

Town of West Yellowstone

Tuesday, May 3, 2016
West Yellowstone Town Hall
6:00 PM

Work Session

Water & Sewer Rates

Discussion

- Connection/Impact Fees
- Bulk Water Sales

Town Council Meeting 7:00 PM

Pledge of Allegiance

Purchase Order

Treasurer's Report

Claims ∞

Consent Agenda: **April 19, 2016 Town Council Meeting** ∞

Business License Applications ∞

- Obsidian RV Rentals
- Pepler Tile

Advisory Board Report(s)

Town Manager & Department Head Reports

- Police Officer Oath of Office, Michael Staton

Comment Period

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

UNFINISHED BUSINESS

School Water Main Request

Discussion/Action ∞

NEW BUSINESS

Resolution No. 676, Water Rates, 2nd Reading

Discussion/Action ∞

Resolution No. 677, Sewer Rates, 2nd Reading

Discussion/Action ∞

Marketing and Promotions (MAP) Fund Award Recommendations

Discussion/Action ∞

- Black Mountain Productions, \$15,900
- WY Chamber of Commerce Visitor Information Center, \$10,000

Ordinance No. 259, Mobile Food Vendors, 1st Reading

Discussion/Action ∞

Department Head Placement and Advancement, Section 05-10 of Personnel Manual

Discussion/Action ∞

Staffing Plan Update

Discussion/Action ∞

Board Appointments

Discussion/Action ∞

- Library Board of Trustees, Trent Redfield
- Tourism Business Improvement District (TBID), Large Hotel Representative, Audria Butler

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.

RESOLUTION No. 676

A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE CAUSING AN INCREASE IN THE UNIT CHARGE FOR WATER SERVICES AND FIXING THE RATE THEREOF AND CAUSING AN INCREASE IN WATER CONNECTION AND INSPECTION FEES

WHEREAS, the Town of West Yellowstone constructed its water supply system to accommodate further growth, and

WHEREAS, the Town of West Yellowstone needs to improve and upgrade the water supply system, and

WHEREAS, the Town Council desires to ensure that the Town will collect funds sufficient for ongoing operations and maintenance, together with funds to improve and upgrade the water supply system, and

WHEREAS, 69-7-101 MCA authorizes the Town to regulate, establish, and change, as it considers proper, rates, charges and classifications imposed for utility services to its inhabitants and others served by the municipal utility system that are reasonable and just; and

WHEREAS, the Town held a public hearing on April 19, 2016, after notice of the same was published on _____, _____ and _____, and mailed to the persons served by the utility on _____, and mailed to the Montana Consumer Counsel on _____, all as required by §§69-7-111 and 7-1-4127, MCA.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of West Yellowstone, County of Gallatin, in the State of Montana that:

1) Effective July 1, 2016 the current water usage fees shall be increased each year from 2016 to 2021 as set out on the attached "Water & Sewer Rate Increase Plan

2) Effective July 1, 2016, each new water connection shall be assessed a connection fee of \$1600 per volume ratio unit.

3) The connection fee will be charged one time only.

4) The connection fee will be collected at the time that all other fees associated with building construction and inspection are collected.

5) All connection and building fees must be paid prior to commencement of construction.

6) Connection fees will be collected on all projects occurring within the corporate limits of the Town of West Yellowstone.

7) Such connection fees shall be subject to periodic review and revision at an interval deemed appropriate by the Town Council.

8) In such cases where a water service line size is increased to support a change in use request for the property, the Town will apply the volume ratio unit associated with that new line size. The Town will also assess a connection fee based on the difference between the original and the increased volume ratio unit.

PASSED AND ADOPTED BY THE TOWN COUNCIL AND APPROVED BY THE MAYOR
FOR THE TOWN OF WEST YELLOWSTONE THIS ____ DAY OF
_____, 2016

Jerry Johnson
Council Member/Mayor

Brad Schmier
Council Member

Cole Parker
Council Member

ATTEST:

Greg Forsythe
Council Member

Pierre Martineau
Council Member

Elizabeth Roos
Town Clerk

RESOLUTION No. 677

A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE CAUSING AN INCREASE IN THE UNIT CHARGE FOR SEWER SERVICES AND FIXING THE RATE THEREOF, CAUSING AN INCREASE IN SEWER CONNECTION AND INSPECTION FEES.

WHEREAS, the Town of West Yellowstone constructed its waste water treatment facility to accommodate further growth, and

WHEREAS, the Town of West Yellowstone needs to improve and upgrade the wastewater system, and

WHEREAS, the Town Council desires to ensure that the Town will collect funds sufficient for ongoing operations and maintenance, together with funds to improve and upgrade the wastewater system, and

WHEREAS, 69-7-101 MCA authorizes the Town to regulate, establish, and change, as it considers proper, rates, charges and classifications imposed for utility services to its inhabitants and others served by the municipal utility system that are reasonable and just; and

WHEREAS, the Town held a public hearing on April 19, 2016, after notice of the same was published on _____, _____ and _____, and mailed to the persons served by the utility on _____, and mailed to the Montana Consumer Counsel on _____, all as required by §§69-7-111 and 7-1-4127, MCA.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of West Yellowstone, County of Gallatin, in the State of Montana that:

1) Effective July 1, 2016, the current monthly equivalent use rate of \$13.50 per 1.0 equivalent user will be increased each year from 2016 to 2021 as set out on the attached "Water & Sewer Rate Increase Plan", .

2) Effective July 1, 2016, each new sewer connection shall be assessed a connection fee of \$3000 per equivalent user.

3) The connection fee will be charged one time only.

4) The connection fee will be collected at the time that all other fees associated with building construction and inspection are collected.

5) All connection and building fees must be paid prior to commencement of construction.

6) Connection fees will be collected on all projects occurring within the corporate limits of the Town of West Yellowstone.

7) Such connection fees shall be subject to periodic review and revision at an interval deemed appropriate by the Town Council.

8) In such cases where a sewer connection is already in place and the Town receives a change in use request for the property, the Town will apply the equivalent user chart to the new use. If the new use results in a higher equivalent user number/greater impact on the waste water treatment system the Town will assess a connection fee based on the difference between the original and the increased equivalent use number.

9) The septage dump fee will remain at \$150 per dump for the first one thousand gallons and \$0.11 per gallon for every additional gallon.

PASSED AND ADOPTED BY THE TOWN COUNCIL AND APPROVED BY THE MAYOR
FOR THE TOWN OF WEST YELLOWSTONE THIS ____ DAY OF
_____, 2016.

Jerry Johnson
Council Member/Mayor

Brad Schmier
Council Member

Cole Parker
Council Member

ATTEST:

Greg Forsythe
Council Member

Pierre Martineau
Council Member

Elizabeth Roos
Town Clerk

From: [Winston Dyer](#)
To: [Dan Sabolsky](#); [James Patterson \(jpatterson@townofwestyellowstone.com\)](#)
Cc: [Elizabeth Roos \(eroos@townofwestyellowstone.com\)](#); [Lanie Gospodarek \(lgospodarek@townofwestyellowstone.com\)](#)
Subject: Bulk water sales
Date: Wednesday, April 20, 2016 1:39:59 PM
Attachments: [bulk water sales 11-18-08.pdf](#)

The topic of bulk water sales has arisen in conjunction with the currently proposed resolution for changing the water user rates. Apparently a policy or protocol for handling and billing bulk water sales has not been implemented in the past, so now would be a good time to give it consideration.

This topic came up back in 2008 at which time we provided a memo (copy attached) giving recommendations both for the physical set up to deliver bulk water sales and also for a charge rate method.

In reviewing the current situation with James it appears the equipment recommendations in the attached memo for physically setting up to be able to deliver bulk water were never implemented. As described in the memo, we again recommend the Town purchase a hydrant flowmeter, backflow preventer device, and a short length of hose that can be used together as a system to draw water safely from the water system and provide a means of measurement for determining the appropriate water use charge. This will provide the appropriate equipment and create a means of control to consistently be able to safely draw water from the system.

Likewise, we again recommend the Town adopt a charge system for bulk water sales as described in the attached memo. We suggest the metering and backflow prevention equipment be "rented out" to contractors for a \$300 deposit (\$250 refundable upon safe return) and that the bulk water sales be charged \$10 for the first 1,000 gallons withdrawn for a given project with a rate of \$6 per 1,000 gallons thereafter. Note that we have increased the recommended charge rate from what was included in the original memo to make it consistent with current costs.

Please look this information over and let's discuss any needed changes. Then once we have an acceptable approach, I recommend that this information be provided to the public and included in the discussion at the May 3 work session for consideration in being included in the proposed resolution for water user rate changes.

I hope this is helpful. Let me know if you have any questions or concerns. Thanks...Dick

Winston R. Dyer, PE
The Dyer Group, LLC
208.390.9700 v, 656.8808 f
wdyer@thedyergroup.com

04/29/16
17:38:20

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 5/16

Page: 1 of 5
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
41962	2845 Kastig, Kauffman & Mersen, PC	15,603.48					
	04/07/16 legal services	14,201.25		LEGAL	1000 411100	352	101000
	04/07/16 postage/copies	684.59		LEGAL	1000 411100	870	101000
	04/07/16 phone/fax	1.58		LEGAL	1000 411100	345	101000
	04/07/16 travel	716.06*		LEGAL	1000 411100	373	101000
41963	2852 Fremont Communications	300.00					
	159831 05/15/16 fiber optic, Town Hall	300.00		TWNHAL	1000 411250	345	101000
41966	42 Fall River Electric	9,149.00					
	04/20/16 UPDH 4212041 elec service	776.37		UPDH	1000 411252	341	101000
	04/20/16 POLICE 4212008 elec service	413.55		POLICE	1000 411258	341	101000
	04/20/16 shop 4212018 elec service	355.58		STREET	1000 430200	341	101000
	04/20/16 ANIMAL 4212029 elec serv	156.67		ANIMAL	1000 440600	341	101000
	04/20/16 PARK 4212032 Elec ser	251.59		PARK	1000 411253	341	101000
	04/20/16 PARK 2901001 elec serv	114.98		PARK	1000 411253	341	101000
	04/20/16 CLORINATOR 4212030 elec serv	61.29		WATER	5210 430500	341	101000
	04/20/16 MAD ADD WATER 4212017	48.48		WATER	5210 430500	341	101000
	04/20/16 PUMP 4212005 elec serv	250.36		WATER	5210 430500	341	101000
	04/20/16 SEWER LIFT STATION 4212006	181.48		SEWER	5310 430600	341	101000
	04/20/16 SEWER PLANT 4212007 elec ser	1,398.03		SEWER	5310 430600	341	101000
	04/20/16 MAD SEWER LIFT 4212014 elec	164.82		SEWER	5310 430600	341	101000
	04/20/16 SEWER TREAT SERV 4212046 ele	2,614.71		SEWER	5310 430600	341	101000
	04/20/16 library 23 dunraven 4212054	126.51		LIBRY	1000 411259	341	101000
	04/20/16 povah comm ctr 4212001	226.01		POVAH	1000 411255	341	101000
	04/20/16 unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	04/20/16 Town Hall 4212009	507.67*		TWNHAL	1000 411250	341	101000
	04/20/16 Ice Rink 421010	49.65		PARKS	1000 411253	341	101000
41974	60 Westgate Station	20.00					
	103015/02 10/30/15 help fund fuel	20.00		HELP	7010 450135	231	101000
41975	2823 STAPLES Credit Plan	280.38					
	04/11/16 office supplies	82.46*		FINADM	1000 410510	220	101000
	04/11/16 office supplies	17.99		SOCSE	1000 450135	220	101000
	04/11/16 office supplies	36.49		SOCSE	1000 450135	212	101000
	04/11/16 office supplies	120.07		DISPAT	1000 420160	220	101000
	04/11/16 office supplies	23.37		POLICE	1000 420100	220	101000
41976	1934 Brenda Martin	730.15					
	04/28/16 reimb meals/hotel MELI trainin	730.15*		DISPAT	1000 420160	370	101000

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41977		146 Morrison-Maierle, Inc		83.24					
	23321	04/19/16 network maintenance		83.24		DISPAT	1000 420160	398	101000
41978		2645 Nansi Cisneros		92.00					
	04/22/16	reimb meals, training Helena		92.00*		DISPAT	1000 420160	370	101000
41979		497 MT Dept Environmental Quality		150.00					
	06/30/16	water renewal, Holtzen		30.00		WATER	5210 430500	380	101000
	06/30/16	sewer renewal, Holtzen		40.00		SEWER	5310 430600	380	101000
	06/30/16	sewer renewal, Arnado		40.00		SEWER	5310 430600	380	101000
	06/30/16	sewer renewal, Patterson		40.00		SEWER	5310 430600	380	101000
41980		379 Energy Laboratories, Inc		362.00					
	360451720	04/28/16 wastewater samples		362.00		SEWER	5310 430640	357	101000
41981		2455 Tri State Excavating, LLC		620.00					
	4224	04/25/16 repair leak in water line, beh		620.00		WATER	5210 430550	937	101000
41982		2586 Waxie Sanitary Supply		1,748.99					
	75931876	04/22/16 cleaning supplies		1,748.99		PARKS	1000 460430	220	101000
41983		2198 Westgate Auto Body		424.12					
	2076	04/28/16 windshield replace, 2011 Exped		424.12		POLICE	1000 420100	361	101000
41984		2815 Sherwin Williams Co.		437.46					
	4125-2	04/27/16 flex guns		437.46*		STREET	1000 430200	220	101000
41985		65 Machinery Power & Equipment Co		7,847.81					
	04/14/16	repair gear box, 140G grader		7,642.56*		STREET	1000 430200	369	101000
	BLW00166583								
	04/22/16	parts		205.25*		STREET	1000 430200	369	101000
	42CS0422233								
41986		2088 Town West Yellowstone		40.00					
	04/21/16	garden plot		40.00		SUMREC	1000 460449	335	101000
41987		479 Williams Plumbing & Heating		7,685.98					
	S-24085	03/31/16 police bathroom remodel		5,000.00		911	2850 420750	366	101000
	S-24085	03/31/16 police bathroom remodel		2,685.98*		POLICE	1000 411258	366	101000
41988		951 Barnes & Noble		546.44					
	3227130	04/28/16 books		61.94		LIB	2220 460100	215	101000
	3239923	04/17/16 books		120.88		LIB	2220 460100	215	101000
	3239917	04/17/16 books		243.80		LIB	2220 460100	215	101000
	3237546	04/14/16 books		25.98		LIB	2220 460100	215	101000
	3237526	04/14/16 books		93.84		LIB	2220 460100	215	101000

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	04/27/16	supplies		49.38		PARKS	1000 460430	220	101000
	04/27/16	supplies		41.42		SOCSE	1000 450135	220	101000
	04/27/16	supplies		87.33		CHAMB	1000 411257	220	101000
42000			29 Terrell's Office Machines Inc	112.20					
	317817	04/21/16 toner		112.20		SOCSE	1000 450135	220	101000
42001			2507 Silvertip Pharmacy	65.00					
	042116/01	04/21/16 Rx		25.00		HELP	7010 450135	358	101000
	040616/01	04/06/16 Rx		20.00		HELP	7010 450135	358	101000
	040616/02	04/05/16 Rx		20.00		HELP	7010 450135	358	101000
42002			40 Jerry's Enterprises	25.00					
	041216/01	04/13/16 fuel		25.00		HELP	7010 450135	231	101000
			# of Claims	32	Total:				52,819.78

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
April 19, 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, Town Engineer Dick Dyer, Town Attorney Jane Mersen, Richard & Teri Gibson, Fall River Electric Representatives Bryan Case, Doug Schmier, Randy Wakefield, Arnie & Steffi Siegel, Bill Howell, Li Zhang, Andie Withner, Kyle Goltz, Jessie Wittmer, Norma Salinas, Chris Burke, Neil Pringle, representatives from Mdison Valley Medical Center, representatives from Community Health Partners, multiple other community members

The meeting is called to order by Mayor Jerry Johnson at 7:00 PM in the Povah Community Center, 10 S Geyser Street, 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 Purchase Order #6673 to DIS Technologies to purchase a dispatch server and network build for \$32,538.27. (Forsythe, Martineau)
- 2) Motion carried to approve the claims, which total \$75,907.18 (Forsythe, Martineau)
- 3) Motion carried to approve the Consent Agenda, which includes the minutes of the April 5, 2016 Town Council Meeting and the April 12, 2016 Town Council Work Session. (Martineau, Schmier)
- 4) Motion carried to table the school water main request. (Parker, Forsythe)
- 5) Motion carried to approve the first reading of Resolution No. 676. (Schmier, Forsythe)
- 6) Motion carried to approve the first reading of Resolution No. 677. (Martineau, Schmier)
- 7) Mayor Johnson makes a motion to select Community Health Partners as (Johnson, Martineau) Forsythe is opposed.
- 8) Motion carried to appoint Cole Parker to serve as the Town Council Representative on the Planning Board, term to be concurrent with his term on the Town Council. (Martineau, Schmier)

Public Comment Period

Bryan Case of Fall River Rural Electric Cooperative addresses the Council and crowd. Case explains that Fall River is a non-profit cooperative that is owned by the members. He explains that they have an opportunity to consolidate with Lower Valley Energy, a similar cooperative that primarily serves the region around Jackson Hole, Swan Valley, and Afton, WY. He says there are multiple benefits to consolidating the cooperatives to save money, stabilize rates, increase financial strength, and add additional services including natural gas and propane. He explains that they believe now is the right time to consolidate as they are in a position to ensure there will be no layoffs due to expected retirements over the next five years and decrease rates. Mayor Johnson refers to a "brown out" we had a couple years ago on a very cold day and questions whether that could happen again. Case explains that

Brian Leland introduces himself as a candidate for the Gallatin County Commission on the democratic ticket this fall. He points out that none of the members on the current commission lives in a city or town in the county and he is running on a platform to address urban issues including workforce housing.

Council Comments

Greg Forsythe says that he recently had a conversation with Clyde Seely who suggested they attempt to route drive-through traffic down Gibbon Avenue to avoid congestion created by cars going into Yellowstone Park. He elaborates that that in Ennis during the 4th of July weekend, signs are put up to reroute traffic and advise people to expect delays. The Council considers the proposal and suggests that Patterson and Chief Newell consider that. Johnson does point out that some merchants believe a traffic jam is a good thing in town as it increases business. Forsythe also comments that this is a legislative year and if they want to approach the legislature about increasing the resort tax they need to get started on that. Brad Schmier says that he was excited to see a notice in his mail recently that the tipping rates at the transfer station are going down and he hopes those savings will be passed on to consumers. Patterson says that they encouraged Republic Services at the last meeting to reduce dumpster fees. Clyde Seely, a board member of the Hegben Basin Transfer Station, explains that several years back they built a \$4.2 million dollar composting facility, mostly funded by Yellowstone National Park. At the time, they had studies that indicated they would be able to compost 70% of the garbage, but due to inaccurate studies and an increase in plastics in the garbage it was more like 30%. He says, however, that consumers have been subsidizing the composting process and they have finally got to a point where they should be able to reduce rates for consumers.

Public Hearing: Resolution No. 676, Water Rates and Resolution No. 677, Sewer Rates

Mayor Johnson reads the hearing notice. The hearing was advertised in the April 1, 8, and 15, 2016 editions of the West Yellowstone News. Town Engineer Dick Dyer describes the current status of the water flow from Whiskey Springs. He explains that flows have been down for the past two years and significant improvements are needed to assure adequate supply of safe drinking water. Water rates have not been adjusted since 2009 and need to be adjusted to meet current expenses and resources for necessary improvements. He explains that they need to expand the water supply through an additional well and fluoride treatment facility, expected to cost \$1.6 million. He also emphasizes that these improvements are needed now and are not the result of the proposed 80 acre development. Dyer explains how the rates are calculated, the proposed increase, and probable impact on consumers. Bill Howell says that he has known Town Engineer Dick Dyer for many years and was on the Council when the water system was built. He points out that the system is very unique and is gravity fed. He says that he does not understand why they are raising the rates when they have resort tax to offset that cost. He says that the resort tax was sold to the legislature on the premise that it would be used to fund infrastructure and that is when it should be used for. Jeremy Roberson agrees with Howell and says that he would like to see more infrastructure funding by resort tax. Ken Davis asks if they are still satisfied that the water system under the streets is adequate and not leaking. Dyer responds that when they built the water distribution system over thirty years ago, they were able to put in very strong pipe. He says that every pipe they have dug up in recent years appears to be in very good condition and they have been amazed at the lack of deterioration. He says they have carefully tracked the water use and water balance. He says that the use is consistent with what would be expected based on flows in and out of the utility system. He says they have had some leaks but nothing major in the original system in the original township. Teri Gibson says that the water rates here are very low and encourages the Town to be proactive to be prepared for potential problems down the road. Clyde Seely says that the system was put in with the expectation that they could maintain at the same levels for a very long time, however they have seen an increase in population and a decrease in the spring flow. Seely says that the onus of the increased cost of the system should be put on new users through impact and new connection fees. Howell says that they also should look at impact fees in the 80 acres and that could cause a real impact on existing users. Davis says that both the water and sewer systems should be run an enterprise funds and the cost of the systems should be borne by the users, not the resort tax.

Dyer addresses the current status and use of the sewer system. He explains that treated wastewater effluent is discharged to infiltration/percolation (IP) beds around the wastewater treatment plant. He explains that the past 20 years of growth has used up most of the IP capacity available for the peak season and thus expansion is needed along with obtaining a discharge permit. Additionally, the existing sewer collection lines are nearly 50 years old and they are experiencing problems which suggest that pipeline needs to be rehabilitated or replaced in some areas. Use rates have not been adjusted since 2009 and are the lowest in the State for similar size communities. He says that to expand the IP beds, Montana Department of Environmental Quality (DEQ) will require an application for discharge permit, an extensive and costly process to examine water quality in the groundwater and specific impacts associated with the discharge. He explains that internal inspection of some sewer lines indicate the need to replace or rehabilitate in some areas. He also points out that these are present needs and are not associated with the proposed 80 acre development. Dyer also explains the proposed rate structure and impact on homes and businesses. Ken Davis asks how long the Town can expect to continue to operate with a lagoon system as opposed to mechanized treatment of the effluent. Dyer explains that under their current permit, they can continue to discharge at the same rates that were approved in the 1990s for 15 to 20 years, based on nutrient levels. Leland comments that they installed a liner system in front of his house in Bozeman, which took less than a day and has proven to be very effective. Bill Howell also mentions property he owns in another state which has been served by the liner system that worked very well. Rich Gibson says that the airport has shown interest in hooking on to the Town's system and they anticipate developing the property around the airport and questions whether that is being taken into account. Mayor Johnson responds that they have not at this time but would probably consider impact fees before that would be approved. Matt Kelley, Gallatin County Health Department, mentions use of the liner systems in other areas. Dyer explains that they have had issues in lines that had substantial grease in the lines. He says that efforts were made to restrict grease have been successful. Clyde Seely recommends that the Council increase the connection fees to ensure that the burden of new construction is not on existing users of the system and asks what connection fees were five years ago as opposed to now. Town Clerk Liz Roos explains that prior to 2009, the water connection fee was \$25 and the sewer connection fee was \$350. The current connection fees were adopted in 2009 and have not increased since. The proposed resolutions will increase connection fees for water from \$1500 to \$1600 and for sewer from \$2900 to \$3000. Seely says he does not think that is enough and they should consider increasing them more. Li Zhang says that the Town should plan to provide for the existing customers and new customers should be charged more for their impact on the system.

DISCUSSION

- 1) Chief of Police Scott Newell explains that the bid from DIS Technologies appears to be substantially more than the other two bids, but that is because their bid included up to \$10,000 of cable that may be required by next year. The cable will not be installed if it is determined it is not necessary and the other bids did not include that cable.
- 4) Sabolsky says that he spoke to School Board Member Jason Howell who indicated he would be prepared to come before the Council at the first meeting in May.
- 5) Mayor Johnson explains that resolutions do not normally require two readings, but the Town felt that they wanted to make sure that the public had adequate time and notice to comment on the proposed rate increases. Both resolutions will be placed on the next agenda for a second reading. Mayor Johnson reads Resolution No. 676 out loud. Johnson asks Dyer if he were to tear down an existing building and build a new one, what would the connection fee be for the new building. Dyer says that it would be the difference between the current connection fees of the new building and the old building. If the meter size does not change, then the connection fee has already been paid.
- 6) Mayor Johnson reads Resolution No. 677 out loud. Mayor Johnson points out that the septic dumping fee in this resolution will remain at \$150 for the first 1000 gallons plus \$.11 per gallon thereafter. Seely asks if the Council decides to increase the impact fees

before the next meeting, can they do that. Johnson answers that they can and clarifies that the fee is actually a connection fee, not an impact fee. Bill Howell recommends that the Town consider increasing the connection fees.

- 7) Mayor Johnson asks Parker to report on the Health Care Services Advisory Board and their participation in the Health Care RFP process. Parker explains that the members of the board included Kyle Goltz (chair), Jessie Wittmer, Norma Salinas, Jennifer Jordan, and himself. The board met several times throughout the process and reviewed the responses in detail. He says that at the meeting last week, the board voted 4 to 1 to recommend that the Council select Community Health Partners to provide medical services at the clinic. He says that he was the vote in favor of Madison Valley Medical Center. Mayor Johnson shares letters of support that were received after the initial receipt of the responses to the RFP. He explains that they have received an anonymous letter, but he will not read the letter unless someone wishes to come forward and claim the letter. The anonymous letter will be kept in the file. Mayor Johnson reads letters of support for CHP from the Gallatin County Commissioners, Maggie Merriman, and the Executive Director of the Western Montana Mental Health Center. Mayor Johnson makes a motion, seconded by Martineau, to select CHP to continue to provide health care services at the clinic. He invites the Council to make comments and explains that they will take public comment following the Council. Greg Forsythe says that he truly appreciates the time and efforts made by the Health Care Advisory Board to work through this process. He also appreciates the efforts made by Madison Valley and CHP to participate in the process. He asks Madison Valley if they can do anything to make the sliding fee scale they proposed easier to access, especially for low income patients. John Bishop says that they have a very up front process, but it may take some time to work through the kind of coverage the patient has or is qualified. Allyn Rohrback, COO, adds that once they are able to verify their status, it will be very simple to work through on subsequent visits. Lander Cooney of CHP explains that their sliding scale systems works very much the same way. Forsythe asks about the increase in support CHP has requested from the Town over the past couple years. Cooney explains that they have increased that request, but they have also increased the amount of services they provide. Forsythe points out that CHP is federally funded and Madison Valley is private, but Bishop points out that they are a non-profit hospital and do qualify for some funding in the same way as a rural health clinic. Parker says that the members of the board had strong backgrounds in science and health and he appreciated that. He says that he did feel that Madison Valley had a better plan to operate the clinic. Schmier describes a scenario where a young patient is injured in a bike accident and complains of pain and asks each responder to explain how they would handle the incident. CHP's representatives explain that although their staff has done all they can do to obtain radiology certification until the State reviews the application and authorizes the staff to take the final exam. They do explain that once they get certified they will be able to read the x-rays and cast the injury when necessary. In the meantime, they will refer to their professional partners, likely the Big Sky Medical Center, to treat the patient. Schmier points out that he has minutes from a Health Care Advisory Board meeting in 2011 where the need for radiology was discussed and questions why it has taken so long to get radiology services in West Yellowstone. Cooney explains that six years ago they did not have radiology equipment or staff, which they have been able to acquire since then. She says that they have had lapses in radiology services but have not been without that service for the entire time. Bishop says that Madison Valley would be prepared to offer radiology services the day they take over on January 1. He says they have a long history of working with Bozeman Deaconess and specialists in Bozeman as well. Schmier reads a statement that expresses concerns about CHP but ultimately says he will support the recommendation from the advisory board. Martineau asks John Bishop about being open on Sundays and points out that CHP has tried that but has not been successful as the pharmacy is not open on weekends. He asks if they have truly considered whether operating on Sundays is beneficial. Bishop says that they did consider operating on Sundays carefully but acknowledged that the park is open seven days per week and they would need to as well. Bill Howell says that his few experiences at the clinic as operated

by CHP have been very positive. Richard Gibson commends the Council for listening to the Health Care Advisory Board and encourages them to continue to utilize the board and guide the provider. Mike Gavagan agrees with Gibson and also encourages them to continue to use the advisory board in the future. Gavagan says that they should follow the advice of the advisory board and keep it involved in the future. Michael Schoemenan comments that he recently had to seek care from CHP and ultimately Bozeman Deaconess and would not have been able to afford it had it not been through the sliding fee system. Andie Withner says that her experience with CHP have been positive and she encourages the Council to support entities in our county. Jeremy Roberson also says his experience with CHP has been good and he believes that they have had five years to work out things here in West Yellowstone and have a good future. Tom Cherhoniak says that he is a patient at CHP as well as on their board of directors and also supports CHP. Mike Gavagan requests that when the Council votes, that if they vote against the recommendation of the advisory board that they explain why they are voting that way. Matt Kelley, Gallatin County Health Officer, also speaks on behalf of CHP pointing out the benefits of a federally qualified healthcare facility in West Yellowstone and the involvement of the advisory board. Doug Schmier raises questions about the progress CHP has made in the community and suggests that when CHP took over for Dr. Shirar over five years ago, they went backwards. He says that as an employer it is a big impact on families when they have to travel out of town for medical service. He says that he wanted to serve on the Healthcare Advisory Board and is disappointed that he did not get that opportunity. He is concerned that CHP will be chosen as the provider and is not ready to move forward. He encourages the Council to make the best decision, not just based on emotions. Arnie Siegel says that he has been in the community for many years and knew multiple providers. He suggests that CHP is following a lagging model while Madison Valley is offering a leading model for health care services. Clyde Seely says that he has supported CHP and will continue to, but says that they need to continue to work with the provider and provide access to more support if necessary. Withner says that we are a small community and have a very seasonal economy. She says that CHP has been here long enough to figure out how to operate in the community and establish a network of providers in the area. Cheryl Ridgely of Bozeman Health speaks and explains the support they provide to CHP and are committed to stabilizing primary care in the community. Trish Munn, an employee of CHP, speaks about the services she provides through CHP including lactation consulting, parents as teachers counseling, and assistance with Medicare and Medicaid applications as well as navigating the health insurance exchanges. John Bishop says that they will be able to offer very similar services and he a very high return rate in Ennis. Rohrback says that they have experienced a very high success rate because they are supported by the public. Munn asks if Madison Valley would offer outreach programs locally or only in Ennis, but Bishop says they would look for someone to offer those services here in West Yellowstone. Erin Bevan, a current CHP provider, says that rural healthcare is a challenge everywhere, not just in West Yellowstone or Gallatin County or Montana. Doug Schmier asks Fire Chief Shane Grube about the effect of expanded hours on the operation of the ambulance service, but Grube says he cannot accurately answer the question without doing more research. He says that expanded hours will allow them to improve their service. Schmier apologizes for putting Grube on the spot, but also points out that the people in the room tonight are overwhelmingly in favor of CHP, but emotionally tied or employed by CHP. He encourages the Council to not make a decision tonight and avoid making a knee-jerk reaction and reflect on it for a couple of days. Chris Burke says that this process has taken many months and this is not a snap decision. He encourages the Council to carefully consider what has been said and make a good decision. Bishop and Cooney both express appreciation for the opportunity to participate in the process. Mayor Johnson asks the Council for any final comments. Forsythe says that in response to the request from Gavagan, he says that he believes they can do better in West Yellowstone. He believes that if they can build a hospital in Sheridan (Montana) he thinks they can build one here. He says that he was on an advisory board in Big Sky that recommended that Billings Clinic come to Big Sky, but Bozeman Deaconess (Bozeman Health) said they were going to build a hospital anyway

and was not concerned about healthcare in West Yellowstone but Billings Clinic was and that is why he will vote for Madison Valley. Parker says that they need to prepare for the future. He says that he expected five or six responses to the RFP and was disappointed to only receive two. Martineau says that he was very impressed with Madison Valley and if they had been here five years ago, they may be having a different conversation. Martineau says that he also doesn't see any value in setting up a committee nearly a year ago to work on this but then not taking their recommendation so therefore he will vote for CHP. Johnson says that they worked very hard to release an RFP that was reasonable and attainable. He says that both proposals were very even and made it difficult to compare.

- A) **Advisory Board Reports:** Council Member Parker reports that the Health Care Advisory Board met last week to put together a recommendation for the Health Care RFP process, which will be discussed later tonight. Public Services Superintendent James Patterson reports that the Parks & Recreation Advisory Board met last week to discuss plans for this summer and the perimeter trail.
- B) **Town Manager and Department Head Reports:** Town Manager Dan Sabolsky reports on current issues: **Water and Sewer Issues:** Water and sewer rate adjustments will be used for items that need to be undertaken whether the town develops the 80 acres or not. Two public hearings are set for April 19, 2016 and May 3, 2016. Notification has been provided to all water/sewer customers of the public hearing for April 19, 2016. In May, Mr. Dyer will provide an update on the Water and Sewer studies being conducted by his firm. Status: On-going. **WYED Consulting Contract – Public Input Project:** NRDC has asked that the Town to consider adopting the Affordable Housing Plan. I have sent a copy of the Plan to council members for their review and comments. I have a meeting scheduled with HRDC, in Bozeman, to discuss the housing plan and the Electric Housing Project. Status: In progress. **Food Truck Ordinance:** The Town had a work session on establishing food truck regulations. As a result of that meeting, the staff has completed mobile food vendor regulations that were sent to council for their review. A draft of the regulations was sent to the Town's legal counsel for review. It is anticipated that the regulations shall be on the May 3rd Council Agenda. Status: In progress. **Grizzly Internet:** I met with Mr. Pond, of Safelink, regarding the assignment. Last week, Safelink forwarded a sample bond that was reviewed by staff and our legal counsel. Our counsel is now working with Safelink to modify the bonding requirements. Status: Pending. **Payroll System:** The Town purchased the Black Mountain payroll software and entered into a maintenance agreement that includes the iCloud capabilities. The Finance Department completed their first training on the software. Ms. Roos has started entering data into the new system. There will be two trial runs of the payroll process before July. Status: In-progress. **Growth Policy:** The Planning Board has been working on the update to the Town's Growth Policy. The final draft was sent to the Town's legal counsel for review. Status: In-progress. **Police/Dispatcher/ 911 Training:** The staff has reviewed proposals for the hardware needs (servers etc.) for the 911. We are ready to select a vendor, but we will need to make a budget amendment. In addition, we are part of an RFP with Gallatin County for 911 stations. We have been interviewing companies to rewrite the Department's policy manuals. The selection of vendor shall be occurring in the next couple of weeks. The Chief, Ms. Gospodarek, and myself met to determine the future expenditures for the department. Status: In-progress. **80 Acre Financing:** The Town signed the Conditional Commitment Letter with First Security Bank for the financing of the 80 acres. The Town has signed a contract with Ms. Cynthia Weed, of K & L Gates, to assist the Town with drafting the necessary documents to assign a portion of the Resort Tax to service the debt with First Security. Ms. Gospodarek has been working with First Security Bank on finalizing the documentation to complete the transaction. Status: In progress. **Refinance of GO Bonds:** The Town signed the Conditional Commitment Letter with First Security Bank for the re-financing of the general obligation bonds. The Town has signed a contract with Ms. Cynthia Weed, of K & L Gates, to assist the Town with drafting the necessary documents to refinance the general obligation bonds at a lower interest rate. Status: In progress. **School Expansion**

Project: Met with Jason Howell regarding the school project. They have started to review and analyze the bids on the school project. From preliminary numbers, it appears that the school district may need some assistance from the Town. We anticipate the School District attending a Council meeting in May to discuss their situation. Status: In progress. **Organizational Development:** Two management initiatives have been started: 1) Performance Management (10 Webinars) from MMIA and 2) The Leadership Challenge - training being provided by Montana State. The initiatives are going well. **Department Head Placement and Advancement:** (Also known as Section 05-10 of the Employee Manual). Met with the Department Heads regarding this section and reworked the document. A copy was forwarded to all Department Heads for their comments and revisions. Once completed, the document was forwarded to the Town's legal counsel and Town council. Once the legal review is done, it will be forwarded to council for discussion/action. Status: In progress.

Town Related Items:

- Meet the Medical Advisory Board (2).
- Attended the Library Advisory Board meeting.
- Attended the Recreation Advisory Board.
- Attended meeting with Yellowstone National Park superintendent Daniel Wenk.
- Participated in a conference call with legal counsel on arbitration.
- Met with Forsgren Associates, Inc.
- Met with the Judge Brandis.
- Two conference calls with Gallatin County Health Department.

Public Services Superintendent James Patterson reports that they are working on getting the Town cleaned up for winter. They are sweeping the streets and starting to put out garbage cans. They are still working on the remodel at the police station, too. Johnson asks how Patterson and Dyer feel about the slurry seal project from last summer now that they have got through the winter, particularly on Electric Street. Dyer says that there are a couple places where it hasn't held up as expected and he has already been in dialogue with the contractor to determine how to repair that. Finance Director Lanie Gospodarek reports that her department has been busy with resort tax revisions, business licensing, revising the MAP Fund application, and preparing for the upcoming budget. Social Services Director Kathi Arnado reports on progress they are making on how things are being distributed from the food bank. Chief Newell reports on an unusual call over the weekend that involved an international visitor that chose to lay in the middle of the road without clothes on. He says that the purchase order that was approved earlier will allow the department to improve and make some very necessary upgrades. He also mentions some comments on the West Yellowstone Public Forum this past week in regards to one of their officers that was very inaccurate.

The meeting is adjourned. (11:05 PM)

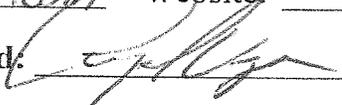
Mayor

ATTEST:

Town Clerk

Town of West Yellowstone Business License Application

Business Name: Obsidian RV Rentals
Applicant: Angel Vega
Contact Person: Angel Vega
Mailing Address: PO BOX 1823
Physical Address of Business: 1004 Obsidian Ave
Phone Number: 1 640-0949 Fax Number: _____
Email Address: angel@seryellowstone.com Website: _____

Signature of Property Owner of Record: 

Subdivision: Old Town
Block: 31 Lot: 1

Zoning District, please mark one:

- B-3 Central Business District (Old Town)
- B-4 Expanded Business District (Grizzly Park)
- E-2 Entertainment District (Grizzly Park)
- PUD Planned Unit Development (Grizzly Park)
- Residential Districts, Home Occupations Only (Mad Add)
- New Business
- Change of Location
- Transfer of Ownership
- Name Change

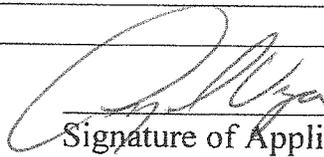
- Is this business licensed by the State of Montana? Yes No
- Appropriate City/County/Health Dept approvals (if applicable) Yes No (please attach)
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)? Yes No NA

Type of Business Please explain in detail the following: number of units, seating capacity, etc. Contractors should list trailers and equipment and where these items will be stored.

two rv's spots @ Rentals for over thirty days

Business License Fee: \$ _____

Resort Tax Bond: \$ _____


Signature of Applicant

Total Amount Due: \$ _____

Signature of Applicant

Date

FOR OFFICE USE ONLY				
Date Approved by Town Council:	_____			
Date _____	Check # _____	Amount \$ _____	License # _____	
SCN _____	BLP _____	STX _____	BLC _____	RDX _____

Site Plan

Business Name:

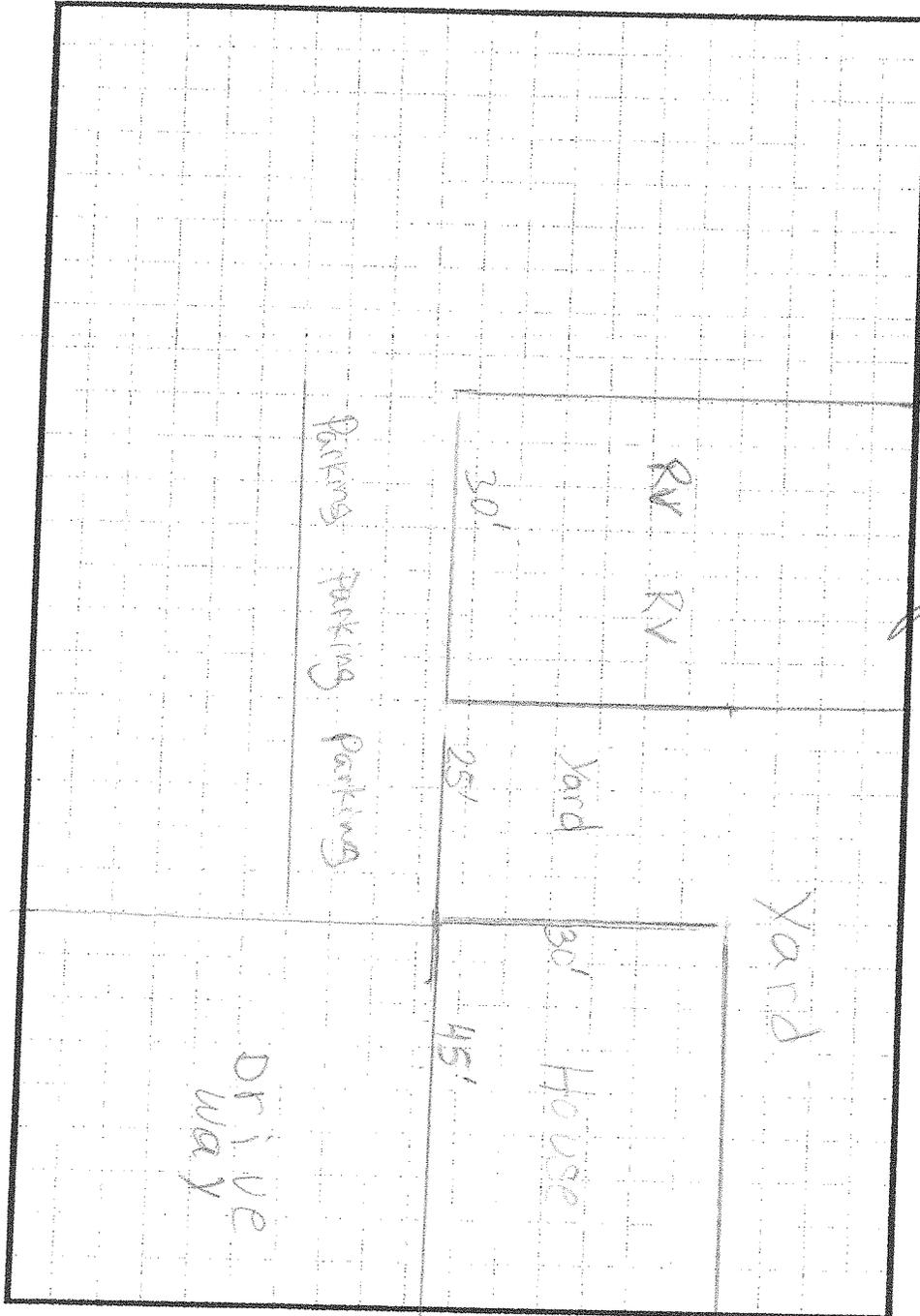
Business Owner:

Business Street Address:

Block:

Lot:

Subdivision:



[Handwritten signature]

Scale: 1 inch = 20 feet

Note: This grid represents a standard Town lot, 100 feet by 150 feet.

West Yellowstone School Requests:

1. Drywells. We would like approval to use dry wells on the school grounds to collect water from the roofs and the playground area to ensure the best / driest conditions possible for our children to play in. Working with the Town Engineer and Public works the solution was to reduce the quantity and improve the size. The other option was to have surface collection on the south side of the property close to Alley D. All water would have to run by the surface to this collection area and remain there till the ground could accept the water or run over into the storm drain on Geyser Street. This is not a good option for our school or kids.

2. Water main. The school would like to request the financial assistance (\$68,640) in installing a water main down Geyser Street and in a “U” shape back out to alley D to supply adequate fire protection for the entire school and adjacent properties. Per fire code we have limited protection today due to proximity of the current fire hydrants. The new school addition will be sprinkler’d, but the existing structure is not. The overall size of the school needs more fire hydrants closer to protect the school and adjacent properties in case of a fire. This will require a street cut on Geyser Street and Alley D intersection.

Money. As with any construction projects today it seems that money is tight. We are asking for assistance for the water main as it will be the property of the Town of West Yellowstone. The school will be covering the additional costs of bonding, insurance and fixing the asphalt. The School will also be providing an easement in case any future repairs are required. We currently are tight on money to get all the work we need accomplished. Without the financial assistance on the water main some of the needs of the school will have to put off and fixed at a later day due to money. The water main and overall fire protection / hydrants of the existing school were not accounted for till after the initial cost estimates and bond was passed. They came up after the fact due to it being more infrastructure requirements than school needs.

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

Event or Project Applicant: Black Mountain Productions
Event or Project Name: 2016 Music in the Park Series
Date Submitted: 3.25.16
Date Approved by MAPFAB: 4.14.16
Requested Amount: \$17,000
Approved Amount: \$15,900
Exceptions: \$15,900 doesn't include funds for insurance

Comments: Application submitted for \$17,000. At Application review meeting, applicant requested fewer funds to pay the bands. Thus, \$13,400 approved for bands and \$2,500 for marketing.

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

_____ Date: _____

Comments:

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

MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE

Applicant Information

Applicant Individual or Organization: Black Mountain Productions, LLC

Event or Project Contact Person: Don Perry, Event Coordinator

Address: PO Box 875, West Yellowstone MT, 5975

Phone: 406-539-7895 *Email:* yellowstoneautomotive@yahoo.com

Application Submission Date: 5/25/16

Event or Project Information

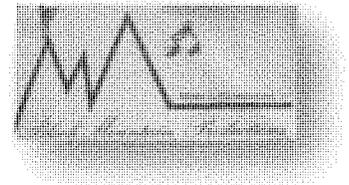
Event or Project Name: 2016 "Music in the Park" Series

Location of Event or Project: City/Pioneer Park

Date(s) of Event or Project: July 2, July 3, July 4, August 5, August 6, 2016

Estimated Total Event or Project Cost: \$23,375.00

MAP Fund Amount Requested: \$ 17,000.00



Section One: Project Summary



The "Music in the Park" series began in the summer of 2006 through the efforts of Black Mountain Productions with the support of the Town of West Yellowstone, the West Yellowstone Chamber, and local businesses. As a "free" event in a highly visible location, the City Park/Pioneer Park, we attracted up to 500 attendees per show. It also provides the opportunity to profile local artists and groups.

Over the next five summers, Black Mountain Productions put on a summer series, including up to five shows per year, until 2012 when the time and costs, especially the personal time needed from volunteers, became too overwhelming. The event series was revived for the summer of 2013 due to grant support and volunteers again willing to handle the logistics. We focused on Americana genre (folk, blue grass, etc.) music that will build on the unique Montana flavor of our community. We also found that a variety would fit in nicely because of the visitor's from all the country and world.

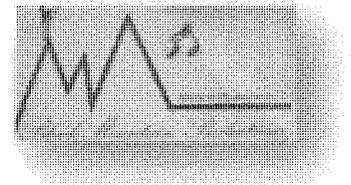
The positive response from local residents, summer residents, visitors, summer employees, and businesses continues to reinforce the value of the series and encourages us to continue, and expand it.

This year, we are concentrating on two extended weekends: the continuation of the "Caldera Fest" on July 2nd and 3rd, followed by the annual July 4th "Music in the Park" event. Typically, attendance on July 4th is the heaviest of any of the series dates. Last year, it was several thousand. Caldera Fest is designed to attract attendance over the weekend leading up to July 4th increasing the time visitors spend here in West Yellowstone.

The second set weekend is designed to support the Annual Rod Run event in the park with a concert on Friday evening August 5th and three bands during day and evening on Saturday, August 6th, 2016. The Rod Run has moved their ice cream social to the park for the evening of August 5th, and plan to hold their awards ceremony in conjunction with the evening music performance on August 6th.

We are asking for a total of \$17,000.00 for assistance with: \$1,000 for assistance with insurance, \$2,500.00 for marketing and advertising promotion (see detail under Marketing section), and \$13,500.00 for assistance with securing and payment of the bands/entertainment (see detail in bands descriptions).

Section Two: Timeline



Schedule for Summer 2016: Our potential "Music in the Park" summer series for 2016 includes the following:

At this point, we are still finalizing and negotiating with the bands. This schedule is subject to change. We work hard to get the best pricing possible when booking bands by looking for bands that are already on tour going through our area or attending regional festivals, or simply want to visit Yellowstone and Montana and are willing to fit us in at a reasonable rate.

Our **tentative** schedule currently includes:

July 2nd: Afternoon/evening Band TBD @ approximately \$2,000

July 3rd: Afternoon/evening **Suzy Bogguss**
@approximately \$3,000

Some of Suzy's accomplishments include ten albums for Capitol Records, one of which has been certified platinum and three others, gold. Eight of her singles have cracked country music's top 5. Her latest album, "Lucky," is a collection of songs all written by Merle Haggard. Suzy makes the country rebel's compositions her own, reinterpreting classics like "The Bottle Let Me Down," "Silver Wings" and "Today I Started Loving You Again" from a female point of view.

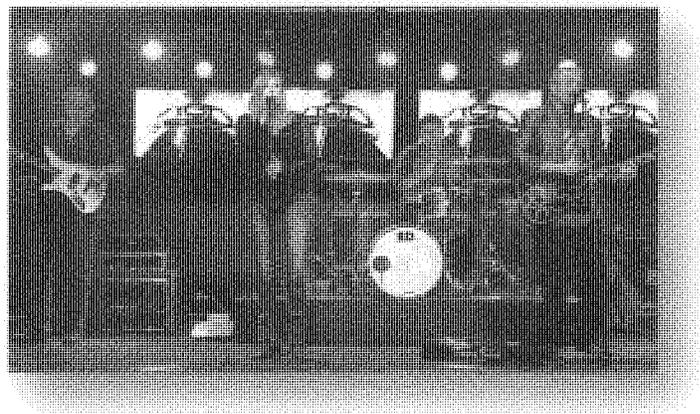


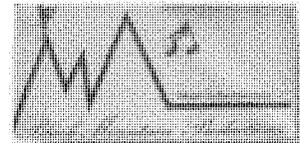
July 4th: Evening band -

Slammabama @ approximately \$3,500 *Note: this is a very reduced rate because this band wants to visit Yellowstone Park and we would need to arrange two room nights for them.*

From the first note to the last encore, the energy and intensity of SLAMABAMA will have your undivided attention. On the verge of breaking out, these 4 musicians' incomparable stage presence can only be described as a uniquely perfect blend of Sugarland and Van Halen.

They have built a reputation of unequalled stamina on-stage as they seamlessly go from one song to the next without wasting time. They always keep the energy and fun moving toward an out of control pace for a intense concert experience for all. Be prepared to join in the fun when you sing along to all of your favorites and be blown away by how much you love the original music from their 2 successful album releases. A SLAMABAMA show is both an entertaining and interactive music experience seldom seen in live music today.





August 5th: Evening –

J.B. Beverley @approximately \$3,000

Virginia native J.B. Beverley has spent most of his life playing music. From his humble roots in the Washington DC underground, to the hundreds of thousands of miles he has logged fronting the banjo-driven honky tonk band J.B.

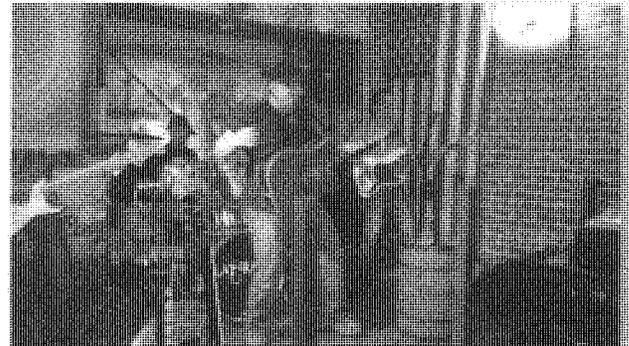
Beverley & The Wayward Drifters, J.B. has cultivated a diverse and unique style that is all his own. A self-described "musical half-breed", Beverley has made his bones in both the roots-country and rock worlds, showcasing a variety of talent, and never compromising the integrity of either. J.B.'s solo album, a musical mixed bag called *Stripped To The Root*, featuring 15 songs and ranging from country, to blues, to old time, to rock and roll, debuted in 2014. For the first time ever, J.B. is booking a tour without the Wayward Drifters or any other band. Dubbed the "Lone Wolf" tour, Beverley is taking to the road for the spring and summer of 2016. *"It's just something I've wanted to do for a long time. It kind of becomes limitless and unpredictable."*



August 6th: Day bands and Evening Band TBD @ approximately \$1,000.

"Flat Busted" @ approximately \$1,500;

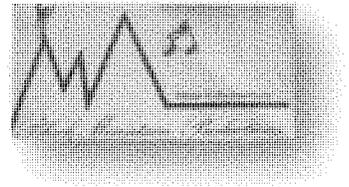
Flat Busted is a "Rockin Country" party band fronted by Brian McPherson, one of the best entertainers in the Sacramento area. Brian McPherson, the lead vocalist is a true entertainer. Utilizing his wireless mic, you'll find him in the middle of the party, gettin down with whoever is on the dance floor. Flat Busted has one goal - to give our fans/friends an evening they will remember and more fun than they expected!



"Ugly Valley Boys" @ approximately \$3,500;

A returning favorite to the "Music in the Park" series, the Ugly Valley Boys consist of guitar player and songwriter Ryan Eastlyn, and upright bass player Braxton Brandenburg of the 2-piece Ugly Valley Boys. Their album *Double Down* was one of the big surprises of 2011, partly because of how they're able to evoke such a deep, classic sound in their music. When you look at what the two men do when they're not appearing on stage, it only makes sense that the vintage vibes come naturally. *"A stripped down & soulful blend of American roots music that is delivered with sincerity & a driving steady beat."*





Pre-Event Planning:

April – May – June

- Determine band availability and efficiencies such as which bands can stop here on their way to another venue to reduce cost.
- Fund raising, grant writing, and marketing strategies.
- Working with Town of West Yellowstone on venue and organizations on insurance, co-promotion, and food/beverage booths.
- Contact local businesses for financial assistance.

June

- Finalize schedules, bands, equipment, insurance, permits, and volunteers for set-up.
- Initial publicity and promotion.
- Determine advertising schedules, creative, and placement.
- Work with bands on co-promotion.

July-August

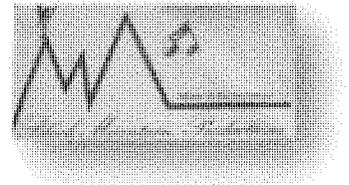
- Logistics for each show
 - Each show takes a minimum of eight people working for 18 to 20 hours per event. Man hours include setup and tear down of stage equipment, canopies, and clean-up of venue grounds and concessions areas.
We also provide our own security to alleviate the added duties of our local police. All "Music in the Park" events will take place at Pioneer Park, more commonly known as the City Park. Setup generally begins around 8:00 AM the morning of the show. Music will start between 6:00-7:00 PM and will be completed by 10:00 PM. The stage & equipment is removed by 12:00 noon the following day, unless needed for another event the following night.
We work closely with the Town of West Yellowstone Public Works Department to coordinate these logistics.
- Advertising and promotion underway
- Work with organizations involved with the events

Section Three: Budget

Please refer to the budget detail in Addendum One.

We are working hard to increase revenues and reduce expenditures. As the Festival grows in attendance, recognition, and vendors, we believe we can charge an admission and cover its costs in future years.

Please note:



1. We are again planning to use our volunteer laborers for stage setup, event security, book keeping, and marketing assistance. We do pay for professional services as required and some volunteer lunches.
2. We are working with a supplier to get our lighting at cost.
3. In the past we were able to receive donated rooms for the bands from lodging properties. We will ask again this summer, but with the high occupancy this may be difficult to obtain.
4. We will be going directly to businesses that have not been involved in the past asking for their help with volunteers or financial or in-kind contributions.

Section Four: Publicity, Promotion, and Marketing

Posters:

- We would like to produce a printed (and electronic version) of the "Music in the Park" series poster with a full season schedule and information on the various music groups. These posters would be distributed around West Yellowstone and the surrounding area, including Island Park, Big Sky, and Belgrade/Bozeman.

Flyer/information sheet:

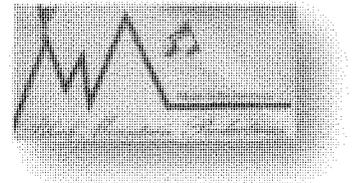
- We would create a one-page, easy-to-read information flyer that would be distributed to employees at local businesses, and could be used for reference throughout the entire summer.

Event listings and ads:

- We would list our schedule on free calendar of events including the West Yellowstone Chamber events calendar, the Island Park Journal calendar, the Big Sky Weekly calendar, and This Week (Bozeman/Belgrade) calendars. We would also place small black and white ads with the full summer schedule in local and area newspapers (West Yellowstone News, Big Sky Weekly, Island Park Journal, and Madisonian) where the cost would be low. The final placement budget will be determined by grant awards and contributions from local businesses.
- By publishing the entire series schedule, we would be able to push the entire series and encourage repeat visitors, as well as raise local awareness.
- With this grant funding, we would also take out digital ads (banners and on-line event listings) in the BoZone and Lively Times which are regional newspapers with a strong music following where their readers choose a travel destination based on concerts. We would also provide information for editorial features.

Social Media:

- We will promote our events on Facebook through our own page, "Free Music in the Park BMP," and working with the West Yellowstone Chamber and TBID to provide materials for posts on their Facebook and Twitter pages. We will work with local businesses to cross promote the series on



their social media sites by providing a series of pre-made Facebook posts, Twitter tweets, and photographs.

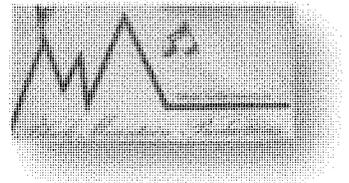
- Additionally, we will work with the bands to promote the events and West Yellowstone. By posting dates and information on their Facebook, Twitter, and Instagram pages we can reach their followers, broaden our reach throughout Montana and neighboring states, without any additional cost.
- News releases and editorial content: We will submit news releases about the series and about individual events to regional newspapers. We are asking the West Yellowstone Chamber to help promote the series with “news stories” on their website and inclusion in any news releases they create about summer events and distributed information for summer visitors.

Websites:

- We are asking the WY TBID to update last year’s landing page off of www.yellowstonedestination.com with a full schedule. We will work with the West Yellowstone Chamber Marketing Director to add event listings, special news stories, and other content to that website.
- We will also ask each band to post information on their respective websites including links back to West Yellowstone websites for lodging and West Yellowstone information.

Here is the detailed marketing assistance of \$2,500.00 requested in this grant:

Printed Materials:					
	Poster	split costs with TBID		\$100.50	
Digital					
Radio					
	KWYS	July 3rd & 4th - week		\$75.00	
	KWYS	August 1st run		\$75.00	
July 3rd & 4th ads					
	June 30/July 1st				
	Belgrade News	full color, 1/2 page, 9.667 x 7.9 horizontal	\$180 + \$11.25 + \$22.50 creative	\$ 213.75	
	West Yellowstone News	full color, 1/2 page, 9.667 x 4.78	141 + \$33.75 + \$11.25 creative	\$ 186.00	
	Island Park Journal	full color, 1/2 page, 9.6 w. x 8.1 in t	\$150 + \$22.50 + 11.25 creative	\$183.75	
	Madisonian	full color, 1/2 page, 11.63 inches wide, 10.5 inches tall	\$399 + \$33.75 creative	\$432.75	
July 18th & August 1st ads					
	week of June 28th				
	Island Park Journal	full color, 1/2 page, 9.6 w. x 8.1 in t	\$150 + \$35 creative	\$185.00	
	week of July 31st				
	July 20th	Island Park Journal	full color, 1/2 page, 9.6 w. x 8.1 in t	\$150 + \$35 creative	\$185.00
July 18th & August 1st ads					
	week of July 31st				
	Belgrade News	full color, 1/2 page, 9.667 x 7.9 horizontal	\$180 + 11.25 creative	\$ 191.25	
	West Yellowstone News	full color, 1/2 page, 9.667 x 4.78	141 + \$11.25 creative	\$ 152.25	
	Island Park Journal	full color, 1/2 page, 9.6 w. x 8.1 in t	\$150 + \$11.25creative	\$161.25	
	"Get Out" Section	full color, 1/4 page, 4.75 X 4.78" 17th & 31st	\$36+ \$22.50 creative	\$358.50	
				\$2,500.00	



Section Five: Application Review Criteria

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

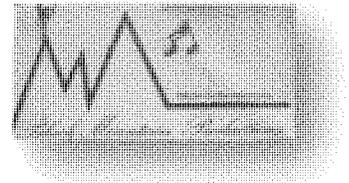
"Music in the Park" has shown great success in the past seven years. Our events offer our visitors and locals a unique and fun experience in the heart of West Yellowstone. Through local support, grant funding, support from the Chamber and other organizations, "Music in the Park" has grown to an event people look forward to attending.

It is no longer enough just to be a "community on the border of Yellowstone Park," we need to offer something more to make Yellowstone-bound and repeat visitors choose West Yellowstone over Cody, Jackson Hole, Bozeman, Livingston, Island Park, Cooke City, and/or Red Lodge. A recent study found that the more tourists are aware of festivals (or other music events), the more likely they are to consider these festivals/dates as an important factor in their destination choice. The level of satisfaction from attending the festivals was directly proportional to the level of overall satisfaction of the destination. Satisfied visitors mean return visitors to West Yellowstone.

Our events offer our visitors and locals a unique and fun experience in the heart of West Yellowstone. It prolongs the amount of time a visitor spends in West Yellowstone which increases revenues from food, beverage, gas, and retail. And, promotes overnight stays for available rooms. By leveraging existing events at the same time or location, we build an even larger audience of visitors and positive social media experiences.

- 2. How does the event or project reach potential visitors outside West Yellowstone?**
Local and area businesses display our "Music in the Park" summer schedule poster. They promoted the events on their websites. The WY Visitor Center also helps promote the events by telling visitors and displaying posters. The event schedule will be posted on the West Yellowstone Chamber website. We have also worked with the Chamber in the past for event insurance.
- 3. How does the event or project have the potential to increase the number of visitors to West Yellowstone or to extend the visitor stays?**
"Event tourism" is becoming increasingly important in destination tourism. It is no longer enough just to be a "community on the border of Yellowstone Park," we need to offer something more to make Yellowstone-bound and repeat visitors choose West Yellowstone over neighboring communities. And, while visitors may come for the music, they also eat at restaurants, browse retail shops, fill their cars with gas, and may spend a night.

There is also a growing segment of visitors planning their trips around local festivals and music events. Big Timber, Livingston, Red Lodge, and other communities throughout Montana are using music festivals and music events to attract this cultural tourism segment. For example, Big



Timber is building an annual festival based on “Red Dirt” Music, an indigenous American music genre that pulls in attendees from as far away as Texas.

The expansion of the “Caldera Music Festival,” can also bring overnight visitors to the community. We plan to promote it as a three-day event in addition to enhancing the overall small town 4th of July experience.

4. The number of attendees is the best way we can measure event success. With advance publicity, we will be able to increase local attendance, repeat visitor attendance, as well as "casual" and "time-switchers" consumer segment groups. We will be counting attendee's and working on possible ways to gather information about the individual's length of stay, lodging, and if they ate, shopped, or bought gas while here.

5. How does the event or project complement or enhance existing events or projects?

The Music in the Park series is an enhancement to the overall experience of the visitors coming to our community. It offers something of definite value by being “free” for visitors, employees, and local families. It builds the “brand” of our Town Park as a place to congregate, relax, and have a unique Montana music experience. It also supports "small town 4th of July celebration" by always including a show for that weekend.

6. How does previous experience support this type of event or project as viable?

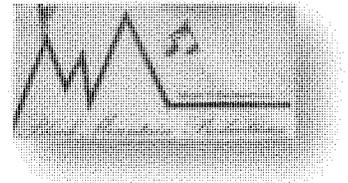
Black Mountain Productions is a non-profit 501(c) (3) organization whose goal is to bring family oriented live entertainment to West Yellowstone. Black Mountain Products owns its own equipment including stage and extensive sound system. Our main focus has been live music in the City Park. We also organize other social functions for groups within the town of West Yellowstone. Additionally, we have provided our equipment for use at other events.

Additionally, Black Mountain has been involved in other community events such as the Yellowstone Historic Center's annual Heritage Celebration, the West Yellowstone Foundation Happening, WYED's Buffalo Roam Unveiling, the Suzie Bogus concert at the Union Pacific Dining Hall, the Christmas Stroll, the Kids'N'Snow Saturday night S'mores and Skating activity, the Rendezvous Ski Races, Yellowstone Ski Festival, and more.

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

Yes, we have received MAP grants in the past. All vendors were paid and documentation submitted.

- 2008 for \$4,545.69
- 2009 for \$500.00
- 2011 for \$6,610.62
- 2014 for \$2,500.00
- 2015 for \$5,000.00



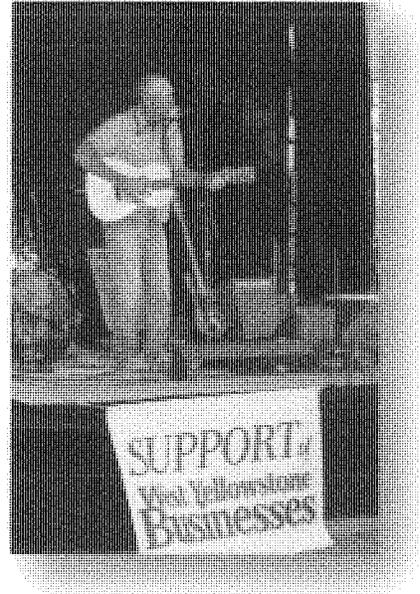
8. Can this event or project proceed without MAP Funds?

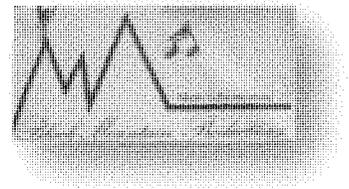
Yes, the event could proceed without MAP funds. However, it would impact the offering reducing the number of bands or days in the series. It would also impact the out-of-area promotion and advertising reach.

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

We will include the appropriate verbiage and image on all event signage, advertising, promotional, and publicity efforts (e.g., MAP logo, the wording "West Yellowstone, MT," etc.)

We will work with the MAP Board regarding this as well as what can be given to West Yellowstone businesses demonstrating their support.





Addendum One: Budget

Black Mountain Productions
2016 Budget
May through October 2016

	May - Oct 16
Income	
Direct Public Support	
Individ, Business Contributions	4,000.00
Total Direct Public Support	4,000.00
MAP Grant request	17,000.00
TBID Grant Request	2,500.00
Total Income	23,500.00
Expense	
Advertising	5,000.00
Audio Upgrade	1,400.00
Bands	13,500.00
Business License	50.00
Insurance - Liability	1,000.00
Lighting	1,000.00
Park Permit	25.00
Stage Repairs	1,400.00
Total Expense	23,375.00
Net Income	125.00

We currently have sponsors for (2) bands rooms and will be seeking more .

Page 1

Certification

Applicant Individual or Organization:

Event or Project Name:

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

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

Signature: 

Name (printed): DON PERRY

Title: Pres

Date: 3/28/16

For Office Use Only

This application has been approved by MAPFAB Date: _____

This application has not been approved by MAPFAB Date: _____

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

Event or Project Applicant: W.Y. Chamber of Commerce for the Visitors Info Center
Event or Project Name: Visitor Info Center Staffing and Operations Assistance
Date Submitted: March 30, 2016
Date Approved by MAPFAB: April 14, 2016
Requested Amount: \$10,000
Approved Amount: \$10,000
Exceptions: None
Comments: None

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

_____ Date: _____

Comments:

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

MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE

Applicant Information

Applicant Individual or Organization: West Yellowstone Chamber of Commerce for the
Visitors Information Center (WYVIC)

Event or Project Contact Person: Marysue Costello

Address: PO Box 458, West Yellowstone MT 59758

Phone: 406.646.7701 Fax: 406.646.9691 Email: director@destinationyellowstone.com

Application Submission Date: March 30, 2016

Event or Project Information

Event or Project Name: Visitor Information Center Staffing and Operations Assistance

Location of Event or Project: West Yellowstone Visitors Information Center

Date(s) of Event or Project: July 1, 2016 through June 30, 2017

Estimated Total Event or Project Cost: \$99,629 (annually)

MAP Fund Amount Requested: \$ 10,000.00

MARKETING AND PROMOTION (MAP) FUND APPLICATION

Section 1 Proposed Event or Project Summary

Background:

The West Yellowstone Chamber of Commerce has been a recognized corporation of the State of Montana since 1960. In 1987 corporate papers were re-filed and at nearly the same time, the then Board of Directors determined it was important to expand visitor services so that our community would benefit.

Cobbling together the mobile home that had been its offices with a building originally provided by Yamaha for oval snowmobile racing, the Chamber opened a visitors center in the parking lot of the Museum.

Since that time the Chamber's membership has recognized the importance of a Visitors Center and has accepted the responsibility and the oversight of the West Yellowstone Visitors Center.

In 1994 with the advent and development of Grizzly Park, the Chamber was successful in building both Chamber offices and a new Visitors Center in the current location. Cooperation with the Park and Forest Service helped with staffing. Most importantly, though, the Travel Promotion Unit (now the Montana Office of Tourism and Business Development--MTOTBD) of the State of Montana had begun a program that assisted Visitors Centers located at the state's entrances with funds directed toward staffing. Yellowstone Country, our tourism region, also began investing in Visitors Centers and, combined, these funds almost covered the staffing needed to serve our visitors. The Chamber has also provided a small portion of funding and the location for this activity that is so essential to the economic well being of our community.

The Park Service, in 2007-8, expanded the Visitors Center portion of the building to better accommodate their staffing and provide a public meeting room. During that same construction, the public restrooms were expanded.

In 2015, after experimenting with other staffing strategies that first greatly reduced and then enhanced funding, the Montana Office of Tourism chose to cease participating in Visitors Centers in favor of greater emphasis on technological efforts.

Results of this decision were that, at the request of the Chamber, Yellowstone Country Montana significantly increased their funding. Additionally, the Chamber came to the Marketing & Promotions Fund for the second time to ask for assistance to keep the Visitors Center operating. We appreciated your positive response.

Now, however, it is time for a long-term solution to funding the Visitor Information Center because:

- The staff at the Visitors Center is likely the greatest single marketing tool that serves our community. They have the one-on-one attention that moves people to action.
- The Visitors Center represents the entire community and, as such, should receive support that reflects broad participation by the business community. The Marketing & Promotions Fund, although not initially intended for this purpose, reflects that broad approach.

- The Membership of the Chamber of Commerce still sees the Visitors Center as one of its primary purposes; however, it cannot and should not be expected to carry the burden of this essential service that supports the entire business community and thereby the entire community.
- The Visitors Center needs to have assured sources of funding and the Chamber of Commerce should not, by default, be the organization that must go "hat in hand" to secure the funding year in and year out.
- Yellowstone Country needs to meet the needs of diverse communities within its regional footprint. Most communities with active Visitors Center cannot receive more than \$8,000 while West Yellowstone will receive \$30,000 for the summer of 2016. Yellowstone Country may determine in the future that other demands on their resources should have priority over Visitors Centers or that all Visitor Centers should receive the same amount of funding (\$8,000 or less) as they have in the past.
- The Visitors Center also serves Yellowstone National Park and the Custer Gallatin National Forest both of whom fund their own staffing. The fact that the Park recognizes this Center as one of their official Visitors Centers enhances West Yellowstone's opportunity to interact with guests who might not otherwise have stopped here.
- Research shows the importance of Visitors Center to local economies. Our ability to effect visitor's choices and plans directly impacts all of the businesses in West Yellowstone. Whether it's an additional meal, an attraction visited, a souvenir purchased or a night spent--it all contributes to the success of our community. We are the portal to the community.
- In turning to data and trends, all indications are that 2016 will exceed 2015 visitation. With a number of demographic groups showing an inclination to increase travel this summer and the spike in interest in Parks being driven in large part by the 2016 Centennial of the National Park Service, we can anticipate that this summer will be even busier than last.
- In 2015, over 153,000 visitors came through the doors of the West Yellowstone Visitors Center. Thousands more sent an email or made a phone call for information or assistance with planning their trips. This was a jump in visitation of just over 33% and it began right in April when we saw nearly 46% more over the prior April. Barring any unforeseen happenings, all indications are that we can again expect a visitor flood this summer.

Grant Request:

West Yellowstone needs its Visitors Center to operate. We respectfully ask that you consider making the support of the Visitors Center a high priority and further that you consider funding it as a line-item in your annual budget, beginning this year with a \$10,000 award.

Section 2 Proposed Timeline

The timeline for the MAP funding is July 1, 2016 through June 30, 2017.

Section 3 Proposed Budget July 1, 2016 through June 30, 2017

Costs to be covered	Amount	
Labor including taxes and benefits	\$78,499	
New tech equipment and wi-fi Hot Spot	\$ 2,700	
Facility (including building, maintenance, utilities)	\$18,630	
Total Costs	\$99,829	
Potential Funders		Amount Committed
Yellowstone Country Montana	Balance that will remain after June expenses and must be spent by September 30th.	\$22,000
West Yellowstone TBID		
West Yellowstone MAP		
West Yellowstone Foundation		
West Yellowstone Bed Tax		\$15,000
West Yellowstone Chamber		\$16,500
Town of West Yellowstone		
Total Committed to date		\$53,500

We continue to actively seek funding to address the long-term financial needs of the West Yellowstone Visitor Information Center looking further for funding partners and even in-house solutions such as retail gear sales. These sales can offset a minimal amount of the funding needed and it certainly is something the Chamber plans to do.

Section 4 Publicity, Promotion, Marketing

Visitors Centers accomplish all three in a less than traditional manner. They create excellent public and personal relations, promote the community and area and “market” all sorts of events, activities and amenities in a one-on-one basis.

Section 5 Application Review Criteria

Applications will be reviewed against multiple criteria. Please provide answers to the following questions:

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

We firmly believe that the ability to staff effectively increases the likelihood of the selection of West Yellowstone as the preferred Yellowstone destination as well as the extension of visitors' stays and their return to visit again.

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

Primarily by "Word of Mouth". The VIC is also promoted on the mobile friendly West Yellowstone website at www.destinationyellowstone.com, and through facebook, twitter and other social media.

- How does your event or project have the potential to increase the number of visitors to West Yellowstone or to extend visitor stays?

By the interaction with visitors whether in person, on the phone or on the internet we increase the quality of guests' experience (i.e., an activity they hadn't known of or planned), which then leads to longer length of stay and increases the potential for a return visit to the West Yellowstone area and, too, visits by their friends and family.

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

The staff constantly sells all West Yellowstone (and area) events and activities.

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

We believe that the ROI of a Visitors Center can be directly related to the amount of Resort Taxes, MAP funds and TBID collections that are realized. We know from past research conducted by MTOT that visitors who use a visitor center spend more money than those who do not.

- Can your event or project proceed without MAP funds?

Possibly, and that will only be known after other sources commit.

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

The Chamber will invest in signage in both restrooms and in the VIC itself indicating the funding sources that provide the services.

Section 6 Application Supporting Documentation

The attached planned hours of operation for the period for which these funds are being requested.

MAP Fund Application Review

We plan to have someone present at the meeting.

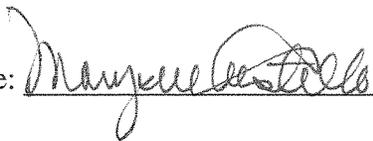
Certification

Applicant Individual or Organization: West Yellowstone Chamber of Commerce

Event or Project Name: Visitor Information Center Staffing Assistance

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

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

Signature:  Name (printed): Marysue Costello

Title: Executive Director Date: 3/31/16

For Office Use Only

This application has been approved by MAPFAB Date: _____

VISITOR INFORMATION CENTER PLANNED HOURS OF OPERATION

West Yellowstone Chamber of Commerce

July 1, 2016 through June 30, 2017

	July 2016	August 2016	September 2016	October 2016	November 2016
Week 1 Planned Hours of Operation	8am-8pm 7 days/week 24hrs	8am-8pm 7 days/week 72hrs	8am-8pm 7 days/week 36hrs	8am-5pm 7 days/week 9hrs	8am-5pm 5 days this week 45hrs
Total Hours					
Week 2 Planned Hours of Operation	8am-8pm 7 days/week 84hrs	8am-8pm 7 days/week 84hrs	8am-8pm 7 days/week 84hrs	8am-5pm 7 days/week 63hrs	8am-5pm 6 days S-F 54hrs
Total Hours					
Week 3 Planned Hours of Operation	8am-8pm 7 days/week 84hrs	8am-8pm 7 days/week 84hrs	8am-8pm 7 days/week 84hrs	8am-5pm 7 days/week 63hrs	8am-5pm 5 days/week 45hrs
Total Hours					
Week 4 Planned Hours of Operation	8am-8pm 7 days/week 84hrs	8am-8pm 7 days/week 84hrs	8am-6pm 7 days/week 70	8am-5pm 7 days/week 63hrs	8am-5pm M-W closed Thanksgiving Thru Sunday 27hrs
Total Hours					
Week 5 Planned Hours of Operation	8am-8pm 7 days/week 84hrs	8am-8pm 7 days/week 48hrs	8am-6pm 7 days/week 60 hrs	8am-5pm 7 days/week 63hrs	8am-5pm M-W 27hrs
Total Hours					
	Week 6, 31st Only 8am-8pm 12hrs			Week 6, 30 & 31 8am-5pm 18hrs	

VISITOR INFORMATION CENTER PLANNED HOURS OF OPERATION
 West Yellowstone Chamber of Commerce
 July 1, 2016 through June 30, 2017

	December 2016	January 2017	February 2017	March 2017	April 2017
Week 1 Planned Hours of Operation	8am-5pm TH-F 18hrs	8am-5pm 5 days/week 45hrs	8am-5pm W-F 27hrs	8am-5pm W-F 27hrs	8am-5pm 5 days/week 45hrs
Total Hours					
Week 2 Planned Hours of Operation	8am-5pm 5 days/week 45hrs				
Total Hours					
Week 3 Planned Hours of Operation	8am-5pm 5 days/week 45hrs	8am-5pm 5 days/week 45hrs	8am-5pm 5 days/week 45hrs	8am-5pm 5 days/week 45hrs	8am-5pm 6 days this week M-SA 8am-5pm 54hrs
Total Hours					
Week 4 Planned Hours of Operation	8am-5pm 5 days/week 45hrs	8am-5pm 5 days/week 45hrs	8am-5pm 5 days/week 45hrs	8am-5pm 5 days/week 45hrs	8am-5pm Sun 9hrs.
Total Hours					
Week 5 Planned Hours of Operation	8am-5pm 5 days/week 45hrs	8am-5pm M-T 18hrs	8am-5pm M-T 18hrs	8am-5pm M-T 18hrs	
Total Hours					

VISITOR INFORMATION CENTER PLANNED HOURS OF OPERATION

West Yellowstone Chamber of Commerce

July 1, 2016 through June 30, 2017

	May 2017	June 2017
Week 1 Planned Hours of Operation	8am-6pm 6 days this week 60hrs	8am-8pm 3 days this week 36hrs
Total Hours		
Week 2 Planned Hours of Operation	8am-6pm 7days/week 70hrs	8am-8pm 7 days/week 84hrs
Total Hours		
Week 3 Planned Hours of Operation	8am-6pm 7days/week 70hrs	8am-8pm 7 days/week 84hrs
Total Hours		
Week 4 Planned Hours of Operation	8am-6pm 5 days + 8am-8pm 2 days 74hrs	8am-8pm 7 days/week 84hrs
Total Hours		
Week 5 Planned Hours of Operation	8am-8pm 4 days this week 48hrs	8am-8pm 6 days/week 72hrs
Total Hours		

ORDINANCE No. 259

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AMENDING THE WEST YELLOWSTONE TOWN CODE TO ALLOW FOR AND REGULATE MOBILE FOOD VENDORS.

WHEREAS, the Town Council of the Town of West Yellowstone believes that allowing and regulating mobile food vendors is in the best interests of the health, safety and welfare of the citizens of West Yellowstone; and

WHEREAS, Mobile food vendors provide a unique service to the community by providing affordable food to go and by helping incubate small businesses; and

WHEREAS, businesses with permanent locations are an integral part of the local economy and therefore it is necessary to limit competition from mobile food vendors to certain areas of town and hours of operation:

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of West Yellowstone that the following amendment be made to the municipal code of the Town of West Yellowstone, effectively adopting Section 5.30 and amending Section 17.22.020 as follows:

Section 1:

Section 5.30 Mobile Food Vendors:

1. Definitions: Mobile Food Vendors, (“MFV”) is a license, motorized vehicle or mobile food unit, including any readily movable wheeled cart or trailer, which is temporarily stored on a privately owned lot where food items and non-alcoholic beverages are sold to the general public. MFVs are permitted only in the B-3 zoning district.
2. Requirements:
 - A. All MFVs shall be located on privately owned property and must have written permission from the property owner to occupy the property.
 - B. All facilities and equipment used by the vendor shall be portable and shall not be located permanently on the site.
 - C. There shall be no customer seating.
 - D. MFVs shall comply with all Town parking regulations.
 - E. All MFVs must be fully self-contained. No temporary or permanent water, sanitary sewer, storm draining, and/or electrical connections from the MFV

to public or private utility systems. The MFV must have written permission from an owner of restroom facilities for employees to use such facilities during hours of operation.

- F. All areas within 5 feet of the food truck must be kept clean. Grease and liquid waste may not be disposed in tree pits, storm drains, and public sanitary sewer system or onto public streets.
- G. MFVs shall not be open to the public more than six (6) hours each day. An additional hour is allowed for setup and take down each day.
- H. MFVs shall not operate on public property or in public rights of way, public parking spaces, or driveways, without written permission from the Town. Further, MFVs shall not operate in fire lanes or within fifteen (15) feet of a fire hydrant, fire escape, bus stop, loading zone, handicapped parking space or access ramp. With Town approval, MFVs may be incorporated into community wide events, special events, or private catering contracts.
- I. All MFVs must obtain the following:
 - i) Mobile food vendor permit;
 - ii) Town business license;
 - iii) Town zoning permit;
 - iv) Must post a resort tax bond and shall be responsible for collecting such taxes on goods sold;
 - v) All applicable and necessary licenses from state and county agencies.All licenses and permits must be displayed on the MFV.
- J. MFVs must not be located within 100 feet from the front door of any restaurant or outdoor dining area.
- K. MFVs must provide proof of insurance for public liability insurance in an amount of not less than \$500,000 for bodily injury per occurrence and \$25,000 for property damage on account of any one accident or occurrence.

Section 2:

Section 17.22.020

Permitted Uses:

Permitted Uses in the B-District are:

30. Mobile Food Vendors as defined in Section 5.30.

Section 3: REPEALER: All ordinances and parts of ordinances in conflict with provisions of this ordinance, except as provided above, are hereby amended or repealed.

Section 4: EFFECTIVE DATE: This ordinance shall be in full force and effect thirty (30) days after final adoption by the Town Council of the Town of West Yellowstone.

Section 5: SEVERABILITY: If any portion of this ordinance or the application therefore to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which may be given effect without the invalid provisions or application and, to this end, the provisions of this ordinance are declared to be severable.

PASSED BY the Town Council and approved by the Mayor of the Town of West Yellowstone, Montana, this ____ day of _____, 20 ____.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Town Clerk

Sections 05-10- Department Head Placement and Advancement

A. Department Heads:

The following employees of the Town of West Yellowstone are considered Department Heads: Social Services Director, Finance Director, Police Chief, Public Services Superintendent, and any other Department Head positions as approved by Council.

B. Hiring of New Department Heads:

Newly hired Department Heads shall be hired by the Town Manager within the prescribed salary range for that position. The salary range shall be determined, prior to advertising the position, by the Town Manager through market research on municipal entities throughout the State of Montana. All efforts will be made by the Town Manager to hire said employees below the midpoint of the salary range. After six months, the Town Manager shall conduct a performance evaluation and, based on that evaluation, the Town Manager may grant up to a 3% non-retroactive salary adjustment.

C. Department Head Annual Adjustments:

The Social Services Director, Finance Director, and Public Services Superintendent, and any other Department Head positions created by Council shall be given the same pay adjustments and benefits that are afforded by the current union contract to the employees of the Montana Public Employment Association – West Yellowstone Employee Unit.

The Police Chief shall be given the same pay adjustments and benefits that are afforded by the current union contract to the employees of the Montana Public Employment Association – West Yellowstone Protective Unit.

As salary -exempted employees, directors shall not be compensated for overtime or provided shift differentials. Directors shall receive exempt compensatory time, according to the Town of West Yellowstone's Employee Manual.

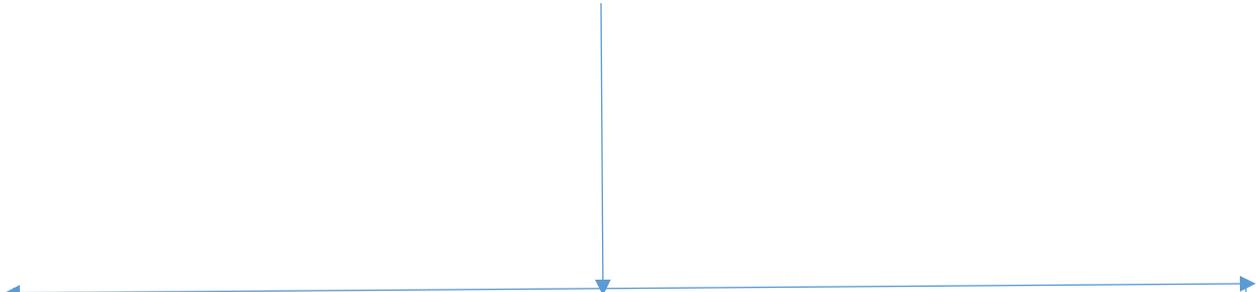
D. Department Merit Based Salary Adjustments:

Based on the Town's Performance Management System, each Department Head will be eligible for up to a 1% merit-based salary adjustment as determined by the Town Manager. Failure by the Town Manager to conduct a performance evaluation will result in the Department Heads receiving an automatic .5% pay adjustment.

E. Salary Differential between Director and Employees:

At no point in time will a Department Head's annual salary be less than 110% of the highest paid employee's annual based wages within their Department.

Director of Public Services



Lead Operator
(Code & Facilities)

Lead Operator
(Streets & Parks)

Lead Operator
(Water & Wastewater)

Recreation
Coordinator
(1 FTE)

Operator(s)
(Code & Facilities)

Operator(s)
(Streets & Parks)

Operator(s)
(Water & Wastewater)

Senior
Counselor (1 FTE)

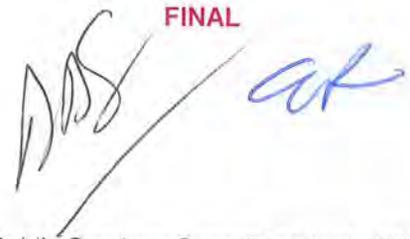
Existing Positions:
5 FTE*
2 SFT*
Excludes Rec Program
Positions

New Positions:
1 FTE*
1 SFT*
Excludes Rec Program
Positions

Counselor (2 SFT)
Specialists (2 TPT)

September 15, 2015
TOWN OF WEST YELLOWSTONE STAFFING PLAN

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

 FINAL

Finance Director - DH
Town Clerk FT
Deputy Town Clerk FT

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

Social Services Director - DH
Social Services Assistant PT

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

Head Dispatcher FT
Dispatchers 5 FT

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

City Judge *(note 2)*
Court Clerk PT

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

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

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

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

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

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

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

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

DH = Department Head

Library Board

NAME	DATE APPOINTED	TERM EXPIRES
SJ Shepherd	Appointed 10/15/13	10/2018
Yessika Vega	Appointed 2/7/12	2/2017
Lacey Trowbridge	Appointed 10/15/13	10/2018
Patrick Brennan	Appointed 1/18/11	1/2016
Rocky Hermanson	September 2013	9/2018

Librarian, Bruce McPherson

5 Year terms
Limit of 2 terms

22-1-308. Public library -- board of trustees. (1) Upon the establishment of a public library under the provisions of this part, the mayor, with the advice and consent of the city council or city commissioners, shall appoint a board of trustees for the city library and the presiding officer of the board of county commissioners, with the advice and consent of the board, shall appoint a board of trustees for the county library.

(2) The library board must consist of five trustees. Not more than one member of the governing body may be, at any one time, a member of the board.

(3) Trustees shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.

(4) Trustees shall hold their office for 5 years from the date of appointment and until their successors are appointed. Initially, appointments must be made for 1-, 2-, 3-, 4-, and 5-year terms. Annually thereafter, there must be appointed before July 1 of each year, in the same manner as the original appointments for a 5-year term, a trustee to take the place of the retiring trustee. Trustees may not serve more than two full terms in succession.

(5) Following the appointments, in July of each year, the trustees shall meet and elect a presiding officer and other officers that they consider necessary, for 1-year terms. Vacancies in the board of trustees must be filled for the unexpired term in the same manner as original appointments.

January 2014



Received
4-25-16
AR

APPLICATION FOR BOARDS AND COMMITTEES

Name Trent Redfield Date 04/25/16

Address PO Box 1985

City West Yellowstone State MT Zip 59758

Phone (Home): _____ (Work): 406-646-7001 (Cell/Other): 406-579-1710

E-Mail Address: trentredfield@hotmail.com

Are you a resident of West Yellowstone? Length of residency in West Yellowstone: 9 yrs

Board or Committee you are applying for: Library Board

Occupation: Education Program Coordinator

Employer: Grizzly + Wolf Discovery Center

Have you previously served on a County or City board? NO

If so, which board, and for how long? N/A

Past Memberships and Associations: Association of National Park Rangers

Current Memberships and Associations: National Association for Interpretation

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: managed the traveling library for Corps of Discovery II traveling exhibit during the Lewis and Clark Bicentennial - was employed by the L+CNHT

What are your primary objectives for serving on this board? to help keep the library accessible and relevant to west Yellowstone in the 21st century

References (Individual or Organization):

AJ Chlebnik Phone: 406-646-7124

Marin Avrand Phone: 202-236-1852

Chris Burke Phone: 406-646-7061

Signature: _____ Date: _____

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.

TBID Board of Trustees

NAME	APPOINTED	EXPIRES	LENGTH
Jeff Schoenhard, Chair 50-100	3/5/13	3/31/17	4 Years
Jerry Johnson 10-49	3/5/13	3/31/17	4 Years
Alicia Thompson 100+	9/17/13	3/31/17	4 Years
Michael Lundberg 10-49	6/5/12	3/31/16	4 Years
Jeremy Roberson 50-100 Rooms	4/19/11	3/31/19	4 Years
John Stallings At Large	4/5/11	3/31/19	4 Years
Brock Kelley At Large	3/4/14	3/31/18	4 Year

* Terms are 4-year, some initial terms were shorter in order to provide for staggered terms

* Kristy Coffin was hired as the TBID Administrator. (10-18-12)

Updated 4/7/16 er



Received
4/15/16
aw

APPLICATION FOR BOARDS AND COMMITTEES

Name Andria Butler Date 4.15.16

Address 8358 Huffine Ln, Suite # 2

City Bozeman State MT Zip 59718

Phone (Home): 406.551.5885 (Work): 406.586.7593 (Cell/Other):

E-Mail Address: abutler@delawarenorth.com

Are you a resident of West Yellowstone? no Length of residency in West Yellowstone: —

Board or Committee you are applying for: TBID

Occupation: Director of Sales

Employer: Delaware North

Have you previously served on a County or City board? No

If so, which board, and for how long? —

Past Memberships and Associations: Business - Professional Women (President), Bozeman Young Professionals, Jaycees, Cedar Falls Tourism - Visitors Bureau Marketing Committee,

Current Memberships and Associations: Montana Lodging & Hospitality Assoc (Vice-President), Montana Society of Association Executives, Bozeman Chamber,

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

I have served on many committees and have held several various leadership roles. I've worked in the West Yellowstone community for 2 years and have been in the hospitality industry for 18 years.

What are your primary objectives for serving on this board?

To contribute to profitable and effective decisions for the West Yellowstone community while representing Delaware North.

References (Individual or Organization):

Dee Donau - Delaware North Phone: 406.579.0688

Valerie Edwards - MLHA Phone: 406.581.3337

Jan Stoddard - West Yellowstone Chamber Phone: 406.640.0482

Signature: Andria Butler Date: 4.15.16

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.

FREE! FOOD! FEEL GOOD!

COMMUNITY CLEAN UP DAY!

SATURDAY, MAY 21, 2016

CLEAN UP THE COMMUNITY!

Everyone is invited to meet at the City Park at 9 AM on Saturday, May, 21 to form groups and establish routes. Bags, gloves, and garbage disposal will be provided. Free coffee and pastries will be provided!

ADOPT-A-PARKWAY

Can't make it on May 21? Businesses, community organizations, families, and individuals are encouraged to participate by selecting a section of public property for which they will take responsibility for cleaning up! Suggested areas include streets, parkways, alleys, sidewalks, interior parks, recreation areas, and the historical district. Participants may clean up that area at any time and contact the Town for disposal of any garbage or debris that is collected. Please contact the Town Office to let us know what area you will clean up so we don't duplicate our efforts!

406-646-7795

info@townofwestyellowstone.com

CLEAN UP YOUR PROPERTY, TOO!

READ THIS-THIS IS NEW!!!

During the week of May 16-20, the Public Services Department will pick up residential debris left along the parkways in Old Town or streets in the Madison Addition free of charge according to the schedule below...**no** appliances, **no** pieces of large furniture, **no** business or commercial debris will be accepted. Residents may also dispose of debris at the City Park on Friday, May 20 from 1-5 PM and Saturday, May 21, from 9 AM-12 Noon.

Monday, May 16—Parkway A
Tuesday, May 17—Parkway B
Wednesday, May 18—Parkway C
Thursday, May 19—Parkway D
Friday, May 20—Madison Addition



SPONSORED & SUPPORTED BY:

Town of West Yellowstone
West Yellowstone Chamber of Commerce
West Yellowstone School District #69

FREE BARBEQUE!!!

All Community Clean-Up participants are invited to attend a free community BBQ in the City Park from 11:30 AM-1:00 PM. Bring your family and friends for a fun day in the park!

