

Town of West Yellowstone

Tuesday, September 15, 2015

West Yellowstone Town Hall, 440 Yellowstone Avenue

Town Council Meeting

7:00 PM

Pledge of Allegiance

Purchase Orders

- #6702 to Woody Smith Ford, 2015 Ford F-350, \$40,297 ∞

Treasurer's Report

Claims ∞

Consent Agenda: **September 1, 2015 Town Council Meeting** ∞

September 8, 2015 Work Session ∞

Business License Applications

Advisory Board Report(s)

Operations Manager & Department Head Reports

Assignments Report

Comment Period

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

UNFINISHED BUSINESS

Amended Plat, Block 21, Lot 8 of the B-3 District (Old Town), Sheppard

Discussion/Action ∞

Staffing Plan Amendment

Discussion/Action ∞

NEW BUSINESS

Amended Plat, Block 1, Lot 4 of the B-3 District (Old Town), Barnes

Discussion/Action ∞

Marketing and Promotions Fund Award Recommendation

Discussion/Action ∞

- Hebgen Lake Ice Fishing Tournament 2016, \$3250

Town Engineering Agreement, The Dyer Group

Discussion/Action ∞

Correspondence/FYI

Meeting Reminders



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

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

info@townofwestyellowstone.com

PURCHASE ORDER

Date 9-11-2015

Ship Via

Order No. 006730

Department

TO: Woody Smith Ford

ADDRESS: Reynolds, Id

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	2015 F-350 with Flatbed + plow

Estimated Cost \$ 40,297.⁰⁰

Authorized By

Requested By:



VENDOR COPY - White OFFICE COPY - Canary



Window Sticker - 2015 F-SERIES SD

Print window sticker



Disclaimer: This window sticker is only representative of the information contained on an actual window sticker, and may or may not match the actual window sticker on the vehicle itself. Please see your retailer for further information.

Vehicle Description

F-SERIES SD 2015 F250 4X4 SD RUC 6.2L EFI V-8 ENGINE 6 SPEED AUTOMATIC TRANS

VIN 1FTBF2B67FE C97512

Exterior OXFORD WHITE Interior STEEL CLOTH 40/20/40 SEAT

Standard Equipment INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- LOCKING REMOVABLE TAILGATE PICKUP BOX, TIE DOWN HOOKS SPARE TIRE AND WHEEL LOCK TOW HOOKS

INTERIOR

- AMFM STEREO W/LOCK DAY/NIGHT REARVIEW MIRROR VINYL SUN VISORS

FUNCTIONAL

- HILL START ASSIST MANUAL TELESCOPING TT MANUAL WINDOWS / LOCKS SUSPENSION W/STAB BAR TRAILER TOW PWD

SAFETY/SECURITY

- ARRIAGE - SAFETY CANOPY MYKEY SOS POST CRASH ALERT SYS 3YR/50,000 BUMPER / BUMPER 5YR/100,000 ROADSIDE ASSIST

- GRILLE - BLACK W/LEFT ASST-NA W/BOX DLT NA W/BOX DLT NA W/BOX DLT AIR COND, MANUAL FRONT BLACK VINYL FLOOR COVERING TILT/TELESCOPE STR-COLUMN FORD INTERVAL W/PEPS MANUAL LOCKING HUBS MIRRORS, MANUAL GLASS MONO BEAM COE SPRING FRNT TRAILER SWAY CONTROL 4-WHEEL ABS DRIVER/PASSENGER AIR BAGS SECURLOCK PASS ANTI THEFT

WARRANTY

- 5YR/100,000 POWERTRAIN

Price Information STANDARD VEHICLE PRICE

MSRP \$34,030

Optional Equipment

Table with 2 columns: Optional Equipment and Price. Includes items like 2015 MODEL YEAR OXFORD WHITE STEEL CLOTH PREFERRED EQUIPMENT PWD 800A, XL TRIM, TRAILER TOWING PACKAGE, AIR CONDITIONING -- CFC FREE, 6.2L EFI V-8 ENGINE, 6 SPEED AUTOMATIC TRANS, etc.

Handwritten notes: \$49,880 with Extras, \$39,994 After Fleet Concession, Doc & Title, No Tax, With Boss V-Plow & Bradford Flatbed, \$40,297 O.T.D.

CITY MPG 0 HIGHWAY MPG 0

Vehicle Engine Information

Actual mileage will vary with options, driving conditions, driving habits and vehicle's condition. Results reported to EPA indicate that the majority of vehicles with these estimates will achieve between _ and _ mpg in the city and between _ and _ mpg on the highway.

Disclaimer: Option pricing will be blank for any item that is priced as 0 or "No Charge".

Doc



Kenley Ford Inc

(801) 776-4281

DEALER 548 557

1F78F2B67FBC97512

	Dealer Invoice	Price Invoice
F258 484 STEELSIDE PICKUP/L37	34010.00	31332.00
2015 MODEL YEAR		
91 OXFORD WHITE		
98 STEEL COLOR		
PERFORMED EQUIPMENT PRO. 4014		
EL. TRIM		
171 TRAILER TOWING PACKAGE		
172 AIR CONDITIONING -- CPC FREE	80	80
174 4.25 8PT V-6 ENGINE	80	80
177 6 SPEED AUTOMATIC TRANS	80	80
178 LT350/70R17E SWM ALL-TERRAIN	125.00	97.00
179 3.73 ELECTRONIC LOCKING AXLE	215.00	223.00
181 POWER EQUIPMENT GROUP	875.00	713.00
JOB #1 COVER		
179 EL. BRUSH PACKAGE	80	80
188 MIRROR BLACK CAR STEREO	210.00	271.00
189A 1800W 6YR PACKAGE		
213 ELECTRONIC SEAT ON THE FLY	345.00	338.00
473 BUSH FLOW PACKAGE	45.00	71.00
SPARE TIRE AND WHEEL		
108 TRAILER BRAKE CONTROLLER	275.00	225.00
11.75 TRAILER Hitch		
TELESCOPE TT Hitch PWD/STD		
JACK		
100 STEERING WHEEL AUDIO CONTROLS	70.00	60.00
488 CRUISE SWITCHES	120.00	227.00
1 CLOTH SEAT/STEER SEAT	200.00	85.00
ARM ARMOR IMPACT JACK		
108 SYNC WHITE ACTIVATED SYSTEMS	215.00	262.00
107 EL VALUE PACKAGE	540.00	527.00
CRUISE CONTROL		
AM/FM STEREO CD/CD		
TOTAL OPTIONS/FEES	2410.00	2168.00
TOTAL VEHICLE & OPTIONS/FEES	37420.00	33500.00
DESTINATION & DELIVERY	1240.00	1195.00
TOTAL FOR VEHICLE	38660.00	
FUEL CHARGE		84.00
ADVERTISING ASSESSMENT		542.00
DRIPPING WEIGHT 6139 LBS.		
TOTAL	38660.00	34126.00

This invoice may not reflect the final cost of the vehicle in view of the possibility of future options, accessories, discounts and incentive awards from Ford Motor Company to the dealer.

Sold to: Ken Garff Ford 597 East 1000 South American Fork UT 84003		Order Type: 2 Markup Code: RA26 Branch ID: FB241 Price Level: 525			
(Pay to of other than above)		Date Inv. Prepared: 02 24 15		Item Number: 56-0612	
		Total Days: 14		Ship Through:	
Invoice & Unit Identification No.: 1F78F2B67FBC97512		Final Assembly Plant: KENTUCKY		Finance Company and/or Bank: JPMORGAN CHASE BAN 910002	

Total Holdback	Invoice Total	A & Z Plan	D Plan	X Plan	FFA
----------------	---------------	------------	--------	--------	-----

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41254	2088 Town West Yellowstone	1,412.88					
	09/01/15 utility chrgs, Chamber, 895	56.38		BLDGS	1000 411257	340	101000
	09/01/15 utility chrgs, UPDL, 892	52.45		BLDGS	1000 411252	340	101000
	09/01/15 utility chrgs, PS Shops, 884	23.72		BLDGS	1000 411253	340	101000
	09/01/15 utility chrgs. Povah Ctr, 887	97.14		BLDGS	1000 411255	340	101000
	09/01/15 utility chrgs, Police Dept, 886	30.57		BLDGS	1000 411258	340	101000
	09/01/15 utility chrgs, City Park, 885	1,017.35		BLDGS	1000 411253	340	101000
	09/01/15 utility chrgs, Library, 891	26.09		LIBRAR	1000 411259	340	101000
	09/01/15 utility chrgs, Lift #1, 903	10.17		SEWER	5310 430600	340	101000
	09/01/15 utility chrgs, Twn Hall, 921	99.01		TWNHAL	1000 411250	340	101000
41256	2789 WEX Bank	2,689.91					
	09/01/15 07 Ford Expedition 6-54563A	55.04		SS	1000 450135	231	101000
	09/01/15 06 Dodge Durango 6-1374	159.44		POLICE	1000 430200	231	101000
	09/01/15 10 Ford Crown Vic 6-34157A	47.52		POLICE	1000 420100	231	101000
	09/01/15 08 Ford Crown Vic 6-1437	106.32		POLICE	1000 420100	231	101000
	09/01/15 10 Ford Expedition 6-000046	221.39		POLICE	1000 420100	231	101000
	09/01/15 11 Ford Expedition 6-21425A	148.66		POLICE	1000 420100	231	101000
	09/01/15 10 JD Backhoe	160.01		STREET	1000 430200	231	101000
	09/01/15 78 Chevy Dumptruck	0.00		STREET	1000 430200	231	101000
	09/01/15 78 Autocar Dumptruck	0.00		STREET	1000 430200	231	101000
	09/01/15 85 Ford Dumptruck	0.00		STREET	1000 430200	231	101000
	09/01/15 140 G Grader	112.95		STREET	1000 430200	231	101000
	09/01/15 CAT 936 Loader	146.01		STREET	1000 430200	231	101000
	09/01/15 91 Ford 6-582	253.07		STREET	1000 430200	231	101000
	09/01/15 95 Mobile Sweeper	0.00		STREET	1000 430200	231	101000
	09/01/15 97 Athey Sweeper	228.22		STREET	1000 430200	231	101000
	09/01/15 14 Water Truck	0.00		STREET	1000 430200	231	101000
	09/01/15 00 Freightliner Dump 6-60700A	176.58		STREET	1000 430200	231	101000
	09/01/15 Snowmobile	0.00		STREET	1000 420100	231	101000
	09/01/15 02 Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	09/01/15 08 Ford Pickup 6-1450	261.47		STREET	1000 430200	231	101000
	09/01/15 08 GMC Pickup 6-1484	259.21		STREET	1000 430200	231	101000
	09/01/15 08 CAT 938H Loader	0.00		STREET	1000 430200	231	101000
	09/01/15 08 904B MiniLoader	114.41		STREET	1000 430200	231	101000
	09/01/15 93 Dodge 6-2010	88.80		STREET	1000 430200	231	101000
	09/01/15 YNP Truck #2	0.00		STREET	1000 430200	231	101000
	09/01/15 08 Ford Escape (multi-use)	0.00		FINADM	1000 410510	370	101000
	09/01/15 14 Police Interceptor	150.81		POLICE	1000 420100	231	101000
41257	1514 Verizon Wireless	1,072.58					
	08/20/15 640-0512, SS Assist	30.37		SOCSER	1000 450135	345	101000
	08/20/15 640-1103, Operator	30.37		STREET	1000 430200	345	101000
	08/20/15 640-1438, SS Director	30.37		SOCSER	1000 450135	345	101000
	08/20/15 640-1460, Library Dir, SP	60.37		LIBRAR	2220 460100	345	101000
	08/20/15 640-1461, Facilities Tech, SP	60.37		STREET	5210 430500	345	101000

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
	08/20/15 640-1462, Operator, SP	60.37		STREET	5210 430500	345		101000	
	08/20/15 640-1463, Deputy PSS, SP	60.37		STREET	5310 430600	345		101000	
	08/20/15 640-1472, Ops Mgr, SP	60.37		ADMIN	1000 410210	345		101000	
	08/20/15 640-1676, Rec Coor, SP	71.27		REC	1000 460440	345		101000	
	08/20/15 640-1754, COP, SP	68.65		POLICE	1000 420110	345		101000	
	08/20/15 640-1755, Police	36.28		POLICE	1000 420110	345		101000	
	08/20/15 640-1756, Police	30.37		POLICE	1000 420110	345		101000	
	08/20/15 640-1757, Police	30.37		POLICE	1000 420110	345		101000	
	08/20/15 640-1758, Police	30.37		POLICE	1000 420110	345		101000	
	08/20/15 640-1759, Police	30.37		POLICE	1000 420110	345		101000	
	08/20/15 640-7547, Facilities Tech	30.37		PARKS	1000 460430	345		101000	
	08/20/15 640-9074, PSS, SP	65.36		BLDINS	5310 430600	345		101000	
	08/20/15 COP laptop	46.21		POLICE	1000 420110	345		101000	
	08/20/15 Officer laptop	40.01		POLICE	1000 420110	345		101000	
	08/20/15 phone, PSS	199.99		STREET	1000 430200	220		101000	
41258	95 Energy West-Montana	796.66							
	08/31/15 nat gas - 62211 - updh	245.32		UPDH	1000 411252	344		101000	
	08/31/15 nat gas - 62017 - police sta.	22.77		POLICE	1000 411258	344		101000	
	08/31/15 nat gas - 12204-pub.svcs	27.71		STREET	1000 430200	344		101000	
	08/31/15 nat gas - 62214- old firehall	20.38		PARK	1000 460430	344		101000	
	08/31/15 nat gas - 01603 - old bld insp	24.14		STREET	1000 430200	344		101000	
	08/31/15 nat gas - 61962 - library	26.52		LIBRAR	1000 411259	344		101000	
	08/31/15 nat gas - 07154 - Povah Ctr.	186.43		POVAH	1000 411255	344		101000	
	08/31/15 nat gas - 62207 - pub svcs	18.00		PUBSVC	1000 430200	344		101000	
	08/31/15 nat gas -17279 -Town Hall	202.62		TWNHAL	1000 411250	344		101000	
	08/31/15 nat gas -17569-Sewer Lift	22.77		SEWER	5310 430600	344		101000	
41287	75 Montana League Cities/Towns	675.00							
	09/11/15 conf regis, Patterson	150.00		STREET	1000 430200	380		101000	
	09/11/15 conf regis, Roos	150.00		FINADM	1000 410510	380		101000	
	09/11/15 conf regis, Johnson	150.00		LEGIS	1000 410100	380		101000	
	09/11/15 conf regis, Gospodarek	75.00		FINADM	1000 410510	380		101000	
	09/11/15 conf regis, Holtzen	150.00		FINADM	1000 410510	380		101000	
41288	2500 Black Mountain Productions	5,350.00							
	08/23/15 2015 Music, Freekbase	1,600.00		MAP	2101 410130	398		101000	
	08/23/15 2015 Music, Adam Ezra	2,750.00		MAP	2101 410130	398		101000	
	08/23/15 2015 Music, Eric Dodge	1,000.00		MAP	2101 410130	398		101000	
41289	2808 Parker's Sand & Gravel, Inc.	140.00							
	19386 08/28/15 road base	140.00		STREET	1000 430200	240		101000	

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41290	764 General Distributing Co. 362655 08/31/15 compressed O2	43.71 43.71			1000 430200	220	101000
41291	254 Firehole Fill Up/Economart 08/31/15 Finance Charge	2.79 2.79			1000 460430	231	101000
41292	533 Market Place 08/31/15 supplies 08/31/15 supplies 08/31/15 supplies	102.77 66.91 2.98 32.88			1000 460449 1000 420100 7010 450135	220 220 220	101000 101000 101000
41293	135 Food Roundup 08/31/15 supplies 08/31/15 supplies	21.52 10.48 11.04			1000 420160 1000 410100	220 220	101000 101000
41294	2099 Quick Print of West Yellowstone 7308 08/11/15 printing, supplies 7390 08/28/15 supplies 7341 08/18/15 printing 7375 08/26/15 printing 7453 09/08/15 letterhead	287.97 50.49* 6.95* 8.58 63.75 158.20			1000 420531 1000 420531 1000 460449 1000 450135 1000 410510	220 220 321 321 220	101000 101000 101000 101000 101000
41295	151 Gallatin County WY TS/Compost 08/31/15 transfer station charges	1,180.25 1,180.25			1000 460430	534	101000
41296	2835 Corner Cenex 08/31/15 supplies 08/31/15 fuel 08/31/15 fuel 08/31/15 supplies	173.70 7.96 131.66 24.45 9.63			5210 430500 1000 430200 1000 420100 1000 410100	220 231 231 220	101000 101000 101000 101000
41297	2673 First Bankcard 08/12/15 Home Depot 08/17/15 JC Billion, lock 08/18/15 Send it Home, shipping 08/25/15 Home Depot, casters 08/25/15 finance charge+interest	449.28 149.70 196.74 32.54 15.94 54.36			1000 411259 1000 430200 5210 430500 1000 411252 1000 430200	366 369 357 220 870	101000 101000 101000 101000 101000
41298	2673 First Bankcard 07/29/15 Heise Hot Springs, admission 08/05/15 Spire Climbing Ctr, admission 08/11/15 Gusher, supplies 08/17/15 Yellowstone Aerial, admission 08/26/15 MT Whitewater, admission	2,080.29 193.00* 526.00* 76.84 324.45* 960.00*			1000 460449 1000 460449 1000 410100 1000 460449 1000 460449	871 871 220 871 871	101000 101000 101000 101000 101000

09/11/15
17:04:01

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/15

Page: 5 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41299	2586 Waxie Sanitary Supply	2,677.65					
	75463909 08/21/15 supplies	637.60		PARKS	1000 460430	220	101000
	75477037 08/28/15 supplies	2,040.05		PARKS	1000 460430	220	101000
41300	2853 Two Seasons Recycling	500.00					
	WY 2015-80 08/30/15 montly recycling, August 1	500.00		PARKS	1000 460430	534	101000
41301	379 Energy Laboratories, Inc	362.00					
	350950226 09/03/15 wastewater samples	362.00		SEWER	5310 430640	357	101000
41302	2898 TransUnion Risk and Alternative	7.25					
	09/01/15 background research	7.25		POLICE	1000 420100	220	101000
41303	2764 HD Supply Waterworks, Ltd.	426.62					
	E423675 08/28/15 supplies	243.10		WATER	5210 430550	937	101000
	E275913 08/28/15 supplies	183.52		WATER	5210 430550	937	101000
41304	999999 BRENDA SOSA	350.00					
	08/31/15 deposit refund, Povah Center	350.00		POVAH	2210 214000		101000
41305	999999 TROY WHITE	100.00					
	09/02/15 HP Officejet 4500 printer purc	100.00		REC	1000 460440	216	101000
41306	65 Machinery Power & Equipment Co	32.23					
	08/17/15 spring	32.23		STREET	1000 430200	369	101000
	42CS0418863						
41307	1311 Teton Communications	591.00					
	4015 08/24/15 maintenance-logging recorder	591.00		911	2850 420750	362	101000
41308	2264 MORNING GLORY COFFEE & TEA	37.50					
	472943 08/19/15 supplies	37.50		DISPAT	1000 420160	220	101000
41309	725 Swan Cleaners	94.50					
	1763 07/31/15 laundry service, jail	94.50		JAIL	1000 420230	390	101000
41310	1077 Bob Barker Company Inc	115.31					
	385786 08/13/15 supplies, jail	39.07		JAIL	1000 420230	220	101000
	385931 08/13/15 supplies, jail	76.24		JAIL	1000 420230	220	101000
41311	146 Morrison-Maierle, Inc	315.00					
	21045 08/11/15 network maintenance	315.00		DISPAT	1000 420160	398	101000

09/11/15
17:04:01

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/15

Page: 7 of 8
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
	08/19/15	refund, Norton COP		-59.99		POLICE	1000 420100	220	101000
41321		2835 Corner Cenex		24.37					
	1488 08/31/15	help fund voucher, fuel		24.37		HELP	7010 450135	220	101000
41322		477 C.S. Construction		144.96					
	2230 09/05/15	electrical work, N side of lib		144.96		LIB	1000 411259	366	101000
41323		2260 Think One		1,000.00					
	1505-03 09/10/15	design fees, PAR housing		1,000.00		CDBG	2392 470320	357	101000
41324		2658 Delfino Salinas		120.00					
	09/11/15	interpretation fees		120.00		COURT	1000 410360	394	101000
41325		2377 Kathleen Brandis		83.50					
	09/11/15	reimb travel, Helena		83.50		COURT	1000 410360	370	101000
41326		2903 Kerry Parker		234.15					
	09/11/15	reimb travel, Helena		234.15		COURT	1000 410360	370	101000
		# of Claims	51	Total:	165,063.72				

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$82,809.97
2101 Marketing & Promotions (MAP)	
101000 CASH	\$5,350.00
2102 TBID (Tourism Business Improvement	
101000 CASH	\$51,345.01
2210 Parks & Recreation	
101000 CASH	\$350.00
2220 Library	
101000 CASH	\$367.26
2240 Cemetery	
101000 CASH	\$8.54
2392 CDBG-Local Source	
101000 CASH	\$8,000.00
2850 911 Emergency	
101000 CASH	\$1,703.39
4000 Capital Projects/Equipment	
101000 CASH	\$13,557.10
5210 Water Operating Fund	
101000 CASH	\$855.75
5310 Sewer Operating Fund	
101000 CASH	\$659.45
7010 Social Services/Help Fund	
101000 CASH	\$57.25
Total:	\$165,063.72

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
September 1, 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

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 purchase order #6702 to Traffic Safety Warehouse to purchase and deliver a radar speed trailer for \$6289.00. (Forsythe, Parker)
- 2) Motion carried to approve the claims which total \$28,481.01. (Johnson, Costello)
- 3) Motion carried to approve the Consent Agenda, which includes the minutes of the August 18, 2015 Town Council Meeting and the August 25, 2015 Work Session. (Forsythe, Johnson)
- 4) Motion carried to table the amended plat from Marc and SJ Sheppard until it has been reviewed by the Planning Board. (Johnson, Costello)
- 5) Motion carried to propose a 1-year extension of the building lease and health care services agreement with CHP from 1/1/16 through 12/31/16, after consultation with the Town Attorney. (Johnson, Costello)
- 6) Motion carried to award the bid to Morgan Pavement for the Asphalt Slurry Seal Surfacing project at \$138,215 and inquire and determine how much more yardage can be finished within the budget of \$185,000. (Johnson, Parker)
- 7) Motion carried to table the staffing plan amendment. (Johnson, Costello)

Public Comment Period

Tom Cherhoniak asks for updates from the Town Attorney on the various lawsuits the Town is facing. Mayor Schmier notes his comment but explains that they cannot comment on the details of pending litigation.

Council Comments

Council Member Parker says there was a lot of discussion at the last work session about the water supply and excess of sewer wastewater. He suggests that as they approach the purchase and development of the 80 acres from the Forest Service that they consider bringing in an expert in economic development that may guide them as they work through the zoning and development of the 80 acres.

Mayor Schmier thanks the Council and staff for their extra efforts and asks the Council to consider appointing an interim Operations Manager as they work through the next four months, which is the minimum amount of time they expect it will take to hire a new Town Operations Manager. He says that he is heading into a busier time of year and he is not sure he can keep up with all the responsibilities in addition to his own business.

Patterson asks the Council to think about the roof on the Town Hall. He says that Dick Anderson Construction has essentially done everything they can do to eliminate the leaking. Dick Anderson has identified and fixed all the problems that they can and it is now a design issue. He says he has requested a meeting between the Town, Dick Anderson, and the architect Dale Nelson. He says he knows that Nelson is going to maintain that the building was designed to have a metal roof and that was changed to save money. Patterson recommends doing something before winter so they don't have water running down the walls again in the spring. Forsythe suggests installing a "cold roof," not removing the shingles but putting 1 x 4s and a metal roof over the top. He also points out that they could just do the north side of the building.

Deputy Mayor Jerry Johnson asks everyone to remember Byllie Nash, a former dispatcher that worked for the Town nearly 30 years. Nash passed away last week after a long battle with cancer.

DISCUSSION

- 4) Mayor Schmier explains that they have a request from Marc and SJ Sheppard to subdivide Lot 8 of Block 2 into three separate lots. The east side of the property faces Hayden, but the owners wish to subdivide the west side of the lot into two more lots. Lot 8B would not have access to the street or alley and the Council discusses whether it is appropriate to allow a subdivision of a lot that does not have access to a public street or roadway. Costello says that he researched this issue and according to the subdivision regulations, all lots must have access to a public street or roadway. He says that he also contacted the Town Attorney, who agreed and recommended the plat be put before the Planning Board.
- 5) Mayor Schmier explains that the next item on the agenda is the Guy Hanson Memorial Clinic Lease & Health Care Services Agreement. He explains that the current lease with Community Health Partners requires either party to give 120 days notice. He points out that this lease expires December 31, 2015 and he thinks the Town should consider asking CHP to extend the lease and continue to provide service as they work through the RFP process. He says that regardless of how long that process takes, they don't want to risk not having a provider in Town. The Council considers how to handle the issue and possible outcomes if CHP is not the successful respondent to the RFP process. They also consider asking CHP to sign a one-year lease with the 120-day termination clause.
- 6) Mayor Schmier explains that they received three competitive bids for the Asphalt Slurry Seal Surfacing project. Morgan Pavement of Clearfield, Utah is the apparent low bidder with a bid of \$138,215.00. Morgan Pavement is a reputable company and their bid was significantly under budget. Patterson explains that they have \$185,000 in the budget so they will actually be able to do more streets than they originally anticipated.
- 7) Mayor Schmier explains that there has been discussion for several years about amending the staffing plan, specifically in the Public Services Department. The original plan was developed by previous Operations Manager Jamie Greene. The intent was to organize the department more efficiently and divide responsibilities. Deputy Mayor Jerry Johnson explains that the biggest change is the elimination of the Deputy Public Services Superintendent position and creating a Compliance Officer position. The proposed plan also eliminates the Operator positions and creates a Lead Operator position. Johnson explains that they have discussed the plan with the Town Attorney and MPEA Union Representative. He says that if this plan is approved, they do recommend delaying implementation until September 20, 2015 in order to give the employees the opportunity to comment. The Council asks multiple questions about how the new plan would be implemented and how it would affect current employees. Kurtis Holtzen asks if the intent is to change the title of the Parks & Facilities Technician to Facilities Technician and whether there is a difference in the job description and whether the job will be opened up for applications. After discussion, the Council agrees they need to seek clarification on the issue. Town Clerk Liz Roos asks if making these changes will have a

net increase or decrease on the budget. The Council and staff estimate that the new plan will eventually cost the Town less, but current employee status and pay must be considered at this time.

- A) **Advisory Board Reports:** Council Member Cole Parker announces that the Health Care Services Advisory Board is meeting here at the Town Hall tomorrow at 12 noon.
- B) **Operations Manager/Department Head Reports:** Public Services Superintendent James Patterson explains that they are preparing to pour the pad for the ice skating rink later this week. They are also focusing on general maintenance around Town. The Council and Patterson discuss whether the metal posts and chains that outline the perimeter of the park should be reinstalled after the rink is poured. Patterson says that it is generally the opinion of the Parks & Recreation Board that they should not put the posts back, but there are arguments on both sides of the issue including safety, clearing snow, and prohibiting cars from driving in the park. He also reports that the water supply is holding up and the Railroad Well is not turning on nearly as often. Finance Director Lanie Gospodarek reports that they are putting together information for the rate review for Town Engineer Dick Dyer, preparing for resort tax audits, the counterclaim for the Playmill Theater, and the state budget report. Social Services Director Kathi Arnado reports that she expects to meet with the selected candidate for the Social Services Assistant tomorrow, one of the freezers failed over the weekend, and is working with Habitat for Humanity to provide a home for a local family. Chief of Police Scott Newell reports that they have had a lot of law enforcement activity over the last week, assisted Federal Marshals in arresting a fugitive, accident response, and preparing for police officer interviews next week. He explains they initially selected 7 applicants to interview plus two alternates, but all of the out-of-state applicants have dropped and they will only interview five applicants.
- C) Mayor Schmier says the final item of discussion is Mobile Food Trucks, at the request of Deputy Mayor Johnson. Johnson says they had an interesting application and discussion of this topic earlier this summer, but he believes it will come back before the Council by next year. He says the Council needs to consider and decide whether they want to allow mobile food vendors and what sort of requirements should be implemented. The Council discusses the topic and considers whether they should ask the public for input, but does not decide how to proceed.

The meeting is adjourned. (9:15 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Work Session & Special Meeting
September 8, 2015

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

OTHERS PRESENT: Town Attorney Jane Mersen, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Social Services Director Kathi Arnado, Jeremy Weber-Editor, West Yellowstone News, Richard & Teri Gibson, Tashara Pond, Marysue Costello-Executive Director for the WY Chamber of Commerce, Helene Rightenour, WYSEF Representatives Drew Barney, Moira Dow, Melissa Alder, Pierre Martineau, Maren Aurand – YHC Director, Arnie Siegel-Yellowstone Foundation Representative

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

Public Comment Period & Council Comments

Richard Gibson reminds the Council that this Thursday, they are scheduled to conduct oral boards (interviews) this Thursday, September 10. They are going to interview five candidates. He also states that in order to retain peace officers, they need to ensure that they pay adequately and says that they currently pay approximately \$4/hour less than any other police department in the area.

WORK SESSION

Mayor Schmier announces that they are meeting tonight to discuss resort tax exemptions, specifically as it pertains to non-profit groups. A new resort tax ordinance was adopted by the Town in May that requires all entities, regardless of tax status to collect the tax. Arnie Siegel asks for clarification between a donation and a fee for a service or a good. Town Attorney Jane Mersen explains that the resort tax is essentially an excise tax and a fee that is collected for something like a chili feed is a donation. West Yellowstone Ski Education Foundation (WYSEF) Director Moira Dow questions whether a fee for participate in a ski race is a donation and Siegel asks for clarification about a bus ticket. Drew Barney asks if it is legal to change who is being taxed, pointing out that the resort tax has not been applied to charitable organizations in the past. Mersen responds that she does believe the changes made to the ordinance are legal and have been imposed on other resort tax districts and areas in the state. She explains that non-profit status exempts the entity from state and/or federal income tax. Barney says that when WYSEF operates fall camp, they collect a fee or donation to cover the expenses and then donate to WYSEF. He illustrates with examples from other events he has participated in other communities. The group considers the difference between charitable donations and fees. Barney argues that the Council does not have the authority to change the ordinance without a vote of the people, but Mersen explains that authority is clearly granted to the Town Council in MCA 7-5-1505. Costello says that he has given this issue a lot of thought, taking into consideration that when they consider non-profit entities they must also consider entities such as the Grizzly & Wolf Discovery Center and the Museum, which collect the tax. Costello says that he believes the resort tax ordinance they are currently under is appropriate. Mersen clarifies that the tax status of the entity does not determine whether they must collect the tax and does not exempt them from collecting the tax on the sale of a taxable good or service. Siegel debates the original intent of the ordinance and the role of charitable organizations. Johnson points out that they cannot just exempt 501c3 organizations because entities such as the Grizzly & Wolf Discovery Center and the Museum (Operated by the Yellowstone Historic Center) do collect the tax on admissions and gift shop sales. Schmier asks Mersen what their options are, whether it is necessary to amend the ordinance or use another approach. Mersen explains a couple different approaches they could use to consider or allow certain exemptions. She says that they would most likely need to clarify it in the ordinance, not just through a policy or resolution. Schmier suggests the Council consider granting exemptions on a case by case basis, where an entity would apply to be exempted for a specific event. Dow asks the Council to also consider whether an event is held on Town property or inside the Town limits. Johnson says they should also consider whether they should be able to apply for marketing and promotions money from the Town for an event that isn't held on property in Town. Forsythe says he doesn't understand what the problem is with charging another 3% if it is all going back into the community anyway.

Siegel disagrees but says that the collecting and reporting of the tax is a burden on the entity. Melissa Alder says that at this point, they have already advertised the pricing for all their events this year and asks that they consider allowing them time to build that 3% into their pricing structure in the future.

7:00 PM Public Hearing-FY 2016 Municipal Budget

Mayor Schmier opens the hearing. The hearing was advertised in the September 4, 2015 edition of the West Yellowstone News and the edition of the Bozeman Daily Chronicle. No public comment is received.

ACTION TAKEN

- 1) Motion carried to approve Resolution No. 669, a resolution to establish the mill levy for FY 2016. (Johnson, Costello)
- 2) Motion carried to approve Resolution No. 670, a resolution that adopts the FY 2016 municipal budget, FY 2016 Capital Improvement Plan, and the FY 2016 budget for the Tourism Business Improvement District. (Costello, Parker) Forsythe is opposed.

DISCUSSION

- 1) Costello asks if they are levying more or less mills this year. Gospodarek says she does not have that specific information, but she is quite confident that number has gone down because the value of the mills went up slightly.
- 2) Council Member Forsythe says that in his business, he has always looked at things two ways: if it is good for the community and if it is profitable. He says that he has been working with the Yellowstone West Medical Center for nearly ten years with the intention of improving medical services in West Yellowstone. He summarizes some events of the past couple of years and refers to the recent front-page story in the local newspaper as inappropriate and poorly-timed which alleged that Bozeman Deaconess has supported Community health Partners, which he says is not true. Johnson disagrees with Forsythe's comments. Forsythe says he has a hard time understanding why the Town has to give Community Health Partners \$75,000 to provide health care services in the community.

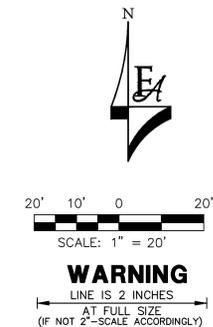
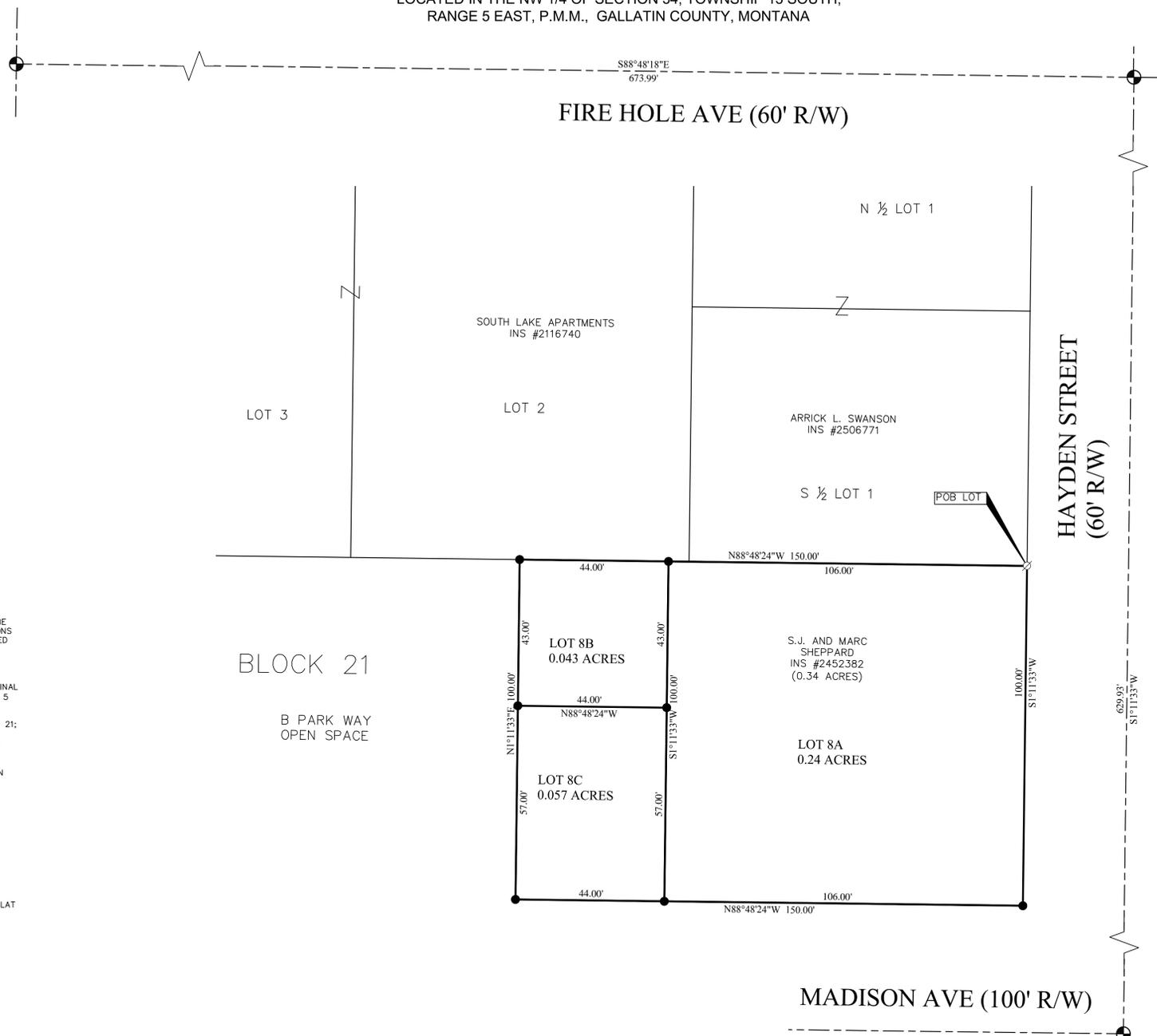
The meeting is adjourned. (9:40 PM)

Mayor

ATTEST:

Town Clerk

**AMENDED PLAT of LOT 8, BLOCK 21, PLAT OF
THE TOWNSITE OF WEST YELLOWSTONE**
LOCATED IN THE NW 1/4 OF SECTION 34, TOWNSHIP 13 SOUTH,
RANGE 5 EAST, P.M.M., GALLATIN COUNTY, MONTANA



- LEGEND**
- CENTERLINE MONUMENT
 - REBAR W/NO CAP FOUND
 - REBAR W/PLASTIC CAP FOUND
 - SET 5/8" X 24" REBAR WITH ALUM. CAP STAMPED PLS 20215
 - REBAR W/ALUMINUM CAP
 - ADJOINING PROPERTY LINE
 - CENTERLINE OF ROAD
 - PROPOSED PROPERTY LINE

SURVEYOR'S CERTIFICATE
I, THE UNDERSIGNED, JEFFERY M. ROWE, A REGISTERED LAND SURVEYOR, DO HEREBY CERTIFY THAT: I HAVE PERFORMED THIS SURVEY SHOWN ON THE ATTACHED AMENDED PLAT OF LOT 8, BLOCK 21, OF THE ORIGINAL TOWNSITE OF WEST YELLOWSTONE AND PLATTED THE SAME AS SHOWN ON THE ACCOMPANYING PLAT AND AS DESCRIBED IN ACCORDANCE WITH THE PROVISIONS OF THE MONTANA SUBDIVISION AND PLATTING ACT, SECTION 76-3-101 THROUGH 76-3-625, M.C.A. AND THE TOWN OF WEST YELLOWSTONE SUBDIVISION REGULATIONS. THIS AMENDED PLAT WAS MADE IN AUGUST 2015, THAT SAID AMENDED PLAT IS TRUE AND COMPLETE AS SHOWN AND THAT THE MONUMENTS FOUND AND SET ARE OF THE CHARACTER AND OCCUPY THE POSITIONS SHOWN THEREON.

DATE THIS _____ DAY OF _____, 2015
JEFFERY M. ROWE #20215

CERTIFICATE OF CONSENT
WE, THE UNDERSIGNED PROPERTY OWNERS, DO HEREBY CERTIFY THAT WE HAVE CAUSED TO BE SURVEYED, AND PLATTED INTO LOTS, AND BLOCKS, ROADS AND ALLEYS, AND OTHER DIVISIONS AND DEDICATIONS, AS SHOWN BY THIS PLAT HERETO INCLUDED, THE FOLLOWING DESCRIBED TRACT OF LAND, TO WIT:

LEGAL DESCRIPTION
SITUATED IN THE STATE OF MONTANA, COUNTY OF GALLATIN, BEING LOT 8, BLOCK 21, ORIGINAL TOWNSITE OF WEST YELLOWSTONE, IN NW 1/4 OF SECTION 34, TOWNSHIP 13 SOUTH, RANGE 5 EAST, P.M.M., BEING A 0.34 ACRE LOT, PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A REBAR WITH NO CAP MARKING THE NORTH EAST CORNER OF LOT 8 BLOCK 21;
THENCE SOUTH 01° 11' 33" WEST, A DISTANCE OF 100.00 FEET, TO A 5/8" REBAR WITH AN ALUMINUM CAP SET STAMPED "PLS 20215";
THENCE NORTH 88° 48' 24" WEST, A DISTANCE OF 150.00 FEET, TO A 5/8" REBAR WITH AN ALUMINUM CAP SET STAMPED "PLS 20215";
THENCE NORTH 01° 11' 33" EAST, A DISTANCE OF 100.00 FEET, TO A 5/8" REBAR WITH AN ALUMINUM CAP SET STAMPED "PLS 20215";
THENCE SOUTH 88° 48' 24" EAST, A DISTANCE OF 150.00 FEET, TO A THE POINT OF BEGINNING, CONTAINING 0.34 ACRES OF LAND, MORE OR LESS.
THE ABOVE DESCRIPTION WAS PREPARED BY FORSGREN ASSOCIATES, UNDER THE DIRECT SUPERVISION OF JEFFREY M. ROWE, PLS 20215 IN AUGUST 2012, AND IS SUBJECT TO EASEMENTS AND RIGHTS-OF-WAY OF RECORD.

THE ABOVE DESCRIBED TRACT OF LAND IS TO BE KNOWN AND DESIGNATED AS "AMENDED PLAT OF LOT 8 BLOCK 21, PLAT OF THE TOWNSITE OF WEST YELLOWSTONE", TOWN OF WEST YELLOWSTONE, GALLATIN COUNTY, MONTANA.
DATED THIS _____ DAY OF _____, 2015
IN WITNESS WHEREOF, WE HERETO SUBSCRIBE OUR NAMES:
BY: _____ BY: _____
S.J. SHEPPARD MARC SHEPPARD

STATE OF MONTANA)
COUNTY OF _____)
ON THIS _____ DAY OF _____, 2015, BEFORE ME A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED, S.J. AND MARC SHEPPARD, KNOWN TO ME TO BE THE SAME PERSON WHO IS DESCRIBED IN THE ABOVE INSTRUMENT, WHO EXECUTED THE SAME AND ACKNOWLEDGED THAT THEY EXECUTED THE SAME.

NOTARY PUBLIC
RESIDING AT _____
MY COMMISSION EXPIRES: _____

CERTIFICATE OF EXCLUSION FROM MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY REVIEW
THE AMENDED PLAT OF LOT 8, BLOCK 21, PLAT OF THE TOWNSITE OF WEST YELLOWSTONE, GALLATIN COUNTY, MONTANA, IS WITHIN THE TOWN OF WEST YELLOWSTONE AND WITHIN THE PLANNING AREA OF THE TOWN OF WEST YELLOWSTONE GROWTH POLICY WHICH WAS ADOPTED PURSUANT TO SECTION 79-1-601 ET. SEQ., M.C.A., AND CAN BE PROVIDED WITH ADEQUATE WATER DRAINAGE AND ADEQUATE MUNICIPAL FACILITIES. THEREFORE, UNDER THE PROVISIONS OF SECTION 76-4-125(2)(D), M.C.A., THE SUBDIVISION IS EXCLUDED FROM THE REQUIREMENT FOR MONTANA DEPARTMENT OF ENVIRONMENTAL REVIEW.
76-4-125 (2) (D) DIVISIONS LOCATED WITHIN JURISDICTIONAL AREAS THAT HAVE ADOPTED GROWTH POLICIES PURSUANT TO CHAPTER 1 OR WITHIN FIRST-CLASS OR SECOND-CLASS MUNICIPALITIES FOR WHICH THE GOVERNING BODY CERTIFIES, PURSUANT TO 76-4-127, THAT ADEQUATE STORM WATER DRAINAGE AND ADEQUATE MUNICIPAL FACILITIES WILL BE PROVIDED;

MAYOR - TOWN OF WEST YELLOWSTONE _____ DATE _____
CLERK - TOWN OF WEST YELLOWSTONE _____ DATE _____

CERTIFICATE OF FINAL PLAT
THE COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, DOES HEREBY CERTIFY THAT IT HAS EXAMINED THE SUBDIVISION PLAT AND, HAVING FOUND THE SAME TO CONFORM TO LAW, APPROVES IT, AND HEREBY ACCEPTS THE DEDICATION TO PUBLIC USE OF ANY AND ALL LANDS SHOWN ON THIS PLAT AS BEING DEDICATED TO SUCH USE.

MAYOR - TOWN OF WEST YELLOWSTONE _____ DATE _____
CLERK - TOWN OF WEST YELLOWSTONE _____ DATE _____

CERTIFICATE OF CLERK AND RECORDER
I, _____, THE CLERK AND RECORDER OF GALLATIN COUNTY, MONTANA, HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WAS FILED IN MY OFFICE AT _____ O'CLOCK _____ M. THIS _____ DAY OF _____ A.D. _____ AND RECORDED AS AMENDED PLAN NO. _____ RECORDS OF THE CLERK & RECORDER, GALLATIN COUNTY, MONTANA.
DOCUMENT NUMBER _____
CLERK & RECORDER OF GALLATIN COUNTY _____

CERTIFICATE OF COUNTY TREASURER
I, _____, TREASURER OF GALLATIN COUNTY, MONTANA, DO HEREBY CERTIFY THAT THE ACCOMPANYING PLANT OF CERTIFICATE OF SURVEY HAS BEEN DULY EXAMINED AND THAT ALL REAL PROPERTY TAXES AND SPECIAL ASSESSMENTS ASSESSED AND LEVIED ON THE LAND TO BE SUBDIVIDED HAVE BEEN PAID.
TREASURER OF GALLATIN COUNTY _____ DATE _____

NOTES:
BEARINGS ARE BASED ON THE ORIGINAL TOWNSITE PLAT FOR WEST YELLOWSTONE, MT. S 1°11'33" W FOR C.E. OF HAYDEN AVENUE.
ALL IRON PINS SET ARE 5/8" x 24" REBAR WITH AN ALUMINUM CAP STAMPED "PLS 20215".
SURVEY WAS COMPLETED FOR S.J. SHEPPARD. THE REASON FOR THIS SURVEY WAS TO DIVIDE AN EXISTING LOT INTO THREE LOTS.

AMENDED PLAT of LOT 8, BLOCK 21, PLAT OF THE TOWNSITE OF WEST YELLOWSTONE

LOT 8, BLK. 21, SEC. 34, T 13 S, R 5 E, P.M.M.

 121 Madison Avenue WEST YELLOWSTONE, MONTANA 59758 PH: 406.646.9340	Job No.: 01-12-0914-108
	Date: 8-15-12
	Drawn By: JRB
	Checked By: JMR

September 15, 2015
TOWN OF WEST YELLOWSTONE STAFFING PLAN

DRAFT

Town Council and Mayor
Operations Manager (*note 1*)

Finance Director - DH
Town Clerk FT
Deputy Town Clerk FT

Chief of Police - DH
Patrol/Drug Enforcement Officer FT
Patrol/School Resource Officer FT
Patrol Officers 3 FT

Head Dispatcher FT
Dispatchers 5 FT

Social Services Director - DH
Social Services Assistant PT

Public Services Superintendent - DH
Deputy Public Services Superintendent FT
Operator 2 FT + 1 SFT
Facilities Technician 2 FT
Seasonal Laborer 2 SFT
As Needed Truck Drivers (*note 4*)

Recreation Coordinator FT
Senior Recreation Counselor SFT
Recreation Counselor 2 SFT
Recreation Specialists 2 TPT

City Judge (*note 2*)
Court Clerk PT

Library Director (*note 3*)
Children's Librarian FT
Library Clerk 3/4 PT
Pre-K Teacher PT
Language Instructor PT
Pre-K Assistant PT

(Aprx. 625 hrs/yr - Grant Funded)
(Aprx. 60 hrs/yr - Grant Funded)
(Aprx. 625 hrs/yr - Grant Funded)

note 1: Operations Manager's salary is set by negotiated agreement

note 2: City Judge is appointed by the Town Council. Judge's salary is set by annual budget resolution. Court Clerk is a Town employee.

note 3: Library functions are governed by agreement; Director is appointed by board and directs staff.

note 4: List of people with CDLs will be maintained to call as needed during the winter plowing season.

FT = full-time status
PT = part-time status

SFT = seasonal full-time status
TPT = temporary part-time status

DH = Department Head

CERTIFICATE OF EXCLUSION FROM MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY REVIEW
 THE AMENDED PLAT OF LOT 4, BLOCK 1, PLAT OF THE TOWNSITE OF WEST YELLOWSTONE, GALLATIN COUNTY, MONTANA, IS WITHIN THE TOWN OF WEST YELLOWSTONE AND WITHIN THE PLANNING AREA OF THE TOWN OF WEST YELLOWSTONE GROWTH POLICY WHICH WAS ADOPTED PURSUANT TO SECTION 79-1-601 ET. SEC., M.C.A., AND CAN BE PROVIDED WITH ADEQUATE WATER DRAINAGE AND ADEQUATE MUNICIPAL FACILITIES. THEREFORE, UNDER THE PROVISIONS OF SECTION 76-4-125(2)(D), M.C.A., THE SUBDIVISION IS EXCLUDED FROM THE REQUIREMENT FOR MONTANA DEPARTMENT OF ENVIRONMENTAL REVIEW.

MAYOR - TOWN OF WEST YELLOWSTONE _____ DATE _____

CLERK - TOWN OF WEST YELLOWSTONE _____ DATE _____

CERTIFICATE OF FINAL PLAT

THE COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, DOES HEREBY CERTIFY THAT IT HAS EXAMINED THE SUBDIVISION PLAT AND, HAVING FOUND THE SAME TO CONFORM TO LAW, APPROVES IT, AND HEREBY ACCEPTS THE DEDICATION TO PUBLIC USE OF ANY AND ALL LANDS SHOWN ON THIS PLAT AS BEING DEDICATED TO SUCH USE.

MAYOR - TOWN OF WEST YELLOWSTONE _____ DATE _____

CLERK - TOWN OF WEST YELLOWSTONE _____ DATE _____

CERTIFICATE OF CLERK AND RECORDER

I, _____ THE CLERK AND RECORDER OF GALLATIN COUNTY, MONTANA, HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WAS FILED IN MY OFFICE AT _____ O'CLOCK _____ M. THIS _____ DAY OF _____ A.D. _____ AND RECORDED AS AMENDED PLAN NO. _____ RECORDS OF THE CLERK AND RECORDER, GALLATIN COUNTY, MONTANA.

DOCUMENT NUMBER _____

CLERK & RECORDER OF GALLATIN COUNTY _____ DATE _____

CERTIFICATE OF COUNTY TREASURER

I, _____ TREASURER OF GALLATIN COUNTY, MONTANA, DO HEREBY CERTIFY THAT THE ACCOMPANYING PLANT OF CERTIFICATE OF SURVEY HAS BEEN DULY EXAMINED AND THAT ALL REAL PROPERTY TAXES AND SPECIAL ASSESSMENTS ASSESSED AND LEVIED ON THE LAND TO BE SUBDIVIDED HAVE BEEN PAID.

TREASURER OF GALLATIN COUNTY _____ DATE _____

CERTIFICATE OF CONSENT

WE THE UNDERSIGNED PROPERTY OWNERS, DO HEREBY CERTIFY THAT WE HAVE CAUSED TO BE SURVEYED, AND PLATTED INTO LOTS, BLOCKS, ROADS AND ALLEYS, AND OTHER DIVISIONS AND DEDICATIONS, AS SHOWN BY THIS PLAT HEREUNTO INCLUDED, THE FOLLOWING DESCRIBED TRACT OF LAND, TO WIT:

LEGAL DESCRIPTION

SITUATED IN THE STATE OF MONTANA, COUNTY OF GALLATIN, BEING LOT 4, BLOCK 1, ORIGINAL TOWNSITE OF WEST YELLOWSTONE, IN NW 1/4 OF SECTION 34, TOWNSHIP 13 SOUTH, RANGE 5 EAST, P.M.M., BEING A 0.34 ACRE LOT, PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 5/8" REBAR WITH AN ALUMINUM CAP SET STAMPED "PLS 20215", MARKING THE NORTH EAST CORNER OF LOT 4 BLOCK 1;

THENCE SOUTH 01° 11' 30" WEST, A DISTANCE OF 100.00 FEET, TO A POINT, BEING REFERENCED BY A 5/8" REBAR WITH AN ALUMINUM CAP SET STAMPED "PLS 20215", NORTH 11° 13' 0" EAST, A DISTANCE OF 1.00';

THENCE NORTH 88° 19' 24" WEST, A DISTANCE OF 150.00 FEET, TO A TO A 1/2" REBAR WITH NO CAP FOUND;

THENCE NORTH 01° 11' 30" EAST, A DISTANCE OF 100.00 FEET, TO A 5/8" REBAR WITH AN ALUMINUM CAP SET STAMPED "PLS 20215";

THENCE SOUTH 88° 19' 24" EAST, A DISTANCE OF 150.00 FEET, TO THE POINT OF BEGINNING, CONTAINING 0.34 ACRES OF LAND, MORE OR LESS.

THE ABOVE DESCRIPTION WAS PREPARED BY FORSOREN ASSOCIATES, UNDER THE DIRECT SUPERVISION OF JEFFERY M. ROWE, PLS 20215 IN SEPTEMBER 2015, AND IS SUBJECT TO EASEMENTS AND RIGHTS-OF-WAY OF RECORD.

THE ABOVE DESCRIBED TRACT OF LAND IS TO BE KNOWN AND DESIGNATED AS "AMENDED PLAT OF LOT 4 BLOCK 1, PLAT OF THE TOWNSITE OF WEST YELLOWSTONE", TOWN OF WEST YELLOWSTONE, GALLATIN COUNTY, MONTANA.

DATED THIS _____ DAY OF _____, 2015

IN WITNESS WHEREOF, WE HERETO SUBSCRIBE OUR NAMES:

BY: _____ BY: _____
 CHARLES BARNES RACHEL BARNES

STATE OF IDAHO)
) SS
 COUNTY OF)

ON THIS _____ DAY OF _____, 2015, BEFORE ME A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED, CHARLES AND RACHEL BARNES, KNOWN TO ME TO BE THE SAME PERSON WHO IS DESCRIBED IN THE ABOVE INSTRUMENT, WHO EXECUTED THE SAME AND ACKNOWLEDGED THAT THEY EXECUTED THE SAME.

NOTARY PUBLIC
 RESIDING AT _____
 MY COMMISSION EXPIRES: _____

IN WITNESS WHEREOF, WE HERETO SUBSCRIBE OUR NAME:

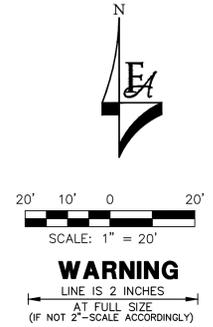
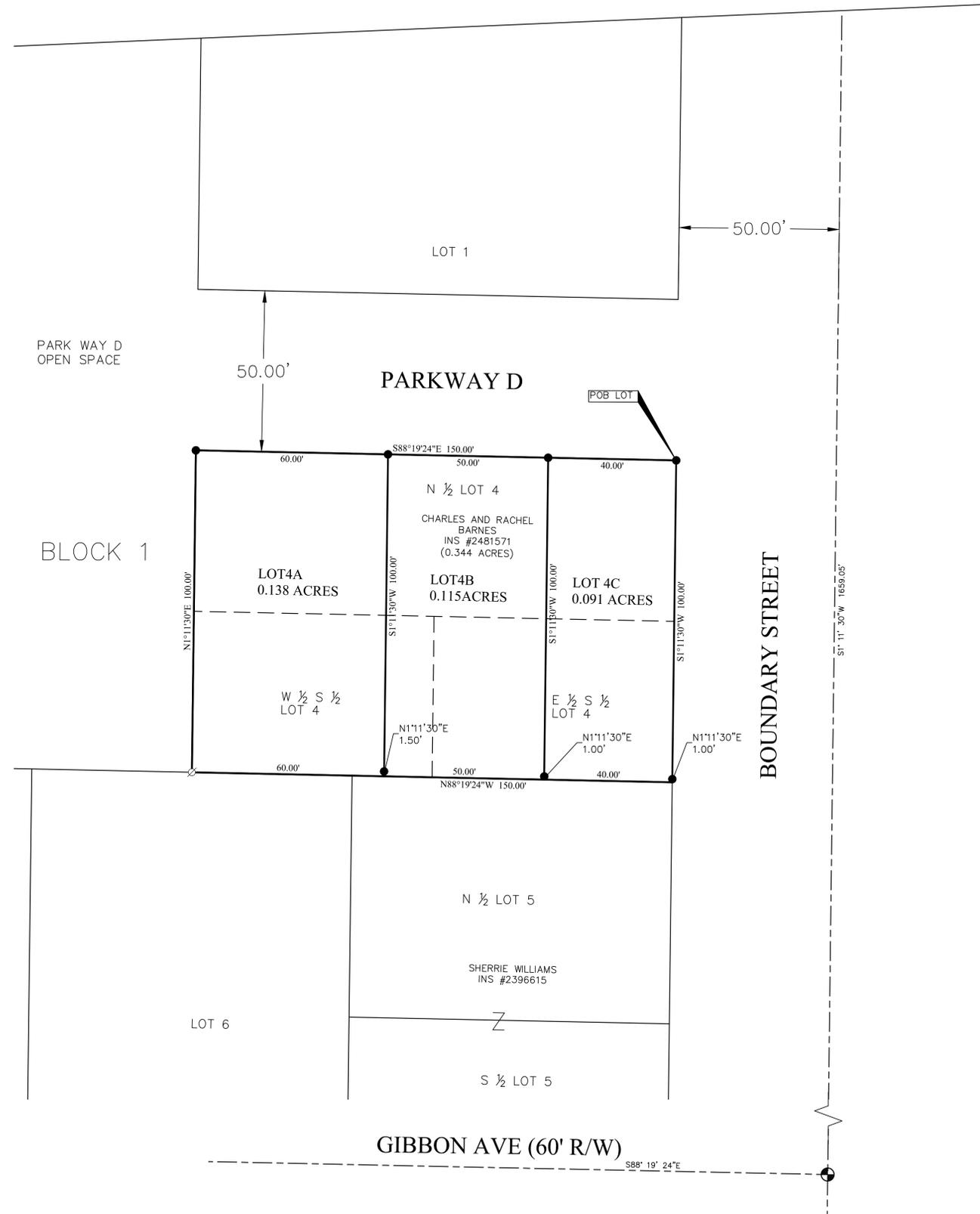
BY: _____
 PATRICIA BARNES

STATE OF IDAHO)
) SS
 COUNTY OF)

ON THIS _____ DAY OF _____, 2015, BEFORE ME A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED, PATRICIA BARNES, KNOWN TO ME TO BE THE SAME PERSON WHO IS DESCRIBED IN THE ABOVE INSTRUMENT, WHO EXECUTED THE SAME AND ACKNOWLEDGED THAT THEY EXECUTED THE SAME.

NOTARY PUBLIC
 RESIDING AT _____
 MY COMMISSION EXPIRES: _____

1ST AMENDED PLAT of LOT 4, BLOCK 1, PLAT OF THE TOWNSITE OF WEST YELLOWSTONE
 LOCATED IN THE NW 1/4 OF SECTION 34, TOWNSHIP 13 SOUTH, RANGE 5 EAST, P.M.M., GALLATIN COUNTY, MONTANA



- LEGEND**
- ⊙ CENTERLINE MONUMENT
 - ⊘ REBAR W/NO CAP FOUND
 - ⊘PC REBAR W/PLASTIC CAP FOUND
 - SET 5/8" X 24" REBAR WITH ALUM. CAP STAMPED PLS 20215
 - REBAR W/ALUMINUM CAP
 - ADJOINING PROPERTY LINE
 - - - CENTERLINE OF ROAD
 - - - PROPOSED PROPERTY LINE
 - - - EXISTING PROPERTY LINE

SURVEYOR'S CERTIFICATE

I, THE UNDERSIGNED, JEFFERY M. ROWE, A REGISTERED LAND SURVEYOR, DO HEREBY CERTIFY THAT: I HAVE PERFORMED THIS SURVEY SHOWN ON THE ATTACHED AMENDED PLAT OF LOT 4, BLOCK 1, OF THE ORIGINAL TOWNSITE OF WEST YELLOWSTONE AND PLATTED THE SAME AS SHOWN ON THE ACCOMPANYING PLAT AND AS DESCRIBED IN ACCORDANCE WITH THE PROVISIONS OF THE MONTANA SUBDIVISION AND PLATTING ACT, SECTION 76-3-101 THROUGH 76-3-625, M.C.A. AND THE TOWN OF WEST YELLOWSTONE SUBDIVISION REGULATIONS. THIS AMENDED PLAT WAS MADE IN AUGUST 2015, THAT SAID AMENDED PLAT IS TRUE AND COMPLETE AS SHOWN AND THAT THE MONUMENTS FOUND AND SET ARE OF THE CHARACTER AND OCCUPY THE POSITIONS SHOWN THEREON.

DATE THIS _____ DAY OF _____, 2015

JEFFERY M. ROWE #20215

NOTES:

BEARINGS ARE BASED ON THE ORIGINAL TOWNSITE PLAT FOR WEST YELLOWSTONE, MT. MONTANA STATE PLANES COORDINATE GRID NORTH, S 11° 13' 0" W FOR 1/2 OF BOUNDARY STREET.

ALL IRON PINS SET ARE 5/8" x 24" REBAR WITH AN ALUMINUM CAP STAMPED "PLS 20215".

SURVEY WAS COMPLETED FOR PATRICIA BARNES. THE REASON FOR THIS SURVEY WAS TO DIVIDE AN EXISTING LOT INTO THREE LOTS.

1ST AMENDED PLAT of LOT 4, BLOCK 1, PLAT OF THE TOWNSITE OF WEST YELLOWSTONE	
LOT 4, BLK. 11, SEC. 34, T 13 S, R 5 E, P.M.M.	
FORSGREN Associates Inc.	Job No.: 01-15-0914
121 Madison Avenue WEST YELLOWSTONE, MONTANA 59758 PH: 406.646.9340	Date: 9-3-15
	Drawn By: JRB
	Checked By: JMR

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

Event or Project Applicant: W. Y./H.L. Ice Fishing Tournament Committee

Event or Project Name: W.Y./H.L. Ice Fishing and NAIFC Festival

Date Submitted: 8.31.15

Date Approved by MAP Fund Advisory Board: 9.10.15

Requested Amount: \$3,250

Approved Amount: \$3,250

Exceptions: None

Comments: None

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

_____ Date: _____

Comments:

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

Certification

Applicant Individual or Organization:

Event or Project Name:

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

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

Signature: *Pam Sveinse* Name (printed): *Pam Sveinse*

Title: *Event Coordinator* Date: *8/31/15*

For Office Use Only

This application has been approved by MAPFAB Date: _____

This application has not been approved by MAPFAB Date: _____

**THE BUSINESSES OF WEST YELLOWSTONE
MARKETING AND PROMOTION (MAP) FUND
APPLICATION COVER PAGE**

Applicant Information

Applicant Individual or Organization: West Yellowstone/Hebgen Lake Ice Fishing Tournament Committee

Event or Project Contact Person: Pam Sveinson

Address: PO Box 621, West Yellowstone, MT 59758

Phone: 406-640-1198 *Email:* psveinson@kirkwoodresort.com

Application Submission Date: August 31, 2015

Event or Project Information

Event or Project Name: West Yellowstone/Hebgen Lake Ice Fishing Festival and NAIFC Festival

Location of Event or Project: Hebgen Lake, various hotels and restaurants in West Yellowstone (seminars and meals)

Date(s) of Event or Project: January 15-17, 2016

Estimated Total Event or Project Cost: \$42,495 (including in-kind and volunteer time)

MAP Fund Amount Requested: \$3,250.00

Section 1 Proposed Event or Project Summary

The purpose of this project is to hold the fifth annual Ice Fishing Tournament to **continue to build this regional/national event**. We again will engage the NAIFC to market/promote and administer the national tournament, seminars/workshops and kid's camp using its established procedures ensuring visibility and credibility to this national competitive event. The vision is for West Yellowstone to hold an annual ice fishing festival year after year that will bring established ice anglers to town AND provide activities that will introduce more people to the sport, developing an additional market for West Yellowstone. In all materials distributed through shows, radio talk show interviews, the NAIFC TV episodes aired on Midwest Outdoors for several weeks in the late fall, news releases and interviews, **we promote West Yellowstone as a base camp for all types of activities throughout the winter months, in addition to ice fishing.**

The goals we have set for the coming year build on the results from previous years and 2015 in particular, as detailed in the Final Report submitted to MAP in June:

- Again increase the number of registered teams to 87 teams with 85% from out of town
- Maintain the number of participants in the Kids Ice Camp at 175, maintaining the percentage that are from out of town (70-90%) Increase the number of tournament sponsors that use materials and channels provided by the Tournament project to market their properties directly to potential visitors. There is clear evidence that this increases the number of visitors and the revenue any single property realizes from the event.
- Continue to partner with the Kids'N'Snow program through cross-promotion on our tournament website, in editorial, promotional, and publicity efforts, and by sharing ad placement and creative costs where applicable.
- Partner with other tourism marketing organizations and related businesses to increase the amount of media coverage and publicity that we can bring to West Yellowstone. Maintain or increase the excellent print, radio, on-line, and television coverage we have received in past and expand editorial features from outdoor writers and publications.
- Maintain local business support at a minimum of \$4500 and continue support from local snowmobile operators to provide observers-on-snowmobiles during the tournament on Sunday.
- Maintain at least 3 corporate sponsors/partners who each commit financial support AND have significant presence/support/demonstrations at the Rocky Mountain Ice

7-8 pm NAIFC Rules Meeting, Holiday Inn Conference Center

8-9:30 pm Calcutta, Holiday Inn Conference Center

Sunday, January 17

7am-1:05 pm NAIFC Tournament, Kirkwood Marina, Hebgen Lake

2-5 pm Product Fair Exhibits Open, Holiday Inn Conference Center, West Yellowstone

Meals and Shopping at Various Businesses in Downtown West Yellowstone

2:30 pm NAIFC Weigh-in and Awards, Holiday Inn Conference Center, West Yellowstone

Section 3 Proposed budget

The event will be funded by a combination of business sponsors, marketing and promotions grants, as well as additional fund-raising events. (Please see budget in Section 6). Our goal is to increase industry corporate support while maintaining local business support at a minimum of \$4500 and with local snowmobile operators continuing to provide observers-on-snowmobiles during the tournament on Sunday. We are working to create efficiencies and minimize operational expenses where ever possible. However, there are costs that rise each year including the costs for trash removal, potties, advertising, and food costs related to the meal furnished to Saturday night's mandatory meeting.

- The West Yellowstone Foundation again has agreed to be the fiscal sponsor for this event handling the management of our funds.
- Solicitation for other funding has just started; we are requesting the following for the 2015 event:
 - Major Business Sponsorships:
 - *Kirkwood Resort & Marina has contributed significantly each year of the event and will be doing so again this year:*
 - *Over 90% of the In-Kind Committee time has been done by Kirkwood staff, totaling approximately \$15,000 annually*
 - *Cost of exhibit fees and travel to the St. Paul Ice Fishing Show and the NAIFC Championship to promote the Hebgen Lake tournament with avid ice fishermen, totaling approximately \$3000 each year*
 - *Travel costs to meet with major sponsors and promoters of the event and to distribute posters and flyers in Minnesota, Utah, Idaho and around Montana*
 - *Partnered on advertising expenses with Montana Outdoor Radio at over \$400/year*
 - *Hospitality (miscellaneous meal & lodging) costs for VIPs who come to*

the event, over \$250 annually

- Half the fuel and equipment for the event, approximately \$500
- \$2,000 again from Northwestern Energy and snow plowing assistance for venues and event parking.
- \$1,500 from Cardinal Distributing/Big Sky Brewing as a part of its 3-year commitment
- Continued significant in-kind contribution from Delaware North Company
- A significant commitment from Clam Outdoors, the country's largest ice fishing equipment company
- Addition of a regional sporting goods retailer as an anchor sponsor
- Continued support by Bob Wards corporation, regional Sportsman's Warehouse stores and the Billings Scheels store

➤ Grants & Marketing Funds: \$10,500

The FY15 West Yellowstone Chamber Marketing Budget has received approval for a project to support this tournament and destination ice fishing in the amount of \$4,500 which will be used for a variety of advertising media including web advertising, print, and publicity-based advertising to begin in September 2015.

An application has been submitted to the West Yellowstone TBID for a marketing grant in the amount of \$2,350 that will be used for national and regional destination event advertising/promotions.

We are asking MAP to participate in funding \$3,250 for the following marketing components:

- **Working with NAIFC on production and distribution of the video segment about the tournament, West Yellowstone as both an ice fishing and winter destination with full amenities, and the ice fishing assets in our area, as well as collateral materials distributed to regional and national media groups promoting the tournament.**
- **Regional advertising and promotion in conjunction with the other marketing funds already awarded.** Banner ads and links on specific ice fishing/winter fishing informational websites, ice fishing equipment sponsors, ice fishing/winter fishing forums/ blogs including: iceshanty.com (national focus), ice-fishing-central.com (Midwest focus), www.bigfishtackle.com (MT, ID, UT focus), icefishing247.com (national focus), Icemen.com (national), icefishingchat.com (regional), Bismanonline (ND & SD focus). Targeted Facebook advertising campaigns to specific activity likes in the following states: UT, ID, WY, MT, ND, SD, OR, WA, MN, WI, IA, MI
- **Website updates**
- **Print including posters and signage, flyers for distribution at Ice Fishing shows and events including the Dakota Ice Institute, the Blaine Hardwater Show, the St. Paul Ice Fishing Show, the NAIFC National Championship Tournament and the Milwaukee Ice fishing Show and at a number of Montana ice fishing tournaments, ice duels and derbies.**

Section 4 Publicity, Promotion, & Marketing

In our first several years of marketing, we realized great success from our various online advertising and participation in ice fishing blogs, which will be continued. Also, we are continuing to work closely with NAIFC on national and Midwest advertising and are planning to do the same with Clam Corporation and the Ice Team companies, with an emphasis on the Rocky Mountain West. In addition, “personality-based” promotion on radio and in-person will be leveraged again this year to generate publicity. We are asking for less in marketing funds this year because we have refined our marketing efforts for best return and are getting additional social media and publicity assistance from ice fishing industry suppliers and media groups.

A marketing plan for this year includes both national NAIFC components and our own efforts. Please see Attachment #2 for more detail regarding this schedule.

Section 5 Application Review Criteria

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

This event has established West Yellowstone as an exciting, prime location for winter fishing in the western United States building on its other diverse winter offerings for individuals and families. The timing—early winter—fills a void of other winter activities or events, bringing in ice fishing competitors, their families and friends as well as people interested in learning more about the sport at a time when West Yellowstone needs it. In addition, NAIFC studies show that many tournament participants visit the location 1-3 times in a year, besides the tournament weekend, to scout the lake. The best fishing seasons for Hebgen Lake are shoulder season months, when West Yellowstone also has a need to expand business.

This event has been designed to spread the activities among many local businesses not just a few. Obviously, the hotels and restaurants in West Yellowstone and Hebgen Lake benefit directly. In 2015 over 85% of the tournament teams were “not local” and needed overnight accommodation, reporting that they stayed in 10 different motels (82% of them stayed in 8 motels in the Town of West Yellowstone) and at least 11 different restaurants, 9 of them in Town. In addition, based on the sign-up sheets at the Kids Ice Camp held in conjunction with the tournament, 90% of the 176 participants were from out of town with 70% from locations far enough away to require a night’s stay in West Yellowstone.

In addition, the operators of entertainment/activity services are able to promote and generate business from this new source of visitors. This additional economic activity during this slower time of year helps not only the business operators but also the employees who depend on regular work from these employers.

Ice Fishing is the fastest growing segment of the outdoor sports market thereby offering West Yellowstone a broad and growing competitor base to draw from and an even larger market segment to promote into. New teams with minimal equipment are competitive from the get-go. That ease of entry into tournament fishing is just one of the reasons NAIFC Qualifiers remain approachable for newcomers and have such wide appeal.

Below is a summary of the estimates for visitation and spending during this event:

Day Visitation

Kids Ice Camp families spend more time in town during the day than the tournament fishermen. Assuming \$20/person/day for 2 days for 250 people who come to town for the Kids Camp, the economic contribution for meals and beverages during the 2016 event would be approximately \$10,000. Add fuel for each of 90 visiting families at \$80 for an additional \$7,200.

The Festival also brings additional **spectators and exhibitors/product reps** to town, who spend much of their time during the 3-day event in town as well. Assuming this brings 100 additional visitors, mostly adults, for 2 days, at \$35/person/day the expenditures for meals and beverages would be \$7,000. Add \$2,400 in fuel for 30 vehicles bringing these visitors.

Assume **out of town tournament competitors** eat in West Yellowstone at least twice at \$25/meal which would be \$6,500. Add in \$80 in fuel for 60 out of town teams for an additional \$4,800.

An increasing number of competitors are renting snowmobiles for at least 2 days while they are here. Add to that the Kids Camp families and **assume expenditures on snowmobiles, Park coach tours and/or other activities** at a total of 50 at \$80 each for \$4,000. (Snowmobiling topped the list of other activities fishermen reported they did while here for the event weekend, with x-country skiing, drinking/gambling and Kids'N'Snow also getting multiple mentions. To achieve these activity rentals and expenditures, the vendors will need to do advance promotion for their businesses as a part of the Festival weekend.)

With these assumptions and plans, the total in day visitation expenditures would be \$41,900.

Lodging

In 2015, approximately 85% of the teams and staff were not "local" and needed overnight accommodations. Our tracking shows competitors' length of stay varies from 1-4 nights, with an average stay of 2.2 nights. With 87 registered teams, this would yield approximately 144 room nights attributed to **tournament participants**. At a room rate of \$99/night, this would bring in \$14,256 for lodging from competitors.

If 90 families who attend the **Kids Ice Camp** stay overnight 2 nights, that would be another 180

room nights to total \$17,820 at \$99/night.

Assume the 100 new **spectators and exhibitors** need 30 rooms for 2 nights. At \$99/night, that would total \$5,940.

With these assumptions for lodging, the total room night expenditure would be \$38,016.

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

As detailed in Section 4 above, we will reach potential visitors directly by continuing and deepening our participation in a variety of online advertising and ice fishing blogs, “personality-based” promotion on radio and in-person publicity, national and Midwest advertising and word-of-mouth promotion throughout the NAIFC circuit.

We are continuing our efforts working with interested businesses to promote bundled packages for lodging and activities, before and during the event weekend. In addition, we are urging more businesses to include information on their websites and calendars, as well as market their own specials or packages, as a few did in previous years. **An important note is that there is clear evidence from the results from our interviews with tournament participants that the businesses that promoted ice fishing events as a part of their own business promotions received the most benefit from the event.**

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

The Ice Fishing Tournament will be held the same weekend as the Chamber’s January Kids’N’Snow weekend. The Kid’s Ice Camp will be incorporated into the program for the weekend. By combining these events, we are continuing to build and market West Yellowstone as a winter family destination.

In previous years, we partnered with the Snowmobile Expo, the Kids’N’Snow organization, and associated businesses to cross-promote our events. That worked out as a good partnership and we plan to build on that again this coming year.

Our primary goal is to create awareness of ice fishing, Hebgen Lake, and West Yellowstone as a “new and exciting” ice destination location. However, in all materials distributed through shows, radio talk show interviews, news releases and interviews, **we will promote West Yellowstone as a base camp for all types of other winter activities, in addition to ice fishing. The variety of West Yellowstone winter activities and winter access to Yellowstone is a compelling combination that other ice fishing destinations cannot offer.**

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

The first four West Yellowstone/Hebgen Lake Ice Fishing Tournaments were successful on many counts, as detailed in the final reports submitted to MAP. In addition, our recognition from ice fishing industry leaders both in Montana and nationally as a “premier event” that they want to be a part of is testimony to the success of this project.

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

The event received \$3,750 from MAP in 2012 and 2013, \$3,250 in 2014, and \$3,500 in 2015. All vendors and expenses have been paid by early May following each winter event and final reports submitted.

• Can your event or project proceed without MAP funds?

Possibly, depending on our corporate support this year. However, as those corporations are considering their participation and support for this new event, they look to the commitment of the local community. Continued support from the Businesses of West Yellowstone persuades these national companies that this is a good community to work with as they decide how to build their presence in the Rocky Mountain West. In addition, we still need some community funding to promote this event and many of the sources for those funds are no longer available.

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

We will include the “Businesses of West Yellowstone support” logo on all event signage, website, advertising, promotional, and publicity efforts. There will be a link to the Town of West Yellowstone website from the tournament and related websites.

Section 6 Application Supporting Documentation

Project Budget: See attached 2016 Budget

WY/Hebgen Lake Ice Fishing Festival & Tournament
Past Results and 2016 Working Budget

Revenues		2014 Actual	2015 Budget	2015 Act. Cash	2015 Actual In-Kind	2016 Budget
Community Fund Grants		\$10,748	\$10,500	\$12,850		\$10,500
Corporate Sponsorships		\$6,500	\$11,000	\$2,600	\$3,300	\$8,500
Business Sponsorships		\$6,177	\$3,500	\$4,850	\$2,720	\$7,500
Fundraising Donations		\$160	\$200	\$160		\$200
Net Calcultta		\$602	\$700	\$659		\$700
In-Kind Donations & Time		\$21,482	\$23,000		\$16,495	\$16,500
Total		\$45,669	\$48,900	\$21,119	\$22,515	\$43,900
Expenses						
NAIFC	2015 Fee	\$7,000	\$7,000	\$7,000		\$7,000
Advertising/Promotion/Publicity		\$12,065	\$12,775	\$8,625	\$460	\$8,275
Marketing & Impact Tracking		\$120	\$300		\$300	\$300
Fishing Signage & Site/Tent Prep		\$1,400	\$1,500	\$1,300	\$375	\$1,700
Snow Removal,Trash & Potties		\$988	\$1,050	\$250	\$1,670	\$1,920
Rooms for NAIFC		\$900	\$900		\$900	\$900
Room and Supplies for Product Fair		\$0	\$1,000		\$1,800	\$1,800
Meals for Saturday Participants		\$2,335	\$3,000	\$2,396		\$2,450
Meals & Supplies for Kids Seminar		\$500	\$500		\$400	\$400
Postage, Printing, Supplies		\$1,246	\$1,250	\$431		\$400
Committee Volunteer Time		\$14,784	\$13,500		\$13,500	\$13,500
Volunteers for Event		\$990	\$2,900		\$2,000	\$2,000
Fuel & Equipment for Event		\$1,445	\$2,280		\$1,110	\$1,100
Insurance-NAIFC provided			\$0			
Fiscal Sponsor Fee		\$602	\$700	\$750		\$750
Total		\$44,375	\$48,655	\$20,751	\$22,515	\$42,495
Starting Balance		\$2,550				
End of Period Balance		\$2,918				

8/31/15

Marketing

Marketing Segments	Description of Marketing/Advertising	Amount	Partner/ contributor
<i>Digital and Internet</i>	NAIFC Website Links	\$ 1,000.00	NAIFC/MAP
	e-blasts to subscriber lists from: specific ice fishing websites sporting goods retailers; our existing database of previous tournament participants and others who expressed interest but could not make it; previous Kids'N'Snow fishing camp participants; the TBID database monthly eblast; database of snowmobile and fishing clubs.	\$ 250.00	Event sponsors/ TBID
	Banner ads and links on specific ice fishing/winter fishing informational websites, ice fishing equipment sponsors, ice fishing/winter fishing forums/ blogs including: iceshanty.com (national focus), ice-fishing-central.com (Midwest focus), www.bigfishtackle.com (MT, ID, UT focus), icefishing247.com (national focus), Icemen.com (national), icefishingchat.com (regional), Bismanonline (ND & SD focus). Targeted Facebook advertising campaigns to specific activity likes in the following states: UT, ID, WY, MT, ND, SD, OR, WA, MN, WI, IA, MI	\$ 3,275.00	WY Chamber ACC/ TBID /MAP
	Blogs, forum updates, and social media posts and comments in various ice fishing, winter destination marketing, and tourism websites, forums, and social media websites. On-line postings in calendar of events regionally and nationally. Local event listings on calendars (WYCC and TBID).	\$ 0.00	Hours contributed by volunteers; working in conjunction with WYCC, TBID, and other websites and social media hosts.
	Updates to website information www.westyellowstoneicefishingtournament.com ; website content, photos, and linking. Maintenance costs.	\$ 300.00	MAP/ Sponsors
<i>Print Ads and Printed Materials Distribution</i>	Newsprint and/or banner ads in major newspapers in larger population cities in neighboring states including: Pocatello, Driggs, and Idaho Falls, ID; smaller regional draw areas including Ennis and Dillon, Townsend and Butte.	\$ 3000.00	WY Chamber ACC/ TBID/MAP
	Newsprint and/or banner ads in cooperative programs with retail sporting businesses (e.g., Shedhorn Sports)	\$ 250.00	Event sponsors
	Full page ad in the Fishing Tournament Magazine produced by Outdoors Weekly (releases November 1, 2014)	\$ 300.00	WY Chamber ACC

	11 X 17" color posters for distribution at local and regional sporting goods stores, lodging and power sports dealers	\$ 200.00	MAP
	Distribute information about our tournament at the Dakota Ice Institute, the Blaine Hardwater Show, the St Paul Ice Fishing show and the Milwaukee Ice Fishing show, and at a number of Montana ice fishing tournaments (Havre, Kalispell, Poulson), ice duels, and derbies.	\$ 150.00	MAP
<i>Television /Radio</i>	NAIFC Ice Man Destination & Event Film Coverage	\$ 2,500.00	NAIFC/ WY Chamber ACC
	Partner relationships with radio sports programs (Billings, MT; Kalispell, MT; and Salt Lake City, UT) for ads, on-air or on-site live interviews leading up to the event	\$ 400.00	MAP
<i>Media, PR, and publicity</i>	NAIFC Tradeshow & Industry Press Releases	\$ 700.00	NAIFC/ WY Chamber ACC
	Regional and local news releases, event listings, and media coverage	\$ 0.00	Marketing resources & Ice committee volunteers
<i>Print materials & signage</i>	NAIFC Collateral Marketing	\$ 300.00	NAIFC/MAP
	Signage for the event	\$ 150.00	MAP/Sponsors

\$ 12,775.00

ENGINEERING SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2015, by and between the **TOWN OF WEST YELLOWSTONE, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 1570, West Yellowstone, Montana 59758, hereinafter referred to as “Town,” and Dyer Group, LLC, of 343 E. 4th North, Suite 108, Rexburg, Idaho, 83440-6001, hereinafter referred to as “Engineer.”

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. Purpose: Town agrees to hire Engineer as an independent contractor to perform engineering services as requested by the Town. This Agreement is not exclusive and is not intended to in any way limit the ability of the Town to employ other engineers as needed.

2. Term of Agreement: This Agreement is effective _____, 2015, through _____, 20___. Both parties reserve the right to cancel this Agreement by providing a written thirty (30) day notice to the other party.

3. Scope of Work: Engineer will perform the work and provide the services in accordance with the requirements of the Town.

4. Payment: Town agrees to pay Engineer pursuant to the schedule of fees and costs attached hereto as **Exhibit A**. Exhibit A may be amended from time to time upon written agreement by the parties. The parties must agree to any extra charges in writing.

5. Independent Contractor Status: The parties agree that Engineer is an independent contractor for purposes of this Agreement and is not to be considered an employee of the Town for any purpose. Engineer is not subject to the terms and provisions of the Town’s personnel policies handbook and may not be considered a Town employee for workers’ compensation or any other purpose. Engineer is not authorized to represent the Town or otherwise bind the Town in any dealings between Engineer and any third parties unless specifically authorized in writing to do so.

Engineer shall comply with the applicable requirements of the Workers’ Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Engineer shall maintain workers’ compensation coverage for all members and employees of Engineer’s business, except for those members who are exempted by law.

Engineer shall furnish the Town with copies showing one of the following: **(1)** a binder for workers’ compensation coverage by an insurer licensed and authorized to provide workers’ compensation insurance in the State of Montana; or **(2)** proof of exemption from workers’ compensation granted by law for independent contractors.

6. **Indemnification:** To the fullest extent permitted by law, Engineer shall fully indemnify, defend, and save Town, its agents, representatives, employees, and officers harmless from and against any and all claims, actions, costs, fees, losses, liabilities or damages of whatever kind or nature arising from or related to Engineer’s performance of this Agreement.

7. **Insurance:** Engineer shall purchase and maintain insurance coverage as set forth below. The insurance policy must, unless not available from the insured, name the Town, (including its elected or appointed officers, officials, employees, or volunteers), as an additional insured and be written on a “primary—noncontributory basis.” Engineer will provide the Town with applicable additional insured endorsement documentation. Each coverage shall be obtained from an insurance company that is duly licensed and authorized to transact insurance business and write insurance within the state of Montana, with a minimum of “A.M. Best Rating” of A-, VI, as will protect the Engineer, the various acts of subcontractors, the Town and its officers, employees, agents, and representatives from claims for bodily injury and/or property damage which may arise from operations and completed operations under this Agreement. All insurance coverage shall remain in effect throughout the life of this Agreement and for a minimum of one (1) year following the date of expiration of Engineer’s warranties, if any. All insurance policies must contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least forty-five (45) days prior written notice has been given to Engineer, Town, and all other additional insureds to whom a certificate of insurance has been issued. All insurance documentation shall be in a form acceptable to the Town.

Insurance Coverage at least in the following amounts is required:

1.	Commercial General Liability (bodily injury and property damage)	\$ 750,000 per occurrence \$1,000,000 aggregate
2.	Products and Completed Operations	\$1,000,000
3.	Automobile Liability	\$1,500,000 combined single limit
4.	Workers’ Compensation	Not less than statutory limits
5.	Employers’ Liability	\$1,000,000
6.	Professional Liability (E&O) (only if applicable)	\$1,000,000 per occurrence \$2,000,000 aggregate

Engineer may provide applicable excess or umbrella coverage to supplement Engineer’s existing insurance coverage, if Engineer’s existing policy limits do not satisfy the coverage requirements as set forth above.

8. **Professional Service:** Engineer agrees that all services and work performed hereunder will be accomplished in a professional manner and in accordance with all standards that apply to profession engineers.

9. Compliance with Laws: Engineer agrees to comply with all federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, MCA.

10. Nondiscrimination: Engineer agrees that all hiring by Engineer of persons performing under this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, national origin, or other class protected by state and/or federal law.

11. Default and Termination: If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party, at its option, may terminate this Agreement and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

12. Modification and Assignability: This document contains the entire agreement between the parties and no statements, promises or inducements made by either party or agents of either party, which are not contained in this written Agreement, may be considered valid or binding. This Agreement may not be enlarged, modified or altered except by written agreement signed by both parties hereto. The Engineer may not subcontract or assign Engineer's rights, including the right to compensation or duties arising hereunder, without the prior written consent of Town. Any subcontractor or assignee will be bound by all of the terms and conditions of this Agreement.

13. Ownership and Publication of Materials: All reports, information, data, and other materials prepared by the Engineer pursuant to this Agreement are the property of the Town, unless the parties have agreed in writing that the information shall remain the property of the Engineer. The Town has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. Any re-use without written verification or adaptation by the Engineer for the specific purpose intended will be at the Town's sole risk and without liability or legal exposure to the Engineer. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the Town.

14. Liaison: The Town's designated liaison with Engineer is James Patterson and Engineer's designated liaison with Town is Richard Dyer.

15. Applicability: This Agreement and any extensions hereof shall be governed and construed in accordance with the laws of the State of Montana.

16. Equal Opportunity: Pursuant to Sections 49-2-303 and 49-3-207, MCA no part of this contract may be performed in a manner which discriminates against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by person performing the contract. Any hiring must be on the basis of merit and qualifications directly related to the requirements of the particular position being filled.

17. Prevailing Wage Rates: Engineer must pay the standard prevailing wage rates, including fringe benefits for health and welfare and pension contributions and travel allowance provisions in effect and applicable to the Town when required. Any questions concerning prevailing wages should be directed to the Montana Department of Labor and Industry, Labor Standards Bureau, Capitol Station, Helena, Montana, 59620, Phone: 444-5600. Engineer shall post in a prominent and accessible site on the project or work area, not later than the first day of work, a legible statement of all wages to be paid to the employees employed on the site or work area. Section 18-2-406, MCA

The current standard prevailing wage rates published by the Montana Department of Labor and Industry for each relevant job classification necessary to complete the Scope of Work are incorporated by reference into this Agreement.

18. New Laws and Regulations: If during the term of this Agreement new laws or regulations become applicable, Engineer shall also comply with them without notice from TOWN.

19. Waiver and Indemnification: Engineer waives any and all claims and recourse against TOWN or its officers, agents or employees, including the right of contribution for loss or damage to person or property arising from, growing out of or in any way connected with or incident to the performance of this Agreement except claims arising from the intentional acts or concurrent or sole negligence of Town or its officers, agents or employees.

Engineer will indemnify, hold harmless, and defend the Town and its agents, principals, and employees from and against any and all claims, demands, damages, costs, expenses, losses, liability (including liability where activity is inherently or intrinsically dangerous), judgments, defense expenses, and attorney's fees rising out of or resulting from Engineer's wrongful acts, errors, omissions, or negligence, or from Engineer's failure to comply with the requirements of this Agreement or with federal, state and local law applicable to the performance under this Agreement. Town may elect to represent itself and incur all costs and expenses of suit which shall be subject to reimbursement by Engineer.

20. Attorney's Fees: If it is necessary for either party to bring an action to enforce the terms, covenants, or conditions of this Agreement, the prevailing party shall be entitled to reasonable attorney fees to be set by the appropriate court, including fees of the Town Attorney.

21. **Notice:** All notices and certifications made pursuant to this agreement shall be delivered to the address above by first class mail, certified mail or personal delivery in care of the person set forth in Section 14 of this Agreement. A party shall give the other notice of any change in address.

22. **Non-Waiver:** The waiver or failure to enforce any provision of this Agreement shall not operate as a waiver of any future breach of any such provision or any other provision.

23. **Entire Agreement:** This document represents the entire and integrated Agreement between the Town and Engineer and supersedes all prior negotiations, agreements or representations, either written or oral. This Agreement may be amended only by written instrument signed by both Town and Engineer.

24. **Non-Assignment:** Town and Engineer, respectively, bind themselves, their successors, assigns and legal representatives to the other party with respect to all covenants, terms, or conditions of this Agreement. Neither Town nor Engineer shall assign this Agreement without the written consent of the other. Such consent shall not be unreasonably withheld.

25. **Execution of Agreement:** The Clerk/Treasurer of the Town of West Yellowstone will keep the original Agreement. An exact unaltered copy of the original Agreement has the same force and effect as the original.

These obligations shall survive termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

**TOWN OF WEST YELLOWSTONE
MONTANA**

ENGINEER

By _____

By _____

Title: _____

ATTEST:

(Seal of the Town)

Elizabeth Roos, Town Clerk

APPROVED AS TO FORM:

By _____
Jane Mersen, Town Attorney

Town of West Yellowstone
MAP Fund Advisory Board Meeting Minutes
8/13/15 at 12pm at the Povah Center

In attendance: Gloria, Jerry, Kay, Marysue, John

Also present: Charlotte Mooney- W. Yell. Sled Dog Races; Wendy Swenson and Jan Stoddard- Kids 'N' Snow

Agenda:

1. Public Comment
2. Approve 7.09.15 Meeting Minutes
3. Review Financials
4. 12:10pm Review W. Yell. Sled Dog Races App- \$9600
5. 12:35pm Review Kids 'N' Snow Events App- \$3000
6. Discuss MAP Fund Marketing
 - WY News press release
 - How do we attract new events for funding
 - List MAP Fund on website for MT community grants
7. Updates
8. New business
9. Next proposed meeting date: Thurs. 9.10.15

Action items in red

Called to order: 12:08pm

Public Comment- None

Approved the 7.09.15 Meeting Minutes- (Marysue, Kay) **John will email copy to Liz**

Reviewed Financials

1. \$53,226.15 available. (In 2014 at this same time, \$40,952.00 was available)
2. Kids 'N' Snow 2014-2015 returned \$295.15 to the Fund.
3. Approved Financials (Gloria, Kay)

Reviewed W. Yell. Sled Dog Races App- \$9600

1. No Pedigree Race this year. Yell. Special Race will be 4 days.
2. Marysue asked Charlotte if she thought moving the Yell. Special Race to weekdays would affect participation. Charlotte responded that most likely it wouldn't affect racer participation. Because it's the first year for the weekday races, she said she didn't know how it would affect spectator attendance.
3. John asked Charlotte to include her actual budget when she completes her Outcome Report.
4. We discussed resort taxes and the dog races.
5. Application approved by the Board for recommendation to the town council for approval. (Gloria, Kay)
6. Board event manager: Jerry
7. **John will send recommendation to Liz for council to review at their 8.18 meeting.**

Reviewed Kids 'N' Snow Event Series 2015-2016- \$3000

1. Wendy reported that pre-registrations were up last year. 150 kids participated in the ice fishing. 1000 people serviced on the ice fishing weekend.

2. The AZA will use the Kids 'N' Snow event in their marketing info.
3. Application approved by the Board for recommendation to the town council for approval. (Kay, Gloria)
4. Board event manager: Gloria
5. **John will send recommendation to Liz for council to consider at their 8.18 meeting.**

MAP Fund Marketing

1. WY News Press Release- **Jerry will go see Jeremy at the News. Jerry will provide the history of the Fund (from the town's website), quotes, and end of year fiscal report info.**
2. KWYS Chamber Chat- **Marysue will do a session on the Fund.**
3. Website listing grants for MT communities- **Jan will give us a few sources**
4. Facebook classifieds- **Kay and Wendy will write an ad (mentioning a specific application needs to be completed and criteria met for consideration)**
5. Attracting new events
 - TBID website- Info to go in Event Planner. **Wendy and Kay will provide info**
 - Chamber website- Marketing Committee News Section- **Wendy and Kay will provide info**
6. Bulk mailing postcard- List events funded in the past. Fund is here for anyone planning an event. A specific app and criteria needs to be completed and met.

Updates

1. Music in the Park, Expo and Snow Shoot - Outcome Reports to be completed soon.

New Business

1. We don't need Fund applicants to provide 8 printed copies anymore. **John will inform Liz, but Application info regarding need for copies won't be deleted yet. John needs to confirm w/ Liz if her office can accept electronic copies of the App.**

Next meeting: 9.10.15. John will inform Liz and make room reservation.

Adjourned 1:33pm

Meeting Minutes approved as submitted by John Greve, MAPFAB Secretary 9.10.15