



**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

Ship Via

Order No. **006768**

Department

TO: **A & E Architects**

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	On-site condition assessments of museum and UPDL
	1000 - 411252-357 \$10,000
	4000 - 460460-920 \$10,820

Estimated Cost \$ 20,820<sup>00</sup>

Authorized By

Requested By:

VENDOR COPY - White OFFICE COPY - Canary



Yellowstone Historic Center <yellowstonehistoriccenter@gmail.com>

# Oregon Shortline Condition Assessment and Budget Update

1 message

Jim McDonald <jmcdonald@ae.design>

Tue, Dec 11, 2018 at 11:24 AM

To: Kaitlin Johnson <kjohnson@yellowstonehistoriccenter.org>

Good Morning Kaitlin,

I have worked out things with our engineering consultants. We are still over the \$20,000 a little bit. However we want to move ahead where we will not exceed the \$20,000.00. Essentially it will be time and direct costs to not exceed that amount. We will still do the following: We can do a limited assessment and costs based on the original projects as to what has been completed, what is critical and any new conditions which would require maintenance or renovation. You would need to provide whether there are any changes needed in the use of the buildings or changes in your goals for the buildings and site.

I therefore am proposing the following:

- On-site condition assessment of the two main buildings - Museum (Depot), and Dining Lodge. If it appears that things are going good with our assessments we will look at the Generator Building and Oilhouse.
- Preservation Architects, structural, mechanical, electrical and fire protection engineers assessment with current building codes. We have cut down the hours for the electrical engineering because we have mainly completed the electrical work for both buildings. Also we have completed the structural work in the Depot roof and the structural work throughout the Dining Lodge. We will still do the assessment to make sure that there are no other problems such as the block that is coming out on the flat arch.
- Review project list with your goals and needs for the Center.
- Prepare a new list of projects with priorities and budget costs for your fundraising, grant writing or local Town support. There would be no drawings but we will use original drawings and photographs where necessary.

- o Proposed professional fees for this work is estimated at the following: Preservation Architects \$10,700.00

- o Structural Engineers \$3,720.00

- o Mechanical, Electrical and Fire Protection Engineers \$6,400.00.00

*Handwritten note: \$20,820*

We will work this out between us as we do the assessment and adjust accordingly as we determine the needs of the buildings and site. I have based these costs on being able to combine the assessment with other work in the Park this winter and spring that would keep the costs down for travel time, mileage, lodging and per diem.

Let me know if this works for you.

I will then put it in a formal letter if you want or work with whomever on a contract.

Thanks.

Jim

JAMES McDONALD

FAIA

senior preservation architect

*Handwritten notes:*  
 1000-411252-357 \$10,000  
 4000-460460-920 \$10,820

12/14/18  
13:06:04

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 12/18

Page: 1 of 7  
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
45138	12/01/18	2575 WY Tourism Business Improvement November 2018 collections		23,408.04 23,408.04		TBID	2102 411800	540	101000
45140	11/06/18	2845 Kastig, Kauffman & Mersen, PC legal services		4,549.31 4,545.00		LEGAL	1000 411100	352	101000
	11/06/18	postage/copies		4.31		LEGAL	1000 411100	870	101000
	11/06/18	phone/fax		0.00		LEGAL	1000 411100	345	101000
	11/06/18	travel		0.00		LEGAL	1000 411100	373	101000
45141	Nov 2018	1089 Gallatin County Treasurer 12/29/18 Tech surcharge		1,191.00 420.00		COURT	7458 212200		101000
	Nov 2018	12/29/18 MLEA		480.00		COURT	7467 212200		101000
	Nov 2018	12/29/18 Public Defender		124.00		COURT	7468 212200		101000
	Nov 2018	12/29/18 Victims Assistance		167.00		COURT	7699 212200		101000
45142	12/01/18	2088 Town West Yellowstone utility chrgs, Chamber, 895		888.66 42.59		BLDGS	1000 411257	340	101000
	12/01/18	utility chrgs, UPDL, 892		69.64		BLDGS	1000 411252	340	101000
	12/01/18	utility chrgs, PS Shops, 884		32.12		BLDGS	1000 411253	340	101000
	12/01/18	utility chrgs. Povah Ctr, 887		65.09		BLDGS	1000 411255	340	101000
	12/01/18	utility chrgs, Police Dept, 886		41.35		BLDGS	1000 411258	340	101000
	12/01/18	utility chrgs, City Park, 885		472.63		BLDGS	1000 411253	340	101000
	12/01/18	utility chrgs, Library, 891		32.49		LIBBLD	1000 411259	340	101000
	12/01/18	utility chrgs, Lift #1, 903		13.90		SEWER	5310 430600	340	101000
	12/01/18	utility chrgs, Twn Hall, 921		118.85		TWNHAL	1000 411250	340	101000
45143	11/27/18	95 Energy West-Montana nat gas 210361788 updl		2,208.78 218.06		UPDH	1000 411252	344	101000
	11/27/18	nat gas 210360293 Police		50.75		POLBLD	1000 411258	344	101000
	11/27/18	nat gas 210361746 Pub Services		396.14		STREET	1000 430200	344	101000
	11/27/18	nat gas 210361811 old firehall		114.44		PARK	1000 460430	344	101000
	11/27/18	nat gas 210363966 old bld ins		97.95		STREET	1000 430200	344	101000
	11/27/18	nat gas 210360540 library		222.75		LIBBLD	1000 411259	344	101000
	11/27/18	nat gas 210364599 Povah		502.74		POVAH	1000 411255	344	101000
	11/27/08	nat gas 210361697 Iris Lift St		30.39		PUBSVC	1000 430200	344	101000
	11/27/18	nat gas 210365425 Twn Hall		546.46		TWNHAL	1000 411250	344	101000
	11/27/18	nat gas 210361655 Mad Add Sewe		29.10		SEWER	5310 430600	344	101000
45145	2018298	2853 Two Seasons Recycling 11/30/18 monthly recycling		500.00 500.00		PARKS	1000 460430	534	101000

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45146	2813 Century Link	1,674.00					
	11/28/18 DSL Pub Serv Office 646-7949	138.00		BLDINS	1000 430200	345	101000
	12/19/18 Police 646-7600	334.55		POLICE	1000 420160	345	101000
	12/19/18 E911 Viper 646-5170	98.86		E911	2850 420750	345	101000
	11/19/18 E911 255-9710	999.44		E911	2850 420750	345	101000
	12/19/18 E911 255-9712	25.03		E911	2850 420750	345	101000
	12/19/18 Alarm Lines, 646-5185	78.12		TWNHAL	1000 411250	345	101000
45147	2546 Century Link QCC	14.00					
	11/23/18 long dist chg 406-646-7600	14.00		DISPAT	1000 420160	345	101000
45149	2558 Hebgen Basin Fire District	53,517.41					
	12/01/18 December 2018	46,184.08		FIRE	1000 420400	357	101000
	12/01/18 employee grant December 2018	7,333.33		FIRE	1000 420471	140	101000
45151	266 Utilities Underground Location	158.57					
	8115329 11/30/18 excavation notifications	6.28		WATER	5210 430500	357	101000
	8095327 09/30/18 excavation notifications	152.29		WATER	5210 430500	357	101000
45152	2789 WEX Bank	4,697.03					
	12/01/18 07 Ford Expedition 6-54563A	57.98		SS	1000 450135	231	101000
	12/01/18 06 Dodge Durango 6-1374	0.00		PUBSER	1000 430200	231	101000
	12/01/18 17 Dodge Ram #1	227.89		POLICE	1000 420100	231	101000
	12/01/18 17 Dodge Ram #2	339.15		POLICE	1000 420100	231	101000
	12/01/18 10 Ford Expedition 6-000046	304.78		POLICE	1000 420100	231	101000
	12/01/18 11 Ford Expedition 6-21425A	431.57		POLICE	1000 420100	231	101000
	12/01/18 10 JD Backhoe	0.00		STREET	1000 430200	231	101000
	12/01/18 77 Int'l Dumptruck	0.00		STREET	1000 430200	231	101000
	12/01/18 Snow Blower	0.00		STREET	1000 430200	231	101000
	12/01/18 02 Freightliner	0.00		STREET	1000 430200	231	101000
	12/01/18 140 G Grader	71.97		STREET	1000 430200	231	101000
	12/01/18 CAT 936 Loader	89.66		STREET	1000 430200	231	101000
	12/01/18 91 Ford 6-582	44.21		STREET	1000 430200	231	101000
	12/01/18 15 Sweeper	0.00		STREET	1000 430200	231	101000
	12/01/18 92 SS Snowblower-yellow	139.43		STREET	1000 430200	231	101000
	12/01/18 14 Water Truck	0.00		STREET	1000 430200	231	101000
	12/01/18 00 Freightliner Dump 6-60700A	123.59		STREET	1000 430200	231	101000
	12/01/18 2010 JD 772 Grader	439.00		POLICE	1000 420100	231	101000
	12/01/18 02 Freightliner Dump 6-54564A	92.83		STREET	1000 430200	231	101000
	12/01/18 08 Ford Pickup 6-1450	283.05		STREET	1000 430200	231	101000
	12/01/18 08 GMC Pickup 6-1484	291.71		STREET	1000 430200	231	101000
	12/01/18 08 CAT 938H Loader	547.38		STREET	1000 430200	231	101000
	12/01/18 08 904B MiniLoader	40.86		STREET	1000 430200	231	101000
	12/01/18 93 Dodge 6-2010	0.00		STREET	1000 430200	231	101000

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	12/01/18	01	Freightliner	139.43		STREET	1000 430200	231	101000
	12/01/18	08	Ford Escape (multi-use)	55.08		DISPAT	1000 420160	370	101000
	12/01/18	14	Police Interceptor	111.23		POLICE	1000 420100	231	101000
	12/01/18	15	Ford F-250	282.95		STREET	1000 430200	231	101000
	12/01/18	18	Dodge Ram-PW	317.98		STREET	1000 430200	231	101000
	12/01/18	18	Dodge Ram-Police	265.30			1000 420100	231	101000
45153			151 Gallatin County WY TS/Compost	313.50					
	12/03/18		transfer station charges	313.50		PARKS	1000 460430	534	101000
45192			2507 Silvertip Pharmacy	87.56					
	112618/01	11/26/18	Rx	21.63		HELP	7010 450135	358	101000
	120318/01	11/26/18	Rx	20.93		HELP	7010 450135	358	101000
	120718/01	11/26/18	Rx	45.00		HELP	7010 450135	358	101000
45193			2952 DIS Technologies	1,309.67					
	34157	12/05/18	monthly IT & email support	710.67		IT	1000 410580	355	101000
	34157	12/05/18	monthly IT & email support	2.00		WATER	5210 430500	354	101000
	34157	12/05/18	monthly IT & email support	2.00		SEWER	5310 430600	354	101000
	34147	12/05/18	IT support-Dispatch ctr	595.00		DISPAT	1000 420160	398	101000
45194			2421 NAPA Auto Parts	2,062.93					
	11/30/18		parts & supplies	2,062.93		STREET	1000 430200	220	101000
45195			3176 Magda Nelson - Local Government	630.00					
	10	12/04/18	consulting-GAAP Accounting	78.75		FINADM	1000 410510	356	101000
	20	01/08/19	consulting-GAAP Accounting	551.25		FINADM	1000 410510	356	101000
45196			160 Utility Specialties Inc	1,360.19					
	6952	12/03/18	cable, tubing, freight	1,219.92		SEWER	5310 430630	369	101000
	6951	11/26/18	para block deodorant 20 lb	140.27		SEWER	5310 430630	369	101000
45197			2264 MORNING GLORY COFFEE & TEA	33.75					
	244881	12/05/18	supplies	33.75		DISPAT	1000 420160	220	101000
45198			1061 Lane and Associates	134.60					
	6611	12/03/18	drug testing	134.60		ADMIN	1000 410210	356	101000
45199			2537 Balco Uniform Co., Inc.	171.55					
	51562-2	12/06/18	holsters	171.55		POLICE	1000 420100	226	101000

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45200		2099 Quick Print of West Yellowstone		56.52					
	12/03/18	shipping-BZN Barnes & Noble		28.16*			2220 460100	311	101000
	12/03/18	shipping-Marcom, samples		28.36			5210 430500	357	101000
45201		951 Barnes & Noble		270.89					
	3760492	11/20/18 books		270.89		LIB	2220 460100	215	101000
45202		764 General Distributing Co.		49.80					
	702567	11/30/18 compressed O2		49.80		STREET	1000 430200	220	101000
45203		307 Fire Suppression Systems Inc		400.00					
	86696-IN	11/14/18 hood service, lease Povah		400.00		POVAH	1000 411255	366	101000
45204		2898 TransUnion Risk and Alternative		25.40					
	12/01/18	background/credit checks		25.40		POLICE	1000 420100	398	101000
45205		2991 West Yellowstone Star		478.40					
	12/03/18	ads, Nov 1-30, 2018		478.40		ADMIN	1000 410210	327	101000
45206		1282 Elizabeth Roos		25.55					
	12/13/18	reimb punch supplies, Xmas par		25.55		LEGIS	1000 410100	220	101000
45207		2925 Daniel Sabolsky		240.90					
	12/13/18	reimb meals, BZN NRMEDD mtg		59.00		ADMIN	1000 410210	370	101000
	12/13/18	reimb meals/miles Helena		153.90		ADMIN	1000 410210	370	101000
	12/13/18	reimb meal, Big Sky, RT mtg		28.00		ADMIN	1000 410210	370	101000
45208		2654 Community Health Partners		58.00					
	12/04/18	drug test		58.00		ADMIN	1000 410210	356	101000
45209		3085 Buffalo Services, LLC		3,000.00					
	12/13/18	consulting		1,500.00		WATER	5210 430500	354	101000
	12/13/18	consulting		1,500.00		SEWER	5310 430600	354	101000
45210		135 Food Roundup		74.67					
	12/01/18	supplies		62.79		SOCSEK	1000 450135	220	101000
	12/01/18	supplies		11.88		DISPAT	1000 420230	220	101000
45211		533 Market Place		175.57					
		Soc Serv Thanksg food bank		125.57		SOCSEK	7010 450135	220	101000
	11/21/18	Gift Certificate		50.00		LEGIS	1000 410100	220	101000

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45212		379 Energy Laboratories, Inc		126.75					
	203180	12/11/18 samples		126.75		SEWER	5310 430600	357	101000
45213		309 PJ's Plumbing & Heating		571.05					
	WO-3547	12/10/18 plumbing - police station		571.05		POLICE	1000 411258	366	101000
45214		1796 Barta Electric, Inc.		2,092.05					
	5262	12/04/18 hook up washer/dryer Town Hall		1,007.64		TWNHAL	1000 411250	366	101000
	5260	12/04/18 AC at CHP		737.49		CLINIC	1000 411251	366	101000
	5263	12/04/18 kitchen circuits, Povah		346.92		POVAH	1000 411255	366	101000
45215	E	2673 First Bankcard		888.81					
		11/02/18 Hilton-BZN		209.44		DISPAT	1000 420160	370	101000
		11/02/18 Hilton-BZN		209.44		DISPAT	1000 420160	370	101000
		11/08/18 Ron Smith, crime scene course		400.00		POLICE	1000 420100	380	101000
		11/15/18 Arbys, travel-Helena		10.98		POLICE	1000 420100	370	101000
		11/28/18 Billion - lube + filter		58.95		STREET	1000 430200	231	101000
45216	E	2673 First Bankcard		2,001.86					
		11/06/18 Amazon, 4 x gaiters		71.96		STREET	1000 430200	226	101000
		11/06/18 Summit Sign, parkas x 7		415.42		STREET	1000 430200	229	101000
		11/08/18 Home Depot, connectors		24.98		STREET	1000 430200	366	101000
		11/13/18 Strobes & More, lights+mounts		993.51		STREET	1000 430200	369	101000
		11/16/18 Home Depot, air mover		398.00		SEWER	5310 430600	870	101000
		11/30/18 Strobes & More, flanges		97.99		STREET	1000 430200	369	101000
45217	E	2964 CITI CARDS		2,597.17					
		11/21/18 USPS - postage+envelopes		266.80		FINADM	1000 410510	220	101000
		11/21/18 USPS - postage+envelopes		1,250.00		FINADM	1000 410510	311	101000
		11/27/18 WordPress, domain mapping Lib		13.00		LIB	2220 460100	220	101000
		11/27/18 GoDaddy, domain renew Lib		20.17		LIB	2220 460100	220	101000
		11/28/18 Amazon, supplies, Town Hall		14.24		TWNHAL	1000 411250	220	101000
		11/28/18 Amazon, supplies, Town Hall		30.39		TWNHAL	1000 411250	220	101000
		11/29/18 Demco, lib supplies		322.69		LIB	2220 460100	220	101000
		12/01/18 Amazon, supplies, Town Hall		11.89		TWNHAL	1000 411250	220	101000
1		12/01/18 Mead, office supplies		47.69		ADMIN	1000 410210	220	101000
		12/03/18 Amazon, supplies, Town hall		11.89		TWNHAL	1000 411250	220	101000
		12/04/18 Fairmont, Judge training		608.41		COURT	1000 410360	370	101000

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45218		1944 Bozeman Senior Center 12/11/18 food for Christmas party		1,345.39 1,345.39		LEGIS	1000 410100	220	101000
45219		3181 Dog Sled Races of West 12/14/18 2018 Rodeo Run race, MAP grant		6,132.60 6,132.60		MAP	2101 410130	398	101000
45220		999999 WINTER LAW FIRM PC TRUST ACCOUNT 12/14/18 cem buyback block 36, lot 4		150.00 100.00		CEM	2240 343320		101000
		Andrew Sleeper 12/14/18 cem buyback block 36, lot 4		50.00		CEM	2701 343350		101000
		Andrew Sleeper							
45221	E	2673 First Bankcard 11/26/18 Sun Data Supply, toner 11/30/18 Greyhound, help fund ticket		466.40 297.90 168.50		SOCSE HELP	1000 450135 7010 450135	220 370	101000 101000
		# of Claims	42	Total:	120,138.33				
		Total Electronic Claims		5,954.24	Total Non-Electronic Claims		114184.09		



WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**December 4, 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

Shelley Johnson, Jonathon Heames, Joe Moore, Fire Chief Shane Grube, Head Dispatcher Brenda Martin, Police Officers Sabrah VanLeeuwen and Anthony Kearney, Benny McCracken, Tara Ross, Julie Hannaford, Mary Davis, Mike and Gayle Gavagan, Katie Moen-West Yellowstone Star, Brad & Stacey Schmier, Marvin Fielding-Keller Associates

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 the Securities Report and Treasurer's Report dated October 28, 2018. (Johnson, Forsythe)
- 2) Motion carried to approve the claims, which total \$88,717.61. (Martineau, Burke) Forsythe abstains from #45174 to Westmart Building Center.
- 3) Motion carried to approve the Consent Agenda, which includes the minutes of the November 20, 2018 Town Council Meeting. (Martineau, Burke)
- 4) Motion carried to approve the Application for Outside Amplification Permit and the Application to Maintain an Encroachment for the Christmas Stroll Events on Saturday, December 15, 2018. (Forsythe, Burke)

#### **Public Comment Period**

Gallatin County Commissioner Steve White addresses the Council and audience. He explains that he has represented this part of Gallatin County for the last twelve years, but was unsuccessful at getting elected for a third term. He thanks everyone for the opportunity he had to represent this area and it has been a great honor to serve as their commissioner. He reports that while serving on the Logan Landfill Board, they have been able to achieve the purchase of the land adjacent to the Logan Landfill which will enable them to move the landfill to County land.

Marvin Fielding of Keller Associates addresses the Council. He explains that they responded to the recent Engineering Request for proposals and just wanted to take the opportunity to introduce himself.

#### **Council Comments**

Mayor Schmier says that they talked to a representative from a recycling business in Idaho Falls. He says that they come to West Yellowstone on a fairly regular basis and recycle things like electronics and appliances. Schmier says he hopes to improve their recycling options in the future and this may be part of it.

Chris Burke reports that they drove a shuttle for two days during the Yellowstone Ski Festival and was impressed with the participation and activities during the week.

Jerry Johnson says that he has observed several businesses in town with boards on their windows and wonders how they should address that. He mentions that Clay Vines graduates next week

from POST for Department of Livestock. He also mentions that Nona Smith passed away last week. Mayor Schmier suggests they require businesses that board up their windows for the winter to use boards that match their buildings.

### **Public Hearing – Protest Hearing, Tourism Business Improvement District**

Mayor Schmier opens the hearing. The hearing was advertised in the November 16, 23 and 30, 2018 editions of the West Yellowstone Star. Notice of the public hearing was mailed to all the real property owners in the commercial districts of West Yellowstone. No public comments are received.

### **DISCUSSION**

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- 2) Johnson asks for clarification about where the funding is coming from for the replacement grinder for the sewer system. Patterson explains that they decided to delay some other projects this year and use budgeted money to pay for the grinder. Forsythe also asks questions about the court restitution process, refunding court overpayments, and the employee lunch claim.
- A) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky reports that they are still waiting to hear back from Montana DEQ regarding the letter requesting permission to use evaporators at the sewer lagoon. They had a meeting last week with Greg Johnson of Buffalo Services and Town employees to work out procedures and training to run the wastewater and freshwater systems. He reports that he met last week with Erik Nelson of ThinkTank to discuss the plan for development of the 80 acres. Nelson is close to finishing their report and would like to have another work session with the Town Council before finishing it up. The Plans for the HRDC project in the Madison Addition have been received as well as a re-zoning application for Washburn Circle. Sabolsky reports that he attended a meeting last week with multiple government agencies to discuss the west gate project for Yellowstone National Park. He also reports that there is a meeting scheduled later this week to rebuild the casting pond behind the Union Pacific Dining Lodge. Sabolsky says that he has been using Anthony Kearney while he is on light duty to update all the job descriptions for all of the Town employees. Officer Daniel Palmer has resigned effective December 18, 2018. Newly appointed judge Richard Gibson can no longer serve on the Police Commission so they are advertising for a new person to serve on that commission. Two applications were received for the Assistant Librarian position and they intend to interview on Friday. The Music in the Park committee met last week, Don Perry is looking to move away from the area so they are working on keeping that event going without him. He also reports that he will be in Helena tomorrow and the next day meeting with City Managers and Administrators from around the state.

Chief of **Police** Scott Newell reports that Officer Palmer has been hired by Stillwater County. He says that they are working with Stillwater County to sell his bulletproof vest to them since it is good for three more years. Newell also reports that he has been doing some research about whether people that have been sentenced to serve time can serve that time in a holding facility such as the Town's jail. He says he plans to discuss the issue with the Town Attorney.

**Social Services** Director Kathi Arnado reports that the Thanksgiving Baskets program went well but they only distributed 48 baskets this year, down from 68 last year. She says that unemployment filings and food bank usage is also down, which appears to indicate that their community is doing well. She says they received a bunch of turkeys from the Missoula Food Bank and are preparing for the Christmas Star program.

**Finance** Director Lanie Gospodarek reports that she has been working diligently on the Annual Finance Report, their office is also processing multiple event permits and supporting the Town Manager. Johnson asks about hiring a deputy clerk as Lisa Johnson transferred over to being the Executive Assistant. Sabolsky says that they are working on

reorganizing some of the departments and office space and hopes to work on that after the first of the year.

**Public Services** Superintendent James Patterson reports that they finished the sledding hill at the city park. Kids n Snow starts next week and the ice rink should be ready. They are putting the roof on the well house for the new well this week. They are putting a few more holiday lights up and working on smoothing out the streets. Chris Burke says they have a lot of problems with snow piling up on the sidewalks, particularly in front of businesses that are closed for the winter. Schmier agrees and says that this is a problem every year and they need to do something about it.

- B) Mayor Schmier reports that they have a draft ordinance before them to consider a curfew that would be imposed on minors under the age of sixteen years of age between the hours of 12 AM (midnight) and 5 AM. Sabolsky explains that they put this draft together after looking at several other ordinances in other cities. He says they are looking for feedback from the Council on how to proceed. Mayor Schmier expresses concerns about government overstepping its bounds, but acknowledges this ordinance may give law enforcement a tool to address issues late at night. Burke says that he thinks this is a good idea and says they are a legislative body with the power to enact such laws. Johnson asks if a minor can allow law enforcement to enter a home. Newell says that barring any life threatening circumstances, they would always get a search warrant before entering a home. The Council asks multiple questions about the ordinance and procedures. Tara Ross, Victims Assistance Manager for the National Parks Service, says that she does believe there are human trafficking problems in our town and a curfew would be a good thing. Officer Anthony Kearney says the focus of this ordinance is the safety of the children. Sabolsky says that he will talk with the Town Attorney about the ordinance tomorrow and prepare for first and second readings in January.
- C) Mayor Schmier says they have a draft to review to amend the fireworks ordinance. They have made multiple changes to the existing ordinance and are seeking feedback. The Council discusses the changes and locations from which fireworks could still be lit. There is also discussion about shortening the time that fireworks can be discharged, height limits, and enforcement. Sabolsky explains that they will continue to work on this and prepare to bring it back so a new ordinance can be adopted prior to next summer.
- D) Town Manager Dan Sabolsky reports that he attended a meeting with other Resort Tax Communities last week. The majority of the meeting was a discussion of the current law, but Sabolsky presented the proposal to lobby the legislature to increase the taxing authority to 4%. He said most of the communities supported the idea and he will be meeting with some of other city managers at the meeting he is attending in Helena this week. He is also planning to meet with representatives from Big Sky, which is interested in supporting the effort monetarily.
- E) Sabolsky says that he has asked Chief Newell, James Patterson, Fire Chief Shane Grube and Executive Assistant Lisa Johnson to evaluate the proposals along with himself. They intend to narrow the proposals down to three that they will then present to the Council. Copies of all the proposals have also been sent to the Council. He expects they will have a work session in late January or February to review the top three proposals.

The meeting is adjourned. (9:00 PM)

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Mayor

ATTEST:

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Town Clerk



# Town of West Yellowstone Business License Application

Business Name: Mountain Ops (ACE POWDER GUIDES)

Applicant: Eric Heaps / Nick Milliken

Contact Person: Eric Heaps

Mailing Address: P.O. BOX. 1473

Physical Address of Business: \_\_\_\_\_

Phone Number: 406-570-8670 Fax Number: \_\_\_\_\_

Email Address: The mountain operations @ gmail.com Website: mountainops.net

Signature of Property Owner of Record: [Signature]

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

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

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
- Transfer of Ownership
- Change of Location
- Name Change

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

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

Back country Guide Service. Daily snowmobile trips into the Gallatin National Forest. Guided trips will start and finish at trail heads outside of town.

Business License Fee: \$ 50-

Resort Tax Bond: \$ 500

Total Amount Due: \$ 550-

[Signature]  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

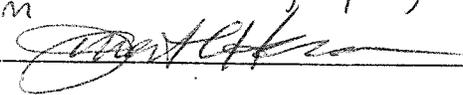
\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date Approved: _____	<input type="checkbox"/> Town Council	<input type="checkbox"/> Administration	_____	
Date _____	Check # _____	Amount \$ _____	License # _____	
SCN _____	BLP _____	STX _____	RDX _____	

# Town of West Yellowstone Business License Application

Business Name: BSA Lodging, LLC dba Golden Stone Inn  
 Applicant: Jonathan Heames  
 Contact Person: Jonathan Heames  
 Mailing Address: PO Box 2153, West Yellowstone, MT 59758  
 Physical Address of Business: 115 S. Faithful St, West Yellowstone, MT 59758  
 Phone Number: (406) 646-7801 Fax Number: \_\_\_\_\_  
 Email Address: jheames@bigskyanglers.com Website: www.bigskyanglers.com

Signature of Property Owner of Record: \_\_\_\_\_  


Subdivision: Grizzly Park  
 Block: 1 Lot: 5

Zoning District, please mark one:

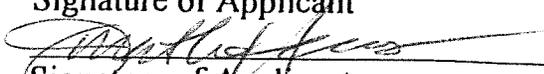
- |   |   |
|---|---|
| <input type="checkbox"/> B-3 Central Business District (Old Town)                 | <input type="checkbox"/> PUD Planned Unit Development (Grizzly Park)            |
| <input checked="" type="checkbox"/> B-4 Expanded Business District (Grizzly Park) | <input type="checkbox"/>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

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

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

The Golden Stone Inn will be a boutique hotel providing visiting anglers and Yellowstone tourists accommodation. 15 units in total for rent on site. This will consist of 3 triplexes that have (3) units apiece and 6 stand-alone cabins that are (1) unit apiece. The main building on property houses a reception area w/small retail store, a guests lounge, and in-house laundry.

Business License Fee: \$ \_\_\_\_\_  
 Resort Tax Bond: \$ \_\_\_\_\_  
 Total Amount Due: \$ \_\_\_\_\_

Signature of Applicant \_\_\_\_\_  
  
 Signature of Applicant \_\_\_\_\_  
11/30/18  
 Date \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>				
Approved by Town Council: _____				
City	Check #	Amount \$	License #	
BLP	STX	BLC	RDX	



11/30/18

To Whom it May Concern,

Enclosed is an application for the Golden Stone Inn, which is a small lodging facility that we have been constructing at 115 South Faithful St. This facility has been designed with both the traveling angler and Yellowstone tourist in mind. We feel as though this facility will be both a complement to our existing retail store and flyfishing outfitting service, Big Sky Anglers, as well as to our town's existing lodging options.

It is our intent to operate this facility as a boutique hotel and to make it available for group events from time to time. The building is designed with a common lounge/lobby area that can be separated from the reception area. This reception area will have a small retail shop that will sell a selection of logo apparel and gear, meats, cheeses, crackers, fruit, and a selection of beers and fine wines. We are applying for an Off Premises Beer and Wine Retail License with the state of Montana, to be filed with a convenience store classification. We have built the facility with adherence to the rules associated with this license.

It is our hope that the Town Council will consider and approve our business license application for this endeavor.

Thank you,

Jonathan Heames

Co-owner, Big Sky Anglers, LLC and Golden Stone Inn



11/30/18

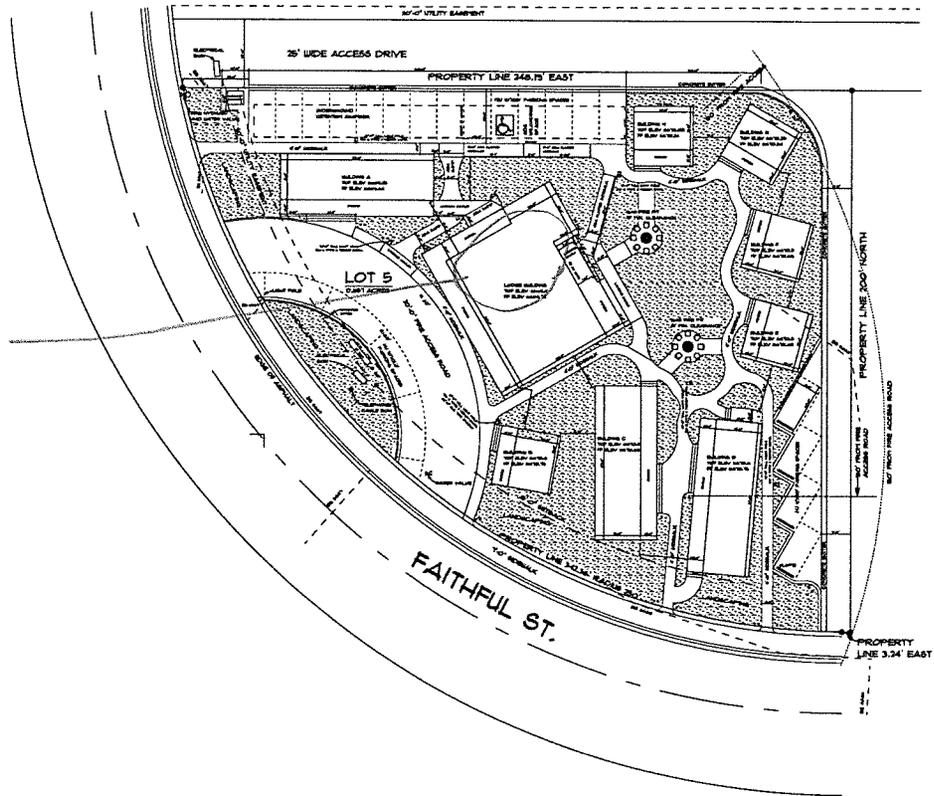
To Whom it May Concern,

Based on our the payment history of our other business in town, Big Sky Anglers, located at 39 Madison Ave, we request that you consider waving the resort tax bond for this new business application.

Thank you,

Jonathan Heames  
Co-owner, Big Sky Anglers, LLC and Golden Stone Inn

RECEPTION/  
STORE



**LEGAL DESCRIPTION**

BIG SKY ANGLERS  
LOT 5, BLOCK 1  
GRIZZLY PARK SUBDIVISION  
WEST YELLOWSTONE, MONTANA

APPROX 37,000 SF

**PARKING REQUIRED**

1 UNIT X 15 = 15 SPACES  
 15 ROOMS X 10 = 150 SPACES  
**TOTAL SPACES REQUIRED = 165 SPACES**  
**TOTAL SPACES PROVIDED = 21 SPACES**

SEE CIVIL DRAWINGS FROM  
HOBBS ENGINEERING FOR  
GRADING AND DRAINAGE

**ARCHITECTURAL SITE PLAN**

SCALE 1" = 20'-0"

**CONTRACTOR'S RESPONSIBILITY**  
 IT IS THE CONTRACTOR'S RESPONSIBILITY TO REVIEW ALL ASPECTS OF THESE DRAWINGS, ARCHITECTURAL AND STRUCTURAL, PRIOR TO CONSTRUCTION. ANY CORRECTIONS SHALL BE REPORTED TO THE ENGINEER FOR CORRECTION. CHANGES MUST BE PROVIDED BY THE CONTRACTOR IN THE MANNER THE ENGINEER IS IN THE BEST INTEREST OF THE OWNER. CHANGES SHALL BE FORWARDED TO THE ENGINEER IN WRITING FOR APPROVAL, PRIOR TO CONSTRUCTION.

DRAWINGS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE ARE AND SHALL REMAIN THE PROPERTY OF DESIGN INTELLIGENCE, LLC. THESE DOCUMENTS ARE NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE PRIOR WRITTEN AUTHORIZATION OF DESIGN INTELLIGENCE, LLC.

	DATE	4/17/2018
	SCALE AS NOTED DRAWN BY: JBJ PROJECT NO: 2011-235A	
<b>DESIGN INTELLIGENCE, LLC</b> PHONE: (406) 389-1444 FAX: (406) 389-1444 EMAIL: JOHN@DESIGNINTELL.COM		
<b>BIG SKY ANGLERS PLAN A LODGE</b> LOT 5, BLOCK 1, GRIZZLY PARK SUBDIVISION, WEST YELLOWSTONE, MONTANA		

CI



**Custer Gallatin National Forest**  
**For Immediate Release: December 4, 2018**  
**Media Contact: Marna Daley,**  
**[mdaley@fs.fed.us](mailto:mdaley@fs.fed.us); 406-587-6703**

[www.fs.usda.gov/custergallatin](http://www.fs.usda.gov/custergallatin)  
 [Custer Gallatin National Forest](#)  
 @GallatinNF or @CusterNF

## **Members Needed for Gallatin and Southern Montana Resource Advisory Councils**

**Bozeman, MT...** The Custer Gallatin National Forest is looking for people interested in volunteering for one of our two Resource Advisory Committees (RAC). The Gallatin RAC covers Gallatin County and the Southern Montana RAC covers Park, Sweet Grass, Stillwater, and Powder River Counties. Each RAC consists of 15 people representing varied interests and areas of expertise who work collaboratively to improve working relationships among community members and national forest personnel.

Resource Advisory Committees review and recommend projects to be carried out using Title II funding under the Secure Rural Schools and Community Self-Determination Act of 2000 and amended through the Consolidated Appropriations Act, 2018 (Pub. L. 115-141). The Forest is recruiting to fill 15 vacancies on the Gallatin RAC and 14 or 15 vacancies on the Southern Montana RAC.

Generally, the committee's role is to review and recommend projects and funding to the Forest Supervisor. This includes reviewing projects proposed by participating counties, tribal governments, organizations and individuals; providing early and continuous coordination with appropriate land management agency officials; providing frequent opportunities for citizens, organizations, tribes, land management agencies, and other interested parties to participate openly and meaningfully; and monitoring projects that have been approved and advising the designated Federal official on the progress of monitoring.

Each RAC has balanced and broad representation of interests and has vacancies in all categories. Individuals can nominate themselves or others but must live within the State of Montana. **Nominations and applications are due by January 11, 2019.**

If you are interested in volunteering for either RAC please complete at the AD-755 found at [www.fs.usda.gov/main/pts/specialprojects/racs](http://www.fs.usda.gov/main/pts/specialprojects/racs) or contact Karen Tuscano at [ktuscano@fs.fed.us](mailto:ktuscano@fs.fed.us); 406-932-5155 ext 115. Applications can be sent to [ktuscano@fs.fed.us](mailto:ktuscano@fs.fed.us) or to Custer Gallatin National Forest, attn: Karen Tuscano, P.O. Box 1130, Big Timber, MT 59011.

#

*"USDA is an equal opportunity provider, employer and lender."*

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

December 13, 2018

West Yellowstone Cemetery Board

Mayor Brad Schmier and Members of the Town Council  
Town of West Yellowstone  
P.O. Box 1570  
West Yellowstone, Montana 59758

Dear Mayor Schmier:

As you are aware newly constituted Cemetery Board had their first meeting on Wednesday December 5. This followed a more informal meeting in November.

During our most recent meeting the board reviewed drafts of two documents. One was a hand out that the staff could present to purchasers of lots that answer, in plain terms, what the requirements are for burials at the cemetery as well as monument placements. The second document was a set of administrative procedures that discuss the specifics of what needs to happen with regard to burials and monument placements. This second document will be a document that will be used in house to address most common questions and concerns based on historical events at the cemetery. These documents are still a work in progress and the board hopes to vote on them at their next meeting.

After a review of the town cemetery ordinance as well as how things have been done at the cemetery in recent years, it became clear that there needs to be a superintendent of the cemetery. The public works staff has taken on most that responsibility however there needs to be a point of contact for the public as well as staff when questions arise. We feel the logical choice is the director of public works. The person in that position is doing the work, attending our meetings and is most familiar with the cemetery enterprise.

Therefore we are requesting the Town Council appoint the Director of Public Works to fill that position.

Additionally we believe it is time for the town to take on the responsibility of opening and closing graves. This assures that burials are performed in accordance with town requirements. We are not saying that burials have not been done correctly, we are recognizing that for years the town did not have equipment to do this task and now it does. Town staff should be on site for each burial, a tenet of our draft administrative policy, so having the equipment available for that is not out of reason. It is common practice at other cemeteries for there to be a charge for this service and based on information provided by Mr. Patterson we believe \$400 would be a fair charge for this service regardless of the day of the week the service is provided. Additionally, a fee of \$100 would be charged for opening and closing of graves four cremated remains.

We understand the Council must adopt a resolution to set these fees and we are asking the Council to do so at the earliest possibility.

It would be my hope to be able to attend your meeting where these items will be discussed. Until then I thank you, in advance, for your consideration of these two requests.

Sincerely,



Ken Davis, Chair  
West Yellowstone Cemetery Board

