

# Town of West Yellowstone

**MONDAY, October 3, 2016**

**West Yellowstone Town Hall, 440 Yellowstone Avenue**

**TOWN COUNCIL MEETING-7:00 PM**

Pledge of Allegiance

Purchase Orders #6737 to MSU Extension Local Government Center, \$10,617.12

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **September 20, 2016 Town Council Meeting** ∞

Business License Applications ∞

- Midwest Communications Technologies Inc. dba Black Box Network Services (tabled 9/20/16)
- West Yellowstone Star

Advisory Board Report(s)

Town Manager & Department Head Reports

- Cycle Greater Yellowstone Special Event Permit

**Comment Period**

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

## **UNFINISHED BUSINESS**

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Law Enforcement Request for Proposals Recommendations

Discussion/Action ∞

- CAD/RMS (Computer Aided Dispatch/Records Management System)

## **NEW BUSINESS**

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Resort Tax Bond Waiver Request, Hadley's Motel & Cabins, Inc.

Discussion/Action ∞

Resort Tax Penalties Waiver Request, Yellowstone Wildlife Cabins

Discussion/Action ∞

Request to install French Drain, Hebgen Basin Fire District

Discussion/Action ∞

Revolving Loan Fund Committee Appointments

Discussion/Action ∞

- Maggie Anderson
- Kim Wakefield

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](http://www.townofwestyellowstone.com). Questions about the agenda may be directed to the Town Clerk at 646-7795.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com).

P.O. BOX 1570

# TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795  
FAX: 406-646-7511

info@townofwestyellowstone.com

## PURCHASE ORDER

Date 9-29-16

Ship Via

ADMIN

Order No. 006737

Department

1000-410210-356

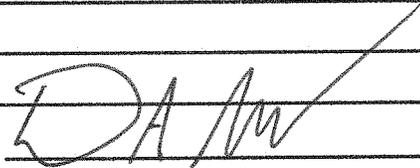
TO: MSU Local Government Center

ADDRESS: Bozeman, MT

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	Leadership Training Program

Authorized By



Estimated Cost \$

10,617.12

Requested By:

<b>Collaborative Strategic Planning Services Costs</b>	<b>Price</b>
Survey Development and Aggregation	\$250.00
Planning and Preparation for Collaborative Strategic Planning Session	\$150.00
Facilitate Collaborative Strategic Planning Session	\$1,500.00
Final Strategic Plan Development and Presentation to City Commission	\$750.00
<b>Subtotal Collaborative Strategic Planning Services Cost</b>	<b>\$2,650.00</b>

<b>Estimated Travel Costs</b>	
Mileage – Three Roundtrips from Bozeman to West Yellowstone (528 x 0.54)	\$ 285.12
Hotel – Approx. Four room nights (2 people x 2 nights) (one night between workshops, one night before strategic planning)	\$ 392.00
<b>Subtotal Estimated Travel Costs</b>	<b>\$ 677.12</b>

<b>Approximate Proposed Total</b>	<b>\$ 10,617.12</b>
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## CONCLUSION

The LGC looks forward to providing the *Highly Effective Leadership Program* to the Town of West Yellowstone. For any questions regarding this proposal, please contact Blake Christensen, LGC Associate Director, at [blakechristensen@montana.edu](mailto:blakechristensen@montana.edu) or 406.994.6694.

# MONTANA STATE UNIVERSITY EXTENSION LOCAL GOVERNMENT CENTER

*Highly Effective Leadership Program Proposal for the Town of West Yellowstone*

Proposal Date: 15 September 2016

## OVERVIEW

The MSU Local Government Center (LGC) strengthens Montana's cities and counties by providing training and support to elected, appointed, and administrative officials and staff. This support includes leadership development training and collaborative strategic planning services which, when done appropriately, can increase employee engagement, streamline decision-making, and improve customer service to the public.

### Execution Strategy

LGC staff will travel to West Yellowstone and provide the *Highly Effective Leadership Program* at a location arranged by the Town. Leadership workshops will consist of two separate sessions: a half-day *Real Colors Leadership* workshop and a full-day *Leadership Challenge* workshop.

The LGC will also conduct a collaborative strategic planning session, consisting of: distribution and aggregation of a pre-session survey; facilitation of a collaborative strategic planning session to formulate mission, vision, values and operational goal statements; LGC preparation of a final Strategic Plan Report; and presentation of the final Strategic Plan to the Town Council.

### Timeline for Execution

Key project dates are outlined below. Dates not yet determined will be coordinated as mutually agreeable for both parties, with a target completion of November 2016.

### Expected Program Timeline

Description	Date	Duration
<i>Real Colors Leadership</i> Workshop	November 1, 2016	4 hours
<i>Leadership Challenge</i> Workshop	November 2, 2016	7 hours
Pre-Session Strategic Planning Survey Distribution	Two weeks prior	
Collaborative Strategic Planning Session	TBD	7 hours
Draft Strategic Plan Report Distribution	Approx. two weeks following session	
Presentation of Strategic Plan to Town Council	TBD	1-2 hours

## Supplied Material

The LGC will supply the following materials for the leadership program:

<b>Materials to be supplied by LGC</b>	<b>Due Date</b>
LPI 360© assessment (online version)	Two weeks prior
Pre-workshop participant assignments	Two weeks prior
<i>Leadership Challenge</i> materials (The Leadership Challenge 5 <sup>th</sup> ed., participant workbook, reminder card)	Day of Workshop
<i>Real Colors</i> © assessment booklets	Day of workshop
Handout packets	As needed

To ensure accurate and sufficient materials are provided for all participants, the LGC will require a participant list (with name and email) **no later than September 23, 2016**.

## PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 60 days from the date of this proposal:

<b>Highly Effective Leadership Program Session Delivery</b>	<b>Session Cost</b>
<i>Leadership Challenge</i> Workshop	\$2,500.00
<i>Real Colors Leadership</i> Workshop	\$1,500.00
<b>Subtotal Session Delivery Costs</b>	<b>\$ 4,000.00</b>

<b>Highly Effective Leadership Program Material Costs</b>	<b>Per Person</b>
<i>Leadership Challenge</i> Workshop Materials x 10 participants	\$ 329.00
<b>Subtotal Material Costs for Ten Participants</b>	<b>\$ 3290.00</b>



09/30/16  
17:14:03

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 10/16

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Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	09/20/16 COP laptop	46.21		POLICE	1000 420100	345	101000
	09/20/16 683 laptop	40.01		POLICE	1000 420100	345	101000
	09/20/16 Officer laptop	40.01			1000 420100	345	101000
42436	2977 Staples Credit Plan	104.82					
	1642379041 09/01/16 Office Supplies for SS	73.96		SOCSEER	1000 450135	220	101000
	1645456291 09/07/16 Office Supplies for Financ	30.86		FINAN	1000 410510	220	101000
42437	2762 Mission Communications, LLC	3,440.40					
	1004338 09/14/16 Annual Service for Water	1,750.20			5210 430500	357	101000
	1004338 09/14/16 Annual Service for Sewer	1,690.20			5310 430600	357	101000
42438	2946 Ferguson Waterworks	1,994.43					
	0643226 09/22/16 Long Slv L/A	709.92		WATER	5210 430550	369	101000
	0643226 09/22/16 CI PVC Coup	60.90		WATER	5210 430550	369	101000
	0643226 09/22/16 Accy Pk W/Glnd	147.10		WATER	5210 430550	369	101000
	0643226 09/22/16 PVC GJ Swr Pipe	58.24		WATER	5210 430550	369	101000
	0643226 09/22/16 Cl Di Fastite Pipe	950.16		WATER	5210 430550	369	101000
	0673226 09/22/16 SWR GXG 45 Bend	68.11		WATER	5210 430550	369	101000
42439	1219 Sabol and Rice, Inc	6,388.00					
	233490 09/16/16 5 MR Blower	6,388.00		SEWER	5310 430630	369	101000
42440	1387 MONTANA RURAL WATER SYSTEMS	200.00					
	2016071212 09/15/16 Membership for Dan Hoskins	100.00		WATER	5210 430500	380	101000
	2016071212 09/15/16 Membership for James Patte	100.00		SEWER	5310 430600	380	101000
42441	2764 HD Supply Waterworks, Ltd.	273.53					
	G052847 09/12/16 Surveyors Vest	70.33		STREET	1000 430200	226	101000
	G052847 09/12/16 Vest Lime Class 2 Hydrowick	62.54		STREET	1000 430200	226	101000
	G052847 09/12/16 Pro Surveyors Vest	140.66		STREET	1000 430200	226	101000
42442	1990 John E. Reid & Assoc. Inc.	550.00					
	170341 09/27/16 Sabrah Training Interview/inte	550.00		POLICE	1000 420100	380	101000
42443	2369 River Dragon Designs/Rose	1,717.50					
	09/23/16 Town of WY Signs	1,717.50		FINANC	1000 411250	364	101000
42444	2952 DIS Technolgies	9,831.19					
	30254 09/19/16 Cable & Camera Install	2,839.00		POLICE	1000 420230	212	101000
	30254 09/19/16 Motorized VF Bullet Cameras	1,867.25		POLICE	1000 420230	212	101000
	30254 09/19/16 Wedge Camera	506.00		POLICE	1000 420230	212	101000
	30254 09/19/16 Motorized VF Dome Cameras	540.00		POLICE	1000 420230	212	101000
	30254 09/19/16 Fixed Dome Camera	166.67		POLICE	1000 420230	212	101000
	30254 09/19/16 Channel NVR, 16 Port PoE, 100	500.01		POLICE	1000 420230	212	101000
	30254 09/19/16 Western Digital Hard Drives	566.00		POLICE	1000 420230	212	101000
	30254 09/19/16 Shipping Charges	1,471.00		POLICE	1000 420230	212	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	30254	09/19/16	Audio Interface Adapters	92.00		POLICE	1000 420230	212	101000
	30254	09/19/16	Ceiling Mounts	320.00		POLICE	1000 420230	212	101000
	30254	09/19/16	Short Wall Bks w/ Junction Bxs	445.00		POLICE	1000 420230	212	101000
	30254	09/19/16	Flange Plates	86.01		POLICE	1000 420230	212	101000
	30254	09/19/16	PoE S:litters	47.00		POLICE	1000 420230	212	101000
	30254	09/19/16	Power Adapters	18.00		POLICE	1000 420230	212	101000
	30254	09/19/16	Y Power Adapters	4.00		POLICE	1000 420230	212	101000
	30254	09/19/16	Female Power Conn w/flying lea	2.00		POLICE	1000 420230	212	101000
	30254	09/19/16	IT Hours	361.25		POLICE	1000 420230	212	101000
42445		2654	Community Health Partners	10.00					
		09/18/16	Community Help Fund	10.00		HELP	7010 450135	351	101000
42446		2813	Century Link	55.90					
		09/18/16	Social Services Fax	55.90		SOCSER	1000 450135	345	101000
42447		2978	Economart	70.00					
		08/01/16	Community Help Fund	25.00		HELP	7010 450135	370	101000
		07/30/16	Community Help Fund	20.00		HELP	7010 450135	370	101000
		07/13/16	Community Help Fund	25.00		HELP	7010 450135	370	101000
42448		2507	Silvertip Pharmacy	289.49					
		09/21/16	CHF	163.00		HELP	7010 450135	358	101000
		09/21/16	CHF	25.00		HELP	7010 450135	358	101000
		09/21/16	CHF	21.49		HELP	7010 450135	358	101000
		09/21/16	CHF	80.00		HELP	7010 450135	358	101000
42449		2537	Balco Uniform Co., Inc.	35.00					
		09/07/16	Accuelite mace/oc pouch	25.00		POLICE	1000 420100	226	101000
		09/07/16	Gold Female Tie Bar MT Seal	10.00		POLICE	1000 420100	226	101000
42450		146	Morrison-Maierle, Inc	65.00					
	24815	09/14/16	Data Backup	65.00		FINANC	1000 410510	356	101000
42452		2980	Montana Department of Labor &	240.00					
		09/26/16	Povah Annual Cert of Insp Elev	140.00		POVAH	1000 411255	350	101000
		09/26/16	Povah Per Stop Fee	100.00		POVAH	1000 411255	350	101000
42453		2060	SJ Shepard	1,340.00					
		09/27/16	Schematic Design	1,280.00		ADMIN	1000 411040	354	101000
		09/27/16	Plots (4)	60.00		ADMIN	1000 411040	354	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
42454		379 Energy Laboratories, Inc		420.00					
	30467	09/27/16 Waste Water Samples		420.00		SEWER	5310 430640	357	101000
42455		2679 Pressure Pro		975.00					
	09/16/16	UPDl Clean Range Hood		525.00		UPDL	1000 411252	357	101000
	09/16/16	Povah Clean Range Hood		450.00		POVAH	1000 411255	350	101000
42457		2635 Jake's Automotive and Tire		180.68					
	09/28/16	2007 Ford Expedition		180.68		SOCSEER	1000 430200	220	101000
42458		1763 Madison Motel & Hotel		25.20					
	09/17/16	Discounted Room Rental CHF		25.20		CHF	7010 450135	370	101000
42459		2981 Action Glass Repair		39.00					
	9403	09/29/16 Rock Chip Repair Crown Vic		39.00		PD	1000 430200	361	101000
42460		2616 David Arnado		310.95					
	09/28/16	Hotel reimbrsement Arnado		310.95		WATER	5210 430500	370	101000
42461		983 Jerry Johnson		333.80					
	09/29/16	MLTC for Jerry		333.80		LEGES	1000 410100	370	101000
42462		1940 Pierre Martineau		333.80					
	09/29/16	MLTC Pierre		333.80		LEGIS	1000 410100	370	101000
42463		2733 James Patterson		200.20					
	09/29/16	MLTC James		200.20		PW	1000 430200	370	101000
42464		2586 Waxie Sanitary Supply		1,308.31					
	76241398	09/23/16 custodial supplies		1,308.31		PARKS	1000 460430	220	101000
42465		2401 Yellowstone Weed Management		598.50					
	09/29/16	weed spraying, balance		598.50*		PARKS	1000 460430	357	101000
42466		162 House of Clean		451.45					
	172364-00	09/29/16 custodial supplies		451.45		PARKS	1000 460430	220	101000
42467		171 Montana Food Bank Network		407.46					
	6413-1	09/29/16 commodities		19.75		HELP	7010 450135	220	101000
	6414-1	09/29/16 commodities		387.71		HELP	7010 450135	220	101000
		# of Claims	33	Total:	42,282.49				



WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**September 20, 2016**

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

OTHERS PRESENT: Town Manager Daniel Sabolsky, Public Services Superintendent James Patterson, Chief of Police Scott Newell, West Yellowstone Star Editor Jeremy Weber, Habitat for Humanity Director David Magistrelli, Richard & Teri Gibson, Fire Chief Shane Grube, Officers Anthony Kearney, Neil Courtis, Mike Lovingier, Sabrah Van Leeuwen, Helene Rightenour, Ryan Linhardt, Richard Bartlett, Glen Loomis, YHC Representatives Kathryn McKee and Caitlyn Johnson, Randy Wakefield, Shane Roos, Jeff Schoenhard, Jamie McCray, Casey McCray, Tom Cherhoniak

The meeting is called to order by Mayor Jerry Johnson at 5:00 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**

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Mayor Johnson calls the meeting to order and explains that the purpose of the meeting is to discuss goal setting with Town Manager Dan Sabolsky. The Council reviews the minutes from the meeting on January 12, 2016, which was held shortly after Sabolsky started his employment with the Town. Multiple projects have already been addressed including raising the water rates, health care RFP, sewer lagoon lease, and the 911 Funding Agreement with Gallatin County. Ongoing projects include the acquisition of the 80 acres from the Forest Service, the Personnel Policy Manual, updating Town Policies, job descriptions, and housing. The Council discusses new and continuing priorities for the Town Manager. Greg Forsythe says they should pursue drilling a new well to ensure adequate water supply. Public Services Superintendent James Patterson says that they have initiated the paperwork to drill a new well, but expect that process to take some time. That process will go in hand with building a fluoridation plant. The Council inquires about the need to build a sewer plant for the 80 acres. Patterson says that they are hoping that Montana DEQ will allow them to expand their current lagoon using IP Beds, but if that is not approved they will have to build a sewer treatment plant. They estimate that a sewer treatment plant will cost \$16-\$20 million. There is brief discussion about where they would build a sewer treatment plant. Forsythe says his priorities are the water and then sewer system. Johnson says that he thinks the employee personnel manual, policies, and review of the current ordinances are a priority. Martineau says that he thinks housing should be a top priority. Forsythe asks if they should be working on permanent housing or summer housing? Martineau says he thinks they should first focus on year round housing. They discuss the fact that HRDC has purchased some empty lots to build a 4-plex on Washburn Circle in the Madison Addition. They also discuss the project on Electric Street where a building foundation was poured nearly 10 years ago. At one point, there were negotiations to purchase that property by HRDC/Habitat for Humanity but that proposition did not work out. The Council advises Sabolsky to not spend a lot of time trying to find out what the private property owner intends to do with his property. Forsythe says another priority should be increasing the resort tax. The group discusses the approach they should take through the state legislature. They have been invited to meet with representatives from Big Sky in October, which has set aside money to hire a lobbyist. The Council agrees that resort tax should be a top priority. Forsythe says that planning for the development of the 80 acres should be a big priority as well. He says that if they will actually own that land in 4-6 weeks, they need to start moving forward on that. Johnson says that in reference to housing, there are eight new units being planned for between the Town and HRDC. He suggests that they focus on summer seasonal housing. The Council considers whether increasing permanent housing will alleviate the seasonal housing crunch. The Council also discusses whether daycare should be a priority for the Town. They debate the extent of the problem and how the Town can contribute to the solution. Sabolsky says that his intent is to stay involved and assist, but does not think the Town should take over the daycare. He says they can

facilitate and help those that want to operate it get a business plan put together and establish a non-profit. Forsythe says another topic they should discuss is moving tourist traffic through the Town. Chief Newell says that traffic flow this year was much better than last. He says that District Ranger Tara Ross implemented some new procedures, including moving the pre-paid entrance lane to the left side and keeping it open most of the time. Forsythe says that they should also consider expanding Public Works. He says there is an endless list of projects for the Town to do but they can't do it without staff. The department is currently down 3 employees. Patterson says that at this point, he would be thrilled to just fill those three vacancies.

The Council breaks at 6:20 PM until the Council Meeting at 7 PM.

#### **ACTION TAKEN**

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- 1) Motion carried to approve Purchase Order #6736 to DSS Big Bear to purchase equipment packages for 2 Dodge pickups for \$37,000. (Forsythe, Martineau)
- 2) Motion carried to approve the claims, which total \$308,392.74. (Parker, Martineau) Schmier abstains from #42386 to Jerry's Enterprises.
- 3) Motion carried to approve the Consent Agenda, which includes the minutes of the September 6, 2016 Town Council meeting. (Parker, Martineau)
- 4) Motion carried to approve the business license application for Midwest Communications Technologies Inc., dba Black Box Network Services. (Schmier, Martineau) See next motion.
- 5) Secondary motion to table the business license application for Midwest Communications Technologies Inc., dba Black Box Network Services due to lack of information. (Martineau, Parker)
- 6) Motion carried to approve the business license name change for USA Park Tours LLC, contingent upon the removal of the travel trailer to bring the parking plan into compliance. (Schmier, Martineau) Forsythe is opposed.
- 7) Motion carried to deny the variance request made by Kelly Midwest Ventures Limited partnership, based on the determination that the variance is not required if built according to the submitted plans. (Forsythe, Martineau)
- 8) Motion carried to confirm the appointment of Matthew Lovingier as a police officer for the West Yellowstone Police Department. (Forsythe, Martineau)
- 9) Motion carried to approve the Application to Maintain an Encroachment made by the Loomis Family Limited Partnership/Days Inn to utilize the interior park of Block 18 to temporarily stage construction materials next to the north wing of the Days Inn until Memorial Day 2017. (Forsythe, Martineau)
- 10) Motion carried to approve Ordinance No. 261, an ordinance adopting the 2012 Edition of the International Fire Code, on its second reading. (Martineau, Parker)
- 11) Motion carried to approve Ordinance No. 262 (Forsythe, Parker) Johnson and Schmier are opposed, ordinance passes.
- 12) Motion carried to accept the recommendation from Chief of Police Scott Newell to accept the proposal from CenturyLink to upgrade the 911 System and Zuercher to install a Computer Aided Dispatch/Records Management System. (Parker, Martineau)

- 13) Motion carried to accept the proposal from Dick Anderson Construction to install attic fans and relocate HVAC duct in the Town Hall in the anticipation of eliminating the roof leak problems. (Forsythe, Parker)
- 14) Motion carried to approve a lease agreement with Ride Solutions to use of a portion of the 80 acres of Forest Service land under the same conditions as their existing special use permit effective until 11/14/17. (Schmier, Martineau)

#### **Public Comment Period**

Helene Rightenour says that next month is the 10-year anniversary of the death of Officer Patrick Kramer. She says the Kramer family will be here next month and it would be nice if there was a sign that his life was important. Chief Newell says that they did contact the Highway Department about dedicating a portion of highway to Kramer. They also discuss putting up a permanent plaque in the police department.

Glen Loomis introduces Caitlyn Johnson, who has recently been hired as the Yellowstone Historic Center manager. He also introduces Kathryn McKee as the collections manager for the YHC.

#### **Council Comments**

Brad Schmier asks if it is possible for the Town to dedicate a day in remembrance of Patrick Kramer, Sabolsky says he will look into that. Chief Grube explains that they are working on planting a new tree by the pavilion at the police department in his memory. Patterson says that he has already ordered the tree and talked to Todd Barta about running the electric to that spot so they can put blue lights on the tree.

#### **Public Hearing: CDBG Program Application, Public Housing Project**

David Magistrelli of Habitat for Humanity explains that this is the second public hearing for building low-income housing units on one of three interior park lots along Alley D. Magistrelli displays multiple layouts that show how the units could be situated on the interior park lots. Magistrelli explains that they have applied for a CDBG grant to build four housing units for \$450,000. The units would be managed by a non-profit housing authority, made up of two town council members, a business person, a local citizen, and a representative from Habitat for Humanity. He says that the units would be available to persons making 80% or less of the Area Median Income (AMI), which is currently \$37,000. Glen Loomis asks who would be the landowner for the property and Magistrelli responds that it would be the Town. Jamie McCray says that she has significant concerns about this proposal. She says that she is an adjacent property owner to the lot located between Iris and Hayden. She says that they currently plow their snow onto the Forest Service property that is being purchased by the Town. When that property is developed, they will have to plow all of their snow to the interior park, which is already congested with snow storage from other property owners. She says that she also has a problem with the Town going into business to compete with one of her own businesses, which is providing low income housing units. She says the Town is considering an ordinance tonight that protects the interior parks and here they are talking about developing them. Shane Roos inquires about a section of right away north of the interior park of Block 2. He suggests that may be a more appropriate place to put the housing where it doesn't negatively affect adjacent property owners, because they do rely on that space to store snow. He also suggests purchasing property that is properly zoned for multi-family housing. McCray adds that the purchase of the 80 acres was supposed to provide an area for housing. Bob Patzke asks how the income limits are established and how they determine who actually gets to live in the units? First come first served? Lowest income wins? Magistrelli says that there is a fair housing vetting process to determine who qualifies first. He also asks what protects the taxpayers from paying to support the units. Magistrelli says that the proposed operating and maintenance costs are covered by the projected rents. He says that he is not at all comfortable with the Town having any financial ties to the project. Sabolsky adds that the property would be held in a separate non-profit organization. McCray clarifies that the Town would no longer own the property, which then means they could eventually sell the property. She says that for her low-income property, she is having to raise the rents just to cover the tax increases for the school addition and water/sewer

rates increase. She questions whether they are having to pay for those increases as well as other expenses including building permits. She also points out that snow removal costs a lot. She says that if this development goes well, they will probably move on to the next block and eventually there will be no place to store snow on Alley D. Richard Gibson says that what he is hearing is “not in my backyard.” He says that business owners are not paying their people enough. They need a place to start and this is a good place to start. He says that if they want to hold the property down by Iris and Yellowstone for pie in the sky development someday, that is fine, but the alleyways are different and they shouldn’t buy property if they already own some. Mayor Johnson closes the hearing at 8:10 PM.

- 6) The Council discusses the parking plan submitted by Sessel Sagorin for USA Park Tours LLC, a business name change from Utah Transportation. Patterson explains that this plan is only acceptable if they remove the travel trailer that is on the property by this Friday. Johnson also notes that since they have 10 nightly units on the property, they should be collecting TBID as well.
- 7) Town Manager Dan Sabolsky says that after reviewing the schematic drawings, they determined that the mean height for the proposed building is 32’ 2” and therefore less than the limit of 35’ so the variance is not necessary.
- 9) Mayor Johnson reads the encroachment application. Sabolsky explains that he recommends approval as this is a major upgrade for the hotel and allowing them to use the interior park for staging will hopefully enable them to complete the project by spring. Glen Loomis says they are already two days ahead of schedule and anticipate finishing by Memorial Day. The Council requests that Loomis be considerate of the neighbors and make sure they are not interfering with snow storage.
- 10) Fire Chief Grube explains that this ordinance updates the Town’s ordinances from the 2009 to 2012 International Fire Code and addresses the fact that the fire department is no longer under the Town of West Yellowstone.
- 11) Mayor Johnson reads the header for Ordinance No. 262 and asks staff for a recommendation. Sabolsky says that he recommends approval of the ordinance. Schmier asks about language in Section 1 and what does it mean if there are no signs on the property. Sabolsky says that if it isn’t signed otherwise, than parking would be allowed. Johnson asks how they will approach all the pieces of public property. Sabolsky says they will evaluate each piece of property individually but methodically move through town using a structured system to address each park. Johnson says that several years ago, the town went to court with a property owner over parking of vehicles on public property. He says that the town prevailed, but the judge ruled that we cannot require one property owner to move their vehicles without requiring everyone. Johnson says that he thinks the problem is not parking but storage. Forsythe says that he thinks this ordinance is a start and if they have trouble enforcing it they can revisit it. Schmier says that people are afraid that they won’t be able to park their cars where they have been parking for years even though they move it regularly. Cole Parker says that if they have a policy, they don’t have to enforce it. However, if they don’t have a policy they can’t enforce anything. He says he thinks this is a fine thing and they may have to work through some bugs in the long run. Martineau says that he thinks this is a good start and it’s a small enough town to work through issues. Chief Newell says that he likes the fact that this ordinance defines that things must be signed appropriately, but they will only be able to enforce as much as they can in a day. He says that the most difficult part of enforcement will be knowing if there are encroachments, easements, or variances on specific pieces of property. Sabolsky says that when they get the GIS system installed, they will be able to log that information and make access easier. Mayor Johnson asks for public comment. Glen Loomis suggests that rather than just addressing parking they change it to “long-term parking.” He says that daily parking has never been an issue, but when a vehicle is left for months at a time. Jamie McCray says that there are portions of the ordinance that are arbitrary and open to interpretation. She says she doesn’t have anything on public

property, but does not like the arbitrary language. She says that they have a new Town Manager who may enforce everything to the letter of the law rather than the intent. She says she would like to see an ordinance but the language should be tightened up. Teri Gibson says the Town should make an effort to inform residents how the ordinance will be implemented. Bob Patzke suggests incorporating the language from Policy 10 into the ordinance so it is easier to understand. Shane Roos says that he has been through litigation on this subject. He says he thinks this is going to open up a lot of room for litigation. He suggests that a work trailer may be just as important to someone's business as a propane tank. He says that as he understands it, they have enough ordinances for all of it, but just not enough time to enforce it. He suggests using the police to enforce the laws they have before passing another ordinance. Mayor Johnson says he supports the intent of this ordinance, but recommends a kinder and gentler method and actually talking to property owners. Sabolsky says the intent is to talk to residents and work with the residents. Johnson says that this summer alone, he has allowed 12 different people to camp on his personal property because the town was full. He asks if that is their intent to run people off if there isn't enough room.

- 12) Chief of Police Scott Newell explains that they have received proposals for replacing the 911 Response System and establishing a Computer Aided Dispatch/Records Management System (CAD/RMS). He says they combined their RFP with Gallatin County. They are going to recommend making the same selection as Gallatin County by selecting CenturyLink who has a representative here in West Yellowstone. He says that they are going to recommend accepting the proposal from Zuercher for the CAD/RMS system. Both systems will meet their needs and the responses came in within budget.
  - 13) The Council discusses the proposal from Dick Anderson Construction to install attic fans and HVAC Duct Relocation. It is DAC's opinion that this approach will correct the problem. DAC is willing to split the cost of the HVAC Duct Relocation with the Town, which would cost the town approximately \$14,639.00. The attic fans would cost an additional \$7,277.00. Parker asks if they have ever determined the root of the problem. Patterson says that the problem is the location of a vent in the room on the northeast side of the building that should have been put in the basement. Installation of a cold roof would cost over \$100,000, although there is no guarantee this will fix the problem and they may eventually need to install a cold roof. Johnson and Schmier express disappointment in the architect for the building, Dale Nelson, and in his failure to participate in the remedy. Johnson says they are going to look into legal options against Nelson. Forsythe says he was on the school board when the new school was built and they faced a similar problem. He says holding an architect liable is extremely difficult and they'll probably accomplish nothing. Schmier says he truly appreciates DAC's willingness to work with the Town on this problem until it is resolved.
  - 14) Johnson explains that Ride Solutions, Inc. has leased a portion of the property that is being purchased by the Town for several years for tire testing. Sabolsky recommends approval of the lease for 1/3 the amount they were paying to the Forest Service, which is \$455.40. Johnson suggests also including the legal fees they will incur drafting the lease. Chief Grube speaks favorably of Ride Solutions and mentions that they annually provide a driving course for law enforcement for icy and snowy conditions.
- A) **Advisory Board Reports:** Fire Chief Shane Grube reports that they attempted to have a 911 Advisory Board meeting yesterday, but they did not have a quorum present. He says that the board members have reviewed the responses to the 911 and CAD/RMS systems, and individually agree but since they could not meet they could not put together a formal recommendation.
  - B) **Town Manager's Report:** Sabolsky explains that the 2016 Gallatin County Emergency Management Plan will be forwarded to the Council and then presented on the agenda for the October 18, 2016 meeting. He says he has met with 5 engineering firms that are interested in responding to an RFP for a GIS System. He says they would like to include

a hand held device in the RFP. He says the WY Foundation has raised \$15,000 to assist with starting a non-profit to run a new daycare in West Yellowstone. NRMED is willing to help establish a non-profit entity to run the facility. He says that he, Gospodarek, and Roos have met multiple times with Blackfoot Communications to put in a new phone system that runs on fiber optic lines as well as provide high speed internet to all of the Town buildings. Finance Director Lanie Gospodarek is working on a contract with auditors for resort tax auditors. The new signs for the Town Hall are ready to be put up. The new West Yellowstone Star is preparing to release a new edition next week and moved into their new office in the WYED building on Highway 20. Public Services Superintendent says his office has been busy and they found a water leak in the flow line going into the water holding tank. He estimates they have been losing 20,000 to 30,000 gallons per day but hope to have it fixed tomorrow. They put up new signs in the new parking lot at the city park that say no overnight parking or camping. He says he is going to talk to Marysue at the Chamber about putting signs up in that lot as well as by the medical clinic.

### **CORRESPONDENCE**

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Dated September 20, 2016, Chris Burke emails in favor of the Town participating in housing projects and development.

The meeting is adjourned. (9:35 PM)

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Mayor

ATTEST:

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Town Clerk

TOWNSHIP OF WEST TOWNSHIP  
**Business License Application**

Business Name: Midwest Communications Technologies Inc., dba Black Box Network Services

Applicant: Same

Contact Person: Matt Richards

Mailing Address: 255 Enterprise Drive, P.O. Box 327 Lewis Center OH 43035

Physical Address of Business: 255 Enterprise Drive, Lewis Center OH 43035

Phone Number: 614.825.7421

Fax Number: 614.825.7400

Email Address: matt.richards@blackbox.com

Website: blackbox.com

Signature of Property Owner of Record: Not Located in City

Subdivision: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Zoning District, please mark one:

B-3 Central Business District (Old Town)

PUD Planned Unit Development (Grizzly Park)

B-4 Expanded Business District (Grizzly Park)

Residential Districts, Home Occupations Only (Mad Add)

E-2 Entertainment District (Grizzly Park)

New Business

Transfer of Ownership

Change of Location

Name Change

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

**Type of Business** Please explain in detail the following: number of units, seating capacity, etc.

Contractors should list trailers and equipment and where these items will be stored.

Sales and installation of data and telecommunication networks

Business License Fee: \$ 50.00

Resort Tax Bond: \$ \_\_\_\_\_

Total Amount Due: \$ 50.00



Signature of Applicant

Signature of Applicant

Date

8-19-16

FOR OFFICE USE ONLY

Date Approved by Town Council: \_\_\_\_\_

Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ License # \_\_\_\_\_

SCN \_\_\_\_\_ BLP \_\_\_\_\_ STX \_\_\_\_\_ BLC \_\_\_\_\_ RDX \_\_\_\_\_

# Town of West Yellowstone Business License Application

Business Name: West Yellowstone Star

Applicant: Jeremy Weber

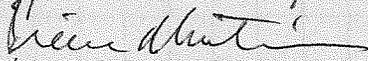
Contact Person: Jeremy Weber / Susanne Hill

Mailing Address: 2000 P.O. Box 345 Ennis, MT 59729

Physical Address of Business: 239 Firehole

Phone Number: 903-434-9795 Fax Number: \_\_\_\_\_

Email Address: Editor@wyellowstonestar.com Website: wyellowstonestar.com

Signature of Property Owner of Record: 

Subdivision: Sec 34 135 SE Plat B-47

Block: 12 Lot: 10

Zoning District, please mark one:

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

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

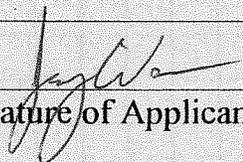
Type of Business Please explain in detail the following: number of units, seating capacity, etc. Contractors should list trailers and equipment and where these items will be stored.

Newspaper

Business License Fee: \$ 50.00

Resort Tax Bond: \$ \_\_\_\_\_

Total Amount Due: \$ 50.00

  
Signature of Applicant

Signature of Applicant

9-29-2016

Date

### FOR OFFICE USE ONLY

Date Approved by Town Council: \_\_\_\_\_

Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ License # \_\_\_\_\_

SCN \_\_\_\_\_ BLP \_\_\_\_\_ STX \_\_\_\_\_ BLC \_\_\_\_\_ RDX \_\_\_\_\_

# Site Plan SEPT. 27, 2016

Business Name: *THE WEST YELLOWSTONE STAR / THE WEST YELLOWSTONE ECONOMIC DEVELOPMENT COUNCIL (WYED)*

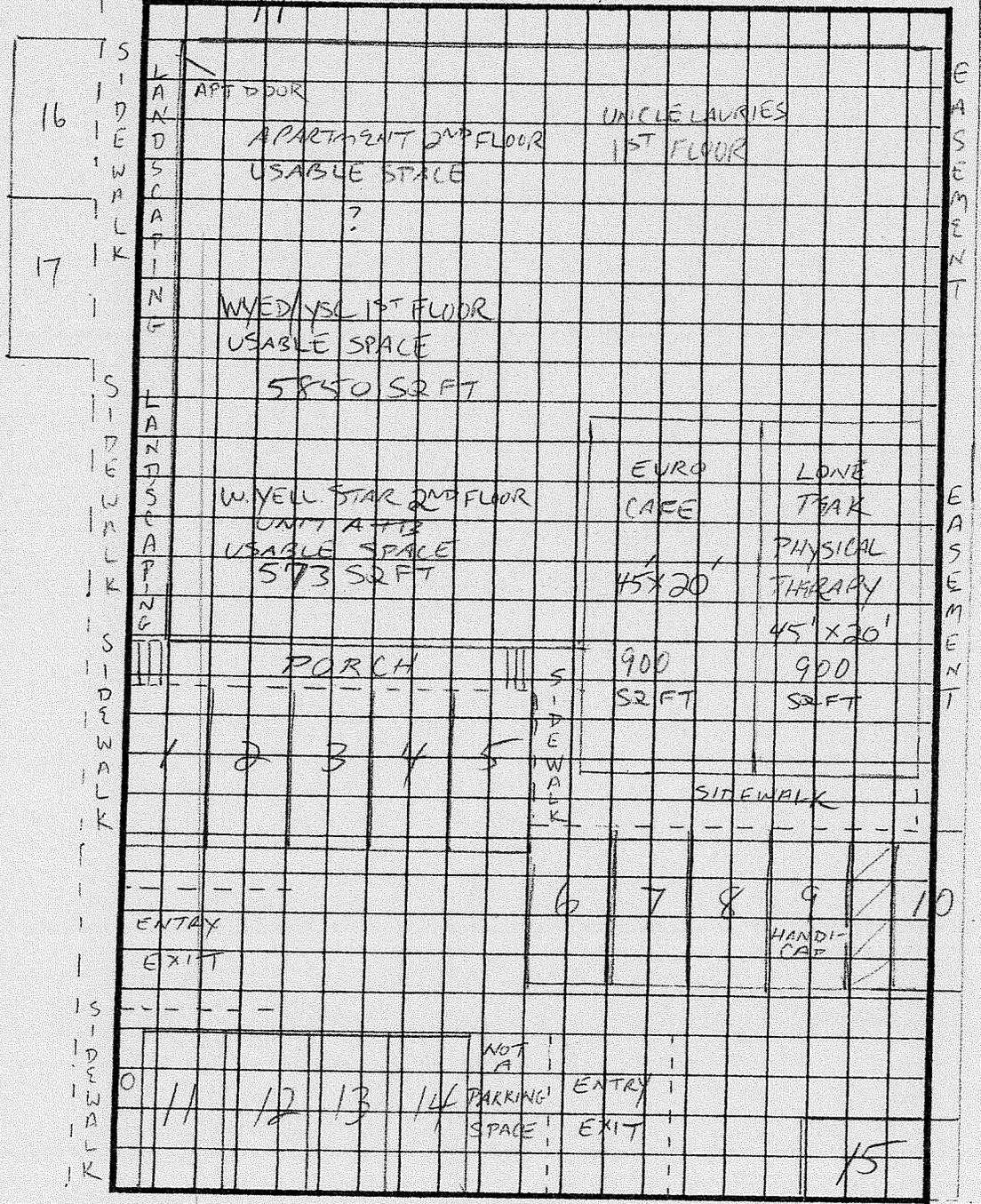
Business Owner: *WYED*

Business Street Address: *239 FIREHOLE AVE.*

Block: *12*

Lot: *10*  
*18*  
*19*

Subdivision: *SEC 34 135 SE PLAT B-47*  
*EASEMENT*



Scale: 1 inch = 20 feet

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

*WYED LOT 104' x 160' ?*

# SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone  
Gallatin County, Montana

Event: Cycle Greater Yellowstone  
 Sponsor Organization: Greater Yellowstone Coalition  
 Sponsor Address: 215 S. Wallace Street, Bozeman, MT 59715  
 Contact Person: Jennifer Drinkwater  
 Contact Phone: 406-425-0262 Fax: n/a email / scan  
 E-mail Address: jennifer@greateryellowstone.com  
 Date(s) of Event: August 19/30  
 Location of Event: City Park - Pioneer Park for (1) Overnight camp (2) Finishing line 8/25/17

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

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

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

Jennifer Drinkwater  
 Signature of Applicant  
Sept. 19, 2016

Total Due: \$ 25.00 Pa'd 9/20/16 Date

FOR OFFICE USE ONLY			
Department	Initials	Date	Comments
Pub Services			
Fire			
Police			
Administration			
Notes/Conditions: _____			
Approved	Denied	Town Clerk	
		Date	



GREATER YELLOWSTONE COALITION

Cycle GREATER  
YELLOWSTONE

September 20, 2016

Dear Town of West Yellowstone:

Cycle Greater Yellowstone is a six day bike tour, hosting 350 cyclists each year in Montana, Wyoming and Idaho through the Greater Yellowstone Ecosystem and surrounding areas. Approximately 80 staff and crew will also be along supporting the tour. CGY began in 2013, with West Yellowstone being our first launch town. This coming year will be our fifth tour. Our 2017 event desires to begin and end in West Yellowstone, MT.

We are asking for use of Pioneer Park Saturday, August 19 from 7 am through the night with a departure the morning of August 20. This includes overnight camping for approximately 200 tents. Cyclists will leave by 7:30 am and all infrastructure will be cleaned up by 11 am if not before. Cyclists will loop through to Idaho, some Wyoming and return to West Yellowstone via Hebgen Lake area on Friday, August 25. We are asking for use of Pioneer Park from 10 am to 6 pm for our finish line festivities.

In addition to Pioneer Park, we will need an area to park approximately 200 vehicles August 19 – 25. All vehicles will be picked up by August 25. I mentioned this to Mayor Jerry Johnson and it was suggested to possibly use the old airport or another similar area.

The location of individual camping tents, dining tents, support vehicles, toilets, announcement stage, bike corral and showers is noted on the map attached. These items will all be placed by 2 pm, August 19 and ready for use. Garbage and recycling containers will be provided by CGY in the park and disposed of properly by CGY and Republic Services per our agreement with them – they also help us with bear container requirements. A beer garden will be provided for the cyclists next to the dining tent. Beer and wine is not sold. We will conform with Section 9.12.020 of the West Yellowstone Municipal Code and any other requirements in order for us to serve beer with dinner.

We will need to provide an addendum closer to the date of the event for goods such as retail items sold. We will not be selling food but we do have a retail booth for our riders to purchase small items for riding – that list can be provided in summer of 2017.

A few side notes:

- We will be encouraging our participants to fly into West Yellowstone and provide free transportation to them from the airport to camp/hotels.
- Approximately 100 participants will come in Friday prior to the start and find hotel rooms. Many of these people keep their room for the next night (Saturday) even though camping is available.
- Camp is not provided at the finish, participants will be encouraged to stay in West Yellowstone as we will help arrange for YNP/GYE excursions the Saturday after the ride.

Attached:

1. A rough map estimate of where our camp infrastructure in and around the park.
2. Photo of use of Beall Park in Bozeman, MT 2016
3. Example of insurance from 2016 event – 2017 will be similar and updated in June of 2017
4. Special Event Permit Application

Sincerely,



Jennifer Drinkwalter  
Greater Yellowstone Coalition  
Cycle Greater Yellowstone Coordinator  
PO Box 1687  
Red Lodge, MT 59068  
[www.cyclegreateryellowstone.com](http://www.cyclegreateryellowstone.com)

[Jennifer@cyclegreateryellowstone.com](mailto:Jennifer@cyclegreateryellowstone.com)  
406.425.0262







DEAR COUNCIL,

WE ASK THAT THE RESORT TAX BOND FOR  
HADLEYS MOTEL AND CABINS, BE WAIVED, DUE TO  
OUR 8 YEARS OF GOODSTANDING RESORT PAYMENT  
HISTORY.

THANK YOU,

DANIEL LOGAN MAURER, 9.27.16  


# Town of West Yellowstone Business License Application

Business Name: Hadley's Motel & Cabins, INC

Applicant: Daniel Logan Maurer

Contact Person: Logan Maurer

Mailing Address: 937 PO BOX WEST YELLOWSTONE MT 59758

Physical Address of Business: 29 Gibbon Ave

Phone Number: 406-646-9534 Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: www.hadleysmotel.com

Signature of Property Owner of Record: 

Subdivision: Old Town

Block: 1 Lot: 7

Zoning District, please mark one:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> B-3 Central Business District (Old Town) | <input type="checkbox"/> PUD Planned Unit Development (Grizzly Park)            |
| <input type="checkbox"/> B-4 Expanded Business District (Grizzly Park)       | <input type="checkbox"/> Residential Districts, Home Occupations Only (Mad Add) |
| <input type="checkbox"/> E-2 Entertainment District (Grizzly Park)           |   |
| <input type="checkbox"/> New Business  | <input checked="" type="checkbox"/> Transfer of Ownership                       |
| <input type="checkbox"/> Change of Location                                  | <input checked="" type="checkbox"/> Name Change                                 |

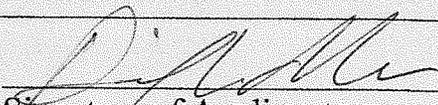
- Is this business licensed by the State of Montana?  Yes  No
- Appropriate City/County/Health Dept approvals (if applicable)  Yes  No (please attach)
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)?  Yes  No

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

Business License Fee: \$ 25.00

Resort Tax Bond: \$ \_\_\_\_\_

Total Amount Due: \$ 25.00

  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant  
09/27/2016  
Date

**FOR OFFICE USE ONLY**

Date Approved by Town Council: Transfer of ownership

Date 9/27/16 Check # 3316 Amount \$ 25.00 License # 645

SCN \_\_\_\_\_ BLP \_\_\_\_\_ STX \_\_\_\_\_ BLC \_\_\_\_\_ RDX \_\_\_\_\_

# Memorandum

To: Town Council  
From: Lanie Gospodarek  
Date: September 23, 2016  
Re: Resort Tax Penalty Waiver Request

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I have been asked by the Town Manager to provide a memo addressing this second request to waive the penalty for a delinquent submission of resort tax to the Town Offices for the May 2016 taxes collected in June by Yellowstone Wildlife Cabins.

The appeals process with regard to penalties and interest is in place to allow the council to take into consideration the merits of each event on behalf of the business owner. The council decision will be supported and employed by this office.

With regard to this specific event of delinquency, the business owner states that they put their payment in the drop box on Wednesday, June 29<sup>th</sup>. To avoid resort tax penalties payments must be received by our office by 5:00pm on the last day of the month. Similar to our local banks and utility companies, any payments put into the drop box after 5:00pm we reserve the right to post on the next day's business. And there is a sign on the building near the drop box to this effect. In this particular event, the last day of the month was the 30<sup>th</sup> of June and the payment, if in the box on the 29<sup>th</sup> would be posted well within the time frame needed to avoid accruing penalties. The task of checking the box and posting the payments is that of the Deputy Town Clerk. I have queried Sheri Holtzen about checking the box on these days. She has stated that she checks the box every day; and she posts payments found in the box in the morning, in favor of the business to the previous day's business. In this example, if the payment was not found in the box until the morning of Friday, July 1 then Sheri would still have posted it to June 30<sup>th</sup> in favor of the business as this is our practice.

I have reviewed the payment history of Yellowstone Wildlife Cabins and since the business started in June of 2011, I have found remittances that have been made after the last day of the month on 12 different occasions and the business has been charged the penalty only once. This underscores our practice of posting payments received over the weekend or on a holiday and after the last day of the month in favor of the business.

Since this waiver request, this business has been found to be delinquent again for the July 2016 remittance. The council has directed our office to send out delinquency notices monthly, which Sheri does with diligence and notice for this most recent delinquency has been sent.

Every time a business pays by the 20<sup>th</sup> of the month they are allowed to keep an administrative fee equaling 2.5% of the resort tax collection. Between June 2011 and today this business has forfeited, by choice, a total of \$124.56 in revenue by making payments after this date.

It has come to the attention of the Finance Office through the West Yellowstone Chamber of Commerce that Ms. Knapp has opened a new retail store called Mountain Dogs of Yellowstone for which no business license application with a new parking plan has been submitted Nor has a resort tax bond been posted or resort tax been submitted for this new business.

TOWN OF WEST YELLOWSTONE  
MONTANA  
*naturally interesting*

July 5, 2016

Yellowstone Wildlife Cabins  
Cynthia Knapp  
PO Box 96  
West Yellowstone, MT 59758

RE: Resort Tax

Dear Cynthia,

Review of your most recent resort tax payment received on July 5, 2016 for the tax month May 2016 indicates that there was an error made on your resort tax remittance form. Businesses that remit their payment after the end of the month forfeit the 2.5% Admin fee and are subject to a penalty of either \$25.00 for gross sales of \$1500.00 or less for the reported month or \$50.00 for businesses with gross sales over \$1500.00. (Ordinance No, 258. Adopted May 5, 2015). Therefore, tax was Underpaid by \$50.00.

Please make this adjustment on your next month's resort tax remittance. If you have any questions or you reported the resort tax incorrectly, please contact the Town Office at (406) 646-7795.

Sincerely,

  
Sheri Holtzen

Town of West Yellowstone





P.O. Box 96, West Yellowstone, MT 59758  
406-646-7675 ph and fax – e-mail: [info@ywcabins.com](mailto:info@ywcabins.com)

July 22, 2016

Dan Sabolsky  
Operations Manager  
&  
Town of West Yellowstone Town Council  
PO Box 1570  
West Yellowstone, MT 59758

**RE: Notice of late payment for Resort Tax May 2016**

Dear Dan and Town Council Members:

I received Sheri Holtzen's letter stating that our resort tax payment was received on July 5, 2016. However, it was deposited into the drop box, on the back side of the building, around 3:30pm on June 29, 2016.

Normally proving this would be a very difficult thing! However, I distinctly remember making our business license payment on June 28, 2016 – there was no one at the counter and I did not want to just leave it on the counter – in case it got lost. I saw Liz Roos' in the Public Works office and she said to just leave it on the counter. I had forgotten the resort tax payment and just thought I would drop it off tomorrow. As I was walking out I noticed the drop box. The next day I thought it would be more secure there and plus I was in a rush. As I was walking up to the drop box, Mike Gavagan went to hold the door for me. I told him "Thanks but no - I was in a hurry and was just putting it in the drop box". We talked for a few minutes and then I told him I had to run as I needed to make the bank before 4pm.

I have enclosed a letter from Mike Gavagan, as to his statement of our conversation on that day. I have also enclosed a letter from our bank – Yellowstone Basin Bank – attesting to the fact that the only deposit made between the period of June 28 (when I dropped off the business license payment) and July 5, 2016, was done on June 29 @ 4:01pm.

It is my hope that with these two things, Sheri will realize she did not check the drop box as she stated to me on July 20 – "that she checks it every morning". I also wonder – if the sign on the door says payments received after 5pm will post the next day – how would you know if someone made their payment between the morning and 5pm – since she doesn't check it at the end of the day?

I made the payment for the May Resort Tax payment on June 29 and therefore it is not late. Please remove the \$50 charge from our resort tax account. If you have any questions, IO can be reached at 406-646-7675.

Sincerely

Yellowstone Wildlife Cabins

  
Cynthia Knapp  
Manager

Enc. (2)

Daniel Sabolsky  
Town Manager, West Yellowstone, MT

Dear Dan,

I was asked by Cynthia Knapp to type a quick letter to you regarding a brief interaction I had with Cynthia outside the town offices on the week of June 27<sup>th</sup>.

I was entering the town offices on June 29, 2016 in the afternoon when I ran into Cynthia in front of the town offices. I had not seen Cynthia or her husband (former PD officer John Knapp) in some time, so I took a little time to catch up with her. We discussed me being on light duty for the last few months due to my bicep tendon injury which John had also suffered while working for the PD. I remember telling her that I had just got the brace off two days ago and was now in physical therapy. Cynthia could not talk long because she told me she had to get to the bank before they closed to make a deposit.

My understanding is that there may be some confusion on what day Cynthia paid her resort tax. I have no knowledge of why she was at the town offices on that day, just the fact that she was there. We discussed several things that afternoon, but I don't recall discussing resort taxes, mostly we were just catching up.

I don't know if this will provide either of you any information you can use, but Cynthia had asked me to write down what I knew.

Please feel free to call me if you have any questions Dan @ 406-640-1685.



Mike Gavagan  
52 Black Moose Rd.  
PO Box 1510  
West Yellowstone, MT 59758



YELLOWSTONE BASIN  
BANK

July 22, 2016

To Whom It May Concern:

The Knapp's have multiple accounts with us and upon checking all of the accounts between June 28, 2016 to July 5, 2016 there was only 1 day that had a deposit done on it, and that was June 29<sup>th</sup> at 4:01pm.

If you have any questions, please feel free to contact me.

Sincerely,

Barbett Ott  
Branch Supervisor

P.O. Box 1810

phone 406.646.4000

[www.bankingonthefuture.com](http://www.bankingonthefuture.com)

West Yellowstone, Montana 59758

toll free 888.646.1811

216 Grizzly Avenue

406.646.4999 fax

[info@bankingonthefuture.com](mailto:info@bankingonthefuture.com) email

September 7, 2016

Yellowstone Wildlife Cabins  
Cynthia Knapp  
PO Box 96  
West Yellowstone, MT 59758

Re: Resort Tax

Dear Cynthia,

I understand that you are currently in dialog with the Council regarding penalties for May 2016 delinquent resort tax. However, I have been directed by the council to let businesses know monthly if they are delinquent in paying their resort taxes. Review of the recent resort tax collections indicates this business has not remitted resort tax for the following additional month(s):

- July 2016 - \_\_\_\_\_
- \_\_\_\_\_ - \_\_\_\_\_
- \_\_\_\_\_ - \_\_\_\_\_

Please research your records, and if your payment has not been made for said month(s) please remit by the end of the month to avoid further delinquencies. If you have any questions, please feel free to contact the Town Office at (406)646-7795.

*If our records are in error or if your business was closed or will be closed please let us know so we can mark our records appropriately. Were you open and have zero for gross sales? Please still submit a form indicating so for each month effected.*

Thank you for your consideration in this matter,

Sincerely,

Sheri Holtzen  
Deputy Town Clerk

September 14, 2016

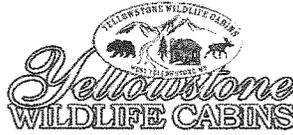
Cynthia Knapp  
PO Box 96  
West Yellowstone, MT 59758

Dear Ms. Knapp

The Town Offices were notified recently that you are operating a retail store located at 433 Highway Ave. If this practice is to continue, please ensure that a business license is obtained in the near future. I have enclosed an application for your convenience. Thank you for your prompt attention to this matter.

Sincerely,

Sheri Holtzen  
Deputy Town Clerk



P.O. Box 96, West Yellowstone, MT 59758  
406-646-7675 ph and fax – e-mail: [info@ywcabins.com](mailto:info@ywcabins.com)

September 29, 2016

Town of West Yellowstone Town Council  
PO Box 1570  
West Yellowstone, MT 59758

**RE: Notice of late payment for Resort Tax July 2016**

Dear Town Council Members:

I received Sheri Holtzen's letter stating that our resort tax payment for July has not been made.

I find this hard to believe since I had given it to Miss Holtzen on Aug 15, 2016, when I came in to meet with Mr. Sabolsky. I walked up to the counter and handed it to Ms. Holtzen and I stated I was there to meet with Dan Sabolsky. She took the envelope from me – put it down on her desk (there were a bunch of papers there) and said – come on around and took me back to Mr. Sabolsky's office. My mind was on the upcoming meeting and I did not think to get it stamped or ask for a receipt.

However, since the letters I gave Mr. Sabolsky that day seem to of gone missing and I had to bring them to the Town Council Meeting on September 6, 2016, I am really not surprised by this.

I made the payment for the July Resort Tax payment on Aug 15, 2016 @ 1pm and therefore it is not late. Please remove another \$50 charge from our resort tax account.

Sincerely

Yellowstone Wildlife Cabins

Cynthia Knapp  
Manager



## HEBGEN BASIN FIRE DISTRICT

P.O. Box 1508 • West Yellowstone, MT 59758

**Station 1**

10 S. Faithful

West Yellowstone, MT 59758

**Station 2**

20 Tern Lane

West Yellowstone, MT 59758

**Station 3**

10 Denny Creek Road

West Yellowstone, MT 59758

406-646-9094 • 406-646-9090 fax

September 28, 2016

Town of West Yellowstone  
Dan Sabolsky  
Town Manager

RE: French Drain

Dear Mr. Sabolsky:

Hebgen Basin Fire District requests town approval to install a French Drain in between the Search and Rescue building and Fire Station 1 towards the south end of the property. The attached map shows exactly where we are looking at installing it. The installation of the Search and Rescue building has created a significant water problem. We are having a hard time in keeping the water drained away from the building and asphalt. The French Drain will help solve the problem. The Fire District will cover the cost for the installation of the drain.

If you have any questions please call me at 406-646-9094 office or 406-640-0301 cell.

Thank you

Shane Grube  
Fire Chief  
Hebgen Basin Fire District



Google earth

feet 100  
meters 30



**TOWN OF WEST YELLOWSTONE**  
**MONTANA**  
*naturally interesting*

## **PUBLIC NOTICE**

### **West Yellowstone Revolving Loan Fund Review Committee**

The West Yellowstone Town Council is seeking interested individuals to serve on the West Yellowstone Revolving Loan Fund Review Committee (WYRLF). This committee shall make all lending decisions pertaining to the WYRLF that is administered by the Town of West Yellowstone. The committee shall be composed of six persons and each member shall be appointed for a term of four years. The committee shall be composed of the Town Operations Manager, the Town Finance Director, a representative from the local business community, a representative from the local community at large, and two representatives from the banking community—each must represent a different bank and may not consider a WYRLF application that involves a current loan request at their bank. Only one representative of the banking community may participate in the consideration of each WYRLF application.

Interested individuals should complete and return the 'Application for Boards and Committees' which is available from the Town Offices, 440 Yellowstone Avenue, West Yellowstone, MT. These positions are open until filled, but preference will be given to applications received by September 20, 2016. For more information or to request an application by e-mail, please contact the Town Offices, 646-7795, or [info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com).

Elizabeth Roos  
Town Clerk





Received  
6-15-16 *AK*

APPLICATION FOR BOARDS AND COMMITTEES

Name Maggie Anderson Date 09-15-16

Address 529 Grayling Ave. PO Box 1318

City West Yellowstone State MT Zip 59758

Phone (Home): \_\_\_\_\_ (Work): 406-646-5215 (Cell/Other): 406-640-1343

E-Mail Address: maggiea@ourbank.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 39 yrs

Board or Committee you are applying for: town of WY Revolving loan fund

Occupation: Banker- President, WY Branch

Employer: First Security Bank

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

If so, which board, and for how long? School Dist 69, 21 yrs; Rev loan fund 4 yr; WY downtown beauti-

Past Memberships and Associations: fication committee 3 yr; WYCC, MTSBA, IBAA, MBA

Current Memberships and Associations: WYCC, IBAA, MBA, Mad Add Architectural Comm

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: 38 years banking professional; 30 years commercial, residential and consumer lending in the town of West Yellowstone and surrounding areas; Chief negotiator WYSD #69 18 years, govt finance; Board Chair WYSD #69, 15 years, Board member 21 years, review & approval of budget & finances.

What are your primary objectives for serving on this board? To assist in determining creditworthiness of Revolving loan fund applicants

References (Individual or Organization):

Mike Polkowske Phone: 406-671-9796

Steve Wheeler, CEO First Security Bank Phone: 406-585-3911

Lanie Gospaderak, Town of WY Finance Officer Phone: 406-646-7795

Signature: Maggie S Anderson Date: Sept. 15 2016

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