

# Town of West Yellowstone

Town Council Meeting

Tuesday, March 1, 2016

West Yellowstone Town Hall, 440 Yellowstone Avenue

7:00 PM

Pledge of Allegiance

Purchase Orders

Treasurer's Report

Claims ∞

Consent Agenda: **February 16, 2016 Work Session** ∞

Business License Applications

Advisory Board Report(s)

Town Manager & Department Head Reports

- Police Officer Confirmation, Officer Anthony Kearney

Assignments Report

**Comment Period**

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

## **UNFINISHED BUSINESS**

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Resolution No. 674, Participation in State Investment Pool

Discussion/Action ∞

## **NEW BUSINESS**

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Cash in Lieu for Parking Request, Loomis Family Partnership, Days Inn

Discussion/Action ∞

School Water Main Request

Discussion/Action ∞

Parks & Recreation Advisory Board Appointment, Don Perry

Discussion/Action ∞

80 Acres Financing

Discussion ∞

Town Hall Roof and Building Issues

Discussion ∞

Executive Session, Pending Litigation-Closed to the Public

Correspondence/FYI

- Snowmobile Expo and Swoop Motorcycle Exhibition Event Permits ∞

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](http://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](http://www.townofwestyellowstone.com).

\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$							Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account		
41779	2852 Fremont Communications	300.00								
159831	03/15/16 fiber optic, Town Hall	300.00		TWNHAL	1000 411250	345		101000		
41780	146 Morrison-Maierle, Inc	130.00								
22665	02/10/16 PD online backup	70.00		DISPAT	1000 420160	398		101000		
22666	02/10/16 Town Offices online backup	60.00		FINADM	1000 410510	356		101000		
41784	42 Fall River Electric	8,565.54								
02/18/16	UPDH 4212041 elec service	845.18		UPDH	1000 411252	341		101000		
02/18/16	POLICE 4212008 elec service	514.54		POLICE	1000 411258	341		101000		
02/18/16	shop 4212018 elec service	319.54		STREET	1000 430200	341		101000		
02/18/16	ANIMAL 4212029 elec serv	218.86		ANIMAL	1000 440600	341		101000		
02/18/16	PARK 4212032 Elec ser	258.98		PARK	1000 411253	341		101000		
02/18/16	PARK 2901001 elec serv	176.35		PARK	1000 411253	341		101000		
02/18/16	CLORINATOR 4212030 elec serv	68.86		WATER	5210 430500	341		101000		
02/18/16	MAD ADD WATER 4212017	48.42		WATER	5210 430500	341		101000		
02/18/16	PUMP 4212005 elec serv	89.24		WATER	5210 430500	341		101000		
02/18/16	SEWER LIFT STATION 4212006	213.85		SEWER	5310 430600	341		101000		
02/18/16	SEWER PLANT 4212007 elec ser	545.79		SEWER	5310 430600	341		101000		
02/18/16	MAD SEWER LIFT 4212014 elec	200.11		SEWER	5310 430600	341		101000		
02/18/16	SEWER TREAT SERV 4212046 ele	2,625.28		SEWER	5310 430600	341		101000		
02/18/16	library 23 dunraven 4212054	133.50		LIBRY	1000 411259	341		101000		
02/18/16	povah comm ctr 4212001	232.87		POVAH	1000 411255	341		101000		
02/18/16	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341		101000		
02/18/16	Town Hall 4212009	567.68		TWNHAL	1000 411250	341		101000		
02/18/16	Ice Rink 421010	55.24		PARKS	1000 411253	341		101000		
41790	2893 Wild Bill Productions, LLC	12,270.00								
02/25/16	MAP Fund reimbursements	12,270.00		MAP	2101 410130	398		101000		
41791	1344 Postmaster	225.00								
02/20/16	first class mail permit	225.00		FINADM	1000 410510	311		101000		
41792	2473 Pioneer Human Services	83.10								
36300	02/09/16 commodities	29.68		HELP	7010 450135	220		101000		
36108	12/22/15 commodities	53.42		HELP	7010 450135	220		101000		
41793	153 IIMC	95.00								
02/09/16	membership, L. Gospodarek	95.00		FINADM	1000 410510	335		101000		
41794	1454 Bozeman Chronicle/Big Sky	63.00								
1414774	02/05/16 public hearing, 80 Acres	63.00		FINADM	1000 410210	327		101000		

02/26/16  
16:58:18

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 3/16

Page: 2 of 4  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
41795	2823 STAPLES Credit Plan	285.71							
	02/10/16 office supplies	40.98		COURT	1000 410360	220		101000	
	02/10/16 office supplies	217.95		FINADM	1000 410510	220		101000	
	02/10/16 office supplies	26.78*		ADMIN	1000 410210	220		101000	
41796	2601 Chemnet Consortium, Inc.	35.00							
	87050 02/16/16 drug testing	35.00		ADMIN	1000 410210	351		101000	
41797	2906 Anthony Kearney	308.80							
	02/21/16 reimb travel, Bozeman conferen	58.80		POLICE	1000 420100	370		101000	
	02/21/16 reimb travel, Bozeman conferen	250.00		POLICE	1000 420100	380		101000	
41798	2621 MDT	916.00							
	152 02/18/16 lease extension, January 2016	916.00		SEWER	5310 430600	532		101000	
41799	171 Montana Food Bank Network	84.63							
	AOR39551 02/16/16 commodities	84.63		HELP	7010 450135	220		101000	
41800	2507 Silvertip Pharmacy	70.58							
	012916-02 01/29/16 Rx	3.00		HELP	7010 450135	358		101000	
	012916-03 01/29/16 Rx	17.39		HELP	7010 450135	358		101000	
	020516-01 02/05/16 Rx	35.19		HELP	7010 450135	358		101000	
	012916-01 01/29/16 Rx	15.00		HELP	7010 450135	358		101000	
41801	2635 Jake's Automotive and Tire	247.63							
	16103 02/16/16 maint, 2014 Ford Interceptor	247.63		STREET	1000 420100	361		101000	
41802	2514 Kathy Arnado	152.68							
	02/12/16 reimb travel, CIT Training BZN	152.68		SOCSER	1000 450135	380		101000	
41803	2660 Pro Force Law Enforcement	162.36							
	263975 02/05/16 supplies	162.36		POLICE	1000 420100	220		101000	
41804	2751 Gallatin County Justice Court	1,285.00							
	02/08/16 bond pass thru, Michael Eaves	1,285.00		COURT	7469 213000			101000	
41805	951 Barnes & Noble	591.94							
	3195248 02/08/16 books	183.54		LIB	2220 460100	215		101000	
	3195249 02/08/16 books	26.99		LIB	2220 460100	215		101000	
	3195161 02/08/16 books	381.41		LIB	2220 460100	215		101000	

02/26/16  
16:58:18

TOWN OF WEST YELLOWSTONE  
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For the Accounting Period: 3/16

Page: 3 of 4  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41806		02/26/16	2935 Monika Rogers reimb dinner, conf Butte	26.00 26.00		LIB	2220 460100	370	101000
			# of Claims	20	Total:				25,897.97



WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**February 16, 2016**

COUNCIL MEMBERS PRESENT: Mayor Jerry Johnson, Brad Schmier, Pierre Martineau, Cole Parker

OTHERS PRESENT: Town Manager Daniel Sabolsky, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Social Services Director Kathi Arnado, WY News Editor Jeremy Weber, Richard and Teri Gibson, Helen Rightenour, Patti Hostetter, SJ Shepherd, Tom Cherhoniak, Randy Wakefield, Garrett Ostler, James McBirnie and two other Hebgen Basin Fire Fighters, Custer Gallatin District Ranger Jason Brey, Fire Chief Shane Grube

The meeting is called to order by Mayor Jerry Johnson 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**

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Mayor Johnson calls the meeting to order. The purpose of the meeting is to discuss the scoring process for the Health Care Services Request for Proposals (RFP), which are due back to the Town by March 1, 2016. Town Clerk Liz Roos indicates that they are expecting four responses at this point from health care providers in the area. Mayor Johnson suggests that after the responses are received, they schedule a public forum with the Town Council and the Health Care Services Advisory Board to allow each responder to make a 15 minute presentation and allow 15 minutes to answer questions. He also recommends that the Health Care Advisory Board score the responses and the Town Manager advise through that process. The members of the Health Care Advisory Board include Kyle Goltz, Norma Salinas, Jessie Wittmer, Jennifer Jordan, and Cole Parker is the Council representative. Parker agrees with Johnson's previous suggestion that each member of the board score a specific portion of the responses and then the board makes a recommendation to the Council. The group discusses whether the responses are public documents and whether the scores should be released to the public. Johnson and Schmier compare the process to a similar one they have been through with the National Park Service. They also discuss whether it is appropriate to redact all identifying information from the responses and then distribute copies. Town Manager Dan Sabolsky indicates he will talk to the Town attorney to determine the correct way to proceed. The Council also discusses a timeline for evaluating the responses and selecting the best response. They tentatively agree to schedule presentations from the responders on April 5, 2016, prior to the first Town Council meeting in April. It is also suggested that the Health Care Services Advisory Board should meet following the presentations, score the applications, and put together a recommendation to present to the Council at the May 3, 2016 Town Council meeting.

### **ACTION TAKEN**

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- 1) Motion carried to approve the claims, which total \$208,809.46. (Schmier, Parker) Schmier abstains from #41746.
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the February 2, 2016 Work Session, February 2, 2016 Town Council meeting, and February 9, 2016 Work Session, as amended. (Martineau, Parker)
- 3) Motion carried to authorize and direct the Mayor to sign the Purchase and Sale Agreement between the Town of West Yellowstone and the US Forest Service to purchase 80 acres of land that is adjacent to the Town. (Schmier, Martineau)
- 4) Motion carried to approve the Application to Maintain an Encroachment for Wild Bill Productions to put up four banners. (Parker, Martineau)

- 5) Motion carried to appoint Greg Forsythe to be the Council Representative on the 911 Advisory Board. (Johnson, Martineau)
- 6) Motion carried to table Resolution No. 674 until the next Town Council meeting. (Parker, Martineau)

**Public Comment Period:** No public comment is received.

**Council Comments:** Mayor Johnson wishes the high school teams luck at the upcoming basketball tournament. Schmier congratulates Sabolsky on his one-month anniversary working for the Town.

**Public Hearing: Purchase of 80 Acres of Real Property** from the US Forest Service property adjacent to the Town. Mayor Johnson opens the hearing at 7:30 PM and reads the hearing notice. The hearing was noticed in the February 5, 2016 and February 12, 2016 editions of the West Yellowstone News, posted on the Town's website, posted publicly, and posted on the Town's Facebook page. Mayor Johnson reads emails that were received in favor of the purchase from Chris Burke, Patti Hostetter, and Andie Withner. Tom Cherhoniak says that he doesn't think the Town should spend the money to purchase the property before deciding what to do with it. Teri Gibson says she thinks the Town should purchase the property now and then take their time to decide how to develop it. Garrett Ostler says he is a fairly new resident but says he has watched the Town grow over the years. He says that the Town needs to purchase the property to benefit the community. James McBirnie says that they should purchase the property, affordable housing should be a priority as well as addressing the sewer and water issues that will come with new development. The hearing is closed at 7:40 PM.

## **DISCUSSION**

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- 4) Schmier recommends that they encourage the applicant to make sure the banners stay up and mounted appropriately as the wind and weather beat on them and someone needs to take responsibility for that. Mayor Johnson asks Town Clerk Liz Roos to pass that on to the applicants.
  - 5) Johnson explains that he received an email from Forsythe this week offering to serve on the 911 Advisory Board and recommends they accept his offer.
  - 6) Parker makes a motion, seconded by Martineau, to approve Resolution No. 674, a resolution authorizing participation in the Board of Investments of the State of Montana Short Term Investment Pool (STIP). Finance Director Lanie Gospodarek explains that they have to periodically authorize this type of resolution so the Town may participate in the investment pool. After discussion, the Council realizes that some of the options in the resolution have not been selected and they may need some more time to determine how to complete the resolution appropriately. Martineau withdraws his second and the motion dies. A new motion is carried to table the resolution.
- A) **Advisory Board Reports:** Mayor Johnson explains that they have released a vacancy notice for the Parks and Recreation Advisory Board. The council briefly discusses the composition of the various boards.
- B) **Town Manager/Department Head Reports:** Town Manager Daniel Sabolsky reports on current issues: **Water and Sewer Issues:** There was a work session on Feb. 2, 2016 to review the rate options provided by Mr. Dyer. Mr. Dyer, James, and I have started exploring various levels of water and sewer rate adjustments. In addition, we are determining the amount of revenue that will be generated from each rate structure. Status: On-going. **Recreation Scholarships:** Kathy and Brandy have forwarded the recreation liability waiver form to the Town's legal counsel for review and update. We have also contacted MMIA for sample waiver forms and forwarded those to our legal counsel. Kathy and Brandy have started working on the grant proposal. Status: On-going. **WYED**

**Consulting Contract – Public Input Project:** Ms. Goldstein has started to compile the data she gathered from her public forums. She has met with all council members regarding the project. I meet with members of the WYED Board, HRDC staff members, and Ms. Goldstein regarding the development of residential units on Electric Street. Next week, I have a meeting scheduled with Habitat for Humanity. These discussions are centered on how to move the housing project forward. Status: In progress. **Food Truck Ordinance:** I have completed most of the research to draft an ordinance to address food trucks in the Town, if desired by council. As requested by Council, I forwarded a copy of an educational pamphlet by the American Planning Association and a sample ordinance from the City of Raleigh. Status: In progress. **Grizzly Internet:** Last week, we emailed the assignment of lease document to Safelink for their signatures. Status: Pending. **Payroll System:** The management staff has been exploring the option to fully automate the time clock and payroll system before the Town converts to a bi-weekly payroll system. Status: In-progress. **State Audit:** This week, the Mayor, Lanie Gospodarek, and myself met with the auditor to discuss the outcomes of the audit. A few days later, hard copies of the final audit were received at the Town offices. Lanie should be recognized for her outstanding efforts on a successful audit. Status: In-progress. **Growth Policy:** The Planning Board has been working on the update to the Town's Growth Policy. I have started to review the document for the second time before it goes back to the Planning Board. Once reviewed by the Board, it will then be sent to the Town's legal counsel. Ultimately, the Town Council will review and approve the document before sending to the State. Status: In-progress. **Sewer Lagoon and Gun Range Lease:** Both were approved at the last Town Council meeting. The Town is still waiting for the documents to be signed by the other parties. Status: Near completion. **Police/Dispatcher/ 911 Training:** The Mayor, Chief, and I have been working to determine the future software and hardware needs of the police department and the dispatch center. We have met with 911 and training vendors and reviewed their bids/proposals. A vendor came to town to demo their CAD software. There are a great deal of projects that need to be completed in the coming year on this Department. Status: In-progress. **80 Acre Financing:** Lanie and I have worked with bonding agencies to assemble tentative financing for the 80 acres. Last week, I met with the two local banks to provide them the opportunity to submit conventional financing proposals for the 80 acres. In addition, we have asked the bonding agencies and the local banks for proposals to refinance existing Town bonds. All proposals should be submitted by the end of the month. We feel that refinancing the Town's existing debt would save the Town a significant amount of funds. Status: In progress. **YNP Traffic Meeting:** YNP meet with Town staff regarding the summer traffic issues. There was a lengthy decision regarding how to minimize the traffic problems the town faced last year. I have forwarded the notes taken by YNP staff to council members for their comments and suggestions. There are a number of technology solutions that should increase the awareness of the traffic issues and hopefully encourage tourists to modify their travel schedules. Status: In progress. **Town Related Items:** Reviewed the following documents: Employee Union Contract, wrote a grievance response, monthly budget update, reviewed department head compensation plan, started the review of the employee manual, received an update on pending or current lawsuits, reviewed the capital budget, reviewed the final draft of 80 acre purchase agreement, read a performance evaluation of a police dispatcher, and examined the resumes for the police officer position. **Meetings (Partial List):** Skype meeting with Amatics CPA Group (Audit Firm), met with a board member from Yellowstone Historic Center, attended interviews with police officer candidates, met Community Health Partner's CEO, attended Planning Committee Board (1), met with Yellowstone Basin Bank (CEO, CFO, and Local Loan Officer), met with First Security Bank (Local President and Vice Pres.), met with the Town Engineer, attended a Council meeting and work session, met with regional and local union representatives (2), conferred with legal counsel, held Quarterly Management and Union meeting, and conducted pre-evaluation meetings with Department Heads. **Public Events Attended:** None.

Mayor Johnson adds that they received an email today from Yellowstone Airport Manager, Jeff Kadlec, informing the Town that the Federal Aviation Administration (FAA) is not interested in selling the land that the sewer lagoon is on.

Public Services Superintendent James Patterson reports that they are experiencing a meltdown throughout town. He says they have also discovered that the roof is leaking on the Town Hall in several places so he has been in contact with Dick Anderson and the architect...again. They have been able to solve the heating/cooling inconsistencies except for in the hallway on the northeast side of the building. Social Services Director Kathi Arnado reports that she attended Crises Intervention Training (CIT) last week and is working with Recreation Coordinator Brandy Holland and the WY Foundation to establish a scholarship program for the recreation programs. Gospodarek reports that she has started working on budgeting for next year, scheduled trainings, amending the business license and resort tax ordinances, and end-of-year closing entries. Police Chief Scott Newell reports they are having problems with the generator at the Police department, working with DOT on the streetlight responses, and obtained a mini-grant from DOT to offset overtime costs for the Wild Bill Octane Nights event that is scheduled for March. Sabolsky also mentions a notice they are preparing for the website regarding water service advising people contact the Town prior to commencing new construction. He says that they are working with the engineer to put together a recommendation for water and sewer rates and he has also started reviewing the Department Head pay plan section of the Personnel Policy Manual.

The meeting is adjourned. (8:15 PM)

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Mayor

ATTEST:

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Town Clerk

## **Town Manager Report** **March 1, 2016**

### **Water and Sewer Issues:**

I have developed a framework for water and sewer rate adjustments for the next six years. This information was passed on to Dick Dyer to determine the amount of revenue that will be produced from this plan. Once the revenue numbers are received, some adjustments may need to be made to generate the funds for future infrastructure needs. Status: On-going.

### **Recreation Scholarships:**

The Town's legal counsel has provided a new liability waiver form for the Recreation programs. These forms will be utilized in the next program registration. Kathy and Brandy have started working on the grant proposal and have had conversations with potential donors. Status: On-going.

### **WYED Consulting Contract – Public Input Project:**

I meet with members of the WYED Board, HRDC staff members, and Ms. Goldstein regarding the development of residential units on Electric Street. Next week, I have a meeting scheduled with Habitat for Humanity and HRDC to start working on the final details of the Electric project. The Mayor, Mr. Patterson, and I meet with Habitat on the rehabilitation of a local building for worker housing. Status: In progress.

### **Food Truck Ordinance:**

I have completed most of the research to draft an ordinance to address food trucks in the Town, if desired by council. As requested by Council, I forwarded a copy of an educational pamphlet by the American Planning Association and a sample ordinance from the City of Raleigh. Status: No action.

### **Grizzly Internet:**

Three weeks ago, the Town emailed the assignment of lease document to Safelink for their signatures. As of the writing this report, we have not received it yet. So, Ms. Roos has sent out a follow-up email. Status: Pending.

### **Payroll System:**

The management staff has been exploring the option to fully automate the payroll system before the Town converts to a bi-weekly payroll system. We have decided to use Black Mountain's Payroll Module and will be ordering it within the next week. Status: In-progress.

### **Growth Policy:**

The Planning Board has been working on the update to the Town's Growth Policy. I have completed my revisions and formatting. Last week, Mr. Patterson has sent out the draft to the Planning Board. Once reviewed by the Board, any modifications will be made by Town staff. It will then be sent to the Town's legal counsel. Ultimately, the Town Council will review and approve the document before sending to the State. Status: In-progress

### **Sewer Lagoon and Gun Range Lease:**

Both were approved at the last Town Council meeting. The Town has received the signed documents from the Forest Service. Status: Completed

### **Police/Dispatcher/ 911 Training:**

The Mayor, Chief, and I have been working to determine the future software and hardware needs of the police department and the 911 dispatch center. I attended the 911 Advisory Board meeting where they recommended that the Town hire Cyrun to provide our CAD RMS. They will be utilizing the Town as a demonstration site for their software and we have tentatively committed to them to capitalize on their

attractive pricing. We are still reviewing proposals for the 911 system hardware needs. In addition, we have been interviewing companies to rewrite the Department's policy manuals. Status: In-progress.

**80 Acre Financing:**

Lani and I have received proposals from the two bonding agencies for the 80 acres. Two weeks ago, we met with the two local banks to provide them the opportunity to submit conventional financing proposals for the 80 acres. One bank, Madison Valley, decided not to participate and the other one, First Security, submitted a proposal. We have standardized the proposals and generated a chart for comparison purposes. It will be distributed to Council before their next meeting. First Security and the bonding agencies we asked to provide proposals to refinance existing Town bonds. We feel that refinancing the Town's existing debt would save the Town a significant amount of funds. We will review these proposals in the near future. Status: In progress.

**YNP Traffic Meeting:**

YNP meet with Town staff regarding the summer traffic issues. There was a lengthy decision regarding how to minimize the traffic problems the town faced last year. I have forwarded the notes taken by YNP staff to council members for their comments and suggestions. There are a number of technology solutions that should increase the awareness of the traffic issues and hopefully encourage tourists to modify their travel schedules. Status: In progress.

**Town Related Items:**

- Meet the Department Heads about their compensation plan.
- Worked with Legal Council on pending litigation and mediations.
- Interviewed candidate for police officer position.
- Met with YNC Board.
- Met with CHP Director of Operations.
- Worked with Town Engineer.
- Met with Gallatin County Community College.
- Attended 911 and Recreation Advisory Boards.
- Working on minor alterations to the Resort Tax ordinance.
- Reviewed a staffing plan by Mr. Patterson.

**Public Events Attended:**

None.

# Montana Code Annotated 2015

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**7-32-4113. Probationary period and confirmation of appointment.** (1) Every applicant who has passed the examination and received the certificate referred to in [7-32-4108](#) must first serve for a probationary term of not more than 1 year. At any time before the end of such probationary term, the mayor, or the manager in those cities operating under the commission-manager plan, may revoke such appointment.

(2) After the end of such probationary period and within 30 days thereafter, the appointment of such applicant must be submitted to the city council or commission, and if such appointment is confirmed by the city council or commission, such applicant becomes a member of the police force and shall hold such position during good behavior unless suspended or discharged as provided by law.

**History:** En. Sec. 3, Ch. 136, L. 1907; Sec. 3306, Rev. C. 1907; amd. Sec. 1, Ch. 198, L. 1921; re-en. Sec. 5097, R.C.M. 1921; amd. Sec. 2, Ch. 119, L. 1923; re-en. Sec. 5097, R.C.M. 1935; amd. Sec. 3, Ch. 152, L. 1947; amd. Sec. 1, Ch. 160, L. 1973; R.C.M. 1947, 11-1803(part).

*Provided by Montana Legislative Services*

RESOLUTION AUTHORIZING PARTICIPATION IN THE SHORT TERM INVESTMENT POOL (STIP)  
MONTANA BOARD OF INVESTMENTS

CERTIFICATE AS TO  
RESOLUTION NO. 674 AND ADOPTING VOTE

Political Subdivision: Town of West Yellowstone  
Governing Body: Town Council

Type, date, time and place of meeting: A \_\_\_\_\_ meeting held on \_\_\_\_\_  
at \_\_\_\_\_ o'clock \_\_\_\_\_ m. in \_\_\_\_\_, Montana.

Members present:

Members absent:

I, the undersigned, being the duly qualified and acting recording officer of the political subdivision identified above ("Participant"), certify that the attached RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA SHORT TERM INVESTMENT POOL AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO ("Resolution") and Exhibits A and B thereto are true and correct copies of the Resolution and Exhibits A and B on file in the original records of the Participant and in my legal custody; that the Resolution and Exhibits A and B were duly approved and adopted by the Governing Body of the Participant at the above described meeting, which meeting was attended throughout by the members indicated above, constituting a quorum of the Governing Body, pursuant to public notice of such meeting as required by law; and that the Resolution and Exhibits A and B have not as of the date hereof been amended or repealed.

WITNESS my hand officially as such recording officer this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_  
Its \_\_\_\_\_

Section 1.12 Short Term Investment Pool, STIP, or Program shall mean the Board's Short Term Investment Pool Program as authorized by law and as more fully defined and described in the Board's policies and procedures, as may be amended from time to time.

## ARTICLE II

### SHORT TERM INVESTMENT POOL PARTICIPATION AGREEMENT

Section 2.01 Participation Agreement. By approving and adopting this Resolution and Exhibits A and B, the Governing Body requests and agrees to participation of Participant in the STIP Program, and agrees that Participant will comply with and be bound by all laws, policies, procedures and participation requirements applicable to the STIP Program, as may be amended from time to time.

Section 2.02 STIP Program Description. The STIP Program is an investment program administered under the direction of the Montana Board of Investments as authorized by the Unified Investment Program. As more fully set forth in Board policies and procedures, STIP is available to state and local governments to serve their short term cash flow and deposit needs and its objectives are to preserve capital and to maintain high liquidity. The Program has the following attributes, as more fully set forth in applicable Board policies, procedures and participation requirements, which are subject to change upon the sole determination of the Board:

- 1) STIP transactions are fixed at \$1 per share;
- 2) STIP interest on pool assets accrues daily;
- 3) STIP earnings distribution method: Interest is distributed at the beginning of the month and can be distributed as cash to the designated Bank or the earnings can be reinvested into STIP;
- 4) Buying or selling shares in STIP requires one (1) business days' notice; transactions for which notice is received after 2:00 p.m. will be processed two (2) business days after receipt of the original notice;
- 5) Access to STIP is only through an electronic, web-based portal; no cash, checks or notifications by fax, phone or email will be accepted;
- 6) STIP's web portal provides real-time information on each account including: investment balances, buys, sells, pending transactions, and transaction notes, as determined by the authorized user; and
- 7) The Board accounts and reports on its financial statement STIP investment on a Net Asset Value (NAV) basis. A NAV per share of a STIP unit will be shown on the Board's website for each month-end period <http://investmentmt.com/MonthlyNetAssetValue>.

Section 2.03 Review of Policies, Procedures and Participation Requirements. Participant acknowledges and represents that it has reviewed to its satisfaction all Board policies, procedures and participation requirements applicable to the STIP Program. <http://investmentmt.com/STIP>

Section 2.04 Authorized Representative: The Governing Body designates Lanie Gospodarnek, who holds the position of Finance Director as the Participant's Authorized Representative to make transactions between STIP and the Bank.

The Governing Body: (check one) DOES  DOES NOT [ ] allow the Authorized Representative to appoint and delete additional Authorized Delegate(s) on behalf of the Participant. If "DOES" is checked, any addition or deletion of an Authorized Delegate requires notice via the submission of a completed Exhibit A (STIP Participation Information Sheet) to the Board by the Authorized Representative before transactions will be accepted and processed as directed by the Authorized Delegate.

The Governing Body designates and authorizes Participant's Bank, (the Bank), identified in Exhibit B attached, designating the Account Number and ABA Number to send or transfer funds to the State Treasurer for purchase of STIP shares and to deposit distributions of and withdraw proceeds resulting from sales of STIP shares in the Bank's Account identified in Exhibit B attached which is a (check one) checking account  savings account [ ].

with only those parties it determines are qualified and authorized to participate in the Program and which abide by the Board's policies, procedures and participation requirements; that the Board administers the STIP Program subject to Montana law and prudent fiduciary practices as required by Montana law and Board policy; and that the Board is legally bound to manage the Unified Investment Program, which includes STIP, in accordance with the prudent expert rule as set forth in Montana law.

Section 3.06 STIP Not Insured Against Loss. The Governing Body and Participant understand and acknowledge that the Board's STIP Program is NOT FDIC insured or otherwise insured or guaranteed by the federal government, the State of Montana, the Board or any other entity against investment losses. The Governing Body and Participant further understand and acknowledge that the Board's STIP policy requires maintenance of a reserve fund to offset possible losses and that STIP interest earnings may be used to fund this reserve before the net earnings are distributed to the STIP Participants, but that such reserves may not be adequate to cover investment losses.

ARTICLE IV

EXHIBITS A AND B

Section 4.01 Approval and Adoption of Exhibits A and B. Attached to this Resolution as Exhibits A and B, are the STIP Participation Information Sheet, and the Electronic Funds Transfer Authorization Form, which together provide the instructions and the details required by the Board to enable Participant's participation in the STIP Program. The Governing Body and Participant represent and agree that the attached Exhibits A and B have been completed and executed by the Participant's Authorized Representative and that Exhibits A and B must be complete and acceptable to the Board before participation will be allowed in the STIP Program. Exhibits A and B are hereby incorporated into and made a part of this Resolution, and are approved and adopted by the Governing Body as if set forth fully herein.

APPROVED AND ADOPTED by the \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_  
Its \_\_\_\_\_

Attest:

By \_\_\_\_\_  
Its \_\_\_\_\_

## Exhibit A

### STIP PARTICIPATION INFORMATION SHEET

<p style="text-align: center;">STIP Program Manager                  Montana Board of Investments                  boi_stip@mt.gov                  PO Box 200126                      Helena, MT 59620-0126                  Phone 406.444.0003                      Fax 406.444.4268</p>	<p style="text-align: center;"><i>For Official Use Only</i></p> <p>STIP DATA <input style="width: 80px; height: 20px;" type="text"/></p> <p>INVEST TA <input style="width: 80px; height: 20px;" type="text"/></p> <p>ACCT ID <input style="width: 120px; height: 20px;" type="text"/></p>
<p>Requests must be submitted by Authorized Representative of the Participant.</p>	

*The STIP Participant listed below hereby agrees to participate in the STIP Program as established under Section 17-6-204, MCA., and the terms and conditions of STIP operations as determined and set by the Montana Board of Investments and warrants as follows:*

#### Section 1. STIP Participant Information Summary

STIP Participant Name →	Town of West Yellowstone			Tax Identification Number (TIN) →	81-0299400		
Mailing Address →	PO Box 1570	City →	W. Yellowstone	State →	MT	Zip →	59758
STIP Account # → <i>(For official use only)</i>	CI WYELL 97						
Authorized Representative Name, First →	Lanie	Name, Last →	Gospodarek	Title →	Finance Director		
Telephone Number →	406-646-7795	Fax Number →	406-646-7511	E-mail →	lgospodarek@townofwestyellowstone.com		

#### Section 2. Investment and Earnings Information

The STIP Participant has the option to either reinvest their earnings or distribute earnings. Check one box only.

Reinvest Earnings <input checked="" type="checkbox"/>	Distribute Earnings <input type="checkbox"/>
---	--

#### Section 3. Authorized Delegates

The Authorized Delegate(s) whose name(s) appears below is (are) authorized to purchase and sell shares in STIP for the Participant. The Authorized Representative must be included if he/she is authorized to purchase and sell shares in STIP for the Participant.

Name, First →	Daniel	Name, Last →	Sabolsky	E-Mail →	dsabolsky@townofwestyellowstone.com
Name, First →		Name, Last →		E-Mail →	
Name, First →		Name, Last →		E-Mail →	

I hereby certify as the Authorized Representative of the STIP Participant that all of the information contained herein is true, accurate and complete as of the date hereof.

Signature →	<i>L. Gospodarek</i>	Date →	2/10/2016
Printed Name →	Lanie Gospodarek	Title →	Finance Director

## Exhibit B

### ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM

STIP Program Manager  
 Montana Board of Investments  
 boi\_stip@mt.gov  
 PO Box 200126                      Helena, MT 59620-0126  
 Phone 406.444.0003                      Fax 406.444.4268

**Local Government Name:** *Town of West Yellowstone*

**STIP Account #:**  
*(For official use only)*                      *CI WYELL 97*

I, the undersigned, a duly Authorized Representative of the local governing board, hereby authorize the Montana Board of Investments to initiate electronic debit and/or credit to the following account. The Authorized Representative acknowledges the origination of ACH transactions to the listed account complies with the provisions of U.S. law.

Any sale, purchase, or distribution of funds will be made by Electronic Funds Transfer or wire debiting or crediting the appropriate treasury or shareholder bank account. Please specify the local government depository.

Check one transaction type only.

Checking Account

Savings Account

Name of Bank ⇒	<i>First Security Bank</i>	Routing/ABA No ⇒	<i>092900013</i>		
Address ⇒	<i>P.O. Box 910</i>				
City ⇒	<i>West Yellowstone</i>	State ⇒	<i>MT</i>	Zip ⇒	<i>59758</i>
Account Number ⇒	<i>60722892</i>				

I hereby certify as the Authorized Representative of the STIP Participant that all of the information contained herein is true, accurate and complete as of the date hereof.

Signature ⇒	<i>L. Gospodarek</i>	Date ⇒	<i>2/10/2011</i>
Printed Name ⇒	<i>Lanil Gospodarek</i>	Title ⇒	<i>Finance Director</i>

Please notify the Montana Board of Investments if you have applied a filter or a block to your account.

*March 1 agenda*

Feb. 16, 2016

TO: Mayor and Town Council

FROM: Loomis Family Limited Partnership, Days Inn

We are planning to remodel the north wing of the Days Inn. It was originally built in the late 1960's. The rooms are small and we need to enlarge them to bring them up to today's standards. Using essentially the same footprint will require us to build three stories high which would match the west wing of the motel. Building three stories high would allow us to add from 18 to 21 additional rooms. We presently have parking on our property for all the existing rooms but would need the council's approval for payment in lieu of parking for the additional new rooms.

We are looking at the feasibility of using modular construction. As you know, we have been granted an encroachment permit to pave and drain an area in the interior park which already accommodates an additional 20 to 22 parking spaces. The paving and drainage project was completed almost 2 years ago and works very well.

Also, our preliminary calculations show little to no increase in water consumption. We will be replacing all the water fixtures with the state of the art water efficient fixtures. In addition, we are working with Days Inn Corporate to make the entire motel a model of "green" water and energy efficiency.

Page 2

The old style heating and air conditioning units will be replaced with PTAC units using the latest Technology including heat pumps with wireless thermostats. We anticipate that improved insulation and state of the art PTAC units will result in reduced energy consumption as well.

We are hereby requesting the Town Council's approval for payment in lieu parking for the additional rooms included in the remodel of the Days Inn.

Sincerely,

*Gale Loomis*      *Brock Kelley*

Gale Loomis, General Partner, Brock Kelley, General Manager

### **17.42.100 Payment for purchase of off-street parking spaces.**

Whenever within the B-3 zoning district of the town off-street parking spaces must be provided, the property owner or developer may, subject to town council review and approval, pay for parking spaces not provided in accordance with Section [17.42.090](#). The property owner or developer, upon written application to the town council, shall make a request to the town council to purchase off-street parking spaces in lieu of those not provided by the property owner or developer. The town council shall review each application and shall only approve an application if it conforms to the intent of this code as set forth in Section [17.42.010](#), and to criteria established by the town council, including but not limited to traffic congestion, potential traffic hazards, and the general safety and well-being of the public. If the application is approved, the property owner or developer shall pay a fee to the town to purchase the parking spaces not provided for the particular building or use, prorated in accordance with lot ownership.

A. Of the total parking required for motels, eighty percent must be provided on site. Twenty percent may be off site through the cash-for-parking fee. Required parking spaces can be parking on the street directly adjacent to the property, based on frontage, but cannot exceed fifty percent of the total spaces located on the street adjacent to the subject property.

Example: If a motel needs one hundred spaces, eighty spaces must be on site. If there are twenty spaces in front of the motel on the street, they can consider ten of them in their cash-for-parking plan; the other ten will be elsewhere, but they will still pay the current parking space fee for all twenty spaces.

B. For short-term uses, which are those uses shown with an asterisk in Table 17.42.090, the following formula shall be applied: total number of spaces required according to Table 17.42.090 minus those provided on premises, with the difference to be multiplied by 0.2. The result is the number of spaces that must be purchased.

Example: If an eating establishment needs twenty spaces and provides ten on-site spaces, the remainder, ten, is multiplied by 0.2. The result, two, is the number of spaces that must be purchased. For change of use, the two purchased spaces are counted as either two long-term spaces or ten short-term spaces.

C. The fee charged for each parking space required which is not provided by the developer in accordance with the requirements of this chapter shall be a one-time fee, the amount of which shall be established by resolution of the town council. This fee amount shall be paid to the town and shall be reviewed and adjusted periodically to reflect changes in development costs. Approval by the town council shall be obtained and payment of the fee shall be made to the town prior to the issuance of a building permit, or if there is no construction or alteration of a building, but only a change of use, then prior to the granting of a business license. All fees collected and all interest earned shall be held in a parking fund established by the town to be used for the creation and maintenance of municipal parking spaces. (Ord. 254 §3, 2010; Ord. 231 §1, 2007; Ord. 215 §6, 2004; Ord. 188 (part), 1996; Ord. 164 (part), 1994)

**From:** [Jason](#)  
**To:** [eroos@townofwestyellowstone.com](mailto:eroos@townofwestyellowstone.com); [jpatterson@townofwestyellowstone.com](mailto:jpatterson@townofwestyellowstone.com); [captaingos@yahoo.com](mailto:captaingos@yahoo.com)  
**Subject:** Town Council Request  
**Date:** Thursday, February 25, 2016 3:36:31 PM

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Liz,

I would like to request that the WY public school be put on the town council agenda for the upcoming meeting. The school would like to request of the city to install the water main that will be required for the fire hydrants and supply the new addition of the school. James Patterson has all the pertinent information on costs and what would be required. I unfortunately will not make the meeting, but John Gospodarek Chair of the school board has plans of attending the meeting.

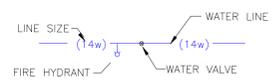
Thank you,  
Jason Howell



TOWN OF  
WEST YELLOWSTONE  
SEC. 27 & 34 T. 13 S., R. 5 E.  
PRINCIPLE MERIDIAN MONTANA



WATER SYSTEM



MAP PREPARED BY:  
**FORSGREN**  
*Associates, Inc.*  
APRIL, 1996



Received  
2/23/16  
AR

APPLICATION FOR BOARDS AND COMMITTEES

Name Don Perry Date 2/23/16

Address 60 Modenberg Rd

City West Yellowstone State MT Zip 59758

Phone (Home): \_\_\_\_\_ (Work): 406-4074 (Cell/Other): 406-640-0136

E-Mail Address: heloustan@mobile@yahoo.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 22 YRS

Board or Committee you are applying for: Parks + Rec Advisory Board

Occupation: Automotive Technician "Certified by ASE & GM PSC"

Employer: Yellowstone Automotive

Have you previously served on a County or City board? Yes, West Yellowstone Chamber of Com. - 2 Yrs

If so, which board, and for how long? Down town Improvement Dist - 2 Yrs

Past Memberships and Associations: GUSA - Gallatin County, S.A.R.

Current Memberships and Associations: W.Y.C.S.

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: Black n' Blue Productions w/ Music in the Park  
2012 Farnesela - Stage manager & Assistant Sound Engineer

What are your primary objectives for serving on this board? To add input to a future stage or venue to the City Park for entertainm. As to aid in design for security & mechanical functions for lake activities

References (Individual or Organization):  
Steve Lawson Phone: 406 640 1433  
Kevin Schol Phone: 406 640 0504  
Bill Scheuer Phone: 406 640 0703

Signature: [Signature] Date: 2/23/16

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

## 80 ACRE FINANCING COMPARISON

	First Security Bank	PiperJaffray	InterCap
Rate	2.19%	2.25%	2.50% Average (1)
Fixed/Variable	Fixed	Fixed	Variable
Years	9 years*	9 years	9 years
Legal Fees	\$5,000	\$5,000	\$8,000
Bank Fees	\$5,000	\$20,000	None
Prepayment Penalty	None	None	None
Amount Financed	\$1,425,000	\$1,425,000	\$1,425,000
Annual Payments	\$174,588	\$175,056	\$176,976
<b>Total Payments Over 10 Years</b>	<b>\$1,581,340</b>	<b>\$1,600,478</b>	<b>\$1,600,797</b>
Difference		\$19,138	\$19,457

(1) Estimated Average Interest Rate over 9 years.

\* Proposed a 20 yr Amortization, but Town will pay off in 9 years. So, payment calculated on 9 years.

# EXPOSITION LICENSE APPLICATION

Town of West Yellowstone  
Gallatin County, Montana

Exposition: West Yellowstone Snowmobile EXPO 2016  
 Sponsor Organization: W Y Chamber of Commerce  
 Sponsor Address: 30 Yellowstone Av  
 Contact Person: Marge Wanner  
 Contact Phone: 406.539.7895 Fax: 406.646.9691  
 E-mail Address: events@wyellowstone.com  
 Date(s) of Event: March 10, 11, 12, 13, 2016  
 Location of Event: Holiday Inn, West Yellowstone, MT

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

- A. Exposition detail: Use the attached sheet to describe the expo in detail and any special accommodations you are requesting from the Town.
- B. Site Plan: Detail the physical layout of the expo on the attached site plan and return with the application.
- C. Vendor List: Provide a list of the names and addresses of all participating vendors 14 days in advance.
- D. Fees: Fees are \$50 for vendors not already licensed in West Yellowstone or \$250 for the entire event.
- E. Resort Tax: The sponsor must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code ([www.codepublishing/MT/WestYellowstone.html](http://www.codepublishing/MT/WestYellowstone.html)). Vendors must collect 3% on all resort tax applicable sales and remit to the Town by the 20<sup>th</sup> of the month following the month of the event. Most retail sales are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information. The bond will be returned within 90 days of remittance of the resort tax.

Application Fee: \$ 250.00  
 Bond: \$ 1500.00  
 Total Due: \$ 250.00 *(on deposit no longer out town)*  
 Signature of Applicant: Marge Wanner - Coordinator  
 Date: 2/17/16  
*Received 2/23/16 #4227*

### FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<i>[Signature]</i>	<i>2-24</i>	
Fire	<i>SB</i>	<i>2/24</i>	
Police	<i>SN</i>	<i>2/23</i>	
Administration	<i>PS</i>	<i>2/23</i>	

Notes/Conditions: \_\_\_\_\_

Approved

Denied

*[Signature]*  
 Town Clerk  
 Date: 2/25/16



## **Exposition License Application Town Of West Yellowstone**

**WILD BILL OCTANE SHOW-** Outdoor concerts during Snowmobile EXPO 2016, Friday March 11, and Saturday March 12, including Snowmobile Freestyle aerials during and at concerts event venue location.

**-Vendors-** Our event will have the following vendors-Food, Alcohol, Merchandise for performing acts, Event Merchandise and Sponsor Merchandise. They will be set up with tents or trailers for their booths. They will be responsible for all tax reporting for the town.

### **Confirmed Vendors**

-River House Bar- Alcohol	-Octane Addictions- Merchandise
-Bear Country Bakery-Food	
-Clare Dunn-Merchandise	-Cody Canada-Merchandise
-Chris Janson- Merchandise	-Sawyer Brown-Merchandise

### **Pending Vendors**

-Euro Cafe-Food

**-Unconfirmed Vendors-**At this time we are still obtaining vendors for this event. We will submit a final plan 24 hours prior to the event to ensure the City have a full listing of all vendors for the event.

**-Upon arrival-** All vendors will be given an packet with information and requirements on collecting and paying resort tax.

**-Sale Activity-** Sales will include, Ticket sales, food sales, alcohol sales, and merchandise sales. It is understood that all sales, including ticket sales, will be required to collect, report, and submit the 3% resort tax

### ***Event Details***

**-WILD BILL OCTANE SHOW-** The event will be split into two nights full of outdoor music. Friday Night is acts such as Clare Dunn and Chris Janson with fillers throughout the night from Octane Addictions freestyle riders. Saturday night will be acts such as Cody Canada and Sawyer Brown with fillers through the night with Octane Addictions.



Band

Stage

Band

Entrance Area

Audience Area

Beer Garden

Food

Octane  
Addictions  
Freestyle

Vendor

Vendor

Vendor

# SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone  
Gallatin County, Montana

Event: W Yellowstone Expo - Swoop Productions  
 Sponsor Organization: WYCoC Snowmobile Events  
 Sponsor Address: Box 458, W. Yellowstone, MT 59758  
 Contact Person: MARGE WARNER  
 Contact Phone: 406-539-7895 Fax: \_\_\_\_\_  
 E-mail Address: margew@wyyellowstone.com  
 Date(s) of Event: SAT. MARCH 12, 9:00 AM - 5:30 PM  
 Location of Event: Madison Avenue, between Canyon & Durward.

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

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

Application Fee: \$ 25.00  
 Administration Fee: \$ \_\_\_\_\_

Marge Warner - Coordinator  
 Signature of Applicant

Total Due: \$ 25.00

Received  
2/23/16  
#4228

2/17/16  
Date

### FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<u>JPB</u>	<u>2/24</u>	
Fire	<u>SB</u>	<u>2/24</u>	
Police	<u>SN</u>	<u>2/23</u>	
Administration	<u>JS</u>	<u>2/23</u>	

Notes/Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved

Denied

E. Roy  
 Town Clerk  
2-25-16

Date

# SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone  
Gallatin County, Montana

## Event Details

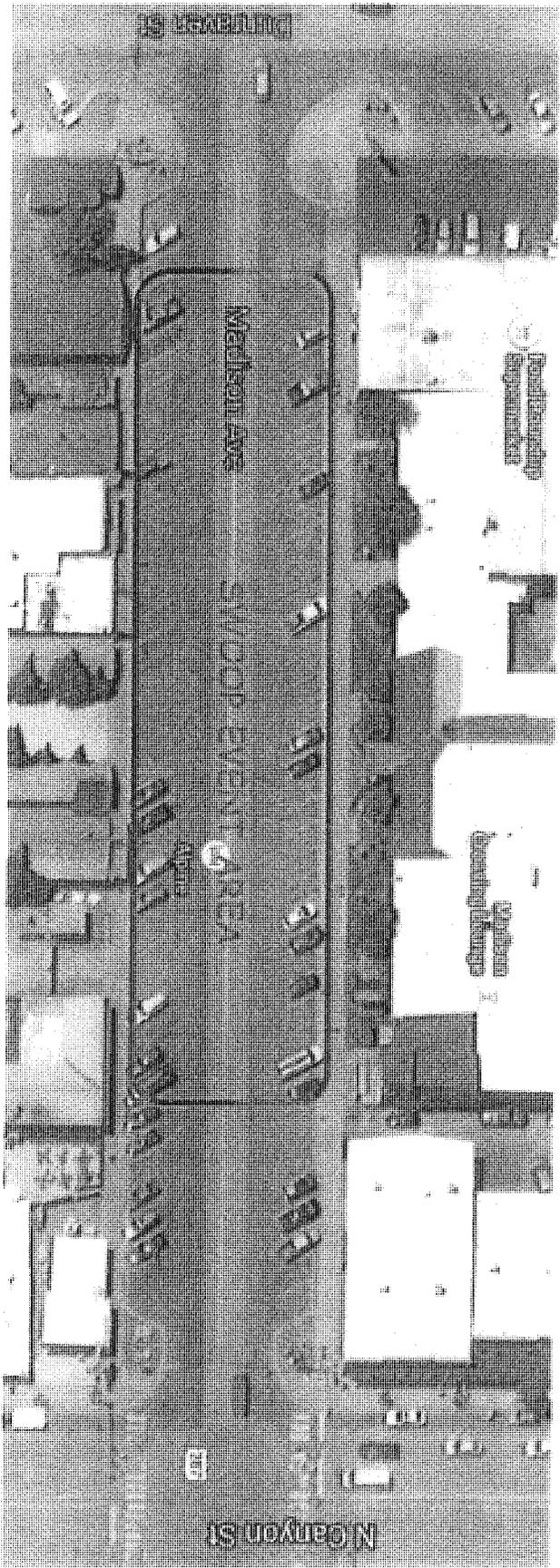
Use this sheet to describe your event in detail including location, routes, directions, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the Town. Please also address parking, trash collection and disposal, expected number of participants and spectators, signs, and amplified sound (if applicable). Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be specifically exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council to make this request. If anything will be sold at the event, an Exposition Business License must also be obtained. Please describe any sale activity below and attach the Exposition Business License application.

In celebration of the 26<sup>th</sup> Annual Expo, SWOOP Productions is coming back for the 6<sup>th</sup> year. SWOOP is a Montana company that produces family-friendly stunt events using motorcycles, ATV's and snowmobiles.

In the past we have requested the closure of Canyon but felt Madison would offer a better venue and would be more conducive for the area businesses.

We are requesting the closure of Madison from 9 am - 5:30 pm. This would allow time for set up, cleaning, practice, filming and the show at 4 pm. Autographs will be given for free. This will allow people time to get dinner at our local restaurants before the concerts begin.

We also request the assistance from Public Works with "Road Closed" barriers, and the cleaning of the street from snow, ice, dirt or water. They have been awesome in the past! We will provide barriers, cones, and tapes for security as well as trash receptacles.



The red shows the proposed closure area. This would leave Madison access to both the Food Roundup and to the back of Canyon Street businesses such as Cradleboard, Book Peddler, and Pete's Pizza.