

Town of West Yellowstone

Town Council Meeting

Tuesday, March 15, 2016

West Yellowstone Town Hall, 440 Yellowstone Avenue

7:00 PM

Pledge of Allegiance

Purchase Orders #6732 to Bear Saver, 8 trash cans, \$8112.00 ∞

Treasurer's Report

Claims ∞

Consent Agenda: **March 1, 2016 Town Council Meeting** ∞

Business License Applications

Advisory Board Report(s)

Town Manager & Department Head Reports

Assignments Report

Comment Period

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

UNFINISHED BUSINESS

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

Discussion/Action

School Water Main Request

Discussion/Action

NEW BUSINESS

Resolution No. 675, 80 Acres Financing

Discussion/Action ∞

Union Pacific Dining Lodge Lease Addendum

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 3-11-2016

Ship Via

Order No. **006732**

Department

Public Services

TO: Bear Server

ADDRESS: 1390 So Milliken Ave. Datavia, Ca 91761

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

| Quantity | Description |
|----------|-------------|
| 8 | |
| | |
| | |
| | |
| | |

Estimated Cost \$

8,112.⁰⁰

Authorized By

Requested By:

[Signature]

VENDOR COPY - White OFFICE COPY - Canary



Bear Saver

A Compumatic Company

Equipment Proposal

Customer: Town Of West Yellowstone
Attention: James Patterson
Ship To: West Yellowstone, MT 59758

Date: Mar 11, 2016
Phone: (406) 646-7609
Email: jpatterson@townofwestyellowstone.com
Fax: (406) 646-7511

| Equipment Proposed | Model # | Color | Qty | Unit Price | Ext. Price |
|------------------------------------------------------------------------------------------------------|---------|-----------------|-----|------------|------------|
| HID-A-BAG SINGLE TRASH ENCLOSURE - QTY 1-24 70 GAL CAPACITY, ANIMAL RESISTANT, TRASH LABELS | HB1-P | Forest Brown | 8 | \$839.00 | \$6,712.00 |

| | | |
|------------------------|-----------------------------|------------|
| | Equipment Total: | \$6,712.00 |
| | Tax: | \$0.00 |
| Lift gate Required: No | Shipping / Handling: | \$1,400.00 |
| | Total: | \$8,112.00 |

| Terms |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>All first time customers and all orders under \$15,000 are payable by check or credit card in advance of shipment. Repeat orders over \$15,000 are Net 30 days <i>on approved credit</i>. All Orders FOB Ontario, California unless specified Standard Colors are Forest Brown, Fir Green, Black, Olive Green and Sky Blue Lead time is approximately 45 Days ARO, <i>and will be confirmed at time of order</i>. Quote is valid for 30 days with the exception of the freight charges.</p> |

Cory Coulter

* ... Over spent expenditure

| Claim | Vendor #/Name/ | Document \$/ | Disc \$ | | | | | | | Cash |
|----------|--------------------------------------|--------------|---------|---------|---------------|--------|------|---------|--|------|
| Check | Invoice #/Inv Date/Description | Line \$ | | PO # | Fund Org Acct | Object | Proj | Account | | |
| 41775 | 2575 WY Tourism Business Improvement | 6,558.35 | | | | | | | | |
| 03/01/16 | February Collections 2016 | 6,558.35 | | TBID | 2102 411800 | 540 | | 101000 | | |
| 41777 | 266 Utilities Underground Location | 1.57 | | | | | | | | |
| 6025305 | 02/29/16 excavation notifications | 0.78 | | WATER | 5210 430500 | 357 | | 101000 | | |
| 6025305 | 02/29/16 excavation notifications | 0.79 | | SEWER | 5310 430600 | 357 | | 101000 | | |
| 41781 | 2546 Century Link QCC | 50.51 | | | | | | | | |
| 02/23/16 | long dist chg 406-646-7600 | 50.51 | | finadm | 1000 410510 | 345 | | 101000 | | |
| 41782 | 2813 Century Link | 2,662.15 | | | | | | | | |
| 02/19/16 | DSL Povah, 646-7982 | 47.00 | | POVAH | 1000 411255 | 345 | | 101000 | | |
| 02/19/16 | DLS Police 646-0231 | 62.00 | | POLICE | 1000 420110 | 345 | | 101000 | | |
| 02/19/16 | DSL Pub Serv Office 646-7949 | 62.00 | | BLDINS | 1000 430200 | 345 | | 101000 | | |
| 02/19/16 | Sewer Treat 646-9027 | 33.36 | | STREET | 5310 430600 | 345 | | 101000 | | |
| 02/19/16 | Sewer lift 646-5141 | 34.01 | | SEWER | 5310 430600 | 345 | | 101000 | | |
| 02/19/16 | PCC Elevator 646-7481 | 33.36 | | POVAH | 1000 411255 | 345 | | 101000 | | |
| 02/19/16 | Centrex Finance - 20% | 241.34 | | FINADM | 1000 410510 | 345 | | 101000 | | |
| 02/19/16 | Centrex, Police-20% | 241.34 | | POLICE | 1000 420110 | 345 | | 101000 | | |
| 02/19/16 | Centrex, Soc Ser -10% | 120.67 | | SOC SER | 1000 450135 | 345 | | 101000 | | |
| 02/19/16 | Centrex, Court - 10% | 120.67 | | COURT | 1000 410360 | 345 | | 101000 | | |
| 02/19/16 | Centrex, Bld Ins - 10% | 120.67 | | BLDINS | 1000 430200 | 345 | | 101000 | | |
| 02/19/16 | Centrex, Street - 10% | 120.67 | | STREET | 1000 430200 | 345 | | 101000 | | |
| 02/19/16 | Centrex, PCC - 10% | 120.67 | | POVAH | 1000 411255 | 345 | | 101000 | | |
| 02/19/16 | Centrex, Lib | 120.66 | | COURT | 2220 460100 | 345 | | 101000 | | |
| 02/19/16 | E911 Viper 646-5170 | 95.96 | | E911 | 2850 420750 | 345 | | 101000 | | |
| 02/19/16 | E911 255-9710 | 996.54 | | E911 | 2850 420750 | 345 | | 101000 | | |
| 02/19/16 | E911 255-9712 | 24.51 | | E911 | 2850 420750 | 345 | | 101000 | | |
| 02/19/16 | Alarm Lines, 646-5185 | 66.72 | | TWNHAL | 1000 411250 | 345 | | 101000 | | |
| 41783 | 2088 Town West Yellowstone | 476.54 | | | | | | | | |
| 03/01/16 | utility chrgs, Chamber, 895 | 31.14 | | BLDGS | 1000 411257 | 340 | | 101000 | | |
| 03/01/16 | utility chrgs, UPDL, 892 | 51.36 | | BLDGS | 1000 411252 | 340 | | 101000 | | |
| 03/01/16 | utility chrgs, PS Shops, 884 | 23.70 | | BLDGS | 1000 411253 | 340 | | 101000 | | |
| 03/01/16 | utility chrgs. Povah Ctr, 887 | 46.92 | | BLDGS | 1000 411255 | 340 | | 101000 | | |
| 03/01/16 | utility chrgs, Police Dept, 886 | 30.70 | | BLDGS | 1000 411258 | 340 | | 101000 | | |
| 03/01/16 | utility chrgs, City Park, 885 | 171.11 | | BLDGS | 1000 411253 | 340 | | 101000 | | |
| 03/01/16 | utility chrgs, Library, 891 | 24.05 | | LIBRAR | 1000 411259 | 340 | | 101000 | | |
| 03/01/16 | utility chrgs, Lift #1, 903 | 10.15 | | SEWER | 5310 430600 | 340 | | 101000 | | |
| 03/01/16 | utility chrgs, Twn Hall, 921 | 87.41 | | TWNHAL | 1000 411250 | 340 | | 101000 | | |

* ... Over spent expenditure

| Claim | Vendor #/Name/ | Document \$/ | Disc \$ | | | | | | Cash |
|-------|---------------------------------------------------------------------------------------|--------------|---------|--------|---------------|--------|------|---------|------|
| Check | Invoice #/Inv Date/Description | Line \$ | | PO # | Fund Org Acct | Object | Proj | Account | |
| 41785 | 1514 Verizon Wireless | 931.58 | | | | | | | |
| | SS Assist line has been cancelled, will probably see one more bill after this one. er | | | | | | | | |
| | 02/20/16 640-0512, SS Assist | 33.84 | | SOCSE | 1000 450135 | 345 | | 101000 | |
| | 02/20/16 640-1103, Operator | 33.84 | | STREET | 1000 430200 | 345 | | 101000 | |
| | 02/20/16 640-1438, SS Director | 33.84 | | SOCSE | 1000 450135 | 345 | | 101000 | |
| | 02/20/16 640-1460, Library Dir, SP | 63.84 | | LIBRAR | 2220 460100 | 345 | | 101000 | |
| | 02/20/16 640-1461, Facilities Tech, SP | 63.84 | | STREET | 5210 430500 | 345 | | 101000 | |
| | 02/20/16 640-1462, Operator, SP | 63.84 | | STREET | 5210 430500 | 345 | | 101000 | |
| | 02/20/16 640-1463, Deputy PSS, SP | 63.84 | | STREET | 5310 430600 | 345 | | 101000 | |
| | 02/20/16 640-1472, Ops Mgr, SP | 63.84 | | ADMIN | 1000 410210 | 345 | | 101000 | |
| | 02/20/16 640-1676, Rec Coor, SP | 63.84 | | REC | 1000 460440 | 345 | | 101000 | |
| | 02/20/16 640-1754, COP, SP | 63.84 | | POLICE | 1000 420110 | 345 | | 101000 | |
| | 02/20/16 640-1755, Police | 33.84 | | POLICE | 1000 420110 | 345 | | 101000 | |
| | 02/20/16 640-1756, Police | 33.84 | | POLICE | 1000 420110 | 345 | | 101000 | |
| | 02/20/16 640-1757, Police | 33.84 | | POLICE | 1000 420110 | 345 | | 101000 | |
| | 02/20/16 640-1758, Police | 63.84 | | POLICE | 1000 420110 | 345 | | 101000 | |
| | 02/20/16 640-1759, Police | 33.84 | | POLICE | 1000 420110 | 345 | | 101000 | |
| | 02/20/16 640-7547, Facilities Tech | 33.84 | | PARKS | 1000 460430 | 345 | | 101000 | |
| | 02/20/16 640-9074, PSS, SP | 63.84 | | BLDINS | 5310 430600 | 345 | | 101000 | |
| | 02/20/16 COP laptop | 46.21 | | | 1000 420110 | 345 | | 101000 | |
| | 02/20/16 Officer laptop | 40.09 | | | 1000 420110 | 345 | | 101000 | |
| 41786 | 95 Energy West-Montana | 2,035.24 | | | | | | | |
| | 03/03/16 nat gas 210361788 updl | 110.00 | | UPDH | 1000 411252 | 344 | | 101000 | |
| | 03/02/16 nat gas 210360293 Police | 23.71 | | POLICE | 1000 411258 | 344 | | 101000 | |
| | 03/02/16 nat gas 210361746 Pub Services | 358.98 | | STREET | 1000 430200 | 344 | | 101000 | |
| | 03/02/16 nat gas 210361811 old firehall | 118.37 | | PARK | 1000 460430 | 344 | | 101000 | |
| | 03/02/16 nat gas 210363966 old bld ins | 98.98 | | STREET | 1000 430200 | 344 | | 101000 | |
| | 03/02/16 nat gas 210360540 library | 214.15 | | LIBRAR | 1000 411259 | 344 | | 101000 | |
| | 03/02/16 nat gas 210364599 Povah | 447.76 | | POVAH | 1000 411255 | 344 | | 101000 | |
| | 03/02/16 nat gas 210361697 Pub Services | 24.87 | | PUBSVC | 1000 430200 | 344 | | 101000 | |
| | 03/02/16 nat gas 210365425 Twn Hall | 620.42 | | TWNHAL | 1000 411250 | 344 | | 101000 | |
| | 03/03/16 nat gas 210361655 Sewer Lift | 18.00 | | SEWER | 5310 430600 | 344 | | 101000 | |
| 41787 | 1089 Gallatin County Treasurer | 392.00 | | | | | | | |
| | Feb 2016 02/29/16 Tech surcharge | 105.00 | | COURT | 7458 212200 | | | 101000 | |
| | Feb 2016 02/29/16 MLEA | 110.00 | | COURT | 7467 212200 | | | 101000 | |
| | Feb 2016 02/29/16 Public Defender | 25.00 | | COURT | 7468 212200 | | | 101000 | |
| | Feb 2016 02/29/16 Victims Assistance | 152.00 | | COURT | 7699 212200 | | | 101000 | |

* ... Over spent expenditure

| Claim | Vendor #/Name/ Check Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|--------------------------------------------------------|-------------------------|---------|--------|---------------|-------------|-----------------|
| 41788 | 2789 WEX Bank | 3,323.85 | | | | | |
| | 03/01/16 07 Ford Expedition 6-54563A | 33.48 | | SS | 1000 450135 | 231 | 101000 |
| | 03/01/16 06 Dodge Durango 6-1374 | 101.55 | | POLICE | 1000 430200 | 231 | 101000 |
| | 03/01/16 10 Ford Crown Vic 6-34157A | 26.27 | | POLICE | 1000 420100 | 231 | 101000 |
| | 03/01/16 08 Ford Crown Vic 6-1437 | 0.00 | | POLICE | 1000 420100 | 231 | 101000 |
| | 03/01/16 10 Ford Expedition 6-000046 | 188.08 | | POLICE | 1000 420100 | 231 | 101000 |
| | 03/01/16 11 Ford Expedition 6-21425A | 232.35 | | POLICE | 1000 420100 | 231 | 101000 |
| | 03/01/16 10 JD Backhoe | 50.45 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 77 Int'l Dumptruck | 120.26 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 Snow Blower | 160.14 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 85 Ford Dumptruck | 0.00 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 140 G Grader | 362.69 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 CAT 936 Loader | 354.35 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 91 Ford 6-582 | 0.00 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 95 Mobile Sweeper | 0.00 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 97 Athey Sweeper | 0.00 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 14 Water Truck | 0.00 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 00 Freightliner Dump 6-60700A | 349.07 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 Snowmobile | 0.00 | | STREET | 1000 420100 | 231 | 101000 |
| | 03/01/16 02 Freightliner Dump 6-54564A | 49.38 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 08 Ford Pickup 6-1450 | 171.52 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 08 GMC Pickup 6-1484 | 116.74 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 08 CAT 938H Loader | 425.61 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 08 904B MiniLoader | 44.53 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 93 Dodge 6-2010 | 0.00 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 YNP Truck #2 | 113.35 | | STREET | 1000 430200 | 231 | 101000 |
| | 03/01/16 08 Ford Escape (multi-use) | 69.86 | | FINADM | 1000 420160 | 370 | 101000 |
| | 03/01/16 14 Police Interceptor | 222.35 | | POLICE | 1000 420100 | 231 | 101000 |
| | 03/01/16 15 Ford F-250 | 131.82 | | STREET | 1000 430200 | 231 | 101000 |
| 41789 | 2558 Hebgen Basin Fire District | 40,570.00 | | | | | |
| | 03/15/16 March 2016 | 40,570.00 | | FIRE | 1000 420400 | 357 | 101000 |
| 41809 | 2673 First Bankcard | 2,142.64 | | | | | |
| | 01/29/16 FC reversal | -19.43 | | STREET | 1000 430200 | 870 | 101000 |
| | 02/05/16 computer, Twn Manager | 1,819.59* | | ADMIN | 1000 410210 | 212 | 101000 |
| | 02/23/16 Homeroom, chairs Town Hall | 342.48 | | TWNHAL | 1000 411250 | 364 | 101000 |
| 41810 | 2455 Tri State Excavating, LLC | 1,715.00 | | | | | |
| | 4064 03/03/16 road base delivered to Mad Add | 1,715.00 | | GASTAX | 2820 430200 | 451 | 101000 |

* ... Over spent expenditure

| Claim | Vendor #/Name/ Check Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------|---------------------------------------------|-------------------------------------------------------------------------|---------------------------------|------------------------------------------------|
| 41811 | 764 General Distributing Co. 413721 02/29/16 compressed O2 | 44.37 44.37* | | STREET | 1000 430200 | 220 | 101000 |
| 41812 | 547 WY Chamber of Commerce 03/08/16 refund duplicate RT bond | 1,500.00 1,500.00 | | RT | 2100 214000 | | 101000 |
| 41813 | 2557 MTLEIRA 03/09/16 conference regis, N. Cisneros 03/09/16 membership, B. Martin 03/09/16 membership, D. Rightenour 03/09/16 membersihip, N. Cisneros | 200.00 100.00 50.00 25.00 25.00 | | DISPAT DISPAT DISPAT DISPAT | 1000 420160 1000 420160 1000 420160 1000 420160 | 380 335 335 | 101000 101000 101000 101000 |
| 41814 | 2937 CINTAS First Aid & Safety 5004522655 02/23/16 supplies | 109.36 109.36 | | JAIL | 1000 420230 | 351 | 101000 |
| 41815 | 2264 MORNING GLORY COFFEE & TEA 623887 02/29/16 supplies | 37.50 37.50 | | DISPAT | 1000 420160 | 220 | 101000 |
| 41816 | 2894 Brannon & Brannon Psychological 03/01/16 pre-employ exam, Johnson 03/01/16 pre-employ exam, Bergstad | 800.00 400.00 400.00 | | POLICE POLICE | 1000 420100 1000 420100 | 357 357 | 101000 101000 |
| 41817 | 135 Food Roundup 03/01/16 Xmas gift cert 03/01/16 supplies | 54.99 50.00 4.99 | | LEGIS DISPAT | 1000 410100 1000 420160 | 220 220 | 101000 101000 |
| 41818 | 151 Gallatin County WY TS/Compost 02/29/16 transfer station charges | 251.95 251.95* | | PARKS | 1000 460430 | 534 | 101000 |
| 41819 | 2853 Two Seasons Recycling 02/28/16 February recycling | 500.00 500.00* | | PARKS | 1000 460430 | 534 | 101000 |
| 41820 | 73 Westmart Building Center 02/27/16 supplies 02/27/16 supplies 02/27/16 supplies 02/27/16 supplies 02/27/16 supplies | 1,163.59 298.54* 517.48 72.97 250.35 24.25 | | STREET POLICE UPDL TWNHAL TRAIL | 1000 430200 1000 411258 1000 411252 1000 411250 1000 411256 | 366 366 220 366 366 | 101000 101000 101000 101000 101000 |
| 41821 | 999999 VINCE LOVATO 03/04/16 Salvador TK-2016-70 | 365.00 365.00 | | COURT | 7469 212401 | | 101000 |

* ... Over spent expenditure

| Claim | Vendor #/Name/ Check Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|-----------------------------------------------------------------------------------------------|--------------------------------|---------|-------------------------|-------------------------------------------|-------------------|----------------------------|
| 41822 | 999999 JEREMY SALVADOR 03/04/16 bond TK-2016-70 | 200.00 200.00 | | COURT | 7469 212401 | | 101000 |
| 41823 | 1756 State Bar of Montana 03/04/16 membership renewal, K. Brandis | 395.00 395.00 | | COURT | 1000 410360 | 335 | 101000 |
| 41824 | 40 Jerry's Enterprises 02/25/16 fuel | 9.80 9.80 | | STREET | 1000 430200 | 231 | 101000 |
| 41825 | 2421 NAPA Auto Parts 02/29/16 supplies | 2,239.62 2,239.62* | | STREET | 1000 430200 | 369 | 101000 |
| 41826 | 533 Market Place 03/01/16 Xmas Gift Cert-Kearney 03/01/16 supplies 03/01/16 supplies | 61.99 50.00 5.00 6.99 | | LEGIS WATER COURT | 1000 410100 5210 430500 1000 410360 | 220 220 220 | 101000 101000 101000 |
| 41827 | 999999 LYNETTE WEST 02/26/16 jury duty | 25.00 25.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41828 | 999999 LEONEL SOSA 02/26/16 jury duty | 25.00 25.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41829 | 999999 GLORIA EVANS 02/26/16 jury duty | 25.00 25.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41830 | 999999 WAYNE GRAHAM 02/26/16 jury duty | 25.00 25.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41831 | 999999 EILEEN MARKOV 02/26/16 jury duty | 25.00 25.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41832 | 999999 KARMON BRYANT 02/26/16 jury duty | 25.00 25.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41833 | 999999 MARY WILLIAMS 02/26/16 jury appearance | 12.00 12.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41834 | 999999 DIANE KONIECZNY 02/26/16 jury appearance | 12.00 12.00 | | COURT | 1000 410360 | 394 | 101000 |

* ... Over spent expenditure

| Claim | Check | Invoice #/Inv Date/Description | Vendor #/Name/ | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|-------|--------------------------------------------------------|----------------|-------------------------|---------|--------|---------------|-------------|-----------------|
| 41835 | | 999999 JULIANNA PFEIFER 02/26/16 jury appearance | | 12.00 12.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41836 | | 999999 ANGIE EVEREST 02/26/16 jury appearance | | 12.00 12.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41837 | | 999999 TRENT REDFIELD 02/26/16 jury appearance | | 12.00 12.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41838 | | 999999 ROCKY VON HERMANSON 02/26/16 jury appearance | | 12.00 12.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41839 | | 999999 JEREMY KOENIG 02/26/16 jury appearance | | 12.00 12.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41840 | | 1282 Elizabeth Roos 02/26/16 jury appearance | | 12.00 12.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41841 | | 999999 JAN PETERSON 02/26/16 jury appearance | | 12.00 12.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41842 | | 999999 MARY JURACEK 02/26/16 jury appearance | | 12.00 12.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41843 | | 999999 PATSY DETONACOUR 02/26/16 jury appearance | | 12.00 12.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41844 | | 999999 RICHARD T. BARTLETT 02/26/16 jury appearance | | 12.00 12.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41845 | | 999999 SUSAN NESBITT 02/26/16 jury appearance | | 12.00 12.00 | | COURT | 1000 410360 | 394 | 101000 |
| 41846 | | 2099 Quick Print of West Yellowstone | | 143.61 | | | | | |
| | 8159 | 02/23/16 supplies-jury trial | | 21.90 | | COURT | 1000 410360 | 394 | 101000 |
| | 8163 | 02/26/16 envelopes | | 72.00 | | FINADM | 1000 410510 | 220 | 101000 |
| | 8167 | 02/29/16 water samples shipping | | 34.02 | | WATER | 5210 430500 | 357 | 101000 |
| | 8091 | 02/09/16 water samples shipping | | 15.69 | | WATER | 5210 430500 | 357 | 101000 |
| 41847 | | 2938 Native Roos | | 441.18 | | | | | |
| | s2125 | 03/02/16 fish stik control, button key | | 441.18* | | STREET | 1000 430200 | 369 | 101000 |

03/11/16
16:09:01

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

Page: 7 of 10
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 | |
| 41848 | 379 Energy Laboratories, Inc | 275.50 | | | | | | | |
| 360350122 | 03/02/16 wastewater samples | 275.50 | | SEWER | 5310 430640 | 357 | | 101000 | |
| 41849 | 2917 Air Controls Bozeman, Inc. | 838.55 | | | | | | | |
| 79564 | 02/24/16 maint/repair heat system Tw n H | 838.55 | | TWNHAL | 1000 411250 | 357 | | 101000 | |
| 41850 | 1235 Yellowstone Rental & Sports | 100.00 | | | | | | | |
| 23153 | 02/12/16 concrete saw rental | 100.00 | | POLICE | 1000 411258 | 366 | | 101000 | |
| 41851 | 2268 Myslik, Inc. | 578.29 | | | | | | | |
| 022417TofB | 02/24/16 brake caliper | 578.29* | | STREET | 1000 430200 | 369 | | 101000 | |
| 41852 | 2898 TransUnion Risk and Alternative | 25.00 | | | | | | | |
| 03/01/16 | background/credit checks | 25.00 | | POLICE | 1000 420100 | 220 | | 101000 | |
| Account 1856110 | | | | | | | | | |
| 41853 | 2654 Community Health Partners | 60.00 | | | | | | | |
| 021016/01 | 02/10/16 help fund visit | 50.00 | | HELP | 7010 450135 | 351 | | 101000 | |
| 021016/02 | 02/21/16 help fund visit | 10.00 | | HELP | 7010 450135 | 351 | | 101000 | |
| 41854 | 2855 Basic Computer Troubleshooting & | 140.00 | | | | | | | |
| 30019 | 02/29/16 set up new computer for Town M | 140.00 | | ADMIN | 1000 410210 | 356 | | 101000 | |
| 41855 | 1085 JD Speciality Services | 1,054.00 | | | | | | | |
| 3163 | 02/25/16 repairs to Yellow blower | 1,054.00* | | STREET | 1000 430200 | 369 | | 101000 | |
| 41856 | 2813 Century Link | 274.60 | | | | | | | |
| 02/28/15 | install new fax line, Social S | 226.40 | | SOCSER | 1000 450135 | 345 | | 101000 | |
| 02/28/15 | monthly service 646-5106 | 48.20 | | SOCSER | 1000 450135 | 345 | | 101000 | |
| 41857 | 2635 Jake's Automotive and Tire | 198.31 | | | | | | | |
| 16194 | 02/29/16 maint 2014 Police Interceptor | 31.66 | | POLICE | 1000 420100 | 361 | | 101000 | |
| 16259 | 03/10/16 maint 2010 Ford Expedition | 166.65 | | POLICE | 1000 420100 | 361 | | 101000 | |
| 41858 | 2939 American Behavioral | 225.00 | | | | | | | |
| 02/29/16 | exam, new employee | 225.00 | | POLICE | 1000 420100 | 351 | | 101000 | |
| 41859 | 148 Local Government Center | 965.00 | | | | | | | |
| 03/11/16 | institute regis, Holtzen | 415.00* | | FINADM | 1000 410510 | 380 | | 101000 | |
| 03/11/16 | institute regis, Roos | 275.00* | | FINADM | 1000 410510 | 380 | | 101000 | |
| 03/11/16 | institute regis, Gospodarek | 275.00* | | FINADM | 1000 410510 | 380 | | 101000 | |

03/11/16
16:09:01

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

Page: 8 of 10
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 |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 41860 | 2719 Backpacker 03/11/16 1 yr subscription thru May 17 | 24.94 24.94 | | LIB | 2220 460100 | 215 | 101000 |
| 41861 | 146 Morrison-Maierle, Inc 03/06/16 PD online backup wysn002 03/06/16 Town Offices online backup | 130.00 70.00 60.00 | | DISPAT FINADM | 1000 420160 1000 410510 | 398 356 | 101000 101000 |
| 41862 | 2940 TW Enterprises 27059 03/08/16 generator repair | 418.00 418.00 | | 911 | 2850 420750 | 357 | 101000 |
| 41863 | 489 MSE ANALYTICAL LABORATORY 1603047 03/09/16 waste water samples | 198.00 198.00 | | SEWER | 5310 430640 | 357 | 101000 |
| 41864 | 2673 First Bankcard 02/03/16 supplies, Amazon 02/03/16 supplies, Amazon 02/05/16 return, Amazon 02/10/16 USPS postage 02/10/16 USPS postage 02/11/16 USPS postage 02/17/16 supplies, Amazon | 118.12 12.33 51.57 -11.59 5.76 5.76 18.37 35.92 | | SOCSE SOCSE SOCSE WATER SEWER POLICE REC | 1000 450135 1000 450135 1000 450135 5210 430500 5310 430600 1000 420110 1000 460440 | 220 220 220 311 311 311 220 | 101000 101000 101000 101000 101000 101000 101000 |
| 41865 | 65 Machinery Power & Equipment Co 42CS420566 12/28/15 parts 42CS420567 12/28/15 parts 42cr384435 01/11/16 RETURN 42cs420857 01/19/16 parts 42cr384455 01/23/16 parts 42cs420951 01/25/16 parts 42cs421022 01/27/16 parts 42cs421256 02/11/16 parts 42cs421296 02/15/16 parts 42cs421364 02/19/16 parts BLW0016536 02/25/16 repairs to grader | 11,349.01 25.00* 540.89* -565.89* 2,539.31* -2,500.91* 155.36* 220.13* 20.48* 838.03* 20.88* 10,055.73* | | STREET STREET STREET STREET STREET STREET STREET STREET STREET STREET STREET | 1000 430200 1000 430200 | 369 369 369 369 369 369 369 369 369 369 369 | 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 |
| 41866 | 40 Jerry's Enterprises 02/17/16 help fund charges | 25.00 25.00 | | HELP | 7010 450135 | 231 | 101000 |
| 41867 | 2291 American Express 02/09/16 MT Library, paypal 02/10/16 Amazon, supplies 02/16/16 Amazon, cable 02/18/16 USPS, postage 02/18/16 USPS, postage 02/18/16 USPS, postage 02/20/16 witness fee, Yellowstone Lodge | 1,570.71 416.00 115.73 11.49* 98.98 49.00 49.00 237.63 | | LIB TWNHAL ADMIN POLICE SOCSE COURT COURT | 2220 460100 1000 411250 1000 410210 1000 420110 1000 450135 1000 410360 1000 410360 | 370 220 220 311 311 311 394 | 101000 101000 101000 101000 101000 101000 101000 |

* ... Over spent expenditure

| Claim | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|----------|--------------------------------------------------|-------------------------|---------|--------|---------------|-------------|-----------------|
| | 02/22/16 | Amazon, printer stand | 85.90 | | TWNHAL | 1000 411250 | 364 | 101000 |
| | 02/25/16 | Amazon, toner | 237.99 | | FINADM | 1000 410510 | 220 | 101000 |
| | 03/01/16 | Costco membership | 110.00 | | FINADM | 1000 410510 | 870 | 101000 |
| | 03/05/16 | Amazon, books | 140.24* | | ADMIN | 1000 410210 | 220 | 101000 |
| | 03/07/16 | USPS, utility bills | 9.38 | | WATER | 5210 430570 | 311 | 101000 |
| | 03/07/16 | USPS, utility bills | 9.37 | | SEWER | 5310 430670 | 311 | 101000 |
| | | # of Claims | 69 | Total: | | | | 88,251.42 |

| Fund/Account | Amount |
|-----------------------------------------|-------------|
| 1000 General Fund | |
| 101000 CASH | \$74,364.69 |
| 2100 Local Option Taxation-Resort Tax | |
| 101000 CASH | \$1,500.00 |
| 2102 TBID (Tourism Business Improvement | |
| 101000 CASH | \$6,558.35 |
| 2220 Library | |
| 101000 CASH | \$625.44 |
| 2820 Gas Tax Apportionment | |
| 101000 CASH | \$1,715.00 |
| 2850 911 Emergency | |
| 101000 CASH | \$1,535.01 |
| 5210 Water Operating Fund | |
| 101000 CASH | \$198.31 |
| 5310 Sewer Operating Fund | |
| 101000 CASH | \$712.62 |
| 7010 Social Services/Help Fund | |
| 101000 CASH | \$85.00 |
| 7458 Court Surcharge HB176 | |
| 101000 CASH | \$105.00 |
| 7467 MT Law Enforcement Academy (MLEA) | |
| 101000 CASH | \$110.00 |
| 7468 Public Defender Fee | |
| 101000 CASH | \$25.00 |
| 7469 City Court - Judge Brandis | |
| 101000 CASH | \$565.00 |
| 7699 Victims Assistance Program | |
| 101000 CASH | \$152.00 |
| | |
| Total: | \$88,251.42 |

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
March 1, 2016

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

OTHERS PRESENT: Town Manager Daniel Sabolsky, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Scott Newell, Social Services Director Kathi Arnado, WY News Editor Jeremy Weber, WY School Board Chair John Gospodarek, Helene Rightenour, Head Dispatcher Brenda Martin, Kirstin Goldstein, Officer Anthony Kearney, Sheriff Deputy Mike Gavagan, Sheriff Deputy Matt Stubblefield, Fire Chief Shane Grube, Fire Department Volunteer Brock Kelley, Fall River Manager Randy Wakefield, Tom Cherhoniak, Glen Loomis, WY Chamber Representatives Marge Wanner and Jan Stoddard, Steve Stoddard, Richard and Teri Gibson, WY School Superintendent Mary Margaret Williams, SJ Shepherd

The meeting is called to order by Mayor Jerry Johnson 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 payment of the claims, which total \$26,441.62. (Forsythe, Parker)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the February 16, 2016 Work Session and Town Council Meeting. (Forsythe, Schmier)
- 3) Motion carried to approve the Application to Maintain an Encroachment made by the Holiday Inn. (Forsythe, Martineau)
- 4) Motion carried to confirm Anthony Kearney as a police officer for the Town of West Yellowstone. (Johnson, Forsythe)
- 5) Motion carried to approve Resolution No. 674, a resolution establishing the Town's participation in the State Investment Pool (STIP). (Schmier, Martineau) Forsythe abstains.
- 6) Motion carried to table pending receipt and approval of a parking plan for the new wing of the Days Inn. (Parker, Schmier)
- 7) Motion carried to table the topic pending a recommendation from the staff. (Forsythe, Parker)
- 8) Motion carried to appoint Don Perry to the Parks & Recreation Advisory Board. (Schmier, Parker)

Public Comment Period

Jan Stoddard addresses the Council as President of the West Yellowstone Chamber of Commerce. She says that there has been significant discussion this year about the accessibility of the sidewalks in town during the winter. She asks the Council for feedback on how to address the issue and suggests action so they can make changes by next year. The Council suggests she schedule a meeting with Town Manager Dan Sabolsky and Public Services Superintendent James Patterson.

Mike Gavagan expresses support for and credits Chief Scott Newell for the major improvements that have been made in law enforcement in the West Yellowstone area over the past year. He also recognizes and expresses support for Anthony Kearney, who was confirmed earlier this evening.

Council Comments

Greg Forsythe thanks Chamber President Jan Stoddard for delivering such a polite complaint this evening. He asks those present for a recommendation as to when they should take down the Christmas tree at the intersection of Madison and Canyon. No strong opinions are expressed so Forsythe indicates he will probably wait until after the Snowmobile Expo.

Johnson mentions that Thelma Jean Whitman Harbough, a long-time resident of West Yellowstone, recently passed away peacefully.

DISCUSSION

- 1) Schmier notes that the repair to the 2014 Ford Interceptor is being charged to the Street department and it is agreed that should be changed to the Police Department.

- 6) Glen Loomis of the Loomis Family Partnership explains that the “old Starlight Motel” is the north wing of the Days Inn. He explains that the rooms are old and need to be torn down and rebuilt. The current wing is only two stories high but they would like to go three stories high to accommodate 18-21 additional rooms. He says the new footprint would be a couple feet wider and longer, but have not proceeded to the design phase because they need to determine whether they can comply with the parking requirements. They have requested approval from the Council to purchase parking spaces through the cash-in-lieu provision. He explains that they anticipate needing to purchase up to 21 parking spaces in the interior park of the block. Council Member Parker says this request was discussed at the Planning Board yesterday and concerns were expressed about allowing the expansion. He says the Planning Board would like to see proof that water consumption would be reduced, as alleged by the Loomis’ by installation of water efficient fixtures. He says some members of the board felt that it was not appropriate to allow the expansion unless all the parking for the hotel is provided on-site and not on public property. Loomis says that all the parking for the hotel is currently provided on-site, but they have already paved and drained the south side of the interior park behind the hotel. The Council asks various questions about the proposal and how the parking will be laid out. The Council agrees that the Loomis’ need to provide a parking plan to delineate the parking spaces, which should also be reviewed by the Planning Board. Loomis says that they are under a deadline to order the modular buildings they would like to use to construct the new wing of the building. Loomis points out that the letter of request was delivered nearly two weeks ago and if the parking plan had been requested at that time, they could have provided it by tonight.

- 7) School Board Chair, John Gospodarek, addresses the Town Council and explains that the contractor for the new wing at the school was under the impression that there was enough water service available, but it has been determined that there is not. He briefly explains that they need to lay a new water main that is anticipated to cost up to \$84,000 and they want to know if the Town will consider funding all or part of the installation of the line. Gospodarek explains that they are seeking help to figure out how to fund the project. Forsythe suggests scheduling a meeting with Patterson and Sabolsky to work out the details of the request with representatives from the school and return with a recommendation. SJ Shepherd asks if the Town does decide to grant all or part of the request from the school, will that decision include how the request funded if approved. Johnson indicates that they would.

- 8) Town Clerk Liz Roos explains that Don Perry has applied to serve on the Parks & Recreation Advisory Board. Kim Howell also applied to serve on the board, but her application was not received until yesterday. After discussion, the Council acknowledges that Howell already serves on the MAP Fund Advisory Board and Planning Board and agrees that it would be good to get Perry's perspective on this board.

- A) **Advisory Board Reports:** Public Services Superintendent James Patterson reports that the Planning Board met last night and the Growth Policy is nearly completed. He says that the Grizzly & Wolf Discovery Center has been approached about installing a Tesla car charging stations at their facility. He says that the charging stations require dedicated parking stalls and he will have to review the parking for that facility. Sabolsky points out that there is an easement in the proposed area for a water/sewer line so they would require an acknowledgement from Tesla that if the Town has to access the utility lines they would not be responsible for Tesla's equipment.

Fire Chief Shane Grube reports that the 911 Advisory Board met last week and they have agreed to team up with Gallatin County for the RFP for 911 equipment. The West Yellowstone part of the RFP will be a separate part of the RFP. They also considered a proposal from Cyren for records management system. Chief Newell explains that they also discussed policy and training manuals and intend to get copies of Gallatin County's manuals.

- B) **Town Manager Report:** Town Manager Dan Sabolsky reports that a contractor came in last week to inform the Town that they will be chip-sealing Highway 20 from the Montana state line on Targhee Pass to the stoplight in the middle of Town, sometime in late July or early August. He says they are also going to be paving Highways 287 and 87 at the same time, which will cause significant traffic disruptions. He reports that he met with the Department Heads about the Department Head Pay Plan and will present something to the Council in the near future. He highlights current issues with the Town Hall building, financing of the 80 acres, the Electric Street housing project, a revised liability form for the recreation programs, progress on the 911 RFP, increasing water and sewer rates, three responses to the Health Care RFP, and the transfer of the development agreement from Grizzly Internet to Safelink Internet. **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:** Lanie 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.

Patterson reports that they are still working on the restroom at the Police Station. They are also moving snow back on the streets to give a path for the snowmobiles to travel on. They are almost done moving snow for the upcoming Snowmobile Expo. Social Services Director Kathi reports on activity in her department including assisting 193 people and providing specific services including the food bank, unemployment, and tax prep for low-income people. Finance Director Lanie Gospodarek reports on progress on the department head pay plan, special event applications, time clock software, and recently completed a report for the Montana Department of Tourism that summarizes 30 years of resort tax collections. Police Chief Scott Newell reports on research he has been doing to improve and replace the computer system in the dispatch center, inclusion of 911 system with the Gallatin County RFP, replacement of the generator, and Kaitlyn Johnson has accepted an offer to start work as a dispatcher. She will start March 9, 2016. They have made an offer to a police officer from Georgia who they expect will accept and start work in April. Newell also recognizes Officer Anthony Kearney who has completed his one-year probation with the West Yellowstone Police Department. Newell says that Sabrah Van Leeuwen is currently in her 9th week at the Montana Law Enforcement Academy

and has exceeded all requirements so far. He says that graduation is scheduled for 12 Noon on Friday, March 25, 2016 and encourages anyone that can to attend.

- C) Town Manager Dan Sabolsky explains that they have come up with three options for financing of the 80 acres, based on a 9-year term. Quotes were acquired from First Security Bank, Piper Jaffray, and InterCap with very competitive rates. The apparent best quote is from First Security Bank at a 2.19% interest rate for a term of 9 years. Randy Wakefield says that he knows of another financing option through the National Rural Electric Cooperative. He says he will give his information to Sabolsky or Gospodarek. Forsythe suggests preparing information for the public that outlines the financing options. The item is on the agenda as a discussion item only, so the Council recommends bringing the item back for action by the Council.
- D) The Council discusses the recurring roof leak problems with the north side of the Town Hall building. Sabolsky explains that this is the third year they have had roof leaks in the brand new building. He says he will approach the problem with Architect Dale Nelson and Dick Anderson Construction diplomatically, but they may have to proceed to legal avenues to finally correct the problem. The group agrees that Dick Anderson has made substantial efforts to correct the problem in the roof but they have just not been successful.

At 8:55 PM, the Council adjourns into executive session to discuss pending litigation. Town Manager Daniel Sabolsky and Town Clerk Liz Roos remain in the session. At 9:20 PM, the executive session is adjourned and the Council reconvenes into open session.

CORRESPONDENCE/FYI

The Council briefly reviews the special event and exposition permits for the annual Snowmobile EXPO and concert events next weekend, March 10-13, 2016. The Council inquires whether there will be fireworks this year and the staff responds that the organizers decided not to light off fireworks this year. The Council also briefly discusses a letter received by the Town today from Billings Clinic in reference to the Health Care Request for Proposals process.

The meeting is adjourned. (9:45 PM)

Mayor

ATTEST:

Town Clerk

RESOLUTION NO. 675

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, TO AUTHORIZE THE TOWN MANAGER OF THE TOWN TO EXECUTE FINANCING DOCUMENTS NECESSARY FOR THE PURCHASE OF 80 ACRES OF REAL PROPERTY FROM THE US FOREST SERVICE

BE IT RESOLVED by the Town Council of the Town of West Yellowstone, Montana, that:

WHEREAS: the Town has signed a Purchase and Sale Agreement with the United States Forest Service for the purchase and sale of 80 acres of real property that borders the current boundaries of the Town; and

WHEREAS: The staff has pursued multiple financing options for the purchase of the property; and

WHEREAS: The staff recommends that the Town accept the financing terms proposed by First Security Bank of West Yellowstone; and

THEREFORE, BE IT RESOLVED: The Town Council of the Town of West Yellowstone approves of First Security Bank's financing terms and hereby authorizes the Town Manager of the Town of West Yellowstone to sign all financing related documents.

DATED this 15th day of March, 2016.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Town Clerk

From: [Marin](#)
To: [Elizabeth Roos](#)
Subject: Addendum to Dining Lodge Agreement
Date: Tuesday, November 17, 2015 2:00:26 PM

Liz-

The Yellowstone Historic Center would like an addendum added to the existing agreement we have with the Town regarding the Dining Lodge.

Currently, under "Description of Premises" only the Dining Lodge building is mentioned and not the lawn surrounding the building, which is often used for wedding ceremonies, photographs, etc. I would like to add use of the lawn to the existing agreement. Here is the wording that I've come up with:

"The Town hereby demises and leases to YHC the lawn surrounding the Union Pacific Dining Lodge. The lawn is defined as the area between the clinic parking lot to the west, the police station parking lot to the east, Canyon Street to the north and the Historic District boundary to the south."

I'm assuming that this must be presented and voted on during a regular council meeting, so just let me know when you have room on the agenda.

If you have any questions, please let me know.

Thanks!

Marin Aurand
Manager, Yellowstone Historic Center
maurand@yellowstonehistoriccenter.org

LEASE AGREEMENT

THIS AMENDED LEASE AGREEMENT is entered into this 6th day of January, 2015 by and between the Town of West Yellowstone ("Town"), a Montana municipal corporation, of P.O. Box 1570, West Yellowstone, MT 59758, and Yellowstone Historic Center, Inc. ("YHC"), a Montana non-profit corporation, of P.O. Box 1299, West Yellowstone, MT 59758.

WITNESSETH:

WHEREAS, the Town is the owner of the building and premises described below and wishes to lease space therein: and

WHEREAS, the YHC maintains an office and storage space in the Union Pacific Dining Lodge building; and

WHEREAS, the Lease Agreement between the YHC and the Town dated September 20, 2011, for the Union Pacific Depot building indicates that the Town shall provide office space to the YHC; and

WHEREAS, the Town and YHC have developed an excellent working relationship in implementing the Lease Agreement that has benefited both the Union Pacific Depot building and the community generally; and

WHEREAS, the Town and YHC desire to enter into an Agreement that sets forth their respective rights and obligations regarding the premises and provision of services therein.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions contained herein, the parties agree as follows:

1) Description of Premises. The Town hereby demises and leases to YHC premises within the Union Pacific Dining Lodge (UPDL) located at 220 Yellowstone Avenue, West Yellowstone, Montana, and more particularly the Town leases all rooms and facilities within the confines of said building to include the "Rainbow Room" (old West Yellowstone library), the space described as the "Court Room" (which consists of the clerk's office and the actual court room), the former Job and Social Services office, the storage room (former food bank), the kitchen, the Mammoth Room, and the Firehole Room together with all improvements in the real property (hereafter "the premises").

2) Use of Premises. The premises leased to YHC shall be used exclusively for activities associated with the operation of a business office for the YHC, for storage of archival files, and storage of equipment and items related to the provision of services to renters of the UPDL for events and activities, and as a rental venue for various civic, commercial, and social events and activities. Any revenues generated through these activities shall remain the property of YHC. The Town and the YHC will jointly review rental rates for the UPDL facilities.

3) Term of Lease. The term of this Lease Agreement shall be five (5) years,

commencing on October 31, 2015 and terminating on October 31, 2020. The agreement shall renew automatically for consecutive five (5) year terms for a maximum of 20 years unless the Town or YHC exercise their respective rights to terminate the Agreement in accordance with Section 4 below.

4) Termination. This Agreement may be terminated by written notice given by either the Town or YHC to the other party on any date in such notice stated, not less, however, than 120 days subsequent to the date on which such notice shall be given. Said notice may be given to YHC by serving YHC personally or by posting a copy thereof on the outside of any door in any building upon the leased premises or by mailing said notice, postage prepaid, to YHC at the last address known to the Town. Said notice may be given to the Town by mailing the same, postage prepaid, to the Town Offices.

5) Rental Payments. YHC shall pay the Town a rental amount of One Dollars (\$1.00) per year beginning on November 1, 2015 and payable on the same day of each year thereafter until expiration or termination of the lease. Payments shall be made to the Town at 440 Yellowstone Avenue (P.O. Box 1570), West Yellowstone, Montana 59758.

6) Definition of "Capital Improvement" and "Maintenance and Repair." As more generally described below, the Town is responsible for the cost of any capital improvement to the premises, while YHC is responsible for maintenance and repair of the premises. The term "capital improvement" means any permanent alteration or modification to the premises that (i) substantially increases its value, (ii) substantially prolongs its life, or (iii) adapts it to an entirely new use. In the event of a dispute between the parties concerning the definition of "capital improvement," the parties shall look to Section 263(a) of the Internal Revenue Code for guidance, including regulations, IRS interpretations or court cases construing this section. Any alteration, modification or other work of any kind performed on the premises, that does not constitute a "capital improvement" qualifies as "maintenance or repair."

7) Capital Improvements. The Town is solely responsible for the cost of capital improvements to the premises. However, should YHC choose to apply for grant monies for the purpose of capital improvement to the premises, it will do so only after consultation with the Town on the matter of shared costs. The Town will consult with YHC concerning necessary or desired capital improvements on the premises; however, any modification or alteration to the premises is subject to the Town's discretion and written prior approval. The Town shall make every effort to provide for continuous operation during any capital improvement construction.

8) Maintenance and Repair. As a general principle, maintenance and repair of the leased premises is the sole responsibility of YHC, except that the following items will be performed by or at the sole expense of the Town: maintenance of lawns and landscaping, snow removal from the driveway that accesses the western door closest to the office described in Section 1, and removal of snow from the roof of the building should it become necessary. YHC shall remove snow and otherwise maintain the walkway to the entrance of the premises. The Town is responsible for draining the water system in the fall and turning the water system on in the spring.

During the first two years of this agreement the Town will perform weekly maintenance on the

floors in the Mammoth and Firehole Rooms and all restrooms as needed. The Town is responsible for maintenance and repair or replacement of the building's infrastructure (i.e. plumbing, electrical, etc.) and mechanical systems.

9) Utilities. The Town shall be solely responsible for public or private utility services of any kind furnished to the premises during the first two years of this lease, not including any telecommunication services. The Town shall promptly pay all billing statements or accounts for utility services furnished to the leased premises. During the third year of this lease, YHC shall reimburse the Town in the amount of ten (10) percent of that year's UPDL utilities costs. The amount of reimbursement shall increase by ten (10) percent each year thereafter during the term of this lease.

10) Independent Contractor. YHC shall at all times remain an independent contractor when performing activities of whatever kind in the leased premises. All persons working at the facility or elsewhere in YHC's operations are solely employees of YHC, and not the Town.

11) Casualty Insurance. The Town shall keep all buildings and improvements on the leased premises insured against loss or damage by fire or other standard peril in an amount it deems appropriate. YHC shall maintain its own casualty insurance for fire or other standard peril on the personal property and leasehold improvements contained in the premises.

12) Liability Insurance. Both parties shall maintain liability insurance for bodily injury and property damage involving the leased premises or the operations thereon. The Town shall maintain liability insurance in accordance with Montana statutory limits on municipal liability, presently the amount of \$750,000.00 per person and \$1,500,000.00 per occurrence; YHC shall maintain comprehensive general liability insurance in an amount of no less than \$1,000,000.00 per person and \$2,000,000.00 per occurrence. To the extent practical, each party will name the other party as an additional insured on its respective liability policy; in addition, each party will provide the other party with a certificate or other document evidencing purchase of the required casualty and liability insurance.

13) Mutual Indemnification. To the fullest extent permitted by law, YHC agrees to indemnify and hold the Town harmless, and the Town agrees to indemnify and hold YHC harmless, for any claim, damage, loss, attorney's fees or expense of any kind incurred by or asserted against one party and arising from the negligence or action of the other party.

14) Assignment or Sublease. YHC may not assign any of its rights or obligations under this lease, nor may YHC sublease any portion of the leased premises, except as explicitly stated in Item 2.

15) Unlawful Activity or Nuisance. YHC shall neither use nor occupy the leased premises in any manner that violates federal, state or local law or regulation. YHC shall not use the leased premises in any manner that constitutes a public or private nuisance.

16) Improvements. All improvements to the leasehold premises, whether paid for by the Town or YHC, shall become the sole property of the Town upon the expiration or termination

of this lease. All improvements made to the premises must be reviewed and approved by the Town prior to installation. All personal property owned or purchased by YHC that is not permanently affixed to the premises shall remain YHC's property upon expiration or termination of this lease.

17) Annual Review. The Town and YHC shall meet on a regular basis but at least annually, to review the lease agreement and propose modifications. Modifications to the agreement may be made at any time by mutual agreement of the parties.

18) Default or Breach. The following events shall constitute a default or breach of this agreement by YHC:

- (a) If YHC fails to pay rent when due;
- (b) If YHC assigns or attempts to assign all or any portion of this agreement without the prior written permission of the Town;
- (c) If YHC sublets or attempts to sublet any restricted portion of the leased premises without the prior written permission of the Town;
- (d) If YHC vacates or abandons the leased premises;
- (e) If YHC causes a construction lien or any other lien to be placed on the premises; or
- (f) If YHC fails to comply with any material condition or provision of this lease.

If YHC is in default of this lease as described above, then the Town must provide written notice of the alleged default and, if appropriate, explain how the default can be cured. If YHC has not cured the default within thirty (30) days of mailing the written notice, then the Town may terminate this lease in accordance with Section 4. Exercise of its termination rights does not preclude the Town from pursuing any other right or remedy it may have under law or this agreement, including the right to contract with another party to lease the premises.

19) Notice. Any default or other notice required or permitted by this agreement must be served on either party in writing either by first-class mail or in person at the respective addresses set forth at the beginning of this agreement. Either party shall also use this notice procedure to inform the other of a change of address.

20) Right of Entry. YHC shall permit the Town, its agents or employees to enter the leased premises at all reasonable or necessary times to inspect the premises, to perform work thereon, or to conduct any other activity that is reasonably related to the Town's interest in the premises. When no emergency exists that requires immediate entry, the Town shall make a reasonable effort to provide YHC with oral or written notice at least 24 hours before entry.

21) Warranty of Condition and Inspection. The Town makes no express or implied October 31, 2015, the Town and YHC will conduct a joint inspection of the space noting existing damage. Upon completion of the joint inspection of the leased premises, YHC agrees to accept the premises in their present condition and state of repair.

22) Venue and Attorney's Fees. Venue for any litigation between the parties shall be proper only in Gallatin County, Montana. In the event of litigation between the Town and YHC, the prevailing party shall be entitled to all its reasonable costs and attorney's fees incurred during

the litigation, both in the trial court and on appeal.

23) Governing Law: This Agreement shall be governed by Montana law.

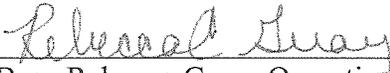
24) Entire Agreement. This document is the entire agreement between the parties and shall supersede all prior oral or written agreements or understandings. If the parties mutually desire to amend or modify this agreement, then such amendment or modification must be in writing and be signed by an appropriate representative of each party.

25) Successors. This Agreement shall bind YHC's heirs, successors and assigns.

DATED the day and year first above written.

TOWN OF WEST YELLOWSTONE

YELLOWSTONE HISTORIC CENTER, INC.


By: Rebecca Guay, Operations Manager


By:

ATTEST:


Elizabeth Roos, Town Clerk