

# Town of West Yellowstone

Tuesday, August 15, 2017

West Yellowstone Town Hall, 440 Yellowstone Avenue

## TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Purchase Orders #6750 to Terrell's Office Machines, Kyocera 3552 Copier, \$10,500

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: Minutes of August 1, 2017 Town Council Work Session & Meeting ∞

Minutes of August 8, 2017 Town Council Work Session ∞

Business License Applications

Advisory Board Report(s)

Town Manager & Department Head Reports

### Comment Period

- Public Comment
- Council Comments

**Public Hearings:** Conditional Use Application, MT Metal Works, 315 Geysers Street  
FY 2017-2018 Municipal Budget

### NEW BUSINESS

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Conditional Use Application & Business License Application, MT Metal Works Discussion/Action ∞

Marketing and Promotions Fund Award Recommendations Discussion/Action ∞

- Yellowstone Rendezvous Race 2018, \$4211.50
- Yellowstone Ski Festival Advertising, \$2500.00

Biosphere Designation Discussion/Action ∞

Electric Street Housing Project, Tract 4B Discussion/Action ∞

Crosswalks on Highway 20, Electric and Dunraven Discussion/Action ∞

Employee Personnel Policy Manual Discussion/Action ∞

Resolution No. 703, Set FY 2017-2018 Mill Levy Discussion/Action ∞

Resolution No. 704, Adopt FY 2017-2018 Municipal Budget & TBID Budget Discussion/Action ∞

Resolution No. 705, Conduct 2017 Election by Mail Ballot Discussion/Action ∞

Correspondence/FYI/Meeting Reminders

- Montana League of Cities & Towns Conference, September 26-29, 2017, Great Falls



**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 8-3-17

Ship Via Delivery

Order No. 006750

Department Finance

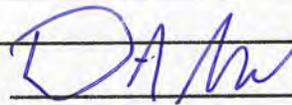
TO: Terrell's Office Machines

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	Kyocera 3552 copy / Print / Fax / Scan

Authorized By



Estimated Cost \$ 10,500.00

Requested By: LG by ER

VENDOR COPY - White OFFICE COPY - Canary

## Equipment Proposed for Town of West Yellowstone

QTY	MODEL	DESCRIPTION
1	Kyocera 3552	35 pages per minute print, fax, duplex copy, color scan,



### Machine Highlights

- 35 pages per minute print speed.
- Scans up to 160 images per minute through the feeder
  - True 1200 x 1200 dpi resolution
  - Mobile print enabled

08/11/17  
15:46:23

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 8/17  
For Pay Date: 08/11/17

Page: 1 of 9  
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
43469	2990 Charles Faught	105.00					
	08/09/17 Overpayment of summer rec	60.00		SUMREC	1000 346050		101000
	08/09/17 Matching funds, scholarship	45.00		SUMREC	1000 346050		101000
43471	266 Utilities Underground Location	83.21					
	3035278 08/31/17 excavation notifications	83.21		WATER	5210 430500	357	101000
	3035278 08/31/17 excavation notifications	0.00		SEWER	5310 430600	357	101000
43473	1089 Gallatin County Treasurer	1,422.00					
	July 2017 08/29/17 Tech surcharge	420.00		COURT	7458 212200		101000
	July 2017 08/29/17 MLEA	460.00		COURT	7467 212200		101000
	July 2017 08/29/17 Public Defender	125.00		COURT	7468 212200		101000
	July 2017 08/29/17 Victims Assistance	417.00		COURT	7699 212200		101000
43474	2088 Town West Yellowstone	740.37					
	08/01/17 utility chrgs, Chamber, 895	84.84		BLDGS	1000 411257	340	101000
	08/01/17 utility chrgs, UPDL, 892	58.71		BLDGS	1000 411252	340	101000
	08/01/17 utility chrgs, PS Shops, 884	26.64		BLDGS	1000 411253	340	101000
	08/01/17 utility chrgs, Povah Ctr, 887	79.20		BLDGS	1000 411255	340	101000
	08/01/17 utility chrgs, Police Dept, 886	34.05		BLDGS	1000 411258	340	101000
	08/01/17 utility chrgs, City Park, 885	284.97		BLDGS	1000 411253	340	101000
	08/01/17 utility chrgs, Library, 891	33.87		LIBBLD	1000 411259	340	101000
	08/01/17 utility chrgs, Lift #1, 903	11.48		SEWER	5310 430600	340	101000
	08/01/17 utility chrgs, Twn Hall, 921	126.61		TWNHAL	1000 411250	340	101000
43475	2853 Two Seasons Recycling	500.00					
	2017-345 08/28/17 monthly recycling	500.00		PARKS	1000 460430	398	101000
43477	146 Morrison-Maierle, Inc	65.00					
	26745 08/07/17 Town Offices online backup	65.00		FINADM	1000 410510	356	101000
43478	1514 Verizon Wireless	2,801.94					
	18 Smartphones						
	1 regular phones						
	3 laptops						
	08/20/17 640-0108, Police	63.77		SOCSEK	1000 420100	345	101000
	08/20/17 640-0121 Laptop	40.03		STREET	1000 430200	345	101000
	08/20/17 640-0141 Street SP	63.75		STREET	1000 420100	345	101000
	08/20/17 640-1103, Operator SP	63.77		STREET	1000 430200	345	101000
	08/20/17 640-1438, SS Director	28.16		SOCSEK	1000 450135	345	101000
	08/20/17 640-1460, Library Dir, SP	63.75		LIBRAR	2220 460100	345	101000
	08/20/17 640-1461, Facilities Tech, SP	63.75		WATER	5210 430500	345	101000
	08/20/17 640-1462, Operator, SP	63.75		WATER	5210 430500	345	101000
	08/20/17 640-1463, Deputy PSS, SP	63.75		SEWER	5310 430600	345	101000
	08/20/17 640-1472, Ops Mgr, SP	63.75		ADMIN	1000 410210	345	101000

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	08/20/17	640-1676, Rec Coord, SP		63.77	REC	1000 460440	345	101000
	08/20/17	640-1754, COP, SP		63.75	POLICE	1000 420100	345	101000
	08/20/17	640-1755, Police		63.77	POLICE	1000 420100	345	101000
	08/20/17	640-1756, Police		63.75	POLICE	1000 420100	345	101000
	08/20/17	640-1757, Police		63.75	POLICE	1000 420100	345	101000
	08/20/17	640-1758, Police, SP		63.75	POLICE	1000 420100	345	101000
	08/20/17	640-1759, Police		63.75	POLICE	1000 420100	345	101000
	08/20/17	640-7547, Facilities Tech SP		63.75	PARKS	1000 460430	345	101000
	08/20/17	640-9074, PSS, SP		63.75	SEWER	5310 430600	345	101000
	08/20/17	COP laptop		40.01	POLICE	1000 420100	345	101000
	08/20/17	683 laptop		46.21	POLICE	1000 420100	345	101000
	08/20/17	Equipment returns		0.00	STREET	1000 430200	220	101000
	08/20/17	new phone		1,499.95	POLICE	1000 420100	220	101000
	08/20/17	640-0159 STREET SP		63.75	STREET	1000 430200	345	101000
43479		2813 Century Link		1,469.39				
	08/19/17	credit for mis-posted pymt		-62.00	BLDINS	1000 430200	345	101000
	08/19/17	Police 646-7600		334.43	POLICE	1000 420100	345	101000
	08/19/17	E911 Viper 646-5170		98.12	E911	2850 420750	345	101000
	08/19/17	E911 255-9710		998.70	E911	2850 420750	345	101000
	08/19/17	E911 255-9712		27.10	E911	2850 420750	345	101000
	08/19/17	Alarm Lines, 646-5185		73.04	TWNHAL	1000 411250	345	101000
43480		2546 Century Link QCC		12.88				
	08/23/17	long dist chg 406-646-7600		12.88	DISPAT	1000 420100	345	101000
43482		2789 WEX Bank		3,109.49				
	08/01/17	07 Ford Expedition 6-54563A		83.14	SS	1000 450135	231	101000
	08/01/17	06 Dodge Durango 6-1374		195.36	PUBSER	1000 430200	231	101000
	08/01/17	17 Dodge Ram #1		202.70	POLICE	1000 420100	231	101000
	08/01/17	17 Dodge Ram #2		293.77	POLICE	1000 420100	231	101000
	08/01/17	10 Ford Expedition 6-000046		217.88	POLICE	1000 420100	231	101000
	08/01/17	11 Ford Expedition 6-21425A		196.16	POLICE	1000 420100	231	101000
	08/01/17	10 JD Backhoe		62.99	STREET	1000 430200	231	101000
	08/01/17	77 Int'l Dumptruck		0.00	STREET	1000 430200	231	101000
	08/01/17	Snow Blower		0.00	STREET	1000 430200	231	101000
	08/01/17	85 Ford Dumptruck		0.00	STREET	1000 430200	231	101000
	08/01/17	140 G Grader		68.52	STREET	1000 430200	231	101000
	08/01/17	CAT 936 Loader		99.38	STREET	1000 430200	231	101000
	08/01/17	91 Ford 6-582		32.52	STREET	1000 430200	231	101000
	08/01/17	15 Sweeper		341.11	STREET	1000 430200	231	101000
	08/01/17	97 Athey Sweeper		0.00	STREET	1000 430200	231	101000
	08/01/17	14 Water Truck		125.50	STREET	1000 430200	231	101000
	08/01/17	00 Freightliner Dump 6-60700A		80.90	STREET	1000 430200	231	101000
	08/01/17	2010 JD 772 Grader		0.00	POLICE	1000 420100	231	101000
	08/01/17	02 Freightliner Dump 6-54564A		81.12	STREET	1000 430200	231	101000

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	08/01/17	08 Ford Pickup 6-1450	200.28		STREET	1000 430200	231	101000
	08/01/17	08 GMC Pickup 6-1484	199.38		STREET	1000 430200	231	101000
	08/01/17	08 CAT 938H Loader	0.00		STREET	1000 430200	231	101000
	08/01/17	08 904B MiniLoader	41.71		STREET	1000 430200	231	101000
	08/01/17	93 Dodge 6-2010	0.00		STREET	1000 430200	231	101000
	08/01/17	YNP Truck #2	0.00		STREET	1000 430200	231	101000
	08/01/17	08 Ford Escape (multi-use)	100.70		DISPAT	1000 420160	370	101000
	08/01/17	14 Police Interceptor	243.07		POLICE	1000 420100	231	101000
	08/01/17	15 Ford F-250	243.30		STREET	1000 430200	231	101000
43484		95 Energy West-Montana	756.61					
	08/28/17	nat gas 210361788 updl	222.38		UPDH	1000 411252	344	101000
	08/28/17	nat gas 210360293 Police	22.77		POLBLD	1000 411258	344	101000
	08/28/17	nat gas 210361746 Pub Services	57.44		STREET	1000 430200	344	101000
	08/28/17	nat gas 210361811 old firehall	18.00		PARK	1000 460430	344	101000
	08/28/17	nat gas 210363966 old bld ins	19.19		STREET	1000 430200	344	101000
	08/28/17	nat gas 210360540 library	20.37		LIBBLD	1000 411259	344	101000
	08/28/17	nat gas 210364599 Povah	186.26		POVAH	1000 411255	344	101000
	08/28/17	nat gas 210361697 Iris Lift St	29.91		PUBSVC	1000 430200	344	101000
	08/28/17	nat gas 210365425 Twn Hall	155.15		TWNHAL	1000 411250	344	101000
	08/28/17	nat gas 210361655 Mad Add Sewe	25.14		SEWER	5310 430600	344	101000
43497		2490 MMIA	24,660.00					
	07/01/17	insurance, property/vehicle	18,002.00		STREET	1000 510330	512	101000
	07/01/17	insurance, property/vehicle	2,466.00		WATER	5210 510330	512	101000
	07/01/17	insurance, proprty/vehicle	4,192.00		SEWER	5310 510330	512	101000
43502		2977 Staples Credit Plan	650.20					
	1839046291	06/15/17 toner cartridges	80.98		FINANC	1000 410510	220	101000
	1839165701	06/15/17 kleenex, office supplies	65.08		FINANC	1000 410510	220	101000
	1848820441	06/30/17 labels, file folders	205.94		COURT	1000 410360	220	101000
	1850355121	07/04/17 copy paper, pens	57.27		DISPAT	1000 420160	220	101000
	1854719891	07/12/17 toner, paper, pencils	190.95		FINADM	1000 410510	220	101000
	1854779901	07/12/17 copy paper	49.98		FINADM	1000 410510	220	101000
43503		2264 MORNING GLORY COFFEE & TEA	37.50					
	392367	07/28/17 coffee	37.50		DISPAT	1000 420160	220	101000
43504		2586 Waxie Sanitary Supply	568.84					
	76838238	07/24/17 teri wipes	175.88		PARKS	1000 460430	220	101000
	76853426	07/31/17 urinal cakes	217.08		PARKS	1000 460430	220	101000
	76864892	08/04/17 teri wipes	175.88		PARKS	1000 460430	220	101000

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43505	2800 RDO Equipment Co.	91.56					
	P32885 07/21/17 key	18.38		STREET	1000 430200	369	101000
	P32885 08/04/17 Towel dispensers	71.88		STREET	1000 430200	220	101000
	05/31/17 late fee	1.30		STREET	1000 430200	220	101000
43506	379 Energy Laboratories, Inc	420.00					
	92817 07/21/17 influent & effluent testing	420.00		SEWER	5310 430640	354	101000
43507	2866 Blue Heron Enterprises	19,994.10					
	2 08/01/17 city park Exterior Remodel	19,994.10*		PARKS	4000 460430	920	101000
43508	2937 CINTAS First Aid & Safety	193.87					
	5006831014 12/21/16 first aid supplies	73.32		JAIL	1000 420230	351	101000
	5007689004 04/10/17 first aid supplies	120.55		JAIL	1000 420230	351	101000
43509	2818 Avtec, Inc. (Scoutcare)	1,500.00					
	31540 08/01/17 scoutcare annual software supp	1,500.00		DISPAT	1000 420160	398	101000
43510	2898 TransUnion Risk and Alternative	89.80					
	08/01/17 background checks	89.80		POLICE	1000 420100	220	101000
43511	1311 Teton Communications	680.35					
	129559 08/01/17 surveillance kits	680.35		POLICE	1000 420100	362	101000
43512	2932 OverDrive, Inc.	760.20					
	07181784 07/18/17 MT Library-to-Go	760.20		LIBRAR	2220 460100	398	101000
43513	2575 WY Tourism Business Improvement	45,678.78					
	08/01/17 July 2017 collections	45,678.78		TBID	2102 411800	540	101000
43514	489 MSE ANALYTICAL LABORATORY	50.00					
	1706129 06/26/17 2016 CCR	50.00		WATER	5210 430500	357	101000
43515	2099 Quick Print of West Yellowstone	190.48					
	8914 07/21/17 B Martin business cards	48.75		DISPAT	1000 420160	220	101000
	9026 08/02/17 V Vazquez business cards	48.75		SOCSRV	1000 450135	220	101000
	8683 06/12/17 Laminate Chinese sheets	19.75		POLICE	1000 420100	220	101000
	1038 07/06/17 Fed Ex delivery	24.13		WATER	5210 430500	311	101000
	1219 07/20/17 sample shipping	13.15		WATER	5210 430500	357	101000
	1259 07/24/17 Shipping for repair	35.95		POLICE	1000 420100	220	101000

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43516			674 Karst Stage	3,475.00					
	107124	07/18/17 7/5/17 charter		695.00		SUMREC	1000 460449	319	101000
	107125	07/18/17 7/12/17 charter		695.00		SUMREC	1000 460449	319	101000
	107126	07/26/17 7/19/17 charter		695.00		SUMREC	1000 460449	319	101000
	107127	07/28/17 7/26/17 charter		695.00		SUMREC	1000 460449	319	101000
	107218	08/04/17 8/2/17 charter		695.00		SUMREC	1000 460449	319	101000
43517			1674 Madison Crossing	960.00					
	143	07/01/17 6 month mbrship, 5 police offi		960.00		POLICE	1000 420100	130	101000
43518			2421 NAPA Auto Parts	263.57					
	213394	07/31/17 vehicle parts and supplies		263.57		STREET	1000 430200	361	101000
43519			2991 West Yellowstone Star	485.20					
	1540	07/06/17 July Flouride info ads (4x)		390.00		WATER	5210 430500	327	101000
	1540	07/06/17 July Dispatch position ads (4)		63.20		DISPAT	1000 410210	327	101000
	1708	08/02/17 Public Hearing Conditional Use		32.00		ADMIN	1000 410210	327	101000
43520			2507 Silvertip Pharmacy	20.82					
	1-19316	08/21/17 help fund voucher		20.82		SOCSEER	7010 450135	358	101000
43521			3030 Irma Vazquez	46.80					
		08/01/17 travel, food pickup		46.80		SOCSEER	1000 450135	370	101000
43522			151 Gallatin County WY TS/Compost	1,171.35					
	96361	07/31/17 garbage removal		1,171.35		PARKS	1000 460430	534	101000
43523			1531 Saurey Construction, Inc.	35,920.00					
	1588	08/02/17 pavillion construction		35,920.00*		PARKS	4000 460430	920	101000
43524			2998 Stahly Engineering & Associates,	5,354.00					
	7	08/04/17 Paving evaluation		2,773.00		STREET	1000 430200	357	101000
	7	08/04/17 GIS		1,290.50		WATER	5210 430550	355	101000
	7	08/04/17 GIS		1,290.50		SEWER	5310 430630	355	101000
43525			2969 Assoc. of Public Treasures of	145.00					
	105183	08/01/17 Membership dues		145.00		FINANC	1000 410510	335	101000
43526			3028 Daniel Palmer	184.00					
		08/05/17 billings, police training		184.00		POLICE	1000 420100	370	101000

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43527	2821 Teton Turf & Tree Farm	390.00					
	15435 07/26/17 1200 3D Small Rolls Sod	260.00		PARKS	1000 460430	365	101000
	15442 07/28/17 600 3D Small Rolls Sod	130.00		PARKS	1000 460430	365	101000
43528	162 House of Clean	109.26					
	192026-00 08/04/17 cleaning supplies	109.26		PARKS	1000 460430	220	101000
43529	547 WY Chamber of Commerce	4,085.00					
	153139 06/29/17 Main wrap for Mobile Stage	4,085.00		STAGE	1000 411040	354	101000
43530	2491 MMIA	66,835.00					
	FY 17-18 07/01/17 Insurance, Liability	48,789.55		INSUR	1000 510330	513	101000
	FY 17-18 07/01/17 Insurance, Liability	6,683.50		WATER	5210 510330	513	101000
	FY 17-18 07/01/17 Insurance, Liability	11,361.95		SEWER	5310 510330	513	101000
43531	2978 Economart	21.83					
	1019944 07/24/17 help fund fuel	21.83		SOCSR	7010 450135	231	101000
43532	135 Food Roundup	34.41					
	319822 07/02/17 groceries for prisoner	20.76		JAIL	1000 420230	220	101000
	347716 07/25/17 food for work session	13.65		LEGIS	1000 410100	220	101000
43533	1568 Human Resource Development	150.00					
	0040 08/09/17 I Vazquez #2 training session	150.00		SOCSR	1000 450135	380	101000
43534	1 First Security Bank	14,639.94					
	Aug 17 08/04/17 loader financing, principal	13,561.16		STREET	1000 490520	610	101000
	Aug 17 08/04/17 loader financing, interest	1,078.78		STREET	1000 490520	620	101000
43535	1 First Security Bank	55,629.55					
	08/04/17 Go Bond principal	44,653.67		GOBOND	3050 490100	610	101000
	08/04/17 Go Bond interest	10,975.88		GOBOND	3050 490100	620	101000
43536	1461 OCLC, INC	751.17					
	548408 07/31/17 cataloging/metadata	751.17		LIBRAR	2220 460100	398	101000
43537	2673 First Bankcard	974.32					
	3603469 06/29/17 Amazon otterboxes	109.35		POLICE	1000 420100	220	101000
	6161068 07/03/17 Amazon headset (since returne	64.99		DISPAT	1000 420160	220	101000
	7179413 07/04/17 2 widescreen monitors	325.98		DISPAT	1000 420160	216	101000
	07/13/17 MT Violent Crime class reserva	195.00		POLICE	1000 420160	380	101000
	8681443 07/27/17 Galls, uniforms	240.00		POLICE	1000 420100	226	101000
	07/25/17 late fee	39.00		POLICE	1000 420100	220	101000

08/11/17  
15:46:23

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 8/17  
For Pay Date: 08/11/17

Page: 7 of 9  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
43538		386 MT Law Enforcement Academy		375.00					
	10649	08/02/17 tuition, firearms instructor		300.00		POLICE	1000 420100	380	101000
	10649	08/02/17 lodging, at training		75.00			1000 420100	370	101000
43539		2740 Fly Fisherman		48.00					
	08/10/17	2 year renewal		48.00		LIBRAR	2220 460100	215	101000
43540		2952 DIS Technolgies		595.00					
	31942	08/05/17 monthly service		595.00		POLICE	1000 420100	398	101000
43541		1311 Teton Communications		700.00					
	7918	08/07/17 LogMeIn software		480.00		DISPAT	1000 420160	398	101000
	7918	08/07/17 LogMeIn install		220.00		DISPAT	1000 420100	362	101000
43542		73 Westmart Building Center		2,507.48					
	07/27/17	Street and Building		28.49		STREET	1000 430200	366	101000
	07/27/17	Street Supplies		159.97		STREET	1000 430200	220	101000
	07/27/17	Water		21.35		WATER	5210 430500	220	101000
	07/27/17	Police Building		270.69		POLICE	1000 411258	366	101000
	07/27/17	Police Supplies		107.24		POLICE	1000 420100	220	101000
	07/27/17	UPDL		119.85		UPDL	1000 411252	220	101000
	07/27/17	Town Hall		159.47		TWNHAL	1000 411250	366	101000
	07/27/17	Povah Center		24.20		POVAH	1000 411255	220	101000
	07/27/17	Parks Grounds		1,047.61		PARKS	1000 460430	365	101000
	07/27/17	Parks Supplies		198.80		PARKS	1000 460430	220	101000
	07/27/17	Parks Building		213.63*		PARKS	1000 460430	366	101000
	07/27/17	Cemetery		17.07		CEMET	2240 430900	220	101000
	07/27/17	Park Restroom		46.87*		PARK	4000 460430	920	101000
	07/27/17	Mobile Stage		65.66		STAGE	1000 411040	354	101000
	07/27/17	Clinic		26.58		CLINIC	1000 411251	366	101000
43543		40 Jerry's Enterprises		92.41					
	07/14/17	fuel, parks		72.42		PARKS	1000 460430	231	101000
	10185872	06/29/17 Vehicle Charger		19.99		POLICE	1000 420100	220	101000
43544		951 Barnes & Noble		603.94					
	3508793	07/31/17 library books		129.80		LIBRAR	2220 460100	215	101000
	3505812	07/25/17 library books		147.23		LIBRAR	2220 460100	215	101000
	3505638	07/25/17 library books		326.91		LIBRAR	2220 460100	215	101000

08/11/17  
15:46:23

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 8/17  
For Pay Date: 08/11/17

Page: 8 of 9  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
43545		2978 Economart		411.26					
	110185B	07/31/17 fuel, public works		411.26		STREET	1000 430200	231	101000
43546		1 First Security Bank		77,370.57					
	08/04/17	80 Acre principal payment		62,838.17		80ACRE	2100 490200	610	101000
	08/04/17	80 Acre interest payment		14,532.40		80ACRE	2100 490200	620	101000
43547		3057 Crossmatch		38.72					
	286064	08/09/17 Bal pymt for fingerprint syste		38.72		POLICE	2390 420142	900	101000
43548		2813 Century Link		131.00					
	07/28/17	406-646-7949 City Shop June		62.00		STREET	1000 430200	345	101000
	07/28/17	406-646-7949 City Shop July		69.00		STREET	1000 430200	345	101000
		# of Claims	59	Total:	381,151.17				



**WEST YELLOWSTONE TOWN COUNCIL**  
**Town Council Work Session & Meeting**  
**August 1, 2017**

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

OTHERS PRESENT: Town Manager Daniel Sabolsky, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Scott Newell, Social Services Director Kathi Arnado

Richard and Teri Gibson, John Gospodarek, Don Perry, Jeff Lord-Alge, Marysue Costello, Wendy Swenson, Randy Wakefield, Denice Sabolsky

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

Portions of the meeting are being recorded.

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

**WORK SESSION**

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- A) Mayor Johnson calls the meeting to order and explains that the first topic of discussion is the revised Employee Personnel Policy Manual. He explains that Town Manager Dan Sabolsky has tried to make it so the employee bargaining units and the personnel policy manual are in line. Sabolsky says that he has received input on the manual from MMIA (Montana Municipal Interlocal Authority), Bill Hanson and Jane Mersen of Kasting, Kaufman, and Mersen. Johnson asks the council members if there is anything in particular that they want to bring up. Parker asks about the work week as defined on page 49 and asks if that needs to be spelled out specifically. Sabolsky says that the bargaining agreements have the work week outlined the same way. Johnson brings up the possibility of changing the work week to Monday through Sunday instead of Sunday through Saturday. Parker asks if most of the Towns issues reside in Chapter VIII, Hours of Work and Overtime, but states that he is more comfortable with Department Heads being available to the public from 8 AM until 5 PM daily. Sabolsky says that the Public Services Department has been working a flexible schedule pretty successfully. The group discusses the excess hours section, leave hours that can be accrued by exempt employees for time worked over 40 hours in a week. Under the current manual, these hours can be accrued for any amount of time worked over 40 hours, but the new proposal is to require exempt employees to work 48 hours before accruing any excess hours. The Council considers whether Department Heads should be allowed to accrue excess hours. Sabolsky says that he thinks it would be appropriate if they only accrued excess hours after working a full 48 hours in a week. Johnson says that as long as he has been involved with the Town, management of excess hours has been a problem. He says that if the Department Head can't get their job done, then maybe the real problem is that they need more help. He says that there are all kinds of leave time that is not getting used because of the existence of excess hours. The group also discusses Bereavement Leave. Sabolsky explains that the current proposal is to reduce the number of paid days off from 5 days to 3 days. There is ample discussion about the proposed change and the group also considers limiting the number of days in a year. The group generally agrees to leave it at five days but limit use of the benefit to once per calendar year and to clarify that it means not to exceed 40 hours. The group discusses pregnancy, parental, and disability leave at length. Sabolsky says that since the Town has fewer than 50 employees, it is not subject to the Family Medical Leave Act. Sabolsky points out multiple changes and clarifications they have made to these sections. The group discusses excess hours again. Sabolsky explains that the current proposal is to require exempt employees to work 48 hours before accruing excess hours but allowing those employees to carry 80 hours rather than just 40. Sabolsky says that they should discuss personal leave, a type of leave that has been removed from the manual. He says that he has done a lot of research and determined that there is a wide range of approaches to this topic. He says that they

currently allow employees to use 40 hours of sick leave in a year as personal leave. Lisa Johnson, Deputy Clerk and Union Steward, suggests only allowing the use of personal leave if an employee has run out of vacation hours. The Council suggests leaving it out of the manual, acknowledging that it is allowed in the collective bargaining agreements. The group also discusses “floating holidays,” which is the use of a holiday on another day if the employee is required to work on the holiday. The new language allows this as long as holiday leave is used within the same calendar year. If the holiday leave is not used it will be paid out on the 2<sup>nd</sup> paycheck in January. Gospodarek asks questions about the “Accumulation Cap” section that is new to the manual. She says she checked with the Wage & Hour division and questions whether capping the amount of vacation that can be accrued is legal. Sabolsky indicates that he will check with attorney Bill Hanson on that language. The group also briefly discusses scheduling and the ramifications of employees working 8 hour or 10 hour shifts. Mayor Johnson announces that they will have another work session on this topic next Wednesday, August 8, to hopefully work through the final draft.

- B) The next item of discussion is a final review of the FY 2017-2018 budget. Due to the time, the group agrees to delay that discussion until the work session next Tuesday, August 8, 2017.

#### **ACTION TAKEN**

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- 1) Motion carried to approve the claims, which total \$106,735.13. (Martineau, Parker)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the July 25, 2017 Town Council Meeting. (Parker, Martineau)
- 3) Motion carried to approve the Application for Outside Amplification Permit made by the owners of Rocky’s Nut House at 629 Madison to allow live music outside of Rocky’s on August 5, 2017 between the hours of 4 PM until 10 PM. (Schmier, Martineau)
- 4) Motion carried to rent the stage to Black Mountain Productions for three events on the condition that they cover the Town’s deductibles, they pay the Town a minimum of \$1000 for each event, and provide insurance naming the Town as additionally insured as required by the rental agreement. (Forsythe, Martineau) Johnson is opposed, motion passes.

#### **Public Comment Period**

No public comment is received

#### **Council Comments**

Council Member Parker thanks multiple community members for donating their time to making the community a better place. He says that really does appreciate what they do. He says that since he sits on the Planning Board, he thinks that it really shouldn’t take more than 20 minutes to discuss a project and if it does take longer, that problem should lie with the project owner.

#### **ACTION TAKEN**

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- 3) Mayor Johnson describes the Outside Amplification Permit for Rocky’s Block Party, scheduled for August 5, 2017 at 629 Madison. Sabolsky explains that they have already contacted the owners of the property and the manager and they have agreed to only play the music until 10 PM.
- 4) Marysue Costello addresses the Town Council regarding the use of the new portable stage. She expresses sincere appreciation for the Siegel Family and West Yellowstone Foundation for the donation that resulted in the new mobile stage. She says that she has participated in the group that was working towards acquiring this stage from the beginning. She says that renting the stage to other communities was always part of the

plan to work towards improving the music program and getting it to where it would pay for itself. Wendy Swenson also addresses the Council and expresses support for renting out the stage and the positive things that can come from this public-private partnership. She explains that as a result of their group thinking, they went ahead and had the stage wrapped to advertise West Yellowstone and their sponsors. She says they have worked with Jeff Lord-Alge to prepare to rent out the stage this summer. She asks the Council to honor the three dates that have already been scheduled for events in Bozeman. She says that is the right thing to do and it will give them a sample period to determine whether this is a smart thing to do. She says that once they work through these three events, they can work out any issues and arise, develop a complete breakdown of the costs, and staff time. Johnson asks questions about if the Town indicated that they would rent out the stage and points out that the Council did not. He also says that the Town says that the Town intended to purchase a stage this year, regardless of whether there was a donation or not. Schmier asks about the three events Costello mentioned that are in Bozeman. Jeff Lord-Alge says that the three events are for Bridger Brewing in Bozeman at the same location. He says that he has sold the event sponsor on using his personal stage, since it became apparent that the Town's stage may not be available. He says that he could have 20 different bookings to use the stage. He says that he has built in the costs of transportation and staffing to ensure the Town nets at least \$1000 per use. Schmier says that he met this week with Don Perry and discussed this topic at length. He says that it is unfortunate that a group of people planned to rent out this piece of equipment when they had no authority to do so. He questions what is actually being rented. He says they determined that it is not just a piece of equipment but will also include staff time. Don Perry says that for the test basis, he is certified and will volunteer to do it. He says that the goal is to be self-sufficient and for the stage to pay for all the associated costs. The group discusses multiple scenarios and details of renting out the stage. There is also discussion about use of the funds that would be generated by use of the stage. Patterson says that Arnie Siegel wanted it to go back into the WY Foundation. Sabolsky agrees, but says Siegel was advised that probably wouldn't happen. Lord-Alge says that this stage is very durable and most of the wear and tear that he sees on this kind of equipment is more from driving it long distances. He says that he does not think taking the stage to Bozeman will risk much damage at all. Johnson says that he thinks all the arguments they've heard tonight are valid if you're a private enterprise. He says that as a public entity, it is different. He says they have done all they could to get out of the rental business, which is why the Dining Lodge was turned over to the Yellowstone Historic Center. Johnson clarifies that if they send an employee to be the certified operator, that person is on duty during the entire event. Perry indicates that he is willing to be the on duty operator for these first three events. Johnson suggests only renting the stage to Lord-Alge and therefore he would be responsible for getting the stage to and from the events. The group discusses renting the stage only to Don Perry or Black Mountain Productions. Forsythe says he also rents out a lot of equipment and he thinks they should at least figure out these three events.

- A) **Advisory Board Reports:** Teri Gibson reports that the Planning Board met on July 27, 2017. She says they reviewed three items. The first was the plans for a new hotel on Grizzly Avenue and they reviewed the parking and approved it. They also reviewed a conditional use application for MT Metal Works made by Tanner Meitzel and approved that application. They also discussed the most recent draft of the Growth Policy and recommended a few changes. They are waiting for those changes to be made and the board will then vote on a resolution to approve the draft and forward it on to the Town Council.

Mayor Johnson reports that the Cemetery Board met last Thursday. The main topic of discussion was the Eagle Scout project that has been proposed by Easton Roos to construct a flag retirement pit. The board approved his request. He says they also discussed access to plots in the southeast corner of the cemetery. These plots can probably not be accessed with a backhoe without crossing over existing graves. He says

that Patterson is going to contact the owners of those plots and determine whether they intend to use them for cremains or may want to select different plots.

- B) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky reports that the Safety Committee had their first meeting last week. They are going to start working on a safety manual and safety policy. They also discussed safety issues including use of ear buds on the job rather than ear protection. He says that he did discuss the Siegel Learning Center with the architect about scaling back the size of the project. He has also been talking to representatives of the WY Foundation to update them on the status of the project. He says that Town Attorney Jane Mersen is exploring the developer option. He says that they received a couple grievances that they responded to today. He says that the group of volunteers for use of the stage met today and are putting together a list of needs to make it more functional. The Growth Policy is making progress and they are hoping to have the final draft before the Council in August. He says that the Town did receive a Big Sky Development Trust Fund Grant in the amount of \$6995 and they will use this money to work on the planning of the 80 acres. Yellowstone National Park has asked the Town to look at the entrance to the park and possible grants they can pursue to improve that jointly. He reports that the Fire Department is inspecting the fire hydrants and there are some hydrants that need repair, and they may need to budget additional funds to repair them. He says they did get a rough set of plans for the Electric Street project and have asked for more detail.

Public Services Superintendent James Patterson says that he has been challenged by a community member about the water flow from Whiskey Springs. He reports that at one time, Whiskey Springs put out 3.6 million gallons per day. In 2007, it was putting out 3.4 million gallons per day. In recent years, it is putting out less than one million gallons per day. He says that they are working on the park in anticipation of the Rod Run next week. He says they will put the siding up on the restrooms later this week or early next week. The truss system for the pavilion will arrive next week. They have completed the curb painting and are preparing to pour new sidewalks that need to be replaced. He says that Morgan Pavement has started to stockpile material for the slurry seal project which will start in about 10 days. He says that Safelink has started re-started work on the fiber optic installation and they need to make sure all the insurance documents are in place.

Finance Director Lanie Gospodarek reports on finishing up the budget and Capital Improvement Plan, review of the Employee Personnel Policy Manual. She credits her staff for additional research on insurance needs.

Chief of Police Scott Newell reports that Officer Anthony Kearney has been given a clean bill of health and has returned to active duty. He says that there is a lot of excitement in southeast Idaho about the full eclipse in August. He says they are going to have a meeting next Tuesday at 10 AM at the Firehouse to discuss some of the ramifications of all the traffic down south. He says they know that the road to Sawtelle will be closed during the event. He understands that instead of there being one state trooper in Island Park during that week, there will be ten. Sabolsky adds that they are planning to mow the old airport area during the event.

Social Services Director says her office is doing well. They have seen an increase in numbers, particularly from members of the Hispanic population.

The meeting is adjourned. (9:30 PM)

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Mayor

ATTEST:

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Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

**Work Session**

**August 8, 2017**

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

OTHERS PRESENT: Town Manager Dan Sabolsky, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Social Services Director Kathi Arnado, Richard & Teri Gibson, Helene Rightenour,

The meeting is called to order by Mayor Jerry Johnson at 6:00 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana

**Public Comment Period**

No public comment is received.

**Council Comments**

Mayor Johnson expresses frustration about the lack of enforcement of regulations and specifically mentions sandwich board signs, banners, advertising on vehicles, clothing racks, height requirements for signs, “play at your own risk” signs at the new basketball courts in Pioneer Park, and camping on Town property. Officer Anthony Kearney mentions that they discovered a website that listed the lot west of the Povah Center as a location where people could camp for free for up to five days. He says they have contacted the operators of the website who have indicated they will correct the information. They have also done their best to let the public know that is not legal. Mayor Johnson also says that parked campers that encroach on public property are also a problem. The Council also discusses multiple complaints the Town has heard about a specific lodging establishment but acknowledges the limitations they have to deal with the operator. Forsythe says that he knows there are a lot of things that come up this time of year that they realize haven’t got done, but acknowledges that the massive influx of people during the summer season it is difficult to get everything done and thinks the staff is doing a great job.

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- A) The first item of discussion is the Employee Personnel Policy Manual. Town Manager Dan Sabolsky distributes the latest draft of the manual and points out recent changes. He explains that they have revised the language that pertains to vacation leave and the amount of time an employee has to use up hours in excess of what they are allowed to carry. The group also discusses pregnancy disability leave, scheduling, holiday pay, and disciplinary actions. The group discusses “excess hours” or Exempt Compensatory Time. This provision allows salaried employees such as Department Heads and the Town Manager, to bank hours worked in excess of 40 hours in a week. These hours can be used by the employee at a later date and are accrued on a one to one basis. Sabolsky explains that the current draft of the manual changes it so the employee must work 48 hours in a week before accruing excess hours. The Council debates whether the accrual of excess hours should be allowed at all. The Council asks multiple questions about how employee time is accounted for and verified. They also consider compensation for additional time worked by salaried employees. Schmier says that he thinks salaries can work against both the employee and the employer in certain situations. Forsythe suggests that any time accrued over 48 hours in a week is calculated at a ratio, such as 15 minutes for every hour worked over 48 hours. They discuss the liability created by excess hours and the indirect effect because employees do not use vacation time and always carry the maximum amount. Parker says he is not in favor of excess hours and says the policy should be removed. He says that they can revisit it in the future if necessary. The group briefly discusses the harassment policy and interview panel procedures. They discuss the procedure to follow if a grievance is filed against the Town Manager. The group agrees that such complaints should be director to the Town’s legal counsel. The group discusses multiple other aspects of the manual and agree it is ready to schedule for adoption next week at the August 15, 2017 Town Council meeting.

- B) The Council discusses the FY 2017-2018 Budget. Finance Director Lanie Gospodarek explains that the budget document is essentially finished, but says there are a few changes to point out. She says that they did add \$50,000 to the sewer fund to pay for a sewer line repair on Electric Street. They briefly discuss procedure for getting projects done before the final budget is adopted. She also points out that they budgeted an additional \$25,000 to pay out holidays that are unused annually. She mentions some small additions such as cleaning services for the Chamber bathrooms on the weekends, computer replacement, and road assessment fee. She directs the Council to the Cash Reserve Worksheet, which illustrates the current status of all of the funds. Schmier asks if they budgeted anything for repairs to the new mobile stage. Gospodarek responds that they have not specifically budgeted for that, but explains that the stage is just considered a public works vehicle and maintenance will be paid from the same sources as maintenance on other vehicles. She says that there is still \$353,129.30 left in the Resort Tax Fund that has not been budgeted, but points out that they are required by InterCap to hold 10% of the value of the bond for the Town Hall, \$136,810, which leaves \$216,319.30 that has not been budgeted. Gospodarek briefly describes the status of all the other funds, noting that the water fund is the only fund that is slightly in the negative but they expect to recoup that amount with other savings in that fund. The group discusses whether to budget the \$216,319.30 or leave it as a cushion for unanticipated expenses. Patterson has prepared a list of other possible projects that could be done this year including new sprinklers for the field in Pioneer Park (\$40,000), resurfacing the old firehouse (\$75,000), purchase of a new Public Services truck to replace the 2008 Ford (\$38,000), expand the parking lot over to the old fire house (\$75,000) or install lights from the Kelly Inn to Yellowstone Avenue and the sidewalk to the Dining Lodge (\$24,000). Schmier asks about debt service and if they should just pay off current debt. Sabolsky recommends revisiting this list later in the year when they have a better idea of where they are financially. Forsythe asks if they will really be able to drill the well this fall because there seems to be a lot of interest in building as soon as the moratorium is lifted. Patterson says they anticipate drilling the well this fall, but he is not sure they will be able to get the building built until spring. The Council asks various questions about the budget and plans for the next year. The budget is scheduled for adoption next week, August 15, 2017.

The meeting is adjourned. (9:00 PM)

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Mayor

ATTEST:

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Town Clerk

**TOWN OF WEST YELLOWSTONE**  
**MONTANA**  
*naturally inviting!*

**PUBLIC HEARING**  
**CONDITIONAL USE APPLICATION**  
**MT Metal Works**

NOTICE IS HEREBY GIVEN that the Town Council of the Town of West Yellowstone will conduct a Public Hearing **August 15, 2017** on a Request for Conditional Use made by Tanner Lee Meitzel to operate a welding and metal fabrication business at 315 Geyser Street in West Yellowstone. The property is located in the B-3 (Central Business) Zoning District. Light manufacturing is an approved Conditional Use in the B-3 District according to 17.32.050 of the West Yellowstone Municipal Code. 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, Chapter 17 of the West Yellowstone Municipal Code, may be accessed on the Town's website: [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com).

The hearing will be held during the Town Council Meeting at 7:00 PM on August 15, 2017. 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 PO Box 1570, West Yellowstone, MT 59758, or by email to [info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com). For further information, please contact the Town Clerk at 406-646-7795 or by email.

Elizabeth Roos  
Town Clerk



REQUEST FOR CONDITIONAL USE

Town of West Yellowstone  
Gallatin County, Montana

RECEIVED JUL 11 2017

DATE: 7-11-2017  
APPLICANT: Tanner Lee Meikel  
ADDRESS: P.O. Box 1815 (315 Geyser St) W. Yellowstone, MT 59759  
PHONE: 406-880-1681  
INTEREST IN PROPERTY: Tenant/Family property.

OWNER OF RECORD'S SIGNATURE: Gaul Carter

1. LEGAL DESCRIPTION:

Subdivision: West Yellowstone Original Plat S34, T13, S. R05E  
Block: 5 Lot: 2  
Zoning District Number: B-3 Central Business District (Old Town)

2. Please state specifically the proposed conditional use including the construction, size, and all relevant details regarding the proposal. Permitted conditional uses are listed in Section 17.32.050 of the West Yellowstone Municipal Code. weld, manufacturing, Repairing any metal.

3. Application Fee: \$150.00 Paid \$150.00 Date 7/11/17

Tanner Lee Meikel  
Signature of Applicant

For Office Use Only:  
DECISION BY TOWN COUNCIL

Approved Disapproved

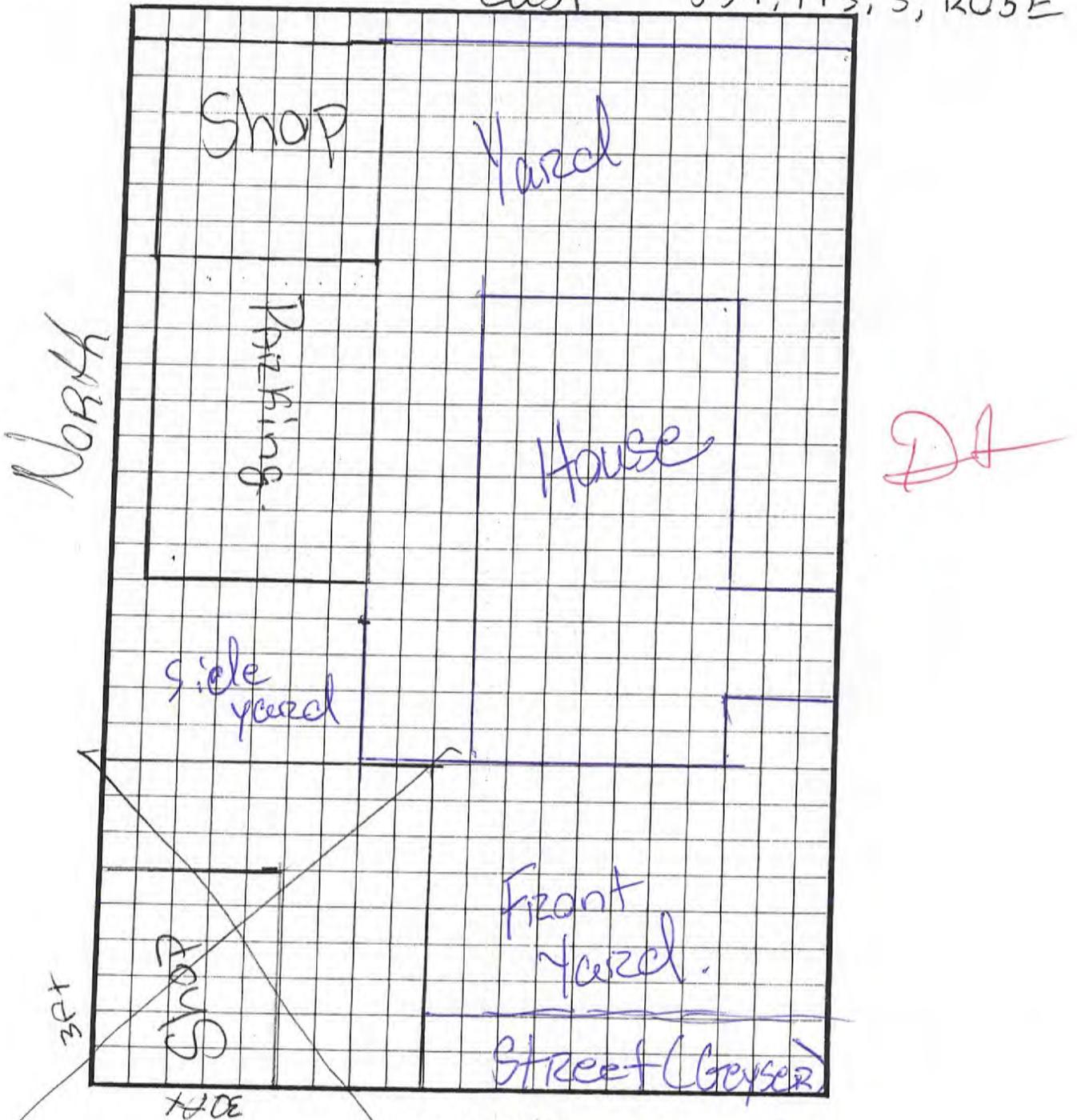
DATE

\_\_\_\_\_  
Mayor/Operations Manager

\_\_\_\_\_  
DATE

# Site Plan

Business Name: MT Metal Works  
Business Owner: Ianner Meitzel  
Business Street Address: 315 Geyser St. W. Yellowstone. MT 59758  
Block: 5 Lot: 2 Subdivision: East → W. Yellowstone Original Plat 534, T13, S, R05E



Scale: 1 inch = 20 feet

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

# Town of West Yellowstone Business License Application

Business Name: MT Metal Works  
 Applicant: TANNER Meitzel DBA: MT Metal Works  
 Contact Person: TANNER Meitzel  
 Mailing Address: P.O. Box 1815 W. Yellowstone, MT 59758  
 Physical Address of Business: 315 Geyser St. W. Yellowstone, MT 59758  
 Phone Number: 406-880-1681 Fax Number: N/A  
 Email Address: MTmetalworks2017@gmail.com Website: \_\_\_\_\_  
 Signature of Property Owner of Record: [Signature]

Subdivision: West Yellowstone Original Plat, S34, T13, S, R05 E  
 Block: 5 Lot: 2

Zoning District, please mark one:

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

- Is this business licensed by the State of Montana?  Yes  No NA
- 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 N/A

**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.

Welding / Custom metal work, #

Business License Fee: \$ 50.00  
 Resort Tax Bond: \$ 500.00  
 Total Amount Due: \$ 550.00

[Signature]  
 Signature of Applicant

Signature of Applicant  
7-5-2017  
 Date

**FOR OFFICE USE ONLY**

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

Date _____	Check # _____	Amount \$ _____	License # _____
SCN _____	BLP _____	STX _____	BLC _____ RDX _____

## NOTICE OF PUBLIC HEARING

The Town Council of the Town of West Yellowstone will hold a formal budget hearing for the fiscal year 2017-2018 budget. Said hearing will be held during the regular Town Council meeting, Tuesday, August 15, 2017, which begins at 7:00 PM, The hearing will be held in the Town Hall Council Chambers, located at 440 Yellowstone Avenue.

The public hearing will review revenue sources, maintenance, operation, capital projects, debt service payments and equipment purchases for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and the Enterprise Funds for Fiscal year 2017-2018. The Public is invited to attend and any taxpayer or resident may be heard, for or against, any portion of the proposed budget.

The proposed final budget is available for public review at the Town Offices, located at 440 Yellowstone Avenue, West Yellowstone, Montana. Personnel at the Town Offices can be reached at 406-646-7795

The West Yellowstone Town Council will consider adoption of the proposed fiscal year 2017-2018 budget resolution and set the mill levy during a regular meeting of the Town Council on August 15, 2017 held at 7:00 PM at the Town Hall Council Chambers, located at 440 Yellowstone Avenue, West Yellowstone, Montana. The Public is invited to attend.

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

Event or Project Applicant: Yellowstone Rendezvous Race

Event or Project Name: Yellowstone Rendezvous Race

Date Submitted: 7.25.17

Date Approved by MAP Fund Advisory Board: 8.10.17

Requested Amount: \$4211.50

Approved Amount: \$4211.50

Exceptions: None

Comments: None

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

\_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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

# **MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE**

## **Applicant Information**

Applicant Individual or Organization: **Yellowstone Rendezvous Race**

Event or Project Contact Person: **Moira Dow**

Address: **PO Box 65, West Yellowstone, MT 59758**

Phone: **617-697-6126**

Fax:

Email: **info@skirunbikemt.com**

Application Submission Date: **25 July 2017**

## **Event or Project Information**

Event or Project Name: **Yellowstone Rendezvous Race**

Location of Event or Project: **Rendezvous Ski Trails**

Date(s) of Event or Project: **March 3, 2018**

Estimated Total Event or Project Cost: **\$49,500.00**

MAP Fund Amount Requested: **\$4,211.50**

# MARKETING AND PROMOTION (MAP) FUND APPLICATION

## Preface

- Each of the following Sections, numbered 1 through 6, should be addressed separately, in order, on other pieces of paper. Be thorough, but concise. Read through the entire application before completing it.
- Attach the information to the Cover Page followed by the signed Certification Page.
- Return 8 COPIES of your completed application to the town offices or mail them to: Marketing and Promotion Fund Advisory Board Town of West Yellowstone PO Box 1570 W. Yellowstone, MT 59758
- Applications are available on the town's website.
- Applications must be submitted by the 25<sup>th</sup> day of the month to be considered for review by MAPFAB at a Board meeting scheduled around the 10<sup>th</sup> day of the following month.
- MAP funds are limited and the application review, recommendation and approval process may take up to 30 days. Thus, applications should be submitted as far in advance of the event or project as possible. At the very minimum, applications must be submitted at least 45 days prior to the first expense that will be paid for by MAP funds.

Example: A media marketing expense for an event needs to be paid for by May 20. An application needs to be submitted at least 45 days prior to that date, which is April 5. However, to be considered for review by the Board in the month of April, the application needs to be submitted by March 25<sup>th</sup>.

- If funds are not available to fund the requests of all applicants at any given monthly review, the Board will consider funding the applications on an earliest date submitted basis. Also, the Board may choose to recommend partial funding for multiple events or projects. Finally, if an application is denied because of lack of funding, an applicant may resubmit an application as soon as funding is available again.
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- If MAPFAB decides not to recommend an application for approval to the town council, they will have made their decision at their meeting with the applicant present or will notify the applicant of their decision by email within 3 days.
- Applicants are responsible for obtaining all required contracts, permits, licenses, insurance, approvals, etc. from federal, state, county, town, public and private agencies and paying applicable fees and bonds before the event or project takes place. West Yellowstone resort taxes will be paid at the conclusion of the event or project by the date listed in the town's Exposition License Application. Approval by MAPFAB and the town council for the event or project does not waive these requirements.

## **Section 1 Proposed Event or Project Summary**

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

*The Yellowstone Rendezvous Race is part of the American Ski Marathon series – a series of 14 citizen races, spanning from Vermont to Alaska – that challenges athletes of all ages and abilities to push themselves to race longer distances in some of the most beautiful locations. As the series name states, these athletes are racing marathon distances, but on skis! The Yellowstone Rendezvous Race offers distances for the endurance athlete in two different disciplines (classic skiing and skate or freestyle skiing) as well as shorter distances (2k, 5k, or 19k) in the discipline of choice. The event, while a serious athletic endeavor, also brings high energy and excitement to the skiers through a series of themed feed stations staffed by enthusiastic members of our community.*

## **Section 2 Proposed Timeline**

- Provide your event or project schedule that identifies timelines for actions such as planning, construction, promotion and implementation of activities necessary for your event or project.

### *Deliverables Schedule:*

#### ***May***

*Finalize State Accommodations Budget*

#### ***July***

*Preliminary marketing budget breakout*

*Determine new markets*

*Evaluate last season marketing*

*Outline press/media plan*

*Update website listings & event descriptions*

#### ***September***

*Establish a season-long theme and creative development*

*Reserve advertising spaces for fall publications*

*Distribute information to online websites*

#### ***October***

*Finalize overall marketing budget*

*Update press releases*

*Send out early season updates*

*Fall/Winter calendar placements*

#### ***November-April***

*Finalize creative and placements*

*Press release and photo distribution*

*Social media updates*

*Administrative (billing, communications)*

*Follow up, reporting*

- Provide a schedule of events/activities occurring during your event time period.

**Friday, March 3**

5:00-9:30 PM Packet and Bib Pickup at Holiday Inn West Yellowstone

**Saturday, March 4**

7:00-8:15 AM Packet and Bib Pickup at Povah Community Center/Race Timing Headquarters

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8:45 AM- **25k Classic**

9:00- **Wave 1 - Elite, 25k & 50k**

9:05- **Wave 2**

9:10- **Wave 3**

9:15- **5k & 10k**

9:30- **2k**

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7:00 PM Awards Ceremony/Dessert at Holiday Inn West Yellowstone

*\*Winners MUST be present to collect prize money, no exceptions.*

6:00-9:00 PM Kids'N'Snow Family Fun at the West Yellowstone Ice Rink  
*(located in the town park - corners of Canyon Street and Highway 20).*

### **Section 3 Proposed Budget**

- Provide a detailed budget for your event or project. The budget should include projected income and expenses from all sources.

*Please see the attached budget worksheet.*

- We have provided a Budget Template here that can be downloaded and adapted for your event or project budget. Use of the Template isn't required, but is provided as a convenience for any applicant who wants to use it.
- Identify the amount of MAP funds you are requesting and the expenditures that will be paid in full or in part with MAP funds. All budget expenditures must be supported with invoices, bills and/or receipts.
- MAP funds may not be used for purchasing liquor or funding the distribution of liquor.

### **Section 4 Publicity, Promotion, Marketing**

- Describe how your event or project will be promoted or marketed to visitors, residents or participants.

*Starting in early summer, print and web ads are placed with national and regional media outlets. We maintain an email database of over 6,500 skiers who have attended the ski events as racers or recreational skiers.*

*Monthly e-newsletters are distributed keeping skiers' interest piqued and to keep them abreast of any changes or new additions to the Festival schedule. Press Releases are distributed nationally, regionally, and locally several times leading up to the event. Posters are created and distributed to all local establishments and throughout the Rocky Mountain region.*

- West Yellowstone, Montana or West Yellowstone, MT is to be listed, identified or present in all forms and methods of promotion and marketing of your event or project.

## **Section 5 Application Review Criteria**

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

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

*The Yellowstone Rendezvous Race provides a vital boost to the local economy at the end of the winter season. It is an event that draws several hundreds of visitors who stay for at least 1 to 2 nights. The race donates money to several local organizations, including the Boy Scouts, the Hebgen Basin Fire District, and the Expedition: Yellowstone! Fund for 6<sup>th</sup> graders. Many community members, several who have never been on skis nor have any interest in learning to ski, help staff feed stations or set up the start/finish corral or help with timing. The Yellowstone Rendezvous Race helps to bring people to West Yellowstone to visit and helps to bring together our residents through volunteering.*

- If not answered in the previous question, then please list the methods and estimates by which you'll determine or measure the success of your event or project, i.e. increased, additional, new or different attendance, admissions, registrations, hotel stays, marketing, website hits, partnerships and sponsorships, fund raising, aesthetic appeal etc.

*We will look at a number of different factors in order to determine the success of the event. One of which will be the dollars and cents. Another will be trail counter numbers and to compare and contrast these figures over the past three years. Review of the Resort Tax and TBID collections will also provide insight into the success of the event. Repeat local advertisers is one indicator of the importance of this event. If the program is full of ads, that is a good thing.*

*Because we combine our marketing budget with that of the Chamber State Accommodations and Ski Committee, we run several destination ad campaigns nationally and regionally in print, online, email and social media that promote several events and activities. The last two years, these ads have shown engagement with high click-thru rates (.24%) to our website landing pages and social media sites. Website ads on ski sites rank in the top five referrals monthly during the ski season. Emails have over 35% open rates (exceeding industry standards of 20%). We use the State Accommodations Measurable Objectives to track our ROI. For FY17 all of the goals were met or exceeded, including an increase in Resort Tax Collections, increased traffic to the websites and increase in social media followers and engagement.*

*One of the best methods of seeing an early return on investment has been how many people purchase a pre-season trail pass. These are non-refundable trail passes sold at a discounted rate. This figure ebbs and flows*

*with the snow forecast and often people wait until the last minute to buy or roll the dice and wait to buy a pass at full price. After an epic snow year, the number of trail passes sold is high. After a year like 2016, I expect the numbers to be slow, as people hesitate until there are pictures of snow on the ground.*

*We also listen to the word on the street (or trail), reviews from clinic participants, discussions with coaches and athletes, observations from volunteers. We look at a lot of qualitative and quantitative data in our review of the event. And we're always look to improve, whether in attendance or in experience.*

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

*Yellowstone Rendezvous Race has not received a MAP grant within the last 2-3 years.*

- Can your event or project proceed without MAP funds?

*If the project is not funded, the Yellowstone Rendezvous Race would continue and adjustments and cuts would be made for future years to not run the event in the red.*

- If your event or project is approved for funding, how will you acknowledge the receipt of MAP funds as a funding source? Because the MAP Fund consists of Resort Tax funds paid by town businesses, acknowledgements need to indicate, "Supported by West Yellowstone Businesses"

*Acknowledgement would be on the event poster, through announcements during the races, with sponsor banners in the finish corral, and in all online and printed materials.*

## **Section 6 Application Supporting Documentation**

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

## **MAP Fund Application Review**

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

- MAPFAB will notify you by email of the town council's decision within 3 days.

## **Disbursement of MAP Funds**

- Once an application is approved, MAPFAB will email an Applicant Award Notification to the applicant and the town Finance Dept. At that time, the approved MAP Fund amount is authorized for disbursement or reimbursement. Funds will not be disbursed or reimbursed prior to the applicant receiving the Award Notification.
- An approved event or project will be assigned to an individual MAPFAB member. The applicant will email or deliver in person an Advanced Funding Request (AFR) to the Board member contact and/or submit copies of paid vendor invoices and the checks or credit card receipts verifying payments to vendors. The applicant is responsible for paying vendors for their services. The town Finance Dept. will not pay vendor invoices. All advances and/or expenses must be supported with documentation.

### **Advanced Funding Request (AFR)**

- Applicants who have been awarded funding of \$2500 or less may make a request to receive up to the full amount of approved funding in advance of actual expenses being incurred.
- Applicants who have been awarded funding of more than \$2500 may make a request to receive the maximum amount of \$2500 in advance of actual expenses being incurred.
- Advanced funding requests can be made by completing an Advanced Funding Request (AFR) document. The AFR can be requested by email or in person from the Board member contact. The applicant will need to complete the AFR and email it back to or deliver it in person to the Board member. The Board member will review the request and confirm an approval for the advance by email or in person. Regardless of whether a request is confirmed by email or in person, the Board member will stamp the AFR with an approval stamp. The applicant or Board member will take the copy of the AFR stamped with the approval stamp to the town Finance Dept. (See information below regarding receiving the advanced funds.)
- As event or project expenses are incurred at a later date, proof of expenses and payments will need to be submitted to the Board member contact.
- To minimize the number of reimbursement checks issued by the town Finance Dept. to applicants, we

request that applicants submit expenses and proof of payments for approval to the Board member contact in increments totaling approximately \$2500, or the total amount of expenses if the applicant's event or project has been awarded less than \$2500.

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

### **Event or Project Completion**

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

### **Event or Project Outcome Report**

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

# Certification

Applicant Individual or Organization: **Yellowstone Rendezvous Race**

Event or Project Name: **Yellowstone Rendezvous Race advertising**

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

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

Signature: Moira Dow Name (printed): Moira Dow

Title: Race Secretary

Date: 25 July 2017

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For Office Use Only

This application has been approved by MAPFAB  Date: \_\_\_\_\_

This application has not been approved by MAPFAB  Date: \_\_\_\_\_

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Cross Country Ski Marketing Budget 2017/18

Publication/Website	State Acc.	SKI	YSF - TBID	RR-TBID
	\$10,000	\$4,000	\$4,708	\$4,212
<b>Cross Country Skier</b>				
- Oct issue - YSF/Calendar	\$1,000.00		\$1,000.00	
- Jan Issue-RR				\$500.00
- Online Ads - YSF & RR	\$600.00			
<b>TUNA</b>				
- Oct/Nov issue-YSF			\$195.00	
- Dec issue-general calendar	\$125.00			
- Jan issue-RR				\$125.00
- Feb issue-RR				\$125.00
<b>Master Skier - Ski Journal</b>				
- FP pg - annual	\$1,750.00			
<b>Fasterskier.com</b>				
- Right Column Ad (200 x 50 pi)	\$500		\$500.00	\$500.00
- Article Banner (468 x 60 pi)				
<b>SkinnySki.com</b>				
- Front page sticker ad YSF & RR	\$975		\$487.50	\$487.50
<b>Skitrax.com</b>				
- 1/2 pg 4c - SkiTrax Annual 2015	\$575		\$287.50	\$287.50
<b>Obvious Ads</b>				
- Oct - Feb (YSF & RR)		\$1,000.00		
<b>xcskworld.com</b>				
- web button		\$0.00		
<b>skipost.com</b>				
- web button		\$950.00		
<b>Facebook</b>				
		\$250.00	\$350.00	\$250.00
<b>Destination (split with other segments)</b>				
print and web banners	\$1,000.00			
<b>Silent Sports</b>				
- FP - Oct, Online Nov & Feb	1000		300	349
<b>Box Chronicle Snow &amp; Ice</b>				
Carve - Feb - RR		\$350.00		
<b>Birkie Program (MN - national)</b>				
1/2 pg - Fall/Summer	\$825		\$412.50	\$412.50
<b>Boulder Mtn Tour Program (Sun Valley - national)</b>				
print ad - FP			\$375.00	\$375.00
<b>Boulder Nordic Sport Catalog (NEW)</b>				
print - qtr pg			\$400.00	\$400.00
<b>Gear West (NEW)</b>				
?		\$450.00		
<b>Far West Nordic Ski Assoc. CA (NEW)</b>				
1/2 page print	\$595.00			
<b>Creative</b>	\$350.00	\$350.00	\$400.00	\$400.00
	\$9,295.00	\$3,350.00	\$4,707.50	\$4,211.50

2017 YELLOWSTONE RENDEZVOUS FINANCIAL STATEMENT						
BEGINNING BANK BALANCE 5/1/2017					\$	3,330.22
DEPOSITS:						
	ADVERTISING				\$	800.00
	CHAMBER OF COMMERCE ADS				\$	1,000.00
	INTEREST ON CHECKING ACCOUNT				\$	1.22
	SKIER REGISTRATIONS-ACTIVE.COM				\$	30,812.00
	SKIER REGISTRATIONS/TR.FEES-CASH/CKS				\$	7,582.00
	CREDIT CARD RECEIPTS				\$	4,437.00
	DELAWARE NORTH				\$	3,000.00
	WYNDAM-WORLDMARK				\$	500.00
	PREEM DONATIONS				\$	200.00
	T-SHIRT SALES				\$	60.00
	ACCOUNTS RECEIVABLE PAID				\$	741.79
	CASH BOX REDEPOSIT				\$	100.00
	VOIDED CHECKS				\$	35.00
	<b>TOTAL DEPOSITS</b>				\$	<b>49,269.01</b>
EXPENSES:						
	ADMINISTRATIVE				\$	4,579.56
	ADVERTISING				\$	211.95
	WEB DOMAIN				\$	283.34
	POSTAGE				\$	279.46
	CREDIT CARD FEES				\$	206.97
	SKIERS	-PINS, BIBS, TEES, DESSERT,PACKETS			\$	16,917.28
	USFS TRAIL FEES-SKIERS				\$	3,352.00
	USFS USE FEES 2016				\$	829.95
	USFS 2017 FEE				\$	72.00
	SKIER CASH AWARDS				\$	5,750.00
	SKIER PRIZES				\$	475.00
	FEED STATIONS				\$	970.04
	PORTA POTTIES				\$	1,000.00
	VOLUNTEER EXPENSES				\$	1,987.99
	GROOMING				\$	2,962.50
	EXECUTIVE PAY				\$	6,500.00
	REFUNDS-ACTIVE ERROR				\$	312.00
	DONATIONS				\$	2,750.00
	CASH BOX				\$	100.00
	<b>TOTAL EXPENSES</b>				\$	<b>49,540.04</b>
<b>BANK BALANCE APRIL 30, 2017</b>					\$	<b>3,059.19</b>
<b>CD</b>					\$	<b>11,463.38</b>
<b>TOTAL CASH/CD</b>					\$	<b>14,522.57</b>

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

Event or Project Applicant: Chamber of Commerce Ski Committee

Event or Project Name: Yellowstone Ski Festival Advertising

Date Submitted: 7.25.17

Date Approved by MAP Fund Advisory Board: 8.10.17

Requested Amount: \$4707.50

Approved Amount: \$2500.00

Exceptions: None

Comments: The MAP Fund Board voted to recommend for approval only \$2500 in funds, the amount the Ski Festival lost in advertising funds when TBID's grant program closed.

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

\_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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

# **MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE**

## **Applicant Information**

Applicant Individual or Organization: **Chamber of Commerce Ski Committee**

Event or Project Contact Person: **Wendy Swenson**

Address: **PO Box 458, West Yellowstone, MT 59758**

Phone: **406-646-7701**      Fax: **406-646-**

Email: **marketing@destinationyellowstone.com**

Application Submission Date: **25 July 2017**

## **Event or Project Information**

Event or Project Name: **Yellowstone Ski Festival Advertising**

Location of Event or Project: **Rendezvous Ski Trails & West Yellowstone**

Date(s) of Event or Project: **Winter 2017-8**

Estimated Total Event or Project Cost: **\$21,464.00 (advertising only)**

MAP Fund Amount Requested: **\$4,707.50**

# MARKETING AND PROMOTION (MAP) FUND APPLICATION

## Preface

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Example: A media marketing expense for an event needs to be paid for by May 20. An application needs to be submitted at least 45 days prior to that date, which is April 5. However, to be considered for review by the Board in the month of April, the application needs to be submitted by March 25<sup>th</sup>.

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

## **Section 1 Proposed Event or Project Summary**

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

*The Yellowstone Ski Festival began in the mid-1980's as "Fall Camp" to offer coaches clinics and clinics for citizen racers and individuals who wanted to improve their skiing techniques. Through the years, the camp has grown and evolved into top tier training camp for the local, regional, and national cross country ski communities.*

*In an effort to bolster festival attendance and visitation to West Yellowstone during the month of November, the town and its early snow is heavily marketed to niche and general markets. The Yellowstone Ski Festival is considered a "bookend event" and kicks off the ski season in West Yellowstone and across the sport. Advertising campaigns have been designed around these bookend events, the Yellowstone Ski Festival and the Yellowstone Rendezvous Race, as a way for skiers to start and end their ski seasons, as well as to take advantage of everyday in between.*

## **Section 2 Proposed Timeline**

- Provide your event or project schedule that identifies timelines for actions such as planning, construction, promotion and implementation of activities necessary for your event or project.

*Deliverables Schedule:*

### ***May***

*Finalize State Accommodations Budget*

### ***July***

*Preliminary marketing budget breakout*

*Determine new markets*

*Evaluate last season marketing*

*Outline press/media plan*

*Update website listings & event descriptions*

### ***September***

*Establish a season-long theme and creative development*

*Reserve advertising spaces for fall publications*

*Distribute information to online websites*

### ***October***

*Finalize overall marketing budget*

*Update press releases*

*Send out early season updates*

*Fall/Winter calendar placements*

### ***November-April***

*Finalize creative and placements*

*Press release and photo distribution*  
*Social media updates*  
*Administrative (billing, communications)*  
*Follow up, reporting*

- Provide a schedule of events/activities occurring during your event time period.

***November***

*11<sup>th</sup>: WYSEF Ski Swap*  
*21<sup>st</sup>-25<sup>th</sup>: Yellowstone Ski Festival*

***December***

*2<sup>nd</sup> & 3<sup>rd</sup>: U.S. Ski & Snowboard SuperTour Opener*  
*10<sup>th</sup>: Biathlon Cup #1*

***January 2018***

*6<sup>th</sup>: Spam Cup Classic*  
*7<sup>th</sup>: Biathlon Cup #2/Free Ski Day/Try-It Biathlon*  
*13<sup>th</sup> & 14<sup>th</sup>: Intermountain Division Junior National Qualifier #1*

***February***

*4<sup>th</sup>: Biathlon Cup #3*

***March***

*3<sup>rd</sup>: Yellowstone Rendezvous Race*  
*10<sup>th</sup>: Taste of the Trails*

### **Section 3 Proposed Budget**

- Provide a detailed budget for your event or project. The budget should include projected income and expenses from all sources.

*Please see the attached budget worksheet.*

- We have provided a Budget Template here that can be downloaded and adapted for your event or project budget. Use of the Template isn't required, but is provided as a convenience for any applicant who wants to use it.
- Identify the amount of MAP funds you are requesting and the expenditures that will be paid in full or in part with MAP funds. All budget expenditures must be supported with invoices, bills and/or receipts.
- MAP funds may not be used for purchasing liquor or funding the distribution of liquor.

### **Section 4 Publicity, Promotion, Marketing**

- Describe how your event or project will be promoted or marketed to visitors, residents or participants.

*Starting in early summer, print and web ads are placed with national and regional media outlets. We maintain an email database of over 6,500 skiers who have attended the Festival as racers or recreational skiers. Monthly e-newsletters are distributed keeping skiers' interest piqued and to keep them abreast of any changes or new additions to the Festival schedule. Press Releases are distributed nationally, regionally, and locally several times leading up to the event. Posters are created and distributed to all local establishments and throughout the Rocky Mountain region.*

- West Yellowstone, Montana or West Yellowstone, MT is to be listed, identified or present in all forms and methods of promotion and marketing of your event or project.

## **Section 5 Application Review Criteria**

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

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

*The Yellowstone Ski Festival has a huge impact on the economics of the town in November. During a time of the year when the Park is closed and the weather tends to be terrible, the Festival, its races, and the amazing snow of the Rendezvous Ski Trails bring in thousands of people. Skiers are an important aspect to the economic wellbeing during the shoulder season. With the move of the SuperTour to the first weekend of December, the start of the season is increasing in length. Through careful targeted marketing, in conjunction with a broader scope plan, the Chamber marketing committee seeks to bring back the Festival skier and bring in new skiers.*

- If not answered in the previous question, then please list the methods and estimates by which you'll determine or measure the success of your event or project, i.e. increased, additional, new or different attendance, admissions, registrations, hotel stays, marketing, website hits, partnerships and sponsorships, fund raising, aesthetic appeal etc.

*We will look at a number of different factors in order to determine the success of the event. One of which will be the dollars and cents. Another will be trail counter numbers and to compare and contrast these figures over the past three years. Review of the Resort Tax and TBID collections will also provide insight into the success of the event. Repeat local advertisers is one indicator of the importance of this event. If the program is full of ads, that is a good thing.*

*Because we combine our marketing budget with that of the Chamber State Accommodations and Ski Committee, we run several destination ad campaigns nationally and regionally in print, online, email and social media that promote several events and activities. The last two years, these ads have shown engagement with high click-through rates (.24%) to our website landing pages and social media sites. Website ads on ski sites rank in the top five referrals monthly during the ski season. Emails have over 35% open rates (exceeding industry standards of 20%). We use the State Accommodations Measurable Objectives to track our ROI. For FY17 all of the goals were met or exceeded, including an increase in Resort Tax Collections, increased traffic to the websites and increase in social media followers and engagement.*

*One of the best methods of seeing an early return on investment has been how many people purchase a pre-season trail pass. These are non-refundable trail passes sold at a discounted rate. This figure ebbs and flows with the snow forecast and often people wait until the last minute to buy or roll the dice and wait to buy a pass at full price. After an epic snow year, the number of trail passes sold is high. After a year like 2016, I expect the numbers to be slow, as people hesitate until there are pictures of snow on the ground.*

*We also listen to the word on the street (or trail), reviews from clinic participants, discussions with coaches and athletes, observations from volunteers. We look at a lot of qualitative and quantitative data in our review of the event. And we're always look to improve, whether in attendance or in experience.*

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

*Yellowstone Ski Festival was awarded a grant in 2017 to cover expenses associated with the race events. At the time of the initial submission, there were other local grant options available for advertising.*

- Can your event or project proceed without MAP funds?

*An event reserve has been established to cover shortages. If the project is not funded, the Yellowstone Ski Festival would continue and adjustments and cuts would be made for future years in order to not run the event in the red.*

- If your event or project is approved for funding, how will you acknowledge the receipt of MAP funds as a funding source? Because the MAP Fund consists of Resort Tax funds paid by town businesses, acknowledgements need to indicate, "Supported by West Yellowstone Businesses"

*Acknowledgement would be on the cover of the program, through announcements during the races, with sponsor banners in the finish corral, and in letters with all the prize money checks. There could also be a small write up in the program about the MAP fund and how it helps fund programs and events like the Yellowstone Ski Festival.*

## **Section 6 Application Supporting Documentation**

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

## **MAP Fund Application Review**

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

## **Disbursement of MAP Funds**

- Once an application is approved, MAPFAB will email an Applicant Award Notification to the applicant and the town Finance Dept. At that time, the approved MAP Fund amount is authorized for disbursement or reimbursement. Funds will not be disbursed or reimbursed prior to the applicant receiving the Award Notification.
- An approved event or project will be assigned to an individual MAPFAB member. The applicant will email or deliver in person an Advanced Funding Request (AFR) to the Board member contact and/or submit copies of paid vendor invoices and the checks or credit card receipts verifying payments to vendors. The applicant is responsible for paying vendors for their services. The town Finance Dept. will not pay vendor invoices. All advances and/or expenses must be supported with documentation.

### **Advanced Funding Request (AFR)**

- Applicants who have been awarded funding of \$2500 or less may make a request to receive up to the full amount of approved funding in advance of actual expenses being incurred.
- Applicants who have been awarded funding of more than \$2500 may make a request to receive the maximum amount of \$2500 in advance of actual expenses being incurred.
- Advanced funding requests can be made by completing an Advanced Funding Request (AFR) document. The AFR can be requested by email or in person from the Board member contact. The applicant will need to complete the AFR and email it back to or deliver it in person to the Board member. The Board member will review the request and confirm an approval for the advance by email or in person. Regardless of whether a request is confirmed by email or in person, the Board member will stamp the AFR with an approval stamp. The applicant or Board member will take the copy of the AFR stamped with the approval stamp to the town Finance Dept. (See information below regarding receiving the advanced funds.)
- As event or project expenses are incurred at a later date, proof of expenses and payments will need to be submitted to the Board member contact.
- To minimize the number of reimbursement checks issued by the town Finance Dept. to applicants, we

request that applicants submit expenses and proof of payments for approval to the Board member contact in increments totaling approximately \$2500, or the total amount of expenses if the applicant's event or project has been awarded less than \$2500.

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

### **Event or Project Completion**

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

### **Event or Project Outcome Report**

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

# Certification

Applicant Individual or Organization: **Yellowstone Ski Festival**

Event or Project Name: **YSF Advertising**

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

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

Signature: Moira Dow Name (printed): Moira Dow

Title: Yellowstone Ski Festival Director

Date: 25 July 2017

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For Office Use Only

This application has been approved by MAPFAB  Date: \_\_\_\_\_

This application has not been approved by MAPFAB  Date: \_\_\_\_\_

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Cross Country Ski Marketing Budget 2017/18

Publication/Website	State Acc.	SKI	YSF - TBID	RR-TBID
	\$10,000	\$4,000	\$4,708	\$4,212
<b>Cross Country Skier</b>				
- Oct issue - YSF/Calendar	\$1,000.00		\$1,000.00	
- Jan Issue-RR				\$500.00
- Online Ads - YSF & RR	\$600.00			
<b>TUNA</b>				
- Oct/Nov issue-YSF			\$195.00	
- Dec issue-general calendar	\$125.00			
- Jan issue-RR				\$125.00
- Feb issue-RR				\$125.00
<b>Master Skier - Ski Journal</b>				
- FP pg - annual	\$1,750.00			
<b>Fasterskier.com</b>				
- Right Column Ad (200 x 50 pi)	\$500		\$500.00	\$500.00
- Article Banner (468 x 60 pi)				
<b>Skinny Ski.com</b>				
- Front page sticker ad YSF & RR	\$975		\$487.50	\$487.50
<b>SkiTrax.com</b>				
- 1/2 pg 4c - SkiTrax Annual 2015	\$575		\$287.50	\$287.50
<b>Obvious Ads</b>				
- Oct - Feb (YSF & RR)		\$1,000.00		
<b>xcskiworld.com</b>				
- web button		\$0.00		
<b>sklpost.com</b>				
- web button		\$950.00		
<b>Facebook</b>				
		\$250.00	\$350.00	\$250.00
<b>Destination (split with other segments)</b>				
print and web banners	\$1,000.00			
<b>Silent Sports</b>				
- FP - Oct, Online Nov & Feb	1000		300	349
<b>Boz Chronicle Snow &amp; Ice</b>				
Carve - Feb - RR		\$350.00		
<b>Birkie Program (MN - national)</b>				
1/2 pg - Fall/Summer	\$825		\$412.50	\$412.50
<b>Boulder Mtn Tour Program (Sun Valley - national)</b>				
print ad - FP			\$375.00	\$375.00
<b>Boulder Nordic Sport Catalog (NEW)</b>				
print - qtr pg			\$400.00	\$400.00
<b>Gear West (NEW)</b>				
?		\$450.00		
<b>Far West Nordic Ski Assoc. CA (NEW)</b>				
1/2 page print	\$595.00			
<b>Creative</b>				
	\$350.00	\$350.00	\$400.00	\$400.00
	\$9,295.00	\$3,350.00	\$4,707.50	\$4,211.50

[NPS.gov \(/\) / \(/yell/index.htm\)](#) [Park Home \(/yell/index.htm\)](#) / [Learn About the Park \(/yell/learn/index.htm\)](#) / [Management \(/yell/learn/management/index.htm\)](#)  
/ [Yellowstone's Biosphere & World Heritage Designations](#)

# Yellowstone's Biosphere & World Heritage Designations

The United Nations designated Yellowstone National Park as a World Heritage Site and Biosphere Reserve in recognition of the worldwide significance of its natural and cultural resources. These designations do not affect how Yellowstone is managed—the United States retains full jurisdiction over the World Heritage and Biosphere Reserve sites and any related management decisions.

Yellowstone National Park was designated as a World Heritage Site in 1978—the United States' first World Heritage location. This designation is part of the World Heritage Convention international treaty, through which member nations agree to cooperate in the conservation and protection of their cultural and natural heritage sites, and particularly those that have been determined to possess outstanding universal value. The United States was the first nation to sign the World Heritage Convention Treaty; since, 190 other countries have also become members to the agreement. For more information on the World Heritage Convention, please visit [https://www.nps.gov/nr/travel/worldheritagesites/World\\_Heritage\\_Convention.htm](https://www.nps.gov/nr/travel/worldheritagesites/World_Heritage_Convention.htm) ([https://www.nps.gov/nr/travel/worldheritagesites/World\\_Heritage\\_Convention.htm](https://www.nps.gov/nr/travel/worldheritagesites/World_Heritage_Convention.htm)).

Yellowstone National Park must report regularly to the World Heritage Committee on the status of the park's cultural and natural resources, threats to these resources, and progress made to reduce or eliminate threats. In 1995, the Committee, with the agreement of the United States, placed Yellowstone on its List of World Heritage in Danger. This action was taken in response to specific threats identified to the outstanding universal value of the park. In July 2003, the Committee decided to remove the park from the Danger List.

For more information on the Yellowstone National Park World Heritage Site please visit

[https://www.nps.gov/nr/travel/worldheritagesites/Yellowstone\\_National\\_Park.htm](https://www.nps.gov/nr/travel/worldheritagesites/Yellowstone_National_Park.htm)

([https://www.nps.gov/nr/travel/worldheritagesites/Yellowstone\\_National\\_Park.htm](https://www.nps.gov/nr/travel/worldheritagesites/Yellowstone_National_Park.htm)). For links to maps, and archived reporting documents on Yellowstone's World Heritage Site, visit <http://whc.unesco.org/en/list/28> (<http://whc.unesco.org/en/list/28>)<http://whc.unesco.org/en/list/28> (<http://whc.unesco.org/en/list/28>).

Yellowstone is also designated as a biosphere reserve. Biosphere reserves are internationally recognized areas where management seeks to achieve sustainable use of natural resources while ensuring conservation of the biological diversity of the areas. The first biosphere reserves were designated in 1976. On October 26, 1976, United Nations designation of Yellowstone as a biosphere reserve stated:

*Yellowstone National Park is recognized as part of the international network of biosphere reserves. This network of protected samples of the world's major ecosystem types is devoted to conservation of nature and scientific research in the service of man. It provides a standard against which the effect of man's impact on the environment can be measured.*

Yellowstone National Park also reports regularly to United Nations' Man and the Biosphere Program on the status of the Biosphere Reserve.

## More Information

[Unesco - Ecological Sciences for Sustainable Development \(http://www.unesco.org/new/en/natural-sciences/environment/ecological-sciences/\)](http://www.unesco.org/new/en/natural-sciences/environment/ecological-sciences/)

## RESOLUTION NO. 693

### A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, TO AMEND THE MORATORIUM ON CONNECTIONS TO THE TOWN'S FRESH WATER SUPPLY SYSTEM THAT WAS ADOPTED BY THE TOWN ON JULY 5, 2016.

BE IT RESOLVED by the Town Council of the Town of West Yellowstone, Montana, as follows:

**WHEREAS:** The Town has the power and authority to take emergency measures for the immediate preservation of the public peace, property, health and safety of the inhabitants of the Town of West Yellowstone in accordance with §7-3-4326, MCA; and

**WHEREAS:** The Town has received information from its Town Manager, the Town Public Works Superintendent and the Town Engineer, that the current fresh water supply for the Town's Water Supply System, as defined in 13.04.010(31) WYTC, has been substantially reduced; and

**WHEREAS:** The Town is currently undertaking a water supply study in order to make an informed decision on how to recover, repair or replace its water supply however the report has not yet been completed; and

**WHEREAS:** The Town does not yet have sufficient information as to the cause of the reduction in the fresh water supply and does not yet have sufficient information on the length of time or expense that would be necessary to increase or replace the current water supply; and

**WHEREAS:** The original Resolution came before the Town Council for discussion at a regular Town Council meeting on June 21, 2016, and at a special meeting on June 28, 2016, and another regular meeting on the Town Council on the 5<sup>th</sup> day of July, 2016 all duly noticed as required and the Town Council provided an opportunity for the public to comment on this Resolution at each meeting prior to a final decision; and

**WHEREAS:** The Town council has realized that the Resolution passed on July 5, 2016 may have allowed for a loop hole, which was not intended by the Council in that the July 5, 2016 Resolution appeared to apply to only new "connections" and not new "uses" and

**WHEREAS:** in order to fairly administer the spirit and intent of the July 5, 2016 Resolution, the Town Council believes it necessary to amend the July 5, 2016 Moratorium to provide that the moratorium applies not only to new connections but also applies to any new use or change in use if the change is going to use more water than the current amount of water being used or capable of being used, regardless if the size of the line is not going to change. New connections for fire suppression systems or Town-related projects are exempt from this moratorium; and

**WHEREAS:** The Town Council of the Town of West Yellowstone believes that it is necessary and proper for the Town to amend the July 5, 2016 Moratorium on any new connections or new uses, or changes in use, to the Town's fresh water system until such time as the Town receives the necessary information to move forward in obtaining, repairing or replacing its water supply, in order to preserve the public health, property and safety of the inhabitants of the Town.

**NOW THEREFORE, BE IT RESOLVED:**

The Town Council of the Town of West Yellowstone, Montana hereby amends the July 5, 2016, Moratorium to apply to any new connections, new uses, or changes in use to the Town's water supply system until the Town receives the necessary information to move forward with a plan to repair, replace or obtain additional water supply for the Town.

This Amended Moratorium shall remain in effect until such time as the Town Council of the Town of West Yellowstone finds that the current water supply is sufficient to meet the needs of the inhabitants of the Town or until it adopts a plan to recover or replace the previously existing supply.

This moratorium is effective immediately.

DATED this 7<sup>th</sup> day of February, 2017.

Jerry D. Johnson  
Mayor

Allen White  
Council Member

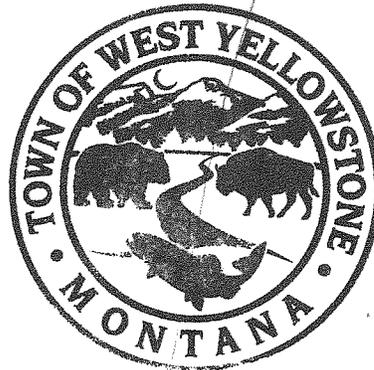
Paul Schmeier  
Council Member

[Signature]  
Council Member

Gary W. Foster  
Council Member

ATTEST:

E. Roxy  
Town Clerk



**RESOLUTION NO. 703**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, IN THE COUNTY OF GALLATIN AND STATE OF MONTANA, DETERMINING THE AMOUNT OF TOWN TAXES AND ASSESSMENTS FOR ALL PURPOSES, GENERAL, AND SPECIAL, TO BE LEVIED AND ASSESSED ON TAXABLE PROPERTY IN THE TOWN OF WEST YELLOWSTONE, STATE OF MONTANA, AND LEVYING AND ASSESSING SUCH TAXES, FOR THE FISCAL YEAR ENDING JUNE 30, 2018.

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

Section 1. That pursuant to the provisions of Title 7, Chapter 6, and Chapter 12, MCA, as amended, there is hereby levied and assessed on the taxable per Centrum of the assessed value of the taxable property of the town of West Yellowstone, State of Montana, as fixed and found by the Board of County Commissioners of Gallatin County, Montana, sitting as a County Board of Equalization, for the current fiscal year ending June 30, 2018 a tax of:

59.80 MILLS AS ALL PURPOSE LEVY

29 MILLS GENERAL OBLIGATION BOND ASSESSMENT

To be assessed on all property and improvements in West Yellowstone, Montana including property otherwise exempt from real property taxes.

**FOR A TOTAL MILL LEVY OF 88.80**

Section 2. That if any part of the determinations, assessments and levies herein and hereby made shall be declared invalid, unconstitutional, or against the law, the validity of any other part of this Resolution shall not be hereby affected.

Section 3. That, pursuant to the provisions of Title 7, Chapter 6, Section 4407 MCA, and Title 7, Chapter 12, Section 4184, MCA, as amended the Town Clerk is directed to at once certify and transmit to the County Clerk & Recorder of Gallatin County, Montana, a copy of this Resolution for the collection of the taxes herein and hereby levied, by the County Treasurer as in Chapter 6 MCA, provided.

Section 4. That pursuant to the provisions of Title 7, Section 6, 4233 MCA the Town Clerk is directed to at once certify and transmit to the Montana Dept of Commerce, in Helena, Montana, a copy of this Resolution.

PASSED AND ADOPTED BY THE TOWN COUNCIL AND APPROVED BY THE MAYOR OF THE TOWN OF WEST YELLOWSTONE, MONTANA, THIS 15th DAY OF AUGUST 2017.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
ATTEST  
Deputy Town Clerk



## **RESOLUTION NO. 704**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE,  
IN THE COUNTY OF GALLATIN AND STATE OF MONTANA TO ADOPT THE BUDGET  
AND CAPITAL IMPROVEMENT PLAN FOR THE FISCAL YEAR 2017-2018.

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

1. That we adopt a general fund revenue budget in a total amount of \$4,002,109 and a General Fund expenditure budget in a total amount of \$5,240,910. The Town Court Judge wages are reflected in the general fund budget and will be hereby adopted in the general fund budget and will be adopted along with the adoption of Resolution #704.
2. That we fully fund an unassigned fund balance as reflected in account line 1000-500601 in the General Fund, that is equal to two times the average monthly General Fund expenditure for the previous fiscal year. During Fiscal Year 2017, the average monthly expenditure was \$310,886. The unassigned fund balance is \$621,773.
3. That we adopt special revenue funds, revenue budget in the amount of \$5,495,983 and special revenue funds expenditure budget in the amount of \$6,311,772.
4. That we adopt a debt service funds revenue budget in the amount of \$145,000 and a debt service funds expenditure budget in the amount of \$116,759.
5. That we adopt a Capital Improvement Program funds revenue budget in the amount of \$1,507,523. Capital Improvement Program funds expenditure budget in the amount of \$1,753,208. The capital improvement program funds are to be used for street and building maintenance, replacement and acquisition of equipment for the town, and construction, remodeling and improvement of town buildings and land or to be set aside for the future purchase thereof.
6. That we adopt water and sewer enterprise revenue budgets in the amount of \$1,184,115 and water and sewer enterprise expenditure budgets in the amount of \$2,249,239.
7. That a copy of said budget is attached hereto and by this reference made a part of the Resolution # 704.

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

1. That we adopt the budget and work plan of the Tourism Business Improvement District (TBID) as proposed by the TBID board for Fiscal Year 2017-18.
2. That a copy of said budget is attached hereto and by this reference made part of the Resolution #704

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

1. That we adopt the 2018-2022 Capital Improvement Plan for the Town of West Yellowstone for Fiscal Year 2018.
2. That a copy of said Capital Improvement Plan is attached hereto and by this reference made a part of the Resolution #704.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WEST  
YELLOWSTONE, MONTANA, THIS 15th DAY OF AUGUST, 2017 AND APPROVED BY  
THE MAYOR OF THE TOWN OF WEST YELLOWSTONE.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
ATTEST  
Town Clerk

## RESOLUTION NO. 705

### A RESOLUTION OF THE WEST YELLOWSTONE TOWN COUNCIL NOTIFYING THE GALLATIN COUNTY ELECTION ADMINISTRATOR OF THE TOWN'S DESIRE TO CONDUCT THE 2017 CITY GENERAL ELECTION BY MAIL BALLOT IN ACCORDANCE WITH SECTION 13-19-202, MCA.

**WHEREAS**, voter turnout in West Yellowstone municipal elections has historically been low and mail ballot elections statistically increase voter turnout in elections; and

**WHEREAS**, Montana law provides a method for conducting mail ballot elections for local elections; and

**WHEREAS**, pursuant to Section 13-19-104, MCA, such elections can be conducted by a mail ballot election; and the Gallatin County Election Administrator has determined that a mail ballot election conducted in accordance with the provisions of Title 13, Chapter 19, Parts 1-3, MCA is in the best interests of the Town and the electors thereof, and pursuant to Section 13-19-202, MCA, the Town of West Yellowstone may notify the County Election Administrator of its intent to conduct a mail ballot election; and

**WHEREAS**, the Election Administrator shall prepare a written plan, including a timetable, for the conduct of the elections and shall submit it to the Secretary of State at least 60 days prior to the date set for the election in accordance with 13-19-205 MCA; and

**WHEREAS**, an official ballot will be mailed to every qualified elector of the Town of West Yellowstone with the goal of increasing voter participation in the municipal elections for 2017; and

**WHEREAS**, the Election Administrator will have a drop off site at the Town Hall for electors who do not wish to mail their ballot; and

**WHEREAS**, the Election Administrator will have ADA accessible marking devices for the disabled to mark their ballot in privacy at the drop off polling sites; and

**WHEREAS**, for any election conducted by mail, ballots must be mailed no sooner than the 25<sup>th</sup> day and no later than the 15<sup>th</sup> day before Election Day and all ballots must be mailed the same day in accordance with 13-19-207, MCA.; and

**WHEREAS**, the Town of West Yellowstone desires to reduce barriers for qualified electors in the election process to as few barriers as possible.

**NOW THEREFORE BE IT RESOLVED** that the Town Council of the Town of West Yellowstone hereby notifies the Gallatin County Election Administrator of the Town's desire to conduct the 2017 city's general election by mail ballot in accordance with Sect. 13-19-202, MCA.

**BE IT FURTHER RESOLVED THAT**, the Town Council of the Town of West Yellowstone hereby notifies the Gallatin County Election Administrator that ballots should be mailed **15** days before the election.

**BE IT FURTHER RESOLVED THAT**, except as provided in Sect. 13-19-204, MCA, the decision to conduct an election under the provision of Sect. 13-19-202, MCA, is within the sole discretion of the Election Administrator.

**BE IT FURTHER RESOLVED THAT** the Town Clerk is hereby directed to forward a certified copy of this resolution to the Gallatin County Election Administrator in accordance with the provisions of Sect. 13-19-202, MCA.

**BE IT FURTHER RESOLVED THAT** within five (5) days of receiving this request, the Election Administrator shall respond to the West Yellowstone Town Clerk in writing, state that this request is either granted or denied for reasons specified. If granted, the Election Administrator shall prepare a plan as provided, in Sect. 1319-205, MCA.

APPROVED BY THE WEST YELLOWSTONE TOWN COUNCIL  
this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

ATTEST:

\_\_\_\_\_  
Town Clerk