

# Town of West Yellowstone

Tuesday, November 20, 2018

West Yellowstone Town Hall, 440 Yellowstone Avenue

**TOWN COUNCIL MEETING**

**7:00 PM**

Pledge of Allegiance

Purchase Orders ∞ #6763 to Advanced Pump & Equipment, meter/control for spring \$7,588.55  
#6765 to Advanced Pump & Equipment, repairs to grinder \$23,360.71

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of November 6, 2018 Town Council Meeting** ∞

Business License Applications

Advisory Board Report(s)

Town Manager & Department Head Reports

**Comment Period**

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

## **NEW BUSINESS**

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Library Board of Trustees Appointment

Discussion/Action ∞

Event Permits

Discussion/Action ∞

- Mistletoe Magic Craft Bazaar, Request to Waive Resort Tax Bond & Vendor Fees
- Spirit of the North Dog Sled Tours, Request to Waive Resort Tax Bond
- Yellowstone Ski Festival – FYI
- Rodeo Run – FYI

Engineering RFP Process

Discussion

Correspondence/FYI/Meeting Reminders



*If viewing the agenda electronically, click the “∞” symbol to link to the associated documentation in the Town Council Packet.*

**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 *11-15-18*

Ship Via

*5210-430550-940*

Order No. **006763**

Department

*Public Services*

TO: *Advanced Pump & Equipment*

ADDRESS:

*Belgrade, MT*

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	<i>Meter &amp; Mission Control for Spring</i>

Estimated Cost \$

*7,588.<sup>55</sup>*

Authorized By

Requested By:

VENDOR COPY - White OFFICE COPY - Canary



# Invoice

Date 10/26/2018

Invoice # 8431

81 Gold Miner Lane, Unit A Belgrade, MT 59714

Customer Phone 406-646-7795

Phone # 406-586-1700

Fax # 406-586-1710

Customer Fax

APE SO # 3243

**Bill To**

Town of West Yellowstone  
Liz Roos  
PO Box 1570  
West Yellowstone, MT 59758

**Ship To/Service Address:**

Town of West Yellowstone  
James Patterson  
440 Yellowstone Ave  
West Yellowstone, MT 59758

Rep	Terms	Ship Date	Customer PO #	Ship Via		
	Due upon receipt	10/26/2018		BEST WAY		
MPN	Description	Quantity	U/M	Rate	Amount	
	M852 MyDro Wireless Real-Time SCADA Kit	1		2,163.25	2,163.25	
	SP850-12 Service Package - 1 Year	1		563.40	563.40	
	KT861 Solar Kit - 20W	1		947.50	947.50	
	Voltage Booster 12 VDC to 24 VDC	1		250.00	250.00	
	0-2 PSI Transducer	1		350.63	350.63	
	Freight to Jobsite	1		65.00	65.00	
	Installation and Startup of RTU - 10/16/18	1		1,500.00	1,500.00	
Approved Adder	FR146 C50 - Antenna Cable	1		262.50	262.50	
	Package Price per Signed Quote #145				6,102.28	
Adder	Additional material and labor requested for solar unit install.	1		1,486.27	1,486.27	
<p><b>We moved October 1st, 2018 !! Please note the new remit to address effective immediately!!</b></p> <p><b>81 Gold Miner Lane, Unit A Belgrade, MT 59714</b></p>				<b>Total</b>	\$7,588.55	
				<b>Payments/Credits</b>	\$0.00	
				<b>Balance Due</b>	\$7,588.55	

P.O. BOX 1570

# TOWN OF WEST YELLOWSTONE MONTANA

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

info@townofwestyellowstone.com

PURCHASE ORDER

Date *11-16-18*

Ship Via

Order No. **006765**

Department *Public Services*

TO: *Advanced Pump & Equipment*

ADDRESS:

*Belgrade, MT*

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	<i>Repair Grinder</i>

Estimated Cost \$ *23,360.<sup>71</sup>*

Authorized By \_\_\_\_\_

Requested By: *[Signature]*

VENDOR COPY - White OFFICE COPY - Canary



# Invoice

Date 11/15/2018

Invoice # 8498

81 Gold Miner Lane, Unit A Belgrade, MT 59714

Customer Phone 406-646-7795

Phone # 406-586-1700

Fax # 406-586-1710

Customer Fax

APE SO # 3254

**Bill To**

**Ship To/Service Address:**

Town of West Yellowstone  
Liz Roos  
PO Box 1570  
West Yellowstone, MT 59758

Town of West Yellowstone  
James Patterson  
440 Yellowstone Ave  
West Yellowstone, MT 59758

Rep	Terms	Ship Date	Customer PO #	Ship Via	
	Due upon receipt	11/15/2018		BEST WAY	
MPN	Description	Quantity	U/M	Rate	Amount
	TASKMASTER(R) GRINDER Model TM8532 Lower Unit Replacement, as follows: - Nom. 8" x 32" Cutting Chamber - Ductile Iron Housing - Cutter Cartridges: 7-Tooth Cam Cutters, 4140 H.T. - 2" Hexagonal Shafting, 4140 H.T. - Mech. Seals - T.C. Seal Faces - Painted 2 Coats Heavy Epoxy Coating - Osha Blue - Brackets For Guide Rail (set of 2 )	1		20,555.71	20,555.71
	Service Trip Charge to pull the grinder	1		750.00	750.00
	Shop labor (3 hours x 2 service technicians)	6		85.00	510.00
	Service Trip Charge to re-install the grinder	1		750.00	750.00
	Freight	1		795.00	795.00
	Per Signed Quote AAAQ3686				
<p><i>430630-941</i></p> <p><i>5310 - 430630</i></p>					
<p><b>We moved October 1st, 2018 !! Please note the new remit to address effective immediately!!</b></p> <p><b>81 Gold Miner Lane, Unit A Belgrade, MT 59714</b></p>				<b>Total</b>	\$23,360.71
				<b>Payments/Credits</b>	\$0.00
				<b>Balance Due</b>	\$23,360.71

11/16/18  
11:57:15

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 11/18

Page: 1 of 8  
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
45043	266 Utilities Underground Location	39.25					
	8105329 10/31/18 excavation notifications	19.62		WATER	5210 430500	357	101000
	8105329 10/31/18 excavation notifications	19.63		SEWER	5310 430600	357	101000
45044	2845 Kastling, Kauffman & Mersen, PC	4,292.25					
	11/06/18 legal services	4,290.00		LEGAL	1000 411100	352	101000
	11/06/18 postage/copies	2.25		LEGAL	1000 411100	870	101000
45049	2853 Two Seasons Recycling	500.00					
	2018272 11/29/18 monthly recycling	500.00		PARKS	1000 460430	534	101000
45051	2546 Century Link QCC	9.53					
	10/23/18 long dist chg 406-646-7600	9.53		DISPAT	1000 420160	345	101000
45053	2789 WEX Bank	2,928.66					
	11/01/18 07 Ford Expedition 6-54563A	77.14		SS	1000 450135	231	101000
	11/01/18 06 Dodge Durango 6-1374	124.44		PUBSER	1000 430200	231	101000
	11/01/18 17 Dodge Ram #1	376.14		POLICE	1000 420100	231	101000
	11/01/18 17 Dodge Ram #2	153.14		POLICE	1000 420100	231	101000
	11/01/18 10 Ford Expedition 6-000046	294.78		POLICE	1000 420100	231	101000
	11/01/18 11 Ford Expedition 6-21425A	62.83		POLICE	1000 420100	231	101000
	11/01/18 10 JD Backhoe	0.00		STREET	1000 430200	231	101000
	11/01/18 77 Int'l Dumptruck	0.00		STREET	1000 430200	231	101000
	11/01/18 Snow Blower	0.00		STREET	1000 430200	231	101000
	11/01/18 02 Freightliner	0.00		STREET	1000 430200	231	101000
	11/01/18 140 G Grader	0.00		STREET	1000 430200	231	101000
	11/01/18 CAT 936 Loader	0.00		STREET	1000 430200	231	101000
	11/01/18 91 Ford 6-582	0.00		STREET	1000 430200	231	101000
	11/01/18 15 Sweeper	171.41		STREET	1000 430200	231	101000
	11/01/18 97 Athey Sweeper	0.00		STREET	1000 430200	231	101000
	11/01/18 14 Water Truck	33.47		STREET	1000 430200	231	101000
	11/01/18 00 Freightliner Dump 6-60700A	0.00		STREET	1000 430200	231	101000
	11/01/18 2010 JD 772 Grader	0.00		POLICE	1000 420100	231	101000
	11/01/18 02 Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	11/01/18 08 Ford Pickup 6-1450	128.72		STREET	1000 430200	231	101000
	11/01/18 08 GMC Pickup 6-1484	78.15		STREET	1000 430200	231	101000
	11/01/18 08 CAT 938H Loader	136.00		STREET	1000 430200	231	101000
	11/01/18 08 904B MiniLoader	46.58		STREET	1000 430200	231	101000
	11/01/18 93 Dodge 6-2010	0.00		STREET	1000 430200	231	101000
	11/01/18 02 Freightliner	0.00		STREET	1000 430200	231	101000
	11/01/18 08 Ford Escape (multi-use)	99.96		DISPAT	1000 420160	370	101000
	11/01/18 14 Police Interceptor	164.40		POLICE	1000 420100	231	101000
	11/01/18 15 Ford F-250	323.74		STREET	1000 430200	231	101000
	11/01/18 18 Dodge Ram-PW	400.81		STREET	1000 430200	231	101000

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	11/01/18	18 Dodge Ram-Police		256.95			1000 420100	231	101000
45054		2558 Hebgen Basin Fire District		53,517.41					
	11/01/18	November 2018		46,184.08		FIRE	1000 420400	357	101000
	11/01/18	employee grant November 2018		7,333.33		FIRE	1000 420471	140	101000
45091		2952 DIS Technologies		895.17					
	34079	11/05/18 IT support + email accounts		891.17		IT	1000 410580	355	101000
	34079	11/05/18 email consulting account		2.00		WATER	5210 430500	354	101000
	34079	11/05/18 email consulting account		2.00		SEWER	5310 430600	354	101000
45092		171 Montana Food Bank Network		2,139.01					
	AOR-14274-	11/08/18 commodities		852.85		HELP	7010 450135	220	101000
	AOR-13577-	08/16/18 commodities		1,286.16		HELP	7010 450135	220	101000
45093		2537 Balco Uniform Co., Inc.		64.18					
	54271	11/13/18 baton holder		24.00		POLICE	1000 420100	226	101000
	51562-1	11/06/18 taser holster		40.18		POLICE	1000 420100	226	101000
45094		162 House of Clean		268.15					
	218742	09/24/18 cleaning supplies		268.15		PARKS	1000 460430	220	101000
45095		2635 Jake's Automotive and Tire		67.80					
	20553	11/09/18 tires-mount and balance		67.80		STREET	1000 430200	239	101000
45096		2099 Quick Print of West Yellowstone		197.40					
	11059	11/09/18 adhesive banners, barrells		114.00		HELP	1000 450135	321	101000
	11004	10/18/18 office supplies		13.16		STREET	1000 430200	220	101000
	5334	10/03/18 shipping, H2O samples		34.62		WATER	5210 430500	357	101000
	5344	10/04/18 shipping, H2O samples		35.62		WATER	5210 430500	357	101000
45097	E	2673 First Bankcard		246.99					
	10/02/18	microwave, Walmart.com		206.99		DISPAT	1000 420160	212	101000
	10/17/18	Taser Int'l, sync cables		40.00		POLICE	1000 420100	220	101000
45098	E	2673 First Bankcard		9,295.35					
	10/04/18	exhaust fan, Northern Tool		1,130.37		SEWER	5310 430600	366	101000
	10/11/18	Comfor Suites, BZN, Westphal		96.59		WATER	5210 430500	370	101000
	10/11/18	Comfort Suites, BZN, VanLeeuwe		96.59		SEWER	5310 430600	370	101000
	10/11/18	Comfort Suites, BZN, Coffin		96.59		SEWER	5310 430600	370	101000
	10/12/18	security light, Home Depot		39.97		SEWER	5310 430600	366	101000
	10/12/18	Muni service fee, Gall Co. Tre		3.00		STREET	1000 430200	870	101000
	10/12/18	Gall Co Treas, licensing		61.80		STREET	1000 430200	870	101000
	10/24/18	gloves, respirators Home Depot		119.80		SEWER	5310 430600	226	101000
	10/25/18	tires, CAT Loader		7,650.64		STREET	1000 430200	239	101000

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45099	533 Market Place	100.29					
	10/31/18 supplies	14.34		LEGIS	1000 410100	220	101000
	10/31/18 Xmas gift cert	50.00		LEGIS	1000 410100	220	101000
	10/31/18 supplies	35.95		POLICE	1000 420100	220	101000
45100	3110 Amanda Marquez	86.00					
	11/06/18 reimb travel, APCO BZN	86.00		DISPAT	1000 420160	370	101000
45101	2801 West Yellowstone Back & Neck	100.00					
	11/02/18 J. Vanleeuwen, DOT physical	100.00		STREET	1000 430200	357	101000
45102	547 WY Chamber of Commerce	12,836.51					
	07/12/18 VIC support 3/16/18-6/15/18	5,671.26		LEGIS	1000 410100	870	101000
	07/12/18 VIC Payroll expense 17-18	7,165.25		LEGIS	1000 410100	870	101000
45103	999999 NATHAN SAUL LOSEE	200.00					
	11/15/18 bond refund TK-110-2018-553	200.00		COURT	7469 212401		101000
45104	999999 HEATHER MARIE BRELAND	400.00					
	11/15/18 bond refund TK-110-2018-253	400.00		COURT	7469 212401		101000
45105	2421 NAPA Auto Parts	2,418.16					
	10/31/18 auto/vehicle supplies	2,418.16		STREET	1000 430200	220	101000
45106	3144 Action Lighting, Inc.	1,338.16					
	417485 11/08/18 holiday lights	1,338.16		PARKS	1000 460430	220	101000
45107	3115 Spiffy Biffy	255.00					
	11/04/18 portable, tennis courts	255.00		PARKS	1000 460430	220	101000
45108	309 PJ's Plumbing & Heating	397.09					
	WO-3307 11/07/18 replace meter, water vault	397.09		WATER	5210 430590	251	101000
45109	2744 Montana Tax Foundation, Inc.	60.00					
	10/31/18 membership dues	60.00		LIB	2220 460100	398	101000
45110	951 Barnes & Noble	371.74					
	3739001 10/10/18 books	20.00		LIB	2220 460100	215	101000
	3741883 10/15/18 books	44.98		LIB	2220 460100	215	101000
	3741889 10/15/18 books	306.76		LIB	2220 460100	215	101000

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45111		3178 Skijor USA Inc. 11/06/18 MAP Fund advance		3,275.00 3,275.00		MAP	2101 410130	398	101000
45112		999999 MCKELLE OSTLER 11/06/18 bond refund TK-2018-645		50.00 50.00		COURT	7469 212401		101000
45113		151 Gallatin County WY TS/Compost 10/31/18 transfer station charges		563.35 563.35		PARKS	1000 460430	534	101000
45114		764 General Distributing Co. 692875 10/31/18 compressed O2		51.46 51.46		STREET	1000 430200	220	101000
45115		3004 Partsmaster 23348143 10/29/18 safety glasses		146.84 146.84		STREET	1000 430200	220	101000
45116		1934 Brenda Martin 11/04/18 reimb meals, APCO conf BZN		86.00 86.00		DISPAT	1000 420160	370	101000
45117		2937 CINTAS First Aid & Safety 5012139119 11/05/18 first aid supplies		86.19 86.19		DISPAT	1000 420230	351	101000
45118		1751 Fiscal-Health Programs 10/31/18 retail food license renewal		115.00 115.00		POVAH	1000 411255	335	101000
45119		1311 Teton Communications 11086 10/19/18 radio kit		181.99 181.99		POLICE	1000 420100	362	101000
45120		2898 TransUnion Risk and Alternative 11/01/18 background checks		43.80 43.80		POLICE	1000 420100	398	101000
45121		1089 Gallatin County Treasurer 10/31/18 TV District tax		5.00 5.00*		POLICE	1000 420100	870	101000
45122		135 Food Roundup 10/31/18 supplies 10/31/18 supplies		34.58 13.64 20.94		DISPAT LEGIS	1000 420160 1000 410100	220 220	101000 101000
45123	E	2673 First Bankcard 10/10/18 work session supplies		70.04 70.04		LEGIS	1000 410100	220	101000

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45124	E	2964 CITI CARDS		588.05					
		10/05/18 MLA membership, M. Black		128.00		LIB	2220 460100	380	101000
		10/10/18 MLA membership, WY Library		60.00		LIB	2220 460100	380	101000
		10/17/18 Greyhound, BZN to Albany NY		218.50		HELP	7010 450135	370	101000
		10/19/18 Officesupply.com, wire shelvin		97.50		SOCSEER	1000 450135	212	101000
		10/31/18 supplies, squad meeting		8.86		POLICE	1000 420100	220	101000
		10/31/18 Wild West, supplies work sessi		75.19		LEGIS	1000 410100	220	101000
45125		2991 West Yellowstone Star		817.20					
		2018ci-597 08/31/18 Adv Bd notice x 2		182.00		ADMIN	1000 410210	327	101000
		2018ci-597 08/31/18 Police Patrol x 2		40.40		ADMIN	1000 410210	327	101000
		2018ci-597 08/31/18 Pub Hear, Ord 267		91.00		ADMIN	1000 410210	327	101000
		2018ci-105 10/31/18 80 acres plan mtg		114.00		ADMIN	1000 410210	327	101000
		2018ci-105 10/31/18 Adv Bd notice		73.00		ADMIN	1000 410210	327	101000
		2018ci-105 10/31/18 Equip Operator x 2		43.80		ADMIN	1000 410210	327	101000
		2018ci-105 10/31/18 Rec Spec posting		91.00		ADMIN	1000 410210	327	101000
		2018ci-105 10/31/18 Engineer RFP		91.00		ADMIN	1000 410210	327	101000
		2018ci-105 10/31/18 Pub Hear Hib Station		91.00		ADMIN	1000 410210	327	101000
45126		71 The Post Register		69.30					
		119577 10/21/18 Engineering RFP ad		69.30		ADMIN	1000 410210	327	101000
45127		3085 Buffalo Services, LLC		3,000.00					
		11/13/18 consulting 10/9-11/9 2018		1,500.00		WATER	5210 430500	354	101000
		11/13/18 consulting 10/9-11/9 2018		1,500.00		SEWER	5310 430600	354	101000
45128		2 Forsgren Associates P.A.		2,000.00					
		118434 09/25/18 operation support		1,000.00		WATER	5210 430500	354	101000
		118434 09/25/18 operation support		1,000.00		SEWER	5310 430600	354	101000
45129		3179 Yellowstone Point S		20.00					
		10288 11/13/18 flat repair, 2017 Dodge Ram		20.00		POLICE	1000 430200	239	101000
45130		65 T & E		231.62					
		42CS043604 11/06/18 parts		231.62		STREET	1000 430200	220	101000
45131		2883 Rocky Mountain Truck Center		490.56					
		C001121093 11/05/18 auto supplies		182.10		STREET	1000 430200	220	101000
		C001121093 11/08/18 auto supplies		308.46		STREET	1000 430200	220	101000

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TOWN OF WEST YELLOWSTONE  
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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45132		2992 Lisa Johnson		218.28					
	11/16/18	reimburse travel Safetyfest Bz		218.28		TRAIN	1000 410800	380	101000
45133		547 WY Chamber of Commerce		2,500.00					
	11/15/18	Ice Fish Tourn MAP advance '19		2,500.00		MAP	2101 410130	398	101000
45134		2994 Joshawa Van Leeuwen		172.00					
	11/16/18	travel reimburse Safetyfest Bo		172.00*		STREET	1000 430200	370	101000
45135		1417 DYER GROUP, LLC		5,500.00					
	18069 11/16/18	engineering, well house + line		5,500.00		WATER	5220 430530	939	101000
45136		2826 Montana Underground		215,019.93					
	11/09/18	well line const, pump house		217,191.85		WATER	5220 430530	939	101000
	11/09/18	1% MT tax		-2,171.92		WATER	5220 430530	939	101000
45137		277 DEPARTMENT OF REVENUE		2,171.92					
	11/09/18	MT Underground, WY water syste		2,171.92		WATER	5220 430530	939	101000
# of Claims				53	Total:	330,532.21			
Total Electronic Claims				10,200.43	Total Non-Electronic Claims	320331.78			





WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**November 6, 2018**

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Pierre Martineau, Chris Burke, 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

Helene Rightenour, Richard & Teri Gibson, John Greve, Randy Wakefield, Jeff Schoenhard, Jonathan Hears

The meeting is called to order by Mayor Brad Schmier 7:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded.

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

**ACTION TAKEN**

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- 1) Motion carried to approve Purchase Order #6685 to Billion Dodge to purchase a new 2019 Dodge Durango for the Police Department for \$49,847. (Martineau, Burke)
- 2) Motion carried to approve the claims, which total \$108,764.75. (Martineau, Forsythe) Forsythe abstains from #45086 to the Westmart Building Center for \$1424.72, Burke abstains from #45057 to Morning Glory Coffee & Tea for \$33.75
- 3) Motion carried to approve the Consent Agenda, which includes the minutes of the October 23, 2018 Town Council Meeting, as amended. (Martineau, Forsythe)
- 4) Motion carried to approve the Request for Variance West Yellowstone Municipal Code 17.23.020 made by Hibernation Station to build a second employee housing cabin at 212 Gray Wolf Avenue in the B-4 Zone. (Martineau, Forsythe) See next motion.
- 5) Secondary motion carried to approve the Request for Variance West Yellowstone Municipal Code 17.23.020 made by Hibernation Station to build a second employee housing cabin at 212 Gray Wolf Avenue in the B-4 Zone under the same terms and conditions as the variance granted to Hibernation Station on May 14, 2018. (Martineau, Johnson)
- 6) Motion carried to approve the request to waive the resort tax bond for the business license transfers to White Geyser Properties. (Johnson, Martineau)
- 7) Motion carried to approve the Marketing and Promotions Fund Recommendations to award \$13,100 for the Skijor West National Championship Finals, \$16,500 for Snow Shoot 2020 (held in 2019), and an additional \$1925 for the Rodeo Run Sled Dog Race 2018. (Forsythe, Martineau)
- 8) Motion carried to approve Resolution No. 721, a resolution declaring the intent to recreate a business improvement district promoting tourism in West Yellowstone. (Johnson, Martineau)

**Public Comment Period**

No public comment is received.

### **Council Comments**

Martineau says that he has heard several complaints about the appearance of plywood over the windows downtown on the businesses that are closing down for the winter. Johnson says that the TBID has a program to provide images and artwork to put in those windows rather than plain wood and agrees to contact the business owner that is currently putting up the plywood. Johnson says that he wants to remind everyone that they have been working towards providing affordable housing for West Yellowstone since the late 1990s. He says that they need to provide space for a trailer park and manufactured homes. He says nearly a third of that new area is designated as commercial at this time and if they are going to do that, that area shouldn't be developed yet and they really should focus on housing. He says that affordable or entry level housing isn't just condos and duplexes. He also says that he doesn't think they need to move Public Works yet. Maybe they should set land aside, but it doesn't need to be moved yet. Chris Burke says that they need a balanced approach to entry level housing but should think about the long-term results of different types of housing.

### **Public Hearing: Application to Maintain a Variance, Permitted Uses in the B-4 Zone, Hibernation Station Employee Housing Cabin**

Mayor Schmier opens the hearing and explains that the public hearing is a requirement of a variance application. The hearing was advertised in the October 26 and November 2, 2018 editions of the West Yellowstone Star. No public comment is received.

### **DISCUSSION**

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- 2) Mayor Schmier asks about the claim to Advanced Pump & Equipment for \$7,588.55 and asks why a purchase order was not presented and if the purchase is in the budget. Patterson explains that the unit was installed at the spring to measure the water flow and was not originally budgeted, but they do have the funds in the water fund to pay for it. Schmier points out that they have a process for this type of a purchase and they should follow it. Johnson requests that a purchase order is presented at the next meeting.
- 3) Burke points out that he was not present at the meeting and his name will be removed from the minutes.
- 6) Gospodarek confirms that the applicant has a satisfactory resort tax payment history for other businesses in town.
- 8) Town Clerk Liz Roos explains that this is the first resolution required to re-create the TBID, which was originally established for ten years and expires next year.
- A) **Advisory Board Reports:** Town Manager Dan Sabolsky reports that the Parks & Recreation Board met last week and discussed developing a new plan for Pioneer Park. He says they also discussed putting out a recreation survey to the community. He says they also talked about partnerships and working with the people that are already running programs in the community. They also discussed supporting the Kids n Snow program and Summer Recreation.
- B) **Town Manager & Department Head Reports:** Sabolsky apologizes for not having time to put out a written report this week, but he does have a few items to mention. He spoke with Kevin Germaine from Big Sky about the proposal to increase the resort tax, what went wrong last time, and contact with a potential lobbyist. He says he has had some conversations with legislators about how to present the proposal and what would be an acceptable approach to get the increase approved. He says that after today's election results are made public, he will start contacting legislators and working on that issue. He says that he has talked to nearly 20 engineering firms that are interested in responding to the Engineering Request for Proposals. Sabolsky says that an employee did file a complaint with the Department of Labor & Industry regarding cleaning up a sewer leak. He says they invited representatives from Department of Labor to come down and evaluate the problem and help them figure out how to take care of the problem. They

sent the staff to confined space training on Monday of this week where they were all able to get certified. They also are going to get the necessary equipment to do that job and are moving forward. He says there will be a meeting on November 29 regarding the West Entrance Project. He says he did send a letter to the County Commission requesting support in funding that project. He says they received an application to rezone the Washburn Circle area and are working on that. Sabolsky says he is going to start working the Bruce McPherson to develop job descriptions and salary ranges for the two employees at the library that are now represented by the union. He says that he also had a discussion with Pat Kinney from NPS about issues they have had with Xanterra bringing employees from inside the park and just dropping them off in West Yellowstone with no place to go. Johnson asks if he did any reference checks on the water rights attorneys they are intending to hire. Sabolsky says he did but has not signed any agreements yet and would welcome any comments.

Public Services Superintendent James Patterson reports that they need to change the meter at the sewer lagoon and anticipate replacing it in December. Patterson says that the hours at the transfer station have changed to Tuesdays and Thursdays and Saturdays. He says they are working on the road equipment and are almost ready to plow snow. He says they are putting holiday lights up on the street light poles, the Town Hall, and new learning center. He says that with the temperatures dropping, they are going to get the ice rink poured and set up soon. They are also going to try to build a small rink off to the side for younger kids. He says that the intersections have been sanded, but they are still very slick as the snow packs down. They will continue to work on them.

Finance Director Lanie Gospodarek reports that she is focusing on the annual report. Social Services Director Kathi Arnado reports that they are getting ready to put out Thanksgiving baskets to needy families. She says they are going to receive 36 turkeys from the Montana Food Bank Network and they are also going to receive 400 pounds of meat from the Hunters Against Hunger. Families can still sign up for turkey baskets and the Christmas Star program. They are seeing an increase in unemployment filings, but they expect that this time of year. She says she is working with Patty from Community Health Partners to develop a parenting class. Chief of Police Scott Newell reports an increase in vehicle accidents due to winter conditions. He reports that they participated in the drug take back program with the DEA and have taken in over 1300 pounds of unneeded medications. They are working on 911 texting capabilities and their new officer, Juan Trujillo, has completed field training and is patrolling independently. Patterson reports that the water line from the new well has been laid and will be ready to be used once the rest of the project is complete.

- C) Sabolsky explains that they have had a lot of interest and are expecting multiple responses to the Engineering RFP. He says they need to decide what process to follow to review the responses and narrow down the pool to the best responses. He suggests that they consider selecting one engineer or firm to be the main engineer, but also pre-select a couple other firms they can use to for specific projects. He says he intends to do more research on this approach and report back. Johnson says that he thinks the Council should be able to review all the responses and then have a work session to review them. He says if there is an overwhelming number of responses, they may need to establish a committee to narrow it down but he thinks the Council should have the opportunity to see all the responses.
- D) Sabolsky reports that they are making progress on the water and sewer issues. They are going to meet with Dave Noel of Forsgren Associates and Colby from Northwest Pipe later this month to work on the calibration at the spring. They are planning to have a conference call with the water rights attorney at the end of the month. They are working on getting more employees in the Public Services department licensed as operators. He says that they have drafted the letter for DEQ requesting approval of the evaporators at the lagoon and intend to send it with a packet of information to DEQ later this week. They also expect that DEQ will come and visit the lagoon site to evaluate. He says that

they have at least three employees that are interested and anxious to obtain all the licensing and become certified operators for the system. Sabolsky explains that they hope the existing liners can be repaired and they can avoid having to replace them until they get to the point where they need to build a wastewater treatment plant. He says that they are going to request to install four evaporators and hope that will allow them to approve new use. Schmier asks when will they be able to lift the building moratorium. Sabolsky says that they need to get approval from DEQ to install the evaporators. Once that happens, they should be able to lift it.

The meeting is adjourned. (9:15 PM)

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Mayor

ATTEST:

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Town Clerk

# Library Board

NAME	DATE APPOINTED	TERM EXPIRES
<del>SJ Shepherd</del>	<del>Appointed 10/15/13</del>	<del>10/2018</del>
Yessika Vega	Appointed 2/7/12 Reappointed 2/7/17	2/2017 2/2022
Lacey Trowbridge	Appointed 10/15/13 Reappointed 10/20/18	10/2018 10/2025
Trent Redfield	Appointed 5/17/16	5/2021
Mike Bryers	Appointed 8/16/16	8/2021

Librarian, Bruce McPherson

5 Year terms  
Limit of 2 terms

**22-1-308. Public library -- board of trustees.** (1) Upon the establishment of a public library under the provisions of this part, the mayor, with the advice and consent of the city council or city commissioners, shall appoint a board of trustees for the city library and the presiding officer of the board of county commissioners, with the advice and consent of the board, shall appoint a board of trustees for the county library.

(2) The library board must consist of five trustees. Not more than one member of the governing body may be, at any one time, a member of the board.

(3) Trustees shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.

(4) Trustees shall hold their office for 5 years from the date of appointment and until their successors are appointed. Initially, appointments must be made for 1-, 2-, 3-, 4-, and 5-year terms. Annually thereafter, there must be appointed before July 1 of each year, in the same manner as the original appointments for a 5-year term, a trustee to take the place of the retiring trustee. Trustees may not serve more than two full terms in succession.

(5) Following the appointments, in July of each year, the trustees shall meet and elect a presiding officer and other officers that they consider necessary, for 1-year terms. Vacancies in the board of trustees must be filled for the unexpired term in the same manner as original appointments.

October 2018 - er



APPLICATION FOR BOARDS AND COMMITTEES

Name Denice Sabolsky Date 10/10/18

Address PO Box 904

City W. Yellowstone State MT Zip 59758

Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell/Other): 440.281.6030

E-Mail Address: dsabolsky.7273@gmail.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 3yrs.

Board or Committee you are applying for: Library

Occupation: teacher

Employer: West Yellowstone School

Have you previously served on a County or City board? no

If so, which board, and for how long? \_\_\_\_\_

Past Memberships and Associations: Elyria Hockey Board ; Boy Scouts of America

Current Memberships and Associations: MEA, WYEA

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: Elem/Jr. High ELA teacher (2yrs) ; professional development /graduate courses in early childhood literacy

What are your primary objectives for serving on this board? To assist the West Yellowstone staff in making positive decisions to promote the Library and promote literacy to the Community of West Yellowstone.

References (Individual or Organization):

Barbett Ott Phone: 406.640.1752

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: Denice Sabolsky Date: \_\_\_\_\_

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

# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Mistletoe Magic - Holiday Bazaar  
Sponsor Organization: Three Wise Women  
Sponsor Address: PO Box 344  
Contact Person: Stacy Schmier, Diana Morris, Debby Hermanson  
Contact Phone: 640-1345 Fax: 646-9208  
E-mail Address: SASCHMIER@AOL.com  
Date(s) of Event: ~~Nov 30~~ Nov 30 - Dec 1, 2018  
Location of Event: Porah Center

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code ([www.codepublishing/MT/WestYellowstone.html](http://www.codepublishing/MT/WestYellowstone.html)). The sponsor and vendors must collect 3% on all resort tax applicable sales and remit to the Town by the 20<sup>th</sup> of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

Event Fee: \$ 25<sup>00</sup> PD 11-9-18  
Resort Tax Bond: \$ \_\_\_\_\_  
Vendor(s) Fee: \$ \_\_\_\_\_  
Total Due: \$ \_\_\_\_\_

[Signature]  
Signature of Applicant  
11/9/18  
Date

Date Received by the Town: 11-9-18

## Event Detail

Please use this sheet to describe your event in detail including expected sales, type of sales, layout, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the Town. Please also address parking, trash collection and disposal, expected number of participants and spectators, signs, alcohol use, and amplified sound (if applicable).

The Three Wise Women are hosting a Holiday Craft Bazaar in conjunction with the Town of West Yellowstone we will have 10-15 vendors from the greater Yellowstone area and all proceeds will be donated to the Community West Outreach (Booth rental minus cost of license and advertising). (Approx. \$80). The vendors will pay all appropriate city tax.

This is the 5<sup>th</sup> year for this event. It will be held 

Nov. 31
3-7 PM

 and 

Dec 1, 2018
9 <sup>am</sup> - 4 PM

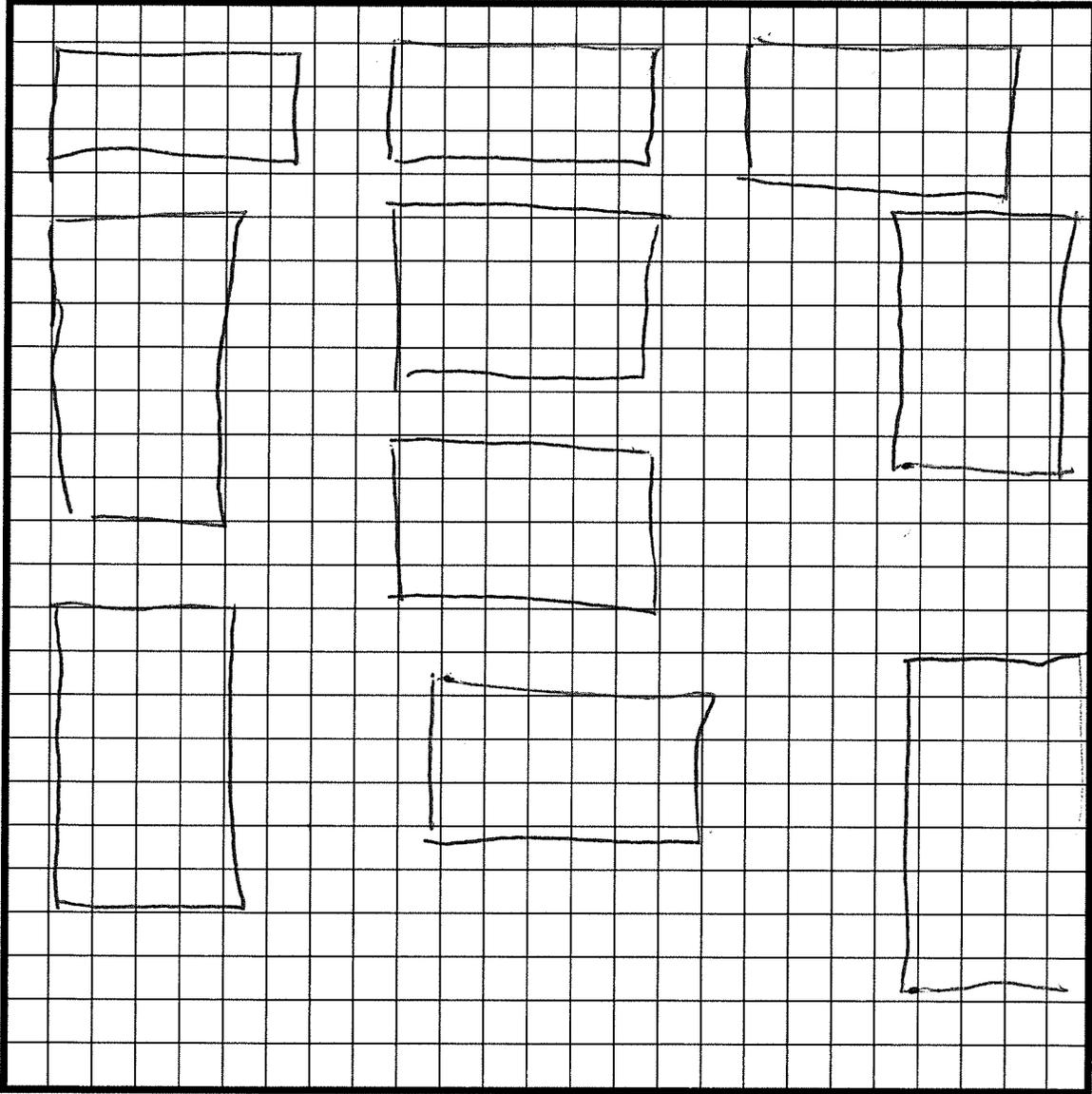
We are asking the city to waive the bond as they have for the last 5 yrs. We also request that you waive the Vendor Fees

SITE PLAN

Event:

mistletoe magic

each vendor  
will have a  
6x3 space  
so set up  
may  
vary



Please indicate direction

# VENDING AND SALES

Complete this section if the event includes sales of any kind.

Event: Mistletoe Magic

Date(s) Nov 31 - Dec 1 2018

Attach additional sheets as necessary.

Primary Sponsor: Stacy Schmier  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Vendor Name: Diana Morris  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Vendor Name: Carrie Pope  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Vendor Name: Pam Talasco  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Vendor Name: Daley Girls  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Vendor Name: Monika Black  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Vendor Name: Liz Breyers  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Vendor Name: Amy Schmier  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Spence Girls  
Diane Koningky  
Laurie Farmer

Plus a few  
more

## FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<i>ASB</i>	<i>11/09</i>	
Fire	<i>SB</i>	<i>11/14/18</i>	
Police	<i>SN</i>	<i>11/09</i>	
Finance			<i>See attached questions</i>
Administration	<i>DS</i>	<i>11/9/18</i>	
Notes/Conditions: _____			
Approved		Denied	Town Clerk
			Date

### ATTACHMENTS

Liability Insurance	_____ Yes	_____ No	_____ Waived
Outside Amplification Permit	_____ Yes	_____ No	_____ NA
Encroachment Application	_____ Yes	_____ No	_____ NA
Open Container Resolution	_____ Yes	_____ No	_____ NA
Resort Tax Bond	_____ Paid	_____ Surety	_____ NA

# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: dogsled tours  
Sponsor Organization: Spirit of the North Sled Dog Adventures  
Sponsor Address: PO Box 1321 Farris, MT 59229  
Contact Person: Connie Sperry  
Contact Phone: 406-682-7994 Fax: \_\_\_\_\_  
E-mail Address: sleddog@3miners.net  
Date(s) of Event: Dec 15 - Jan 5  
Location of Event: Madison Arm Trailhead

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code ([www.codepublishing/MT/WestYellowstone.html](http://www.codepublishing/MT/WestYellowstone.html)). The sponsor and vendors must collect 3% on all resort tax applicable sales and remit to the Town by the 20<sup>th</sup> of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

Event Fee: \$ 25.00 CN#8805 Connie Sperry  
Resort Tax Bond: \$ \_\_\_\_\_ Signature of Applicant  
Vendor(s) Fee: \$ \_\_\_\_\_  
Total Due: \$ \_\_\_\_\_ Date 6 November 18

Date Received by the Town: 11-13-18 ER

## Event Detail

Please use this sheet to describe your event in detail including expected sales, type of sales, layout, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the Town. Please also address parking, trash collection and disposal, expected number of participants and spectators, signs, alcohol use, and amplified sound (if applicable).

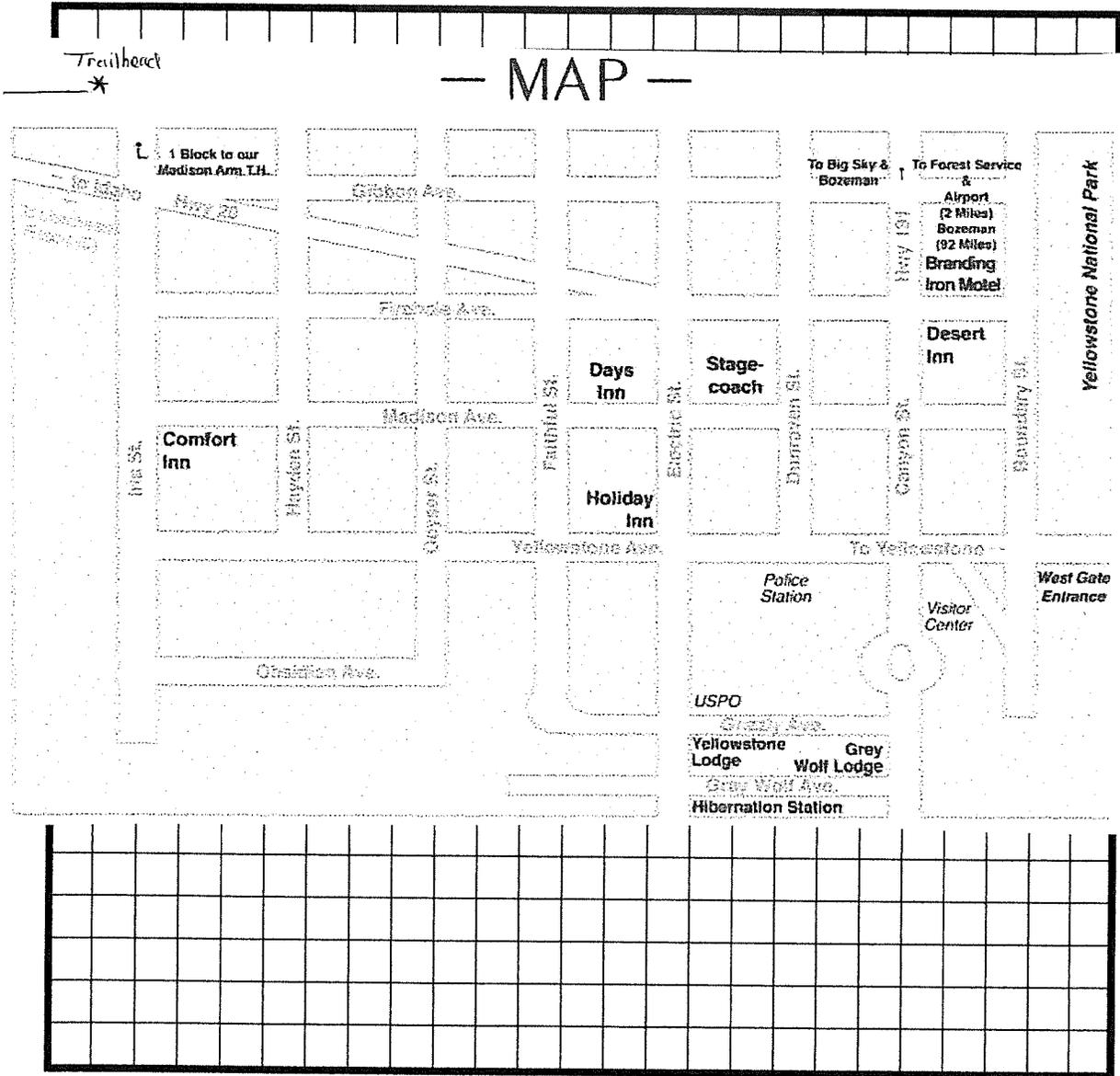
These are guided dog sled trips in the Madison Arm Loop. Trips are 9:30am and 1pm beginning at the Madison Arm Trailhead located at the north end of Iris Street. There could be 2-8 guests per trip and 1-2 cars. There are 100 day-use days with the Forest Service and these will be used primarily in December (the 2 weeks during the Christmas holidays). There will be no alcohol or any special considerations from the town.

Expected sales will be approx \$10,000. The sales tax is included in the price and will be submitted accordingly.

Spirit of the North has been in business for 25 years and have submitted timely resort tax to Big Sky and also to West Yellowstone for the past 2 years. We would like to request a waiver of the \$1500 bond. Madison Valley Bank can provide a reference for our business.

# SITE PLAN

Event: Dogsked trips - Madison Arm Loop Trailhead



Please indicate direction

# ACORD. CERTIFICATE OF LIABILITY INSURANCE

JAN 12 16

PRODUCER  
**COLE P. SCHLACK**  
**CBI INSURANCE AGENCY, INC.**  
 PO BOX 1120  
 EDEN UT 84310

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

Agency Lic#: 102586

### COMPANIES AFFORDING COVERAGE

INSURED  
**SPIRIT OF THE NORTH SLED DOG ADVENTURES**  
 BOX 1312  
 ENNIS MT 59729

COMPANY A: **PHILADELPHIA**  
 COMPANY B:  
 COMPANY C:  
 COMPANY D:  
 COMPANY E:

### COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTP	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	PHPK1253357	DEC 29 17	DEC 29 18	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any One Fire)	\$ 100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED. EXP (Any One Person)	\$ 5,000
					PERSONAL & ADV INJURY	\$ 1,000,000
					GENERAL AGGREGATE	\$ 3,000,000
					PRODUCTS-COMP/OP AGG.	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	\$
	<input type="checkbox"/> HIRED AUTOS					
	<input type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU- TORY LIMITS	
					OTHER	
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE-EA EMPLOYEE	\$
					E.L. DISEASE-POLICY LIMIT	\$
	OTHER:					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS **GUIDED SLED DOG TOURS**

**US GOVERNMENT IS NAMED AS ADDITIONAL INSURED**

CERTIFICATE HOLDER  ADDITIONAL INSURED; INSURER LETTER: **CANCELLATION**

**UNITED STATES GOVERNMENT**  
 PO BOX 520  
 WEST YELLOWSTONE MT 59758-0520

Attention: **MARGARETDSCHMIDT@FS.FED.US**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

AUTHORIZED REPRESENTATIVE  
 (866) 977-4555 Ph.  
 (866) 211-7419 Fax

# VENDING AND SALES

Complete this section if the event includes sales of any kind.

Event: \_\_\_\_\_ Date(s) \_\_\_\_\_

Attach additional sheets as necessary.

Primary Sponsor: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable: YES  NO

## FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<i>SB</i>	<i>11/15/18</i>	
Fire	<i>SB</i>	<i>11/14/18</i>	
Police			
Finance	<i>SB</i>	<i>11/15/18</i>	The understanding is that event sponsors who are selling something only have to pay a 25.00 event fee and nothing more as a vendor.  Noted difference between FS permit & dates of event.
Administration			

Notes/Conditions: \_\_\_\_\_

Approved

Denied

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

\_\_\_\_\_  
Date

### ATTACHMENTS

Liability Insurance	_____ Yes	_____ No	_____ Waived
Outside Amplification Permit	_____ Yes	_____ No	_____ NA
Encroachment Application	_____ Yes	_____ No	_____ NA
Open Container Resolution	_____ Yes	_____ No	_____ NA
Resort Tax Bond	_____ Paid	_____ Surety	_____ NA

# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Yellowstone Ski Festival  
Sponsor Organization: West Yellowstone Chamber of Commerce  
Sponsor Address: PO Box 458, West Yellowstone, MT 59758  
Contact Person: Moira Dow  
Contact Phone: 406-641-1501 Fax: \_\_\_\_\_  
E-mail Address: info@skirunbikemt.com  
Date(s) of Event: Nov 19-24, 2018  
Location of Event: USFS-owned Rendezvous Ski Trails & Holiday Inn

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code ([www.codepublishing/MT/WestYellowstone.html](http://www.codepublishing/MT/WestYellowstone.html)). The sponsor and vendors must collect 3% on all resort tax applicable sales and remit to the Town by the 20<sup>th</sup> of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

Event Fee: \$ 25.00 *pd cash*  
Resort Tax Bond: \$ -  
Vendor(s) Fee: \$ -  
Total Due: \$ 25.00

*[Signature]*  
\_\_\_\_\_  
Signature of Applicant  
12 Nov 2018  
\_\_\_\_\_  
Date

Date Received by the Town: 11-13-18 ER

## Event Details

Yellowstone Ski Festival will be held on the USFS-owned Rendezvous Ski Trails on November 19-24, 2018.

If there is sufficient snow, YSF would like to groom the old railroad bed along Obsidian Ave, behind the Seigel Learning center. This is contained strictly to the interior block and will not interfere with any roads.

YSF will put up "No Parking" signs along Yellowstone Ave, Obsidian Ave, Geyser St, and the Parkway between Westmart and the Fire Station to manage skier parking. YSF works with both parties to make sure their parking is adequately signed to prevent any skier vehicles from blocking the access. Skiers are encouraged to walk from their lodging facility. Otherwise, vehicles will be parked in the Povah Center parking lot and along the corridor between Westmart and the Fire Station. Loading/Unloading Zones and No Parking signs are placed along Obsidian Ave and Geyser St next to the Town Hall and the Rendezvous Trailhead Building. Overflow parking will go onto Yellowstone Ave.

YSF has received a road closure from Custer Gallatin National Forest to close the South Plateau Rd to non-event officials traffic as of November 15. YSF requests permission to plow and sand the Town owned portion of the South Plateau Rd on an as-needed basis. We request help from the Town on the plowing and sanding of this road for the event. We also request permission to groom a ski track using a snowmobile and Ginzu groomer along the sidewalk from the Yellowstone Lodge (S. Electric St) to Faithful Street and behind Westmart Building Supply. This is to help with skier safety and to try to alleviate the pedestrian traffic along potentially icy roads.

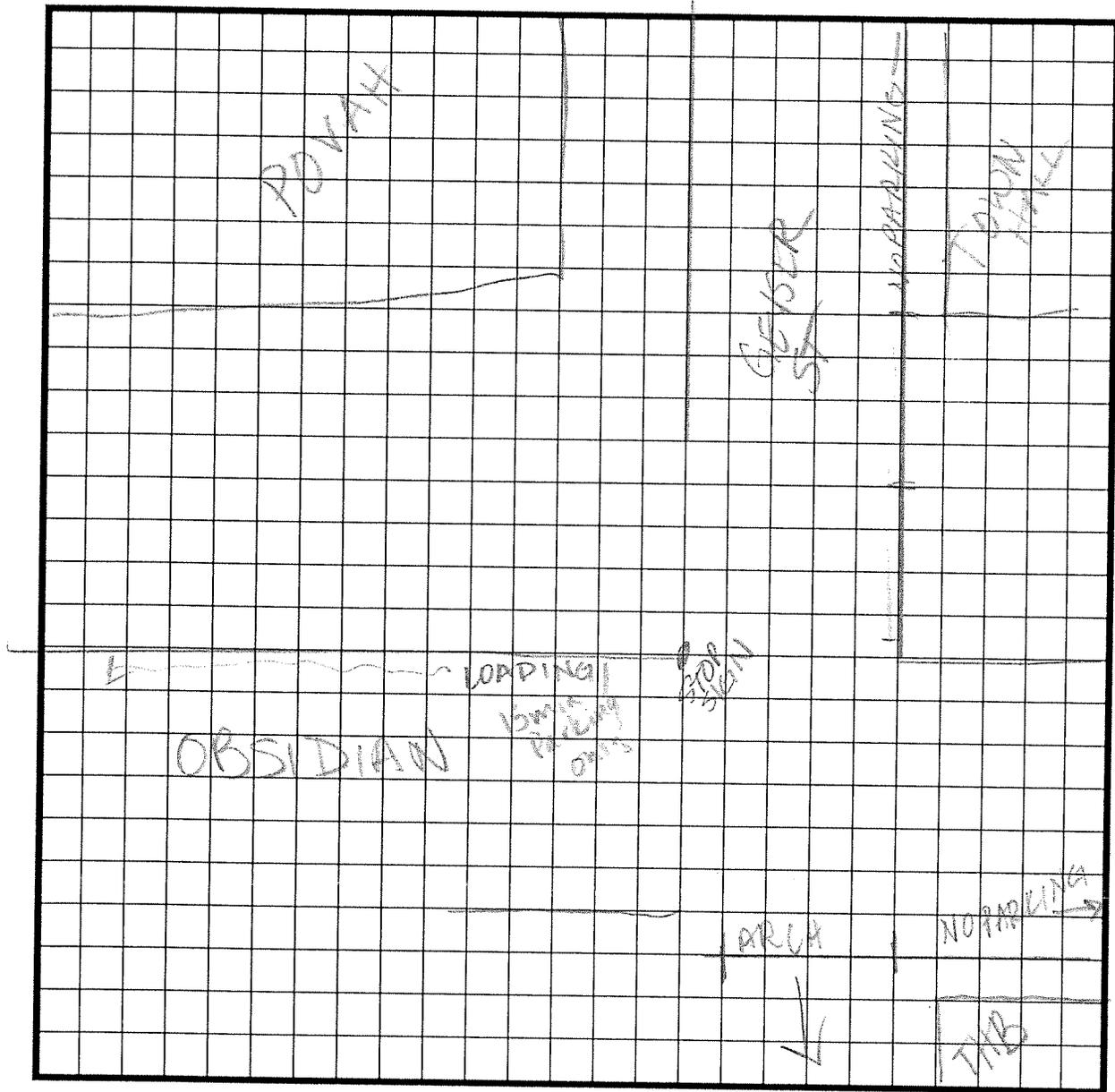
In the event of a very significant snowfall, YSF would like to be able to groom a track at Pioneer Park, similar to the M-120 track used by Kids N Snow) for skiers to use at night or just for fun.

All other events are free and take place at the Holiday Inn.

No sales are allowed by our vendors.

# SITE PLAN

Event: Yellowstone Ski Festival



Please indicate direction

## FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<i>[Signature]</i>	11/15/18	
Fire	<i>[Signature]</i>	11/14/18	
Police	<i>SN</i>	11/13/18	
Finance Administration	<i>[Signature]</i>	11/15/18	pursuing exemption of RT collection

Notes/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved

Denied

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

\_\_\_\_\_  
Date

### ATTACHMENTS

Liability Insurance	_____ Yes	_____ No	_____ Waived
Outside Amplification Permit	_____ Yes	_____ No	_____ NA
Encroachment Application	_____ Yes	_____ No	_____ NA
Open Container Resolution	_____ Yes	_____ No	_____ NA
Resort Tax Bond	_____ Paid	_____ Surety	_____ NA





Dear Councilmembers,

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

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

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

Thank you for your time and consideration of this matter.

Sincerely,

Moira Dow  
Yellowstone Ski Festival Director

# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Podeo Run  
Sponsor Organization: Dog Sled Races of West Yellowstone  
Sponsor Address: PO Box 1775, W. Yellowstone, MT 59758  
Contact Person: Nika Hambly  
Contact Phone: (907) 957 7639 Fax: \_\_\_\_\_  
E-mail Address: guide.nika@gmail.com  
Date(s) of Event: Dec 15-16, 2018  
Location of Event: Iris Street, Forest service trails, old airport

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code ([www.codepublishing/MT/WestYellowstone.html](http://www.codepublishing/MT/WestYellowstone.html)). The sponsor and vendors must collect 3% on all resort tax applicable sales and remit to the Town by the 20<sup>th</sup> of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

Event Fee: \$ 25.00  
Resort Tax Bond: \$ n/a  
Vendor(s) Fee: \$ n/a  
Total Due: \$ 25.00

[Signature]  
Signature of Applicant  
10/30/18  
Date

Date Received by the Town: 11-15-18 ER

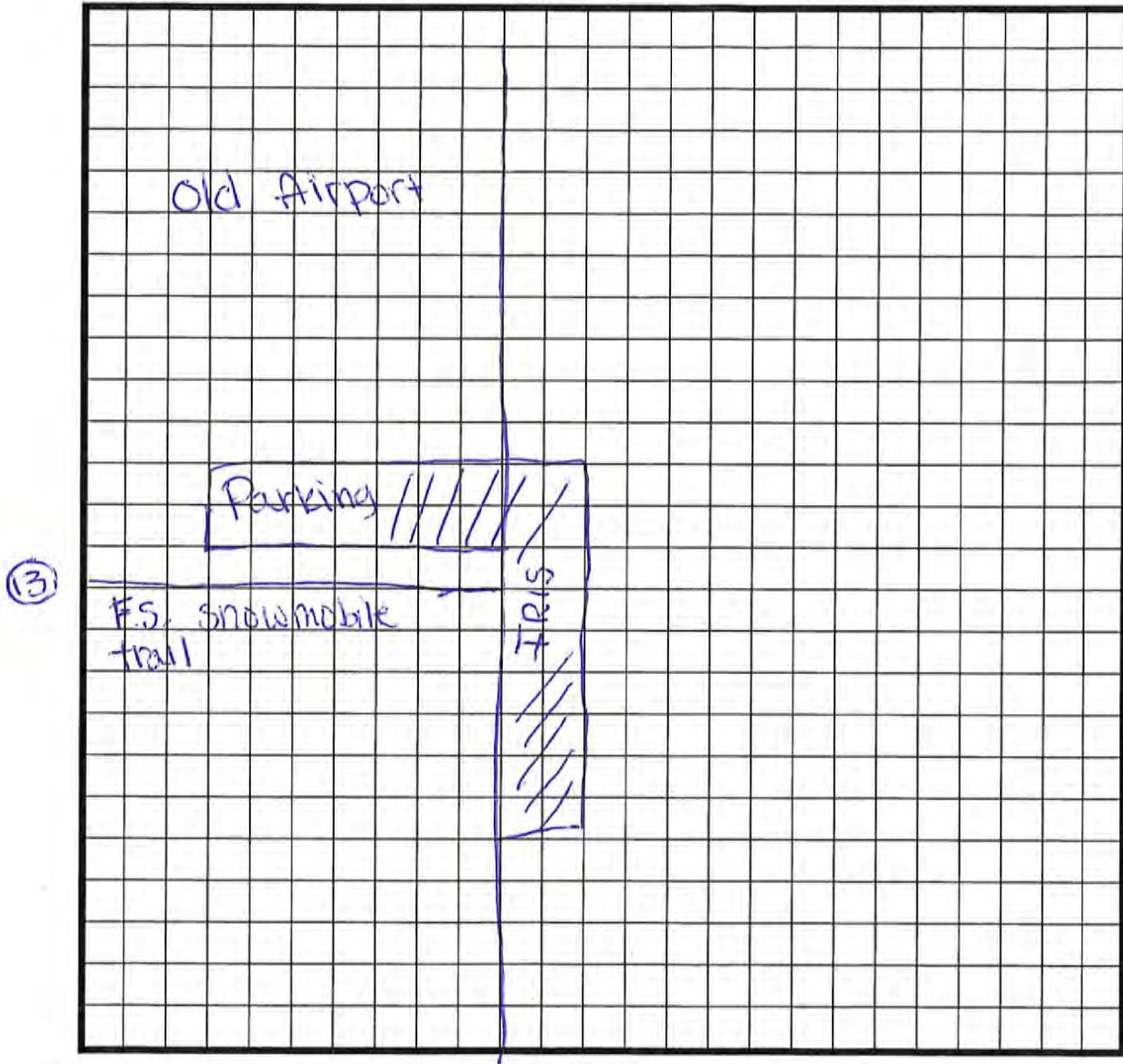
## Event Detail

Please use this sheet to describe your event in detail including expected sales, type of sales, layout, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the Town. Please also address parking, trash collection and disposal, expected number of participants and spectators, signs, alcohol use, and amplified sound (if applicable).

The Rodeo Run will start at the snowmobile parking area on Iris Street and the old airport. Parking allocation has been arranged with city works department. There will be approximately 30 Races divided into four classes. There will be a starting/finish line at a location arranged with the forest service to allow snowmobiles to bypass. The start line will contain banners advertising local businesses who have donated. Trash barrels will be provided and maintained by the race and officials. A portable toilet will be provided at the start/spectator area. There will be a small section of snow fence at the start that will be removed nightly.

# SITE PLAN

Event: Rodeo Run



Please indicate direction

**FOR OFFICE USE ONLY**

Department	Initials	Date	Comments
Pub Services			
Fire			
Police			
Finance			
Administration			

Notes/Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved

Denied

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

\_\_\_\_\_  
Date

**ATTACHMENTS**

Liability Insurance	_____ Yes	_____ No	_____ Waived
Outside Amplification Permit	_____ Yes	_____ No	_____ NA
Encroachment Application	_____ Yes	_____ No	_____ NA
Open Container Resolution	_____ Yes	_____ No	_____ NA
Resort Tax Bond	_____ Paid	_____ Surety	_____ NA



## Resort Tax Bond Exception Request

O. Events may be provided, by administrative order of the town manager or his/her designee, relief from the collection of resort tax if three of the following criteria are met:

1. The activity is for a local school or church fundraiser.
2. The appealing entity can establish that all net profits are donated to the local community or school, in kind or monetarily.
3. Monies collected are a donation.
4. Fees are stipulated by a sanctioning body.
5. The entity hosting the event is not required to have a business or expo license.
6. If the event's resort tax collections are anticipated to be less than fifty dollars.
7. The entity conducting the event must have a physical address within the 59758 zip code;

5-The Rodeo Run is not required to have a business or expo licence

6-The maximum number of competitors is 30, therefor the maximum resort tax will be \$45

7-I have a physical address of 1339 McClellan Rd, West Yellowstone, MT 59758 (see attachment)

[Untitled doc](#) x [Rodeo Run](#) x [Welcome to](#) x [Billing Hist](#) x [Rodeo Run](#) x [RodeoRun](#) x [Square Yr](#) x [Online Ban](#) x [How to call](#) x

<https://billing.fallriverelectric.com/cscp/MyAccount/AccountHistory/BillHistory/BillHistoryInfoTabId/256/Default.aspx>



## Member Services Portal

Payments
My Account
My Usage
My Alerts

Monday, October 15, 2018
You are logged in as: 40246002

You are here: [My Usage](#) > [Billing History](#) > [PRM Account History List](#)
[Logout](#)

**Selected Account**

Account	Name	Status	Service Address	Meter	Due Date	Account Balance	Share Amount
40246-002	HANBELY NIKKA	ACTIVE PPH	MCCLELLAN 1339	62702516		118.96	

**Prepaid Metering Account History**

This page displays account history for your prepaid metering account. The balance shown for each date is the ending balance for that date including all payments and adjustments made up to that point.

Date	Meter Read Date	Total Usage	Charges	Balance
10/14/2018	10/13/2018	17	2.44	118.96
10/13/2018	10/12/2018	3	1.40	121.40
10/12/2018	10/11/2018	2	1.32	122.80
10/11/2018	10/10/2018	3	1.40	124.13

# TOWN OF WEST YELLOWSTONE

November 16, 2018

Mr. & Mrs. Ray Stinnett  
385 Meadowlark Drive  
Bozeman, Montana 59718

Dear Ray & Michele:

Several years ago, I contacted you regarding your land adjacent to the cemetery at Fir Ridge. My recollection is that, at that time, you were willing to consider selling/conveying to the town a portion of that property so we can expand the cemetery.

The reason we did not move forward at that time was the adjacent land owner was not interested in selling property and we need to be able to cross their land to access the adjoining land should we be able to make a deal. Through a look at county records we have been able to determine that that parcel has been sold to a holding company and we are trying to determine who the actual owner is.

Looking ahead, we know we are going to need to expand the cemetery to at least twice its' current size of 2.5 acres, and our first choice is to expand rather than locate property for a second facility in another location.

So here is the obvious question: Would you be interested in such a deal? And secondly, might you know the actual name of the person who now owns the property next to yours?

I am thanking you in advance for your consideration of this request.

Sincerely,



Ken Davis, Chairman  
West Yellowstone Cemetery Board.

