

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting & Work Session
November 3, 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.

WORK SESSION

The purpose of the work session is to discuss the draft Health Care Services Request for Proposals, specifically Appendix B. Appendix B is the portion of the document that outlines how the proposals will be scored. Mayor Schmier asked the Council Members at a previous meeting to consider what qualities should be valued the most in the responses. Forsythe says that he thinks they should approach this the same way they approached the Town Operations Manager applicants. He elaborates and points out that they read all the applications, conducted interviews, and they selected the people they thought were the best. The Council discusses whether a scoring system is necessary or how to weigh the responses. There are differing opinions about what elements are the most important or how to establish that. Johnson describes a possible system that would have required elements and then preferred elements. The Council focuses on Section II. Nature of Services Requested. They discuss which services should be required and which services are requested. After lengthy discussion, the Council agrees to a list of minimum requirements but determines that they will need to have another work session prior to releasing the RFP. A work session is tentatively scheduled for November 17, 2015.

ACTION TAKEN

- 1) Motion carried to approve the claims which total \$35,912.72. (Parker, Costello) Johnson asks for more information about the breakdown of the legal bill, considering it was over \$7000 for one month.
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the October 20, 2015 Town Council Meeting and October 27, 2015 Work Session. (Parker, Forsythe)
- 3) Motion carried to approve the business license application for A Clean Experience, a cleaning business applied for by Jillian Cree. (Parker, Forsythe)
- 4) Motion carried to approve the business license application for Rugged Solutions, a snow removal business. (Forsythe, Costello)
- 5) Motion carried to approve the Interlocal Agreement, Bill of Sale, Lease, and Resolution. (Costello, Forsythe) Johnson is opposed, motion passes.
- 6) Motion carried to increase the salary of the Public Services Superintendent, retroactive to July 2014, for James Patterson by 6.3% based on previous experience. (Johnson, Parker)

Public Comment

Kirstin Goldstein, an Americorps VISTA, says that she has heard some feedback from the community on the Housing Plan and Housing Needs Assessment, but she has not heard any feedback from the Town Council. She says she thinks it would be very valuable to hear from the Council on those two documents.

Council Comments

Jerry Johnson mentions that Sam Johnston, a former resident, is in his last days and encourages everyone to keep him and his family in their thoughts. John and Becky Tebby's son also recently passed away as well as Ellie Povah. Condolences are expressed for both families.

- 5) Mayor Schmier explains that they have had extensive discussion over the past year about selling Fire Station One (400 Yellowstone Avenue) to Hebgen Basin Rural Fire District (HBRFD). The current proposal is to sell the building to HBRFD, lease the land to the district, and approve a new interlocal agreement. Costello explains that the proposed purchase would be accomplished by a down payment of \$100,000 and then a reduction or debt forgiveness until the full amount of \$533,000 has been retained by the Town. Johnson asks multiple questions about all four documents, including questions about the boundaries of the parcel, hydrant maintenance, and resort tax calculations. Johnson expresses concerns about the how the agreement is structured and why the Town is banking for the County, a much larger organization with a much larger budget. He also expresses concerns about a quorum of the Council working on the project together to put together a proposal. The staff expresses concerns about proceeding with the approval of the documents without sufficient public notice or having the documents in final form and ready for signature. Schmier points out that when they received comments on this topic several months ago, the prevailing opinion was that the Town should not sell the building for less than it is worth. Forsythe agrees and says that he believes selling the building as outlined will save the Town a considerable amount of money. The Council considers tabling the item and making an effort to publicize the sale of the building for final consideration at the next meeting. Richard Gibson says he supports the sale of the building and the fire department deserves it. Teri Gibson says that the public that has commented previously seemed to only care that they were considering selling the property for less than fair market value.
- A) **Advisory Board Reports:** Public Services Superintendent James Patterson reports that the Planning Board met last night and the meeting was also attended by Town Engineer Dick Dyer. They discussed the Growth Policy as well as access from lots and interior parks. Johnson asks about a recommendation from Town Attorney Jane Mersen to use a specialist when reviewing the zoning regulations. Patterson says that has been discussed but says they also determined that Dyer has that same expertise and is already working with the Town.
- B) **Operations Manager/Department Head Reports:** Mayor Schmier reports that they are preparing for Town Operations Manager interviews next week. A community open house will be held on Wednesday, November 11, 2015 and interviews will be held the next day. Four candidates are expected to attend the interviews. Schmier also mentions that they are still waiting for a response from the State Certified Appraiser on the sewer lagoon appraisal and they also need to schedule a meeting with Anna Callahan to discuss the draft Buy/Sell Agreement for the 80 acres from the US Forest Service. Patterson reports that the walls of the ice skating rink have been put up and they will be in early tomorrow morning to clear the snow and slush that fell today from the streets. He also reports that the pilot valve on the water tank has failed and must be replaced. Schmier also mentions that Dyer is completing the water and sewer rate reviews, which the Town Council will discuss at a future meeting. Social Services Director Kathi Arnado reports that they are very busy with unemployment filings. They are preparing to collect donations for Thanksgiving baskets and for the Christmas Star program. Chief of Police Scott Newell reports that Matt Lovingier is working through field training and he projects he will be able to patrol independently on November 29, 2015 and will no longer need assistance from the County. Sabrah Van Leeuwen will start the MLEA the first part of January. They are still having trouble with the 2011 Ford Expedition and have had multiple slide-offs over the last two days. He also mentions that they only received one application for dispatcher so they have extended the deadline until November 13, 2015.

November 3, 2015
Town Council Work Session & Meeting
Minutes, Page 3

CORRESPONDENCE/FYI

Dated October 21, 2015, Vickie Barta sends the Council an email resigning from the Parks and Recreation Board. The Council thanks Barta for her service.

8:55 PM The Council adjourns into Executive Session to discuss a personnel issue. The Council reconvenes at 9:25 PM.

The meeting is adjourned. (9:30 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting & Work Session
November 17, 2015

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

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Social Services Director Kathi Arnado, Health Services Advisory Board Members Jessie Wittmer and Norma Salinas, WY News Editor Jeremy Weber, Richard and Teri Gibson, Ryan Barker of Forsgren Associates, Town Council Member Elect Pierre Martineau, Helene Righenour, Randy Wakefield,

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.

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.

WORK SESSION

The purpose of the work session is to discuss the draft Health Care Services Request for Services (RFP). The current draft includes changes made at a work session two weeks prior. Norma Salinas and Jessie Wittmer, Health Services Advisory Board Members, are present at the meeting. The group considers Section II. Nature of Services. The original draft titled this section "Nature of Services Requested" and there is considerable discussion about changing that title to "Nature of Services Required." The group ultimately agrees to leave the title as "Nature of Services." The Council reviews the rest of the document and focuses on Appendix B, Proposal Evaluation Criteria and Ratings. The Council agrees to a point system for grading the proposals. Johnson also suggests a final paragraph that guarantees that those that will review the proposals shall not have a conflict of interest. Costello suggests that once they have the RFP in final form, that they have the Health Care Services Advisory Board review it one more time and then put it on the agenda for final approval by the Council on December 8, 2015. The current timeline is to release the RFP by 1/1/16 with responses due by 3/1/16.

ACTION TAKEN

- 1) Motion carried to approve the claims which total \$144,604.36. (Schmier, Parker)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the November 3, 2015 Town Council and Work Session. (Johnson, Costello)
- 3) Motion carried to approve the new business license application for 4 Big Fish, LLC, a nightly vacation rental. (Johnson, Costello)

Public Comment Period

Richard Gibson thanks the Town for the opportunity to serve on the Local Government Study Commission and points out that the recent revisions to the Charter passed with a 75% margin. He also thanks Town Clerk Liz Roos for her efforts to assist the commission through the process.

Council Comments

Council Member Johnson expresses condolences for the family of Steve Leithead, a long-time resident that recently passed away. There will be a memorial at the Fir Ridge Cemetery at 10 AM this Saturday, November 21, 2015.

DISCUSSION

- A) **Advisory Board Reports:** Public Services Superintendent James Patterson reports that the Planning Board held a public meeting last night where they discussed the growth policy and expanding the Town.

- B) **Operations Manager/Department Head Reports:** Mayor Schmier reports that they received a signed employment agreement today for the position of Town Manager from Daniel Sabolsky. Mr. Sabolsky's employment will begin January 11, 2016. Patterson reports that they have three scuba divers in town tonight who will go into the water storage tank tomorrow to repair a valve in 35 degree water. They attempted to replace a meter in the water tank last Friday and were unsuccessful. They ended up just putting in a splicer to hold over until spring. They know there is air in the water flow now but it should work out soon. He says they are preparing to flood the ice rink this week. Recreation Coordinator Brandy Holland is going to be trained to run the zamboni this year and will maintain the ice. Social Services Coordinator Kathi Arnado says that they recently increased the hours for Social Services Assistant Leah Sherman from 20 to 30 and that has made a huge difference. They are preparing to distribute Thanksgiving baskets next week and for the Christmas Star program. Chief Newell reports that they are wrapping up Matt Lovingier's field training and started training Sabrah Van Leeuwen. Van Leeuwen will attend the police academy in January. Newell reports on some upcoming meetings. Johnson adds that they had a union meeting last week with the police unit and are moving forward. They will meet again in December.
- C) Mayor Schmier explains that they are going to meet with the Montana Board of Aeronautics on behalf of the Yellowstone Airport on December 1, 2015 to discuss the lease for the land that is currently used as the sewer lagoon. Schmier summarizes that Aeronautics Board proposed a new ten-year lease with an annual lease payment of \$61,031 that would increase to \$76,115 by 2025. The Town currently pays \$11,000 annually. The proposed increase was based on the appraisal the Town commissioned for the 80 acres of undeveloped Forest Service land southwest of Town. The Town ordered an independent appraisal of the property from certified appraiser Joel Peterson, which came in significantly lower than the number used by the Board of Aeronautics. The Council discusses what would be an appropriate lease payment for the property. Johnson proposes structuring a counter-offer where the Town would pay a lease payment based on Peterson's appraisal, which came in at \$389,000 for 43.11 acres. Johnson suggests that they calculate the price per square foot and increase from 80% of the lease value to 100% of the lease value over the course of ten years, approximately 2% per year. Costello offers to work out the math so they know exactly how those numbers come out. The group also discusses the possibility of just purchasing the land the sewer lagoon sits on. The group acknowledges that the land was originally Forest Service land and they are not sure if the Aeronautics Board/State of Montana has the authority to sell it. The group agrees that it is a good question to ask of the Forest Service prior to the meeting on December 1, 2015.

CORRESPONDENCE/FYI

Dated November 9, 2015, County Election Administrator Charlotte Mills sends the official election canvass for the November 3, 2015 election. Dated November 10, 2015, Mayor Schmier writes to support the application of the Northern Rocky Mountain Economic Development District to serve as a Certified Regional Development Corporation. Dated November 5, 2015, District Ranger Jason Brey sends a memo to update the Town on the North Hebgen Multiple Resource Project.

The meeting is adjourned. (8:10 PM)

Mayor

ATTEST:

Town Clerk