

Town of West Yellowstone

Tuesday, July 19, 2016
West Yellowstone Town Hall
WORK SESSION
5:30 PM

Habitat for Humanity Project, Dave Magistrelli

Discussion ∞

FY 2017 Municipal Budget Revisions

Discussion ∞

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Purchase Order

- #6674 to DIS Technologies, jail surveillance camera replacement system \$10,194.00

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **July 5, 2016 Town Council Meeting** ∞

July 12, 2016 Town Council Work Session ∞

Business License Applications ∞

Advisory Board Report(s)

Town Manager & Department Head Reports

Comment Period

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

NEW BUSINESS

Marketing and Promotions (MAP) Fund Award Recommendations

Discussion/Action ∞

- Yellowstone Rod Run, WY Events Association, \$2000
- Diamond P Ranch Cowboy Mounted Shooting Competition, \$2200

Public Safety Software System, Request for Proposal (RFP)

Discussion/Action ∞

Correspondence/FYI/Meeting Reminders



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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

TOWN OF WEST YELLOWSTONE
Cash Reserve Worksheet
For the Year: 2016 - 2017

Fund	Cash Available	Proposed Revenues	Proposed Expenditures	AP/AR Outstanding	Cash Remaining	% of Exp.
1000 General Fund	1,557,232.82	3,233,807.00	4,715,038.00	1,603.63	74,398.19	1.58%
2100 Local Option Taxation-Resort	2,198,313.51	3,600,200.00	5,781,826.00	16,500.00	187.51	%
2101 Marketing & Promotions (MAP)	113,006.45	82,000.00	80,500.00	0.00	114,506.45	142.24%
2102 TBID (Tourism Business	32,420.67	330,600.00	340,600.00	0.00	22,420.67	6.58%
2111 Off Street Parking	72,090.50	0.00	69,000.00	0.00	3,090.50	4.48%
2210 Parks & Recreation	5,312.36	0.00	0.00	4,875.00	437.36	%
2211 Parks/Rec Donations - Teen	1,545.46	0.00	1,542.00	0.00	3.46	0.22%
2212 Parks - Volleyball Court	5,009.97	0.00	5,000.00	0.00	9.97	0.20%
2213 Community Garden	1,097.26	250.00	500.00	555.00	292.26	58.45%
2214 Recreation Program	2,564.78	500.00	500.00	0.00	2,564.78	512.96%
2220 Library	14,898.29	197,730.00	212,589.00	0.00	39.29	0.02%
2240 Cemetery	12,749.05	205.00	6,375.00	0.00	6,579.05	103.20%
2390 Drug Forfeiture	22,913.75	0.00	5,000.00	0.00	17,913.75	358.28%
2392 CDBG-Local Source	73,468.87	2,050.00	25,000.00	-16,674.54	67,193.41	268.77%
2701 Cemetery Perpetual Care	38,967.57	125.00	100.00	0.00	38,992.57	***.***%
2820 Gas Tax Apportionment	19,163.81	230,231.00	249,383.00	0.00	11.81	%
2850 911 Emergency	42,682.87	201,050.00	243,726.00	0.00	6.87	%
2917 Crime Victims Assistance	6,454.93	0.00	6,400.00	0.00	54.93	0.86%
3050 GO Bond	205,451.01	140,000.00	139,240.00	0.00	206,211.01	148.10%
4000 Capital Projects/Equipment	84,344.83	376,701.00	461,000.00	0.00	45.83	0.01%
4060 Public Works Equipment	1,494.93	173,583.00	175,000.00	0.00	77.93	0.04%
4070 Parkway Construction/Mtn	6,846.13	0.00	0.00	0.00	6,846.13	%
4075 Street Construction	598,072.01	175,000.00	177,000.00	0.00	596,072.01	336.76%
5210 Water Operating Fund	336,486.76	214,500.00	443,605.00	-13,666.90	121,048.66	27.29%
5220 Water Replacement	349,333.08	116,000.00	0.00	0.00	465,333.08	%
5310 Sewer Operating Fund	834,520.33	408,900.00	591,090.00	-42,313.85	694,644.18	117.52%
5320 Sewer Replacement	430,128.51	186,200.00	0.00	0.00	616,328.51	%
7010 Social Services/Help Fund	32,561.82	10,000.00	17,325.00	0.00	25,236.82	145.67%
7469 City Court - Judge Brandis	5,627.50	0.00	0.00	5,627.50	0.00	%
7699 Victims Assistance Program	1,637.00	0.00	0.00	1,637.00	0.00	%
Totals	7,106,396.83	9,679,632.00	13,747,339.00	-41,857.16	3,080,546.99	

7/14/2016

Table 7 – Capital Improvement Plan Summary

Summary Number	Purchase Date	Project Name	Cost	Funding Participation	Funding Sources	Fund Number
1	FY-17	Police Patrol Vehicle – 2 New Cars	\$100,000	\$100,000	Resort Tax X-fer	4000-420110-944
2	FY 17	Complete Monitoring Wells and Groundwater Study.	\$70,000	\$70,000	Resort Tax X-fer	5310-430640-354
3	FY 17	Construct Additional Infiltration Ponds	\$75,000	\$75,000	Resort Tax X-fer	5310-430640-934
4	FY 17	Handrails at UPDL	\$6,000	\$6,000	General Fund	4000-411240-930
5	FY 17	Clean & Camera Parkways C & D	\$34,000	\$34,000	Sewer Fund	5310-430600-357
6	FY 17	Annual Sidewalk Maintenance/ADA Accessibility Improvements – 1 street annually.	\$70,000	\$70,000	General Fund	1000-430262-365
7	FY 17	Replace Curb Stop Valves Town-wide To complete the project	\$20,000	\$20,000	Water Fund	5210-430550-937
8	FY 17	Individual water meters for USF & YNP	\$25,000	\$25,000	Water Fund	5210-430590-251
9	FY17	Changing lights to LED	\$60,000	60,000	Gen. Fund -25,000 Gen. Fund – 35,000	1000-430263- 357 1000-430263-220
10	FY 17	Crack Seal Town Streets - annually	\$15,000	\$15,000	Gas Tax	2820-430200-367
11	FY 17	Repave Town Streets – Allocate Funding Allocate \$125,000 annually + \$50K payback from parkway fund).	\$3,300,000	\$125,000 \$50,000	Resort Tax X-fer Resort Tax X-fer	2100-521000-825 2100-521020-820
12	FY 17	Slurry Seal remainder of Old Town and Grizzly Park	\$177,000	177,000	Resort Tax X-fer	2820-430200-931

Summary Number	Purchase Date	Project Name	Cost	Funding Participation	Funding Sources	Fund Number
13	FY-17	Volleyball Court in City Park	\$5,000	\$5,000	Donation \$3,880	2212-460000-936
14	FY 17	Develop an Interior Park using Mag Chloride	\$30,000	\$30,000	Off-Street Pkng Resort Tax X-fer	2820-430200-368 2100/2211
15	FY 17	Power to Bear on Canyon Street & concrete work	\$10,000	\$10,000	Resort Tax X-fer	4000-460430-930
16	FY 17	Water Main to School	\$68,640	\$68,640	Water Fund	5210-430500-937
17	FY-17	Surface the Frontier Trail – set aside (2 nd year @ 10,000)	TBD	\$20,000	RAC Grant Town contribution?	4000-460430-930
18	FY-17	Toilet Vault at Tennis Courts	\$50,000	\$50,000	General Fund	4000-460430-920
19	FY 17	Road Grader	\$175,000	\$175,000	Resort Tax X-fer Or Loan	4060-430200-940
20	FY 17	Create Streetlight Fund for streetlights on Madison, Hayden and Boundary. Ann. Set-Aside (2yrs @ 50K)	\$100,000	\$100,000	Resort Tax X-fer	4000-430263-937
21	FY 17	Lit trail from Grizzly Ave to Yellowstone Ave.	TBD		Resort Tax X-fer	4000-460430-931
22	FY 17	Start setting aside for new sewer plant	\$100,000	\$100,000	Sewer Fund	5310-521000-820
23	FY 17	Dispatch Center upgrade to Record Mgmt. and CAD System – ann. financed amount	\$212,000	\$44,200 (ann. pymt)	911 Grant Mill Levy savings	2850-420750-398
24	FY 17	Upgrade 9-1-1 System software and hardware/NEXGEN 9-1-1	\$125,000	\$125,000	911 Mill Levy	2850-420750-945
25	FY 17	Create fund for Historic District annual Set – aside/various projects	\$50,000	YHC Match?	Capital Projects	4000-460460-920
26	FY 17	Toilet Facility on Parkway A	\$100,000	\$100,000	Resort Tax X-fer	4000-460430-920

Summary Number	Purchase Date	Project Name	Cost	Funding Participation	Funding Sources	Fund Number
27	FY 17	Add a well or water de-fluoridation plant First set-aside	\$2,000,000	\$50,000	Water Fund Grant/Loan	5210-521000-820 Trans. to Ent. capital fund
28	FY 18	Plow Attachment for Backhoe	\$20,000	\$20,000	Resort Tax X-fer	1000-430200-940
29	FY-18	Grass between Hayden & Iris on Yellowstone	\$50,000	\$50,000	General Fund	4000-460430-943
30	FY-18	Construct Equipment Storage Barn	\$50,000	\$50,000	Resort Tax X-fer	4000-411240-920
31	FY 18	Public Services 2008 Ford F-350 Pick-up Replace/refurbish	TBD		Resort Tax X-fer	4000-460430-940
32	FY 18	Slurry Seal Madison Addition	TBD			4075
33	FY 17 FY -18	Architectural Fees Construct Amphitheater	\$4,000 \$600,000			1000-460430-398
34	FY 18	Picnic Pavilion in City Park	\$60,000	\$60,000	Resort Tax X-fer	4000
35	FY 18	Dunbar Park – Sod & Sprinkler System	\$12,500	12,500	Capital Fund Match Nature	4000-460430-939
36	FY 19	Administrative Vehicle	\$40,000	\$40,000	Resort Tax X-fer	1000-410210-940
37	FY 19	Pave Obsidian Street between Geyser and Faithful Streets in conjunction with street Repaving project	TBD	TBD	Gas Tax Resort Tax X-fer	2820 2100
38	FY 19/20	Public Services 2008 GMC Pick-up Replace	\$40,000	\$40,000	Resort Tax X-fer	1000-460430-940
39	FY 20	Rehabilitate Aeration Ponds	\$150,000	\$150,000	Sewer Fund	5310
40	FY 20	Replace 936 Loader	\$150,000	\$150,000	Resort Tax X-fer	TBD

Summary Number	Purchase Date	Project Name	Cost	Funding Participation	Funding Sources	Fund Number
41	TBD	Used minivan for Recreation program/or trade w/ social services and get a bigger van for food	\$35,000	\$35,000	Resort Tax X-fer	1000-460430-940
42	TBD	Install Streets Lights on South Canyon and/or Lights on Electric Street	TBD	TBD	Resort Tax X-fer	TBD
43	TBD	Install Elevator in Town Hall	\$100,000	\$100,000	Resort Tax X-fer	4000
44	TBD	Relocate Public Services Shops	TBD	TBD	TBD	TBD
45	TBD	Construct Aquatic Center	TBD	Town Land	Donations and Grants	TBD
46	TBD	Event Center/Fairgrounds	TBD	TBD	TBD	TBD
47	TBD	Construct Workforce Housing	TBD	TBD	TBD	TBD
48	TBD	Build Additional Water Storage Tank Not sure this will be needed	\$1,500,000	\$1,500,000	Water Fund	5210

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. **006674**

Department 1000-420160-212

TO: DIS Technologies

ADDRESS: 230 Broadwater Ave Billings, MT 59101

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	<u>Tail Surveillance Camera Replacement System</u>

Estimated Cost \$ 10,194⁰⁰

Authorized By _____

Requested By: Scott Newell

VENDOR COPY - White OFFICE COPY - Canary



TOWN OF WEST YELLOWSTONE

MONTANA
naturally inviting!

POLICE DEPARTMENT

Purchase Order # 006674

DIS Technologies

Jail Surveillance Camera Replacement System

July 14, 2016

Background

The police department has an analog camera system that has been pieced together throughout the last several years. The system was never set up for proper monitoring in two of the three jail cells. That system has always been maintained and worked on by former employees of the Police Department. Currently one of jail cell cameras does not work at all preventing us from proper monitoring of the prisoners and one of our exterior cameras constantly comes and goes. The analog video system is out dated and is getting more difficult to repair.

Findings

Due to difficulty retaining service for our current system, we requested a quote from DIS Technologies to upgrade our system to a digital system that would add the security and surveillance features we need to meet the Montana Jail Standards.

Budget Effect

We received a quote from DIS Technologies in the amount of \$10,194.00. We would be taking the funds for this project out of the Care and Custody of Prisoners account 1000-420160-212 as budgeted.

Recommendation

It is recommended that we move forward with replacing and upgrading our current video monitoring system for the Jail with the recommended system through DIS Technologies. DIS Technologies has recently done work in the dispatch center and proved to be very efficient and competent in all the work and service they provided. They are familiar with the needs of our department and the services we provide.



West Yellowstone Police Department

P.O Box 1570 West Yellowstone, Montana 59758 (406) 646-7600 Fax (406) 646-7650



DIS TECHNOLOGIES

I.T. ...the way it should be!

dismt.com



May 11, 2016

Chief Scott Newell
West Yellowstone Police Dept.
505 North 24th St
West Yellowstone, MT 59

RE: Security Door Lock and Camera Systems

Dear Scott:

It is our pleasure to provide the following camera security systems quotation for a new camera surveillance system for your police department. Our products services will help to curb some mischievous activity and capture the activities you need. The following quotation is calculated for your new office using information gathered at our recent visit.

<u>Equipment</u>	<u>DLR SKU</u>	<u>Description</u>	<u>QTY</u>	<u>Client Quote</u>
	XD-ALPC10034	4MP IP 100' IR WDR Motorized (Exterior Cameras)	8	\$2,134
	XD-ALPC10027	4MP IP 30' IR WDR WEDGE CAMERA (Cell Cameras)	3	\$506
	XD-ALPC10030	4MP IP 65' IR WDR MOTORIZED VF DOME CAMERA (M1-M2 Cams)	2	\$540
	XD-NBAA13286	2 ZONE AUDIO INTERFACE	1	\$320
	XD-NBAA16368	CEILING MOUNT	2	\$445
	XD-ALPA10004	ALIBI PoE SPLITTER	2	\$18
	XD-NBAA16965	Y POWER ADAPTER	2	\$4
	XD-NBAA12875	FEMALE POWER CONNECTRO W/ FLYING LEADS	2	\$2
	XD-ALPC10025	4MP IP 65' IR WDR DOME CAMERA 4MM (M3-M5 Cameras)	3	\$500
	XD-ALPR10008	ALIBI 16 CHANNEL NVR, 16 PORT PoE 100MBPS 1.5U	1	\$566
	XD-WDNA10010	6TB WESTERN DIGITAL PURPLE HARD DRIVE	4	\$1,471
	XD-ALNA10013	ALIBI SHORT WALL BRACKET W/ JUNCTION BOX	3	\$86
	XD-ALPA10011	ALIBI ALIE -NS1012-01014VR & ALICD1080PV FLANGE PLATE	3	\$47
	BE1300G	UPS Battery Backup	1	\$199
		SHIPPING	1	\$92
		<i>All cameras and NVR carry a 3 year warranty</i>		
		SUB-TOTAL		\$6,929
<u>Labor</u>				
	ENTINST	Labor for cabling, New Camera Install, Door Access Controls	1	\$2,839
	DISInstall	Programming & Training (Estimation - actual may be less)	5	\$425
		SUB-TOTAL		\$3,264
		TOTAL COSTS - DOOR LOCK, RINGERS AND CAMERA SYSTEM		\$10,194

To approve this quotation, please place your approval in the space below and return a copy to me. Thank you for your interest, we look forward to working with you.

Sincerely,


MATT DAVISON
National Account Manager

APPROVAL

DATE: _____
SIGNED: _____
PRINTED: _____
TITLE: _____

230 Broadwater Ave • Billings MT 59101
PO Box 20457 (59104)

Toll Free (800) 254-1347 ~ Local (406) 254-1800
Fax (406) 248-5364 ~ Email: info@dismt.com

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
42184		2789 WEX Bank		2,481.42					
	06/30/16 07	Ford Expedition 6-54563A		0.00		SS	1000 450135	231	101000
	06/30/16 06	Dodge Durango 6-1374		148.81		PUBSER	1000 430200	231	101000
	06/30/16 10	Ford Crown Vic 6-34157A		122.44		POLICE	1000 420100	231	101000
	06/30/16 08	Ford Crown Vic 6-1437		25.83		POLICE	1000 420100	231	101000
	06/30/16 10	Ford Expedition 6-000046		224.76		POLICE	1000 420100	231	101000
	06/30/16 11	Ford Expedition 6-21425A		245.78		POLICE	1000 420100	231	101000
	06/30/16 10	JD Backhoe		76.15		STREET	1000 430200	231	101000
	06/30/16 77	Int'l Dumptruck		0.00		STREET	1000 430200	231	101000
	06/30/16	Snow Blower		0.00		STREET	1000 430200	231	101000
	06/30/16 85	Ford Dumptruck		0.00		STREET	1000 430200	231	101000
	06/30/16 140	G Grader		189.04		STREET	1000 430200	231	101000
	06/30/16	CAT 936 Loader		0.00		STREET	1000 430200	231	101000
	06/30/16 91	Ford 6-582		69.37		STREET	1000 430200	231	101000
	06/30/16 95	Mobile Sweeper		0.00		STREET	1000 430200	231	101000
	06/30/16 97	Athey Sweeper		61.99		STREET	1000 430200	231	101000
	06/30/16 14	Water Truck		107.86		STREET	1000 430200	231	101000
	06/30/16 00	Freightliner Dump 6-60700A		0.00		STREET	1000 430200	231	101000
	06/30/16	Snowmobile		0.00		POLICE	1000 420100	231	101000
	06/30/16 02	Freightliner Dump 6-54564A		75.31		STREET	1000 430200	231	101000
	06/30/16 08	Ford Pickup 6-1450		219.09		STREET	1000 430200	231	101000
	06/30/16 08	GMC Pickup 6-1484		124.68		STREET	1000 430200	231	101000
	06/30/16 08	CAT 938H Loader		210.00		STREET	1000 430200	231	101000
	06/30/16 08	904B MiniLoader		70.26		STREET	1000 430200	231	101000
	06/30/16 93	Dodge 6-2010		0.00		STREET	1000 430200	231	101000
	06/30/16	YNP Truck #2		0.00		STREET	1000 430200	231	101000
	06/30/16 08	Ford Escape (multi-use)		21.67		DISPAT	1000 420160	370	101000
	06/30/16 14	Police Interceptor		286.23		POLICE	1000 420100	231	101000
	06/30/16 15	Ford F-250		183.51		STREET	1000 430200	231	101000
	06/30/16	Kaboda		18.64		STREET	1000 430200	231	101000
42192		1089 Gallatin County Treasurer		2,622.00					
	June 2016 06/30/16	Tech surcharge (Brandis)		470.00		COURT	7458 212200		101000
	June 2016 06/30/16	MLEA (Brandis)		480.00		COURT	7467 212200		101000
	June 2016 06/30/16	Public Defender (Brandis)		186.00		COURT	7468 212200		101000
	June 2016 06/30/16	Victims Assistance (Brandis)		329.00		COURT	7699 212200		101000
	June 2016 06/30/16	Tech Surcharge (Scott)		300.00		COURT	7458 212200		101000
	June 2016 06/30/16	MLEA (Scott)		245.00		COURT	7467 212200		101000
	June 2016 06/30/16	Public Defender		0.00		COURT	7468 212200		101000
	June 2016 06/30/16	Victims Assistance		612.00		COURT	7699 212200		101000

07/15/16
16:28:12

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/16

Page: 3 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
42193		2962 Century Link		53.95					
	06/28/16	Social services Fax		53.95		SOCIAL	1000 450135	345	101000
42194		151 Gallatin County WY TS/Compost		819.85					
	06/30/16	Trans Stat Charg		819.85		PW	1000 460430	534	101000
42195		2788 Sabrah L. Van Leeuwen		245.20					
	07/12/16	Travel Kramer Memorial		245.20			1000 420100	370	101000
42196		999999 CAROLYN SMITH WERTMAN		350.00					
	07/01/16	Deposit Refund		350.00			2210 214001		101000
42197		999999 BARTLEY MELBOURNE SAND		350.00					
	07/01/16	Bond Refund		350.00			7469 212401		101000
42198		999999 SHEHZAD SULTAN KAREDIA		5.00					
	06/30/16	Refund Overpayment		5.00			7469 212401		101000
42199		999999 RYAN CRUMP		20.00					
	07/01/16	Refund Overpayment		20.00			7469 212401		101000
42200		2214 MMCT & FOA		150.00					
	07/01/16	Membership Dues (Lanie)		50.00		FIN	1000 410510	335	101000
	07/01/16	Membership Dues (Liz)		50.00		FIN	1000 410510	335	101000
	07/01/16	Membership Dues (Sheri)		50.00		FIN	1000 410510	335	101000
42201		1311 Teton Communications		15.00					
	06/28/16	warranty		15.00		PD	1000 420100	362	101000
42202		2898 TransUnion Risk and Alternative		25.00					
	07/01/16	Account ID: 1856110		25.00		PD	1000 420100	220	101000
42204		2751 Gallatin County Justice Court		120.00					
	07/06/16	MHP warrant 2016-268 pass thru		120.00		COURT	7469 212401		101000
42205		2854 Kenco Security and Technology		79.50					
	1312349 07/01/16	alarm monitoring,Town Hall		79.50		TWNHAL	1000 411250	357	101000
42206		40 Jerry's Enterprises		121.45					
	06/28/16	return wall mount		-89.99		POLICE	1000 411258	366	101000
	06/28/16	fuel		211.44		PARKS	1000 460430	231	101000

07/15/16
16:28:12

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/16

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Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
42207	135 Food Roundup	107.96					
	07/01/16 jail food	89.98		JAIL	1000 420230	220	101000
	07/01/16 supplies	17.98		STREET	1000 430200	220	101000
42208	2357 US Bank	89,276.53					
	07/19/16 Loader payment-principal	7,026.88		STREET	1000 490520	610	101000
	07/19/16 loader payment-interest	340.84		STREET	1000 490520	620	101000
	07/19/16 911 center remodel-principal	13,699.30		911	2850 490530	610	101000
	07/19/16 911 center remodel-interest	759.54		911	2850 490530	620	101000
	07/19/16 Town Hall-principal	58,445.00		TWNHAL	2100 490200	610	101000
	07/19/16 Town Hall -interest	9,004.97		TWNHAL	2100 490200	620	101000
42209	2883 Rocky Mountain Truck Center	2,533.20					
	R001034405 06/30/16 repairs to water truck	2,533.20		STREET	1000 430200	369	101000
42210	1051 J & V Restaurant Supply	401.64					
	3002634283 07/01/16 elevator maintenance-Povah	401.64		POVAH	1000 411255	350	101000
42211	1770 Melanie Gospodarek	36.00					
	06/27/16 budget train, lunch, Arnado	12.00		SOCSEER	1000 450135	370	101000
	06/27/16 budget train, lunch, Gospodare	12.00		FINADM	1000 410510	370	101000
	06/27/16 budget train, lunch, Sabolsky	12.00		ADMIN	1000 410210	370	101000
42212	171 Montana Food Bank Network	71.74					
	060616/03 06/06/16 help fund-fuel	31.74		HELP	7010 450135	231	101000
	060716/01 06/07/16 help fund-fuel	20.00		HELP	7010 450135	231	101000
	061516/01 06/15/16 help fund-fuel	20.00		HELP	7010 450135	231	101000
42213	489 MSE ANALYTICAL LABORATORY	291.60					
	1606141 07/12/16 water samples	207.00		WATER	5210 430500	357	101000
	1606160 07/12/16 water samples	84.60		WATER	5210 430500	357	101000
42214	2658 Delfino Salinas	60.00					
	07/08/16 court interpretations	60.00		COURT	1000 410360	394	101000
42215	999999 MELISSA M. MEYER	960.00					
	07/12/16 bond refund TK-2016-277	960.00		COURT	7469 212401		101000
42216	951 Barnes & Noble	221.47					
	3284226 06/25/16 books	169.68		LIB	2220 460100	215	101000
	3284238 06/25/16 books	24.80		LIB	2220 460100	215	101000
	3284239 06/25/16 books	26.99		LIB	2220 460100	215	101000

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42217	2099 Quick Print of West Yellowstone	100.49					
	8709 06/21/16 printing	96.00		COURT	1000 410360	394	101000
	8791 07/01/16 supplies	4.49		COURT	1000 410360	220	101000
42218	2853 Two Seasons Recycling	500.00					
	2015-1122 07/03/16 recycling-June 2016	500.00		PARKS	1000 460430	534	101000
42219	379 Energy Laboratories, Inc	492.00					
	11423 07/07/16 sewer samples	492.00		SEWER	5310 430640	357	101000
42220	2647 Flathead Beacon Productions	1,071.25					
	22010 07/01/16 annual website hosting	720.00		FINADM	1000 410510	356	101000
	22016 07/06/16 calendar update for site	351.25		FINADM	1000 410510	356	101000
42221	764 General Distributing Co.	45.90					
	448460 06/30/16 compressed O2	45.90		STREET	1000 430200	220	101000
42222	1 First Security Bank	65.00					
	SDN01000 07/07/16 safety deposit box rent	65.00		FINADM	1000 410510	630	101000
42223	2382 Neil Courtis	230.00					
	07/11/16 reimb meals, IF training	230.00		POLICE	1000 420100	370	101000
42224	375 Black Mountain	15,276.00					
	21203 07/01/16 cloud hosting, program maint	11,681.00		FINADM	1000 410510	356	101000
	21203 07/01/16 program maintenance	1,310.50		WATER	5210 430570	355	101000
	21203 07/01/16 program maintenance	1,310.50		SEWER	5310 430670	355	101000
	21203 07/01/16 program maintenance	849.00		RT	2100 410540	355	101000
	21290 07/01/16 bill development	125.00		FINADM	1000 410510	356	101000
42225	1454 Bozeman Chronicle/Big Sky	540.80					
	1471882 06/03/16 2016 CCR report	315.00		WATER	5210 430500	327	101000
	1479226 06/24/16 fluoride report	72.00		WATER	5210 430500	327	101000
	1475218 06/26/16 equip operator ad	153.80		ADMIN	1000 410210	327	101000
42226	2673 First Bankcard	5,621.93					
	05/30/16 Amazon, stands/covers for Pros	375.90		BLDINS	1000 420531	212	101000
	06/01/16 Westgate Station, fuel	16.60		SEWER	1000 430200	231	101000
	06/02/16 Amazon, Surface Pro 4	1,330.49		BLDINS	1000 420531	212	101000
	06/02/16 Lowe's, supplies	13.20		PARKS	1000 460430	365	101000
	06/02/16 Mountain Supply, supplies	15.46		PARKS	1000 460430	365	101000
	06/02/16 EMEDCO, Stop stencil	139.94		STREET	1000 430200	243	101000
	06/02/16 Kenyon Noble, bushing	13.93		PARKS	1000 460430	365	101000
	06/02/16 Anderson Pre Cast, dome +	1,015.58		SDWLKS	1000 430262	365	101000
	06/02/16 True Value, pipe, bushing	53.27		PARKS	1000 460430	365	101000
	06/10/16 Voss Signs, signs	144.50		STREET	1000 430200	243	101000

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	06/10/16 Audible, membership	14.95		BLDINS	1000 420531	215	101000
	06/11/16 Amazon, screen protectors	33.98		BLDINS	1000 420531	212	101000
	06/14/16 RuralKing, tiller + accessorit	602.16		STREET	1000 430200	369	101000
	06/13/16 Home Depot, landscape stuff	89.86		PARKS	1000 460430	365	101000
	06/13/16 HD Fowler, rotor, tee, sprinkl	567.00		PARKS	1000 460430	365	101000
	06/24/16 Ferguson, raptor + keys	19.96		PARKS	1000 460430	220	101000
	06/24/16 2M Co, pressure tank	459.16		WATER	5210 430550	369	101000
	06/24/16 2M Co, pressure tank	459.16		SEWER	5310 430600	369	101000
	06/24/16 Home Depot, fans	238.00		SEWER	5310 430600	366	101000
	06/22/16 Marketplace, supplies	18.83		STREET	1000 430200	220	101000
42227	2963 Gallatin County Emergency	500.00					
	160707-01 07/07/16 mass notify, WY PSAP area	500.00		911	2850 420750	398	101000
42228	2337 Central Services Division	3,542.52					
	29122 06/24/16 CJIN 2016-2017	3,542.52		DISPAT	1000 420160	398	101000
42229	725 Swan Cleaners	72.00					
	2072 07/03/16 wash & fold, June 2016	72.00		JAIL	1000 420230	390	101000
42230	2673 First Bankcard	782.17					
	06/07/16 UNLEASHPETCO, supplies	148.94		ANIMAL	1000 440600	220	101000
	06/13/16 Microsoft, subscription	150.00		REC	1000 460440	220	101000
	06/15/16 Phy Education Supply, supplies	317.76		SUMREC	1000 460449	220	101000
	06/21/16 USPS, postage	6.47		COURT	1000 410360	311	101000
	06/21/16 Amazon, supplies	159.00		SUMREC	1000 460449	220	101000
42231	2964 CITI CARDS	1,334.85					
	06/07/16 Westgate Station, supplies	8.78		LEGIS	1000 410100	220	101000
	06/08/16 Microsoft, upgrade	99.99		POLICE	1000 420100	220	101000
	06/09/16 USPS, postage	18.23		WATER	5210 430500	311	101000
	06/09/16 USPS, postage	18.24		SEWER	5310 430600	311	101000
	06/13/16 Costco, wire rack	159.99		SOCSEK	1000 450135	212	101000
	06/22/16 USPS, postage	7.13		FINADM	1000 410510	311	101000
	06/23/16 Blast Off, entrance fee	425.00		SUMREC	1000 460449	871	101000
	06/28/16 MarketPlace, supplies	14.11		LEGIS	1000 410100	220	101000
	06/28/16 Woodside Bakery, supplies	90.38		LEGIS	1000 410100	220	101000
	06/30/16 Museum of Rockies, entrance fe	352.00		SUMREC	1000 460449	871	101000
	07/05/16 USPS, stamps	141.00		COURT	1000 410360	394	101000
42232	999999 CHRISTINA WERBLOW	200.00					
	04/15/16 sum rec refund	200.00		SUMREC	1000 346051		101000

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42233		06/30/16	533 Market Place supplies	64.17 64.17		REC	1000 460440	220	101000
			# of Claims	50	Total:				228,644.43

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$103,500.15
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$68,298.97
2102 TBID (Tourism Business Improvement	
101000 CASH	\$32,032.78
2210 Parks & Recreation	
101000 CASH	\$350.00
2220 Library	
101000 CASH	\$221.47
2850 911 Emergency	
101000 CASH	\$14,958.84
5210 Water Operating Fund	
101000 CASH	\$2,523.01
5310 Sewer Operating Fund	
101000 CASH	\$2,610.47
7010 Social Services/Help Fund	
101000 CASH	\$71.74
7458 Court Surcharge HB176	
101000 CASH	\$770.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	\$725.00
7468 Public Defender Fee	
101000 CASH	\$186.00
7469 City Court - Judge Brandis	
101000 CASH	\$1,455.00
7699 Victims Assistance Program	
101000 CASH	\$941.00
Total:	\$228,644.43

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
July 5, 2016

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

OTHERS PRESENT: Town Manager Daniel Sabolsky, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Scott Newell, Social Services Director Kathi Arnado, West Yellowstone News Editor Jeremy Weber, Jeremy Roberson, Jeanine Roberson, Jay Thrift, Andie Withner, Helene Rightenour, Richard & Teri Gibson, Atanas Markov, Ben Anderson, Fire Chief Shane Grube, Randy Wakefield, Mark Petroni, Terry Marsden, Tim Heideman

The meeting is called to order by Mayor Jerry Johnson at 5:30 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded.

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

WORK SESSION-5:30 PM

Mayor Johnson calls the meeting to order. The purpose of the work session is to discuss the enterprise funds and the capital funds for the FY 2017 municipal budget. Finance Director Lanie Gospodarek describes the revenue and proposed expenditures for the water and sewer funds. She explains that she was probably more conservative than necessary when estimating the revenue as she did not take the recently approved rate increases into account. One quarter of the salary for the Deputy Town Clerk/Utility Clerk comes from the water fund and one quarter comes from the sewer funds. Schmier asks about the increase in salary figures and Gospodarek explains she planned for a 3% raise but she will check the math on that line. Notable projects include budgeting for the installation of individual meters on the buildings at the US Forest Service and hydrant repair. She also explains that based on the recommendation from the Town Engineer, they are transferring \$50,000 to a capital fund to be set aside for an eventual water treatment plant. In the sewer funds, they are budgeting \$75,000 for construction of a new IP bed (infiltration/percolation). They are transferring \$100,000 to a capital fund for an eventual sewer plant.

The Council next discusses the capital funds and projects that are planned for the upcoming year. Gospodarek explains that they weren't billed by the end of the year for the new parking lot and sidewalk so the cost of those projects will have to come out of the current budget. She points out that these expenses are not reflected on the cash reserve worksheet. They discuss where the new sidewalk will be funded and agree to add additional funds to the sidewalk fund so there is enough money for other repairs after they pay for that project. Mayor Johnson asks about the proposal to purchase two new police cars. Chief Newell says that they are requesting to replace two cars and describes some of the mechanical problems they are having with the 2010 and 2011 Ford Expeditions as well as the rear-wheel drive Ford Crown Victorias. Johnson also asks Newell to explain the proposal to allow the officers to take home their police cars when they are not on shift. He cites a study from the City of Tacoma that alleges multiple advantages to that approach. Mayor Johnson asks Newell to give copies of that study to the rest of the council members. The Council discusses the proposal to put portable bathrooms in an interior park in the downtown area. Patterson says that Skip from Yellowstone Rental quoted him \$5000/month for the bathroom trailer, which would have to be connected to the water system and they would have to have them pumped regularly. The group estimates it would cost \$50,000 a summer to provide the toilets. Mayor Johnson says he would like to have some buy-in from the merchants in the downtown area before they just fund portable toilets. The Council discusses funding for trail surfacing and lighting/maintaining the area around the bear statue in Grizzly Park. They discuss the sod and sprinkler system for Dunbar park. Schmier says he thinks it is illogical to put in a sprinkler system this year when they don't have enough water to water the grass around town. Forsythe says the estimate is fairly high and then Patterson points out that the National Smokejumper Center is funding half of that project so they reduce the budget from \$25,000 to

\$12,500. The Council discusses the \$50,000 that was proposed to set aside for the Yellowstone Historic Center. Schmier suggests setting a percentage of the resort tax that could be allocated to the Yellowstone Historic Center every year. The Council discusses the proposed used grader. Forsythe says that he has leased a lot of equipment and says that he thinks it often works out better to lease equipment rather than buy. After discussion, Sabolsky says he will do some research on leasing versus buying and share that information with the Council. The Council also discusses applying mag chloride to some interior parks in the downtown area to control dust. They have currently budgeted \$30,000 for this to do the interior parks on the east side of Canyon Street. They discuss street and parkway improvement funds and money that is set aside in those funds. Gospodarek points out the cash reserve worksheet which summarizes where the money is distributed. She explains some changes that need to be made and will provide an updated worksheet now that the last fiscal year has official ended. Schmier says that after watching all the events in the town park over this past weekend, he would like to see them move the picnic pavilion over the old basketball court up to this fiscal year. The Council discusses what they would need to do to make that happen. Patterson indicates he got a number for the cost of the lumber and he will talk to some builders to get a final number to complete the project.

TOWN COUNCIL MEETING, 7 PM

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$112,667.38. (Martineau, Parker) Forsythe abstains from #42191.
- 2) Motion carried to approve the Consent Agenda as corrected, which includes the minutes of the June 21, 2016 Town Council meeting and June 28, 2016 Town Council Work Session. (Martineau, Parker)
- 3) Motion carried to approve the new business license for Caldera Pizza made by Ben Anderson at 105 S Faithful Street, West Yellowstone, MT. (Martineau, Schmier)
- 4) Motion carried to approve the new business license for High Attitude Wok and Sushi. (Martineau, Forsythe) Schmier abstains.
- 5) Motion carried to waive the resort tax bond for The Cradleboard Gallery and Gifts:Dancing Moose Gifts based on a satisfactory payment history by the owners for another business. (Martineau, Parker)
- 6) Motion carried to approve the change of location for Altius Handcrafted Firearms, not to include the short term rental studio. (Martineau, Forsythe) Motion amended by Greg Forsythe.
- 7) Motion carried to approve Resolution No. 687, as amended, a resolution issuing a moratorium on connections to the Town's fresh water supply system. (Forsythe, Martineau)
- 8) Motion carried to approve the request from BJ Olson of Yellowstone Cabins & RV to plant some trees on the public property adjacent to her property at 504 Highway 20 with the appropriate approval by the Town Manager and submittal of a plan for the tree planting. (Forsythe, Martineau)
- 9) Motion carried to approve the new logo for the Town and to move forward with having the new signs constructed and put up. (Schmier, Martineau) Johnson is opposed.

Public Comment Period

WY Chamber of Commerce Director Marysue Costello publicly thanks the Town and everyone that helped and supported the 4th of July activities. She says the weekend was a great success and they could have never done it alone.

Council Comments

Martineau asks what the next step is toward additional restrooms in one of the interior parks. Mayor Johnson says that they discussed earlier that they would look into the cost of portable toilets and asked Town Manager Dan Sabolsky to do some more research. Council Member Forsythe asks that they revisit the fireworks ordinance, which allows discharge for nearly four days. Schmier thanks the staff for all their hard work, which often goes unrecognized. Mayor Johnson echoes earlier comments about the weekend and adds that they hosted the Big Sky Kids last Thursday, which also could not happen without the help of many volunteers.

DISCUSSION

- 1) Mayor Johnson explains that the total has been reduced by approximately \$4000 because they determined they only needed to make the first payment to the company at this time.
- 3) The Council discusses requiring the appropriate health department permits and whether the building requires a commercial building permit. Patterson says he believes that building was permitted by the Town. They briefly discuss the impact of outdoor cooking attracting wildlife. Ben Anderson, owner of the business, explains that they will bring all the grills inside at night and the brick oven will be locked.
- 4) The Council briefly discusses the parking and determines that the new business is not a change of use.
- 6) The Council discusses whether it is appropriate to include the short-term apartment rental on this license application. After discussion, Town Attorney Jane Mersen recommends making an amendment to the motion to eliminate the short term rental apartment.
- 7) Mayor Johnson reads Resolution No. 687, a resolution establishing a moratorium on connections to the Town's fresh water supply system until it is determined that the Town has sufficient supply to support the needs of the inhabitants of the Town. Mayor Johnson asks Town Engineer Dick Dyer to give a synopsis of the current water supply situation. Dyer explains that the current water supply from Whiskey Springs is reduced for the third year in a row. He explains that they have been watching the output of that spring for 30 years and they have never seen this situation in the past. He says that the spring production at this time is the lowest it has been in three decades. He explains that normal available supply for the spring and railroad well has been 3.4 million gallons per day(MGD). Presently, the available supply is about 1.3 million gallons per day and peak demand is 1.3 MGD. He explains that for the long-term, they anticipate a peak demand of 1.6 MGD and the need to increase the available supply. For a point of reference, they believe a 200 unit motel requires 0.1 MGD. Dyer describes the output from the existing wells in the area. He says that the cost of opening a new spring is approximately \$250,000. He estimates that a fluoride treatment plant would cost over \$1.4 million and a surface treatment plant would be closer to \$2.5 million. He also elaborates that the water certifications for water plant operators would also be required. He says that they did meet with DNRC last week the determined that there are water rights that were filed for the Madison Addition that could be transferred, a complicated procedure. They are also following up with getting the permits for a new well. He says that due to the recent increase in rates, they should be able to fund the drilling of a new well and fluoride treatment plant. Schmier asks if it is possible to increase the output for the Madison Addition wells. Dyer says they explored that when they were developed and he does not think that is likely. Parker asks if they have explored water supply north of Town, pointing out that he knows there is a well at the airport and they have to filter arsenic from that water. Dyer says that according to DNRC, all the water in the basin comes from under the Madison plateau and flows to the northwest. Forsythe asks Costello how many hotel rooms and RV spots are in town. She estimates approximately 2200 hotel rooms and another 250 RV spots. Forsythe says he then calculates that the hotel rooms and RV spaces are using 1.1 MGD. Dyer answers multiple questions from the Council and community members about the water supply and storage. Greg Forsythe says that he

agrees there is a need to restrict commercial building but believes they should still allow residential construction. Town Attorney Jane Mersen recommends that they stipulate a specific water line size and smaller would be permitted. The Council discusses whether they think that kind of a restriction could be skirted. Parker says that he is concerned about being able to support the existing homes and businesses. He says he doesn't have concerns about people that want to build single family homes, but he does not want those single family homes turned into vacation rentals immediately. Schmier says that he feels this is something we have to do. They either have to stop or slow down new construction or tell existing businesses they can't operate at full capacity. The Council discusses the definition of residential and how to appropriately limit building to residential. Sabolsky says that the International Building Code limits residential to 2 units such as a duplex. Patterson says that the Town is authorized to inspect and permit construction up to 4 units. Multiple community members express concerns about the moratorium and possible ways to conserve water. Mayor Johnson asks if Dyer, Patterson, and Sabolsky are comfortable allowing single family residence construction. Dyer says that he is comfortable with that but Patterson indicates that he is not. Patterson says they only issue five or six permits for single family homes per year and says they should just limit everything until next spring. The group debates how to allow single family residences and duplexes but ensure that exemption is not abused.

- 8) The Council discusses the request from Olson to plant trees on public property adjacent to her property to shield the view of her neighbors property. After significant discussion, the Council directs the Town Manager to write up conditions for approval for the request such as watering the trees for two years and providing a plan for the placement of the trees. Olson will be asked to sign a letter of conditions.
- A) **Advisory Board Reports:** Teri Gibson reports on behalf of the Planning Board and explains some ideas they have been working on regarding parking, the cost of cash-in-lieu parking spaces, and even an annual fee for cash-in-lieu spaces. Fire Chief Shane Grube reports that the 911 Advisory Board met last week and are exploring options for upgrading the 911 system. They anticipate releasing an RFP for a new system by August.
- B) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky reports on current issues: **Water and Sewer Issues:** Attended a meeting, with Dick Dyer and James Patterson, at Montana Department of Natural Resources and Conservation regarding water rights. It seems, with the appropriate paperwork filed, the Town has enough water rights to be able to install a new well. However, getting official permission to do so may take up to nine months. Due to a lack of potable water supply, the staff has been working on a resolution to implement a moratorium on development in the Town. The moratorium will be in effect until a new source of water can be brought on line. **WYED Consulting Contract – Housing & Public Input Project:** HRDC has purchased a lot in the Madison Addition and are planning on constructing either a four or six 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. This project may have to be “on hold” if the building moratorium is passed. Status: In-progress. 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 for their input and comments. Status: In progress. **Mobile Food Vendors:** The mobile food vendor regulations were approved by Town council. 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 hosted payroll training sessions on June 8th for Town staff. There was a trial run for payroll in June and there are some “kinks” that need to be worked out with the employees’ time cards. 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 be made. I am cross referencing the draft of the growth policy and the Montana Municipal Code to ensure all mandated requirements are met. It is anticipated the final draft will be placed on the agenda in July. Status: In-progress. **Police/Dispatcher/ 911 Training:** The Town is part of an RFP with Gallatin County for 911 stations. We are waiting on information from the County on the results of the bidding process. OSS has started working on the policy manuals for the Department. Status: In-progress. **80 Acre Property:** The Town signed the financing documents for the purchase of the 80 acres. The National Forest Service is completing the internal procedures to transfer the land to the Town. Once that is completed, the property will be the Town's. Then, the Town will need to annex the land. Status: In progress. **Refinance of GO Bonds:** This transaction will be completed after the purchase of the 80 acres has been completed. In the coming weeks, we will be proceeding with the re-refinancing of the GO bonds. Status: In progress. **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. The Town has updated the documents to reflect the proposal submitted by CHP and the Town's requests. The most recent draft of the contract was sent to our legal counsel. I am now working on the attachments for the contract. 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 were made and the RFP was distributed to regional vendors. The bids were opened and they were within range we expected. Now, the Town will have to decide how to proceed. It has been included in the Status: In progress. **Town Logo and Signs:** River Dragon Designs has developed a new logo for the Town. After some revisions, we have a final version. The logo was send to Town Council for their review. In addition, they assisted us with the design of signs for the Town Hall, Police Station, and Social Services. Preliminary sign designs were also sent out to members of Council for their review. The logo and the signs are on the Council Agenda for the July 5, 2016. Status: In progress. **Water Conservation Ordinance:** Due to the shortage of potable water, the Town has started the research to draft a water conservation ordinance. We also researching incentives to encourage water conservation. 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. I have been working with MSU to develop a plan to provide leadership training to all departments and staff members. It is anticipated that a bulk of the training will take place in early November. **Department Head Evaluations:** Two department heads, Chief Newell and Kathy Arnado, have received their annual evaluations. I have Lani Gospodarek's evaluation almost completed. Status: In-progress.

Town Related Items:

- Met with Montana Department of Natural Resources and Conservation.
- Met with Northern Rockies Economic Development Council (1).
- Attended a Chamber Board Meeting.
- Attended a community meeting regarding Pre-School.
- Met with Shane Grube, Hebgen Basin Fire District and Chief Newell about the Fire Code revisions.
- Attended the Town-Union Grievance Arbitrator.
- Attended State of Montana Municipal Budget Training (Three Forks).

Public Events Attended:

- Attended Music in the Park Events (2).
- Attended Fire Department BBQ fundraiser.
- Attended Historic Society's Pie on the Porch.
- Participated in the Fourth of July Parade.
- Attended the Town Fireworks.

Public Services Superintendent James Patterson reports that they received one of the three water tests for the wells in the Madison Addition and it was acceptable. He says his department has been busy with street sweeping, striping, and monitoring the water supply. Finance Director Lanie Gospodarek reports on the transition to bi-weekly payrolls, finishing the financing of the 80 acres. Chief of Police Scott Newell reports on a successful 4th of July weekend but there were four reports of car damage from fireworks. He shares an interesting 911 call from late last night and reports that the department received an award from the Board of Crime Control for timely reporting. Social Services Director Kathi Arnado thanks Social Services Director Leah Sherman for covering while she was on an extended vacation. She reports on changes of use for the food bank and clothing bank and a successful audit of the food bank.

The meeting is adjourned. (10:10 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

Work Session

July 12, 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, WY News Editor Jeremy Weber, Richard Gibson, Marin Aurand and Carol Leasure-Yellowstone Historic Center, Buck Taylor-Community Health Partners, Jan Stoddard, Marysue Costello, Gloria Evans, Katrina Wiese, Samantha Smith, Melissa Alder of the WY Chamber of Commerce/Visitor Information Center

The meeting is called to order by Mayor Jerry Johnson at 5 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana

Public Comment Period

Public Services Superintendent James Patterson says that he has heard nothing but good comments from the public about the new parking lot at Pioneer Park. He has also heard good things about the white lines they added striped on the east/west streets, which helps with traffic. He also says that they intend to stencil the word "Stop" on the streets at the intersections in order to communicate with the international drivers.

Council Comments

Mayor Johnson congratulates Megan Klatt and Nick Slevin, a local couple that got married this weekend.

DISCUSSION

Mayor Schmier opens the meeting and asks each entity that is present to highlight their request for funding for the upcoming budget year. Buck Taylor of Community Health Partners explains that they are requesting funding support up to \$100,000 in risk-agreement funding for 2017. He explains that they have changed their current model for the summer season to reflect a critical care model in order to treat more people on a walk-in basis, which is working quite well but not without some challenges. Forsythe asks if they are offering x-ray services at the clinic yet. Taylor explains that their employee has passed 2/3 of the required testing to become certified. She is taking the final portion of the testing next week and they are optimistic that they will be able to offer that service soon thereafter. Martineau thanks Taylor for their assistance from Community Outreach Coordinator Trish Munn and the good things she has done in the community.

Marin Aurand, Executive Director for the Yellowstone Historic Center presents a list of repair needs for the Oregon Short Line Historic District. She explains that they have identified four items that they believe are high priority including replacing floor covering in the hallways of the Dining Lodge, roof leak between the Mammoth Room and north wing of the Dining Lodge and repair the grade on the west side ADA ramp. She says that grading around the foundation of the Depot (Museum) and concrete repairs on the north porch are also in need. Mayor Johnson says they tentatively set aside \$50,000 for building repairs. Johnson says they would eventually like to replace the floor with in-floor heating tiles. Forsythe says that in-floor heat is one of the most expensive heating sources there is. Johnson explains that the assumption was that they could cover and seal the asbestos tiles that are in the building when the floor heat is installed. Forsythe says that they could seal the floor with concrete and pursue a more economical heating source. Marysue Costello asks what is being done about the bird and squirrel problems in the building. Aurand explains that they have attempted to seal the building to keep such critters out, but it is a common issues.

Mayor Johnson announces the next topic to be the requests from the Chamber of Commerce/Visitors Information Center (VIC). He says that he feels the VIC needs to be supported by the Town, as much as \$50,000 per year. He says that they have reached that point where the VIC is so important to the community that they need to ensure it can operate effectively. He says that he thinks the Chamber of Commerce needs to be supported by the business community. Jan Stoddard explains that they have found that one of the primary

functions of the staff at the VIC is to help visitors find reasons to extend their stay or spend more time in West Yellowstone than they originally planned. She says that searching the web yields specific results but doesn't maximize all the options that are available. Marysue Costello, Executive Director, explains that the VIC is not a stand-alone entity. Stoddard explains that staff is funded from both sources, which has allowed them to share resources in the past. They are asking for \$20,458 to cover staffing and equipment through June 2017. Johnson says he thinks the VIC should be supported by the Town and it would be better if they didn't have to seek funding from other sources such as TBID and the MAP Fund. Stoddard and the other staff members explain that most of them provide functions for both entities, although they are under one roof. Marge Wanner thanks Johnson for his comments and encourages the Council to support the Chamber and VIC. She says it is unbelievable how crowded the building is and how much traffic goes through the building. Schmier clarifies that the budget information that was provided is just to support the VIC. Costello agrees but says the building maintenance costs do probably bleed a little between the VIC and Chamber, but all the other numbers reflect VIC costs. Forsythe asks Stoddard to explain the difference in marketing approaches between the Chamber and TBID. Stoddard explains that the Chamber markets the entire area as a destination and all functions including lodging, restaurants, retail, recreation, etc. TBID focuses exclusively on lodging, as required by state law. Melissa Alder explains that they believe the VIC is even more important during the off seasons and keeping the doors open year round helps them build the year round economy.

Mayor Johnson summarizes that the Chamber is asking for continued support by providing facility and grounds care for the building, support for the 4th of July activities and a cash contribution of \$4000, and event support. Costello agrees and encourages the Council to continue to support the Chamber as they have in previous years.

Mayor Johnson explains that the West Yellowstone Foundation has sent a letter requesting \$15,000 again this year to support the bus program. He says that the operation of the bus is pretty important to a lot of residents. This request is the same as the last couple of years and is currently included in the budget.

The Council briefly discusses other aspects of the budget process.

The meeting is adjourned. (6:00 PM)

Mayor

ATTEST:

Town Clerk

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

Event or Project Applicant: W. Yell. Events Association

Event or Project Name: W. Yell. Rod Run

Date Submitted: 6.3.16

Date Approved by MAP Fund Advisory Board: 7.14.16

Requested Amount: \$10,000

Approved Amount: \$ 2,000

Comments: \$1000 for printed marketing materials
\$1000 for W. Yellowstone namedropped items in Registration Swag Bags

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

_____ Date: _____

Comments:

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

MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE

Applicant Information

Applicant Individual or Organization: West Yellowstone Events Association
dba: Yellowstone Rod Run

Event or Project Contact Person: Travis Watt (406) 640-0393

Address: PO Box 16416

Phone: 406-899-7169

Fax:

Email:

yellowstonecars@aol.com

Application Submission Date: June 3, 2016

Event or Project Information

Event or Project Name: Yellowstone Rod Run

Location of Event or Project: W.Y. City Park

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

Estimated Total Event or Project Cost: \$46,600

MAP Fund Amount Requested: \$10,000

Marketing and Promotions Fund Application

Section 1 Proposed Event

The Yellowstone Rod Run has been operating for 45 years. After a few different directors and the untimely death of Jerry Oksa last summer, Terry Oksa has asked for another group to take over the management of the event and will still offer his help and direction. The West Yellowstone Events Association (WYEA) was established as a NFP 501(C)3 to take over the management of the Rod Run. The WYEA was officially formed on May 9, 2016. This will be the 46th Annual Rod Run! Rod Run has been held the first full weekend in August for 45 years.

The purpose of the Rod Run is to bring classic car owner and enthusiasts together for a fun and busy weekend. Most of the participants will have rooms in West Yellowstone and all will purchase food and other retail items while here. Don Perry from Black Mountain Productions will have Music in the Park in conjunction with the Rod Run in hopes to attract more visitors.

Section 2 Proposed Timeline

The 46th Annual Rod Run will occur August 4-6, 2016. The Rod Run will be primarily at the City Park and is free for all visitors for both the music and the Show 'n' Shine on Saturday. We understand that we are in the 11th hour of this event planning timeline. This was due to the change of management from Terry Oksa to the WYEA. We are pulling together to make this event continue its successful run!

This is the schedule of events from our website, westyellowstonerodrun.com:

Thursday 8/4:

Registration 3pm-6pm (Town Park)

Friday 8/5

Yellowstone Park Ride - 7am

Registration 8am - 8pm

Poker Ride - 10am

Dinner/Poker Run Awards 5pm (Holiday Inn)

Ice Cream Social & Live Music (Town Park)

Saturday 8/6

Registration 8am - 12pm (Town Park)

Parade - 10am

Show & Shine 10:30am - 3:00pm

Poker Walks 11AM - 3PM

LIVE Music (During Event)

Awards 5pm (Holiday Inn)

Open to the public!

Attendance to the event is free, food concessions on site.

Section 3 Proposed Budget

Please see the next page for our proposed budget. You will note that we have included TBID funding in our budget. We applied for and were awarded \$2,500 through a TBID grant to assist us in our marketing efforts.

We are requesting MAP funding in the amount of \$10,000 to assist us in our marketing efforts. These funds will be instrumental in helping us pull off a successful Rod Run in 'our 1st year'. These grant funds will be used to help us to properly market the event through a new website, advertising at other car shows, and through the printing and distribution of posters and fliers. Another item we have in our budget is a 'swag bag' that will have collectibles from our Rod Run that will also promote our community and future Rod Runs.

The new website will be developed with a full online registration capability for future Rod Runs. Currently, all registrations are done by mail or in person. This funding will also help us build up a reserve so that we can continue in the future.

With the approval of MAP funding, we will include on all future printing, website design, swag bags, and other promotional items the phrasing, "Rod Run is supported by West Yellowstone businesses" with the MAP or town logo as recommended.

Section 4 Publicity, Promotion, Marketing

We expect to have between 350 and 400 cars. This will be similar to previous Rod Run's, but will be new for us. The marketing is primarily to ensure we get these numbers. We are also working on a 2 night event at the city park complete with an ice cream social and music both evenings provided by Black Mountain Productions (Don Perry). The new website will allow us to market to a larger audience, especially for future Rod Runs, and will also help us save some costs by allowing for online registrations.

Most of our marketing will follow the traditional fliers and posters that will be distributed around town and to other nearby communities. Posters and fliers are also handed out at other car shows in the summer months. We also have an extensive mailing list of over 600 names. This year, we have a facebook page and are having contests for free car registrations ([facebook.com/yellowstone.rodrun](https://www.facebook.com/yellowstone.rodrun)) and are working on a new website that will include future opportunities to register and pay entries online. You can see us at westyellowstonerodrun.com.

For registrants, a very successful marketing tool is the attendance at other Rod Runs in the area. We have budgeted to have a representative attend other rod runs and promote our Rod Run. This is a tight-knit group of people and this is a very effective way to get the hot rods and classic cars to come to West Yellowstone.

**ROD RUN 2016
EVENT BUDGET vs ACTUAL
Monday, May 9, 2016**

	BUDGET	TBID Request	MAP Request
INCOME			
Entry fees			
\$35 rate increase to \$40 - 200 (\$20 for 2nd car)	\$ 8,000.00		
\$40 rate increase to \$50 - 100	5,000.00		
Retail Items	1,900.00		
Sponsorships			
6 Campgrounds (Increase from \$130 to \$140)	840.00		
25 Hotels (Increase from \$130 to \$150)	3,750.00		
52 Retail (Increase from \$100 to \$125)	6,500.00		
(New) Corporate	2,010.00		
Dinner for 300 (\$20 each)	6,000.00		
Food Booths in City Park	5,000.00		
Grants (MAP \$10,000, Bed Tax \$2500)	12,500.00	2,500.00	10,000.00
** In Kind Donations	1,000.00		

TOTAL INCOME \$ 52,500.00

	BUDGET	TBID Request	MAP Request
EXPENSES			
Bookkeeping	500.00		
Dinner for 300 (\$20 each)	6,000.00		
DJ & Music for City Park	1,500.00		
Food Booths in City Park	2,000.00		
Ice Cream Social (Donated to Rod Run, visitors extra)	500.00		
Insurance	600.00		
Marketing			
Logo Design	300.00		
Print Ads (TBID)	1,500.00	500 Posters	
Printed Materials (registration sheets & flyers)	1,000.00		1,000.00
Car Shows	4,000.00		4,000.00
New Web Page (TBID)	3,500.00	2000 design	1,000.00
Memberships	200.00		
Office Supplies	200.00		
PO Box Rent	60.00		
Postage & Prep to mail registration forms	500.00		
Registration Swag Bags (Mugs, Calendar, Dashboard Logo)	4,000.00		4,000.00
Retail	1,500.00		
Set-up Expenses	2,500.00		
Sponsor Plaques	2,500.00		
Uniforms	500.00		
Tent Rent	6,000.00		
Trophies	3,500.00		
Other Expense	2,740.00		
** In Kind Expenses (\$125 towards Registration Sheets)	1,000.00		

TOTAL EXPENSES \$ 46,600.00

NET INCOME \$ 5,900.00

Section 5 Application Review Criteria

With a small group of people working together, we hope to enhance the popularity and success of the Rod Run by adding 2 nights of music at the city park. Black Mountain Productions will be handling the music and it is free to all visitors. We are working on a raffle and a walking poker run around town, an Old Faithful Road Trip, and the ever popular parade and Show 'n' Shine. We are also looking at having a food vendor from a local group. In the past, Big Brothers/Big Sisters and the West Yellowstone Snowmobile Events (EXPO) have manned the food booth and used those profits to their benefit. It is our desire to find another local group to do the same.

Rod Run brings about 800 participants for 3 days. This number does not include visitors, spectators, and other car enthusiasts. We estimate that there are over 1,000 room nights directly related to Rod Run. We are looking at ways to track these numbers more accurately in the future.

Rod Run has been successful for 45 years and as the WYEA, we want to see it continue for 45 more years! This community and regional event is a tradition for our community and for many visitors. With the expansion of Friday night events, we hope to include more people than just the registrants. The backdrop of our beautiful city park only adds to the highlight of this event.

In everything we do, the ultimate goal is to showcase West Yellowstone and all that our community has to offer. Rod Run has done this for 45 years and we plan to continue the promotion of West Yellowstone in all that we do, especially in our marketing and promotions.

We will be able to proceed with the 46th Annual Rod Run even if we are not able to secure part or all of the MAP funds requested. This will mean an adjustment to our marketing efforts and website design. We are looking at the MAP funding primarily as start-up revenue assistance to help us in ensuring that we can continue the Rod Run for years to come!

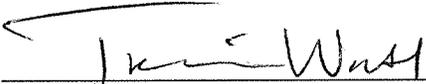
Certification

Applicant Individual or Organization: West Yellowstone Events Association

Event or Project Name: West Yellowstone Rod Run

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): Travis Watt

Title: Secretary

Date: June 3, 2016

For Office Use Only

This application has been approved by MAPFAB Date: _____

This application has not been approved by MAPFAB Date: _____

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

Event or Project Applicant: A-Rocking-H Prod., Diamond P Ranch

Event or Project Name: The Yell. Shootout; Cowboy Mounted Shooting Competition

Date Submitted: 6.15.16

Date Approved by MAP Fund Advisory Board: 7.14.16

Requested Amount: \$2,200

Approved Amount: \$2,200

Comments: Award for posters, print and radio advertising

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

_____ Date: _____

Comments:

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

MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE

Applicant Information

Applicant Individual or Organization:

A-Rocking-H-Productions - Diamond P Ranch Cowboy
Mounted Shooting Competition

Event or Project Contact Person:

Harry C. Huntsinger

Address:

P.O. Box 11668 Bozeman, Montana 59719

Phone:

406-580-2788

Fax:

Email:

hchuntsinger@gmail.com

Application Submission Date:

6-15-16

Event or Project Information

Event or Project Name:

The Yellowstone Shootout hosted by Diamond P Ranch

Location of Event or Project:

Four miles west of West Yellowstone

Date(s) of Event or Project:

Aug 12-14

Estimated Total Event or Project Cost:

\$10,900.00

MAP Fund Amount Requested:

\$2200.00

THE YELLOWSTONE SHOOTOUT

HOSTED BY DIAMOND P RANCH OF WEST YELLOWSTONE

1. The Diamond P Ranch will be hosting the second annual Cowboy Mounted Shooting August 12, 13, & 14. Last year we held the event for two days and had fifty - six (56) Competitors, which is good for a first time event and the competitors enjoyed the location, arena, and hospitality that they wanted us to host a three day event with larger purse. So we have increased the add money and increased the number of days to compete and the sign up has been great, which may ended up 75 – 100 competitors.
2. We have been working on this shoot since February, to get sponsors, banners, flyers, and media coverage together. Rex Portman, the owner of Diamond P Ranch, has been working on stalls, preparation of arena dirt, announcer stand, public address systems, and parking.

Each day of the competitions starting around 9:00 we have flag presentations both the USA and the Canadian flags, the first discipline is Hand guns, then Shotgun, and Rifle. We have a novice to senior and men and women classifications all day long, based on the number of competitors in each category.

3. We have reached out to the community of West Yellowstone for sponsorship fees and the community has been tremendous in supporting this event. With all the financial support we will still be short \$2200.00.

We have attached a projected budget: Expenses-----\$10,900.00
Income-----\$ 8,700.00
Loss-----\$ 2,200.00

So we are requesting MAP Funding for \$2200.00 to help with marketing of the event. This is a family event so we do not sell alcoholic beverages.

4. We are having S.C.S Warps produce four banner that will be up around West Yellowstone and at the Diamond P Ranch the first of July. We are having Wendy Swenson is designing posters and advertising for the papers. Also we are working with Some area radio stations to promote the event, we didn't do this last year because of the cost.

We will place the city of West Yellowstone logo on all printed material and radio ads.

5. A.) The event will bring in about 75 to 100 equine people to the community for four Days and we are also going to give sponsors wooden nickels that competitors will have to come to town and purchase something from the sponsors and bring the wooden nickels back to the Diamond P Ranch for a drawing for four gift certificates of \$250.00.

B.) Increase in number of competitors and the enthusiasm to want to have a bigger and better event next year!

C.) We have never applied for MAP Funding before, but in order to grow we will need to find more funding.

D.) If we don't get MAP funding then we will not be able to market this event on radio and newspaper.

E.) We recognize all sponsors by placing their logo or print on posters

6. I would like to attend the meeting to give the board a clearer vision of what we want accomplish with event next year, so please let me know when the next meeting is.

Thank You for taking the time to review this grant!!

Commented [HH1]:

Town of West Yellowstone: Marketing and Promotion Fund

Budget Page: Suggested Format

Name of Event:

Dates of Event:

Anticipated Budget	Applicant	Funding Source 1	Funding Source 2	Funding Source 3	Total
Income (examples)					
Contributions					\$17000.00
Participant Entrees					1500.00
Admissions					200.00
Sale of banners					-0-
Sale of food					-6-
					-6-
Total Income					
					\$18700.00
Expenses (examples)					
Sanction fees					\$500.00
Prizes					\$500.00
Incentive for top competitors					
Posters <i>+ Banners</i>					1500.00
Radio Ads					1000.00
Print Advertising					1000.00
Social Media Advertising					-6-
Officials fees					1000.00
Cost of goods for resale					
<i>Cost of Ballon setters</i>					900.00
Total Expense					
					10900.00
Income less expense					
					\$7800.00

Funding sources would be other grants or organizations providing funds for the event.

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.

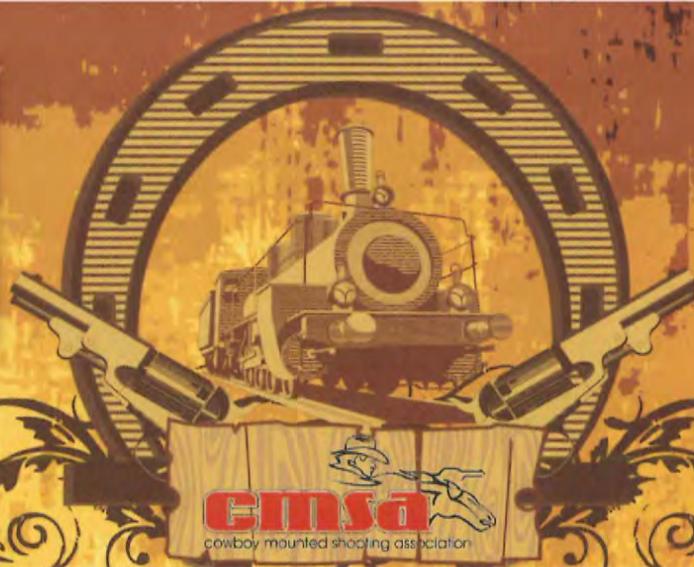
Signature: Harry C. Huntsinger Name (printed): Harry C. Huntsinger

Title: owner of
A-Rocking-H-Productions
P.O. Box 11668
Bozeman, Mt. 59719 Date: 6-15-16

For Office Use Only

This application has been approved by MAPFAB Date: _____

This application has not been approved by MAPFAB Date: _____



COWBOY MOUNTED SHOOTING ASSOCIATION/ WYOMING DESPERADOS
YELLOWSTONE REGION
COWBOY MOUNTED SHOOTING SERIES
 (MONTANA- WYOMING)

EVENT SPONSORSHIP FORM

- 1. Title sponsor \$1,500.00
- 2. Event sponsor \$1,000.00
- 3. Arena sponsor \$750.00
- 4. Banner sponsors \$500.00
- 5. Buckle sponsors \$300.00

Company Name: _____

Contact Individual: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Phone: _____ Email: _____

Sponsor Type: _____ Value: \$ _____

Sponsor Signature: _____ Date: _____

SPONSORSHIPS PAYABLE TO: A-Rocking-H-Production | P.O.Box 11668 | Bozeman, Montana 59719

FOR MORE INFORMATION: Call Harry Huntsinger at
 406-580-2788 or hchuntsinger@gmail.com or Scooter at 406-291-3202

Town of West Yellowstone MAP Fund Advisory Board
2015 - 2016 Fiscal Year End Advisory Report
Submitted 7/25/16

1. Revised both the MAP Fund Policies and Procedures and Application documents.
2. Assured that completed event/projects submit Outcome Reports.
3. With the assistance of the town's Finance Dept., maintained a Budget of Committed Funds to monitor committed and available funds and funds not used by completed events/ projects.
4. **Total amount of resort taxes contributed to the Fund this year: \$92,151**
5. Approved funds for the following events/ projects July 2015 - June 2016

- 08/15	W. Yell. Sled Dog Races	\$ 9,600
- 08/15	Kids 'N' Snow	\$ 3,000
- 09/15	NAIFC Ice Fish Tourn.	\$ 3,250
- 10/15	Wild Bill Productions	\$17,000
- 11/15	Snow Shoot	\$ 7,500
- 11/15	Snowmobile Expo	\$17,000
- 04/16	Music in the Park	\$15,900
- 04/16	Visitor Info Center	\$10,000
- 06/16	Buffalo Chip Chuck	<u>\$ 350</u>
Total		\$83,600

\$83,600 in Funds were awarded to events/ projects this year. This was a \$1,470 or 1.7% increase over last fiscal year.

The MAP Fund Advisory Board (MAPFAB) received Outcome Reports from all the events and projects awarded funds in 2015 and concluded that they were successful.

Four goals for the new fiscal year:

- 1) Establish 2016-2017 Budget
- 2) Market the Fund; Identify methods by which to attract new events/projects for funding
- 3) Award funds equal to the amount remitted to the Fund
- 4) Revise Policies and Procedures, Application and other Fund documents as necessary

Submitted by John Greve, MAPFAB Secretary on behalf of the Board:

Jerry Johnson- Chairperson, Marysue Costello, Barbara Klesel, Gloria Evans, Kay Mathews, Kim Howell

West Yellowstone Police Department



Request for Proposal

Public Safety Software System

Place

Date

RFP Checklist

- Have you signed the transmittal letter?
- Have you signed the required additional forms?
- Have you included 5 client references?
- Have you included 1 original, 2 copies and 1 electronic copy of your response?

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Introduction

The West Yellowstone Police Department (WYPD) hereby requests that vendors submit proposals for a public safety software system. These proposals shall provide all of the material requested herein, including detailed cost proposals for the necessary hardware, software, and services. A vendor's failure to follow any of the provided instructions may result in rejection of the vendor's proposal.

The WYPD reserves the right to overlook any errors or omissions on the part of the vendor during the RFP process.

The WYPD is seeking to replace its existing public safety system. The WYPD is looking for a contemporary, completely integrated solution that is one application, with one database, provided by one vendor. In addition, the WYPD would like the public safety software solution vendor to not only provide but to also maintain the software and servers (including OS and DBMS) under the vendor's standard maintenance and service agreement.

Contacts

All communications regarding this RFP should be directed to:

Scott Newell

Chief

West Yellowstone Police Department

124 Yellowstone Avenue

West Yellowstone, MT 59758

email

phone

No vendor employee or consultant shall contact anyone else at the WYPD for purposes of soliciting information about this RFP, the evaluation of the proposals, or the selection process until after such time as the WYPD announces its intent to award the contract or otherwise completes the RFP process.

Dates

date	RFP is released to vendors.
date and time	Questions are due from vendors via email.
date	Answers are due back to vendors via email.
date and time	Hardcopy and electronic proposals are due from vendors.
date or TBD	Vendor demonstrations and/or site visits begin.
date or TBD	Vendors are notified of the intent to award the contract.

Deliverables

As of the date specified in the [Dates](#) section for the proposals to be due, the vendor must submit the following to the person specified in the [Contacts](#) section:

- One bound original

- Two bound copies
- One electronic copy on CD or flash drive

The sealed package which contains the proposals must note the following prominently on the outside of the package in addition to address or mailing labels:

- Vendor name
- RFP name
- Proposal due date and time

The proposal shall follow the structure specified in the [Content](#) section.

Profile

The WYPD provides law enforcement services to West Yellowstone in MT. The city includes a population of approximately 1350. The WYPD consists of X sworn officers and X non-sworn personnel, who are anticipated to use the new system as follows:

Dispatch Seats	X
Workstations – Records	X
Workstations – Jail	X

The WYPD needs a contemporary, easy-to-use public safety system to reduce redundant data entry, simplify the report review and approval process, provide straightforward access to information, and otherwise streamline the WYPD's processes.

Current System

At present, the WYPD is using CrimeStar RMS. This system has been in place for X years. Explanation of how it has outlived its usefulness or is otherwise not providing the value it once did.

List of other current systems with which the new system must have interfaces.

Scope of Services

It is the intention of these specifications that the selected vendor furnish to the WYPD a mature RMS, CAD, Mapping, and JMS solution that will enable the effective and efficient operation of the WYPD's operations. At a minimum, the system shall support the following:

List of items the system should support.

Please note the following:

- The WYPD is open to new technology and would like to obtain as much information as possible about the software requirements and recommendations for the new system from the respective vendors.
- The WYPD is interested in an off-the-shelf system.
- The system must be scalable and must be able to integrate with the existing and future options the WYPD may implement.
- The system shall allow the WYPD to efficiently organize, track and access the vast amount of information that flows through the system daily, must be easy to use, and must be searchable.
- The selected vendor needs to provide all services including, but not limited to, installation, implementation, data conversion, training, monitoring, technical support, and ongoing maintenance for the WYPD to enter into and maintain full use of the system.
- Acquisition and implementation of a new RMS, CAD, Mapping, and JMS is a project that will impact the WYPD for years to come. Key goals for the project are to:
 - Replace the legacy system currently being used with an off-the-shelf solution that meets or exceeds the needs of the WYPD

- Deliver a fully-integrated RMS, CAD, Mapping, and JMS on time and within budget
- Achieve sufficient knowledge transfer through training to allow staff to be capable of and confident in using the new system
- Provide a technologically sound platform for expansion of information services into the future
- Establish a long-term maintenance and support contract

Additional Project Objectives:

- Provide real-time access to public safety data;
- Automate data input processes;
- Reduce paper-based documentation and tracking;
- Leverage new technologies to anticipate the future needs of the WYPD;
- Successfully implement the system with minimal disruption to users and operations.

Service Requirements

Project Management

The vendor must provide a dedicated project manager as part of the project. This person will be responsible for interacting directly with his or her counterpart here at the WYPD for the duration of the project.

System Configuration and Setup

The vendor must provide detailed system configuration and setup services to the WYPD as part of this project. These services are necessary to ensure that the new system is configured to match the processes and workflow of the WYPD to reduce the learning curve and improve the rate of adoption by the users.

Training

The vendor must provide custom training on the new system to all users. This training may be a mix of train-the-trainer and end-user training, as agreed upon by the vendor and the WYPD. The WYPD will provide the training facilities, workstations, network, etc. which are required for the training. The vendor will provide training which is specific to both the products on which the users are trained and the processes and workflows with which the users are already familiar. Training shall be performed using a copy of the WYPD's data which has been converted from the existing system.

Data Conversion

The vendor must include data conversion. The databases to be converted include CrimeStar RMS. The vendor will work with the WYPD to determine the precise process (including data verification and testing) which will be used to perform the data conversion. All data must be converted before go-live and must be available to the users on the new system at that time.

Technical Requirements

Functional and technical requirements are in the attached Excel spreadsheet: *West Yellowstone Police Department PSSS Requirements.xlsx*. The vendor must complete this spreadsheet as part the proposal. Failure to answer all of the requirements in accordance with the provided instructions may result in rejection of the vendor's proposal.

Content

The vendor must provide its proposal in accordance the structure and content specified in the following sections:

Cover Page

This must include the vendor's legal name and contact information, as well as the name of the RFP, federal Tax Identification Number, DUNS number, the vendor's contact person for the proposal, and the date the proposal is due.

Transmittal Letter

This must be provided on the vendor's letterhead and must be signed, in ink, by a person who is authorized to commit the vendor to the representations within the proposal.

The signer must be one of the following:

- A current corporate officer, partnership member or other person specifically authorized to submit a proposal
- A person authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate or affidavit

The transmittal letter must include the following:

- A list of all addenda to the RFP, including the vendor's statement that any responses required by those addenda have been made within the proposal
- A list of any sub-contractors who will be used for the project
- A statement that the proposal will be valid for 6 months from the due date

Failure to provide a properly signed transmittal letter in accordance with the provided instructions will result in rejection of the vendor's proposal.

Table of Contents

This must include a paginated list of the information provided within the proposal.

Qualifications

This must include a minimum of the following information:

- Company Overview – Current context, history, year the company was established, type of ownership of the company and parent company (if applicable), philosophy/approach to doing business, sectors in which the vendor does business, financial status and company health, current number of agencies under maintenance and support, and number of agencies who are no longer customers.
- Benefits - Describe how working with the vendor would be to the WYPD's particular benefit.

Experience and References

The vendor needs to provide a summary of its experience in implementing a system of this nature and relate its relevance to the proposed project in terms of the technical scope, tasks involved, deliverable products, etc.

Provide a minimum of 5 references of a similar size and scope to the WYPD. Each reference must include the following information:

- WYPD name and address
- Contact person with email and telephone number
- Date WYPD became a client
- Products purchased

The vendor must ensure that all information for the references is current and that the contact person is willing to provide a reference. References are likely to be checked by phone and will require a minimum of 10 to 15 minutes of the contact person's time.

If the vendor is proposing to use subcontractors, a minimum of two (2) references need to be provided for each subcontractor. All subcontractors will be subject to the approval of the WYPD. The selected vendor shall itself be solely responsible for the performance of all work set forth in any contract resulting from the RFP, and for compliance with the price and other terms provided in the contract.

Software Overview

This must include a brief overview of the software solution, including how all of the products and modules work together.

Implementation

This must include both an overview of the general implementation process as well as timeline which shows the major milestones of the project from contract signing all the way through system acceptance. In addition, this section should include a description of how enhancements to the software solution are provided.

Training

This must include both an overview of the general approach to training, as well as a sample training plan.

Support and Maintenance

This must include a complete description of the maintenance and support services which are offered by the vendor as part of this proposal.

Technical Requirements

This must include the completed *West Yellowstone Police Department PSSS Requirements* spreadsheet and any extended explanations which may be needed for the vendor's answers to particular requirements.

Pricing

This must include detailed pricing for the software, hardware and services included in this proposal. In addition, 24x7x365 maintenance costs must be included for five (5) years.

Also include a description of the costs associated with new releases (what does it cost to move from Version X to Version X.1?).

Issues and Assumptions

Describe any issues or assumptions that could impact the successful outcome of the project.

Forms

Provide completed forms requested herein such as, but not limited to, the non-collusion affidavit provided in the appendices.

Evaluations

The WYPD reserves the right to select the proposal which best meets its needs, regardless of the cost of that proposal relative to other proposals received.

The evaluation process will begin after the proposals are due and is anticipated to take several weeks. During this review process, the evaluators may request additional clarifying information from the vendor.

Evaluation criteria include the following:

- **Completeness** – Did the vendor provide everything which was requested and in the proper format?
- **Functionality** – Does the proposed solution include the functionality which is essential to the WYPD?
- **Cost** – Does the proposed solution provide the needed functionality at a reasonable cost to the WYPD?
- **Maintenance and Support** – Thoroughness of support program, reputation of company with customer's responsiveness, thoroughness of testing, and availability and overall cost of support and upgrades.
- **References and Experience**– Quality of overall System, experience with implementation, experience with existing WYPD systems, degree to which projects went over budget/schedule, company references.

As part of the evaluation process, the evaluators may request site visits and demonstrations or oral presentations (in person or via teleconference) on the part of the vendor.

Appendices

The appendices include the additional forms which are required for this response.

Appendix A: Performance and Non-Collusion Affidavit

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from bidding or working on contracts issued by any government agency;
- b. Have not within the five (5) year period preceding the submission of this proposal:
 - i. Been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or Local government transaction or contract;
 - ii. Been convicted of or had a civil judgment rendered against them for violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (b), subparagraphs (i) and (ii) of this certification;
- d. Have not within the five (5) year period preceding the submission of this proposal had one or more Federal, State, or Local government transactions terminated for cause or default; and
- e. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, equipment, or services and that this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and/or civil damage awards.

Name:	Title:
Authorized Signature:	Date:



Hebgen Basin Fire District

P.O. Box 1508 • West Yellowstone, Montana 59758 • Phone: (406) 646-9094 • Fax: (406) 646-9090

July 15, 2016

Town of West Yellowstone
City Council
P.O. Box 1570
West Yellowstone, MT 59758

RE: 911 Advisory Board Recommendation to proceed with CAD and RMS RFP

Dear Council Members:

I am writing this letter to inform you on June 22, 2016, the 911 Advisory Board met and made 2 recommendations. The first recommendation was to rescind our approval of using Cyrun as our Computer Aided Dispatching (CAD) and Records Management System (RMS). The software program did not meet our requirements and did not pass our background and vetting process. The second recommendation made was to move forward and solicit Requests for Proposals (RFP), for a new CAD and RMS system. The goal we set was to have the RFP's out by August of 2016.

Thank you

A handwritten signature in black ink, appearing to read "Shane Grube".

Shane Grube
Fire Chief
911 Advisory Board Chairman

PO Box 1512
West Yellowstone MT 59758
7-5-16

West Yellowstone City Council

The notice posted this July regarding fireworks in town specified noon 7/1 to midnight 7/4 as the period fireworks were allowed.

Please consider adding a moratorium, say from midnight to 6AM, during that period when NO fireworks would be allowed.

I, and I suspect many others, need a block of time to sleep!

Thank you for your consideration of this proposal in future years.

Sincerely,

Barbara Karsner