

Town of West Yellowstone

Tuesday, December 6, 2016

West Yellowstone Town Hall, 440 Yellowstone Avenue

TOWN COUNCIL WORK SESSION

5:30 PM

Little Rangers Learning Center Update

Discussion ∞

Resort Tax Ordinance Revisions

Discussion ∞

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Purchase Orders

Treasurer's Report & Securities Report, Dated 11/30/16 ∞

Claims ∞

Consent Agenda: **November 18, 2016 Town Council Meeting** ∞

Business License Applications

Advisory Board Report(s)

Town Manager & Department Head Reports

Comment Period

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

NEW BUSINESS

2016 Christmas Stroll Event, December 10, 2016

Discussion/Action ∞

- Application to Maintain an Encroachment, Banners & Burn Barrels
- Outside Amplification Permit
- Special Event Permit

Draft Golf Cart Ordinance

Discussion ∞

Resolution No. 692, Surplus Property, 2 Ford Crown Victoria vehicles

Discussion/Action ∞

Dispatch Center Staffing

Discussion ∞

Personnel Policy Manual Update

Discussion/Action ∞

Big Sky Trust Fund Grant Application/Match

Discussion/Action ∞

Correspondence/FYI/Meeting Reminders

- Growth Policy Update Meeting, December 7, 2016, 6 PM
- Holiday Party, December 15, 2016, 6 PM
- Next Council Meeting, Wednesday, December 21, 2016



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.

3.12.010 Created--General provisions--Imposed.

The financial impact of tourism far outweighs the ability of the Town residents to meet the demand for services expected by tourists solely on the revenue generated by property tax. Therefore, the residents of the Town of West Yellowstone voted to institute a Resort Tax in 1986. Once passing the Montana Legislature, the Town undertook substantial infrastructural improvements and expansion of services that would benefit both visitors and residents. Since a bulk of services provided by the Town are consumed by the tourists; it is the intent of the Town to collect resort taxes on "luxury" items (See 3.12.040 below for definition) purchased and tourist-related entertainments provided by businesses which operate within the Town.

A. A resort tax is imposed on the retail value of all goods and services sold or provided by businesses, groups or organizations located within the town, regardless of the method or manner of the transaction, by the following:

1. Hotels, motels, condominiums, vacation rentals, cabins and any other nightly or weekly lodging or camping facilities;
2. Restaurants, fast food stores, convenience stores, and other food service establishments;
3. Taverns, bars, nightclubs, lounges and other public establishments that serve beer, wine, liquor or other alcoholic beverages by the drink;
4. Groups, organizations, or temporary vendors, with or without tax exempt status;
5. Any business that sells luxuries as defined in Section [3.12.040](#).

Businesses or organizations that sell luxuries must collect a tax on such luxuries. (Ord. 258 §1 (Exhibit A), 2015: Ord. 211 §1, 2003; Ord. 112 §1, 1985)

3.12.020 Definitions.

A. The terms "luxuries," "medical supplies," and "medicine" shall be defined as set forth in MCA Section [7-6-1501](#), and as set forth in more detail below.

B. All references to the "resort tax" and "tax" in this chapter shall refer to the resort tax passed by the electorate of West Yellowstone and as enacted by the ordinance codified in this chapter. (Ord. 258 §1 (Exhibit A), 2015: Ord. 211 §2, 2003; Ord. 113 §1, 1985; Ord. 112 §2, 1985)

3.12.030 Imposed.

There is imposed a duty on each operator of any of the establishments mentioned in this chapter to collect, upon sale, the tax imposed as set forth in this chapter on all customers, regardless of state or

federal tax status, with the only exceptions being those set out in Section [3.12.130](#). (Ord. 258 §1 (Exhibit A), 2015; Ord. 113 §2, 1985)

3.12.040 Luxuries tax.

Each business, group or organization subject to the tax shall collect the same on the retail value of all goods and services sold within the town by the establishments set forth in Section [3.12.010](#). All luxuries shall be taxed.

"Luxuries" shall include but not be limited to:

- A. Any gift item, luxury item or service, or other item, or other item normally sold to the public or to transient visitors or tourists; but the term does not include unprepared food, medicine, medical supplies and services, or any necessities of life.
- B. Sporting goods or the rental thereof.
- C. Rentals on or for the following: snowmobiles, automobiles, all-terrain vehicles, motorcycles, bicycles, skis, boats, campers, boat motors.
- D. Recreational lessons and recreational services, including float trips, guided trips, skiing, fishing trips, hunting trips, backcountry dining trips, other outfitter trips; horseback riding; golfing, rock climbing, cycling, rafting, canoeing, kayaking, dog sledding and ballooning, tours and other attractions.
- E. All souvenir and localized items such as imprinted hats and T-shirts and curios; all nonfood items such as housewares (other than household appliances), automotive supplies and parts; ice; retail liquor, beer and wine, except that sold at state stores.
- F. All attractions such as arcades, bowling centers, concerts, movie/theater tickets and all concessions; event and entertainment tickets (regardless of the method or location of purchase), cover charges, rodeo tickets, voluntary recreational activities such as golfing, swimming, skiing, tanning beds, and other voluntary recreational daily tickets and season passes.
- G. Any other goods or services not exempt by Section [3.12.130](#). (Ord. 258 §1 (Exhibit A), 2015; Ord. 211 §3, 2003; Ord. 113 §12, 1985)

3.12.050 Rate--Duration.

- A. The exact rate of the resort tax is three (3) percent.

B. The duration of the original resort tax as approved by the voters on November 5, 1985, was twenty years from its effective date. The effective date of the resort tax was January 1, 1986.

C. The duration of the resort tax renewal as approved by the voters on November 5, 2002, is twenty years from its effective date. The effective date of the resort tax renewal is January 1, 2006. (Ord. 258 §1 (Exhibit A), 2015: Ord. 211 §4, 2003; Ord. 112 §§3, 4, 5, 1985)

3.12.060 Resort tax payment.

The resort taxes collected by a business in any month are to be paid to the Town on or before the twentieth day of the following month, or if such day falls on a Saturday, Sunday or holiday, then on the next business day. Resort tax payments sent by mail or private courier must be received by the Town on or before the twentieth day of each month, or if such day falls on a Saturday, Sunday or holiday, then on the next business day. (Ord. 258 §1 (Exhibit A), 2015: Ord. 224 §1, 2007: Ord. 219 §1, 2006: Ord. 113 §3, 1985)

3.12.070 Collection duties and responsibilities.

A. The office responsible for receiving and accounting for the resort tax receipts is the Finance Department.

B. The Town manager and his/her agents shall be responsible for enforcing the collection of resort taxes and shall be responsible for overseeing the methods and procedures to be used in enforcing the collection of the resort taxes. (Ord. 258 §1 (Exhibit A), 2015: Ord. 172 §1, 1995: Ord. 113 §§4, 5, 1985)

3.12.080 Resort tax collection fee.

Each collecting merchant shall be entitled to withhold two and one-half percent of the resort taxes collected to defray costs for collecting the resort tax, providing that resort tax payments are made timely in accordance with Section [3.12.060](#). The resort tax collection fee may be withheld by the business at the time of paying the tax to the town. Failure to withhold the fee shall constitute waiver and forfeiture of the same. (Ord. 258 §1 (Exhibit A), 2015: Ord. 222 §1, 2007: Ord. 219 §2, 2006: Ord. 113 §7, 1985)

3.12.090 Records and forms.

The Town shall provide each business that is required to collect resort tax with the proper forms for reporting and making payments. Resort tax payments to the Town shall be tabulated and accounted for on forms prescribed and furnished to the business by the Town. The records and forms held by the Town shall be confidential, and shall not be open to inspection by the public unless so ordered by a court of competent jurisdiction. Each business that is required to collect resort tax must maintain adequate accounting records and pay the resort tax to the Town on the forms provided by the twentieth day of the following month. The accounting records maintained must be accurate, verifiable, and provide a

reasonable audit trail. Failure to maintain adequate accounting records constitutes a violation of this chapter. (Ord. 258 §1 (Exhibit A), 2015: Ord. 219 §3, 2006: Ord. 201 §1, 1999: Ord. 119 §1, 1986; Ord. 113 §8, 1985)

3.12.100 Preservation of records.

Every business required to collect and pay resort tax shall keep and preserve for a period of not less than three years all records necessary to determine the accuracy of the taxes paid, and shall make these records available for audit or inspection on its business premises at all reasonable times. Any audit or inspection shall be conducted in West Yellowstone on the premises of the business or establishment collecting the resort tax or at such other location as the town may determine. (Ord. 258 §1 (Exhibit A), 2015: Ord. 219 §4, 2006: Ord. 201 §2, 1999: Ord. 113 §10, 1985)

3.12.110 Random audit.

Periodic random audits shall be conducted under the direction of the mayor, town manager or a designated representative and all business operators shall cooperate in all respects in the conduct of the audits. Any random audit shall be for the previous calendar year, and shall be conducted in West Yellowstone on the premises of the business or establishment collecting the resort tax or at such other location as the town may determine. If the audit determines a deficiency, it will be at the discretion of the Town to audit the previous two years and require a follow up audit on the next reporting year. Payments and/or arrangements for payment of the amount determined as outstanding resort tax owed shall be paid or arranged within thirty (30) days of the date of the notification of the audit results. Failure to cooperate in any audit or inspection of records, including the failure to make the appropriate records available within fourteen (14) calendar days of the auditor's scheduled audits in West Yellowstone, may result in an automatic nonrenewal of the business license for the subsequent business license year and shall constitute a violation of the provisions of this chapter. (Ord. 258 §1 (Exhibit A), 2015: Ord. 201 §3, 1999: Ord. 113 §9, 1985)

3.12.120 Appeals.

Any business may appeal to the Town council any assessment of penalty or interest; provided, that notice of appeal in writing is filed with the Town clerk within thirty (30) days of the serving or mailing of the determination of the amount of penalty and interest due. The Town council shall on the next immediate regular town council meeting fix the time and place for hearing the appeal and the Town clerk shall cause notice in writing to be personally served by a peace officer upon the operator. The findings and decision of the Town council shall be final and conclusive and shall be served upon the appellant in the manner prescribed for service of notice of hearing or by certified mail directed to the business operator's last known address. Any amount found to be due shall be immediately payable upon service of the findings and decision. (Ord. 258 §1 (Exhibit A), 2015: Ord. 113 §11, 1985)

3.12.130 Exemptions.

Notwithstanding Section [3.12.040](#), however, the following goods and services shall be exempt from the tax:

- A. Utilities and utility services;
- B. Medical supply services and medicine;
- C. Wholesale merchandise for resale at retail or used in the purchaser's business as supplies;
- D. Gasoline and other motor vehicle fuel;
- E. Liquor sold at state liquor stores;
- F. Propane and similar home fuels;
- G. Sales of automobiles, trucks, snowmobiles, motorcycles, all-terrain vehicles, bicycles, skis, boats, outboard motors and chain saws;
- H. Labor on automobiles, trucks, snowmobiles, motorcycles, all-terrain vehicles, bicycles, boats, outboard motors and chain saws;
- I. All non-recreational labor, services and non-recreational state licensed professions and trades;
- J. All payroll and business and labor costs;
- K. Lumber, building supplies and tools, and other tools;
- L. Household appliances;
- M. Any hotel, motel, campground or other lodging facility occupancy, with respect to any person or persons who occupy a room or a space for a period longer than thirty (30) consecutive calendar days; provided, that such person certifies prior to occupancy that the occupancy will exceed thirty (30) consecutive calendar days and does in fact exceed thirty consecutive calendar days;
- N. All sales of goods from businesses via the Internet, catalog or telephone that are shipped out of town and the purchaser never enters the boundaries of the Town shall be exempt. Any goods, services or luxuries that are sold by any means and that will either be obtained, consumed, or enjoyed within the town are not exempt. Further, the services described in Section [3.12.040](#) and sold by a business located

within the Town but consumed or enjoyed outside the boundaries of the town are not exempt, regardless of the method of payment. (Ord. 258 §1 (Exhibit. A), 2015: Ord. 117 §§2, 3, 1986; Ord. 113 §13, 1985)

O. Events may be provided by Administrative Order of the Town Manager or his/her designee, relief from the collection of Resort, Tax if **three** of the following criteria are met:

- The activity is for a local school or church fundraiser.
- The appealing entity can establish that the net proceeds are donated to the local community or school, in kind or monetarily.
- Monies collected are a donation.
- Fees are stipulated by a sanctioning body.
- The entity hosting the event is not required to have a business or expo license.
- If the event's resort tax collections are less than \$50.00.
- The entity conducting the event must have a physical address within the 59758 zip code.

P. The Town provides an appeal process, through Town Council, where an entity may appeal the decision of the Town Manager.

3.12.140 Use of tax moneys.

A. The tax moneys derived from the resort tax may be appropriated by the Town council for any activity, undertaking, or administrative service that the municipality is authorized by law to perform, including costs resulting from the imposition of the tax.

B. There is established a marketing and promotion (MAP) fund for the town. Two and one-half percent of the three percent resort tax collected by the collecting merchant shall be dedicated exclusively to the MAP fund, which fund shall be used solely for the marketing and promotion of West Yellowstone and the surrounding area, as well as the associated costs of administering the fund. The Town council may appropriate additional resort tax receipts to the MAP fund.

C. The Town council shall by resolution establish a board of not less than three or more than seven qualified persons to oversee the MAP fund. At least one member of this board shall be a sitting member of the Town council or the council's designee. The board shall establish policies and procedures for its operation and the general management of the fund in accordance with the council's resolution establishing the board. The board shall also select individual marketing and promotion projects and approve expenditure of funds for such projects, subject to approval by the Town council. (Ord. 258 §1 (Exhibit A), 2015: Ord. 222 §2, 2007: Ord. 112 §6, 1985)

3.12.150 Reduction of property tax levy.

Annually anticipated receipts from the resort tax must be applied to reduce the municipal property tax levy for the fiscal year in an amount equal to five percent of the resort tax revenues derived during the preceding fiscal year. (Ord. 258 §1 (Exhibit A), 2015: Ord. 112 §7, 1985)

3.12.160 Property tax relief fund.

In the event the Town receives more resort tax revenues than had been included in the annual municipal budget, it shall establish a municipal property tax relief fund, and all resort tax revenues received in excess of the budget amount must be placed in the fund. The entire fund must be used to replace municipal property taxes in the ensuing fiscal year. (Ord. 258 §1 (Exhibit A), 2015: Ord. 112 §8, 1985)

3.12.170 Resort tax administration.

The Town shall administer resort tax collections according to the following rules:

- A. Resort tax payments shall be made to the Town finance office by the established deadline.
- B. Failure to report or make resort tax payments by the payment deadline shall result in forfeiture of the resort tax collection fee for the month in which the payment is due.
- C. Failure to pay resort tax before the end of the month in which the payment is due shall result in an administrative fee of either: (1) twenty-five dollars for businesses with gross sales of one thousand five hundred dollars or less for the reported month; or (2) fifty dollars for businesses with gross sales in excess of one thousand five hundred dollars for the reported month, which shall be in addition to any civil penalties awarded to the town in a suit for collection of resort tax.
- D. At the end of each subsequent month after the original payment is due, the Town will assess interest at the rate of three percent of any delinquent resort tax, which shall be assessed on the first business day of the subsequent month and on the first day of each month thereafter until the total amount due, including the administrative fee, is paid in full. This and all administrative fees shall be assessed in addition to any civil penalties awarded to the town in a suit for collection of resort tax.
- E. The Town may revoke the business license of any person or business that violates any provision of this chapter. The Town may revoke a violator's business license either through the administrative procedure described in Chapter [5.04](#) or through a court order or judgment in accordance with Section [3.12.180](#). (Ord. 258 §1 (Exhibit A), 2015: Ord. 250 §1, 2010: Ord. 219 §5, 2006: Ord. 211 §5, 2003; Ord. 112 §9, 1985)

3.12.180 Violation--Civil penalties.

For failure to report taxes when due, failure to pay taxes when due, and other violations of this chapter, the town may seek the following penalties or remedies:

- A. A court judgement in the amount of all unpaid resort taxes, including any unpaid administrative fees assessed under Section [3.12.170](#) and any resort tax collection fees forfeited in accordance with Section [3.12.080](#);
- B. Interest at the rate of ten percent per annum on unpaid resort taxes or administrative fees from the due date or assessment date until paid;
- C. A civil penalty in the amount of fifty percent of the unpaid resort taxes, which includes forfeited resort tax collection fees, plus all costs and attorney's fees incurred by the town in any court action;
- D. An order requiring the delinquent business to undergo a financial audit by the Town or its representatives to determine the proper amount of resort taxes due, including payment by the business of all audit costs and expenses incurred by the Town or its representatives;
- E. Revocation of the violator's Town business license, either through judicial order or the administrative procedure described in Chapter [5.04](#);
- F. Any other penalty, remedy or judicial relief to which the Town is entitled. (Ord. 258 §1 (Exhibit A), 2015: Ord. 219 §6, 2006: Ord. 207 §3, 2000: Ord. 113 §6, 1985)

3.12.190 Violation--Criminal penalties. 

A person or business violating any provision of this chapter is guilty of a misdemeanor and subject to a fine not to exceed one thousand dollars for each violation, or imprisonment not to exceed six (6) months for each violation, or both. (Ord. 258 §1 (Exhibit A), 2015: Ord. 219 §7, 2006)

The Town's Options Regarding Resort Tax Increase

OPTION #1:

Local Option Tax is being pursued by the Montana League of League of Cities and Towns (MLCT), and many of their members (i.e. Belgrade, Bozeman, Billings, and many others.) They are seeking a tax of 3% be available to all communities regardless of their size. Communities can determine the percentage (up to 3% max.) and the use of the funds generated.

OPTION #2:

Being led by the Big Sky Resort Tax Board, they are looking to increase the Resort Tax by an additional 1% to be used exclusively for Workforce housing. They are trying to get other communities/districts (including West) to join their initiative. They have hired a lobbyist and funded the effort with \$90,000 to \$100,000. They already have an attorney drafting the proposed legislation and have the support of Representative Kerry White.

OPTION #3:

Being led by Yellowstone Historic Society (Glen Loomis), they are looking to increase the Resort Tax by an additional 1% to be used exclusively for Historic Preservation.

OPTION #4:

This option was proposed at MLCT Annual Meeting (in the Manager Session) and a Meeting with Big Sky Resort Tax Board by the Town of West Yellowstone. It would be an increase of 1% increase (bringing total rate to 4%) to be used for Community Development initiatives such housing, historic preservation, medical facilities, day care, and infrastructure.

OPTION #5:

This option was proposed at MLCT Annual Meeting and a Meeting with Big Sky Resort Tax Board by the Town of West Yellowstone. It would be an increase of 1% increase to be used by the Community/District for items already permitted by the current Resort Tax legislation.

OPTION #6:

Do nothing and see what transpires.



Dear Councilmembers,

This is a request to exempt the Yellowstone Ski Festival event from collecting and remitting resort tax.

Yellowstone Ski Festival is requesting the exemption for the following reasons:

- Funds generated from the event are used to maintain the infrastructure of the public lands of the Rendezvous Ski Trails
- The festival is a primary financial supporter the West Yellowstone School Nordic Ski Team
- Entrance fees to the races are capped by the U.S. Ski & Snowboard Association (USSA), the sanctioning body of the event, which limits the revenue collected

Thank you for your time and consideration of this matter.

Sincerely,

Moira Dow
Yellowstone Ski Festival Director



Agreement Number: 60722900
 Tax ID Number: 81-0299400
 Expiration Date: 5/31/2017

REPURCHASE CONFIRMATION

Treasurer's Office
 Town of West Yellowstone
 P O Box 1570
 West Yellowstone MT 59758

Trade Date: 11/30/2016
 Settlement Date: 11/30/2016
 Maturity Date: 12/1/2016

Repurchase Rate: The Federal Fund rate as posted by the Federal Reserve Bank of New York, adjusted weekly.

Current Balance: \$652,168.66
 Repurchase Maximum Balance: \$750,000.00
 Current Rate: 0.410%

SECURITY DESCRIPTION

Security	CUSIP	Rate	Maturity	Par	Market Value
Sourdough MT Rural Fire Dist	836172AN6	3.500%	7/1/2026	\$375,000	\$385,134
Gallatin County MT SD #44	36370NCF0	2.000%	6/1/2017	\$500,000	\$507,270
				<u>\$875,000</u>	Total: <u>\$892,404</u>

Fractional Interest in Security* : **73.08%**

*Fractional Interest = [(Current Balance)/(Market Value)] %

This Repurchase Agreement is not a deposit and is not covered by FDIC deposit insurance. In the event of a bank failure, the Town of West Yellowstone will become the owner of the Securities, or obtains a perfected security interest in these Securities.

The following are Bank holidays

- Monday, September 05, 2016
- Monday, October 10, 2016
- Friday, November 11, 2016
- Thursday, November 24, 2016
- Monday, December 26, 2016
- Monday, January 02, 2017
- Monday, January 16, 2017
- Monday, February 20, 2017
- Monday, May 29, 2017

Treasurer's Report 10/2016

11/07/16
16:31:06

TOWN OF WEST YELLOWSTONE
Cash Report
For the Accounting Period: 10/16

Page: 1 of 3
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 General Fund						
101000 CASH	2,189.00	378,079.03	0.00	15,000.00	284,139.22	81,128.81
101100 Investments - CD's	222,367.05	40.81	0.00	0.00	0.00	222,407.86
101300 Investments - Money Market Accou	183,895.99	33.39	0.00	0.00	0.00	183,929.38
101500 Investment-STIP	1,682,566.04	1,341.59	0.00	0.00	0.00	1,683,907.63
103000 Petty Cash	50.00	0.00	0.00	0.00	0.00	50.00
103100 Town Office	50.00	0.00	0.00	0.00	0.00	50.00
103200 Petty Cash/WY Police Dept	50.00	0.00	0.00	0.00	0.00	50.00
103400 Petty Cash-Recreation	150.00	0.00	0.00	0.00	0.00	150.00
Total Fund	2,091,318.08	379,494.82		15,000.00	284,139.22	2,171,673.68
2100 Local Option Taxation-Resort Tax						
101000 CASH	9,935.39	1,102,015.69	0.00	1,076,585.86	0.00	35,365.22
101300 Investments - Money Market Accou	251,543.61	310,810.68	0.00	24,925.68	0.00	537,428.61
101500 Investment-STIP	413,916.74	153,000.00	0.00	524,469.63	0.00	42,447.11
102215 STIP Investment-Rev Bond current	1,476,319.87	25,359.84	0.00	0.00	0.00	1,501,679.71
102225 STIP Reserve Acct Town Hall 10%	134,761.83	81.26	0.00	0.00	0.00	134,843.09
Total Fund	2,286,477.44	1,591,267.47		1,625,981.17		2,251,763.74
2101 Marketing & Promotions (MAP)						
101000 CASH	69,692.37	10,500.00	0.00	44,539.49	0.00	35,652.88
101300 Investments - Money Market Accou	27,070.71	44,544.41	0.00	0.00	0.00	71,615.12
101500 Investment-STIP	65,900.00	0.00	0.00	0.00	0.00	65,900.00
Total Fund	162,663.08	55,044.41		44,539.49		173,168.00
2102 TBID (Tourism Business Improvement District)						
101000 CASH	61,845.51	53,376.00	0.00	0.00	60,824.82	54,396.69
2111 Off Street Parking						
101000 CASH	3,028.53	0.63	0.00	0.00	0.00	3,029.16
101500 Investment-STIP	69,175.80	41.71	0.00	0.00	0.00	69,217.51
Total Fund	72,204.33	42.34				72,246.67
2210 Parks & Recreation						
101000 CASH	2,925.00	0.00	0.00	0.00	500.00	2,425.00
2211 Parks/Rec Donations - Teen Center						
101000 CASH	1,546.61	0.32	0.00	0.00	0.00	1,546.93
2212 Parks - Volleyball Court						
101000 CASH	5,013.73	1.05	0.00	0.00	0.00	5,014.78
2213 Community Garden						
101000 CASH	1,084.25	0.23	0.00	0.00	0.00	1,084.48
2214 Recreation Program Scholarships						
101000 CASH	2,566.70	0.54	0.00	0.00	0.00	2,567.24
2220 Library						
101000 CASH	-2,489.69	19,984.79	0.00	500.00	14,979.67	2,015.43
102130 Donations for Extension Svcs Lib	4,983.92	500.14	0.00	4,827.41	0.00	656.65
103000 Petty Cash	50.00	0.00	0.00	0.00	0.00	50.00
Total Fund	2,544.23	20,484.93		5,327.41	14,979.67	2,722.08
2240 Cemetery						
101000 CASH	5,510.22	1.15	0.00	0.00	0.00	5,511.37
101500 Investment-STIP	7,231.15	0.00	0.00	0.00	0.00	7,231.15
Total Fund	12,741.37	1.15				12,742.52
2390 Drug Forfeiture						

TOWN OF WEST YELLOWSTONE
Cash Report
For the Accounting Period: 10/16

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101000 CASH	6,454.90	0.00	0.00	0.00	0.00	6,454.90
101500 Investment-STIP	16,458.85	0.00	0.00	0.00	0.00	16,458.85
Total Fund	22,913.75					22,913.75
2392 CDBG-Local Source						
101000 CASH	35,197.42	182.39	0.00	0.00	0.00	35,379.81
101500 Investment-STIP	38,822.72	0.00	0.00	0.00	0.00	38,822.72
Total Fund	74,020.14	182.39				74,202.53
2701 Cemetery Perpetual Care (7050)						
101000 CASH	2,873.02	0.60	0.00	0.00	0.00	2,873.62
101500 Investment-STIP	36,155.00	21.80	0.00	0.00	0.00	36,176.80
Total Fund	39,028.02	22.40				39,050.42
2820 Gas Tax Apportionment						
101000 CASH	19,880.03	2,464.08	0.00	7,383.00	0.00	14,961.11
101300 Investments - Money Market Accou	2,043.53	0.37	0.00	0.00	0.00	2,043.90
101500 Investment-STIP	15.95	0.01	0.00	0.00	0.00	15.96
Total Fund	21,939.51	2,464.46		7,383.00		17,020.97
2850 911 Emergency						
101000 CASH	22,026.46	4.36	0.00	0.00	1,121.73	20,909.09
101300 Investments - Money Market Accou	167,245.57	30.37	0.00	0.00	0.00	167,275.94
101500 Investment-STIP	15,000.84	9.05	0.00	0.00	0.00	15,009.89
Total Fund	204,272.87	43.78			1,121.73	203,194.92
2917 Crime Victims Assistance						
101000 CASH	6,454.93	0.00	0.00	0.00	0.00	6,454.93
3050 GO Bond						
101000 CASH	6,232.20	164,416.31	0.00	165,672.25	0.00	4,976.26
101300 Investments - Money Market Accou	51,867.09	9.42	0.00	10,765.00	0.00	41,111.51
101500 Investment-STIP	153,498.39	92.56	0.00	153,000.00	0.00	590.95
Total Fund	211,597.68	164,518.29		329,437.25		46,678.72
4000 Capital Projects/Equipment						
101000 CASH	277.56	250,021.01	0.00	130,000.00	19,629.00	100,669.57
101300 Investments - Money Market Accou	510.97	130,000.09	0.00	0.00	0.00	130,511.06
101500 Investment-STIP	333,691.74	201.21	0.00	0.00	0.00	333,892.95
Total Fund	334,480.27	380,222.31		130,000.00	19,629.00	565,073.58
4060 Public Works Equipment Replacement						
101000 CASH	66,581.43	147,383.00	0.00	24,925.68	188,679.00	359.75
101300 Investments - Money Market Accou	115,074.32	24,946.58	0.00	140,000.00	0.00	20.90
101500 Investment-STIP	239.57	0.15	0.00	0.00	0.00	239.72
Total Fund	181,895.32	172,329.73		164,925.68	188,679.00	620.37
4070 Parkway Construction/Mtn						
101300 Investments - Money Market Accou	2,769.81	0.50	0.00	0.00	0.00	2,770.31
101500 Investment-STIP	4,084.30	2.46	0.00	0.00	0.00	4,086.76
Total Fund	6,854.11	2.96				6,857.07
4075 Street Construction /Maintenance						
101000 CASH	110,116.14	0.02	0.00	110,000.00	0.00	116.16
101300 Investments - Money Market Accou	49.01	110,000.01	0.00	0.00	0.00	110,049.02
101500 Investment-STIP	488,694.37	294.68	0.00	0.00	0.00	488,989.05
Total Fund	598,859.52	110,294.71		110,000.00		599,154.23
5210 Water Operating Fund						

TOWN OF WEST YELLOWSTONE
Cash Report
For the Accounting Period: 10/16

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101000 CASH	24,279.41	27,815.96	0.00	0.00	27,481.75	24,613.62
101300 Investments - Money Market Accou	3,080.60	0.56	0.00	0.00	0.00	3,081.16
101500 Investment-STIP	183,360.75	110.57	0.00	0.00	0.00	183,471.32
102245 Replacement & Depreciation Ent.	149,656.55	90.24	0.00	0.00	0.00	149,746.79
Total Fund	360,377.31	28,017.33			27,481.75	360,912.89
5220 Water Replacement Depreciation Fund						
101000 CASH	66,219.63	13.83	0.00	0.00	0.00	66,233.46
101500 Investment-STIP	283,620.48	171.02	0.00	0.00	0.00	283,791.50
Total Fund	349,840.11	184.85				350,024.96
5310 Sewer Operating Fund						
101000 CASH	58,556.85	38,680.44	908.40	0.00	19,875.49	78,270.20
101300 Investments - Money Market Accou	14,222.70	2.58	0.00	0.00	0.00	14,225.28
101500 Investment-STIP	629,524.78	379.60	0.00	0.00	0.00	629,904.38
101510 Mad Add Construction-STIP	60,874.95	36.71	0.00	0.00	0.00	60,911.66
102245 Replacement & Depreciation Ent.	130,754.13	78.84	0.00	0.00	0.00	130,832.97
Total Fund	893,933.41	39,178.17	908.40		19,875.49	914,144.49
5320 Sewer Replacement Depreciation Fund						
101000 CASH	8,501.38	1.77	0.00	0.00	0.00	8,503.15
101500 Investment-STIP	422,314.59	254.65	0.00	0.00	0.00	422,569.24
Total Fund	430,815.97	256.42				431,072.39
7010 Social Services/Help Fund						
101000 CASH	12,366.37	2.38	0.00	0.00	966.63	11,402.12
101300 Investments - Money Market Accou	20,037.23	3.64	0.00	0.00	0.00	20,040.87
Total Fund	32,403.60	6.02			966.63	31,442.99
7195 Court Collections Trust Acct						
101000 CASH	8,296.49	0.00	0.00	0.00	0.00	8,296.49
7458 Court Surcharge HB176						
101000 CASH	450.00	275.00	0.00	0.00	450.00	275.00
7467 MT Law Enforcement Academy (MLEA)						
101000 CASH	475.00	295.00	0.00	0.00	475.00	295.00
7468 Public Defender Fee						
101000 CASH	124.00	80.00	0.00	0.00	124.00	80.00
7469 City Court - Judge Brandis						
101000 CASH	9,926.50	10,130.00	0.00	6,197.50	1,290.00	12,569.00
7699 Victims Assistance Program						
101000 CASH	451.00	147.00	0.00	0.00	451.00	147.00
7910 Payroll Fund						
101000 CASH	14,842.54	0.00	167,602.11	150,798.01	3,299.88	28,346.76
7930 Claims Fund						
101000 CASH	11,927.40	0.00	461,137.56	396,673.74	0.00	76,391.22
Totals	8,519,109.78	3,008,364.08	629,648.07	2,986,263.25	624,287.19	8,546,571.49

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 12/16

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* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
42628	266 Utilities Underground Location	43.96					
	3035278 10/31/16 excavation notifications	21.98		WATER	5210 430500	357	101000
	3035278 10/31/16 excavation notifications	21.98		SEWER	5310 430600	357	101000
42630	2852 Blackfoot Communications	300.00					
	11/15/16 fiber optic, Town Hall	300.00		TWNHAL	1000 411250	345	101000
42633	42 Fall River Electric	8,483.06					
	11/21/16 UPDH 4212041 elec service	585.33		UPDH	1000 411252	341	101000
	11/21/16 POLICE 4212008 elec service	294.77		POLICE	1000 411258	341	101000
	11/21/16 shop 4212018 elec service	87.32		STREET	1000 430200	341	101000
	11/21/16 ANIMAL 4212029 elec serv	104.67		ANIMAL	1000 440600	341	101000
	11/21/16 PARK 4212032 Elec ser	224.08		PARK	1000 411253	341	101000
	11/21/16 PARK 2901001 elec serv	56.46		PARK	1000 411253	341	101000
	11/21/16 CLORINATOR 4212030 elec serv	56.92*		WATER	5210 430500	341	101000
	11/21/16 MAD ADD WATER 4212017	48.36*		WATER	5210 430500	341	101000
	11/21/16 PUMP 4212005 elec serv	56.63*		WATER	5210 430500	341	101000
	11/21/16 SEWER LIFT STATION 4212006	259.57		SEWER	5310 430600	341	101000
	11/21/16 SEWER PLANT 4212007 elec ser	1,473.83		SEWER	5310 430600	341	101000
	11/21/16 MAD SEWER LIFT 4212014 elec	136.47		SEWER	5310 430600	341	101000
	11/21/16 SEWER TREAT SERV 4212046 ele	2,651.70		SEWER	5310 430600	341	101000
	11/21/16 library 23 dunraven 4212054	135.83		LIBRY	1000 411259	341	101000
	11/21/16 povah comm ctr 4212001	185.59		POVAH	1000 411255	341	101000
	11/21/16 unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	11/21/16 Town Hall 4212009	534.58		TWNHAL	1000 411250	341	101000
	11/21/16 Ice Rink 421010	38.06		PARKS	1000 411253	341	101000
	11/21/16 hayden/grouse well 4212015	40.74*		WATER	5210 430500	341	101000
	11/21/16 substation H2O well 4212031	60.90*		WATER	5210 430500	341	101000
42635	2088 Town West Yellowstone	561.43					
	12/01/16 utility chrgs, Chamber, 895	35.18		BLDGS	1000 411257	340	101000
	12/01/16 utility chrgs, UPDL, 892	57.55		BLDGS	1000 411252	340	101000
	12/01/16 utility chrgs, PS Shops, 884	26.51		BLDGS	1000 411253	340	101000
	12/01/16 utility chrgs. Povah Ctr, 887	52.97		BLDGS	1000 411255	340	101000
	12/01/16 utility chrgs, Police Dept, 886	34.14		BLDGS	1000 411258	340	101000
	12/01/16 utility chrgs, City Park, 885	218.25		BLDGS	1000 411253	340	101000
	12/01/16 utility chrgs, Library, 891	26.96		LIBBLD	1000 411259	340	101000
	12/01/16 utility chrgs, Lift #1, 903	11.48		SEWER	5310 430600	340	101000
	12/01/16 utility chrgs, Twn Hall, 921	98.39		TWNHAL	1000 411250	340	101000
42639	1514 Verizon Wireless	937.62					
	9 Smartphones						
	7 regular phones						
4	laptops						
	11/20/16 640-0108, Police laptop	33.31		SOCSE	1000 420100	345	101000
	11/20/16 640-1103, Operator	31.75		STREET	1000 430200	345	101000

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	11/20/16 640-1438, SS Director	31.75		SOCSE	1000 450135	345	101000
	11/20/16 640-1460, Library Dir, SP	61.75		LIBRAR	2220 460100	345	101000
	11/20/16 640-1461, Facilities Tech, SP	61.75		WATER	5210 430500	345	101000
	11/20/16 640-1462, Operator, SP	61.75		WATER	5210 430500	345	101000
	11/20/16 640-1463, Deputy PSS, SP	61.75		SEWER	5310 430600	345	101000
	11/20/16 640-1472, Ops Mgr, SP	61.75		ADMIN	1000 410210	345	101000
	11/20/16 640-1676, Rec Coord, SP	61.75		REC	1000 460440	345	101000
	11/20/16 640-1754, COP, SP	61.75		POLICE	1000 420100	345	101000
	11/20/16 640-1755, Police	31.75		POLICE	1000 420100	345	101000
	11/20/16 640-1756, Police	31.75		POLICE	1000 420100	345	101000
	11/20/16 640-1757, Police	31.75		POLICE	1000 420100	345	101000
	11/20/16 640-1758, Police, SP	61.75		POLICE	1000 420100	345	101000
	11/20/16 640-1759, Police	31.75		POLICE	1000 420100	345	101000
	11/20/16 640-7547, Facilities Tech	31.75		PARKS	1000 460430	345	101000
	11/20/16 640-9074, PSS, SP	61.83		SEWER	5310 430600	345	101000
	11/20/16 COP laptop	46.21		POLICE	1000 420100	345	101000
	11/20/16 683 laptop	40.01		POLICE	1000 420100	345	101000
	11/20/16 Officer laptop	40.01			1000 420100	345	101000
42641	2813 Century Link	2,585.29					
	11/19/16 DSL Povah, 646-7982	47.00		POVAH	1000 411255	345	101000
	11/19/16 DLS Police 646-0231	62.00		POLICE	1000 420100	345	101000
	11/19/16 DSL Pub Serv Office 646-7949	62.00		BLDINS	1000 430200	345	101000
	11/19/16 Sewer Treat 646-9027	36.56		SEWER	5310 430600	345	101000
	11/19/16 Sewer lift 646-5141	36.64		SEWER	5310 430600	345	101000
	11/19/16 PCC Elevator 646-7481	36.56		POVAH	1000 411255	345	101000
	11/19/16 Centrex Finance - 20%	221.98		FINADM	1000 410510	345	101000
	11/19/16 Centrex, Police-20%	221.98		POLICE	1000 420100	345	101000
	11/19/16 Centrex, Soc Ser -10%	110.99		SOCSE	1000 450135	345	101000
	11/19/16 Centrex, Court - 10%	110.99		COURT	1000 410360	345	101000
	11/19/16 Centrex, Public Services - 20%	221.98		STREET	1000 430200	345	101000
	11/19/16 Centrex, PCC - 10%	110.99		POVAH	1000 411255	345	101000
	11/19/16 Centrex, Lib	111.01		LIB	2220 460100	345	101000
	11/19/16 E911 Viper 646-5170	98.20		E911	2850 420750	345	101000
	11/19/16 E911 255-9710	998.78		E911	2850 420750	345	101000
	11/19/16 E911 255-9712	24.51		E911	2850 420750	345	101000
	11/19/16 Alarm Lines, 646-5185	73.12		TWNHAL	1000 411250	345	101000
42642	73 Westmart Building Center	558.40					
	11/27/16 supplies	199.37		STREET	1000 430200	220	101000
	11/27/16 supplies	14.40		SEWER	5310 430600	220	101000
	11/27/16 supplies	16.59		WATER	5210 430500	220	101000
	11/27/16 supplies	83.50		TWNHAL	1000 411250	366	101000
	11/27/16 supplies	34.18		POVAH	1000 411255	220	101000
	11/27/16 supplies	110.63		PARKS	1000 460430	365	101000
	11/27/16 supplies	33.75		PARKS	1000 460430	220	101000
	11/27/16 supplies	49.38		PARKS	1000 460430	220	101000

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TOWN OF WEST YELLOWSTONE
Claim Approval List
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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	11/27/16	supplies		16.60		SOCSE	1000 450135	220	101000
42643		1140 Sagebrush Floral		349.29					
	944144	07/15/16 barrels, Canyon Street		218.11		PARKS	1000 460430	220	101000
	944148	07/15/16 barrel/planter		131.18		PARKS	2220 460100	220	101000
42644		1331 West Yellowstone Foundation		40.00					
	11/29/16	4 voucher		40.00		HELP	7010 450135	370	101000
42645		1031 Murdoch's Ranch & Home Supply		1,039.93					
	11/25/16	uniforms		1,039.93*		STREET	1000 430200	226	101000
42646		2993 Land Solutions, LLC		7,889.99					
	11/29/16	growth policy update		7,889.99		GROW	1000 411000	357	101000
42647		1085 JD Speciality Services		601.50					
	3264	11/30/16 weld plow		601.50		STREET	1000 430200	369	101000
42648		2635 Jake's Automotive and Tire		67.80					
	13959	11/18/16 tire mount/balance 11 CV		67.80		STREET	1000 430200	239	101000
42649		2268 Myslik, Inc.		145.55					
	111616	TofW 11/17/16 glass door		145.55		STREET	1000 430200	369	101000
42650		1847 Montana State		262.00					
	JC207	11/16/16 water school, D. Arnado		262.00		WATER	5210 430500	380	101000
42651		489 MSE ANALYTICAL LABORATORY		207.00					
	1611067	11/23/16 water samples		207.00		WATER	5210 430500	357	101000
42652		2917 Air Controls Bozeman, Inc.		1,665.98					
	81870	11/17/16 furnace, Town Hall		621.15		TWNHAL	1000 411250	366	101000
	81870	11/17/16 furnace, Povah		1,044.83*		POVAH	1000 411255	350	101000
42653		2854 Kenco Security and Technology		249.50					
	1336623	10/15/16 keys		170.00		TWNHAL	1000 411250	357	101000
	1333923	10/01/16 alarm monitoring		79.50		TWNHAL	1000 411250	357	101000
42654		2842 PayneWest Insurance		92.00					
	116987	11/29/16 business notary bond, L. Johns		92.00		FINADM	1000 410510	520	101000
42655		2507 Silvertip Pharmacy		121.24					
	103116-01	10/31/16 Rx		21.49		HELP	7010 450135	358	101000
	111016-01	11/10/16 Rx		34.75		HELP	7010 450135	358	101000
	111616-01	11/16/16 Rx		65.00		HELP	7010 450135	358	101000

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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 12/16

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* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
42656	99906 Secretary of State 12/01/16 notary filing fee, L. Johnson	25.00 25.00		FINADM	1000 410510	335	101000
42657	634 Petes Rocky Mountain Pizza 08/26/16 pizza-Sum Rec	68.75 68.75		SUMREC	1000 460449	220	101000
42658	2977 Staples Credit Plan 11/11/06 office supplies 11/11/06 office supplies 11/11/06 office supplies	472.36 284.45 157.93 29.98		DISPAT FINADM POLICE	1000 420160 1000 410510 1000 420100	220 220 220	101000 101000 101000
42659	2942 New York Times 11/27/16 subscription Account 901380634	187.20 187.20		LIB	2220 460100	215	101000
42660	547 WY Chamber of Commerce 12/02/16 MAP Advance, 16-17 Kids n Snow	2,500.00 2,500.00		MAP	2101 410130	398	101000
42661	2195 Code Publishing Company 54882 11/18/16 code supplement	550.80 550.80		FIN	1000 410510	390	101000
42662	951 Barnes & Noble 3362561 11/05/16 books 3362569 11/05/16 books 3362570 11/05/16 books 3362575 11/05/16 books 3366304 11/11/16 books	410.84 140.73 51.99 115.21 60.75 42.16		LIB LIB LIB LIB LIB	2220 460100 2220 460100 2220 460100 2220 460100 2220 460100	215 215 215 215 215	101000 101000 101000 101000 101000
42663	2099 Quick Print of West Yellowstone 9400 10/20/16 supplies	28.00 28.00		LIB	2220 460100	220	101000
42664	2264 MORNING GLORY COFFEE & TEA 817546 11/09/16 supplies	37.50 37.50		DISP	1000 420160	220	101000
42665	1089 Gallatin County Treasurer 11/16/16 tv district tax	5.00 5.00		POL	1000 420100	870	101000
42666	2764 HD Supply Waterworks, Ltd. G368826 11/11/16 pvc pipe G421505 11/11/16 hose bibb, valve key G429639 11/23/16 hose bibb	711.15 366.25 237.30 107.60		STREET WATER WATER	1000 430262 5210 430500 5210 430550	365 220 937	101000 101000 101000

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TOWN OF WEST YELLOWSTONE
Claim Approval List
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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
42667		2551 Thyssenkrupp Elevator Corp 5000577666 09/27/16 elevator repair		1,080.00 1,080.00*		POVAH	1000 411255	350	101000
42668		2260 Think One 1612B-01 11/11/16 evaluation and design fees 1612B-02 12/01/16 schematic design		1,689.87 933.12 756.75		PARKS PARKS	4000 460430 4000 460430	920 920	101000 101000
42669		2994 Joshawa Van Leeuwen reimburse DOT physical 171768 11/17/16 DOT reimbursement		100.00 100.00		STREET	1000 430200	380	101000
42670		2537 Balco Uniform Co., Inc. 52298 11/29/16 tri release buckle		4.10 4.10		POLICE	1000 420100	226	101000
42671		2952 DIS Technolgies 30532 11/05/16 managed services agreement		595.00 595.00		DISPAT	1000 420160	398	101000
42672		2995 Mariella Arreguin 11/12/16 povah center deposit refund		350.00 350.00		POVAH	2210 214001		101000
42673		267 Napa Auto Parts 87967063 11/30/16 auto parts		1,271.54 1,271.54		STREET	1000 430200	361	101000
		# of Claims	38	Total:	36,288.65				

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
November 18, 2016

COUNCIL MEMBERS PRESENT: Mayor Jerry Johnson, Cole Parker, Pierre Martineau

OTHERS PRESENT: Finance Director Lanie Gospodarek, Jeremy Weber-Editor, West Yellowstone Star

The meeting is called to order by Mayor Jerry Johnson at 12:00 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$185,390.61. (Parker, Martineau)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the November 1, 2016 Town Council Meeting. (Martineau, Parker)

Public Comment Period

No public comment is received.

Council Comments

Martineau explains that a few weeks ago he went with Dave Magistrelli to a workshop to evaluate the recent CDBG grant that the Town was unsuccessful in obtaining. They learned that their application was lacking in some specific areas and lacked enough documentation. He says that Magistrelli felt like Habitat for Humanity would still be interested in providing labor to build duplexes in West Yellowstone if the Town would provide the land and building materials.

Martineau says that he was able to get some bids to upgrade the TV District tower on Horse Butte, which ranged from \$20,000 to \$50,000. If the upgrade is completed they would be able to provide four channels to the district at no additional charge, the district is funded by property tax assessment. They briefly discuss recruiting more individuals to serve on the board.

The meeting is adjourned. (12:30 PM)

Mayor

ATTEST:

Town Clerk

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: December 6-12, 2016

APPLICANT: West Yellowstone Chamber of Commerce

ADDRESS: 30 Yellowstone Avenue

PHONE: 406-646-7701

INTEREST IN PROPERTY: None, Town Property

OWNER OF RECORD'S SIGNATURE: _____

1. LEGAL DESCRIPTION:

Subdivision: See Map.

Block: _____

Lot: _____

Zoning District Number: _____

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment. See Addendum A

Mary Ann Delle Sor
Signature of Applicant West Yellowstone Chamber

11/30/16
DATE

For Office Use Only:
DECISION BY TOWN COUNCIL

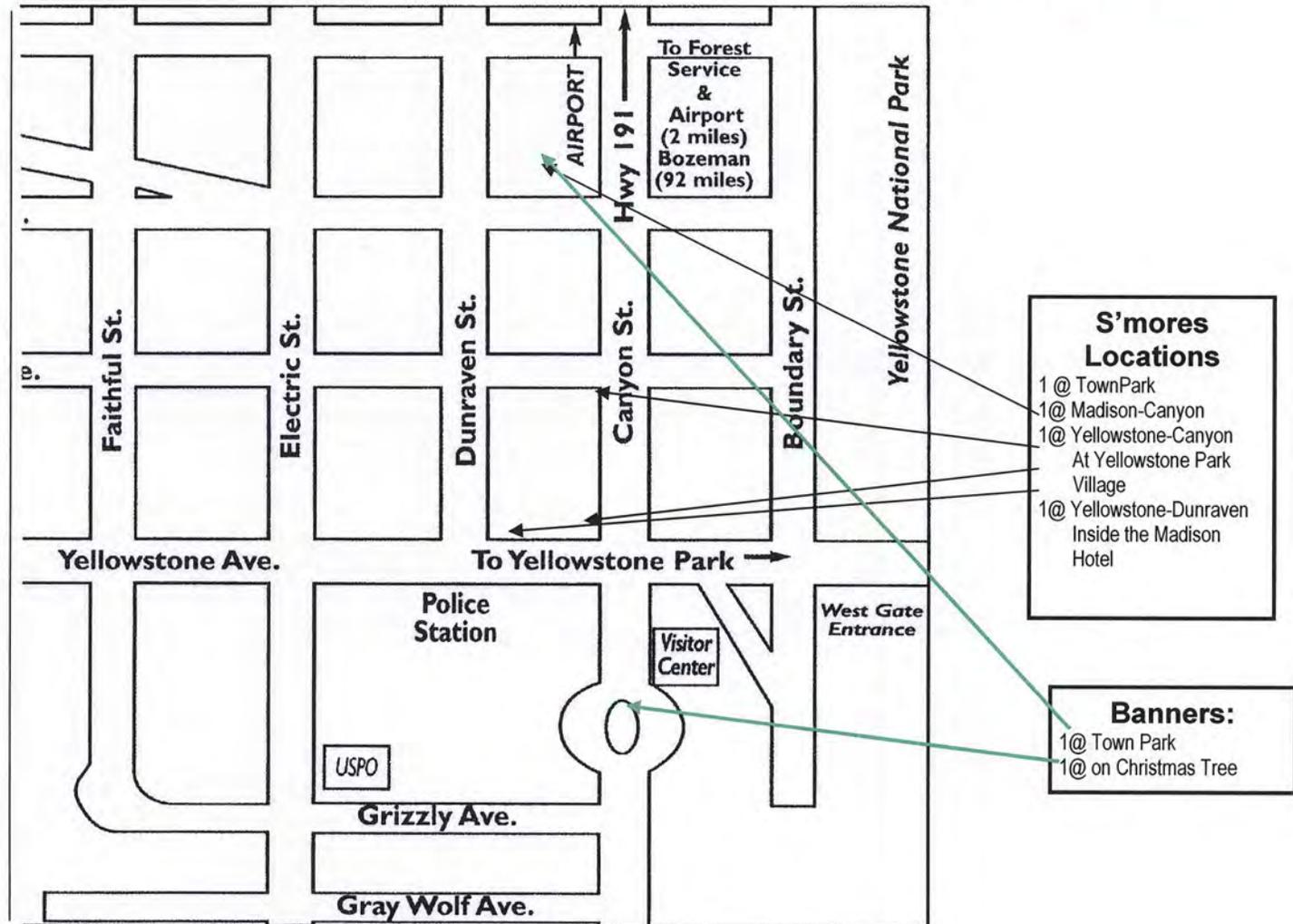
Approved Disapproved

Mayor/Operations Manager

DATE

WEST YELLOWSTONE CHAMBER OF COMMERCE

ENCROACHMENTS FOR BANNERS AND FIRE BARRELS



Addendum A: Application to Maintain an Encroachment

The proposed encroachments would take place from December 6 through 11, 2016.

The Chamber of Commerce wishes to display two banners (each 3' x 8') at the locations indicated on the map--one on the Town Christmas Tree and one on either the Southwest or Southeast corner of the Town Park. The banners will advertise the "shop local" theme and the Christmas Stroll. The banners will be up through December 11, 2016.

The Chamber, as part of the Christmas Stroll, wishes to have four S'mores stations. Two would be on town property and two on private property. All locations are indicated on the map.

Madison Hotel will have their station within the Hotel.

Yellowstone Park Village will have their location within their parking lot.

Each outdoor location will have a burn barrel OR a grill to roast marshmallows. If a barrel is used, it will be elevated on fire bricks to protect the town resources. The S'mores stations will operated from 12:00 - 8:00 pm (except the one at the Town Park which will operate until the end of the skating/sledding party). Volunteers will supervise the fire and the roasting sticks at each location.

The Chamber has arranged with Hart Ranch in the Gallatin Canyon to bring a team of horses and either a carriage or a sleigh (if we have enough snow) offer rides to strollers. A fee will be attached (\$8.00 per adult) to the ride in order to defray the team and sleigh cost. Hart Ranch will have insurance that covers this activity.

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

Event: West Yellowstone Christmas Stroll

Contact Person: Marysue Costello and Amy Jackson

Address of Contact Person: 30 Yellowstone Avenue, West Yellowstone MT 59758

Phone Number: 406-646-7701

Signature of Property Owner of Record: Town Property

Date(s) of Event: Saturday, December 10, 2016

Location: Town Park and Canyon Street

Amplification between the hours of: _____ AM/PM and _____ AM/PM

Description of Event: We have asked Don Perry to provide recorded music at the Town Park and Canyon Street to support caroling and background music for lighting the Christmas tree. Later to have background music for shopping and strolling. Finally to provide music at the Town Park for skating and sledding.

Marysue Costello
Signature of Applicant
11/30/16
Date

FOR OFFICE USE ONLY

Decision by Town Council: **Approved** **Disapproved**

Conditions: _____

Signature of Mayor/Operations Manager: _____

Date

SPECIAL EVENT PERMIT APPLICATION

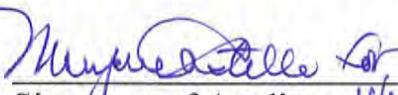
Town of West Yellowstone
Gallatin County, Montana

Event: Christmas Stroll 2016 & Winter Season
 Sponsor Organization: West Yellowstone Chamber of Commerce
 Sponsor Address: PO Box 458 or 30 Yellowstone Avenue
 Contact Person: Marysue Costello and Amy Jackson
 Contact Phone: 406-646-7701 Fax: 406-646-9691
 E-mail Address: director@destinationyellowstone.com
 Date(s) of Event: Saturday, December 10, 2016
 Location of Event: South Canyon Street: December 10, 2016, 4:30 - 6:00 pm

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: \$ _____
 Total Due: \$ 25.00

#22859
 \$25.00
 pd

 Signature of Applicant West Yellowstone Chamber
 11/30/16
 Date

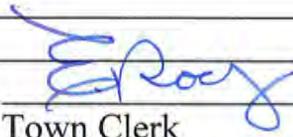
FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<i>JS</i>	11/30	
Fire	<i>SB</i>	12/1	
Police	<i>SW</i>	11/30	Hayrides, etc should have red light or flashing light on
Administration	<i>DS</i>	11/30	

Notes/Conditions: _____

Approved

Denied


 Town Clerk
 12-1-16
 Date

the back

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Event Details

Use this sheet to describe your event in detail including location, routes, directions, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the Town. Please also address parking, trash collection and disposal, expected number of participants and spectators, signs, and amplified sound (if applicable). Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be specifically exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council to make this request. If anything will be sold at the event, an Exposition Business License must also be obtained. Please describe any sale activity below and attach the Exposition Business License application.

This year's annual Christmas Stroll will be held on Saturday, December 10, 2016. Shopping will be encouraged all day. In lieu of a Parade of Lights, there will be a foot parade and the Chamber will be encouraging businesses to decorate and light up for a chance to win cash prizes.

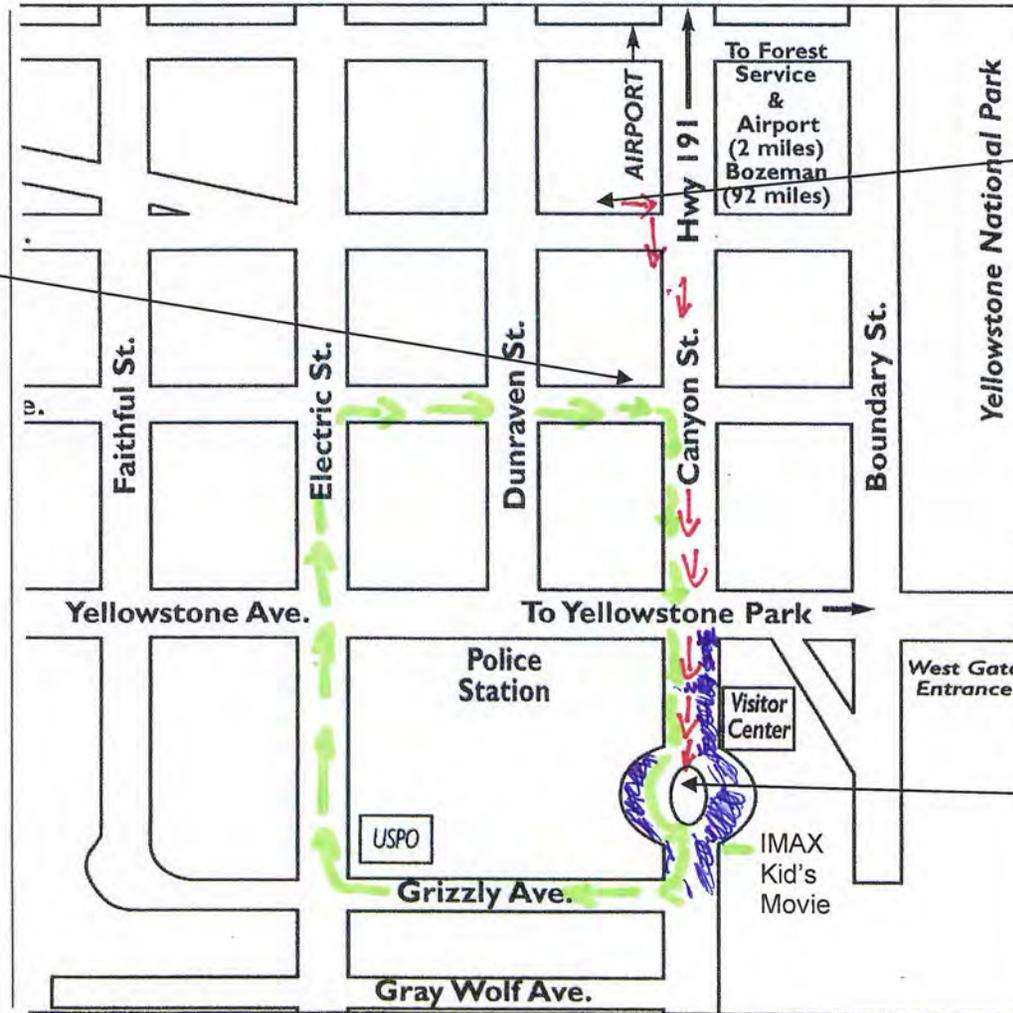
The following schedule covers the planned events. It is also a request to have South Canyon Street between Yellowstone Avenue and Grizzly Avenue temporarily closed from approximately 4:15 to 5:30 pm to accommodate activities of the stroll.

- 10:00 am: Stroll and Reindeer Games at businesses commence for the day.
- 12:00 pm: S'mores stations open and Sleigh Rides (or carriage rides) begin (*see encroachment permit*)
- 4:30 pm (or when the Police Department determines the time if different) temporarily close South Canyon Street between Yellowstone and Grizzly Avenues to vehicular traffic until approximately 5:30. Contact person is Marysue Costello for the Chamber.
Candy canes will be distributed to younger children; while candy canes and sparklers will be distributed to adults and older children in Town Park.
- 4:40 pm Strollers, led by Hebgen Basin Fire transporting Santa and Mrs. Clause and Don Perry with Christmas music to encourage carolers will leave the Town Park and foot parade (although bikes and snowmobiles--should there be sufficient snow--are also encouraged) South on Canyon street to the Town Tree.
- 4:45 pm Santa and Mrs. Clause arrive to conduct the lighting of the tree.
- 5:00 pm Santa and Mrs. Clause will stroll back North on Canyon Street to Madison Crossing for photo ops.
- 5:45 pm Hay rides begin from Madison Crossing to the IMAX for the kids movie
- 6:15 pm Kids movie begins and stroll continues
- 8:00 pm Ice skating and sledding commence at the Town Park.
- 9:30 pm Good Night!

WEST YELLOWSTONE CHAMBER OF COMMERCE

PARADE OF LIGHTS & CHRISTMAS STROLL 2016

Madison Crossing:
Pictures with
Santa.
Hayrides for kids to
movie begin here.



Town Park Parking Lot. Gather to sing some carols, then foot parade (bikes & snowmobiles welcome, too) down Canyon to the Town Christmas Tree. Fire truck with Santa will lead, Don Perry with music to follow and followed by all.

- Foot Parade Route
- Street closed temporarily
- Hayride Route
- Christmas Tree

Section 1: Definitions.

- A) Golf Cart: "Golf Cart" means a motor vehicle that is designed for the use on a golf course to carry a person or persons and golf equipment and that has an average speed of less than fifteen (15) per hour.
- B) Person: "Person" means an individual, corporation, partnership, association, firm, or other legal entity.

Section 2: Golf Carts Generally Prohibited.

Pursuant to MCA 61-8-391, a person may not operate a golf cart on a public street or highway open to the public unless the operation is specifically authorized by the West Yellowstone Town Council pursuant to the process and procedure established in this Chapter.

Section 3: Golf Carts Permitted by Exemption:

Golf carts may be specifically authorized in limited areas on public streets within the Town limits under the following terms and conditions:

- A) Operating Requirements:
 - 1. A person operating a golf cart on a public street shall have a valid driver's license or valid low speed restricted driver's license.
 - 2. A golf cart may not be operated on a public street unless it is equipped with:
 - a. Two headlamps, but no more than two headlamps;
 - b. Two tail lamps, but no more than two headlamps;
 - c. At least one reflector;
 - d. Stop lamps;
 - e. Seatbelts for all passengers;
 - f. A horn; and
 - g. A mirror that reflects to the driver a view of the roadway.
 - 3. Prior to operation on a public street, the golf cart must be appropriately registered with the Montana Motor Vehicle Division per MCA 61-3-321. The registration decal must be displayed visibly on the golf cart at all times of operation.
 - 4. The owner of a golf cart that is registered and operated on a public street by the owner or with the owner's permission shall continuously provide insurance against loss resulting from liability imposed by law for bodily injury or death or damage to property suffered by a person caused by maintenance or use of a golf cart in amount not less than required by MCA 61-6-103.
- B) Time and Place of Operation:
 - 1. No golf cart may be driven, operated, or controlled on public streets or highways:
 - a. Between sunset and sunrise;
 - b. Without the use of lights as equipped;
 - c. Contrary to any traffic law of the Town or the State of Montana;
 - d. With more people than seats and seat belts within the vehicle;
 - e. On any Federal Highways within the Town limits;

- f. In any area where motor vehicle traffic is prohibited, blockaded or presents hazardous travel, including but limited to non-motorized multi-use paths or sidewalks.
2. Golf carts are specifically prohibited from operating on public streets for which the posted speed limit exceeds twenty-five (25) miles per hour.

Section 4: Violation – Penalty:

Violation of this Chapter shall be considered a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500). Incarceration shall not be a penalty for violating this Chapter.

Section 5: Effective Date:

This ordinance shall be effective thirty (30) days after adoption and passage.

Resolution No. 692

DECLARING CERTAIN PROPERTY SURPLUS AND AUTHORIZING DISPOSAL

WHEREAS, the Town of West Yellowstone has acquired certain property that is no longer necessary for the conduct of town business, and

WHEREAS, the Town desires to dispose of this property according to the mechanisms provided by Section 7-8-4201 of the Montana Code Annotated, and

WHEREAS, the Town wishes to make public for the purpose of disposal after providing appropriate public notice the attached equipment list.

NOW THEREFORE BE IT RESOLVED THAT the Town Council of the Town of West Yellowstone, County of Gallatin, State of Montana, hereby declares the property listed above as surplus and hereby authorizes the Operations Manager to dispose of this property through sale, auction or other appropriate means.

**PASSED AND ADOPTED BY THE TOWN COUNCIL AND APPROVED BY
THE MAYOR FOR THE TOWN OF WEST YELLOWSTONE THIS
6th DAY OF DECEMBER, 2016.**

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Town Clerk

Used Equipment List

1. 2008 Ford Crown Victoria
2. 2010 Ford Crown Victoria (salvaged title)

TC NOV. 1, 2016
 FINAL

November 1, 2016
TOWN OF WEST YELLOWSTONE STAFFING PLAN
 Town Council and Mayor
 Town Manager

Finance Director - DH
 Town Clerk FT
 Deputy Town Clerk FT

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

Social Services Director - DH
 Social Services Assistant FT**

Public Services Superintendent - DH
 Deputy Public Services Superintendent FT
 Operator 6 FT*
 Seasonal Laborer 2 SFT**

Head Dispatcher FT
 Dispatchers 5 FT

As Needed Truck Drivers (note 4)

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

City Judge
 Court Clerk PT

Library Director
 Children's Librarian FT
 Library Clerk 3/4 PT

Pre-K Teacher PT (Aprx. 625 hrs/yr - Grant Funded)
 Language Instructor PT (Aprx. 625 hrs/yr - Grant Funded)
 Pre-K Assistant PT (Aprx. 625 hrs/yr - Grant Funded)

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

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

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

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

* Added 1 FT + Two FT (Former 2 FT Facilities Tech Positions)

** Eliminated 1 SFT

*** Eliminated 2 FT Facilities Technician Positions

FT = full-time status

PT = part-time status

SFT = seasonal full-time status

TPT = temporary part-time status

DH = Department Head

Big Sky Trust Fund Grant

Montana Office of Tourism & Business Development

The Big Sky Economic Development Trust Fund Program (BSTF) provides state funds to promote long-term stable economic growth in Montana with financial assistance in the following two categories:

Economic Development Job Creation Projects

Job Creation funding is awarded to create good paying jobs for residents in basic sector businesses, in the form of grants or loans. Local and tribal governments can apply on behalf of a basic sector business to create at least one net new eligible job in Montana. More information on eligible applicants and required activities for funded businesses can be found on the Job Creation Information Page.

Planning Projects

Planning Projects funding is awarded to Certified Regional Development Corporations (CRDCs), tribal governments, or other economic development organizations not part of a CRDC region, to support economic development planning activities, including but not limited to support for business improvement districts; central business district redevelopment; industrial development; feasibility studies; creation and maintenance of baseline community profiles; matching funds for federal funding; preproduction costs for film or media; and administrative expenses. More information can be found on the Planning Projects Information Page.

Program guidelines are available, and includes more information about the program specifics, including eligibility, penalties, procedures and other requirements. Applications for both categories are accepted on an open-cycle basis until all available funds are committed to approved projects.

Applications will be accepted through the funding portal www.fundingmt.org. Applications must be submitted by December 28, 2016 to be considered at the next Grant and Loan Review Committee meeting.

Public Meeting

West Yellowstone Growth Policy Update

Wednesday, December 7, 2016
6-8 PM

West Yellowstone Town Hall
440 Yellowstone Avenue

The Town of West Yellowstone is currently in the process of updating its growth policy, last adopted in 2006. The Town has contracted with Land Solutions, LLC and the Northern Rocky Mountain Economic Development District (NRMEDD) to prepare the update. Public input and participation is a vital part of the process. Community members are invited to attend this meeting to participate and share insights. More information is available online at www.planwestyellowstone.com.

Comments may also be submitted on the website.

For more information, contact the Town Office at 646-7795 or by email to info@townofwestyellowstone.com



TOWN OF WEST YELLOWSTONE
MONTANA
naturally interesting

PUBLIC HEARING
CONDITIONAL USE APPLICATION
Little Rangers Learning Center
(Temporary Use)

NOTICE IS HEREBY GIVEN that the Town Council of the Town of West Yellowstone will conduct a Public Hearing **December 21, 2016** on a Request for Conditional Use made by Little Rangers Learning Center to temporarily operate a preschool center in the Community Protestant Church at 505 N Electric Street from January 1, 2017 through August 31, 2017. The church is located R-4 (Residential-Medium Density) Zoning District. Complete copies of the application and the Town of West Yellowstone's zoning code are available at the Town Offices, 440 Yellowstone Avenue, West Yellowstone, Montana. The Town's zoning code may be accessed on the Town's website: www.townofwestyellowstone.com.

The hearing will be held during the Town Council Meeting at 7:00 PM on December 21, 2016. The meeting will be held at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana. Written testimony may be submitted until 5:00 PM on the date of the hearing to the Town Clerk at the Town Offices, 440 Yellowstone Avenue, or by mail to P.O. Box 1570, West Yellowstone, MT 59758, or by email to info@townofwestyellowstone.com. For further information, please contact the Town Clerk at 406-646-7795 or by email.

Elizabeth Roos
Town Clerk

