHAL	1000 411250	341	101000
	07/20/15	Ice Rink	421010	36.00		PARKS	1000 411253	341	101000
41148		1514 Verizon Wireless		1,076.28					
	07/20/15	640-0512, SS Assist		31.45		SOCSER	1000 450135	345	101000
	07/20/15	640-1103, Operator		31.45		STREET	1000 430200	345	101000
	07/20/15	640-1438, SS Director		31.45		SOCSER	1000 450135	345	101000
	07/20/15	640-1460, Library Dir, SP		61.45		LIBRAR	2220 460100	345	101000
	07/20/15	640-1461, Facilities Tech, SP		61.45		STREET	5210 430500	345	101000
	07/20/15	640-1462, Operator, SP		61.45		STREET	5210 430500	345	101000
	07/20/15	640-1463, Deputy PSS, SP		61.45		STREET	5310 430600	345	101000
	07/20/15	640-1472, Ops Mgr, SP		61.45		ADMIN	1000 410210	345	101000
	07/20/15	640-1676, Rec Coor, SP		61.45		REC	1000 460440	345	101000
	07/20/15	640-1754, COP, SP		61.45		POLICE	1000 420110	345	101000
	07/20/15	640-1755, Police		31.45		POLICE	1000 420110	345	101000
	07/20/15	640-1756, Police		31.45		POLICE	1000 420110	345	101000
	07/20/15	640-1757, Police		31.45		POLICE	1000 420110	345	101000
	07/20/15	640-1758, Police		61.45		POLICE	1000 420110	345	101000
	07/20/15	640-1759, Police		31.45		POLICE	1000 420110	345	101000
	07/20/15	640-7547, Facilities Tech		31.45		PARKS	1000 460430	345	101000
	07/20/15	640-9074, PSS, SP		61.49		BLDINS	5310 430600	345	101000
	07/20/15	COP laptop 640-2551		46.23		POLICE	1000 420110	345	101000
	07/20/15	Officer laptop 640-0121		45.38		POLICE	1000 420110	345	101000
	07/20/15	new phone, DPSS		99.99		STREET	1000 430200	220	101000
	07/20/15	new phone, police 640-1756		79.99		POLICE	1000 420100	212	101000
41149		146 Morrison-Maierle, Inc		78.75					
	20677 07/09/15	network maint, Dispatch		78.75		DISPAT	1000 420160	398	101000
41150		2264 MORNING GLORY COFFEE & TEA		37.50					
	648189 07/21/15	supplies-Dispatch		37.50		DISPAT	1000 420160	220	101000
41151		2823 STAPLES Credit Plan		280.01					
	07/12/15	supplies		131.47		DISPAT	1000 420160	220	101000
	07/12/15	supplies		83.36		FINADM	1000 410510	220	101000
	06/17/15	supplies		65.18		LIB	2220 460100	220	101000
41152		2586 Waxie Sanitary Supply		126.38					
	75393781 07/17/15	supplies		126.38		PARKS	1000 460430	220	101000
41153		999999 LYNNE RIESSELMAN		350.00					
	07/24/15	refund UPDL deposit		350.00		UPDL	2210 214000		101000

07/31/15
16:05:17

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 8/15

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Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41154	1796 Barta Electric, Inc.	19,526.50					
	4432 07/28/15 labor-office AC	35.00		TWHNAL	1000 411250	357	101000
	4431 07/28/15 labor-police generator	175.00		POLICE	1000 411258	366	101000
	4430 07/28/15 labor-streetlights	5,165.00		LIGHTS	1000 430263	357	101000
	4430 07/28/15 materials-streetlights	14,151.50*		LIGHTS	1000 430263	220	101000
41155	379 Energy Laboratories, Inc	362.00					
	350751837 07/28/15 wastewater samples	362.00		SEWER	5310 430640	357	101000
41156	2764 HD Supply Waterworks, Ltd.	2,521.32					
	E193929 07/20/15 water meter supplies	812.16		WATER	5210 430550	937	101000
	E240838 07/23/15 water meter supplies	1,709.16		WATER	5210 430550	937	101000
41157	1128 Barco Municipal Products, Inc.	387.78					
	71500837 07/22/15 pet bags	387.78		PARKS	1000 460430	220	101000
41158	74 Law Enforcement Systems	103.54					
	190256 07/15/15 labels/door hangers	103.54		POLICE	1000 420100	220	101000
41159	1140 Sagebrush Floral	449.35					
	872922 07/01/15 6 flower barrels	449.35		PARKS	1000 460430	221	101000
41160	999999 LISA RANDALL	50.00					
	07/21/15 refund voided citation	50.00		COURT	7469 212401		101000
41161	1454 Bozeman Chronicle/Big Sky	620.89					
	1309858 07/15/15 police patrol ad	383.79		ADMIN	1000 410210	327	101000
	1309849 07/10/15 SS assist ad	197.10		ADMIN	1000 410210	327	101000
	1303465 06/26/15 wkly events sponsored	40.00		LIB	2220 460100	331	101000
41162	951 Barnes & Noble	613.30					
	3055674 06/27/15 books	5.99		LIB	2220 460100	215	101000
	3055672 06/27/15 books	174.98		LIB	2220 460100	215	101000
	3055671 06/27/15 books	143.85		LIB	2220 460100	215	101000
	3055664 06/27/15 books	215.50		LIB	2220 460100	215	101000
	3058589 07/06/15 books	19.40		LIB	2220 460100	215	101000
	3058588 07/06/15 books	53.58		LIB	2220 460100	215	101000
41163	2875 GNG	3,650.00					
	0112357 07/20/15 BB court resurface	3,650.00		PARKS	1000 460430	365	101000

07/31/15
16:05:17

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 8/15

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	
41164	2490 MMIA	24,132.00							
	07/01/15 general	17,617.00		INS	1000 510330	512		101000	
	07/01/15 water	3,620.00		WATER	5210 510330	512		101000	
	07/01/15 sewer	2,895.00		SEWER	5310 510330	512		101000	
41165	2491 MMIA	54,021.00							
	07/01/15 general liability	37,273.00		INS	1000 510330	513		101000	
	07/01/15 Library	2,161.00		LIB	2220 510330	513		101000	
	07/01/15 Water	8,104.00		WATER	5210 510330	513		101000	
	07/01/15 Sewer	6,483.00		SEWER	5310 510330	513		101000	
41166	2908 Frontline Ag Solutions, LLC	306.30							
	273432 07/20/15 tools	306.30		STREET	1000 430200	220		101000	
41167	162 House of Clean	704.53							
	144579-00 07/20/15 supplies	704.53		PARKS	1000 460430	220		101000	
41168	626 Yellowstone Arctic Yamaha	646.39							
	40148 07/01/15 supplies	24.54		PARKS	1000 460430	220		101000	
	40031 06/15/15 supplies	579.90		PARKS	1000 460430	220		101000	
	39952 05/28/15 supplies	41.95		PARKS	1000 460430	220		101000	
41169	2913 Mountain Valley Construction	7,800.00							
	4635 07/15/15 apply mag chloride to alleys	7,800.00		STREET	1000 430200	240		101000	
41170	153 IIMC	155.00							
	06/24/15 membership, Gospodarek	155.00		FINADM	1000 410510	335		101000	
41171	2914 NRMEDD	3,000.00							
	255 07/13/15 VISTA cost share, housing inti	3,000.00		CDBG	2392 470320	357		101000	
41172	2635 Jake's Automotive and Tire	204.99							
	14133 07/17/15 tire rotate, 08 Ford CV	108.90		POLICE	1000 420100	361		101000	
	14252 07/23/15 wiper blades, 2010 Ford Exp	28.58		POLICE	1000 420100	361		101000	
	14372 07/31/15 LOF 2011 Ford CV	67.51		POLICE	1000 420100	361		101000	
41173	1930 Wagner Group Associates	50.00							
	15-5811 07/20/15 re-enrollment 2015 flex year	50.00		ADMIN	1000 410210	140		101000	
41174	2162 Holiday Inn	705.60							
	07/24/15 rooms-OM candidates	705.60		ADMIN	1000 410210	370		101000	

07/31/15
16:05:17

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 8/15

Page: 5 of 7
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41175	2915 Comfort Systems of MT, Inc. 9326 07/21/15 maint on bldg	329.00 329.00		TWNHAL	1000 411250	366	101000
41176	489 MSE ANALYTICAL LABORATORY 1507109 07/23/15 water samples	198.00 198.00		WATER	5210 430500	357	101000
41177	1219 Sabol and Rice, Inc 225279 07/21/15 filters, freight	254.61 254.61		SEWER	5310 430600	369	101000
41178	2601 Chemnet Consortium, Inc. 84019 07/22/15 lab services	35.00 35.00		ADMIN	1000 410210	351	101000
41179	2496 Rocky Creek Farm 652400 07/22/15 raspberry picking	81.00 81.00		SUMREC	1000 460449	871	101000
41180	999999 BOBBI JEAN WISE 07/15/15 refund UPDL deposit	350.00 350.00		UPDL	2210 214000		101000
41181	999999 VACATION RACES 07/24/15 refund RT bond	1,500.00 1,500.00		RT	2100 214000		101000
41182	1331 West Yellowstone Foundation 07/31/15 Shakespeare donation	600.00 600.00		LEGIS	1000 410100	870	101000
41183	2718 High Altitude Catering 07/31/15 OM candidates reception	406.85 406.85		LEGIS	1000 410100	220	101000
41184	2333 Apple Time, Inc. 20407 07/28/15 promotion foot balls	523.76 523.76		DRUG	2390 420142	220	101000
41185	2871 Rand Olsen Construction, LLC 119 07/30/15 50% completion, Generator Bldg 119 07/30/15 1% MT Contractors Tax	38,219.90 38,605.95 -386.05		CAP CAP	4000 411240 4000 411240	937 937	101000 101000
41186	277 DEPARTMENT OF REVENUE 119 07/30/15 50% completion, Generator Bldg	386.05 386.05		CAP	4000 411240	937	101000
41187	999999 BRIAN YU 07/31/15 overpayment	3.95 3.95		COURT	7469 212401		101000
41188	999999 RANDAL GERVAIS 07/31/15 bond refund, O'Brien	685.00 685.00		COURT	7469 212401		101000
	# of Claims 45	Total: 178,921.97					

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$100,060.51
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$1,500.00
2210 Parks & Recreation	
101000 CASH	\$700.00
2220 Library	
101000 CASH	\$3,062.28
2390 Drug Forfeiture	
101000 CASH	\$523.76
2392 CDBG-Local Source	
101000 CASH	\$3,000.00
2850 911 Emergency	
101000 CASH	\$1,112.39
4000 Capital Projects/Equipment	
101000 CASH	\$38,605.95
5210 Water Operating Fund	
101000 CASH	\$15,030.71
5310 Sewer Operating Fund	
101000 CASH	\$14,587.42
7469 City Court - Judge Brandis	
101000 CASH	\$738.95
Total:	\$178,921.97

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
July 21, 2015

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

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Scott Newell, Social Services Director Kathi Arnado, Head Dispatcher Brenda Martin, Helene Righenour, Brian Watson, Jeffrey Meyers, Tom Cherhoniak, Ramona Stubblefield, Kirstin Goldstein-VISTA, Pierre Martineau, Randy Wakefield,

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

Portions of the meeting are being recorded.

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

ACTION TAKEN

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

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

Public Comment Period

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

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

Council Comments

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

DISCUSSION

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

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

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

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

Work Session

July 27, 2015

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

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

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

Public Comment Period

No public comment is received.

Council Comments

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

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

DISCUSSION

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

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

The meeting is adjourned. (8:05 PM)

Mayor

ATTEST:

Town Clerk

From: [Callahan, Anna A -FS](#)
To: [Elizabeth Roos](#)
Cc: [Callahan, Anna A -FS](#)
Subject: RE: West Yellowstone 80 acres - Forest Service Reservation Changes
Date: Friday, July 31, 2015 11:14:09 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Hi Liz,

Thanks for writing me. I did talk to James about this earlier this morning. I know that we have had several iterations of the reservation language and overall plan. I appreciate your help with making sure everything is documented.

If the Town does want to respond via letter that would work great, that way I have it for my file. If they are in agreement with these new reservations, a short letter referencing the document would be sufficient. Then I will draft a letter regarding the appraisal review of these reservations, which the Town would receive and can be used for your file. Hopefully that all makes sense! Hopefully this is the last of the changes to be made to the reservations and then we can focus on the purchase and sale agreement.

Let me know if you have any questions!

Thanks!



Anna Callahan
Realty Specialist

Forest Service
East Side Lands Zone, Region 1

p: 406-587-6737

c: 406-579-1086

f: 406-587-6804

acallahan@fs.fed.us

10 East Babcock Street
Bozeman, MT 59715

www.fs.fed.us



Caring for the land and serving people

From: Elizabeth Roos [mailto:eroos@townofwestyellowstone.com]
Sent: Friday, July 31, 2015 10:52 AM
To: Callahan, Anna A -FS

Subject: FW: West Yellowstone 80 acres - Forest Service Reservation Changes

Hello Anna,

James forwarded your email to me today and we just need to clarify whether the Forest Service is waiting for the Town to officially respond. Your email has also been shared with the Town Council. I know you have seen the July 7, 2015 letter from the Town to Mary Erickson which agreed to the road and trail reservations that were outlined in her June 19, 2015 letter. Does the Town need to respond and accept this draft of the easement reservations or is this just to keep us informed?

I am preparing the agenda for next Tuesday's Town Council meeting today, if the Town needs to take action on this I need to know today so it can be included on the agenda. I apologize for the confusion between all of us, we have been without a Town manager for several months so we are just trying to keep this process moving along.

Liz, Town Clerk

From: James Patterson [<mailto:jpatterson@townofwestyellowstone.com>]
Sent: Friday, July 31, 2015 9:31 AM
To: 'Elizabeth Roos'
Subject: FW: West Yellowstone 80 acres - Forest Service Reservation Changes

From: Callahan, Anna A -FS [<mailto:acallahan@fs.fed.us>]
Sent: Tuesday, July 21, 2015 9:30 AM
To: jpatterson@townofwestyellowstone.com
Cc: Callahan, Anna A -FS <acallahan@fs.fed.us>
Subject: West Yellowstone 80 acres - Forest Service Reservation Changes

Hi James,

I wanted to send you a new draft of the Forest Service reservations for the 80 acres. I know that we have had several meetings, letters and conversations lately regarding access needs for the Forest Service as well as future needs and desires of the Town. After consulting with the Regional Office on these issues we have drafted new reservation language for the roads and trails. I have attached that draft for your review.

- The main changes are that the Forest Service will be reserving the **current** locations of Old Railroad Grade Road No 6973B (Two Top) and Whiskey Creek Road No. 6958. These reservations (and specifically these reservations) will include a clause regarding the relocation of these routes in the future, paid for by the Town. There is also language regarding the locations of the re-routes and an assignment of a new easement if needed.

and

- The Frontier Trail reservation will decrease from a 30 foot width to 20 feet.

Hopefully this addresses the needs of the Town while leaving it open for decisions in the future. This will need to be reviewed by Andrew Cornish and the Town will be responsible for the cost of this additional review.

I stopped by the office last Friday while we were in Town but you were not in the office. I am out in the field the next two days but I wanted you to have time to review this then we can discuss it further when I return on Thursday. Jason will be out on the same field trips as me so we will both be out.

Talk to you soon.

Thank you!



Anna Callahan
Realty Specialist

Forest Service
East Side Lands Zone, Region 1

p: 406-587-6737

c: 406-579-1086

f: 406-587-6804

acallahan@fs.fed.us

10 East Babcock Street
Bozeman, MT 59715

www.fs.fed.us



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ATTACHMENT A
SECOND SUPPLEMENT TO REQUEST FOR APPRAISAL
WEST YELLOWSTONE EXPANSION LANDS
SAMPLE EASEMENT RESERVATION LANGUAGE

RESERVATIONS:

1. Excepting and reserving to the United States a right-of-way thereon for ditches or canals constructed by the authority of the United States pursuant to the Act of August 30, 1890 (43 U.S.C. 945).
2. An exclusive perpetual easement, including all right, title, and interest for existing roads and all appurtenances thereto, over, upon, or under the land so granted, as shown approximately on attached **Exhibit A**, consisting of one (1) sheet, and more particularly identified and described herein, together with such reasonable rights of temporary use of lands immediately adjacent to the following right-of-ways as may be necessary for the maintenance and/or repair of the roads.

Said easements shall be sixty (60) feet in width, being thirty (30) feet on each side of the centerline of said roads as they exist and are actually located on the ground, with such additional width as might be required for the adequate protection of cuts and fills. The intent of this reservation is to reserve these roads, for the entire length of the roads, across and through the property described and as listed below.

South Plateau Road No. 1700

Madison Arm K Road No. 6780 (Snowmobile Trail No. 919)

Old Rail Road Grade Road No. 6973

IT IS AGREED that the patentee and their heirs and assigns shall have the right to use the existing roads described above for all purposes deemed necessary or desirable in connection with the protection, administration, management, and utilization of patentee's lands or resources, subject, however, to traffic control regulations as provided in 36 CFR 261.12 and the bearing of road maintenance costs proportionate to use as provided in 36 CFR 212.5(d), attached as **Exhibit B** and **Exhibit C**, respectively, consisting of 1 sheet each.

PROVIDED, that if the Regional Forester determines that the road, or any segment thereof, is no longer needed for the purposes reserved, the easement shall terminate. The termination shall be evidenced by a statement in recordable form furnished by the Regional Forester to the patentee, or their heirs or assigns in interest.

3. An exclusive perpetual easement, including all right, title, and interest for an existing trail and all appurtenances thereto, over, upon, or under the land so granted, as shown approximately on attached **Exhibit A**, consisting of one (1) sheet, and more particularly identified and described herein, together with such reasonable rights of temporary use of lands immediately adjacent to the following right-of-way as may be necessary for the maintenance and/or repair of the trail.

Said easement shall be twenty (20) feet in width, being ten (10) feet on each side of the centerline of said trail as it exists and is actually located on the ground, with such additional width as might be required for the adequate protection of cuts and fills. The intent of this reservation is to reserve the trail, for the entire length of the trail, across and through the property described and as listed below.

Frontier Trail No. 630

IT IS AGREED that the patentee and their heirs and assigns shall have the right to use the existing trail described above for all purposes deemed necessary or desirable in connection with the protection, administration, management, and utilization of patentee's lands or resources, subject, however, to traffic control regulations as provided in 36 CFR 261.12 and the conditions, rules and regulations governing forest development trails as provided in 36 CFR 261.55, attached as **Exhibit B** and **Exhibit D**, respectively, consisting of 1 sheet each.

PROVIDED, that if the Regional Forester determines that the trail, or any segment thereof, is no longer needed for the purposes reserved, the easement shall terminate. The termination shall be evidenced by a statement in recordable form furnished by the Regional Forester to the patentee, or their heirs or assigns in interest.

4. An exclusive perpetual easement, including all right, title, and interest for an existing road and all appurtenances thereto, over, upon, or under the land so granted, as shown approximately on attached **Exhibit A**, consisting of (1) sheet, and more particularly identified and described herein, together with such reasonable rights of temporary use of lands immediately adjacent to the following right-of-way as may be necessary for the maintenance and/or repair of the road.

Said easement shall be sixty (60) feet in width, being thirty (30) feet on each side of the centerline of the road as it exists and is actually located on the ground, with such additional width as might be required for the adequate protection of cuts and fills. The intent of this reservation is to reserve the road, for its entire length, across and through the property described below.

Whiskey Creek Road No. 6958

IT IS AGREED that the patentee and its successors and assigns shall have the right to use the existing road described above for all purposes deemed necessary or desirable in connection with the protection, administration, management, and utilization of patentee's lands or resources, subject, however, to traffic control regulations as provided in 36 CFR 261.12 and the bearing of road maintenance costs proportionate to use as provided in 36 CFR 212.5(d), attached as **Exhibit B** and **Exhibit C**, respectively, consisting of 1 sheet each.

IT IS ALSO AGREED that the reservation of the segment of road within T. 13 S., R. 5 E., sec 33, NE¼SE¼ is subject to the right of the patentee and its successors and assigns at any time in the future, at its sole expense, to relocate this segment of road and easement to the mutual agreement of the patentee and the Forest Service, such that the relocated road lies solely on adjacent National Forest lands. In the event of relocation, the United States would terminate the reserved easement, as described in the termination provisions provided below.

PROVIDED, that if the Regional Forester determines that the road, or any segment thereof, is no longer needed for the purposes reserved, the easement shall terminate. The termination shall be evidenced by a statement in recordable form furnished by the Regional Forester to the patentee, or its successors or assigns in interest.

5. An exclusive perpetual easement, including all right, title, and interest for an existing road and all appurtenances thereto, over, upon, or under the land so granted, as shown approximately on attached **Exhibit A**, consisting of (1) sheet, and more particularly identified and described herein, together with such reasonable rights of temporary use of lands immediately adjacent to the following right-of-way as may be necessary for the maintenance and/or repair of the road.

Said easement shall be sixty (60) feet in width, being thirty (30) feet on each side of the centerline of the road as it exists and is actually located on the ground, with such additional width as might be required for the adequate protection of cuts and fills. The intent of this reservation is to reserve the road, for its entire length, across and through the property described below.

Old Rail Road Grade Road No. 6973B (Snowmobile Trail No. 920)

IT IS AGREED that the patentee and its successors and assigns shall have the right to use the existing road described above for all purposes deemed necessary or desirable in connection with the protection, administration, management, and utilization of patentee's lands or resources, subject, however, to traffic control regulations as provided in 36 CFR 261.12 and the bearing of road maintenance costs proportionate to use as provided in 36 CFR 212.5(d), attached as **Exhibit B** and **Exhibit C**, respectively, consisting of 1 sheet each.

IT IS ALSO AGREED that the reservation of the segment of road within T. 13 S., R. 5 E., sec 33, E¹/₂NE¹/₄ is subject to the right of the patentee and its successors and assigns at any time in the future, at its sole expense, to relocate this segment of road and easement to the mutual agreement of the patentee and the Forest Service, such that the relocated road lies solely on adjacent lands owned by the Patentee. In the event of relocation, the patentee will provide a Replacement Easement to the United States for the relocated segment of road. Upon approval of title to the Replacement Easement, the United States will record the Replacement Easement in the records of Gallatin County, Montana, and then terminate the reserved easement that is no longer needed as provided in the termination clause below.

PROVIDED, that if the Regional Forester determines that the road, or any segment thereof, is no longer needed for the purposes reserved, the easement shall terminate. The termination shall be evidenced by a statement in recordable form furnished by the Regional Forester to the patentee, or its successors or assigns in interest.

EXHIBIT B

United States Department of Agriculture
Forest Service

**CONDITIONS, RULES AND REGULATIONS
OF THE SECRETARY OF AGRICULTURE
GOVERNING PROHIBITED ACTIVITIES ON
NATIONAL FOREST SYSTEM ROADS AND TRAILS**

Code of Federal Regulations - Title 36 - Chapter II - Section 261.12

The following are prohibited:

- (a) Violating the load, weight, height, length, or width limitations prescribed by State law except by special-use authorization or written agreement or by order issued under § 261.54 of this Chapter.
- (b) Failing to have a vehicle weighed at a Forest Service weighing station, if required by a sign.
- (c) Damaging and leaving in a damaged condition any such road, trail, or segment thereof.
- (d) Blocking, restricting, or otherwise interfering with the use of a road, trail, or gate.

[43 FR 2957, 1/14/1977, as amended at 46 FR 33520, 6/30/1981; 49 FR 25450, 6/21/1984; 55 FR 25832, 6/25/1990]

EXHIBIT C

United States Department of Agriculture
Forest Service

CONDITIONS, RULES AND REGULATIONS
OF THE SECRETARY OF AGRICULTURE
GOVERNING MAINTENANCE AND RECONSTRUCTION OF
FOREST SERVICE ROADS BY USERS

Code of Federal Regulations - Title 36 - Chapter II - Section 212.5(d)

(d) Maintenance and reconstruction of forest service roads by users.

(1) *Maintenance.* The Chief may require, but not in conflict with an existing permit, easement, contract, or other agreement, the user or users of a road, including purchasers of Government timber and other products, to maintain the roads in a satisfactory condition commensurate with the particular use requirements of each. The maintenance to be borne by each user shall be proportionate to total use and no individual user shall be required to perform or bear the costs of maintenance other than that commensurate with his use.

(2) *Reconstruction.* The Chief may require, but not in conflict with an existing permit, easement, contract, or other agreement, the user or users of a road to reconstruct it when, at the time the use is requested, reconstruction is determined to be necessary to accommodate his use.

(3) *Deposits in lieu of performance.* If the maintenance or reconstruction cannot be so provided or if the Chief determines that maintenance or reconstruction by a user would not be practical, the Chief may require that sufficient funds be deposited by the user to provide his portion of the total maintenance or reconstruction costs. Deposits made to cover maintenance or reconstruction of roads shall be used for the purposes deposited, except that:

(i) Deposits received for work on adjacent and overlapping areas may be combined when it is the most practicable and efficient manner of performing the work, and cost thereof may be determined by estimates, and

(ii) Unexpended balances upon accomplishment of the purposes for which deposited shall be transferred to miscellaneous receipts or refunded.

[39 FR 27649, 7/31/1974, as amended at 42 FR 2957, 1/14/1977; 43 FR 20007, 5/10/1978; 62 FR 58654, 10/30/1997. Redesignated and amended at 62 FR 58654, 10/30/1997; 66 FR 3217, 1/12/2001]

EXHIBIT D

United States Department of Agriculture
Forest Service

**CONDITIONS, RULES AND REGULATIONS
OF THE SECRETARY OF AGRICULTURE
GOVERNING FOREST DEVELOPMENT TRAILS**

Code of Federal Regulations - Title 36 - Chapter II - Section 261.55

When provided by an order issued in accordance with § 261.50 of this subpart, the following are prohibited on a forest development trail:

- (a) Being on a trail.
- (b) Using any type of vehicle prohibited by the order.
- (c) Use by any type of traffic or mode of transport prohibited by the order.
- (d) Operating a vehicle in violation of the width, weight, height, length or other limitations specified by the order.
- (e) Shortcutting a switchback in a trail.

[55 FR 25832, 6/25/1990]

TOWN OF WEST YELLOWSTONE
MONTANA
naturally inviting

August 4, 2015

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

RE: Road Reservations

Dear Ms. Callahan,

The Town of West Yellowstone is in receipt of your July 21, 2015 email, which included a new draft of the Forest Service reservations for the 80 acres. The proposed changes are acceptable to the Town, specifically the Forest Service will reserve the current locations of the Old Railroad Grade (Road No. 6973B) and Whiskey Creek (Road No. 6958) and the reservation for the Frontier Trail will decrease from 30 feet wide to 20 feet.

Thank you for keeping the Town informed and involved in this process. We are looking forward to proceeding to the purchase and sale of the property.

Sincerely,

Brad Schmier
Mayor

c: Jason Brey, District Ranger





The GCD 411

www.gallatincd.org • 406-282-4350

PO Box 569 • Manhattan MT 59741

A Little History...

We are local government and formed on June 8, 1949. The GCD is governed by five elected Supervisors and two Urban Supervisors. We hold public meetings once a month and we are here to serve the public. Our revenue comes from a .98 mill on real property taxes (*a home valued at \$200K is paying approximately \$2.00 a year to the GCD.*) Our boundary includes all of Gallatin County except for the main portions of Bozeman and Belgrade.



Resource Projects/Programs

- * Youth Camp/Envirothon Sponsorship
- * Winter Seminars
- * Cost Share Program
- * Grant Administration/Sponsorship
- * Small Acreage Workshops
- * Farm to Business Program
- * Well Testing Cost Share

Members Of

- * Gallatin County Planning Board
- * Gallatin Local Water Quality District
- * Manhattan City Planning Board
- * Ag in Montana Schools
- * Manhattan Chamber of Commerce
- * Other: Farm Bureau, Potato Growers, Grain Growers, 4-H, FFA

Natural Streambed and Land Preservation Act (310 Law) 310's Processed in 2014:

	Ag Related	Forestry Related	Mining Related	Other (Urban Utilities, Roads)	Total
Approved as Proposed	15			21	36
Approved with Modification	3	3		10	16
Denied					
Not a Project	1	1		5	7
Emergencies	2			5	7
Complaints	1			4	5
Totals	22	4		45	71



This is what the E&O Center started out as in 2013.

Education and Outreach Center

The CD is creating an outdoor natural resource learning and demonstration center located at 123 S Broadway.

The center will feature:

- * 18' x 30' Greenhouse
- * Community Gardens
- * Pollinator Garden and Xeriscape Yard
- * Beneficial Grass Plots
- * Alternative Energy Demonstrations

To get involved, volunteer, donate services or products, please contact the District at 282-4350.

To promote and guide the conservation and management of natural resources in Gallatin County.



The Three S's...
Supervisors, Staff, & Services
www.gallatincd.org • 406-282-4350
 PO Box 569 • Manhattan MT 59741

Board of Supervisors

John Venhuizen, Chair, has served on the GCD Board since 2003. He is an agriculture producer from Manhattan specializing in certified seed potatoes and also has a small cattle operation.

Sherwin Leep, Vice Chair, has served on the Board since 1985. He is an agriculture producer from Gallatin Gateway and concentrates on growing various crops and custom haying.

Jason Camp, has served on the Board since 2013. He is an ag producer outside of Belgrade. Jason has a cattle operation and also grows crops.

Bill Wright, has served on the Board since 1972. He is an agriculture producer from the Springhill area and grows traditional and specialty crops.

John Schutter, has served on the GCD Board since 2005. He is an agriculture producer from Manhattan specializing in certified seed potatoes.

Bob Logar, Urban Supervisor from Manhattan; retired NRCS specialized in soils and forestry.

Michael Hansen, Urban Supervisor from outside Bozeman; retired NRCS soil scientist.

Associates and Staff

Loren Blanksma has served as an Associate Supervisor since 2011 and represents the GCD on the County Planning Board.

Marcie Murnion has been employed as the District Administrator since 2004 and has a Business Degree and an agriculture background.

Stacey Barta has been employed as the Resource Specialist since 2015 and has a Range Science Degree and excellent resource experience.

We have positions open for Associate Supervisors and there's always a need for Volunteers. We welcome public involvement!



Accepting \$10K award for Education & Outreach Center at NACD National Convention in Anaheim.



Education & Outreach Center; installing shed by community gardens.



Volunteers planting.



Winter 310 Inspection on a head gate

More About Our Services and Programs...

Cost Share Program; we will fund 50%, up to \$1000, of a resource project that improves soil and water conservation. See the sample list and criteria on our website. Urban landowners, small acreage landowners, and agriculture producers may apply.

310 Law; we help protect perennial streams, rivers, and springs in Gallatin County. Any person proposing a project that would physically alter or modify the bed or banks of the waterway must first obtain a 310 permit with the GCD. Sample 310 projects include vehicle bridges, bank stabilization, irrigation structures, culverts, fords, livestock crossings, barbs or weirs, bioengineering, footbridge, and diversions.

Seminars; we bring professionals here and offer informational resource-based seminars to the public. Topics have included: Genetically Modified Organisms; Estate Planning for Producers; UAV/Drones in Agriculture; What Happens to Grandma's Ruby Red Ring; Food Nutrition; and Horse Sense; plus resource-based workshops in the E&O Center.

Education & Outreach Center; this is for you and our future generations. Except for the initial purchase of the land, we have not used any taxpayer dollars for the E&O Center. We received a National Award in the amount of \$10,000 and also an HB 223 grant from DNRC for \$10,000. We have received an additional \$53,375 in products, services, and donations. We are very grateful and humbled by the support and volunteerism. For a list of donors please visit our website.

Youth Sponsorship; we will pay all or part of the cost for youth to attend youth range camps, Envirothon, or any other natural resource or agricultural camp. Application forms are available on our website: www.gallatincd.org

Grants; grants are available for educational events, stream restorations, and overall natural resource projects. We sponsor grants and we also like to be involved with projects. Most grants come from DNRC. A list of grant sources and types are listed on our website.

Our Partners have included Department of Natural Resources & Conservation (DNRC), Natural Resource Conservation Service (NRCS), Montana Association of Conservation Districts (MACD), National Association of Conservation Districts (NACD), MSU Extension, Local Water Quality District, Montana Outdoor Science School (MOSS), Montana Fish Wildlife & Parks, MT DEQ, Army Corps of Engineers, County Floodplain Dept, Gallatin Weed Control District, Association of Gallatin Agriculture Irrigators, Greater Gallatin Watershed Council, and Gallatin River Task Force.

To promote and guide the conservation and management of natural resources in Gallatin County.



2015 Action Plan

Mission Statement	To promote and guide the conservation and management of natural resources in Gallatin County.
Team Members	John Venhuizen, Sherwin Leep, Jason Camp, Bill Wright, John Schutter, Bob Logar, Michael Hansen, Loren Blanksma, Marcie Murnion, Stacey Barta
Timeframe	January 21, 2015 to January 21, 2016

Adopted 2-19-15 **Chair Signature** /s/ John Venhuizen

Natural Streambed and Land Preservation Act (310 Law)

310 Administration			
Projects	Who	When	Resources Required
1. Process and review 310 applications monthly; process applications, inspect sites and make final decisions on the applications. Approximately 80 applications processed each year.	Supervisors, Inspection Team and Administrator.	Monthly	FWP provides technical input at inspections and meetings.
2. Utilize professional contractor to conduct 310 inspections and provide technical assistance.	310 Contractor	Ongoing	\$12,000
3. Conduct follow-up inspections. Up to eight random inspections and up to eight educational.	310 Inspection Team & Administrator	July 8 and Aug 12	Time
4. Participate in one 310 inspection.	Supervisors	Ongoing	Time
5.			
<i>Notes:</i>			

310 Education and Outreach			
Projects	Who	When	Resources Required
1. Schedule two advertisements or articles in local newspapers for more public awareness	Administrator	Ongoing	\$800-1000
2. Participate in 310 State Committee Meetings	Administrator	Ongoing	Time
3. Have 310 information available at community events, local resource organizations, or high-traffic businesses	Staff	Ongoing	Relevant events, locations
4. Communicate with or meet with County Floodplain Administrator, City Floodplain Administrator, City Engineers, DEQ, Army Corps of Engineers, and FWP on potential 310 concerns.	Supervisors, Administrator	Ongoing	Time
5.			
<i>Notes:</i>			

Education & Outreach

Youth Education			
Projects	Who	When	Resources Required
1. Provide resources and sponsor up to two teams to attend the 2015 MT Envirothon contest in Lewistown.	Staff	January - April	\$1000-1500
2. Hold various youth activities in the E&O Center. Provide necessary supplies. Emphasis should be on science-based positive message of agriculture.	Resource Specialist	March-Sept	\$3000 and apply for grants
3. Sponsor five youth to attend Youth Camps.	Supervisors	Ongoing	\$1250
4. Develop and conduct 2 resource presentations for classrooms/youth groups in Gallatin County.	Resource Specialist	Ongoing	\$500
5.			
<i>Notes:</i>			

Adult Education			
Projects	Who	When	Resources Required
1. Host various seminars, eight per year	Resource Specialist	2015	\$ for advertising, \$ for possible speaker fees
2. Hold adult events in Education & Outreach Center	Resource Specialist	Ongoing	Materials
3. Bring in national speaker	Staff	Oct 2015	\$ for speaker fee, location, sponsorship
4. Hold public tours	Staff	1 x year	\$ for bus & refreshments
<i>Notes:</i>			

Marketing and Public Relations			
Projects	Who	When	Resources Required
1. Publish & distribute GCD newsletter.	Administrator	2-4 x yr	\$2000
2. Develop promotional materials	Staff	Ongoing	\$1800
3. Attend & distribute CD material/information at community events.	Staff	Ongoing	Relevant events/locations
4. Hold an open house.	Supervisors & Staff	Fall 2015	\$3500 & doorprize donations
5. Upgrade website with Media Works	Administrator	By April 1	\$2500

2015 Gallatin Conservation District Action Plan

6. Hold meeting with county commissioners	All	As needed	Time
7. Pursue idea of Rural Route Minute/Ag Minute	Administrator	March 15, 2015	Television sponsorship, NRCS help
8. Develop "Who is the CD" ads & have published in local newspapers.	Supervisors, Administrator	Quarterly	\$4000
9. Develop and publish District highlights	Administrator	July 15, 2015	
10. Develop 'Who are we' handout	Administrator	Feb 1, 2015	

Notes:

Cost Share Program

Projects	Who	When	Resources Required
1. CD Cost share program for on-the-ground natural resource conservation projects.	Supervisors, Staff	2015	\$10,000
2. Well testing cost share	Supervisors, Staff	2015	\$500

Notes:

Soils

Projects	Who	When	Resources Required
1. Promote soil testing	All	Ongoing	Word-of-mouth
2. Possible workshop on cover crop costs & long term results.	All	Fall	NRCS, Willing participants.

Notes:

Water Quality & Quantity

Projects	Who	When	Resources Required
1. Analyze Highline blow off for grant	Supervisors, Administrator	April 20	Stakeholder participation
2. Consolidate ditches	Supervisors	Ongoing	Landowner participation, agency assistance
3. Invite GLWQD to meeting	Administrator	1 x year	

Notes:

Energy			
Projects	Who	When	Resources Required
1. Implement alternative energy demonstrations in E&O Center	Resource Specialist	Ongoing	Donations, sponsorship, or grants
<i>Notes:</i>			

District Operations

General Operations			
Projects	Who	When	Resources Required
1. Create annual budget	John V, Bill W, Administrator	Feb	n/a
2. Conduct and attend a minimum of 11 board meetings during the year.	Supervisors, Associate Supervisors & Staff	Monthly & as needed	
3. Review and approve annual work plan.	Supervisors	Yearly & as needed	
4. Send a minimum of one supervisor and staff to area meetings, state convention, national convention and state Envirothon.	Supervisor & Staff	Ongoing	
5. Conduct annual performance reviews for staff.	Personnel Directors	October & as needed	
6. Supervisors attend and/or participate in at least one District sponsored function per year.	Supervisors	Ongoing	
7. Transition to seven member board, work with Three Forks, Manhattan and West Yellowstone	Supervisors, Administrator	May 21, 2015	Interested volunteers
8. Distribute annual budget upon approval	Supervisors, Administrator	March	
9. Build a volunteer base	Staff	Ongoing	
10. Actively promote District functions	All	Ongoing	
11. Distribute minutes	Administrator	Ongoing	
12. Give better public notice of meetings	All	Ongoing	Newspaper(s) participation
13. Purchase Audience Response System	Supervisors	March 19	\$3320
14. Consider purchase of big screen or smart board for conference room	Supervisors	Ongoing	?
15. B100 and B101 Rental units complete	Contractor	March 15, 2015	\$17,775.00
<i>Notes:</i>			

Grants & Special Projects			
Projects	Who	When	Resources Required
1. Apply for \$2000 SWCDMT/DEQ grant for E&O Center	Resource Specialist	Next available quarter	<i>n/a</i>
2. Write grants that align with CD mission and goals.	Staff	Ongoing	
3.			
<i>Notes:</i>			

Education & Outreach Center			
Projects	Who	When	Resources Required
1. Fans & solar for greenhouse & interior construction completed with supplies	Resource Sp (Administrator oversight on all)	May	Donations & CD \$ for supplies,
2. Grasses/forbs/sedges selected and planted in both sites	Resource Sp	May	Extension, NRCS
3. Raised beds constructed and installed with soil	Resource Sp	April	Work with Manhattan Shop Class
4. Pergola designed & constructed	Staff	May	CCS
5. Signage	Resource Sp	Ongoing	Sponsors
6. Live river demonstration	Resource Sp	Fall	Engineer, \$ for supplies
7. Solar livestock water tank installed	Resource Sp	June	Purchase water tank
8. Watershed wagon developed	Resource Sp	Ongoing	Work with MSU Water Quality
9. Front street-view displays started	Staff	Ongoing	
10. Decorative accents	Staff	Ongoing	Donations
11.			
<i>Notes:</i>			

Partnerships	
Organization name with acronym	Areas of Opportunity
1. Natural Resource Conservation Service (NRCS)	Soils, range, irrigation projects, workshops
2. Gallatin County Planning Board	Promote & protect agriculture
3. Fish Wildlife & Parks (FWP)	310 permitting
3. MSU Extension	Small acreage collaboration, demonstrations at E&O Center, grants
4. Gallatin County Commissioners	Bozeman 310 permitting
6. Greater Gallatin Watershed Council (GGWC)	On-the-ground projects, education
7. Gallatin Valley Land Trust (GVLT)	RRGL
<i>Notes:</i>	

Future Projects & Programs			
Projects	Who	When	Resources Required
1. Adult Agriculture Tour	CD, Farm Bureau?, NRCS?	2016	Busses, food, speakers
2. District Road Signs	Area 6 CD's	2016	223 Grant
3. CD sponsored 'Welcome to the Neighborhood'	Resource Specialist	2016	Need other agency involvement, place, date
4.			
<i>Notes:</i>			

From: [Zeller, Laurie](mailto:Zeller.Laurie)
To: ["eroos@townofwestyellowstone.com"](mailto:eroos@townofwestyellowstone.com)
Subject: West Yellowstone and Gallatin Conservation District
Date: Tuesday, July 28, 2015 3:45:08 PM

Hi Liz,

To follow up with our conversation last Friday regarding the appointment of urban representatives on the Gallatin Conservation District, I am providing you with a little information about what a conservation district is and how representatives are selected to the conservation district board. I understand you are having a meeting on August 4 and hopefully you get this information in enough time to place the matter on your agenda.

Charlotte Mills and Marcie Murnion asked me to check the status of West Yellowstone and whether the town is included within the boundary of the Gallatin Conservation District. After researching organizational records, we found that the town of West Yellowstone incorporated in the already-established boundaries of the Gallatin Conservation District and is therefore included within the district's boundaries.

The reason I am writing to you is to let you know that since West Yellowstone is in the Gallatin Conservation District, you are entitled to representation on the conservation district board.

Conservation district boards are made up of five elected supervisors. Representation by residents of incorporated cities and towns is governed by Title 76, Part 15, Chapter 3. According to this chapter, since there are three municipalities (Three Forks and Manhattan are the other two) fully within the Gallatin Conservation District boundary, an additional two supervisors must be appointed to represent urban interests.

Two potential urban supervisors have been identified and already have been approved by the towns of Three Forks and Manhattan. The approval of West Yellowstone's governing body is needed for the two mentioned urban representatives to serve on the Gallatin CD board. (All three municipalities must agree on two appointed supervisors.) Conservation district supervisor positions are non-partisan, non-paid positions and urban supervisors serve a three-year term.

The names of the potential candidates are: Bob Logar, who is a retired NRCS state forester who is currently living in Manhattan. His e-mail address is bclogar@charter.net. The other is Michael Hansen, who is also retired soils expert from the NRCS. He is currently living just outside of Bozeman. His e-mail address is hansens2@q.com. They would also represent West Yellowstone with your approval at no cost to you.

Conservation districts are local governments, organized under Title 76, Chapter 15, Parts 1 through 9, with the specific purpose of natural resource conservation. They work cooperatively with landowners, governmental entities, and private organizations to carry out a variety of natural resource related projects, such as irrigation improvements, range management, fire prevention and forest reclamation, water quality improvements, and they sponsor and carry out natural resource education events for adults and youth. In addition to the voluntary projects they undertake, conservation districts also administer the streambed and land preservation act, which is a stream

permitting program. They are funded by a small tax on real property within the conservation district boundary.

The Gallatin Conservation District meets at least once a month to review applications for stream permits, to manage a cost-share program for natural resource improvements, and to plan natural resource programs for the district. Marcie Murnion is the administrator. If you would like more specific information about the district, she can be reached at 282-4350, extension 1. I understand she will be sending you some information about programs that are being currently offered through the conservation district.

Please let me know if you would like me to attend the town council meeting to answer any questions you or the town council may have.

I appreciate talking to you the other day and hope to hear from you soon. Let me know if you have questions.

Laurie



Health Care Services Advisory Board

NAME	DATE APPOINTED	TERM EXPIRES
Kyle Goltz PO Box 1167 West Yellowstone, MT 59758 646-4444 kgoltz@hotmail.com	7/21/15	7/21/18
Jessie Wittmer PO Box 817 West Yellowstone, MT 59758 646-7056 (W), 579-0302 (C) jessiev0302@gmail.com	7/21/15	7/21/18
Council Member Cole Parker PO Box 548 West Yellowstone, MT 59758 646-7844 (H), 640-1413 (C) cparker@wyellowstone.com	7/21/15	12/31/17
Kristine Wilkinson 7 Mountain Vista Drive West Yellowstone, MT 59758 646-7139 (H) 503-329-8414 (C) kriswilkinson@mac.com	7/21/15	7/21/18
Jessica McCrossin PO Box 2262 West Yellowstone, MT 59758 548-5213 (H), 548-5213 (C) mccrossinj@yahoo.com	3/5/13	3/4/16

*Moved to
Missoula
ER*



Received
7-28-15 ar

APPLICATION FOR BOARDS AND COMMITTEES

Name JENNIFER L. JORDAN Date 7/28/15

Address 341 WASHBURN CR. / P.O. BOX 1577

City W. YELLOWSTONE State MT Zip 59758

Phone (Home): 303 908 4196 (Work): 406 646 7068 (Cell/Other): 303 908 4196

E-Mail Address: Jenny@lonepeakpt.com

Are you a resident of West Yellowstone? Y Length of residency in West Yellowstone: 2 yes 7 mos.

Board or Committee you are applying for: HEALTH SERVICES ADVISORY BOARD

Occupation: PHYSICAL THERAPIST

Employer: LONE PEAK PHYSICAL THERAPY

Have you previously served on a County or City board? YES

If so, which board, and for how long? PARK + REC - CURRENT

Past Memberships and Associations: _____

Current Memberships and Associations: _____

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer:

Work in health care field x 15 years; worked in various settings, work comp., in-patient hospital, urgent care, out-patient

What are your primary objectives for serving on this board?

To help the town of West Yellowstone find the proper health care for the town + tourists + improve on what is offered + how it is offered

References (Individual or Organization):

MOIRA DOW Phone: 617 697 6126

PIERRE MARTINEAU Phone: 640-0241

KELL HART Phone: 640-5713

Signature: Jennifer Jordan Date: 7/28/15

Please return this application to the Town Offices at 10 S Faithful, West Yellowstone, Montana. An interview may be required if deemed necessary. Thank you in advance for your interest.

Elizabeth Roos

From: 136tomy@gmail.com
Sent: Wednesday, July 08, 2015 9:20 PM
To: Elizabeth Roos
Subject: Re: Healthcare Services Advisory Board

Liz,
I absolutely would like to be reappointed.
If you need anything more from me let me know.
Tom Cherhoniak
Sent from Windows Mail

From: [Elizabeth Roos](#)
Sent: Tuesday, July 7, 2015 12:13 PM
To: 136tomy@gmail.com

Hello Tom,

The Town Council has expressed desire to revitalize the Healthcare Services Advisory Board. You were previously appointed to serve on this board but your term has expired. I am contacting you to find out if you are interested in being reappointed to the board. To refresh your memory, attached is a copy of Resolution No. 587, a resolution passed by the Town Council in 2010 revitalizing this board.

If you are interested in being reappointed, please respond to this email and let me know.

Thank You,

Elizabeth Roos, Town Clerk
Town of West Yellowstone
(406) 646-7795
www.townofwestyellowstone.com

Holiday Inn
West Yellowstone Conference Hotel
315 Yellowstone Ave/PO Box 470
West Yellowstone, MT 59758
406-646-7365/800-646-7365
visityellowstonepark.com



July 20, 2015

Mr. Brad Schmier
Mayor
Town of West Yellowstone
PO Box 1570
West Yellowstone, MT 59758

Re: Yellowstone Rod Run 2015

Dear Mr. Schmier:

Please be advised that the Holiday Inn West Yellowstone, in conjunction with the Montana Highway Patrol and Yellowstone Rod Run committee, hereby requests permission to section off a portion of the north parking lot with caution tape to allow for parking of the hot rods during the August 6 - 9, 2015 (Yellowstone Rod Run) event. The cordoned area will overflow on the City Park in Alley A. Alley A itself will not be barricaded or blocked off in any way.

The purpose of the sectioning off a portion of the above-described City Park is to assist in ensuring that vehicle owners incur no damage.

We look forward to working with the Town of West Yellowstone to provide another successful town event. Please contact me if you have any questions or concerns. Thank you for your assistance with this matter.

Sincerely,

Brittany Fletcher,
Catering Service Manager

Town of West Yellowstone MAP Fund Advisory Board

2014 - 2015 Fiscal Year End Report

7/19/15

1. Revised both the MAP Fund Policies and Procedures and Application documents.
2. Assured that completed event/projects submit Outcome Reports.
3. With the assistance of the town's Finance Dept., maintained a Budget of Committed Funds to monitor committed and available funds and funds not used by completed events/ projects.
4. Total amount of resort tax contributed to the Fund this year: \$72,184
5. Approved funds for the following events/ projects July 2014 - June 2015

- 07/14 W. Yell. Sled Dog Races	\$10,600	
- 07/14 Yell. Rend. Trail Run	\$ 9,280	
- 10/14 Kids 'N' Snow	\$ 5,000	
- 10/14 NAIFC Ice Fish Tourn.	\$ 3,500	
- 10/14 Wild Bill Productions (new event)	\$12,500	
- 11/14 Snow Shoot	\$ 7,500	
- 11/14 Snowmobile Expo	\$12,000	
- 05/15 Visitor Info Center (returned 2013 funds not used)		(\$ 4,320)
- 05/15 W. Yell. Sled Dog Races (returned funds not used)		(\$ 74)
- 05/15 Visitor Info Center	\$ 8,000	
- 06/15 GWDC Billboard Project (new project)	\$ 2,250	
- 06/15 Music in the Park	\$11,500	
Total	\$82,130	(\$ 4,394)

\$82,130 in Funds were awarded minus \$4,394 in unused Funds were returned = \$77,736 distributed out of the Fund.

Total amount awarded to events/ projects this year: \$82,130. This was a \$20,330 or 32.9% increase over last fiscal year.

Businesses contributed \$72,184 of resort tax funds and the MAP Fund awarded \$82,130 back to community events and projects.

The MAP Fund Advisory Board (MAPFAB) received Outcome Reports from all these events and projects and concluded that they were successful.

Approximate amount of available funds to begin the new fiscal year 07/15 - 06/16: \$38,087

Two goals for the new fiscal year: 1) Market the Fund and 2) Identify methods by which to attract new events/projects for funding

Submitted by John Greve, MAPFAB Secretary on behalf of the Board:

Jerry Johnson- Chairperson, Marysue Costello, Barbara Klesel, Gloria Evans, Kay Mathews, Kim Howell

Town of West Yellowstone
Health Care Services Advisory Board
Thursday, August 6, 2015
12 Noon
Povah Community Center
10 South Geyser Street, West Yellowstone, Montana

Public Comment Period

Board Organization

Discussion

Request for Proposals for Health Care Services

Discussion

Current Health Care Services Agreement with Community Health Partners (CHP)

Discussion



TOWN OF WEST YELLOWSTONE
October 2011

POSITION: Public Services Superintendent

DEPARTMENT: Public Services

ACCOUNTABLE TO: Operations Manager

STATUS: Exempt, regular full-time

PRIMARY OBJECTIVE OF POSITION:

Under general direction, performs operational, managerial and supervisory duties in the Public Services Department.

JOB CHARACTERISTICS:

Nature of Work: Position plans and directs operations performed by Public Services Department staff.

Personal Contacts: Frequent contact with employees; frequent contact with vendors, citizens and other Town staff.

Supervision Received: Operations Manager

Supervision Exercised: Regular and seasonal employees.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of job characteristic is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Position requires ability to: access construction and project sites; operate and maintain equipment; visually inspect facilities; communicate orally and in writing; calculate; read and understand laws, regulations, and contracts; must occasionally lift or move heavy objects weighing up to 75 pounds, walk on uneven ground and work under adverse weather conditions that are unalterable; position frequently works in office setting where conditions are controlled and modifiable; position operates common office equipment, including computers and computer software. May require occasional evening, early morning and weekend work.

TYPICAL DUTIES AND RESPONSIBILITIES:

Plans and directs operations of the Public Services Department including, but not limited to: public grounds and buildings maintenance, parks, street, sidewalk and alley maintenance, sewer and water treatment facility operation, snow removal and street sweeping; prepares and manages Public Services budget; schedules employees; ensures the maintenance of Public Services equipment and facilities; develops and implements street, sidewalk and alley snow removal and maintenance plans;

Manages and maintains water and waste-water treatment systems; ensures that testing and sampling required by state and federal law is conducted; maintains required certification for operation of Town water and wastewater facilities; maintains operation logs and records; assists in record keeping and billing as requested, including water meter reading; develops and maintains 24/7 emergency response capability for water and waste water systems and facilities; ensures adequate fire flow to suppress fire emergency situations;

Develops and presents recommendations on present and future public works infrastructure needs; purchases and maintains new and used equipment; develops replacement equipment schedule; plans and implements programs and procedures to carry out departmental policies and goals; plans and implements public services projects including: public facilities, parks, roads, alleys, sidewalks, and water deliveries systems; acts as department spokesperson; responds to citizen complaints, suggestions and information requests; abates or assists in abating nuisances and violations in rights of way and interior parks; prepares reports, correspondence and recommendations as requested or required; consults with engineering firms;

Supervises and evaluates personnel; makes hiring and disciplinary action recommendations; develops and implements training programs; develops work schedules; develops, maintains and implements work procedures, rules, and regulations; develops new policies, regulations, and SOP's for department personnel; performs other related duties as assigned.

EDUCATION AND EXPERIENCE

The knowledge, skills, and abilities required for this position are typically acquired through a combination of education and experience equivalent to 2 year degree in facilities management, public works, water or wastewater facility management, or equipment maintenance and four years of public services experience, with at least 1 year of supervisory experience; 4 year degree and water and waste-water treatment system experience is preferred. This position requires certification by the Montana Water Quality Bureau in Water Distribution Class 3, Class 4 Water Treatment and Class 3 Waste-Water Treatment within 6 months of appointment; position requires commercial license (B-2 CDL) with current DOT physical; and is subject to random drug and alcohol testing as required by U.S. Department of Transportation regulations.

JOB PERFORMANCE STANDARDS:

Examples of job performance standards include, but are not limited to, the following:

Knowledge of town, county, and state parks, facilities and public works programs, policies and procedures;

Knowledge of public sector budgeting, purchasing and internal controls;

Knowledge of the principles and practices of parks, facilities and public works administration;

Knowledge of safe maintenance and operation of equipment and vehicles;

Knowledge of safety considerations and OSHA standards and guidelines for heavy equipment operations;

Knowledge of the Americans with Disabilities Act;

Knowledge of training techniques appropriate for parks, facilities and public works employees;

Ability to operate computers, software, telephones and other office equipment;

Ability to apply and maintain current knowledge of equipment operation practices and regulations;

Ability to prepare and submit reports according to prescribed standards;

Skill in communicating, in person and in writing;

Skill in understanding and interpreting laws, regulations, policies, procedures, and guidelines;

Skill in establishing and maintaining effective relationships with town employees, visitors and citizens.