

Town of West Yellowstone

Tuesday, June 7, 2016
West Yellowstone Town Hall
5:30 PM
Work Session

FY 2017 Municipal Budget, Special Revenue Funds

Discussion ∞

Town Council Meeting 7:00 PM

Pledge of Allegiance

Purchase Order #6246 to OSS Law Enforcement Advisors, Police Procedures Manual, \$8000 ∞

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **May 16, 2016 Town Council Meeting** ∞

May 31, 2016 Town Council Work Session ∞

Business License Applications ∞

- L & L Site Services, Inc.

Advisory Board Report(s)

Town Manager & Department Head Reports

Comment Period

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

Public Hearings: Ordinance No. 259, Mobile Food Vendors

Ordinance No. 260, Bulk Water Sales

Resolution No. 680, Amend FY 2016 Municipal Budget

NEW BUSINESS

Resolution No. 681, Financing of 80 Acres Discussion/Action ∞

Application for Outside Amplification Permit, Wild West Yellowstone Rodeo Car Discussion/Action ∞

Ordinance No. 259, Mobile Food Vendors, 2nd Reading Discussion/Action ∞

Ordinance No. 260, Bulk Water Sales, 2nd Reading Discussion/Action ∞

Resolution No. 678, Bulk Water Sales Rates (tabled) Discussion/Action ∞

Resolution No. 680, Amend FY 2016 Municipal Budget Discussion/Action ∞

Resolution No. 682, Final Ambulance Write-Offs Discussion/Action ∞

Marketing and Promotions (MAP) Fund Document Revisions Discussion/Action ∞

- MAP Fund Policies & Procedures
- MAP Fund Application
- MAP Fund Advanced Funding Request (AFR)

Board Appointments Discussion/Action ∞

- Planning Board, County Designation Teri Gibson
- Planning Board, Out of Town Member, Chipper Smith (reappointment)

Correspondence/FYI/Meeting Reminders

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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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



P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date

Ship Via

Order No. **006246**

Department

TO: *OSS Law Enforcement Advisors*

281-288-9190

ADDRESS: *19018 Candleview Drive*

Spring Texas 77388-5209

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	Police Department Policy and Procedure Manual - patrol, drspatch, jail

Authorized By

Estimated Cost \$ 8000 --

Requested By: _____

VENDOR COPY - White OFFICE COPY - Canary

OSS - Law Enforcement Advisors®

A d/b/a of Operational Support Services, Inc.
19018 Candleview Drive
Spring, TX 77388
281.288.9190

West Yellowstone Police Department
124 Yellowstone Avenue
PO Box 1570
West Yellowstone, MT 59758
Attn: Scott Newell, Chief, and Daniel
Sabolsky, City Mgr

June 1, 2016
Invoice # 43166

RE: **Policy Development Support Services**

POLICY DEVELOPMENT SUPPORT SERVICES **\$12,150.00**

Turnkey Draft Development of Policies *Law Enforcement, Jail & Detention, or Communications Center*

Payment 1 of 2 due upon receipt: \$8,000.00
Payment 2 of 2 due July 2, 2016: \$4,150.00

	<u>Amount</u>
For professional services	\$12,150.00

FEDERAL TAX ID: 76-0072545

INQUIRIES MAY BE MADE TO 281.288.9190, EXT. 201. THANK YOU

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Policy Development Back to [Services](#)

Law Enforcement (Police & Sheriff's Office), Jail & Detention and Communications Center

Developing **policies and procedures** for your agency can be a daunting task! Not to mention that once developed, questions may remain regarding the constitutionality of the policies.

Relieve the Pressure!

OSS' [Law Enforcement \(Police & Sheriff's Office\), Jail & Detention, and Communications Center Policies & Procedures](#) have been continuously updated for over 20+ years. With thousands of users, OSS has established a nationwide following with over 2,000 users.

A driving force in the OSS Policy Development Process includes reviews of areas of operation which frequently result in the filing of 42 US Code § 1983 Civil Rights and personal injury lawsuits. Detailed comparisons are made of your agency's existing **policies & procedures**, staffing, training, to OSS' The Deadly Dozen® Law Enforcement or The Big Ten® Jail liability issues.

Once comparisons are made, OSS *Subject Matter Experts* (SMEs) will then begin the process of developing your specific agency's **policies and procedures**. Weekly, through confidential password protected portals, OSS will provide initial drafts of your **policies and procedures** for review and consideration. Carefully noting any specific changes you desire, OSS SMEs will then produce a final draft.

OSS develops Policies & Procedures for:

- [Law Enforcement](#)
- [Police](#)
- [Sheriff's Office](#)
- [Jail & Detention](#)
- [Communications Center](#)
- [Insurance Carriers & Brokers](#)
- [Insurance Pools](#)
- [Risk Management Associations](#)
- [State Police & Sheriffs' Associations](#)
- [State Jail, Detention & Correctional Associations](#)

Subject Matter Experts

OSS SMEs develop your policies from our existing [Law Enforcement \(Police & Sheriff's Office\), Jail & Detention, and Communications Center Policies & Procedures](#). OSS SMEs are recognized in both federal and numerous state courts and are well versed in the latest evolving industry best practices and court decisions, and regularly teach law enforcement officers, jailers, risk managers and attorneys.

Nationwide Best Practices

Your agency's new **policies & procedures** will include *industry best practices* and include several state agencies and law enforcement associations insights that have contracted with OSS to develop specific client-branded policy sets - to name a few, the states of Arkansas, Mississippi, Texas, Ohio, Kansas, and more.

Defensible Policies

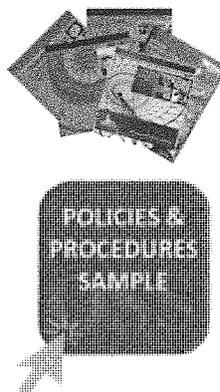
Agency policies also contain the *latest risk management practices*, with access to regular updates. They will be simple to understand, straightforward, easily modified and rooted in law.

Microsoft Word Format

OSS policy development clients final **policies & procedures** are provided direct from our secure servers in

Policy Development

- Law Enforcement
- Jail & Detention
- Communications Center
- Insurance Carriers & Brokers
- Risk Management Associations
- State Police & Sheriffs' Associations
- State Jail, Detention & Correctional Associations
- Policy On-Demand
- FAQs



Join the **OSS Newsletter**



Name:

Email:

Phone:

Your Question/Comment:

Armstrong v. Pinehurst - Critical Policy ...
On January 11, 2016, the U.S. Fourth Circuit Court of ...

To Seize or Not To Seize? That's The Question!
Since 1969, law enforcement officers have been guided in ...

To Narcan or Not to Narcan? That is the Question!
Many agencies are now issued or may be considering issuing ...

What is Middle East Respiratory Syndrome (MERS)?
Middle East Respiratory Syndrome (MERS) is viral ...

OSS Electronic Alarm Security Systems & ...
OSS - Law Enforcement Advisors® welcomes Bernie Leonard to ...

I personally call upon OSS Advisors to assist me in developing solutions to strategic issues, and have not been ...

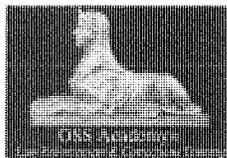
one simple downloadable file. Each individual policy is in Microsoft Word, and formatted so there truly are no limitations to agency-specific modifications. Each policy set and individual policy may be edited, graphically enhanced, reserved for future use, added to, or even deleted.

Critical Broadcast Notifications

With over 2,000 policy clients, a unique source of policy development input comes through actual incidents, opinions, and perspectives shared by agency Chiefs of Police, Sheriffs, and cases OSS has been retained in as experts. OSS stays in constant contact with our clients and their employees regarding trending issues in *law enforcement liability and risk management*. Whether there is a new prevailing court case, a new OSS policy developed, or an online [OSS Academy®](#) training opportunity, we will email you and your staff directly.

Online Liability Training Support

Through [OSS Academy®](#), we provide 200+ *law enforcement and jail courses online*. [OSS Academy®](#) courses are recognized by more Peace Officer Standards and Training boards and correctional associations than any other online training provider. In addition to state regulatory agencies, our courses are sanctioned by the American Jail Association (AJA) and the American Probation and Parole Association (APPA). Select courses qualify for AJA's Certified Jail Officer (CJO) and Certified Jail Manager (CJM) programs, and/or can be used for initial certification and re-certification. For more information, [contact OSS](#). [[visit OSS Academy®](#)]



Expert Support

OSS Subject Matter Experts are just a phone call away. We welcome opportunities to discuss *policy or risk management* related issues with our clients. Whether you have a policy development question or a risk management issue, OSS SMEs will provide On-Call Consulting at no additional charge.

Litigation Support

OSS Subject Matter Experts have been retained in 1,200+ liability-related cases. Should the need ever arise; we are available to provide your defense team with expert litigation support. For more information, [contact OSS](#). [[OSS Expert Witness Consulting Services](#)]

Primary Benefits of OSS Policy Development Services:

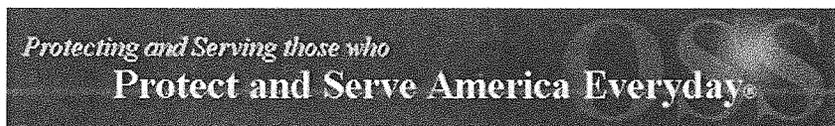
- **Liability Reduction:** No doubt, using OSS Policy Development Services will reduce liability for both your agency and you individually. More importantly, your officers will be safer using current *policies and procedures*.
- **Reduce Manpower Drain and Cost:** Developing *policies and procedures* internally for your agency is a daunting task that can cost much in dollars and labor! Not to mention that once developed, questions may remain regarding the constitutionality of the policies. OSS Policy Development Services is a streamlined process, and reduces internal agency production costs while providing a significant ability to have your specific agency policies created by *Subject Matter Experts*.
- **Critical Broadcast Notifications:** Whether there is a new prevailing court case, a new OSS policy developed, or an online [OSS Academy®](#) training opportunity, we will send an email straight to your inbox.
- **Subject Matter Experts:** OSS provides you with access to *court recognized* SMEs.

Primary Features of OSS Policy Development Services:

- **Depth of Services:** No law enforcement risk management firm in the United States can provide your agency with the depth of services offered by OSS Law Enforcement Advisors®.
- **Microsoft Word Format:** Final developed policy sets may be edited, graphically enhanced, reserved for future use, added to, or even deleted. You can modify without being limited to Adobe formats, or Internet speeds.
- **Defensible:** OSS [Law Enforcement \(Police & Sheriff's Office\)](#), [Jail & Detention](#), and [Communications Center](#) Policies & Procedures contain the *latest risk management practices*, regularly updated, simple to understand, straightforward, easily adapted and rooted in law.
- **Updates:** Critical or general bi-annual policy updates are provided through our notification service for only \$695 each year.

Ordering

For more information regarding OSS' **Policy Development Services**, [contact OSS](#).



Client Listing - Partial [Back to About OSS](#)

Law Enforcement, Jail & Security Risk Management

Law Enforcement, Jail, and Security, training, policies and procedures and public and private risk management and assessment services were provided to a variety of clients in both the public and private sector.

The following is a partial listing of governments, colleges, corporations, security, and police departments to whom OSS has provided professional services:

Corporations & Organizations

Albertson's
 Allstate Insurance Company
 Arabian American Oil Company
 Boise State University
 Buckeye State Sheriffs Association
 Burns International Security
 CNA Insurance
 Commonwealth Oil Refining Company
 Compaq & Hewlett-Packard
 Coregis Insurance
 County Risk Sharing Authority
 Dow Chemical
 Farallon Corporation
 Georgia State Patrol
 Haven for Hope
 Holiday Inn Corporation
 Housing Authority Insurance Group
 HSC Realty
 Interac, Inc.
 Kansas County Association Multi-line Pool
 Kingwood College
 Kroger
 Lone Star College Law Enforcement Academy
 Minich-RE
 National Rifle Association
 Pinkerton
 Public Risk Underwriters
 Sheriffs' Association of Texas
 Shopping Center Management
 Southeast College - Law Enforcement Academy
 St. Paul Fire & Marine Insurance Company
 Swiss-RE
 Tesoro
 Titan Insurance Group
 State Farm Insurance Company
 Traveler's Insurance Service
 Trident Insurance Services
 University Health System, University of Texas
 University of Houston
 USF&G
 Wal-Mart Corporation
 Wells Fargo
 XL Group

Law Enforcement, Jail & Local Government

Arkansas Highway Police
 Acoma of Pueblo, New Mexico
 Ak-Chin Tribal, Arizona
 Apache Nation, Arizona
 Bexar County Sheriff's Office, Texas
 Cleveland, Mississippi
 Columbus, Mississippi
 Conroe, Texas
 Harris County, Texas
 Harrison County, Mississippi
 Humble ISD, Texas
 Klein ISD, Texas
 Liberty, Texas
 Maricopa County Sheriff's Office
 Oak Ridge, Texas
 State of Mississippi, Department of Education
 State of Mississippi, Department of Public Safety
 State of Texas
 Tunica County, Mississippi
 Victoria County, Texas

U.S. Government Agencies

Central Intelligence Agency
 Customs & Border Patrol
 Department of Energy, Albuquerque Project
 Department of Homeland Security
 Executive Protection, Ronald Reagan, Presidential Campaign Committee
 Federal Law Enforcement Training Center
 Ft. Allen, Ft. Smith, & Atlanta Federal Penitentiary - Detention Operations
 Immigration & Customs Enforcement
 Immigration & Naturalization Service
 United States Marshal Service, Contract U.S. Marshals Program
 United States Navy

Foreign Countries

Dominican Republic
 Guam, US Territory
 Guatemala, Republic of
 Haiti, Republic of
 Mexico, Republic of
 Puerto Rico, Commonwealth of
 United Nations
 Virgin Islands, US Territory



Name:

Email:

Phone:

Your Question/Comment:

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Without reservation, I recommend the professionals at OSS Law Enforcement Advisors to assist you in your risk management ...

[Privacy Policy](#)

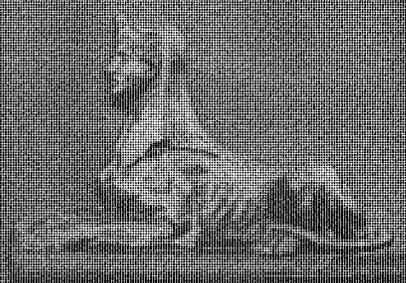
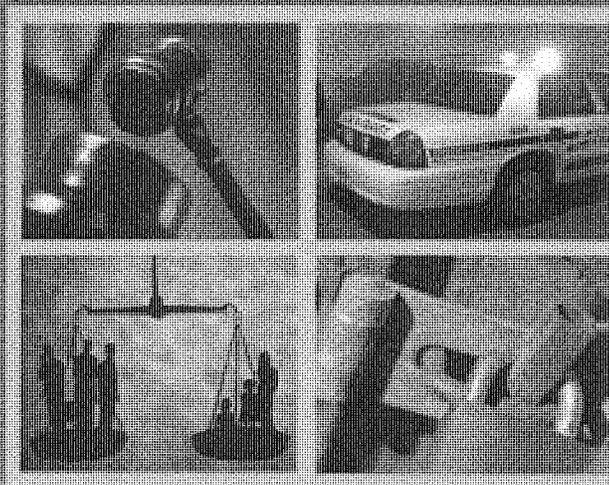
OSS - Law Enforcement Advisors®

19018 Candleview Drive
 Spring, Texas 77388-5209

Phone (281) 288-9190 Ext. 205, Fax (281) 288-7019

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Model
Policies and
Procedures
For
Law Enforcement
Agencies



OSS
Law Enforcement Advisors

«Insert_LE_Agency»
Law Enforcement Policies & Procedures
with Associated Forms

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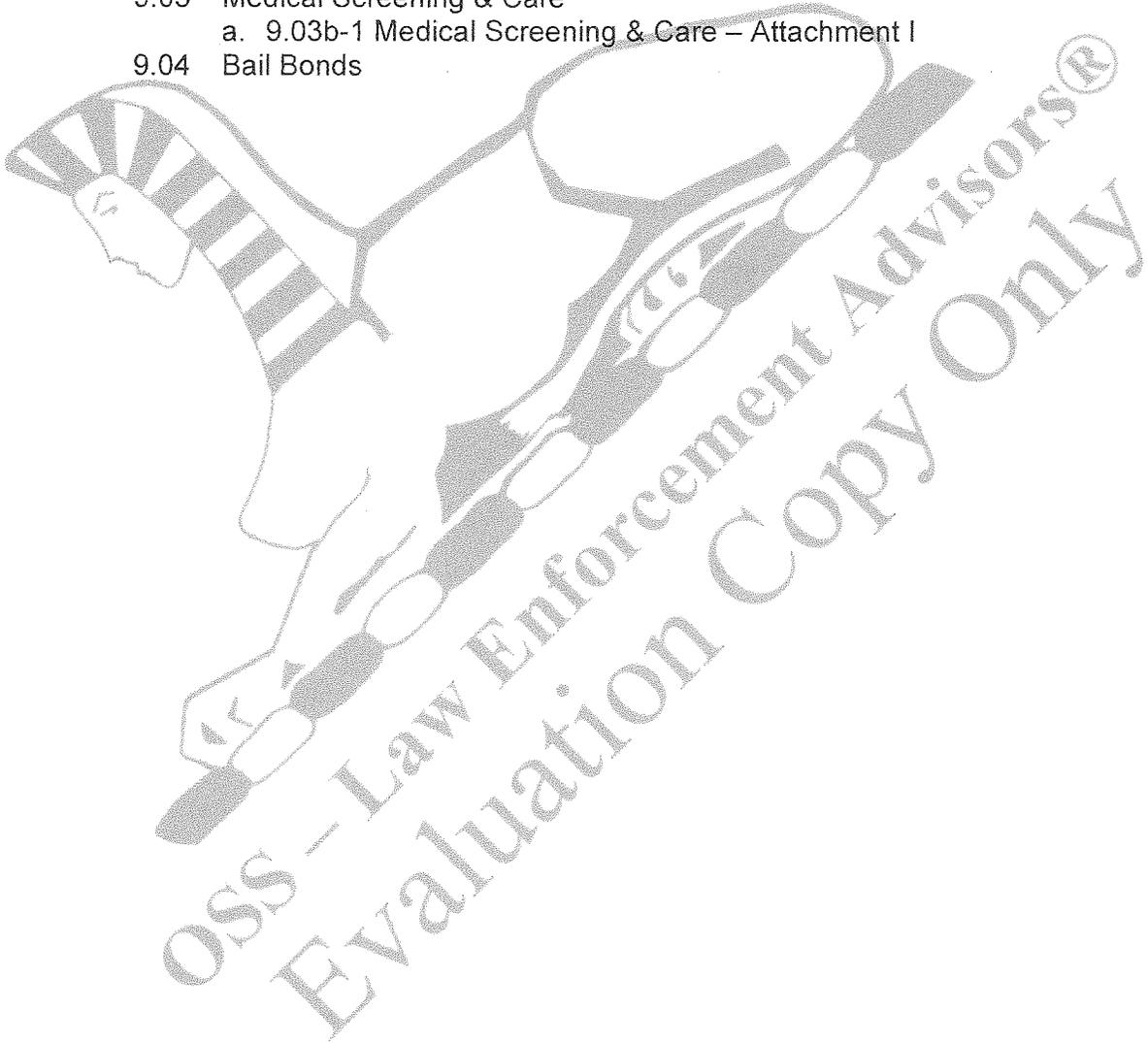
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«Insert_LE_Agency»
Law Enforcement Policies & Procedures
with Associated Forms

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«Insert_LE_Agency»

LETTER FROM AGENCY HEAD [SAMPLE]

[Date]

To: All Officers & Employees

Re: Policy & Procedure Manual

Dear Ladies & Gentlemen:

The publication of these updated *policies and procedures* marks an important milestone in our continued development as a local leader in law enforcement. For those of you who participated in creating this document, please accept my hardest thanks for a *job well done!* If you did not have an opportunity to provide input, we now ask for your assistance.

Over the next few days and weeks, the entire agency will be learning and applying the details of our new procedures. As we do so, we will re-visit some of the old practices as well. Take time to study and learn. Then give us your ideas on how we can make this an even better guide toward achieving a safer and more efficient operation. With warmest personal regards to each of you, I remain

Sincerely,

[Name of Agency Head]

[Title]

«Insert_LE_Agency»

RECEIPT FOR POLICIES & PROCEDURES MANUAL

I, _____, hereby acknowledge receipt of one (1) copy of the «Insert_LE_Agency» *Policies & Procedures Manual*.

It is understood that this manual is entrusted to me for safekeeping, study, and compliance. I will use my best efforts to study, learn, and comply with the instructions contained in this manual. The updating, maintenance, and safe storage of this manual are my personal responsibility.

I understand this manual contains ***restricted law enforcement data***, and that release of its contents to anyone not having an official need to know may place residents of this community, and officers and employees of this agency at risk.

I will retain this manual in my possession or safekeeping, and will not allow it to be copied or reproduced in any manner without prior authorization from a superior authorized to permit such duplication. Further, I will immediately report to the «Second_in_command» any attempt made by those outside of the agency to borrow, acquire a copy, view, or use this manual. Likewise, I will immediately report the loss of this manual or portions of its contents to the «Second_in_command».

I affirm my commitment to honor this agreement this _____ day of _____, 200__.

Printed name

Signature

Printed name of Witness

Witness' Signature

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Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	05/19/16 Centrex, PCC - 10%	121.79		POVAH	1000 411255	345	101000
	05/19/16 Centrex, Lib	121.78		LIB	2220 460100	345	101000
	05/19/16 E911 Viper 646-5170	95.90		E911	2850 420750	345	101000
	05/19/16 E911 255-9710	996.48		E911	2850 420750	345	101000
	05/19/16 E911 255-9712	24.51		E911	2850 420750	345	101000
	05/19/16 Alarm Lines, 646-5185	66.66		TWNHAL	1000 411250	345	101000
42054	2088 Town West Yellowstone	488.89					
	06/01/16 utility chrgs, Chamber, 895	42.90		BLDGS	1000 411257	340	101000
	06/01/16 utility chrgs, UPDL, 892	51.37		BLDGS	1000 411252	340	101000
	06/01/16 utility chrgs, PS Shops, 884	23.70		BLDGS	1000 411253	340	101000
	06/01/16 utility chrgs. Povah Ctr, 887	55.53		BLDGS	1000 411255	340	101000
	06/01/16 utility chrgs, Police Dept, 886	30.27		BLDGS	1000 411258	340	101000
	06/01/16 utility chrgs, City Park, 885	161.15		BLDGS	1000 411253	340	101000
	06/01/16 utility chrgs, Library, 891	24.41		LIBBLD	1000 411259	340	101000
	06/01/16 utility chrgs, Lift #1, 903	10.15		SEWER	5310 430600	340	101000
	06/01/16 utility chrgs, Twn Hall, 921	89.41		TWNHAL	1000 411250	340	101000
42055	1514 Verizon Wireless	930.61					
	05/20/16 640-1103, Operator	32.77*		STREET	1000 430200	345	101000
	05/20/16 640-1438, SS Director	32.77		SOCSEER	1000 450135	345	101000
	05/20/16 640-1460, Library Dir, SP	62.77		LIBRAR	2220 460100	345	101000
	05/20/16 640-1461, Facilities Tech, SP	62.77		WATER	5210 430500	345	101000
	05/20/16 640-1462, Operator, SP	62.77		WATER	5210 430500	345	101000
	05/20/16 640-1463, Deputy PSS, SP	62.77*		SEWER	5310 430600	345	101000
	05/20/16 640-1472, Ops Mgr, SP	62.77		ADMIN	1000 410210	345	101000
	05/20/16 640-1676, Rec Coord, SP	62.77		REC	1000 460440	345	101000
	05/20/16 640-1754, COP, SP	62.77		POLICE	1000 420110	345	101000
	05/20/16 640-1755, Police	32.77		POLICE	1000 420110	345	101000
	05/20/16 640-1756, Police	32.77		POLICE	1000 420110	345	101000
	05/20/16 640-1757, Police	32.77		POLICE	1000 420110	345	101000
	05/20/16 640-1758, Police	62.77		POLICE	1000 420110	345	101000
	05/20/16 640-1759, Police	32.77		POLICE	1000 420110	345	101000
	05/20/16 640-7547, Facilities Tech	32.77		PARKS	1000 460430	345	101000
	05/20/16 640-9074, PSS, SP	62.83*		SEWER	5310 430600	345	101000
	05/20/16 COP laptop	46.21		POLICE	1000 420110	345	101000
	05/20/16 Officer laptop	40.03		POLICE	1000 420110	345	101000
	05/20/16 new phone 640-1462	49.99		WATER	5210 430500	220	101000
42058	2514 Kathi Arnado	21.88					
	05/20/16 reimb postage	21.88*		SOCSEER	1000 450135	311	101000

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42059		2823 STAPLES Credit Plan		693.67					
	05/12/16	office supplies		113.74*		FINADM	1000 410510	220	101000
	05/12/16	office supplies		540.95*		COURT	1000 410360	220	101000
	05/12/16	office supplies		26.99		JAIL	1000 420230	220	101000
	05/12/16	office supplies		11.99		DISPAT	1000 420160	220	101000
42060		2898 TransUnion Risk and Alternative		25.00					
	06/01/16	background chks, Acct 1856110		25.00		POLICE	1000 420100	220	101000
42061		2905 OC Rugged Laptops		5,910.00					
	342891 11/06/15	2 refurbished toughbooks		3,808.00		POLICE	1000 420100	216	101000
	342798 11/04/15	mounting bundles		2,102.00		POLICE	1000 420100	216	101000
42062		2949 Hill & Son Excavating, LLC		12,012.00					
	9259 05/19/16	water meter replacement		12,012.00*		WATER	5210 430590	940	101000
42063		489 MSE ANALYTICAL LABORATORY		50.00					
	1605152 05/31/16	prepare CCR report		50.00		WATER	5210 430500	357	101000
42064		2586 Waxie Sanitary Supply		2,983.71					
	75991280 05/23/16	custodial supplies		2,983.71		PARKS	1000 460430	220	101000
42065		1031 Murdoch's Ranch & Home Supply		64.99					
	05/13/16	overalls-McCord		64.99		STREET	1000 430200	226	101000
42066		2950 Matthew Lovingier		1,013.71					
	05/31/16	reimb travel, BZN training		903.72		POLICE	1000 420100	370	101000
	05/29/16	reimburse MS Office		109.99		POLICE	1000 420100	389	101000
42067		375 Black Mountain		34.00					
	21106 05/26/16	timecards module, 1 month pro-		34.00		FINADM	1000 410510	356	101000
42068		1311 Teton Communications		837.80					
	128928 05/23/16	6 batteries + 2 adapters		837.80		POLICE	1000 420100	362	101000
42069		2897 Radar Shop, The		162.50					
	RS-9233 05/18/16	upgrade display board		162.50		POLICE	1000 420100	220	101000
42070		62 MLEA		160.00					
	9507 05/16/16	tuition + meals, C. Johnson		160.00		911	2850 420750	380	101000

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42071		05/23/16 reimb travel, Helena, MLEA tra	2951 Caitlyn Johnson	589.70 589.70		DISPAT	2850 420750	370	101000
42072	29579	05/24/16 down pmt, hardware & cabling	2952 DIS Technolgies	9,626.25 9,626.25*		911	2850 420750	945	101000
42073	2002	05/07/16 wash/fold	725 Swan Cleaners	136.00 76.00		JAIL	1000 420230	390	101000
	1922	01/10/16 wash/fold		60.00		JAIL	1000 420230	390	101000
42074	80952	05/01/16 extinguisher lease, Police Dep	307 Fire Suppression Systems Inc	72.00 72.00*		POLICE	1000 411258	366	101000
42075		04/25/16 batteries	40 Jerry's Enterprises	9.90 9.90		POLICE	1000 420100	220	101000
42076	163701	05/25/16 cleaning supplies	162 House of Clean	1,256.84 1,256.84		PARKS	1000 460430	220	101000
42077	76877	05/25/16 water meter box	2328 Anderson Precast & Supply, Inc.	37.17 37.17*		WATER	5210 430550	369	101000
42078	349086	05/25/16 switch	2908 Frontline Ag Solutions, LLC	24.79 24.79		PARKS	1000 460430	361	101000
42079	317436	04/08/16 copier repairs-transfer belt	29 Terrell's Office Machines Inc	1,485.85 795.11*		FINADM	1000 410510	363	101000
	315010	02/29/16 copier repairs-motors		690.74*		FINADM	1000 410510	363	101000
42080		05/25/16 reimb moving expenses	2925 Daniel Sabolsky	352.06 352.06		ADMIN	1000 410210	870	101000
42081	43347	05/18/16 uniform/accessories	2537 Balco Uniform Co., Inc.	123.56 123.56		POLICE	1000 420100	220	101000
42082		06/15/16 publication contribution	2744 Montana Tax Foundation, Inc.	60.00 60.00		LIB	2220 460100	335	101000
42083		06/01/16 subscription renewal	2740 Fly Fisherman	26.00 26.00		LIB	2220 460100	215	101000

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42084		999999 CHEN HAORONG		235.00					
	05/24/16	bond refund tk-2016-187		235.00		COURT	7469 212401		101000
42085		2140 MMIA MONTANA		5,000.00					
	05/17/16	Town portion, A. Frank claim		5,000.00*		INS	1000 510200	740	101000
42086		2746 US Bank		105,241.25					
	05/24/16	GO Bond principal pmt		80,000.00		GOBOND	3050 490100	610	101000
	05/24/16	GO Bond interest pmt		25,241.25		GOBOND	3050 490100	620	101000
42087		2658 Delfino Salinas		150.00					
	05/13/16	interpretation fees		150.00		COURT	1000 410360	394	101000
42088		54 Bozeman Daily Chronicle		458.30					
	1454928 05/15/16	advertising, Equip Operator		458.30		ADMIN	1000 410210	327	101000
42089		1883 Dan Hoskins		35.00					
	05/23/16	reimb phone case		35.00		PARKS	1000 460430	345	101000
42090		1140 Sagebrush Floral		70.40					
	239746 05/04/16	flowers-Takata		70.40		LIB	2220 460100	220	101000
42091		2621 MDT		20,000.00					
	151 (2) 05/18/16	Lagoon lease 2016		20,000.00		SEWER	5310 430600	532	101000
42092		1417 DYER GROUP, LLC		65,333.00					
		2015-2016 Engineering							
	16016 05/16/16	water testing/analysis study		24,479.00*		SEWER	5310 430640	354	101000
	16017 05/16/16	ww discharge permit services		18,000.00*		SEWER	5310 430640	354	101000
	16018 05/16/16	water meter replacement		2,452.00*		WATER	5210 430590	940	101000
	16018 05/16/16	spring/reservoir trouble		1,140.00		WATER	5210 430500	354	101000
	16018 05/16/16	water rates/rights		7,123.00		WATER	5210 430500	354	101000
	16019 05/16/16	sewer rates, lease, review		3,610.00		SEWER	5310 430600	354	101000
	16020 05/16/16	alternate water supply study		3,500.00*		WATER	5210 430530	398	101000
	16021 05/16/16	general engineering Jun-May		5,029.00		ENG	1000 411040	354	101000
42093		2953 SJS Architecture, P.C.		1,920.00					
	4228 06/03/16	outdoor theater design		1,920.00		PARKS	1000 460430	398	101000
42094		2421 NAPA Auto Parts		440.51					
	April 2016 04/30/16	parts & supplies		241.68*		STREET	1000 430200	369	101000
	May 2016 05/31/16	parts & supplies		198.83*		STREET	1000 430200	369	101000

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42095	73 Westmart Building Center	1,939.41					
	05/27/16 supplies	64.90*		STREET	1000 430200	366	101000
	05/27/16 supplies	199.43*		STREET	1000 430200	220	101000
	05/27/16 supplies	43.59		SEWER	5310 430600	220	101000
	05/27/16 supplies	63.44		WATER	5210 430500	220	101000
	05/27/16 supplies	810.76*		POLICE	1000 411258	366	101000
	05/27/16 supplies	292.94		UPDL	1000 411252	220	101000
	05/27/16 supplies	33.24		TWNHAL	1000 411250	366	101000
	05/27/16 supplies	41.89		POVAH	1000 411255	220	101000
	05/27/16 supplies	222.59		PARKS	1000 460430	365	101000
	05/27/16 supplies	78.57		PARKS	1000 460430	220	101000
	05/27/16 supplies	23.70		SOCSEK	1000 450135	220	101000
	05/27/16 supplies	64.36		CHAMB	1000 411257	220	101000
42096	1876 valley Glass & Windows	1,142.00					
	67974 05/13/16 door at clinic	962.00*		CLINIC	1000 411251	920	101000
	67975 05/13/16 door at library	180.00		LIB	1000 411259	366	101000
42097	2853 Two Seasons Recycling	500.00					
	2015-1090 05/28/16 recycling, May 2016	500.00*		PARKS	1000 460430	534	101000
42098	2937 CINTAS First Aid & Safety	148.14					
	5004628348 03/21/16 first aid supplies	148.14*		STREET	1000 430200	220	101000
42099	2854 Kenco Security and Technology	79.50					
	1290960 04/01/16 alarm monitoring	79.50		TWNHAL	1000 411250	357	101000
42100	999999 VICKI KIMMELL	22.86					
	06/03/16 H2O overpayment	9.81*		WATER	5210 430570	359	101000
	06/03/16 Sewer overpayment	13.05		SEWER	5310 430670	359	101000
	# of Claims 51	Total: 259,556.00					

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
May 17, 2016

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

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Scott newell, Social Services Director Kathi Arnado, WY News Editor Jeremy Weber, WY Chamber representatives Wendy Swenson, Marysue Costello and Jan Stoddard, Richard & Teri Gibson, Helene Rightenour, Ryan Barker-Forsgren Associates, Fire Chief Shane Grube, David Wilkinson, Kimberly Baird, Samantha Smith, Ramona Stubblefield, Tom Cherhoniak

The meeting is called to order by Mayor Jerry Johnson at 6:00 PM in the West Yellowstone Town Hall

Portions of the meeting are being recorded.

The Treasurer's Report with corresponding banking transactions is on file at the Town Offices for public review during regular business hours.

WORK SESSION

Mayor Schmier calls meeting to order and explains that the purpose of this meeting is to discuss the proposed ordinance for regulating mobile food vendors (MFV). The first reading of the ordinance was tabled at the last meeting to allow the council another opportunity to consider the proposed regulations. The ordinance as written does not allow mobile food trucks on public property. The Council considers allowing the trucks on public property and the possible effects of that. They discuss regulations for allowing them on private property. Martineau says that he discussed the idea of allowing them on public property with a couple restaurant owners in town who were definitely not in favor of allowing them on public property. He says they were not opposed to the vehicles operating on private property. The proposed ordinance includes new regulations such as limited hours of operation, moving the vehicle every day, and insurance. The Council discusses the impacts of adopting the new ordinance but also consider whether the ordinances that are in effect provide enough regulation. The Council considers whether it is appropriate to dictate what can be sold on private property. Johnson asks who will enforce the regulations. Parker suggests the code enforcement officer, but it is pointed out that they do not have a code enforcement officer on the staffing plan. Johnson suggests they go through the ordinance and consider which regulations should be included and which should not. The Council considers changing the language that limits the hours they MFVs can operate and the language that outlines how waste must be disposed. They consider what permits to require and discuss the provision that requires MFVs to be at least 100 feet from any restaurant or outdoor dining area. After further discussion, they agree to change the allowed hours of operation to 6 AM to 12 midnight and require every MFV to move at least once every 24 hours. Forsythe also asks about adding the authority to revoke the permit if they do not comply with all the regulations.

7:20 PM

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6733 to the Montana Department of Transportation to match a grant for a sweeper in the amount of \$39,312.35. (Martineau, Forsythe)
- 2) Motion carried to accept the Treasurer's Report dated May 12, 2015 and Securities Report dated May 11, 2016. (Martineau, Schmier)
- 3) Motion carried to pay the claims, which total \$144,533.94. (Forsythe, Martineau)

- 4) Motion carried to approve the Consent Agenda, which includes the minutes of the May 3, 2016 Town Council meeting as amended. (Parker, Martineau)
- 5) Motion carried to approve the new business license application for Yellowstone Sightseeing LLC to operate sightseeing tours from the location of 439 Yellowstone and an office at 225 Yellowstone made by Roman Mata and Serghei Plesco. (Martineau, Schmier)
- 6) Motion carried to approve the new business license application for Teton Physician Services to operate from an office at 239 Firehole made by Samantha Smith. (Schmier, Martineau)
- 7) Motion carried to approve the business license transfer for Rovar LLC dba Budget Rent A Car at 635 Yellowstone Avenue. (Martineau, Parker) Schmier abstains.
- 8) Motion carried to approve the business license change of use for Geyser Street Properties to convert two residential rentals to nightly/weekly rentals made by Shane and Liz Roos. (Martineau, Forsythe) Schmier is opposed.
- 9) Motion carried to waive the resort tax bond for Geyser Street Properties based on a satisfactory payment history with another business. (Schmier, Martineau)
- 10) Motion carried to approve the new business for Yellowstones at 101 S Canyon Street made by Kristine and David Wilkinson. (Martineau, Schmier)
- 11) Motion carried to approve the new business license for Doggie Business-A Local Dog Walking Service, made by Kimberly Baird (Forsythe, Martineau)
- 12) Motion carried to approve the first reading of Ordinance No. 259, an ordinance regulating mobile food vendors in the Town of West Yellowstone as amended. (Forsythe, Parker) Johnson is opposed.
- 13) Motion carried to approve the first reading of Ordinance No. 260, an ordinance authorizing the sale of bulk water to the general public. (Forsythe, Schmier)
- 14) Motion carried to table Resolution No. 678, a resolution establishing the fees to sell bulk water. (Forsythe, Martineau)
- 15) Motion carried to approve Resolution No. 679, a resolution writing off uncollectible ambulance accounts. (Schmier, Martineau)
- 16) Motion carried to approve the Banking Repurchase Agreement with First Security Bank for one-year. (Parker, Forsythe)
- 17) Motion carried to appoint Sara Mauer to the TBID Board of Trustees for a term of four years. (Forsythe, Martineau)

Public Comment Period

Jan Stoddard says that the Yellowstone Country Region is an organization that promotes tourism and marketing of the Yellowstone region. Stoddard says she was appointed by the Town Council five years ago and has been asked to serve another three year term. She says she is willing to do that as long as the Town Council supports her on that board. The Council indicates that they fully support Stoddard in that position. Johnson says that that representative used to report back to the Council on an annual basis and asks if that will continue. Stoddard says that she would be happy to do that but suggests they wait until the new budget is adopted so she can report on what they are working on.

Council Comments

Council Member Greg Forsythe says that since Mayor Johnson couldn't be at the previous meeting, has asked the clerk to pass on his sentiments that he was opposed to the increase in water and sewer rates. He says that in the future, he would appreciate it from any council member that if they can't make a meeting and wish to share their opinion that they send an email or contact the other council members and explain why.

Martineau says that he talked to several business owners this morning and learned that there is a strong sentiment among the business owners that there is no place for visitors to go to the bathroom between the Chamber of Commerce building and the city park. He says there are multiple businesses that have signs on the door indicating that they do not have public restrooms. He thinks that the Council should strongly consider building a public bathroom facility in one of the interior parks in that two-block stretch. Marysue Costello, WY Chamber of Commerce Executive Director encourages the Council to consider what size of bathroom would be needed and also that it must be cleaned regularly.

Presentation: WY Chamber of Commerce/CVB Marketing Plan & Budget for FY 2017

Wendy Swenson, WY Chamber of Commerce Marketing Director reports on the marketing plan for the WY Chamber marketing committee for the upcoming year. She explains that marketing of our area is funded by lodging tax, the Chamber, the Tourism Business Improvement District (TBID), the Marketing and Promotions (MAP) Fund, and the West Yellowstone Economic Development (WYED). They expanded their marketing on social media this past year by launching an Instagram site. She explains that in the past year they saw significant increases in the lodging tax and resort tax. She says that their research indicates significant growth in visitation to the area last year with a 21.4% increase in visitors to the West Gate of Yellowstone National Park. She explains measurable objectives that they hope to accomplish during the next year and describes the target markets. She also outlines how the budget set for the upcoming year and they anticipate a total of \$259,500 that will be spent on administration and marketing. Following the presentation, the Council asks questions about marketing approaches for younger visitors. Forsythe asks the Chamber to meet with the Town Manager by mid-September to share ideas as to how to alleviate traffic congestion and what the Town can do to help the businesses succeed.

DISCUSSION

- 1) Gospodarek explains that this is a budgeted item but they under estimated the Town's match by approximately \$9000, which will have to come from other parts of the budget. Patterson says that the full cost of the sweeper is \$256,000 but the Town only has to pay \$39,312.35.
- 7) Johnson adds that the fees for the new license shall be clarified prior to being issued.
- 12) Johnson says that he thinks they already have everything they need in their ordinance to regulate MFVs and they don't need to over-regulate, so he will vote against the first reading. He says they may need something to regulate them during special events, and if they really don't like them they should just prohibit them altogether. Martineau asks Town Clerk what she thinks about the ordinance. Roos says that she thinks the ordinance is so complicated that no one will every get a permit, so if they don't want them then they should just prohibit them. Fire Chief Shane Grube says that he thinks this ordinance is necessary as it will give the Fire Department a way to regulate such businesses because mobile vendors are not covered under the fire code. Schmier and Martineau agree that that the ordinance is necessary to regulate the industry. Parker and Forsythe also agree.
- 13) Mayor Johnson reads Ordinance No. 260, an ordinance allowing the sale of bulk water to the general public. Parker asks who actually purchases bulk water. Roos answers that contractors and even the FAA purchase water from the town, but it is not a very common occurrence.

- 14) The Council discusses the proposed cost in the resolution of \$200.00 per day to rent the meter plus \$10.00 per 1000 gallons. Patterson says the meter rental fee should actually be \$200.00 per month. They consider how to charge one-time contractors and how to handle possible damage to the meter, which cost \$4000. They agree to table the resolution until they can determine appropriate fees to charge.
 - 16) Finance Director Lanie Gospodarek explains that the Town's operating account and a money market account at First Security Bank. She explains that the FDIC only secures funds up to \$250,000 but they have an agreement with FSB to pledge securities up to \$750,000 and establish a daily interest rate.
 - 17) Johnson says that they have two applicants for the seat on the TBID board to represent small motels. Sara Mauer of the Evergreen Motel and Garrett Ostler of the Madison Hotel have applied for the seat. He says that Mauer has attended several meetings in the past, although Ostler has attended at least one.
- A) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky reports on current issues. **Water and Sewer Issues:** Ordinances for the rate increases were approved on May 3, 2016. At the May 3rd meeting, there was a work session on tap fees and impact fees. Mr. Dyer explained that the Town's fees were "in-line" based on his calculations. It was determined that the Town needed to develop regulations for bulk water sales. There is an ordinance and a resolution on the agenda for the next meeting. Status: On-going. **WYED Consulting Contract – Housing & Public Input Project:** I met with HRDC, in Bozeman, to discuss the housing plan and the Electric Housing Project. HRDC is going to apply for federal and state grants in the Spring for the Electric Housing Project. If grant funding is received, it is hoped that the project can start in 2017. HRDC would like the Town to participate by providing the infrastructure to the site. HRDC has purchased a lot in the Madison Addition and are planning on constructing a four-plex. They have asked the City for assistance with the project. They will be approaching the Town Council about waiving the tap fees to lower the overall cost of the project. This cost savings will be passed on to the consumers. I received a copy of the Exploratory Smart Growth Plan from WYED. It is the public input document on the 80 acres prepared by Kirsten Goldstein. This document was forwarded to Council to get their input and comments. Status: In progress. **Mobile Food Vendors:** A draft of the mobile food vendor regulations was sent to the Town's legal counsel for review. Ms. Mersen made some wording changes and made a suggestion to add a mechanism to revoke the mobile food vendor permit. At the May 3rd Council meeting, the mobile food vendors ordinance was tabled. A work session will be held on May 17 to have additional discussion on the matter. Status: In progress. **Grizzly Internet:** Mr. Pond, of Safelink, provided signed copies of the assignment of lease and a copy of the bond required by the Town. They also applied for a Work in the Public Way permit. Status: Completed. **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 numerous training sessions on the software. Ms. Roos has started entering data into the new system. Black Mountain has been working with the Town staff to prepare the system for the Cloud capabilities. 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. She has completed her review of the document and will be forwarding the changes. I have received some comments and changes from Council and the general public that need to also be made. It is anticipated the final draft will be placed on the agenda in June. Status: In-progress. **Police/Dispatcher/ 911 Training:** The Town is 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 a contractor shall be happening soon. 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. Three drafts of the documents have been completed and we hope to have the resolution on the June 7th Agenda. 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. This transaction will be completed after the purchase of the 80 acres has been completed. 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. The legal review was completed. The document was approved at the May 3rd meeting. Status: Completed. **CHP Contract:** A meeting was held with Buck Taylor of CHP. The existing contract was reviewed and proposed changes were established. Copies of the existing agreements with CHP were forwarded to our legal counsel. Status: In progress. **Grader RFP:** Mr. Patterson and myself have prepared the RFP packet to acquire a used grader for the Town. The documents have been reviewed by our legal counsel. Changes will be made and the RFP will be distributed to regional vendors. This will provide the necessary information for the upcoming budgetary process. Status: In progress.

Town Related Items:

- Met with the WYED Board.
- Met with Northern Rockies Economic Development Council (1).
- Attended a Chamber Board Meeting.
- Attend MML and MMIA Legislative Luncheon.
- Attended Clerk's Institute.
- Talked with DEQ about complaint.
- Met with Jo Stevens about day care issues.
- Met with Shane Grube, Hebgen Basin Fire District and Chief Newell about the Fire Code.

Public Events Attended:

- West Yellowstone Historic Center Opening Event.

Public Services Superintendent James Patterson reports that they are preparing to pave the parking lot in Pioneer Park and questions if the sidewalk along Highway 20 is the Town's responsibility or the responsibility of the State. Mayor Johnson indicates that the sidewalk is actually the State's but to get it repaired, we should probably repair it now and ask the State to reimburse the Town. Patterson indicates he will look into that and explains that they have \$40,000 set aside for sidewalks that hasn't been spent this year. He also reports that the remodeling at the Police Station should be complete tomorrow. Finance Director Lanie Gospodarek reports on training her office attended in Billings. She says that Deputy Town Clerk Sheri Holtzen graduated from the Municipal Institute and will now start working on her certification from IIMC. She says they are also working on the financing for the 80 acres, assisting with seasonal hires, resort tax issues, year-end closing, and short and long term investments. She also explains that they will start working on the budget for next year in June. Social Services Director Kathi Arnado reports that they have been able to reduce the pounds of food they distribute per person by allowing people to select the food they want. She also mentions some upcoming meetings and trainings that she and Social Services Assistant Leah Sherman are attending soon. She mentions meetings she has attended with other groups including Community West Outreach and Helping Hands.

WEST YELLOWSTONE TOWN COUNCIL

Work Session

May 31, 2016

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

OTHERS PRESENT: Town Manager Dan Sabolsky, Finance Director Lanie Gospodarek, Chief of Police Scott Newell, Public Services Superintendent James Patterson, Helene Righenour, Richard & Teri Gibson

The meeting is called to order by Mayor Jerry Johnson at 6 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana

Public Comment Period

No public comment is received.

Council Comments

Cole Parker says that he read an article in the newspaper this past summer where Yellowstone National Park had suggested they may have to limit or cap the number of summer visitors that are allowed into the park. Parker says he strongly disagrees with that idea and is concerned about the effect that could have on the economy. Forsythe says that he noted an article also in the Bozeman Chronicle about food truck regulations. Johnson mentions the success of the high school track team last week at the Class C State Track Meet where the girls team broke several records and took third place. Schmier and Martineau credit the staff for the success of the Town Clean Up event and says that even though the weather was rainy, the weeklong event made a noticeable improvement. There is brief discussion about the State's parking area on the north side of Town and replacing the sidewalk along Highway 20.

DISCUSSION

The purpose of the meeting is to discuss the general fund budget for FY 2017. Finance Director Lanie Gospodarek explains that in recent years, the manager put a lot of capital purchases in the general fund rather than the capital fund. They have reverted to the way they did it in the past by putting capital purchases in the capital fund. She also explains that they budgeted a 3% increase to employee salaries across the board, except for the police which is covered by a different bargaining agreement. Mayor Johnson asks if the new staffing plan has been accounted for. Gospodarek responds that it has and explains that they added an additional full-time equipment operator, seasonal laborer, and increased the hours for the Social Services Assistant to full-time by creating a new budget titled Personnel Services where ¼ of her time is budgeted. Gospodarek describes the Legislative Services budget and Administration. The Council asks questions about the miscellaneous funding in legislative, which includes a fireworks donation to the Chamber, donation to the Community Bus and \$6000 of requests that they expect but have not yet received. In the Administration budget, they discuss membership fees with the Montana Infrastructure Group and Northern Rocky Mountain Economic Development Corporation. They also look at the substantial increase in travel and training costs. Sabolsky explains that they have budgeted for some employee safety and team building training from MMIA and the MSU Local Government Center. In the Court and Finance Administration budgets, most expenses are relatively the same. They are exploring what it would cost to make the court a "court of record" and have put \$10,000 in the budget at this time. Sabolsky explains that the trial held this year was immediately appealed and therefore will receive a new trial since we are not a legal court of record. He has asked the Town Attorney to compare the benefits and costs of becoming a court of record. Gospodarek points out the new Personnel Services budget to fund ¼ of the salary for the Social Services Assistant. The Planning and Research Services budget includes a total of \$35,000 for planning and preparation of the 80 acres. The group discusses Research and Engineering Fees for an architectural drawing of an amphitheater in Pioneer Park. Sabolsky explains that they have a donor that is interested in making a donation to building that structure and they have budgeted \$3000 for SJ Shepherd to develop drawings. They discuss the budget for Legal Services. Last year, they budgeted \$100,000 and have currently spent \$107,000. They have budgeted \$135,000. Johnson suggests increasing that budget to \$150,000 considering potential lawsuits. There is brief discussion about a sign for the Town Hall, air conditioning for the clinic building, and staining the exterior of the Povah Community Center. The Council

discusses the renovations at the police station. Forsythe inquires whether they can account for the amount of employee labor is spent on a particular project. Parker questions whether they should use employees for construction projects, but Gospodarek points out that they have two Facilities Technician positions, which job descriptions include carpentry. The group discusses how to account for such labor. The group discusses the budget for the Police department and Gospodarek explains that they have consolidated the Police and Police Administration budgets into one budget for the whole department. They move on to the Building Inspection budget and Gospodarek explains that they have increased the percentage of the salary and benefits for the Deputy Public Services Superintendent have been moved into this budget. They discuss the Road & Street Budget and it is explained that they have budgeted for all small vehicles in the 361 line and maintenance of the large vehicles in the 369 budget. All vehicles, including police vehicles, will be budgeted from this budget. Gospodarek briefly describes the Sidewalk, Street Lighting, Animal, and Social Services budgets. The Recreation budgets are discussed. Johnson asks the staff to check with MMIA before purchasing and installing the small climbing wall at the park. Gospodarek briefly describes debt service, financing of the grader that is planned for purchase in FY 2017, \$100,000 risk share for the Community Health Partners and a transfer out for support of the Library-but that number has not been determined yet. The staff answers various questions about the general fund and discusses scheduling upcoming meetings.

The meeting is adjourned. (7:55 PM)

Mayor

ATTEST:

Town Clerk

Town of West Yellowstone Business License Application

Business Name: LTL Site Services, Inc
Applicant: Lance Johnson
Contact Person: Lance Johnson
Mailing Address: P.O. Box 1403, Belgrade MT 59714
Physical Address of Business: 283 Pronghorn trail, Bozeman, MT 59718
Phone Number: 388-7171 Fax Number: 587-3989
Email Address: admin@LLsiteServices.com Website: www.LLsiteServices.com

Signature of Property Owner of Record: _____

Subdivision: _____

Block: _____ Lot: _____

Zoning District, please mark one:

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

- New Business Transfer of Ownership
 Change of Location Name Change

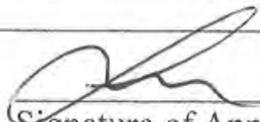
- Is this business licensed by the State of Montana? Yes No
- Appropriate City/County/Health Dept approvals (if applicable) Yes No (please attach)
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)? Yes No

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.

Commercial / Residential Garbage Service hauling
Customer will have the equipment of totes
or tipper boxes.

Business License Fee: \$ 50.00

Resort Tax Bond: \$ _____


Signature of Applicant

Total Amount Due: \$ 50.00

Signature of Applicant
5/14/2014
Date

FOR OFFICE USE ONLY

Date Approved by Town Council: _____

Date 5/13/16 Check # 4159 Amount \$ 50.00 License # _____

SCN _____ BLP _____ STX _____ BLC _____ RDX _____

DEPARTMENT OF PUBLIC SERVICE REGULATION
PUBLIC SERVICE COMMISSION
OF THE STATE OF MONTANA
TRANSPORTATION DIVISION

INTRASTATE
CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

P.S.C. NO. 9464 (Sub A)

Pursuant to the provisions of Title 69, Chapter 12, Montana Code Annotated, and the finding heretofore made by the Commission that public convenience and necessity require such operations,

L & L Site Services, Inc.
(Belgrade, Montana)

is hereby authorized to transport:

Garbage

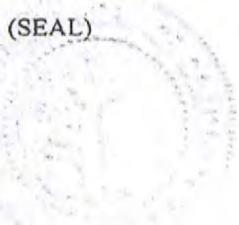
as a **CLASS D**, common carrier in intrastate service, by motor vehicles for hire over and on the public highways of the State of Montana,

between all points and places in Gallatin County and those places in Madison County accessible from Highway 64 serving the Big Sky, Moonlight Basin, and Yellowstone Club areas.

subject to the limitations hereinafter set forth and to the rules and regulations of the Commission duly adopted and promulgated under the authority of said Title 69, Chapter 12, Montana Code Annotated.

Dated at Helena, Montana,
March 25, 2016

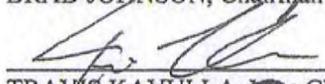
(SEAL)

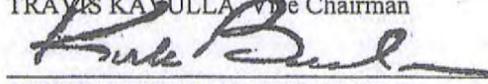


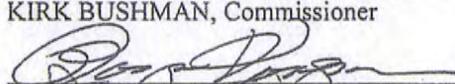
Secretary

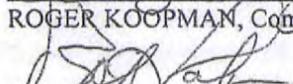
By order of the PUBLIC SERVICE COMMISSION


BRAD JOHNSON, Chairman


TRAVIS KAYULLA, Vice Chairman


KIRK BUSHMAN, Commissioner


ROGER KOOPMAN, Commissioner


BOB LAKE, Commissioner

TOWN OF WEST YELLOWSTONE
MONTANA
naturally inviting!

PUBLIC HEARINGS
Ordinance No. 259, Mobile Food Vendors
Ordinance No. 260, Bulk Water Sales
Resolution No. 680, FY 2016 Budget Amendments

NOTICE IS HEREBY GIVEN that the Town Council of the Town of West Yellowstone will conduct three Public Hearings June 7, 2016 regarding two proposed ordinances and budget amendments. Ordinance No. 259 adds a new section to the West Yellowstone Municipal Code to allow and regulate mobile food vendors. Ordinance No. 260 provides for the sale of water in bulk to the general public. Resolution No. 680 amends the FY 2016 municipal budget to address changes to the Victims Assistance Fund, Drug Forfeiture Fund, Tourism Business Improvement District Fund and the General Fund for Fiscal year 2015-2016. The Public is invited to attend and any taxpayer or resident may be heard, for or against, any portion of the proposed budget changes.

Complete copies of the ordinances and budget amendment are available at the Town Hall, 440 Yellowstone Avenue, West Yellowstone, MT, by email at eroos@townofwestyellowstone.com, or may be accessed at www.townofwestyellowstone.com under "Town Council Agendas, Packets and Minutes." The public hearing will be held during the regular Town Council Meeting which begins at 7:00 PM on June 7, 2016. The meeting will take place in the Town Hall, 440 Yellowstone Avenue in West Yellowstone, MT, at which time oral testimony will be taken from the public. Written testimony may be submitted until 5:00 PM on the date of the hearing to the Town Clerk at the Town Hall, by mail to P.O. Box 1570, West Yellowstone, MT 59758, or by email to eroos@townofwestyellowstone.com. For further information contact the Town Offices, 646-7795.

Elizabeth Roos
Town Clerk



TOWN OF WEST YELLOWSTONE, MONTANA
RESORT TAX REVENUE BOND, 2016

RESOLUTION NO. 681

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, PROVIDING FOR THE ISSUANCE OF A RESORT TAX REVENUE BOND OF THE TOWN TO BE ISSUED IN THE FORM OF A PROMISSORY NOTE IN THE PRINCIPAL AMOUNT OF \$1,425,000, TO PROVIDE FUNDS TO PAY THE COSTS OF ACQUIRING LAND; PROVIDING THE DATE, FORM, AND REPAYMENT TERMS THEREOF AND FOR THE PLEDGE OF THE TOWN'S RESORT TAX TO PAY THE PRINCIPAL THEREOF AND INTEREST THEREON; AND APPROVING THE OFFER OF FIRST SECURITY BANK.

PASSED ON JUNE 7, 2016

PREPARED BY:

K&L GATES LLP
SEATTLE, WASHINGTON

TOWN OF WEST YELLOWSTONE
RESOLUTION NO. 681*
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* This Table of Contents and the cover page are provided for convenience only and is not a part of this resolution

TOWN OF WEST YELLOWSTONE, MONTANA

RESOLUTION NO. 681

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, PROVIDING FOR THE ISSUANCE OF A RESORT TAX REVENUE BOND OF THE TOWN TO BE ISSUED IN THE FORM OF A PROMISSORY NOTE IN THE PRINCIPAL AMOUNT OF \$1,425,000, TO PROVIDE FUNDS TO PAY THE COSTS OF ACQUIRING LAND; PROVIDING THE DATE, FORM, AND REPAYMENT TERMS THEREOF AND FOR THE PLEDGE OF THE TOWN'S RESORT TAX TO PAY THE PRINCIPAL THEREOF AND INTEREST THEREON; AND APPROVING THE OFFER OF FIRST SECURITY BANK.

WHEREAS, at an election held in the Town of West Yellowstone, Montana (the "Town"), on November 5, 1985, the number and proportion of the qualified electors of the Town required by law for the adoption thereof voted in favor of imposing a resort tax on the retail value of all goods and services sold within the Town (the "Resort Tax"); and

WHEREAS, the Resort Tax was renewed by the qualified electors of the Town at an election held on November 5, 2002; and

WHEREAS, pursuant to Section 3.12.140 of the West Yellowstone Municipal Code (the "Municipal Code"), the Town Council (the "Council") may appropriate funds derived from the Resort Tax for any activity, undertaking, or administrative service that the Town is authorized by law to perform; and

WHEREAS, the Council has approved the purchase and acquisition of approximately 80 acres of land from the USDA Forest Service (the "Project"); and

WHEREAS, the Town has issued and sold a Resort Tax Revenue Bond, Series 2012 (the "Outstanding Parity Bond"), pursuant to Resolution No. 628 (the "Outstanding Parity Bond Resolution"), which remains outstanding in the dollar amount of \$1,168,315.97, which

Outstanding Parity Bond is payable from and secured by Resort Tax Revenue, which Outstanding Parity Bond is owned by the Board of Investments of the State of Montana; and

WHEREAS, the Outstanding Parity Bond Resolution permits the Town to issue additional obligations having a subordinate lien on the Resort Tax Revenue; and

WHEREAS, it is deemed necessary and advisable that the Town now issue a subordinate lien resort tax revenue bond in the form of a promissory note (the “Note”), to provide the funds necessary to pay the costs of the Project; and

WHEREAS, the Town has received the offer of First Security Bank, West Yellowstone, Montana (the “Bank”), to make a loan, and the Council wishes to accept such offer on the terms and conditions set forth therein and herein;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, as follows:

Section 1. Definitions. As used in this resolution, the following words shall have the following meanings, unless a different meaning clearly appears from the context:

Bank means First Security Bank, West Yellowstone, Montana, or its corporate successor.

Code means the federal Internal Revenue Code of 1986, as the same shall be amended from time to time, and all regulations promulgated or applicable thereunder.

Council means the general legislative authority of the Town as the same shall be duly and regularly constituted from time to time.

Designated Town Representative means the Town’s Mayor, Town Manager, Finance Director or such other person as may be directed by resolution of the Council.

Finance Director means the duly appointed finance director of the Town, or any successor to the functions of the finance director.

Interest Rate means a per annum interest rate a per annum interest rate (i) initially equal to 2.19% per annum from the date of issuance of the Note and remaining in effect until August 15, 2026 and (ii) from August 15, 2026, equal to the Prime Rate, as published in the Wall Street Journal (currently 3.500%) minus 1.31%, with a minimum Interest Rate in any event equal to 2.19%.

Maturity Date means February 15, 2036; provided, however, if the Resort Tax is not renewed by the electors of the Town prior to December 31, 2025, the Maturity Date shall be December 31, 2025.

Municipal Code means the West Yellowstone Municipal Code.

Note means the Promissory Note executed by the Town in favor of the Bank in the principal amount of \$1,425,000, issued pursuant to this resolution.

Note Fund means the resort tax note redemption fund of the Town established pursuant to Section 5 of this resolution.

Note Register means the registration books showing the name, address and tax identification number of each registered owner of the Note, maintained pursuant to Section 149(a) of the Code.

Note Registrar means the Finance Director for the purposes of registering and authenticating the Note, maintaining the Note Register, and paying the principal of and interest on the Note as the same become due and payable.

Project means the acquisition and purchase of approximately 80 acres of land from the USDA Forest Services, which land will be annexed to the Town.

Outstanding Parity Bond means the Town of West Yellowstone, Montana Resort Tax Revenue Bond, Series 2012, issued pursuant to the Outstanding Parity Bond Resolution.

Outstanding Parity Bond Resolution means Resolution No. 628 of the Council.

Resort Tax means the tax on the retail value of all goods and services sold within the Town, approved by the voters of the Town at elections held on November 5, 1985 and November 5, 2002, and imposed pursuant to Chapter 3.12 of the Municipal Code, as authorized by Title 7, Chapter 6, Part 15 of the Montana Code Annotated.

Resort Tax Revenue means the revenues collected from the Resort Tax, less the amount dedicated to the marketing and promotion (MAP) fund pursuant to Section 3.12.140 of the Municipal Code.

Town means the Town of West Yellowstone, Montana, a municipal corporation duly organized and existing under and by virtue of the Constitution and laws of the State of Montana.

Section 2. Authorization of the Note. The Town shall now issue its resort tax revenue bond, as authorized by MCA § 7-6-1506, in the principal amount of \$1,425,000 to be issued in the form of a Promissory Note (the “Note”) to provide funds to pay the costs of the Project. The Note shall be dated as of the date of its delivery to the Bank, shall be fully registered as to both principal and interest, shall be issued as a single fully registered Note, and shall be numbered in such manner and with any additional designation as the Note Registrar deems necessary for purposes of identification.

The Note shall bear interest on unpaid principal from its date or the most recent date to which interest has been paid at the Interest Rate. Interest on the Note shall be calculated on the basis of a 365 day year (including leap years) on a simple interest basis, i.e., applying the ratio of the interest rate over the number of days in a year multiplied by the outstanding principal balance, multiplied by the actual number of days the principal balance is outstanding. Payments on the Note shall be made semiannually on each February 15 and August 15,

commencing on August 15, 2016, in the amount of \$43,855.93 (assuming a closing date of June 22, 2016). Payments received by the Bank will be applied first to interest and then to principal. If the Interest Rate increases on August 15, 2026, the Bank may, at its option (a) increase the Town's amortization payment to provide for full repayment on the Maturity Date, (b) increase the amortization payment to cover additional accruing interest, (c) increase the number of the Town's payments, and/or (d) continue the Town's amortization payments at the same amount and increase the final payment to be made on the Note. Notwithstanding the foregoing, the final payment of all principal and interest on the Note shall be due and payable on the Maturity Date.

Section 3. Registration and Payments. The Town hereby appoints the Finance Director to act as the Note Registrar. The registered owner of the Note shall be First Security Bank, West Yellowstone Branch, P.O. Box 550, West Yellowstone, MT 59758. The duties of the Note Registrar hereunder shall be limited to authenticating the Note and to remitting money to the Bank on the payment dates as provided therein. The Note shall not be transferable, except in whole to another financial institution. The Note Registrar is authorized, on behalf of the Town, to authenticate and deliver the Note and to carry out all of the Note Registrar's powers and duties under this resolution.

Principal of and interest on the Note shall be payable in lawful money of the United States of America. Installments of principal of and interest on the Note shall be paid by check, wire, or electronic transfer on the date due to the Bank; *provided, however*, the final installment of principal on the Note shall be payable only upon presentation and surrender of the Note by the Bank at the principal office of the Finance Director.

Section 4. Prepayment. The Note may be prepaid in whole or in part at any time without penalty, with prepayments to apply first to interest and then to principal. Reamortization of the loan evidenced by the Note may occur with any principal reduction greater than \$100,000, at the Town's request.

Section 5. Note Fund; Finding and Pledge of Resort Tax Revenue. There is hereby authorized to be established a fund of the Town known as the "Resort Tax Revenue Note Redemption Fund" (the "Note Fund") for the purpose of paying the principal of and interest on the Note.

As long as the Note remains outstanding, the Town hereby irrevocably obligates and binds itself to set aside and pay from Resort Tax Revenue into the Note Fund those amounts necessary to pay the principal and interest next coming due on the Note. The amounts so pledged to be paid into the Note Fund are hereby declared to be a lien and charge upon the Resort Tax Revenue subordinate to the lien thereon of the Outstanding Parity Bond and any obligations issued in the future on a parity of lien with the Outstanding Parity Bond as permitted by the Outstanding Parity Bond Resolution.

As required by MCA § 7-6-1506, the Council hereby determines that in any fiscal year of the Town during the term of the Note, the annual revenues expected to be derived from the Resort Tax, (a) less deposits to the marketing and promotion (MAP) fund (Resort Tax Revenue), (b) less the amount required to reduce property taxes pursuant to MCA § 7-6-1507 and (c) less 125% of the amounts required to pay debt service on the Outstanding Parity Bond, equals at least 125% of the average amount of the principal and interest on the Note payable from Resort Tax Revenue during such fiscal year.

Money in the Note Fund shall be invested in any investments that are permitted by law. Investments in the Note Fund shall mature prior to the date on which such money shall be needed for required interest or principal payments. All interest earned and income derived by virtue of such investments shall remain in the Note Fund and be used to meet the required deposits into any account therein.

The Note may not be accelerated for maturity for any reason prior to its Maturity Date. The Note is payable solely from the Resort Tax Revenue in the Note Fund, and is not a general obligation of the Town. No other funds of the Town (other than the funds provided by the Town to the Bank for payment of the Note), may be used by the Bank or offset by the Bank for the payment of the Note.

The Town may execute a Commercial Pledge Agreement with respect to the Note, and such Pledge Agreement shall be enforceable to the extent not inconsistent with the terms of this resolution.

Section 6. Form of Note. The Note shall be in substantially the form attached to this resolution as Exhibit A. The Note also shall have a Certificate of Authentication in the following form attached to it.

CERTIFICATE OF AUTHENTICATION

Date of Authentication: June 22, 2016

This Promissory Note is the subordinate lien revenue bond of the Town dated June 22, 2016 described in the within-mentioned Note Resolution (Resolution No. 681 of the Town).

FINANCE DIRECTOR of the TOWN OF
WEST YELLOWSTONE, MONTANA, as
Note Registrar

By _____

To the extent that any terms of the Note or the Pledge Agreement are inconsistent with the terms of this resolution, the terms of this resolution shall control.

This Note shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the this resolution until the Certificate of Authentication hereon shall have been manually signed by or on behalf of the Note Registrar.

Section 7. Execution and Authentication of the Note. The Note shall be signed on behalf of the Town by the manual signature of the Mayor and/or the Town Manager and authenticated by the manual signature of the Finance Director.

The Note shall not be valid or obligatory for any purpose or entitled to the benefits of this resolution unless the Certificate of Authentication in the form recited above shall have been manually executed by the Note Registrar. Such Certificate of Authentication shall be conclusive evidence that the Note so authenticated has been duly executed, authenticated and delivered hereunder and is entitled to the benefits of this resolution.

Section 8. Application of Note Proceeds. The loan proceeds from the Note shall be deposited in the appropriate fund of the Town and shall be expended solely to pay the costs of the Project.

Section 9. Tax Covenants. The Town hereby covenants that it will not make any use of the proceeds of the Note or any other funds of the Town which may be deemed to be proceeds of the Note pursuant to Section 148 of the Code which will cause the Note to be an “arbitrage bond” within the meaning of said section. The Town will comply with the requirements of Section 148 of the Code (or any successor provision thereof applicable to the Note) and the applicable Regulations thereunder throughout the term of the Note.

The Town further covenants that it will not take any action or permit any action to be taken that would cause the Note to constitute a “private activity bond” under Section 141 of the Code.

The Note is hereby designated as a qualified tax-exempt obligation pursuant to Section 265(b) of the Code for investment by financial institutions. The Town does not expect to issue more than \$10,000,000 in qualified tax-exempt obligations during 2016.

Section 10. Additional Covenants. The Town will deliver to the Bank, as soon as available (within 30 days of delivery to the state of Montana) copies of its audited financial statements for each fiscal year ending June 30.

Section 11. Delivery of the Note. The Town hereby ratifies and confirms its acceptance of the Bank’s offer dated February 22, 2016 on the terms specified in this resolution. The Designated Town Representative and proper Town officials are hereby authorized and directed to do everything necessary for the prompt execution and delivery of the Note to the Bank and for the proper application and use of the proceeds thereof. There will be a \$5,000 loan fee on the Note to be paid to the Bank upon issuance of the Note.

Section 12. Severability. If any provision in this resolution is declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provisions of this resolution and shall in no way affect the validity of the other provisions of this resolution or of the Note.

Section 13. Effective Date. This resolution shall become effective immediately upon its adoption.

PASSED by the Town Council at a regular meeting held this 7th day of June, 2016.

TOWN OF WEST YELLOWSTONE, MONTANA

Mayor Jerry Johnson

Council Member Brad Schmier

Council Member Pierre Martineau

Council Member Greg Forsythe

Council Member Cole Parker

ATTEST:

Town Clerk

[SEAL]

CERTIFICATE OF TOWN CLERK

I DO HEREBY CERTIFY that I am the duly chosen, qualified and acting Town Clerk of the Town of West Yellowstone, Montana (the “Town”), and keeper of the records of the Town; and

I HEREBY CERTIFY:

1. That the attached Resolution is a true and correct copy of Resolution No. 681 of the Town (the “Resolution”), as finally passed at a meeting of the Town Council held on the 7th day of June, 2016, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a legally sufficient number of members of the Town Council voted in the proper manner for the passage of the Resolution; that all other requirements and proceedings incident to the proper passage of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 7th day of June, 2016.

Town Clerk

EXHIBIT A
FORM OF NOTE

PROMISSORY NOTE

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$1,425,000.00	06-22-2016	02-15-2036	61600020	49		MSA	

References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*" has been omitted due to text length limitations.

Borrower: TOWN OF WEST YELLOWSTONE (TIN: 81-0299400)
P.O. BOX 1570
WEST YELLOWSTONE, MT 59758

Lender: First Security Bank
West Yellowstone Branch
PO Box 550
West Yellowstone, MT 59758

Principal Amount: \$1,425,000.00 **Initial Rate:** 2.190% **Date of Note:** June 22, 2016

PROMISE TO PAY. TOWN OF WEST YELLOWSTONE ("Borrower") promises to pay to First Security Bank ("Lender"), or order, in lawful money of the United States of America, the principal amount of One Million Four Hundred Twenty-five Thousand & 00/100 Dollars (\$1,425,000.00), together with interest on the unpaid principal balance from June 22, 2016, until paid in full.

PAYMENT. Subject to any payment changes resulting from changes in the Index, Borrower will pay this loan in 40 payments of \$43,855.93 each payment. Borrower's first payment is due August 15, 2016, and all subsequent payments are due on the same day of each half-year after that. Borrower's final payment will be due on February 15, 2036, and will be for all principal and all accrued interest not yet paid. Payments include principal and interest. Unless otherwise agreed or required by applicable law, payments will be applied first to any accrued unpaid interest; then to principal; then to any unpaid collection costs; and then to any late charges. Borrower will pay Lender at Lender's address shown above or at such other place as Lender may designate in writing.

VARIABLE INTEREST RATE. The interest rate on this Note is subject to change from time to time based on changes in an independent index which is the PRIME RATE AS PUBLISHED IN THE WALL STREET JOURNAL (the "Index"). The Index is not necessarily the lowest rate charged by Lender on its loans. If the Index becomes unavailable during the term of this loan, Lender may designate a substitute index after notifying Borrower. Lender will tell Borrower the current Index rate upon Borrower's request. The interest rate change will not occur more often than each TEN YEARS. Borrower understands that Lender may make loans based on other rates as well. The index currently is 3.500% per annum. Interest on the unpaid principal balance of this Note will be calculated as described in the "INTEREST CALCULATION METHOD" paragraph using a rate of 1.310 percentage points under the Index, resulting in an initial rate of 2.190% per annum. NOTICE: Under no circumstances will the interest rate on this Note be more than the maximum rate allowed by applicable law. Whenever increases occur in the interest rate, Lender, at its option, may do one or more of the following: (A) increase Borrower's payments to ensure Borrower's loan will pay off by its original final maturity date, (B) increase Borrower's payments to cover accruing interest, (C) increase the number of Borrower's payments, and (D) continue Borrower's payments at the same amount and increase Borrower's final payment.

INTEREST CALCULATION METHOD. Interest on this Note is computed on a 365/365 simple interest basis; that is, by applying the ratio of the interest rate over the number of days in a year (365 for all years, including leap years), multiplied by the outstanding principal balance, multiplied by the actual number of days the principal balance is outstanding. All interest payable under this Note is computed using this method.

PREPAYMENT; MINIMUM INTEREST CHARGE. Borrower agrees that all loan fees and other prepaid finance charges are earned fully as of the date of the loan and will not be subject to refund upon early payment (whether voluntary or as a result of default), except as otherwise required by law. In any event, even upon full prepayment of this Note, Borrower understands that Lender is entitled to a minimum interest charge of \$85.00. Other than Borrower's obligation to pay any minimum interest charge, Borrower may pay without penalty all or a portion of the amount owed earlier than it is due. Early payments will not, unless agreed to by Lender in writing, relieve Borrower of Borrower's obligation to continue to make payments under the payment schedule. Rather, early payments will reduce the principal balance due and may result in Borrower's making fewer payments. Borrower agrees not to send Lender payments marked "paid in full", "without recourse", or similar language. If Borrower sends such a payment, Lender may accept it without losing any of Lender's rights under this Note, and Borrower will remain obligated to pay any further amount owed to Lender. All written communications concerning disputed amounts, including any check or other payment instrument that indicates that the payment constitutes "payment in full" of the amount owed or that is tendered with other conditions or limitations or as full satisfaction of a disputed amount must be mailed or delivered to: First Security Bank, West Yellowstone Branch, PO Box 550, West Yellowstone, MT 59758.

LATE CHARGE. If a payment is 10 days or more late, Borrower will be charged 5.000% of the regularly scheduled payment or \$10.00, whichever is greater.

INTEREST AFTER DEFAULT. Upon default, including failure to pay upon final maturity, the total sum due under this Note will continue to accrue interest at the interest rate under this Note. However, in no event will the interest rate exceed the maximum interest rate limitations under applicable law.

DEFAULT. Each of the following shall constitute an event of default ("Event of Default") under this Note:

Payment Default. Borrower fails to make any payment when due under this Note.

Other Defaults. Borrower fails to comply with or to perform any other term, obligation, covenant or condition contained in this Note or in any of the related documents or to comply with or to perform any term, obligation, covenant or condition contained in any other agreement between Lender and Borrower.

False Statements. Any warranty, representation or statement made or furnished to Lender by Borrower or on Borrower's behalf under this Note or the related documents is false or misleading in any material respect, either now or at the time made or furnished or becomes false or misleading at any time thereafter.

Death or Insolvency. The death of Borrower or the dissolution or termination of Borrower's existence as a going business, the insolvency of Borrower, the appointment of a receiver for any part of Borrower's property, any assignment for the benefit of creditors, any type of creditor workout, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against Borrower.

Creditor or Forfeiture Proceedings. Commencement of foreclosure or forfeiture proceedings, whether by judicial proceeding, self-help, repossession or any other method, by any creditor of Borrower or by any governmental agency against any collateral securing the loan. This includes a garnishment of any of Borrower's accounts, including deposit accounts, with Lender. However, this Event of Default shall not apply if there is a good faith dispute by Borrower as to the validity or reasonableness of the claim which is the basis of the creditor or forfeiture proceeding and if Borrower gives Lender written notice of the creditor or forfeiture proceeding and deposits with Lender monies or a surety bond for the creditor or forfeiture proceeding, in an amount determined by Lender, in its sole discretion, as being an adequate reserve or bond for the dispute.

Events Affecting Guarantor. Any of the preceding events occurs with respect to any guarantor, endorser, surety, or accommodation party of any of the indebtedness or any guarantor, endorser, surety, or accommodation party dies or becomes incompetent, or revokes or disputes the validity of, or liability under, any guaranty of the indebtedness evidenced by this Note.

Adverse Change. A material adverse change occurs in Borrower's financial condition, or Lender believes the prospect of payment or performance of this Note is impaired.

Insecurity. Lender in good faith believes itself insecure.

Cure Provisions. If any default, other than a default in payment, is curable and if Borrower has not been given a notice of a breach of the same provision of this Note within the preceding twelve (12) months, it may be cured if Borrower, after Lender sends written notice to Borrower demanding cure of such default: (1) cures the default within ten (10) days; or (2) if the cure requires more than ten (10) days, immediately initiates steps which Lender deems in Lender's sole discretion to be sufficient to cure the default and thereafter continues and completes all reasonable and necessary steps sufficient to produce compliance as soon as reasonably practical.

LENDER'S RIGHTS. Upon default, Lender may declare the entire unpaid principal balance under this Note and all accrued unpaid interest immediately due, and then Borrower will pay that amount.

ATTORNEYS' FEES; EXPENSES. Lender may hire or pay someone else to help collect this Note if Borrower does not pay. Borrower will pay Lender that amount. This includes, subject to any limits under applicable law, Lender's attorneys' fees and Lender's legal expenses, whether or not there is a lawsuit, including attorneys' fees, paralegal fees, expenses for bankruptcy proceedings including efforts to modify or vacate any automatic stay or injunction, and appeals. If not prohibited by applicable law, Borrower also will pay any court costs, in addition to all other sums provided by law.

GOVERNING LAW. This Note will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the State of Montana without regard to its conflicts of law provisions. This Note has been accepted by Lender in the State of Montana.

CHOICE OF VENUE. If there is a lawsuit, Borrower agrees upon Lender's request to submit to the jurisdiction of the courts of Gallatin County, State of Montana.

PROMISSORY NOTE
(Continued)

Loan No: 61600020

Page 2

COLLATERAL. Borrower acknowledges this Note is secured by Commercial Pledge Agreement dated 06-22-16 on Assignment of the Town of West Yellowstone's Resort Tax Revenues through adoption of Resolution #681.

FINANCIAL STATEMENTS. Furnish Lender with the following: Annual Statements. As soon as available, but in no event later than ninety (90) days after the end of each fiscal year, Borrower's balance sheet and income statement for the year ended, prepared by Borrower, Tax Returns. As soon as available, but in no event later than thirty (30) days after the applicable filing date for the tax reporting period ended, Federal and other governmental tax returns, prepared by a tax professional satisfactory to Lender. Additional Information. Furnish such additional information and statements, as Lender may request from time to time.

ADDITIONAL PROVISION. Should the Town of West Yellowstone voters not elect to extend the Town's Resort Tax authority past December 31, 2025, payment in full will be accelerated to December 31, 2025.

LOAN AGREEMENT. Resolution # 681 passed and adopted June 7, 2016 is hereby made a part of this loan agreement.

SUCCESSOR INTERESTS. The terms of this Note shall be binding upon Borrower, and upon Borrower's heirs, personal representatives, successors and assigns, and shall inure to the benefit of Lender and its successors and assigns.

NOTICES. Any notice required to be given under this Note shall be given in writing, and shall be effective when actually delivered, when actually received by telefacsimile (unless otherwise required by law), when deposited with a nationally recognized overnight courier, or, if mailed, when deposited in the United States mail, as first class, certified or registered mail postage prepaid, directed to the address shown near the beginning of this Note. Any person may change his or her address for notices under this Note by giving formal written notice to the other person or persons, specifying that the purpose of the notice is to change the person's address. For notice purposes, Borrower agrees to keep Lender informed at all times of Borrower's current address. Unless otherwise provided or required by law, if there is more than one Borrower, any notice given by Lender to any Borrower is deemed to be notice given to all Borrowers. It will be Borrower's responsibility to tell the others of the notice from the Lender.

NOTIFY US OF INACCURATE INFORMATION WE REPORT TO CONSUMER REPORTING AGENCIES. Borrower may notify Lender if Lender reports any inaccurate information about Borrower's account(s) to a consumer reporting agency. Borrower's written notice describing the specific inaccuracy(ies) should be sent to Lender at the following address: First Security Bank PO Box 910 Bozeman, MT 59771-0910.

GENERAL PROVISIONS. If any part of this Note cannot be enforced, this fact will not affect the rest of the Note. Borrower does not agree or intend to pay, and Lender does not agree or intend to contract for, charge, collect, take, reserve or receive (collectively referred to herein as "charge or collect"), any amount in the nature of interest or in the nature of a fee for this loan, which would in any way or event (including demand, prepayment, or acceleration) cause Lender to charge or collect more for this loan than the maximum Lender would be permitted to charge or collect by federal law or the law of the State of Montana (as applicable). Any such excess interest or unauthorized fee shall, instead of anything stated to the contrary, be applied first to reduce the principal balance of this loan, and when the principal has been paid in full, be refunded to Borrower. Lender may delay or forgo enforcing any of its rights or remedies under this Note without losing them. Borrower and any other person who signs, guarantees or endorses this Note, to the extent allowed by law, waive presentment, demand for payment, and notice of dishonor. Upon any change in the terms of this Note, and unless otherwise expressly stated in writing, no party who signs this Note, whether as maker, guarantor, accommodation maker or endorser, shall be released from liability. All such parties agree that Lender may renew or extend (repeatedly and for any length of time) this loan or release any party or guarantor or collateral; or impair, fail to realize upon or perfect Lender's security interest in the collateral; and take any other action deemed necessary by Lender without the consent of or notice to anyone. All such parties also agree that Lender may modify this loan without the consent of or notice to anyone other than the party with whom the modification is made. The obligations under this Note are joint and several.

PRIOR TO SIGNING THIS NOTE. BORROWER READ AND UNDERSTOOD ALL THE PROVISIONS OF THIS NOTE, INCLUDING THE VARIABLE INTEREST RATE PROVISIONS. BORROWER AGREES TO THE TERMS OF THE NOTE.

BORROWER ACKNOWLEDGES RECEIPT OF A COMPLETED COPY OF THIS PROMISSORY NOTE.

BORROWER:

TOWN OF WEST YELLOWSTONE

By: COPY
JERRY JOHNSON, Mayor of TOWN OF WEST
YELLOWSTONE

Application for Outside Amplification Permit
Town of West Yellowstone
Gallatin County, Montana

Event: WILD WEST YELLOWSTONE RODEO

Contact Person: GEORGIA McMILLAN

Address of Contact Person: P.O. Box 2061
WEST YELLOWSTONE, MT 59758

Phone Number: 406-560-6913

Signature of Property Owner of Record: Georgia McMillan

Date(s) of Event: JUNE 15 - AUGUST 27, 2016

Location: MAIN ~~STREET~~ ROUTES THROUGHOUT TOWN

Amplification between the hours of: 12:00 AM/PM and 6:30 AM/PM

Description of Event: "RODEO" CAR DRIVES THROUGHOUT
TOWN WITH SPEAKER ADVERTISING THE RODEO
LOCATED ON HIGHWAY 20

Georgia McMillan

Signature of Applicant

5-19-2016

Date

FOR OFFICE USE ONLY

Decision by Town Council: Approved Disapproved

Conditions: _____

Signature of Mayor/Operations Manager: _____

Date

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

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 five (5) feet of the food truck must be kept clean. Grease and liquid waste may not be disposed in tree wells, storm drains, and public

sanitary sewer system or onto public streets.

- G. MFVs shall not operate between the hours of Midnight and 6:00 AM. During non-operational hours, MFVs shall vacate the property on which they operate.
- 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) Must post a resort tax bond and shall be responsible for collecting such taxes on goods sold;
 - iv) All applicable and necessary licenses from state and county agencies.All licenses and permits must be displayed on the MFV.
- J. MFVs that are part of a community event/special event shall meet the Town of West Yellowstone's insurance requirements for special events.

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

ORDINANCE No. 260

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AMENDING THE WEST YELLOWSTONE TOWN CODE TO PROVIDE FOR THE SALE OF WATER IN BULK, EFFECTIVELY AMENDING CHAPTER 13 OF THE CODE.

WHEREAS, the Town Council of the Town of West Yellowstone believes that the sale of bulk water is in the best interests of the health, safety and welfare of the citizens of West Yellowstone; and

WHEREAS, the sale of such bulk water will result in revenue to the Town:

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 amending Section 13.04.220 as follows:

Section 1:

13.04.225

Bulk Water Sales: The Town hereby authorizes the sale of water in bulk (“Bulk Water”) at certain locations with the use of a Town approved meter. Each such location must first be approved in writing by the Town Manager. Further, the Town Manager has the discretion not to sell Bulk Water if the Town’s water supply is insufficient.

In order to purchase Bulk Water the purchaser must rent a water meter from the Town to measure the amount of water being purchased. The rental rate for the water meter shall be set by resolution of the Town Council, which may be amended or modified as necessary. It shall be the responsibility of the Town to install and uninstall the meter.

The price for bulk water shall be set by resolution of the Town Council which may be amended or modified as necessary.

Section 2: REPEALER: All ordinances and parts of ordinances in conflict with provisions of this ordinance, except as provided above, are hereby amended or repealed.

Section 3: 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 4: 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 _____, 2016.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Town Clerk

RESOLUTION NO. 678

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST
YELLOWSTONE, MONTANA, TO SET FEES FOR THE SALE OF BULK WATER
AND FOR THE RENTAL OF WATER METERS FOR THE
PURPOSE OF SALE OF BULK WATER.**

WHEREAS: The Town Council of the Town of West Yellowstone has passed Ordinance No. 260, allowing for the sale of bulk water; and

WHEREAS: The fees for the sale of water and for the rental rate for a meter to measure the amount of bulk water shall be set by resolution pursuant to the Ordinance; and

WHEREAS: The Town Council of the Town of West Yellowstone believes it is in the best interests of the citizens of the Town that the Town receive some compensation for the sale of bulk water and the for the use of the Town's approved water meters:

NOW THEREFORE, BE IT RESOLVED:

The Town Council of the Town of West Yellowstone, Montana hereby sets the fees and rental rates for the purchase of bulk water as:

Meter Rental Fee (Short Term):	\$ 50.00 per day.
Meter Rental Fee (Long Term):	\$200.00 per month.
Meter Installation Fee: (In addition to meter rental)	\$50.00 per occurrence.
Purchase price for bulk water:	\$10.00 per 1000 gallons.

DATED this _____ day of _____, 2016.

Mayor

Council Member

Council Member

Council Member

Council Member

Attest: Town Clerk

RESOLUTION NO. 680

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, IN THE COUNTY OF GALLATIN AND STATE OF MONTANA TO REVISE THE 2015-2016 FISCAL BUDGET.

Whereas, the Town is required to reflect changes to the budget by resolution and,

Whereas, the Victims Assistance Fund (2917) has exceeded budgeted appropriations and the Town would like to increase the expenditure budget of the Fund and,

Whereas, The Drug Forfeiture Fund (2390) has exceeded budgeted appropriations and the Town would like to increase the expenditure budget of the Fund and,

Whereas, the Smoking Waters Day Camp Fund (2214) has exceeded budgeted appropriations and the Town would like to increase the expenditure budget of the Fund and,

Whereas, the Library Fund has exceeded budgeted appropriations in the grant-funded extension programs (2220-460180) and the Town would like to increase the expenditure budget of the Fund and,

Whereas, there is sufficient operating cash in each fund against which to pay for additional expenditures in the fund

Whereas,

THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA:

That the fiscal year 2015-2016 Victims Assistance Fund (2917) expenditure budget be amended to reflect an increase of \$17,500.00 for a total expenditure of \$312,900.00.

Whereas, the Drug Forfeiture Fund has exceeded budgeted appropriations and the Town would like to increase the expenditure budget of the Fund and

Whereas, it has been determined that the purchase of supplies used for the storage of seized property can be paid for from this fund.

Whereas, there is sufficient operating cash against which to pay for additional expenditures in the fund

THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA:

That the fiscal year 2014-2015 Drug Forfeiture Fund (2390-420142-220) expenditure budget be amended to reflect an increase of \$1,000.00 for a total expenditure of \$4,000.00.

Whereas, the Victims Assistance Fund has exceeded budgeted appropriations and the Town would like to increase the expenditure budget of the Fund and,

Whereas, there is sufficient operating cash against which to pay for expenditures not currently budgeted and,

Whereas, a new Trust and Agency Fund will be created and future fees will be collected and remitted to the County for administration of said funds

THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA:

That the fiscal year 2014-2015 Victims Assistance Fund (2917-450131-350) expenditure budget be amended to reflect payment of \$12,370.05 to be made to Gallatin County

That the fiscal year 2014-2015 Victims Assistance Fund (2917) balance be transferred to fund number 7472 through which court collections will be remitted to the county from this fund.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, THIS 7th DAY OF JUNE 2016 AND APPROVED BY THE MAYOR OF THE TOWN OF WEST YELLOWSTONE.

Mayor

ATTEST _____

Town Clerk

Resolution No. 682

A RESOLUTION OF THE TOWN COUNCIL of the Town of West Yellowstone, Montana, of its intention to write off from the ambulance accounts receivable fund delinquent ambulance bills as processed by CB1 Inc. doing business as CBM Collections of Bozeman, MT.

Whereas the Town Council has determined that these accounts have passed minimum number of years of the statute of limitations for collection since the conclusion of the Town's ambulance service in April 2009.

NOW THEREFORE BE IT RESOLVED, by the Town Council of The Town of West Yellowstone, County of Gallatin, State of Montana, that delinquent ambulance bills in the amount of \$27,327.51 shall be removed from the ambulance accounts receivable fund by crediting said fund.

PASSED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE
THIS 7th DAY OF JUNE, 2016.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Town Clerk

From: jmg533g@gmail.com
To: [Elizabeth Roos](#); [Lanie Gospodarek](#)
Cc: [Westmayor](#); [Marysue Costello](#); [Barbara Klesel](#); [Kay Mathews](#); [kimberly howell](#)
Subject: MAP Fund Document Revisions
Date: Tuesday, May 24, 2016 9:26:35 PM
Attachments: [MAPFund Advance Fund Request \(AFR\) rev 5.2016.doc](#)
[MAPFund Application rev 5.2016.doc](#)
[MAPFund P+P rev 5.2016.doc](#)

Liz and Lanie,

The MAP Fund Advisory Board has made revisions and additions to the following MAP Fund documents:

1. Advance Funding Request
2. Application
3. Policies and Procedures

I've attached those 3 documents. Revisions and additions are in red colored text.

We request that the town council review and approve the revisions and additions. Please add the review and determination of approval to the council's meeting agenda on Tues. June 7.

The two most important revisions and additions to the Application and Policies and Procedures are:

1. Applicants who have been awarded funding of more than \$2500 may make a request to receive \$2500 or 25% of the total funds awarded, whichever is greater. (Previous info was an advance of \$2500 maximum.)
2. We request that applicants submit expenses and proof of payments for approval in increments of \$1000 (Previous info was increments of \$2500)

Thanks for your action on this issue.

John M. Greve
WYED Secretary
580-1520
jmg533g@gmail.com

Sent from [Mail](#) for Windows 10

Town of West Yellowstone
Marketing & Promotion (MAP) Fund
Advance Funding Request (AFR)

For additional details, refer to the section titled Disbursement of Funds in the MAP Fund Application or Policies and Procedures

My event or project has been awarded \$2500 or less. I can request advance funds up to the full amount of approved funding.

The approved funding amount for my event or project is:

I am requesting advance funds in the amount of:

The advance funds are to pay for these expenses:

My event or project has been awarded more than \$2500. I can request advance funds of \$2500 or 25% of the full amount of approved funding, whichever amount is greater.

The approved funding amount for my event or project is:

I am requesting advance funds in the amount of:

The advance funds are to pay for these expenses:

Applicant signature:

Date:

Email:

Phone:

Applicant/ Organization Name advance funds check will be paid to:

Town Finance Dept Check #:

Date paid:

Stamp w/ MAPFAB Approval Stamp Below

Copy 1 - Fund Applicant
Copy 2 - Town Finance Dept.
Copy 3 – MAP Fund Advisory Board

MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE

Applicant Information

Applicant Individual or Organization:

Event or Project Contact Person:

Address:

Phone:

Email:

Application Submission Date:

Event or Project Information

Event or Project Name:

Location of Event or Project:

Date(s) of Event or Project:

Estimated Total Event or Project Cost:

MAP Fund Amount Requested:

MARKETING AND PROMOTION (MAP) FUND APPLICATION

Preface

- Complete the Cover Page, each of the Sections 1-6 in order, followed by the Certification Page.
- Email a copy of your completed application to the town offices: info@townofwestyellowstone.com, drop it off in person or mail it to: Marketing and Promotion Fund Advisory Board Town of West Yellowstone PO Box 1570 W. Yellowstone, MT 59758
- Applications are available on the town's website. www.townofwestyellowstone.com
- Applications must be submitted by the 25th day of the month to be considered for review by MAPFAB at a Board meeting scheduled around the 10th day of the following month.
- MAP funds are limited and the application review, recommendation and approval process may take up to 30 days. Thus, applications should be submitted as far in advance of the event or project as possible. At the very minimum, applications must be submitted at least 45 days prior to the first expense that will be paid for by MAP funds.
Example: A media marketing expense for an event needs to be paid for by May 20. An application needs to be submitted at least 45 days prior to that date, which is April 5. However, to be considered for review by the Board in the month of April, the application needs to be submitted by March 25th.
- If funds are not available to fund the requests of all applicants at any given monthly review, the Board will consider funding the applications on an earliest date submitted basis. Also, the Board may choose to recommend partial funding for multiple events or projects. Finally, if an application is denied because of lack of funding, an applicant may resubmit an application as soon as funding is available again.
- If MAPFAB does not have any applications to review or other issues that need to be addressed within a particular month, then MAPFAB will not schedule a meeting during that month.
- MAPFAB will consider for approval an event or project that supports its goals and meets the additional criteria listed on the application.
- If MAPFAB approves an application, they will forward their recommendation for final approval to the town council. All MAP funding is subject to final approval by the town council. If the town council gives final approval, then MAPFAB will notify the applicant by email within 3 days.
- If MAPFAB decides not to recommend an application for approval to the town council, they will have made their decision at their meeting with the applicant present or will notify the applicant of their decision by email within 3 days.
- Applicants are responsible for obtaining all required contracts, permits, licenses, insurance, approvals, etc. from federal, state, county, town, public and private agencies and paying applicable fees and bonds before the event or project takes place. **Events or projects may be subject to collecting and remitting West Yellowstone's 3% resort tax.** Resort taxes will be paid at the conclusion of the event or project by the date listed in the town's Exposition License Application. Approval **of this application** by MAPFAB and the town council for the event or project does not waive these requirements.

Revised 5.2016

Section 1 Proposed Event or Project Summary

- Describe or explain your event or project. Provide enough detail so that those reviewing the application can comprehend or visualize the full scope of your event or project.

Section 2 Proposed Timeline

- Provide your event or project schedule that identifies timelines for actions such as planning, construction, promotion and implementation of activities necessary for your event or project.
- Provide a schedule of events/activities occurring during your event time period.

Section 3 Proposed Budget

- Provide a detailed budget for your event or project. The budget should include projected income and expenses from all sources.
- We've provided a Budget Template here that can be downloaded and adapted for your event or project. Use of the Template isn't required, but is provided as a convenience for applicants who want to use it.
- Identify the amount of MAP funds you are requesting and the expenditures that will be paid in full or in part with MAP funds. All budget expenditures must be supported with invoices, bills, receipts, **advance contracts, and/or cash prize/purse listings, names and signatures of winners and their contact info.** **Reminder: Any cash awards to any one individual in excess of \$600 require submission of a 1099 to the individual and the Internal Revenue Service.**
- MAP funds may not be used for purchasing liquor or funding the distribution of liquor.

Section 4 Publicity, Promotion, Marketing

- Describe how your event or project will be promoted or marketed to visitors, residents or participants.
- West Yellowstone, Montana or West Yellowstone, MT is to be listed, identified or present in all forms and methods of promotion and marketing of your event or project.

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?
- If not answered in the previous question, then please list the methods and estimates by which you'll determine or measure the success of your event or project, i.e. increased, additional, new or different attendance, admissions, registrations, hotel stays, marketing, website hits, partnerships and sponsorships, fund raising, aesthetic appeal etc.
- Has your organization received MAP funding in the past? If so, how many times and for what event(s) or project(s)? Have all vendors and expenses been paid associated with the event(s) or project(s)?
- Can your event or project proceed without MAP funds?
- If your event or project is approved for funding, how will you acknowledge the receipt of MAP funds as

a funding source? Because the MAP Fund consists of Resort Tax funds paid by town businesses, acknowledgements need to indicate, “Supported by West Yellowstone Businesses”

Section 6 Application Supporting Documentation

- Provide any supporting documents, plans, pictures etc. that might be helpful to MAPFAB in reviewing and understanding your event or project.
- If this is a reoccurring event or project that received MAP funding last year, then please provide a copy of last year’s Outcome Report.

MAP Fund Application Review

- Though not required, you are encouraged to attend the MAPFAB meeting at which your application will be reviewed.
- You will be advised as to the date, place and time of that review and will have up to 10 minutes to address your application. The Board will then discuss and approve or not approve your application.
- If MAPFAB reviews and approves your application, they will forward their recommendation for final approval to the town council. MAP funding is subject to final approval by the town council.
- MAPFAB will notify you by email of the town council’s decision within 3 days.

Disbursement of MAP Funds

- Once an application is approved, MAPFAB will email an Applicant Award Notification to the applicant and the town Finance Dept. At that time, the approved MAP Fund amount is authorized for disbursement or reimbursement. Funds will not be disbursed or reimbursed prior to the applicant receiving the Award Notification.
- An approved event or project will be assigned to an individual MAPFAB member. The applicant will email or deliver in person an Advanced Funding Request (AFR) to the Board member contact and/or submit copies of (paid) vendor invoices, checks or credit card receipts verifying payments to vendors, **advance contracts and/or cash prize/purse listings w/ winner identification info**. The applicant is responsible for paying vendors for their services. The town Finance Dept. will not pay vendor invoices. All advances and/or expenses must be supported with documentation, **i.e. invoices, contracts, etc.**
- To minimize the number of disbursement or reimbursement checks issued by the town Finance Dept. to applicants, we request that applicants submit expenses and proof of payments for approval to the Board member contact in increments **of not less than** approximately **\$1000**, or the total amount of expenses if the applicant’s event or project has been awarded less than **\$1000**.

Advance Funding Request (AFR)

- Advance funding requests can be made by completing an Advance Funding Request (AFR) document. The AFR can be requested by email or in person from the Board member contact. The applicant will need to complete the AFR and email it back to or deliver it in person to the Board member. The Board member will review the request and confirm an approval for the advance by email or in person. Regardless of whether a request is confirmed by email or in person, the Board member will stamp the AFR with an approval stamp. The applicant or Board member will take the copy of the approved AFR to the town Finance Dept. (See information below regarding receiving the advance funds.)

- Applicants who have been awarded funding of \$2500 or less may make a request to receive up to the full amount of approved funding in advance of actual expenses being incurred.
- Applicants who have been awarded funding of more than \$2500 may make a request to receive **\$2500 or 25% of the total funds awarded, whichever is greater**, in advance of actual expenses being incurred. **Exceptions to this will be reviewed by the Board on a case by case basis.**
- Applicants who receive advance funds won't be approved to receive any additional approved funding until they submit expenses and proof of payments to account for spending of the advance amount.
- AFRs or expense documentation should be submitted to the Board member contact in a timely manner in order to prevent a rushed review for approval. Board members need a reasonable amount of time to review documentation before it is submitted to the town for disbursement or reimbursement.
- When an AFR or expense documentation for reimbursement is approved by the Board member, it will be stamped with an approval stamp.
- The applicant or Board member will take the approved AFR or expense documentation to the town Finance Dept. for disbursement or reimbursement. The Finance Dept. does not immediately disburse or reimburse funds. The Dept. submits a claim for that disbursement or expense reimbursement to be approved by the town council at the next regularly scheduled town council meeting. Once the claim is approved, the Finance Dept. will disburse or reimburse funds soon afterward. Note that this process can take up to three weeks to complete.
- If an event or project is in progress and is going to incur an expense that is not in the previously submitted budget, then the applicant must submit, in writing, the new or additional expense to the Board member contact for approval. The new or additional expense must not cause total expenses to exceed the **approved award**.

Event or Project Completion

- Your event or project must be completed within 12 months of the approval date of the town council. One extension may be granted for up to 6 months at the discretion of the MAP Fund Advisory Board.
- All approved MAP Fund expenditures should be expensed or paid out to your event or project within 60 days after its completion, or within the same 12 month time period, whichever is more applicable to your type of event or project.
- If approved funds remain unspent 60 days after the completion of your event or project, or shortly before the end of the 12 month time period, whichever is more applicable to your type of event or project, the MAP Fund Advisory Board will email you a Confirmation of Event or Project Completion (CEPC) Notice. The CEPC Notice asks you to confirm that your event or project is complete and that the amount of unspent funds will go back into the general MAP Fund to fund future events or projects.

Event or Project Outcome Report

- Please complete and email an Outcome Report to the Board member responsible for overseeing your event or project within 60 days after its completion. This report is of your own design and should detail your event or project's successes, disappointments, impacts, outcomes and /or achieved goals as described in Section 1 or 5 of your application. Failure to complete an Outcome Report will result in funding being denied if requested in a subsequent year.
- Your MAP Fund award is an investment of West Yellowstone Resort Tax monies and local resources.
- MAPFAB is responsible for reporting back to the town council on funded event or project outcomes.

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):

Title: _____ Date:

For Office Use Only

This application has been approved by MAPFAB Date: _____

Exception:

This application has not been approved by MAPFAB Date: _____

Reason:

_____	_____
_____	_____
_____	_____
_____	_____

POLICIES AND PROCEDURES
FOR THE
TOWN OF WEST YELLOWSTONE
MARKETING & PROMOTION (MAP) FUND

Developed by the MAP Fund Advisory Board (MAPFAB)

Original 02/08
Revised 01/09
Revised 11/09
Revised 04/10
Revised 11/10
Revised 11/11
Revised 01/13
Revised 11/14
Revised 05/16

RESOLUTION NO. 515

A RESOLUTION ESTABLISHING A BOARD TO OVERSEE THE MARKETING AND PROMOTION (MAP) FUND CREATED BY SECTION 3.12.140 OF THE WEST YELLOWSTONE MUNICIPAL CODE AND PROVIDING FOR THE BOARD'S ADOPTION OF POLICIES AND PROCEDURES CONCERNING THE MAP FUND.

WHEREAS, the town council has adopted Ordinance No. 222, which reduces the resort tax collection fee retained by merchants from five percent to two and one-half percent; and

WHEREAS, Ordinance No. 222 mandates that two and one-half percent of the three percent resort tax collected by town merchants be dedicated exclusively to a marketing and promotion (MAP) fund for the marketing and promotion of West Yellowstone and the surrounding area, as well as the associated costs of administering the fund; and

WHEREAS, Ordinance No. 222 requires the town council to establish by resolution a board of not less than three nor more than seven qualified persons to oversee the MAP; and

WHEREAS, the town council wishes to proceed with the establishment of the MAP board and set general guidelines for its operation.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AS FOLLOWS:

1. The town council hereby establishes a board to oversee and administer the MAP Fund in accordance with Section 3.12.140 of the West Yellowstone Municipal Code, which will be known as the Marketing and Promotion Fund Advisory Board (the "board").
2. The board shall be composed initially of five persons. The town council may increase or decrease the size of the board by subsequent resolution.
3. The board shall be composed of at least one from each of the following: a sitting member of the town council or the council's designee; a member of the marketing committee of the West Yellowstone Chamber of Commerce; and a member of the local business community who does not belong to the Chamber of Commerce.
4. Each board member shall be appointed by the mayor, subject to the consent of the town council, for a term of three years. In order to provide for staggered terms, two of the initial board appointments shall be for terms of three years, two of the initial board appointments shall be for terms of two years, and one of the initial board appointments shall be for a term of one year.
5. The board shall establish written policies and procedures for its operation and general management of the MAP fund. The written policies and procedures are subject to approval by the town council.
6. The board shall employ the Regulations and Procedures for Regional/CVB Tourism Organizations from the Montana Promotion Division of the Department of Commerce as a model or guideline in drafting its policies and procedures. At a minimum, the board's policies and procedures must provide for the development of a general marketing plan, the creation of annual budgets, and the establishment of criteria by which marketing projects are selected and funded.
7. In accordance with adopted policies and procedures, the board shall select individual marketing and promotion projects and shall approve the expenditure of MAP funds for such projects, subject to approval by the town council.

PASSED BY THE TOWN COUNCIL this day of 15TH day of May, 2007

ORDINANCE #3.12.140 Use of tax monies

- B. There is established a marketing and promotion (MAP) fund for the town. Two and one-half percent of the three percent resort tax collected by the collecting merchant shall be dedicated exclusively to the MAP fund, which fund shall be used solely for the marketing promotion of West Yellowstone and the surrounding area, as well as the associated costs of administering the fund. The town council may appropriate additional resort tax receipts to the MAP fund.
- C. The town council shall by resolution establish a board of not less than three nor more than seven qualified persons to oversee the MAP fund. At least one member of this board shall be a sitting member of the town council or the council's designee. The board shall establish policies and procedure for its operation and the general management of the fund in accordance with the council's resolution establishing the board. The board shall also select individual marketing and promotion projects and approve expenditure of funds for such projects, subject to approval by the town council. (Ord. 222 \$2, 2007; Ord. 112 \$6, 1985).

COLLECTION OF FUNDS

- For each monthly reporting period, the town financial director shall deposit into the MAP fund two and one-half percent of the three percent resort tax collected from the previous month. These funds shall be immediately available to the MAP Fund Advisory Board (MAPFAB) for disbursement.

QUORUM

- Four MAPFAB members will constitute a quorum. A quorum must be present at all meetings for MAPFAB to conduct business.

MAP FUND GOALS

As stated in Resolution No. 515, the purpose of the MAP Fund is to provide funding solely for the marketing and promotion of West Yellowstone and the surrounding area. To achieve this purpose, MAPFAB has established the following goals for the Fund:

- To fund events or projects that have economic, cultural, social and/or aesthetic impacts and benefits on visitors, residents, businesses, organizations and other diverse interests in town and the surrounding area
- To fund events or projects that reach potential visitors outside West Yellowstone
- To fund events or projects that have potential to increase the number of visitors or extend visitor stays
- To fund events or projects that compliment or enhance existing events or projects
- To fund events or projects that previous experience show as being viable and beneficial

MARKETING PLAN, BUDGET, GOALS AND APPROVAL

- At the beginning of each fiscal year, MAPFAB will prepare a marketing plan, budget and goals for the upcoming year. These will be presented to the town council on or before June 30th for their review and approval or modification.
- The marketing plan will consist of the steps by which MAPFAB will establish recognition of the MAP Fund and make known its purpose, goals and availability to the town's populace and qualified applicants
- The budget will consist of estimated monthly revenue based upon the revenue generated during the previous year and anticipated growth for the coming year, any additional funds appropriated in the town budget, known monthly expenditures and a contingency reserve of no less than 5%.

- Goals will consist of those established to achieve the purpose of the MAP Fund as well as other specific achievements to be accomplished by MAPFAB in any given year.

NUMBER AND DOLLAR AMOUNTS OF AWARDS

- There is no set number of awards that may be made in any fiscal year. There is no minimum amount for requests. However, the maximum funding or total dollar amount of the award(s) cannot exceed the total amount of the MAP funding available for that specific year.
- A proposed event or project may receive all or a portion of the funding requested in a specific proposal. MAPFAB maintains its discretion to withhold some funding.

ELIGIBLE APPLICANTS

- Any organization or individual presenting an event or project that supports the goals of the MAP Fund and meets the criteria established by MAPFAB.

ELIGIBLE EVENTS OR PROJECTS

- Events or projects that have economic, cultural, social and/or aesthetic impacts and benefits on visitors, residents, businesses, organizations and other diverse interests in town and the surrounding area
- Promotion of special events
- Regional or national print, electronic and **social media** marketing and promotion campaigns
- Joint marketing adventures
- Outdoor billboards, brochures, travel guides, image pieces, maps; direct mail projects
- Familiarization tours
- Market research, which may include conversion studies and focus groups
- Marketing and promotion events, projects and activities not identified herein that will be evaluated on a application by application basis by MAPFAB

APPLICATION PROCESS

- Applications are available on the town's website.
- Applications must be submitted by the 25th day of the month to be considered for review by MAPFAB at a Board meeting scheduled around the 10th day of the following month.
- MAP funds are limited and the application review, recommendation and approval process may take up to 30 days. Thus, applications should be submitted as far in advance of the event or project as possible. At the very minimum, applications must be submitted at least 45 days prior to the first expense that will be paid for by MAP funds.
Example: A media marketing expense for an event needs to be paid for by May 20. An application needs to be submitted at least 45 days prior to that date, which is April 5. However, to be considered for review by the Board in the month of April, the application needs to be submitted by March 25th.
- If funds are not available to fund the requests of all applicants at any given monthly review, the Board will consider funding the applications on an earliest date submitted basis. Also, the Board may choose to recommend partial funding for multiple events or projects. Finally, if an application is denied because of lack of funding, an applicant may resubmit an application as soon as funding is available again.
- If MAPFAB does not have any applications to review or other issues that need to be addressed within a particular month, then MAPFAB will not schedule a meeting during that month.
- MAPFAB will consider for approval an event or project that supports its goals and meets the additional criteria listed on the application.

- If MAPFAB approves an application, they will forward their recommendation for final approval to the town council. All MAP funding is subject to final approval by the town council. If the town council gives final approval, then MAPFAB will notify the applicant by email within 3 days.
- If MAPFAB decides not to recommend an application for approval to the town council, they will have made their decision at their meeting with the applicant present or will notify the applicant of their decision by email within 3 days.
- Applicants are responsible for obtaining all required contracts, permits, licenses, insurance, approvals, etc. from federal, state, county, town, public and private agencies and paying applicable fees and bonds before the event or project takes place. **Events or projects may be subject to collecting and remitting West Yellowstone's 3% resort tax.** Resort taxes will be paid at the conclusion of the event or project by the date listed in the town's Exposition License Application. Approval by MAPFAB and the town council for the event or project does not waive these requirements.

DISBURSEMENT OF MAP FUNDS

- Once an application is approved, MAPFAB will email an Applicant Award Notification to the applicant and the town Finance Dept. At that time, the approved MAP Fund amount is authorized for disbursement or reimbursement. Funds will not be disbursed or reimbursed prior to the applicant receiving the Award Notification.
- An approved event or project will be assigned to an individual MAPFAB member. The applicant will email or deliver in person an Advanced Funding Request (AFR) to the Board member contact and/or submit copies of (paid) vendor invoices, checks or credit card receipts verifying payments to vendors, **advance contracts and/or cash prize/purse listings w/ winner identification info.** The applicant is responsible for paying vendors for their services. The town Finance Dept. will not pay vendor invoices. All advances and/or expenses must be supported with documentation, **i.e. invoices, contracts, etc.**
- To minimize the number of reimbursement checks issued by the town Finance Dept. to applicants, we request that applicants submit expenses and proof of payments for approval to the Board member contact in increments **of not less than** approximately **\$1000**, or the total amount of expenses if the applicant's event or project has been awarded less than **\$1000**.

Advance Funding Request (AFR)

- Advance funding requests can be made by completing an Advance Funding Request (AFR) document. The AFR can be requested by email or in person from the Board member contact. The applicant will need to complete the AFR and email it back to or deliver it in person to the Board member. The Board member will review the request and confirm an approval for the advance by email or in person. Regardless of whether a request is confirmed by email or in person, the Board member will stamp the AFR with an approval stamp. The applicant or Board member will take the copy of the AFR to the town Finance Dept. (See information below regarding receiving the advanced funds.)
- Applicants who have been awarded funding of \$2500 or less may make a request to receive up to the full amount of approved funding in advance of actual expenses being incurred.
- Applicants who have been awarded funding of more than \$2500 may make a request to receive **\$2500 or 25% of the total funds awarded, whichever is greater**, in advance of actual expenses being incurred. **Exceptions to this will be reviewed by the Board on a case by case basis.**
- Applicants who receive advance funds won't be approved to receive any additional approved funding until they submit expenses and proof of payments to account for spending of the advance amount.
- AFRs or expense documentation should be submitted to the Board member contact in a timely manner in order to prevent a rushed review for approval. Board members need a reasonable amount of time to review documentation before it is submitted to the town for disbursement or reimbursement.
- When an AFR or expense documentation for reimbursement is approved by the Board member, it will

be stamped with an approval stamp.

- The applicant or Board member will take the approved AFR or expense documentation to the town Finance Dept. for disbursement or reimbursement. The Finance Dept. does not immediately disburse or reimburse funds. The Dept. submits a claim for that disbursement or expense reimbursement to be approved by the town council at the next regularly scheduled town council meeting. Once the claim is approved, the Finance Dept. will disburse or reimburse funds soon afterward. Note that this process can take up to three weeks to complete.
- If an event or project is in progress and is going to incur an expense that is not in the previously submitted budget, then the applicant must submit, in writing, the new or additional expense to the Board member contact for approval. The new or additional expense must not cause total expenses to exceed the total **approved award**.

EVENT OR PROJECT COMPLETION

- An event or project must be completed within 12 months of the approval date of the town council. One extension may be granted for up to 6 months at the discretion of MAPFAB.
- All approved MAP Fund expenditures should be expensed or paid out to an event or project within 60 days after its completion, or within the same 12 month time period, whichever is more applicable to the type of event or project.
- If approved funds remain unspent 60 days after the completion of an event or project, or shortly before the end of the 12 month time period, whichever is more applicable to the event or project, MAPFAB will email the applicant a Confirmation of Event or Project Completion (CEPC) Notice. The CEPC Notice asks the applicant to confirm that their event or project is complete and acknowledge that the amount of unspent funds will go back into the general MAP Fund to fund future events or projects.

EVENT OR PROJECT OUTCOME REPORT

- Each applicant must complete an Outcome Report and email it to the Board member responsible for overseeing the event or project within 60 days after its completion. This report should detail the event or project's successes, disappointments, impacts, outcomes and/or achieved goals.
- MAPFAB is responsible for reporting back to the town council on funded events or projects outcomes.

FUTURE FUNDING

- MAP funds should be viewed as seed money to assist an individual, organization or business in the formative year of an event or project. Funds should not be viewed as a guaranteed continuous source of funding. If an applicant seeks MAP funding for a subsequent year, they'll need to reapply and the event or project will need to be new, different or enhanced and seek to achieve additional impacts and benefits

UNALLOCATED FUNDS

- Funds not allocated through the MAP Fund program in any given fiscal year, excluding any additional funds that have been budgeted by the town, will remain available for allocation in the next fiscal year.



Received
4-6-16
af

APPLICATION FOR BOARDS AND COMMITTEES

Name Teresa Gibson (Teri) Date 4-6-16

Address PO Box 8 508 Cascade Ave

City West Yellowstone State MT Zip 59758

Phone (Home): 406-646-1139 (Work): 406-646-9578 (Cell/Other): 530-906-2174

E-Mail Address: teri.gibson@syix.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 5yrs

Board or Committee you are applying for: Planning Board

Occupation: Bookkeeper

Employer: Westmart Building Center

Have you previously served on a County or City board? yes

If so, which board, and for how long? City of Auburn, 20+ years

Past Memberships and Associations: City of Auburn Downtown Business Assoc (13+ yrs)

Auburn Wine & Food (7 yrs), City of Auburn Oldtown Business Assoc (7 yrs)

Current Memberships and Associations: none

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: 26+ years as a business owner. Many years of community service and business interactions.

What are your primary objectives for serving on this board? to assist in the growth of the community

References (Individual or Organization):

Phone: _____

Phone: _____

Phone: _____

Signature: Teresa M Gibson Date: 4-6-16

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.

Town of West Yellowstone
P.O. Box 1570
440 Yellowstone Ave.
West Yellowstone, MT 59758

5-23-16

Dear Town Council,

I would like to continue serving on the Planning and Zoning Committee with your blessing.

Thanks for your consideration.

Sincerely,

Chipper Smith

Town of West Yellowstone
MAP Fund Advisory Board Meeting Minutes
4/14/16 at 12pm at the Povah Center

In attendance: Gloria, John, Kay, Jerry, Marysue, Barb (12:40pm)

Also present: Jan Stoddard, Wendy Swenson, Samantha Smith, Katrina Wiese with the VIC and Don Perry, Black Mtn Prod.

Agenda:

1. Public Comment
2. Approve 2.11.16 Meeting Minutes
3. Review Financials
4. 12:10pm- Review 2016 Music in the Park App- \$17,000
5. 12:35pm- Review WYVIC App- \$10,000
6. 1:00pm- Lanie Gospodarek- New RT Collection Requirement
7. 1:15pm- Updates
8. Next Proposed Meeting Date: Thurs. 5.12.16

Action items in red

Meeting called to order 12:09pm

Public Comment- None

Approved 2.11.16 Meeting Minutes (Kay, Marysue)

Approved Financials- Available funds \$61,140.73 (Gloria, Kay)

How event/project expenses should be accounted for/documented by those awarded funds

1. Marysue- **The MAPFAB member overseeing the event/project needs to explain to the contact person how expenses need to be accounted for/ documented.**
2. Jan S.- **Suggestion to add to MAP Application info- what's acceptable, what's not**
3. **Ask Lanie what documentation they need/ want.**
4. **Marysue will provide an example from the Trails Program** as to what they require for expense documentation.

12:20pm- Review 2016 Music in the Park App- \$17,000

1. Don revised funds needed for each band. Now requesting \$12,400 for bands, \$1000 for insurance, \$2500 for marketing for \$15,900 total.
2. Primary motion made and seconded to award \$15,900 (Gloria, Kay). After discussion, a secondary motion was made and seconded to award \$15,900 (Marysue, Gloria), but to fund only the bands and marketing, not insurance.
3. Secondary motion passed by majority vote 4 -2.
4. Board event manager- Jerry
5. **John will email Recommendation for Approval by the Town Council to Liz to have her add it to Council's 4.19.16 meeting agenda.**

12:52pm- Review WYVIC Staffing and Operations Assistance App- \$10,000

1. Marysue spoke about the funding history of the VIC. Katrina spoke about the 2015 contacts.
2. John- Supports funding, but need to separate the request to make funding the VIC a budget line item for the Board from this funding request.
3. Jerry- where does the State expect the funding shortfall to come from? Marysue- The State is spending more money for the business development grant program and phone center support, so they see funding as more of a local responsibility now.
4. Jerry- **If the Board chooses to make funding the VIC a line budget item, then we need to put the info out to the townspeople for approval.**
5. Motion made and seconded to fund \$10,000. (Kay, Barb) Approved. Marysue recused herself.
6. Project event manager- Barb
7. **John will email Recommendation for Approval by the Town Council to Liz to have her add it to Council's 4.19.16 meeting agenda.**

1:14pm- Lanie G. New RT Collection Requirement

1. Changes to the RT ordinance require collection of resort taxes for entry fees and participation fees. The Event Permit App and Exposition License have been revised.
2. Our Award Approval doc includes info about contacting the town offices for info regarding resort taxes. **We'll consider adding to our MAP Fund App: If App approved, may have to pay RT.**

1:34pm- Updates

1. Kay- Funding for the GWDC billboard was approved in June 2015. They received their full expense reimbursement of \$2250 in Feb. 2016. **Kay will request GWDC provide invoices for the \$2250 expense and a photo of the billboard.**
2. Marge, Katrina and Kid's N' Snow haven't completed their expense documentation and Outcome Reports yet.
3. The VIC has until June 30, 2016 to use the \$8,000 in funding awarded to them in 2015.

Next meeting: Thurs. May 12 at noon at the Povah Center

John will notify Liz and make meeting room reservation

Topics: Advance Funding- Ask Lanie and Dan to participate in topic discussion- and funding the VIC as a budget line item

Adjourn 1:45pm

Meeting Minutes approved as submitted by John Greve, MAPFAB Secretary 5.12.16