

# Town of West Yellowstone

Tuesday, May 7, 2019

West Yellowstone Town Hall, 440 Yellowstone Avenue

## TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Purchase Orders #6798 to Frontline AG Solutions, 2018 Z930R John Deer Mower, \$14,000

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of April 16, 2019 Town Council Meeting** ∞

**Minutes of the May 1, 2019 Work Session & Special Town Council Meeting** ∞

Business License Applications ∞

Advisory Board Report(s)

- Library, Little Rangers Learning Center – Bruce McPherson

Town Manager & Department Head Reports

### Comment Period

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

### Public Hearing & Associated Action: Ordinance No. 268, Minor Curfew, 12 Midnight-5 AM

Ordinance No. 268, Minor Curfew, 2<sup>nd</sup> Reading

Discussion/Action ∞

### UNFINISHED BUSINESS

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Moonrise Meadows, Preliminary Plat & Subdivision Application, Height Relaxation  
(Consideration postponed March 3, 2019)

Discussion/Action ∞

Moonrise Meadows, Conditional Use Permit for Planned Unit Development  
(Consideration postponed March 3, 2019)

Discussion/Action ∞

### NEW BUSINESS

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Staffing Plan Amendment

Discussion/Action ∞

West Yellowstone Farmers Market Special Event Permit, Bond Waiver Request

Discussion/Action ∞

Application to Maintain an Encroachment, Westmart Greenhouse

Discussion/Action ∞

Resolution No. 268, BARSAA Funds

Discussion/Action ∞

Correspondence/FYI/Meeting Reminders

- 2019 Smokey Waters Day Camp Brochure ∞



*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 5-2-2019

Ship Via

Order No. 006798

Department

Public Services

TO: Frontline AG Solutions

ADDRESS: 205 Floss Flats

Belgrade, MT 59714

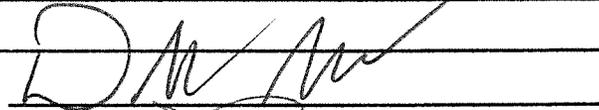
PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	2018 Z930R John Deere Mower

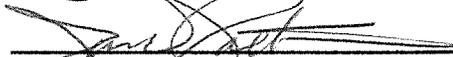
Estimated Cost \$

14,000<sup>00</sup>

Authorized By



Requested By:



VENDOR COPY - White OFFICE COPY - Canary



**Quote Summary**

**Prepared For:**

City Of West Yellowstone  
James Patterson  
300 Yellowstone Ave  
West Yellowstone, MT 59758  
Business: 406-646-7609  
Mobile: 406-640-9074

**Prepared By:**

Joe Prewett  
Frontline Ag Solutions, LLC  
205 Floss Flats  
Belgrade, MT 59714  
Phone: 406-388-2100  
Mobile: 406-548-1740  
j.prewett@frontlineag.com

THANKS FOR YOUR BUSINESS!

**Quote Id:** 15464128  
**Created On:** 02 June 2017  
**Last Modified On:** 10 April 2019  
**Expiration Date:** 31 July 2017

Equipment Summary	Suggested List	Selling Price	Qty	Extended
2018 JOHN DEERE Z930R ZTrak - 1TC930RFLJT060083	\$ 14,673.00	\$ 11,800.00 X	1 =	\$ 11,800.00
2018 JOHN DEERE HOPPER 3 BAG - 1TCMZ3BGKJT035738	\$ 3,261.18	\$ 2,700.00 X	1 =	\$ 2,700.00
<b>Equipment Total</b>				<b>\$ 14,500.00</b>

**Quote Summary**

Equipment Total	\$ 14,500.00
SubTotal	\$ 14,500.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 14,500.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 14,500.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



# Selling Equipment



Quote Id: 15464128

Customer: CITY OF WEST YELLOWSTONE

2018 JOHN DEERE Z930R ZTrak - 1TC930RFLJT060083				
Hours:	1			<b>Suggested List</b>
Stock Number:	62273			\$ 14,673.00
				<b>Selling Price</b>
				\$ 11,300.00
<b>Code</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Extended</b>
2182TC	Z930R GAS MIDZ MOWER	1	\$ 12,419.00	\$ 12,419.00
<b>Standard Options - Per Unit</b>				
2182TC001A	COUNTRY CODES - US/CANADA	1	\$ 0.00	\$ 0.00
2182TC1038	54-60" DECK TWEEL TURF TIRE	1	\$ 849.00	\$ 849.00
2182TC1503	54" MOD DECK	1	\$ 870.00	\$ 870.00
2182TC2002	SUSP SEAT ASSEMBLY KIT	1	\$ 495.00	\$ 495.00
	<b>Standard Options Total</b>			<b>\$ 2,214.00</b>
	<b>Value Added Services Total</b>			<b>\$ 0.00</b>
	<b>Other Charges</b>			
	MISC	1	\$ 40.00	\$ 40.00
	FRT DISC	1	\$ -508.58	\$ -508.58
	Freight	1	\$ 508.58	\$ 508.58
	<b>Other Charges Total</b>			<b>\$ 40.00</b>
	<b>Suggested Price</b>			<b>\$ 14,673.00</b>
	<b>Customer Discounts</b>			
	<b>Customer Discounts Total</b>		<b>\$ -3,373.00</b>	<b>\$ -3,373.00</b>
<b>Total Selling Price</b>				<b>\$ 11,300.00</b>

2018 JOHN DEERE HOPPER 3 BAG - 1TCMZ3BGKJT035738				
Hours:	0			<b>Suggested List</b>
Stock Number:	63402			\$ 3,261.18
				<b>Selling Price</b>
				\$ 2,700.00
<b>Code</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Extended</b>
0788TC	HOPPER 3 BAG	1	\$ 3,119.00	\$ 3,119.00
<b>Standard Options - Per Unit</b>				
0788TC001A	COUNTRY CODE - US/CANADA	1	\$ 0.00	\$ 0.00
0788TC1008	KIT,MCS ATT 48/54MOD 3BAG/DF	1	\$ 130.00	\$ 130.00
0788TC2000	GEN 2 BLOWER MY11	1	\$ 0.00	\$ 0.00
	<b>Standard Options Total</b>			<b>\$ 130.00</b>
	<b>Other Charges</b>			



JOHN DEERE

# Selling Equipment



Quote Id: 15464128

Customer: CITY OF WEST YELLOWSTONE

FRT DISC	1	\$ -135.58	\$ -135.58
Freight	1	\$ 135.58	\$ 135.58
MKT DEV FUND	1	\$ 12.18	\$ 12.18
<b>Other Charges Total</b>			<b>\$ 12.18</b>
<b>Suggested Price</b>			<b>\$ 3,261.18</b>
<b>Customer Discounts</b>			
<b>Customer Discounts Total</b>		<b>\$ -561.18</b>	<b>\$ -561.18</b>
<b>Total Selling Price</b>			<b>\$ 2,700.00</b>

05/03/19  
15:17:41

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 5/19

Page: 1 of 7  
Report ID: AP100

FSB - Operating account  
\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45583		2575 WY Tourism Business Improvement		13,660.51					
	05/01/19	April 2019 collections		13,660.51		TBID	2102 411800	540	101000
45587		2088 Town West Yellowstone		747.55					
	05/01/19	utility chrgs, Chamber, 895		45.84*		BLDGS	1000 411257	340	101000
	05/01/19	utility chrgs, UPDL, 892		69.64		BLDGS	1000 411252	340	101000
	05/01/19	utility chrgs, PS Shops, 884		32.07*		BLDGS	1000 411253	340	101000
	05/01/19	utility chrgs. Povah Ctr, 887		66.36		BLDGS	1000 411255	340	101000
	05/01/19	utility chrgs, Police Dept, 886		40.99		BLDGS	1000 411258	340	101000
	05/01/19	utility chrgs, City Park, 885		327.94*		BLDGS	1000 411253	340	101000
	05/01/19	utility chrgs, Library, 891		32.04		LIBBLD	1000 411259	340	101000
	05/01/19	utility chrgs, Lift #1, 903		13.89*		SEWER	5310 430600	340	101000
	05/01/19	utility chrgs, Twn Hall, 921		118.78		TWNHAL	1000 411250	340	101000
45589		42 Fall River Electric		7,478.60					
	04/18/19	UPDH 4212041 elec service		549.99		UPDH	1000 411252	341	101000
	04/18/19	POLICE 4212008 elec service		334.50		POLICE	1000 411258	341	101000
	04/18/19	shop 4212018 elec service		244.01		STREET	1000 430200	341	101000
	04/18/19	ANIMAL 4212029 elec serv		186.95		ANIMAL	1000 440600	341	101000
	04/18/19	PARK 4212032 Elec ser		212.17		PARK	1000 411253	341	101000
	04/18/19	PARK, old firehouse 2901001 e		481.28		PARK	1000 411253	341	101000
	04/18/19	CLORINATOR 4212030 elec serv		75.03		WATER	5210 430500	341	101000
	04/18/19	MADADD H2O Tower 4212017		52.03		WATER	5210 430500	341	101000
	04/18/19	RR Well 4212005 elec serv		238.84		WATER	5210 430500	341	101000
	04/18/19	SEWER LIFT STATION 4212006		207.51		SEWER	5310 430600	341	101000
	04/18/19	SEWER PLANT 4212007 elec ser		1,332.51		SEWER	5310 430600	341	101000
	04/18/19	MAD SEWER LIFT 4212014 elec		195.40		SEWER	5310 430600	341	101000
	04/18/19	SEWER TREAT SERV 4212046 ele		824.73		SEWER	5310 430600	341	101000
	04/18/19	library 23 dunraven 4212054		114.86		LIBRY	1000 411259	341	101000
	04/18/19	povah comm ctr 4212001		263.15		POVAH	1000 411255	341	101000
	04/18/19	unmetered lights 4212004		1,451.25		STLITE	1000 430263	341	101000
	04/18/19	Town Hall 4212009		573.31		TWNHAL	1000 411250	341	101000
	04/18/19	Ice Rink 421010		58.50		PARKS	1000 411253	341	101000
	04/18/19	Hayden/Grouse Well 4212015		41.20		WATER	5210 430500	341	101000
	04/18/19	Electric Well 4212031		41.38		WATER	5210 430500	341	101000
45590		2853 Two Seasons Recycling		500.00					
	2019435	04/30/19 monthly recycling		500.00		PARKS	1000 460430	534	101000

05/03/19  
15:17:41

TOWN OF WEST YELLOWSTONE  
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Page: 2 of 7  
Report ID: AP100

FSB - Operating account  
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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45591		2813 Century Link		1,534.44					
	04/19/19	Police 646-7600		334.47		POLICE	1000 420160	345	101000
	04/19/19	E911 Viper 646-5170		98.54		E911	2850 420750	345	101000
	04/19/19	E911 255-9710		999.12		E911	2850 420750	345	101000
	04/19/19	E911 255-9712		24.51		E911	2850 420750	345	101000
	04/19/19	Alarm Lines, 646-5185		77.80		TWNHAL	1000 411250	345	101000
45593		1514 Verizon Wireless		1,346.85					
		18 Smartphones							
		1 regular phones							
5 laptops									
	04/20/19	640-0108, Police		61.93		POLICE	1000 420100	345	101000
	04/20/19	640-0121 Laptop		40.01		STREET	1000 420100	345	101000
	04/20/19	640-0141 Street SP		61.93		STREET	1000 430200	345	101000
	04/20/19	640-0159 Street SP		61.93		STREET	1000 430200	345	101000
	04/20/19	640-1103, Operator SP		61.93		STREET	1000 430200	345	101000
	04/20/19	640-1438, SS Director		31.93		SOCSEK	1000 450135	345	101000
	04/20/19	640-1460, Library Dir, SP		61.93		LIBRAR	2220 460100	345	101000
	04/20/19	640-1461, Street, SP		61.93		WATER	5210 430500	345	101000
	04/20/19	640-1462, Operator, SP		61.93		WATER	5210 430500	345	101000
	04/20/19	640-1463, Deputy PSS, SP		61.93		SEWER	5310 430600	345	101000
	04/20/19	640-1472, Ops Mgr, SP		61.93		ADMIN	1000 410210	345	101000
	04/20/19	640-1676, Rec Coord, SP		61.94		REC	1000 460440	345	101000
	04/20/19	640-1754, COP, SP		61.99		POLICE	1000 420100	345	101000
	04/20/19	640-1755, Police		61.93		POLICE	1000 420100	345	101000
	04/20/19	640-1756, Police		61.99		POLICE	1000 420100	345	101000
	04/20/19	640-1757, Police		61.93		POLICE	1000 420100	345	101000
	04/20/19	640-1758, Police, SP		61.93		POLICE	1000 420100	345	101000
	04/20/19	640-1759, Police		61.93		POLICE	1000 420100	345	101000
	04/20/19	640-7547, Street SP		61.93		PARKS	1000 460430	345	101000
	04/20/19	640-9074, PSS, SP		61.93		SEWER	5310 430600	345	101000
	04/20/19	683 laptop		40.01		POLICE	1000 420100	345	101000
	04/20/19	COP laptop		40.01		POLICE	1000 420100	345	101000
	04/20/19	686 laptop		40.01		POLICE	1000 420100	345	101000
	04/20/19	681 laptop		40.01		POLICE	1000 420100	345	101000
45595		266 Utilities Underground Location		28.26					
	9045328	04/30/19 excavation notifications		14.13		WATER	5210 430500	357	101000
	9045328	04/30/19 excavation notifications		14.13*		SEWER	5310 430600	357	101000

05/03/19  
15:17:41

TOWN OF WEST YELLOWSTONE  
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For the Accounting Period: 5/19

Page: 3 of 7  
Report ID: AP100

FSB - Operating account  
\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45598		2852 Blackfoot Communications		2,035.92					
	05/15/19	602-4908, povah center		0.00		POVAH	1000 411255	345	101000
	04/15/19	646-5106, fax soc svc		40.53		SOCSRV	1000 450135	345	101000
	04/15/19	646-5119, police station		40.53		POLICE	1000 420160	345	101000
	04/15/19	646-5141, sewer plant alarm		40.53		SEWER	5310 430600	345	101000
	05/15/19	646-5185, town hall alarm		40.53		TWNHAL	1000 411250	345	101000
	04/15/19	646-7311, social services		61.28		SOCSRV	1000 450135	345	101000
	04/15/19	646-7481, povah elevator		40.53		POVAH	1000 411255	345	101000
	04/15/19	646-7511, town hall fax		40.53		TWNHAL	1000 411250	345	101000
	04/15/19	646-7609, public works		48.62		PUBSVC	1000 430200	345	101000
	04/15/19	646-7650, police station fax		40.53		POLICE	1000 420160	345	101000
	04/15/19	646-7715, povah center		31.85		POVAH	1000 411255	345	101000
	04/15/19	646-7795, town hall		266.07		TWNHAL	1000 411250	345	101000
	04/15/19	646-7845, court clerk		17.61		COURT	1000 410360	345	101000
	04/15/19	646-9017, library		41.85		LIBRAR	2220 460100	345	101000
	04/15/19	646-9027, sewer plant alarm		40.53		SEWER	5310 430600	345	101000
	04/15/19	ethernet, library		300.00		LIBRAR	2220 460100	345	101000
	04/15/19	ethernet, povah center		310.00		POVAH	1000 411255	345	101000
	04/15/19	ethernet, police station		350.00		POLICE	1000 411258	345	101000
	04/15/19	ethernet, town hall		272.00		TWNHAL	1000 411250	345	101000
	04/15/19	602-4909, town hall judge		11.48		COURT	1000 410360	345	101000
	04/15/19	late fee		0.92			1000 410510	345	101000
45600		2977 Staples Credit Plan		1,027.14					
	04/11/19	office supplies		301.74		COURT	1000 410360	220	101000
	04/11/19	office supplies		110.10		DISPAT	1000 420160	220	101000
	04/11/19	office supplies		37.21		WATER	5210 430500	220	101000
	04/11/19	office supplies		219.98*		LIB	2220 460100	220	101000
	04/11/19	office supplies		186.23		FINANC	1000 410510	220	101000
	04/11/19	office supplies		47.18		POLICE	1000 420100	220	101000
	04/11/19	office supplies		124.70		JAIL	1000 420230	220	101000
45601		148 Local Government Center		945.00					
	EO143	04/24/19 Institute regis, C Burke		175.00		LEGIS	1000 410100	370	101000
	EO144	04/24/19 Institute regis, G Forsythe		175.00		LEGIS	1000 410100	370	101000
	EO142	04/24/19 Institute regis, P Martineau		175.00		LEGIS	1000 410100	370	101000
	M209	04/24/19 Institute regis, L Roos		210.00		FINADM	1000 410510	370	101000
	M210	04/24/19 Institute regis, L Gospodarek		210.00		FINADM	1000 410510	370	101000

05/03/19  
15:17:41

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 5/19

Page: 4 of 7  
Report ID: AP100

FSB - Operating account  
\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45602		3189 Skijor West 04/30/19 MAP grant 2019, broadcasting		1,370.00 1,370.00		MAP	2101 410130	398	101000
45603		547 WY Chamber of Commerce KNS-2019 04/25/19 MAP grant 2019 Kids n Snow		4,000.00 4,000.00		MAP	2101 410130	398	101000
45604		951 Barnes & Noble 3830948 04/18/19 books		22.40 22.40		LIB	2220 460100	215	101000
45605		2942 New York Times subscription 3/22-4/18, 2019		633.10 633.10		LIB	2220 460100	215	101000
45606		3206 FARCOUNTRY PRESS 249386 04/29/19 BOOKS		254.09 254.09		LIB	2220 460100	215	101000
45607		626 Yellowstone Arctic Yamaha 64330 04/29/19 oil 64329 04/25/19 saw + case		406.48 26.53* 379.95*		SEWER SEWER	5310 430600 5310 430600	220 220	101000 101000
45608		162 House of Clean 231114 04/18/19 custodial supplies		90.60 90.60		WATER	5210 430500	220	101000
45609		999999 SERGHIE PLESCO 04/30/19 refund RT bond, Yell Sightseei		500.00 500.00		RT	2100 214000		101000
45610		1864 Loomis Family Limited 032618-1 04/29/19 help fund fuel voucher		25.00 25.00		HELP	7010 450135	231	101000
45611		65 T & E 04/22/19 parts 42CS0438817 04/19/19 parts 42CS0438791 04/23/19 parts 42CS0438851		291.69 201.69* 71.00* 19.00		STREET STREET STREET	1000 430200 1000 430200 1000 430200	369 369 220	101000 101000 101000
45612		3004 Partsmaster 23410173 04/19/19 tools 23410172 04/19/19 tools		269.11 15.21 253.90		STREET STREET	1000 430200 1000 430200	220 220	101000 101000

05/03/19  
15:17:41

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 5/19

Page: 5 of 7  
Report ID: AP100

FSB - Operating account  
\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45613		332 Allegra		40.00					
	265571	04/11/19 bus lic paper perforation		40.00		FINADM	1000 410510	220	101000
45614		2455 Tri State Excavating, LLC		5,961.03					
	7248	04/01/19 snow removal		5,961.03*		STREET	1000 430200	398	101000
45615		2537 Balco Uniform Co., Inc.		858.40					
	53549-1	04/26/19 uniform-Maehrer		838.00		POLICE	1000 420100	226	101000
	53866	05/02/19 uniform-Maehrer		20.40		POLICE	1000 420100	226	101000
45616		1928 Michele DesRochers		253.60					
		04/20/19 reimb travel, MLA conf		253.60		LIB	2220 460100	370	101000
45617		2586 Waxie Sanitary Supply		5,308.39					
	78219279	04/19/19 custodial supplies		5,126.89		PARKS	1000 460430	220	101000
	78233721	04/26/19 custodial supplies		181.50		PARKS	1000 460430	220	101000
45618		471 Northwest Pipe Fittings, Inc.		3,506.41					
	1128457	04/22/19 meter + attachments		3,506.41		WATER	5210 430500	251	101000
45619		2991 West Yellowstone Star		395.60					
	2019ci1909	04/22/19 legal ads		70.00		ADMIN	1000 410210	327	101000
	2019ci2036	04/30/19 help wanted ads		325.60		ADMIN	1000 410210	327	101000
45620		2906 Anthony Kearney		44.00					
		04/19/19 reimb travel, Missoula		44.00		POLICE	1000 420100	370	101000
45621		1085 JD Speciality Services		4,800.00					
	3405	04/22/19 repairs to FL112		4,500.00*		STREET	1000 430200	369	101000
	3406	04/24/19 repairs to 08 Ford F350		300.00		STREET	1000 430200	361	101000
45622		1311 Teton Communications		597.00					
	12452	04/22/19 radio repairs		597.00		POLICE	1000 420100	362	101000
45623		2800 RDO Equipment Co.		3,674.45					
	P41358	04/23/19 parts		2,847.66*		STREET	1000 430200	369	101000
	P41264	04/16/19 hose		826.79		STREET	1000 430200	220	101000
45624		2886 Sunset Magazine		20.00					
		05/03/19 suscription-1 year		20.00		LIB	2220 460100	215	101000

05/03/19  
15:17:41

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 5/19

Page: 6 of 7  
Report ID: AP100

FSB - Operating account  
\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45625		2740 Fly Fisherman		15.00					
	05/03/19	subscription-1 year		15.00		LIB	2220 460100	215	101000
45626		951 Barnes & Noble		171.66					
	3822101	04/01/19 books		187.65		LIB	2220 460100	215	101000
	3737511	10/08/19 return-credit		-15.99		LIB	2220 460100	215	101000
45627		3205 Peak Software Systems, Inc.		3,153.62					
	20448	04/15/19 Sportsman software pkg		3,153.62		REC	1000 460440	216	101000
45628		309 PJ's Plumbing & Heating		11,776.85					
	WO-4015	04/18/19 plumbing labor/supplies		11,776.85		POLICE	1000 411258	920	101000
45629		2788 Sabrah L. Van Leeuwen		44.00					
	04/19/19	reimb travel, Missoula		44.00		POLICE	1000 420100	370	101000
45630		2887 Century Link - Maintenance		7,957.33					
	T040100028	04/01/19 annual maint support		7,957.33*		911	2850 420750	398	101000
45631		2937 CINTAS First Aid & Safety		151.20					
	5013504204	04/11/19 supplies		151.20		JAIL	1000 420230	351	101000
45632		2500 Black Mountain Productions		4,250.00					
	04/11/19	MAP, advance for 2019 series		4,250.00		MAP	2101 410130	398	101000
45633		1387 MONTANA RURAL WATER SYSTEMS		90.00					
	1	04/15/19 Water manual		90.00		WATER	5210 430500	220	101000
45634		2952 DIS Technologies		595.00					
	34468	04/05/19 managed service-Police dept		595.00		DISPAT	1000 420160	398	101000
45635		3107 MarCom, LLC		185.00					
	1903051	04/11/19 wastewater samples		185.00*		SEWER	5310 430600	357	101000
45636		2198 Westgate Auto Body		337.52					
	3569	04/10/19 1991 Ford, windshield		337.52		STREET	1000 430200	361	101000
45637		533 Market Place		100.00					
	03/31/19	2 Xmas gift certificates		100.00		LEGIS	1000 410100	220	101000

05/03/19  
15:17:41

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 5/19

Page: 7 of 7  
Report ID: AP100

FSB - Operating account  
\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45638		2992 Lisa Johnson		393.98					
	05/02/19	reimb travel, Idaho sewer plan		393.98		SEWER	5310 430600	370	101000
45639		2925 Daniel Sabolsky		320.74					
	05/02/19	reimb travel, Helena		277.74		ADMIN	1000 410210	370	101000
	05/02/19	reimb travel, ID		43.00		ADMIN	1000 410210	370	101000
45640		2898 TransUnion Risk and Alternative		13.90					
	05/01/19	background checks		13.90		POLICE	1000 420100	398	101000
45641		3191 Miller Law, PLLC		4,056.70					
	1063 04/12/19	water rights attorney		4,056.70		WATER	5220 430530	939	101000
45642		2 Forsgren Associates P.A.		28,797.25					
	119097 03/25/19	general engineering services		1,547.50		ENG	1000 411040	354	101000
	119097 03/25/19	short-term upgrade project		27,249.75*		SEWER	5310 430600	357	101000
45643		547 WY Chamber of Commerce		12,072.00					
	05/03/19	MAP-SnowShoot 2020		12,072.00		MAP	2101 410130	398	101000
45644		73 Westmart Building Center		1,429.90					
	04/27/19	Street Buildings		167.61		STREET	1000 430200	366	101000
	04/27/19	Street Supplies		76.80		STREET	1000 430200	220	101000
	04/27/19	Police Building		184.27		POLICE	1000 411258	366	101000
	04/27/19	Police Supplies		47.47		POLICE	1000 420100	220	101000
	04/27/19	UPDL		434.67		UPDL	1000 411252	220	101000
	04/27/19	Povah		29.76		POVAH	1000 411255	220	101000
	04/27/19	Social Service		5.68*		SOCSR	1000 450135	220	101000
	04/27/19	job 2 Sewer Supplies		483.64*		SEWER	5310 430600	220	101000
45645		3194 Taylor Luther Group, PLLC		524.07					
	1368 04/01/19	Meals, Resort Tax Lobbying		524.07		LEGIS	1000 410100	356	101000
45646		547 WY Chamber of Commerce		3,750.00					
	05/03/19	MAP-SkyWest 2019		3,750.00		MAP	2101 410130	398	101000
		# of Claims	55	Total:	142,811.34				

WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**April 16, 2019**

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

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

Richard & Teri Gibson, Fire Chief Shane Grube, Brandi Kadlec, Officers Anthony Kearney and Sabrah VanLeeuwen, Liz Watt, Head Dispatcher Brenda Martin, Randy Wakefield-Fall River Electric, Jeff Schoenhard, Mike and Gayle Gavagan, Ken & Mary Davis, Blu Kropp, Denice & Tom Sabolsky, Bill Howell, Joe Moore, Justin Spence, Jonathon Heams

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 claims, which total \$216,496.74. (Forsythe, Martineau) Schmier abstains from claim #45573 to Jerry's Enterprises for \$
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the April 4, 2019 Town Council meeting. (Burke, Martineau)
- 3) Motion carried to approve the variance request from the Hideaway RV Park/Delaware North to reduce the required spacing between four RV spots on the west side of Hideaway RV Park at 320 Electric Street. (Martineau, Burke) Forsythe is opposed, motion passes.
- 4) Motion carried to deny the application to Maintain an Encroachment as written from Hamilton Construction. (Burke, Forsythe)
- 5) Motion carried to approve the Memorandum of Understanding and Agreement, dated April 16, 2019 with the Hebgen Basin Fire District. (Forsythe, Burke)
- 6) Motion carried to authorize the Town Manager to enter into a contract with ClearBlu Business Services for one-year of custodial services as presented plus the addition of the bathrooms at the Trailhead Facility. (Johnson, Forsythe) Martineau abstains.
- 7) Motion carried to re-appoint Jennifer Jordan to the Parks & Recreation Advisory Board for a term of four years. (Johnson, Martineau)
- 8) Motion carried to reappoint Jeremy Roberson and John Stallings to the Tourism Business District Board of Trustees for terms of four years. (Martineau, Burke)
- 9) Motion carried to reappoint Jennifer Jordan and Kyle Goltz to the Health Care Services Advisory Board for four-year terms. (Burke, Martineau)
- 10) Motion carried to approve the first reading of Ordinance No. 268, an ordinance establishing a curfew for juveniles in the Town of West Yellowstone. (Forsythe, Burke)

### **Public Comment Period**

Gus Tureman addresses the Town Council on behalf of the Greenup West Yellowstone organization. Tureman explains that they are seeking support from the Town to bring back recycling solutions to West Yellowstone. He presents a cost-sharing proposal between the Town and the Hebgen Basin Solid Waste District to establish a large public access recycling bin. He estimates the approximate cost for the proposal, based on 9 pulls a year for the 3-compartment bin, to be around \$6500/year. He says that access to the bin would have to be monitored but it needs to be in an easily accessible area. One of the ideas they came up with is to have the bin open only between 7 AM and 3 PM, Monday-Friday, the same hours worked by public works. The bin would only accept steel/aluminum cans, plastic bottles (plastics #1 & #2 only), and office paper. Tureman emphasizes that this proposal is an approximate and they won't know until they try it for a year or two how well it will work. He says the Solid Waste Board would like to meet with representatives from the Town to discuss this project. The board is meeting this Thursday, April 18, 2019 at the Povah Center at 1:00 PM. Tureman also explains that it will take 60 days just to get the bin, so he recommends they act as quickly as possible as it will be mid-summer before they can even get started. He thanks the Council for their time and the support for the project. Mayor Schmier thanks Tureman and the Green Up West Yellowstone organization for their efforts so far.

Liz Watt, member of the Parks & Recreation Advisory Board, addresses the Council to express concerns about the recent hiring decision for the Recreation Coordinator position. Watt questions the criteria used to make the decision and why other candidates were overlooked.

### **Council Comments**

Jerry Johnson reminds everyone that on May 9, 2019, there will be a get together to say thank you and send off for Mike and Elaine White, who recently sold their veterinary clinic after serving the community for many years.

Pierre Martineau notes that Chris Burke was recently nominated to be a Montana Ambassador, Kathi Arnado received awards from the State of Montana for operating the food bank and the 1% resort tax legislation increase passed the House of Representatives.

Chris Burke notes that the Chamber of Commerce was nominated for the marketing campaign of the year award, but it was awarded to the Gardiner community. He also notes that he participated in the Week of the Young Child events last week.

Mayor Schmier echoes the comments from the other council members and the progress that has been made.

### **Public Hearing: Variance Request, Hideaway RV Park/Delaware North, RV spacing**

Mayor Schmier reads the hearing notice. The hearing was noticed in the April 5 and April 12, 2019 editions of the West Yellowstone Star. Mayor Schmier asks for clarification on the variance, as a very similar variance was approved for the same location a couple weeks ago. Justin Cook of Delaware North explains that the previous variance was a little confusing, they are actually requesting to leave the four RV spaces on the south side of the property as they have been historically. They are reducing the overall usage of the property and anticipate saving up to 350 gallons of water per day during the peak season. No public comments are received.

### **DISCUSSION**

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- 3) Mayor Schmier asks for clarification regarding the placement of Space #8, which appears to be right on the sidewalk. Cook explains there is actually 5' of space between that RV and the sidewalk. Johnson says that he talked to the neighboring property owner who only requested that the residents of the park are informed of the correct way to exit the property, noting that some of the seasonal residents tend to cross private property rather than exiting on public property.

- 4) Sabolsky says that he has talked to representatives from Hamilton Construction Company. He says there are no other current encroachment permits for that area, but he does not believe this is an appropriate use of that specific area. He recommends that the Council deny the application and they will work with the company to find a more suitable location.
- 5) Fire Chief Shane Grube explains that he has come to the Town Council the last two years to request and then received additional funding in the amount of \$88,000 for an additional staff member for the Hebgen Basin Fire District. His requests have been approved the last two years, but now he would like to add this additional funding to the existing Interlocal Agreement so that funding is set and they don't have to revisit it every year. Forsythe asks if the District obtains additional funding, will that affect the funding that comes from the Town. Grube says that he is in discussions with Yellowstone National Park, but if that funding comes through, they will use it to hire even more staff. Johnson asks what would happen if the Moonrise Meadows development gets built out as well as the 80 acres. Grube says that they do not have the staffing to support that at this time, but they will have to address that through property tax and support from the Town.
- 6) Sabolsky presents two proposals from local cleaning companies to clean the town buildings. The proposal from Squeaky Clean totaled \$183,216.00 annually and the proposal from ClearBlu Business Services was for \$41,400.00 annually. Sabolsky notes that the proposal from ClearBlu is actually less than what it would cost to hire a full-time person to perform these services. Johnson points out that the Trailhead Building was not included and the bathrooms are the Town's responsibility. Sabolsky notes that and says they will add that to the contract.
- 10) Sheriff Deputy Mike Gavagan offers to read Ordinance No. 268, a new ordinance establishing a curfew for individuals under the age of 16 between the hours of 12 AM (Midnight) and 5 AM.
- A) **Advisory Board Reports:** Teri Gibson reports on behalf of the Planning Board. The board met on April 5, 2019 to review the variance request made by Delaware North, for spacing between RV sites at the Hideaway RV Park and recommended approval.

Sabolsky reports that the Recreation Advisory Board met recently. Officer Anthony Kearney attended the meeting and also went around town with Assistant Public Works Superintendent David Arnado to evaluate existing recreation equipment and possible grant funding. The board also discussed outdoor musical equipment, a climbing wall, coating the basketball courts, portable skateboard ramps, and covering the ice rink.

Mayor Schmier reports that the Health Care Advisory Board met last Friday and discussed patient encounters at Community Health Partners. Dr. Smith, the local dentist, attended the meeting and there was discussion about working with CHP clients.

- B) **Town Manager/Department Head Reports:** Town Manager Dan Sabolsky reports that water rights attorney Ross Miller has been working on a plan to establish water rights from the south fork for the new public water well. They anticipate adding it to the change application that has already been submitted. He also reports on a meeting with Bryan Case and Randy Wakefield from Fall River Electric. Jan Dean of Fall River came up later in the week to present some of the energy audit and efficiency programs they offer. Fall River will come back to present a plan and recommendations to improve our energy efficiency. Fall River also has a program to provide low-flow shower heads for all of the hotels. He says that he would like to have Town staff go around to all the hotels and present the shower heads and help the proprietors understand about the program. He says that Forsgren Engineering is providing an opportunity to learn about and visit some wastewater treatment facilities in Idaho and Alpine, WY to help us understand how the new system will work. These presentations will be next week. He says he also participated in a meeting with representatives from the Yellowstone Airport about

expanding the sewer lagoon site and connecting both the Forest Service and airport properties to our public utility system. The Safety Committee also met last week and agreed to invite the Department of Labor to come down and do an evaluation to help them with their safety program, procedures and plans. They came down today to do a safety audit. The results will not be held against the town and their findings will be used to correct any deficiencies. He reports that he also met with a couple community members about establishing a farmers market on a few dates this summer, perhaps in conjunction with the Music in the Park events. He says that there is a new group of people that are working on keeping the Music in the Park events now that Don Perry has moved away. Dates have been set for this summer and bands have been booked. Sabolsky says that the resort tax increase bill did pass and is waiting for signature by the governor. He says he would like to continue to use the Taylor Luther group to put together ballot language to put before the electorate in November.

**Public Services** Superintendent James Patterson reports that they are trying to get all the snow removed from the sidewalks. They finished up the remodeling at the Police Department, took down all the holiday lights on the streets, and working on equipment and general maintenance. They had to deal with another leak in the room at the Union Pacific Dining Lodge, which unfortunately dripped on the new floor they installed last year. The windows in the Firehole Room have been removed to be rehabilitated and will be re-installed before the first event in mid-May. He says they plan to start working on the Town Hall and repairing the sagging paint from the roof leaks.

**Finance** Director Lanie Gospodarek reports that she has started work on the budget for next year. She has also been working on setting up software for recreation fees. They are going to release an RFP for banking services and they are advertising for a Finance Clerk, previously called the Deputy Town Clerk.

Chief of **Police** Scott Newell reports that they have just about wrapped up the investigation for the incident on Firehole Avenue. The accused individual is being held in Missoula and facing one state charge and multiple federal charges. He credits Officer Sabrah VanLeeuwen and Fire Chief Shane Grube for their efforts on the case. He says he is shopping for new body cameras for the officers. They are advertising for a new dispatcher but at this point have no applications. He also recognizes the dispatchers and points out that it is National Telecommunicators Week.

- C) Sabolsky reports that they have received approval from Montana DEQ to install and operate the aerators at the lagoon for three years. He caveats that they have not yet received the actual letter of approval, but expect that soon. He says there are several conditions they will need to comply with including submittal of as-built drawings, installation of the aerators by mid-June, and installation requirements. Sabolsky says that Town Engineer Dave Noel has recommended a three-phase approach to lifting the moratorium. He suggested allowing the projects that are ready to go to connect immediately, projects that are already permitted and in progress to connect this summer, and delay the projects that haven't started yet until the project is completely online-likely to be the summer of 2020. The Council discusses the suggestion and debates how to define when projects can connect. They consider requiring completion including a certificate of occupancy by June 1. Johnson says he thinks they should have a work session to clarify this.

The meeting is adjourned. (9:15 PM)

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Mayor

ATTEST:

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Town Clerk

WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Work Session**  
**May 1, 2019**

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

OTHERS PRESENT: Town Manager Daniel Sabolsky, Public Services Superintendent James Patterson, Town Attorney Jane Mersen, Greg Johnson, Lisa Johnson, Richard & Teri Gibson, Joe Moore, Terry Marsden, Robbie & Debbie Hermanson, Jeanine & Randy Roberson, Fire Chief Shane Grube, Li Zhang, Chipper Smith, Craig Borash, Chris Talbot, Grant Jackson, Randy Wakefield, Jeff Schoenhard, Christine Couch, Jonathon Heames, and multiple other community members

The meeting is called to order by Mayor Brad Schmier 6:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded.

### **WORK SESSION**

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#### **Public Comment Period**

Chipper Smith asks for a summary of the current state of the water and sewer system. Schmier answers that is exactly what they hope to learn tonight. Smith indicates he will save his comments until later in the meeting.

Dave Noel of Forsgren Engineering addresses the Town Council to explain the current status of the water and sewer systems. He calls attention to maps that have been distributed to the Council that shows the line sizes of the water mains. He explains that the next map shows the pressure available in the water mains. He explains that this particular map reproduces the current state of the water lines and illustrates the kind of service that is available through out the town. He explains that according to the water modeling, there are two sections of pipe, one on north electric and one on north Hayden where the water mains go from 10" to 6" and back up to 10". He says that this is a problem because it causes the flow to shrink down and therefore reduces pressure to the whole subdivision. Noel says to allow increased connections, they will need to confirm that these pipes are sized as the water modeling suggests. If new projects are allowed in those areas, they will have to address the issue to ensure adequate fire flow and pressure. Noel says those lines could be fixed and that would increase pressure. Another possibility is to run a loop line around the top of the Madison Addition. He says the most important thing to understand tonight is that they have plenty of water, but there are some areas that will require improvements before connections can be made. Johnson asks Noel if he is just considering Whiskey Springs as the water source. Noel explains that Whiskey Springs is the primary source, but the wells are backup and therefore the Town is in compliance. He says that all the modeling they have done evaluates Whiskey Springs as the primary source and they do not consider the flow from the wells. Johnson asks if the new well is ready to go online. Noel says that they don't have the answer to that yet, they are still measuring the output from that well. He says that the peak demand they have seen is 1000 gallons a minute and they are permitted to take over 1189 gallons a minute from the spring to the water tank, although the spring typically produces even more. Schmier clarifies that their current water supply comes from Whiskey Springs and the Railroad Well. Sabolsky says that it will be 6 months to a year before the new well is online. Noel adds that the two wells in the Madison Addition produce a combined 150 gallons per minute and the Railroad Well produces 510 gallons a minute. Noel says that they are working to get permitted for 764 gallons per minute from the new well. He says that when the State evaluates the affect of the well on the environment, that could change and they need to get additional data. Schmier summarizes that for today's demand, they have enough water but may have some delivery problems in some areas. Johnson asks how is the water pressure calculated and modeled. Noel explains they calculate using pipe size, elevation, mapping, and testing to produce the model. He says that they also do real-world testing, but since the peak months of usage aren't until later in the summer, they haven't done that yet. He says that this method has proved to be at least 90% accurate prior to actual testing. Schmier asks Noel to relate all this information to the current water moratorium. Noel says that they have adequate supply, just a problem with delivery. He says that those problems can be fixed, especially if a project is

planned in that area. The Council clarifies that the Town has the supply available to lift the moratorium and allow new connections to the system without negatively affecting existing connections. Noel explains that they do need to evaluate the location of each new connection. Smith asks why was the moratorium put in place originally? Patterson responds that the flow from Whiskey Springs dropped dramatically. Teri Gibson asks who has to pay if a major water improvement needs to be made. Noel answers that the Town has to work that out with the developer or project owner. Noel explains that when evaluating the system, they need to measure both flow and pressure. Schmier asks Noel if he is comfortable lifting the water moratorium. Noel answers that he is but says they need to evaluate the water model for each new connection before it is approved. Schmier asks Noel is he only comfortable approving the projects on the current list, which total 85 new SFE (single family equivalent) connections. He also asks about the other list of expected projects, which total 306+ SFE. Noel says his answer is the same, they have the water, delivery will have to be evaluated. Burke asks if they should have been checking the water modeling with each connection in the past. Noel answers that it would be prudent, but it is not a regulatory requirement. The Council indicates that they understand the current state of the freshwater system. Schmier asks for any further comments from those present at the meeting and there are none.

Noel explains that last fall, they determined significant overloading of the ponds at the sewer lagoon. He says the Town is permitted to take up to 439,000 gallons of wastewater per day, but was taking in levels at the peak of the season over 600,000 gallons per day. Forsgren and the Town worked with Montana DEQ to develop a plan to reduce the impact at the lagoon. Those plans were submitted to DEQ in April and have recently been approved for a 3-year, short-term solution. He says the primary components of the plan is to repair or replace the aeration system and increase aeration in the first zone, install an ultrasonic device to prevent the growth of algae in the ponds and those devices have arrived, and then install commercial evaporators-which have been ordered and they expect to install by mid-June. He says the plan is in motion and they anticipate having all three components of the plan in place in June. Noel emphasizes that it is important to install the algae devices before algae starts to grow. Burke asks about replacing the liner to the ponds and if they have to empty the ponds to install the aerators. Noel says that they specifically submitted plans to DEQ that did not require replacement of the liner at this time and the aerators are designed to be removed without emptying the ponds. Forsythe asks if Noel's estimates from last fall are still accurate. Noel answers that based on the formula in their ordinances, he estimated that with the recommended improvements, the system could handle another 250 connections. He cautions that they don't have a lot of data to rely on based on line size as it was not required. He explains that based on data from the flow meters and evaluation of the content of organic material in the IP beds, were able to determine what was in the system. He says the plan they submitted enables them to reduce the loading by 135,000 gallons per day. He says they basically calculated the average amount of gallons per existing connection, but points out that the new connections will be high density connections. Schmier asks if the installation of the new plan will get them to 439,000 gallons per day. Noel says that it will not, but their short-term plan was approved by DEQ to enable them to operate for up to 3 years while they work out a long-term solution. Johnson asks how will it smell? Noel says they have developed a new level of treatment that will be better than what they have now, noting that wind drift was definitely part of the evaluation of the plan. Johnson expresses concerns about increased demand on the system before the long-term plan is developed and approved. Noel agrees and says they were fortunate that Patterson was able to get the additional IP beds approved last summer, but that will not happen again. Burke asks if they have started on the long-term solution. Noel answers that they have and explains that they are evaluating three processes that are treatment plants to determine which one will work best in our climate. He recommends that Council Members participate in that process and understand how the treatment plants work. Noel says that their plan is to have a schedule and recommended long-term solution figured out by the end of the summer. He says it is quite likely that the new system will take two summers to build, which takes them to the end of the three-year period. The Council asks Noel is there is room for growth. Noel explains that the current plan allows them to treat up to 635,000 gallons per day at peak capacity and allow up to 250 new connections-based on the expected use from their ordinances. Randy Roberson inquires about national standards that can be used to determine connection impact. Noel agrees that there are, but notes that those

standards do not correlate very well to communities like West Yellowstone that stretch from 1200 residents in the winter to 12000 people in the summer. Robbie Hermanson asks about the correlation between water usage and wastewater flow to the lagoon. Noel says that at peak, they use just over 1 million gallons per day and then see over 600,000 gallons of wastewater in the lagoon, but they don't know where the rest of the water is going, whether into the ground or down other drains.

The work session is adjourned, 10 minute break, 7:45 PM. Mayor Schmier calls the Special Town Council Meeting to order at 8:00 PM.

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## **SPECIAL TOWN COUNCIL MEETING**

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### **Public Comment Period**

Chipper Smith addresses the Council and says that the sewer problem is not a surprise and its way past time to take care of it. He says he is disappointed to hear that the long term solution is on the timeline that it is and encourages speeding it along in any way possible. He says that he knows there are several people that have been waiting for two years to build, but also others that went ahead and built on the assumption that they would be able to open. He encourages the Town and the engineer to work overtime to solve this problem as quickly as possible. Randy Roberson agrees with Smith and says he has been waiting over three years to build and hopes they can get it moving as fast as possible. Craig Borash asks the Council to not forget about his project, he has put 26 years into this community and has a lot on the line and hopes this issue will not hold him back.

### **Council Comments**

Johnson reminds everyone of the meet and greet for Mike and Elaine White at Bullwinkles on May 9, 2019.

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## **ACTION TAKEN**

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- 1) Motion carried to approve Resolution No. 726. (Burke, Martineau) Motion passes.
- 2) Motion carried to approve Resolution No. 727, a resolution issuing a moratorium to limit new connections to the waste water treatment system. (Johnson, Forsythe) Motion passes.

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## **DISCUSSION**

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- 1) The Council discusses Resolution No. 726, a resolution that lifts the water moratorium on new connections to the system. Greg Johnson comments that there has been a lot of work put into these systems since last September and we should all appreciate those efforts. Johnson says he would like to comment on Resolution No. 727. He says the two resolutions should go hand in hand. He says that he thinks that in 727, it should be worded so that every project, when it is ready to connect, is evaluated based on the modeling recommended by the Town Engineer. He says that if they can put that language into 727, he'll vote for 726. He says that he doesn't think they should just "close the gate." The Council considers Johnson's proposal and discusses it for clarification. Johnson says that when they are ready to actually connect, the impact should be evaluated before permission to connect is granted. Johnson says he is trying to not show favoritism to those that gambled and built while the moratorium was in place. Mayor Schmier reads the resolution and calls for public comment. Randy Roberson questions the method proposed by Johnson and the possibility of stopping other projects. Smith says that they have done a good job so far, but he would recommend spending more money on the short-term solution so it will go farther towards a permanent solution.
- 2) Schmier says the next topic is Resolution No. 727, a resolution issuing a moratorium on new connections to the waste water treatment system. Schmier explains that 727 places a temporary moratorium on new waste water connections for 180 days. The council discusses the draft resolution and considers possible changes to the resolution. The

council discusses with Town Attorney, Jane Mersen. Mersen suggests that they consider passing a resolution requiring approval to connect. Johnson says that he thinks they should approve and allow projects as they apply, not as they finish their projects. The group debates the possible solutions to the problem. There is extensive discussion about how to allow projects to connect in a fair process. Multiple changes are made to the resolution, Johnson reads the revised resolution out loud. Forsythe requests that the Town Manager and staff to submit within a month the pluses and minuses and the effect on the staff, and they can change the resolution, if necessary. Sabolsky clarifies that although Noel has indicated to won't take long to evaluate each application, they will not be able to address each application immediately. Mersen states that the facts that need to be acknowledged before voting is that the wastewater treatment plant is over capacity, they have worked with Montana DEQ to come up with a short-term solution, they need a permanent solution to be in place by the fall of 2021 and the projected capacity of the plant will increase due to the installation of the recommended processes. The Council agrees and votes on the resolution based on the facts presented earlier in the meeting.

The meeting is adjourned. (9:45 PM)

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Mayor

ATTEST:

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Town Clerk

# TOWN OF WEST YELLOWSTONE

## PUBLIC HEARING

### Ordinance No. 268 Curfew

NOTICE IS HEREBY GIVEN that the Town Council of the Town of West Yellowstone will conduct a Public Hearing on **May 7, 2019** regarding Ordinance 268. Ordinance No. 268 establishes a curfew for minors under the age of 16 between the hours of 12 AM (midnight) and 5 AM within the corporate limits of the Town of West Yellowstone.

Complete copies of the ordinances are available at the Town Hall, 440 Yellowstone Avenue, West Yellowstone, MT or by email at [eroos@townofwestyellowstone.com](mailto:eroos@townofwestyellowstone.com). The proposed ordinance is also posted on the Town's website: [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com). The public hearing will be held during the regular Town Council Meeting which begins at **7:00 PM** on **May 7, 2019**. The meeting will take place in the Town Hall, 440 Yellowstone Avenue in West Yellowstone, MT, at which time oral testimony will be taken from the public. Written testimony may be submitted until 5:00 PM on the date of the hearing to the Town Clerk at the Town Hall, by mail to P.O. Box 1570, West Yellowstone, MT 59758, or by email to [eroos@townofwestyellowstone.com](mailto:eroos@townofwestyellowstone.com). For further information contact the Town Offices, 646-7795.

Elizabeth Roos  
Town Clerk





# ORDINANCE No. 268

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AMENDING THE WEST YELLOWSTONE MUNICIPAL CODE TO ALLOW THE TOWN COUNCIL TO ENACT A CURFEW BY CREATING CHAPTER 9, SECTION 10.**

WHEREAS, the Town Council of the Town of West Yellowstone believes that enacting a curfew ordinance for the Town that is in the best interests of the health, safety, and welfare of the residents and visitors of West Yellowstone; and

WHEREAS, the WYMC does not currently include a curfew ordinance; and

WHEREAS, the purpose of a curfew is to protect the health and welfare of minors and reduce criminal activity committed by and against minors; and

WHEREAS, the Town Council believes it is in the best interests of the Town to allow for a law enforcement officer to make legal contact with an unaccompanied minor to determine the reason the minor is away from home at a late hour and address any safety issues as necessary; and

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of West Yellowstone that the following amendment be made to the WYMC of the Town of West Yellowstone, creating Chapter 9.10 as follows:

**Section One: PROHIBITIONS:** No minor under the age of sixteen (16) years shall loiter, idle, wander, stroll, or play in or upon the public streets, highways, roads, alleys, parks, playgrounds or other public grounds, public places, public buildings, places of amusement and of entertainment, vacant lots or other unsupervised places or premises, between the hours of 12:00 a.m. (midnight) and 5:00 a.m. of any day, within the corporate limits of the Town. The provisions of this Section shall not apply to any such minor who is involved in any of the activities set out in Section Two. Each and every violation of the provisions of this Section shall constitute separate municipal infractions and may be punishable as such.

**Section Two: EXCEPTIONS:** The following activities shall be exempt from the curfew requirements of this Section where the minor is:

1. Accompanied by their parent, guardian, or any other person eighteen (18) years of age or older who is authorized by the parent or guardian as the caretaker for the minor;
2. On an errand, without any detour or stop, at the direction of the parent, guardian or caretaker;
3. In a vehicle traveling through or around Town without a substantial detour or stop;
4. Engaged in a certain employment activity, or going to or from employment, without any detour or stop;
5. Involved in an emergency;
6. In attendance at an official school, religious, or other recreational activity sponsored by the Town, school, civic organization, or another similar entity that takes responsibility for the minor and is supervised by adults, or going to or from such an activity, without any detour or stop.

**Section Three: PARENTAL RESPONSIBILITY:** It shall be deemed a violation for any parent, guardian, or other adult person having the care, custody, or control of a minor under the age of sixteen (16) years to allow or permit such minor, either expressly or by neglect, to loiter, idle, wander, stroll, or play in or upon the public streets, highways, roads, alleys, parks, playgrounds or other public grounds, public places and public buildings, places of amusement and entertainment, vacant lots, or other unsupervised places, between the hours of 12:00 a.m. (midnight) and 5:00 a.m. of any day, except as provided in Section Two. In any prosecution under this Section, it shall not constitute a defense thereto that the parent, guardian or other adult person having the care, custody, or control of any such minor did not have knowledge that such minor did loiter, idle, wander, stroll, or play in or upon any of the places specified in this Section at any time between the hours herein specified.

**Section Four: PENALTIES:** Any minor violating the provisions of Section One shall be dealt with in accordance with and pursuant to the provisions of MCA 41-5-101 et seq., and the Interstate Compact on Juveniles (MCA 41-6-101 et seq.).

Any parent, guardian or other adult person having the care, custody or control of a minor violating any of the provisions of Section One shall be deemed guilty of a municipal infraction, and upon conviction thereof in the city court, may be fined as subject to the provisions of MCA 7-1-4150 through 7-1-4152.

**Section Five: REPEALER:** All ordinances and parts of ordinances in conflict with provisions of this Ordinance, except as provided above, are hereby amended or repealed.

**Section Six: EFFECTIVE DATE:** This Ordinance shall be in full force and effect thirty (30) days after final adoption by the Town Council of the Town of West Yellowstone.

**Section Seven: SEVERABILITY:** If any portion of this Ordinance or the application therefore to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which may be given effect without the invalid provisions or application and, to this end, the provisions of this Ordinance are declared to be severable.

PASSED BY the Town Council and approved by the Mayor of the Town of West Yellowstone, Montana, this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Brad Schmier, Mayor

\_\_\_\_\_  
Greg Forsythe, Council Member

\_\_\_\_\_  
Jerry Johnson, Council Member

\_\_\_\_\_  
Pierre Martineau, Council Member

\_\_\_\_\_  
Chris Burke, Council Member

ATTEST:

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

**From:** [Daniel Sabolsky](#)  
**To:** [Elizabeth Roos](#)  
**Subject:** FW: West Yellowstone  
**Date:** Friday, May 3, 2019 1:34:25 PM  
**Attachments:** [Yeakey Letter.pdf](#)

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FYI

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**From:** Daniel Sabolsky  
**Sent:** Tuesday, April 02, 2019 2:14 PM  
**To:** 'Robert Yeakey' <rob@yeakey.net>  
**Cc:** Daniel Sabolsky <dsabolsky@townofwestyellowstone.com>  
**Subject:** West Yellowstone

Attached is the Town's letter requesting additional information regarding your project in West Yellowstone. As the Town has requested on numerous occasions (Planning Board and Council meetings), your engineer needs to develop a dialogue with the Town's engineer in order to get a clear understanding of your submittal. The only communication between the two engineers was initiated by the Town's engineer. The Town's request was drafted without some of the clarifications needed by our engineer to ask specific and detailed questions. Please encourage your engineer to compile with the Town's request.

Daniel Sabolsky  
Town Manager  
West Yellowstone, MT  
(406) 640-1472

# TOWN OF WEST YELLOWSTONE

April 1, 2019

Rob Yeakey  
Yeakey Family Trust  
11760 Gee Norman Road  
Belgrade, MT 59714

Dear Mr. Yeakey,

At the conclusion of the public hearing for the Moonrise Meadows preliminary plat and conditional use permit applications on March 5, 2019, the Town Council of the Town of West Yellowstone decided, with your agreement, to postpone consideration of the Moonrise Meadows applications pending receipt of additional, clarifying information. This letter is intended to request specific information so that you and your team can directly address the outstanding issues. Once I have received your response, I will schedule a continuation of the public hearing and Town Council decision.

**Landscaping:** Section 17.34.060(l) of the West Yellowstone Zoning Ordinance says, "Landscaping may be required to provide a buffer between proposed uses or between different adjacent district classifications." The site plan shows open space easements separating the proposed condominium R-4 development from the adjacent R-1, R-2, and R-3 development. One of the issues that has emerged during the review process is there may have to be significant vegetation reduction in these areas to provide for snow storage and storm water retention. This has the potential to increase visual and noise impacts to neighboring landowners, and may impact how Council views the request for building height relaxation. Please specify what types and density of landscaping, including preservation of native trees, will remain in the open space areas after construction and whether / what kind of vegetation, fencing, or other buffering will be provided along the eastern and southern property boundaries.

**Ingress / Egress:** A minimum of two accesses are required for the proposed development and the provision of such is included in the Planning Advisory Boards recommended condition item 10. Supplemental details for two options proposing a single access in full compliance with town standards accompanied by an additional access in noncompliance with town standards has been provided. The proposed options do not fulfil the condition to provide the required second access to the property. Furthermore, the proposed options require use of property outside the boundary of the proposed



preliminary plat, i.e. Lots 1 and 2 of the Madison Addition, without the provision of documentation showing the proposed use of such lots are permitted under the governing covenants. Please provide a corrected preliminary plat layout showing compliance with condition 10 as recommended by the Planning Advisory Board.

**Traffic Impact Study:** Please provide a summary document showing the level of service for each turning motion at each intersection anticipated to be impacted by the additional traffic resulting from the proposed preliminary plat.

**Traffic Safety:** As discussed throughout the public review process, there are existing vehicle and pedestrian issues in the Madison Addition and at certain intersections, especially during the tourist season. There are also no pedestrian and bicycle facilities in the area while significant walking and bicycle trips from the subdivision to the school, stores, and jobs can be expected. While the Moonrise Meadows project would not be responsible for existing vehicle and pedestrian safety, we do not want the existing problems to be exacerbated by an additional 450 or more residents and possibly 1,300 daily and 125 peak hour vehicle trips. The applications and traffic impact study by Abelin Traffic Services do not propose mitigation for the subdivision's impact on traffic safety and pedestrian safety. I request that you reconsider this part of the application and propose measures to address these issues, either independently or in cooperation with the Town.

**Sewer:** Please provide sewer discharge calculations for full build out average day, maximum month, and peak hour.

**Water:** Please provide water demand calculations for full build out average day, maximum month, and peak hour. In addition to domestic demands, include all demands for irrigation systems, fire suppression systems, and anticipated fire hydrants.

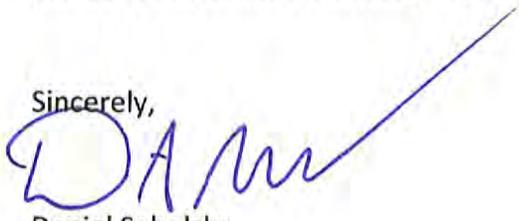
Also please recall that the Town has a moratorium on additional water demands. The Town is currently working on a water model to determine system pressures and to determine if additional water is needed to meet current obligated demands.

**Storm Water:** The proposed preliminary plat provides information for the 2-year 24-hour storm event but does not provide an analysis for the 10-year and 100-year as required in Circular DEQ-8. Furthermore, no evaluation has been provided for off-site flow conditions. Please provide these evaluations as they may impact site layout and density.

Also, please note that the Town of West Yellowstone does not currently have capacity for acceptance of additional wastewater flow from the proposed Moonrise Meadows PUD. Until such time as a temporary facility can be implemented or a long-term facility can be constructed and placed in operation, acceptance of additional wastewater flow critically jeopardized the Town's ability to meet the current wastewater discharge permit.

Thank you in advance for your consideration and timely response. Should you have questions please contact me, consulting engineer Dave Noel or consulting planner Dave DeGrandpre.

Sincerely,

A handwritten signature in blue ink, appearing to read 'DAS', with a long, sweeping underline that extends to the right.

Daniel Sabolsky  
Town Manager

**From:** Daniel Sabolsky  
**To:** Elizabeth Roos  
**Subject:** FW: Moonrise - Follow Up w/ Town Consultants - Questions and Comments Regarding 4-22-19 Ltr  
**Date:** Friday, May 3, 2019 1:36:41 PM  
**Attachments:** [4-30-2019 Moonrise Meadows Repose WYT April 1, 2019 Ltr.pdf](#)  
[Exhibit A WYT Letter DEQ 1996\).pdf](#)  
[Exhibit B - Amended Plat Lot 1&2 4-23-19 \(1\).pdf](#)  
[Exhibit B1 Moonrise Meadows Landscape Plan.pdf](#)  
[Exhibit C MM Moonrise-Meadows Traffic Report.pdf](#)  
[Exhibit D Moonrise Water & Sewer Design Report.pdf](#)  
[Exhibit E Moonrise Stormwater Design Report.pdf](#)

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FYI

**From:** IPA, Inc. <slh1ipa@aol.com>  
**Sent:** Tuesday, April 30, 2019 6:02 PM  
**To:** Daniel Sabolsky <dsabolsky@townofwestyellowstone.com>  
**Cc:** rob@yeakey.net; slh1ipa@aol.com  
**Subject:** Re: Moonrise - Follow Up w/ Town Consultants - Questions and Comments Regarding 4-22-19 Ltr

Good afternoon Mr. Sabolsky,

Our design and development team has finally completed plans, reports and a letter response to your April 1, 2019 letter wherein you asked for several items of information requested by the Council at their meeting of March 5, 2019. Please see the attached letter and 6 Exhibits.

Our hope is that you can broadcast this information to the Towns consulting team for their review and comment and that we can plan to meet in person Friday May 3, 2019, next week, to discuss our response and coordinate our presentations to your Council at the May 7, 2019 public hearing. I will also be sending you a hard copy of the materials attached herewith via US Post.

It would be very helpful if you could provide me with contact information for the Town consultants so I can follow up directly with them to answer any questions that might be raised by the letter and/or the attached exhibits.

Thank you in advance for continued assistance and cooperation as we bring this project to your Council for a decision.

Sincerely,

Scott L. Hochstrasser, President  
IPA, Inc. (International Planning Associates)

141 Bolinas Road  
Fairfax, California 94930  
[slh1ipa@aol.com](mailto:slh1ipa@aol.com)  
Office (415)459-6224  
Cell 415-572-2777

-----Original Message-----

From: IPA, Inc. <[slh1ipa@aol.com](mailto:slh1ipa@aol.com)>

To: dsabolsky <[dsabolsky@townofwestyellowstone.com](mailto:dsabolsky@townofwestyellowstone.com)>

Cc: rob <[rob@veakey.net](mailto:rob@veakey.net)>

Sent: Tue, Apr 23, 2019 5:57 pm

Subject: Re: Moonrise - Follow Up w/ Town Consultants - Questions and Comments Regarding 4-22-19 Ltr

Hi Daniel,

I am so sorry for the mix up on names, please accept my apology. I think we are ready for the engineers to talk and I will work with Rob so that conversation can happen asap. In reviewing your letter I had some question regarding use of appropriate standards for assessing the project impacts on Track 1 of the Madison Addition.

My research shows that when the Madison Addition was approved back in 1984 the developer and the Town entered into a "Development Agreement" (DA) that agreement created some very site specific standards for roads in the subdivision which were built out and currently exist. Page 2 of that DA #3. makes it clear that all streets shall be constructed and installed in accordance with any "applicable subdivision statutes, rules, and/or regulations". Of course this ensures both parties that no arbitrary decision regarding ingress/egress shall be required and only the statutes, rules and regulations will apply. The existing streets, pedestrian ways, intersections, fire turnarounds etc were specified in the Master Plan in 1984 and the environmental assessment (EA) assumed densities for the R-4 site greater than are what is now proposed. Moreover, I noted the projected project traffic impacts in the EA were based on a 20 mph speed limit yet the current posted speed limit is 25 mph. Will your consulting engineer take the terms of the Town EA for the Master Plan and developer agreement (DA) into consideration when assessing and opining on the project roadway standards ? Will he use the 20 mph speed limit when assessing traffic safety impacts ? To do so otherwise would be a bit of a bait and switch when assessing roadway and traffic impacts on the whole subdivision since the existing road designs were built assuming a 20 mph road speed. Maybe the best solution to the potential traffic safety issues claimed by the public would be to post a 20 mph speed limit for the existing streets.

Daniel, I also wonder why in your letter, although you acknowledge that a separated pedestrian pathway exists, that you think "it is unlikely to actually serve the future subdivision residents" can't the residents of the new development simply walk across Hayden Street, down Grayling Ave and access the pedestrian walkway at the end of the street ? If the streets are indeed unsafe for pedestrians as some members of the public have claimed in the record why would the Town promote a street-side path ? Would the Town consider a mitigation of this issue to include improving the existing pathway and perhaps maintaining it in winter months with regular plowing ?

Also, regarding the new 2017 Growth Plan, I noted that because of the overwhelming public desire for more housing there were no re-zonings to reduce densities of property like the R-4 lot in question. There were no new specific ingress/egress standards I am aware of in the Growth

Plan. I also noted that the Planning Advisory Board (PAB) found that the project to be consistent with all of the policies contained in the Growth Plan and the Zoning and Subdivision regulations and recommended approval based on a finding that no significant adverse impacts on public health and safety would result from the project build-out. As I understand it the PAB was aware that the WYSR standards adopted in 1982 do not explicitly require more than one access. But they left open the question on ingress/egress recommending the Council select one of two options presented by my clients engineers. To do otherwise, or to accept the PAB recommendation for a second access such as Iris Way located on Forest Service property would place a condition on the project that can not be perfected by the applicant. It is unclear to me why the Town would require a second access that according to testimony in the record can only be perfected by the Town.

Clearly the decision is the Council's to make. I am delighted to read in your April 22, 2019 letter that "it appears Council is leaning toward accepting the Board's (PAB) recommendation" which is to approve the project. Our team fully understands that a suitable access will be selected by the Council in accordance with the required engineering standards specified in your letter and agreed to by the Town in the Master Plan DA. (Development Agreement - made 9th day of December, 1982 - recorded- Film 73 page1337)

Finally, question regarding the Master Plan Environmental Review and traffic impact projections based on a 20 mph speed limit established for the entire subdivision, was the 20 mph speed limit ever required in the Madison Addition subdivision ? If so, is there any Town record showing when the speed limit changed from the 20 mph to currently posted 25 mph ?

Thanks again for your continued assistance. I really appreciate your willingness to work through the remaining outstanding matters regarding the Moonrise development project.

Sincerely,

Scott L. Hochstrasser, President  
IPA, Inc. (International Planning Associates)  
141 Bolinas Road  
Fairfax, California 94930  
[slh1ipa@aol.com](mailto:slh1ipa@aol.com)  
Office (415)459-6224  
Cell 415-572-2777

-----Original Message-----

From: Daniel Sabolsky <[dsabolsky@townofwestyellowstone.com](mailto:dsabolsky@townofwestyellowstone.com)>  
To: IPA, Inc. <[slh1ipa@aol.com](mailto:slh1ipa@aol.com)>

Cc: Robert Yeakey <[rob@yeakey.net](mailto:rob@yeakey.net)>  
Sent: Tue, Apr 23, 2019 3:56 pm  
Subject: Moonrise - Follow Up w/ Town Consultants

First of all, our planner and engineer's first names are Dave, but I am Daniel. The information that the Town requested needs to be provided to our engineer and planner so they can evaluate and review it. This information needs to get to them soon as it was requested in the meetings with the Planning Board or at Town Council meetings. Some of this information will need to be reviewed by other professionals in their respective firms. Both of these professionals work at their respective offices and are extremely busy on other projects for the Town and their other clients. So, I will attempt to schedule a meeting on that day. Please provide the Town the information requested so our engineer and planner can review it prior to the meeting. Our engineer is still waiting for your engineer's phone call regarding some clarifications.

Daniel Sabolsky  
Town Manager

**From:** IPA, Inc. <[slh1ipa@aol.com](mailto:slh1ipa@aol.com)>  
**Sent:** Tuesday, April 23, 2019 8:55 AM  
**To:** Daniel Sabolsky <[dsabolsky@townofwestyellowstone.com](mailto:dsabolsky@townofwestyellowstone.com)>  
**Subject:** Moonrise - Follow Up w/ Town Consultants

Good Morning Dave,

We have been busy with subconsultants work producing the data needed to address the questions raised in your April 1, 2019 letter. We are now ready to meet and discuss the findings and facts resulting from that work. I have not yet heard from your team regarding the questions I raised in an earlier email to you.

So as a follow up my client Rob Yeakey and I would like to arrange a meeting with you and your consulting staff for May 2nd to go over our findings and how best to present the information at the tentative May 7 Council hearing.

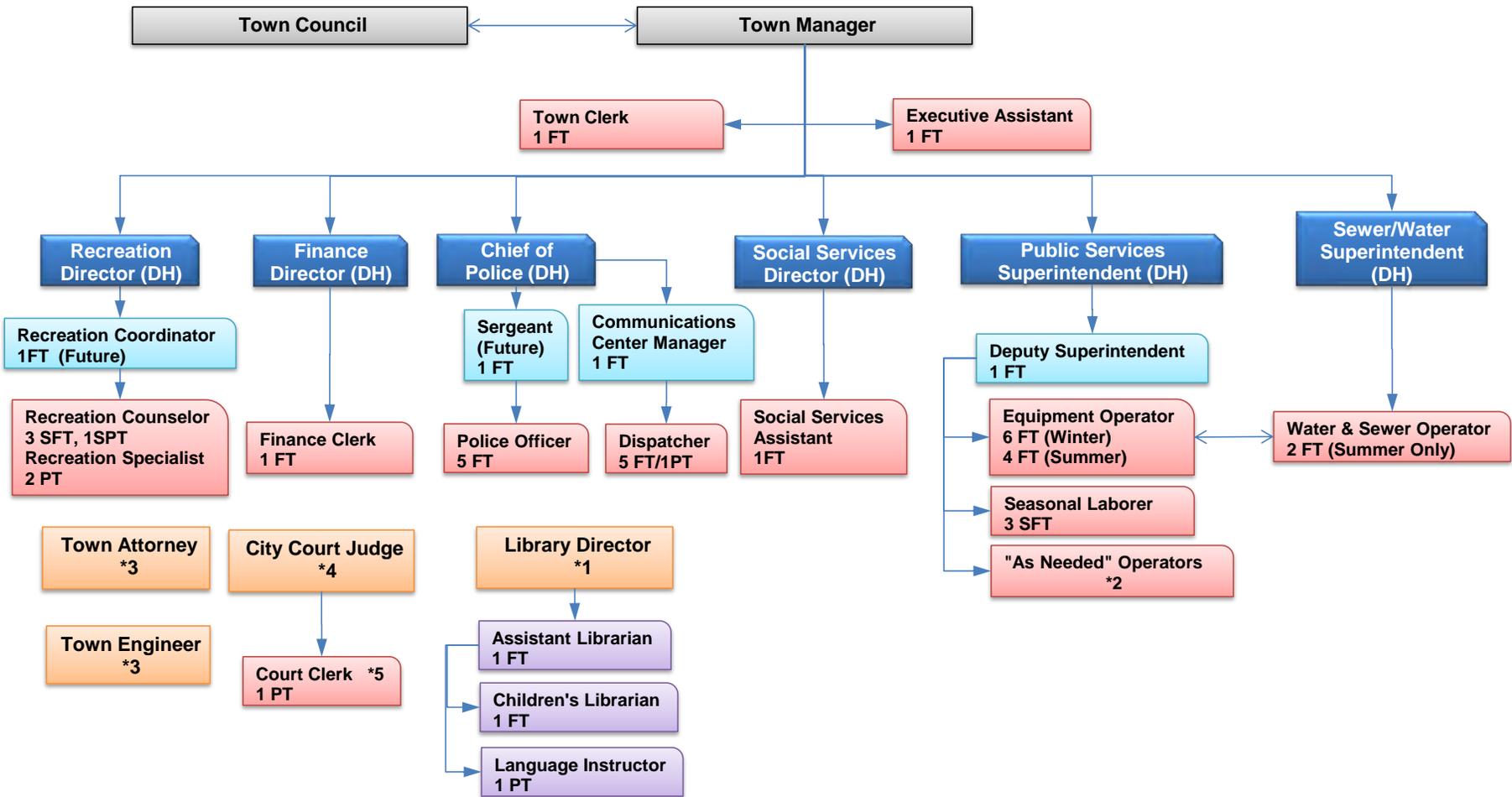
In the meantime I would like to discuss with the Town Planner and Town Engineer some our preliminary findings. Accordingly, may I please ask for your permission to discuss these matters with your staff directly and for their telephone numbers ?

Thank you in advance for your continued assistance and cooperation.

Sincerely,

Scott L. Hochstrasser, President  
IPA, Inc. (International Planning Associates)  
141 Bolinas Road

# Town of West Yellowstone Staffing Plan



\*1: Library functions are governed by State Law and Agreements; Director is appointed by the Library Board and directs staff.

\*2: List of people with CDLs will be maintained to call as needed.

\*3: Employed under contract

\*4: Appointed by Council

\*5: Under supervision of the Town Manager

FT= Full-Time Status Permanent

PT= Part-Time Status Permanent

SFT= Full Time Status Limited Term

SPT= Part-Time Status Limited Term

STS= Short-Term Status

DH= Department Head



## Town of West Yellowstone, Montana

<b>Position Title</b>	<b>Water &amp; Wastewater Superintendent</b>
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### General Statement of Duties

Operate a variety of equipment to regulate water and wastewater systems at the Town springs, wells, and wastewater lagoons, and perform lab analysis work and other directly related work as required.

### Distinguishing Features of the Position

The primary duty of this employee is to operate, maintain, and repair the equipment at the Town's water and wastewater facilities to ensure the production of wastewater effluent and potable water in compliance to all State and Federal regulations. The work is performed under the supervision of the Town Manager, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over designated support personnel. The nature of the work performed requires the employee to establish and maintain effective working relationships with The Town Council, Town Manager, other Town employees, contracted service providers, and regulatory inspectors. The principal duties are performed in an environment with exposure to hazardous chemicals, airborne pathogens, and high voltage electricity.

### Examples of Essential Work (Illustrative Only)

- Select, train, assign, and oversee the work of staff, establish work schedules and methods for work performed and ensure adherence to Town policies and procedures;
- Manage staff and work related to the operation and maintenance of ground water well sites and wastewater treatment facility;
- Provide leadership to employees in team building, responsible decision-making, and problem solving;
- Monitor and prepare section-level budgets and supervise cost analyses and budget requests;
- Collect and conduct tests on water and wastewater samples in accordance with EPA and State regulations;

- Develop, coordinate, and author policies, procedures, and programs relating to the implementation of system operations according to City ordinances and state, local, and federal regulations;
- Maintain complete and accurate records for facility operation functions, tests, results, and maintenance work performed;
- Analyze data, complete feasibility studies, review designs for system modifications, review plans, and administer contracts;
- Operate a variety of mechanical gates and valves to regulate the flow of wastewater through various treatment processes to ensure the production of effluent water;
- Perform treatment analysis and processes control tests;
- Adjust equipment to maintain treatment parameters and to maintain proper flow to ensure maximum efficiency of facility equipment;
- Inspect facility equipment, report any failures or operational difficulties, including initiating repair requests;
- Operate, adjust, and perform basic maintenance of facility equipment to ensure compliance with established standards;
- Observe meters, gauges, charts, and instruments, and accurately record all findings accordingly;
- Monitor facility operations to ensure all processes are conducted in a safe and efficient manner and in compliance with federal regulations;
- Ensure all chemicals are handled in a safe and proper manner;
- Oversee preventative maintenance planning and ensure generally accepted industry asset management standards are used;
- Provide needed information and demonstrations concerning how to perform work tasks to new employees and develop in-service and on-the-job training strategies for staff;
- Conduct internal performance audits;
- Review infrastructure-engineering plans for conformance to applicable codes and attend related meetings as required;
- Keep immediate supervisor and designated others accurately informed concerning work progress, including current and potential work problems and suggestions for improved ways of addressing such problems;
- Attend meetings, conferences, workshops, or seminars to become and to remain current on the best principles, practices, and new developments in assigned work areas;
- Prepare concise, clear, and accurate reports for Town Council, department, other jurisdictions or agencies, consulting firms, and the public;
- Performs all other duties as assigned.

### **Required Knowledge, Skills, and Abilities**

- Knowledge of basic principles and practices of water and wastewater treatment and management;
- Knowledge of the use and maintenance of related hand and power tools;
- Knowledge of basic principles of record keeping;
- Knowledge of federal, state, and local safety rules, regulations, policies, and procedures;
- Knowledge of mathematics, physics, and fluid flow to ensure accurate and efficient measurements and calculations;

- Ability to analyze mathematical and physical data in a precise manner;
- Collect, test, and analyze wastewater samples;
- Establish and maintain effective working relationships with others;
- Effectively communicate with others orally and in writing, using both technical and non-technical language;
- Understand and follow oral and written policies, procedures, and instructions;
- Prepare and present accurate and reliable reports containing findings and recommendations;
- Operate (or quickly learn to operate) a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology;
- Perform a wide variety of duties with accuracy and speed under the pressure of time sensitive deadlines;
- Ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Bachelor's degree with major coursework in chemistry, civil engineering, environmental science, bacteriology, biology, water or wastewater treatment, or public administration; AND
- Five (5) years of experience in lab work or water analysis; AND
- Five (5) years of experience working with water or wastewater systems and equipment, including operation maintenance, troubleshooting, and repair; OR
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

#### Required Special Qualifications

- Completed or have the ability to complete Volumes I, II, and III of the Operation of Water Reclamation Facility Field Study Program within three years of employment;
- Completed or have the ability to complete the Montana Class I Wastewater Certification Test within three years of employment;
- Hold or obtain water Department of Environmental Quality (DEQ) 2A and 3B and wastewater 3C certifications;
- Valid Drivers' license (must have valid Montana Drivers' license within 15 days of employment);
- Offers for employment are conditional upon satisfactory response to appropriate post conditional offer process;
- Pre-Employment and periodic random alcohol & drug screening is required.

#### Essential Physical Abilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;

- Vision or other powers of observation, with or without reasonable accommodation, to enable the employee to identify chemical test reactions and the physical condition of the sludge in the facility to insure effluent quality;
- Manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, facility machinery, testing equipment, and other related equipment;
- Personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to access all areas of the facility to collect samples and maintain equipment as required.

**Acknowledgement**

By signing this statement, I, the employee, acknowledge my respective job description has been received and that I have read this document and understand what is expected from me as a Water & Wastewater Superintendent for the Town of West Yellowstone, MT.

Signed: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Position: Water & Wastewater Superintendent

Effective Date of Employment: \_\_\_\_\_

Attest:

Supervisor: \_\_\_\_\_

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



## Town of West Yellowstone, Montana

<b>Position Title</b>	<b>Police Sergeant</b>
-----------------------	------------------------

### General Statement of Duties

Provides leadership, organizes and directs officers engaged in general law enforcement and criminal investigations. Performs a variety of law enforcement duties in the enforcement of all applicable federal, state, and local laws and ordinances to ensure the preservation of the public peace, prevention of crime, and protection of life and property; performs directly related work as required.

### Distinguishing Features of the Position

The principal function is to plan, organize, direct, and supervise officers engaged in the law enforcement duties within the West Yellowstone Police Department. The work is performed under the direction of the Chief of Police, but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships and promote teamwork with the West Yellowstone Police Communications Center, the 911 Communications Manager, the Chief of Police, the Town Manager, other Town employees, members of cooperating law enforcement agencies, and the general public. The principal duties of this class are performed in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger, serious injury, or death.

### Examples of Essential Work (Illustrative Only)

- Establish and adjust to meet daily job requirements according to available resources, deliver and explain special orders and information to appropriate others; conduct proactive patrol duties and provide back-up to officers as necessary;
- Ensure all activities are conducted in compliance with applicable codes, laws, rules, policies and regulations;
- Make or assist in the apprehension and arrest of law violators; question suspects and interview witnesses

- and victims; make court appearances and provide testimony as required;
- Assist the Chief of Police in selected aspects of personnel administration, including recruiting, selecting, training, motivating, and evaluating department personnel;
  - Review available training and make recommendations of personnel to attend trainings;
  - Prepare reports for the department and other government agencies;
  - Respond to and take command of major incidents or emergencies as needed;
  - Assist with investigations; review reports and make investigative assignments as appropriate; provide advice and assistance relative to the conduct of investigations and preparation of cases for prosecution; review and approve written reports and case materials;
  - Assist the Chief of Police with the development and enforcement of department goals, objectives, policies, procedures, work standards, and directives to ensure compliance with established codes, rules, laws, and regulations;
  - Work on special projects, assignments, and investigations as assigned and serve as community liaison and public educator; attend and speak at various community functions and meetings as needed;
  - Arrange for the replacement and maintenance of uniforms, equipment, and supplies;
  - Confer with the Chief of Police, 911 Communications Manager, Fire Chief, the general public, the media, and others regarding public safety matters;
  - Work closely with other supervisory personnel to promote positive work attitudes within the department and maximize teamwork and cooperation by all departmental employees;
  - May conduct or assist the conduction of highly complex, sensitive, or high profile internal or external investigations;
  - Respond to questions or complaints from the general public in a courteous and timely manner;
  - Communicate and coordinate with all related personnel in an effort to encourage, motivate and promote leadership, encourage teamwork and maximize the effectiveness and efficiency of operations and activities; Promote accomplishment of the department's vision, mission and goals;
  - Provide effective professional liaison between the Police Department and other Town departments and divisions, other local, state, and federal agencies, media outlets, and the general public;
  - Assist the department in long and short term planning related to staffing levels, facilities, equipment needs, customer service delivery methods, etc.;
  - Assume certain responsibilities and duties of the Chief of Police, as necessary or directed;
  - Keeps Chief of Police and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
  - Attend meetings, conferences, workshops, and training sessions and review publications to become and remain current on principles, practices, and new developments in law enforcement;
  - Recognize situations that create conflict in the workplace. Be both proactive and reactive to take implement strategies to resolve conflict in the workplace;
  - Responsible for scheduling shifts for patrol officers, monitoring activity, use of leave, and overtime;
  - Perform all other duties assigned by the Chief of Police.

<b>Required Knowledge, Skills, and Abilities</b>
--

- All knowledge, skills, and abilities required to be a Police Officer;

- Knowledge of applicable local, state and federal laws, rules, ordinances and regulations;
- Knowledge of the functions and objectives of other law enforcement agencies who operate in and around the West Yellowstone area;
- Knowledge of Town and Department policies, practices, and standard operating procedures;
- Knowledge of and the ability to use the Departments Computer Aided Dispatch and Records Management System (CAD/RMS);
- Recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement services;
- Ability to stay updated on new trends, practices, and innovations in law enforcement;
- Ability to effectively perform as an incident commander, or as a member of an incident team;
- Identify and respond to the issues, concerns and needs of the community, the Department and staff, and other Town departments and staff as needed;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations;
- Lead, motivate, and supervise the work of others;
- Organize work, maintain organizational structure, and delegate tasks to appropriate personnel;
- Effectively resolve employee problems in a fair and diplomatic manner;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Understand and follow oral and written policies, procedures, and instructions;
- Prepare and present accurate and reliable reports containing findings and recommendations;
- Operate a personal computer using standard and customized software applications appropriate to assigned tasks;
- Safeguard confidential and sensitive information;
- Ability to use logical and creative thought processes to develop solutions according to written specifications or oral instructions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology;
- Use ingenuity and inventiveness in the performance of assigned tasks;
- Possess and retain ability to provide credible testimony in a court of law.

#### Acceptable Experience and Training

- High school diploma or equivalent; **AND**
- Minimum of five (5) years of service experience as a fully sworn/commissioned law enforcement officer (*this includes the first year as a probationary police officer*) with a local, state, or federal law enforcement agency; **OR**
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the essential duties of the position.

#### Required Special Qualifications

- Valid Drivers' license (must have valid Montana Drivers' license within six months of employment);
- Must possess or be able to obtain appropriate First-Aid and C.P.R. Certifications;
- Possession of the Montana Public Safety Officer Standards and Training (POST) Council's Basic and Intermediate Certifications;
- Upon completion of one year of employment, must be eligible for a POST Supervisory Certificate.
- Have completed or complete within the first year the following POST certified course: (1) Instructor Development, (2) Field Training Officer, and (3) Background Investigations for Law Enforcement.
- Legally able to possess a firearm;
- Foreign language fluency (specifically Spanish or Chinese) is desirable, but not required;
- Offers for employment are conditional upon satisfactory response to appropriate post conditional offer process;
- Pre-employment and periodic random alcohol & drug screening is required.

### **Essential Physical Abilities**

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively verbally, hear at low volumes (whispers), understand voices with an accent, and communicate by telephone and radio;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to observe and identify criminal activity, read and report license plates, drive a vehicle, operate computers and law enforcement equipment and firearms, and administer sobriety and other field tests as required;
- Manual dexterity, with or without reasonable accommodation, to enable the employee to operate law enforcement equipment, weapons, and vehicles, render aid to the public, detain criminals, and administer sobriety and other field tests;
- Personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to patrol assigned areas, sit and stand for extended periods of time, walk and run on concrete, slippery, and uneven terrain, pursue and subdue suspects, pull persons from vehicles, push open doors and windows, reach, grab, and lift heavy (50 pounds or more) objects, climb over or through obstacles, spend extended periods of time outdoors in severe weather conditions, and easily access a variety of locations and properties as required.

**Acknowledgement**

By signing this statement, I, the employee, acknowledge my respective job description has been received and that I have read this document and understand what is expected from me as the Police Sergeant for the Town of West Yellowstone, MT.

Signed: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Position: Police Sergeant

Effective Date of Employment: \_\_\_\_\_

Attest:

Supervisor: \_\_\_\_\_

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

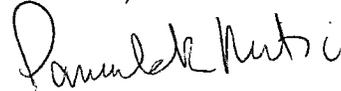
04/29/2019

To Town Council Members,

My name is Pamala Mitic and I'm a year-round resident of West Yellowstone since 2011. I'm an artist and I'm looking forward to starting a West Yellowstone Farmers Market in our town. I'm not starting this Farmers Market for profit or personal gain. The Town of West Yellowstone is filled with an abundant amount of talented artist and crafters. Pioneer Park would be a great gathering area to build this additional event for locals and add to things for the tourist that travel through this great town to do.

I'm writing this to request that the \$1500 bond be waived for the West Yellowstone Farmers Market. In leu of the \$1500 bond the sponsor will collect the 3% resort tax from the vendors and will remit the funds within 10 days of each weekly event. The West Yellowstone Farmers Market will be working in conjunction with the Rod Run, Town of West Yellowstone and Music in the Park group. They call us "starving artists" for a reason and this bond requirement would prevent me from starting this event for the residents of the Town.

Thank You,

A handwritten signature in black ink that reads "Pamala Mitic". The signature is written in a cursive style with a large initial 'P'.

Pamala Mitic

# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: WEST YELLOWSTONE FARMERS MARKET  
 Sponsor Organization: \_\_\_\_\_  
 Sponsor Address: 218 FAITHFUL STREET WEST YELLOWSTONE, MT. 59758  
 Contact Person: PANALA MITIC  
 Contact Phone: 727-744-5629 Fax: \_\_\_\_\_  
 E-mail Address: PANAMITIC@GMAIL.COM  
 Date(s) of Event: EVERY THURS. FROM JUNE 6 - SEPT. 19 PLUS - JULY 25<sup>th</sup> AUG. 2<sup>nd</sup> 17<sup>th</sup>  
 Location of Event: TOWN OF WEST YELLOWSTONE CITY PARK

- 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:	\$ <u>25.00</u>	CM#2008 5-3-19 <u>Panale Mitic</u> Signature of Applicant <u>05/03/2019</u> Date
Resort Tax Bond:	\$ _____	
Vendor(s) Fee:	\$ _____	
Total Due:	\$ _____	

Date Received by the Town: 5/3/19

## Event Details

The event is the West Yellowstone Farmers Market. The West Yellowstone Farmers Market will be working in conjunction with the Rod Run, Town of West Yellowstone and Music in the Park group. The parking, trash collection and the toilets will be dealt with in the same fashion as the other events held by these groups. If additional help is needed, the Farmers Market will enlist the help of students for volunteer hours.

The expected sales will include local crafters and artist selling their locally made products, fresh produce, and other possible food items including but not limited to food trucks, and additional vendors could include individuals selling their services. Vendors will be responsible for their own 10x10 canopies/show tents and/or tables.

The layout of the vendors is sketched out in the site plan that follows. The site plan can be adjusted if needed. Each vendor will be purchasing a 10x10 space for the season or per week event. The West Yellowstone Farmers Market will run every Thursday 5-8pm with set up and break down an hour before and after. The West Yellowstone Farmers Market would like to add additional days in conjunction with the Black Mountain Productions on Thursday, July 4<sup>th</sup>; Saturday, July 20; Friday, August 2<sup>nd</sup>; and Saturday, August 17<sup>th</sup>.

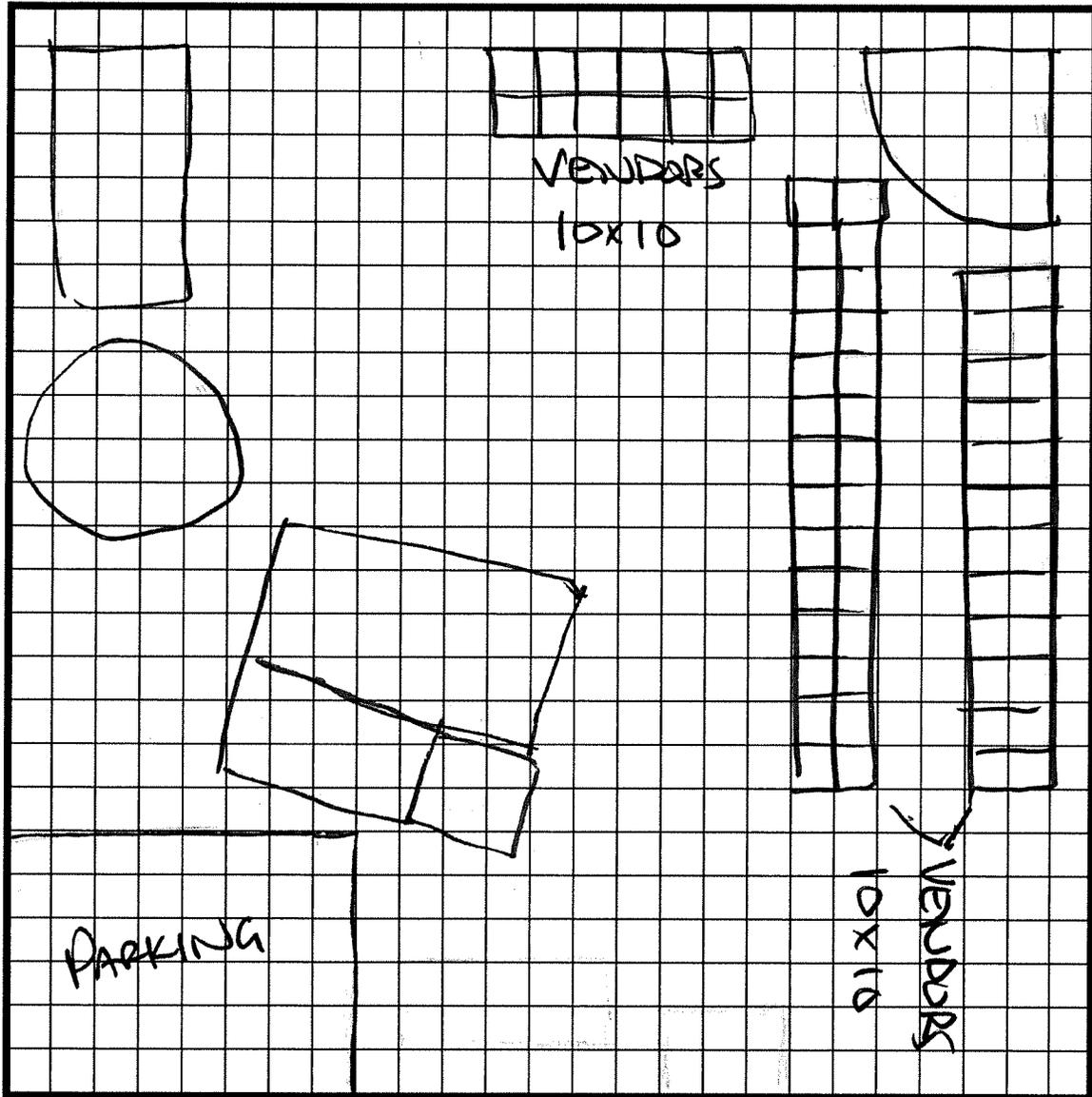
The expected number of vendors is estimated to be less than 40. The expected number of spectators is undetermined due to this being a first-time event. The number of spectators varies depending on the week. There will not be any vendors selling alcohol for the West Yellowstone Farmers Market. This event doesn't expect any music and/or sound issues.

## **LIABILITY INSURANCE**

The Farmers Market is working in conjunction with the Rod Run, Town of West Yellowstone and the Music in the Park group. We're hoping to be able utilize and/or join on the insurance that they use for the events in the park. I'm currently talking with Stacy and Doug Schmier to resolve the insurance issue.

# SITE PLAN

Event: WEST YELLOWSTONE FARMERS MARKET



Please indicate direction

## VENDING AND SALES

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

Event: WEST YELLOWSTONE FARMERS MARKET Date(s) \_\_\_\_\_

Attach additional sheets as necessary.

Primary Sponsor: PAMAYA MITIC  
Contact Person: PAMAYA MITIC  
Address: 218 FAITHFUL ST.

Phone: 727-744-5629  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

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

Phone: 406-640-1345  
Type of sales: \_\_\_\_\_  
Resort Tax applicable:  YES  NO

Vendor Name: SILVER CLOUD PHOTO  
Contact Person: PAM TARASCO  
Address: \_\_\_\_\_

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

Vendor Name: \_\_\_\_\_  
Contact Person: NATALIE BOYD  
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			
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

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone  
Gallatin County, Montana

DATE: 4-29-19  
APPLICANT: Westmart Building Center  
ADDRESS: 100 S. Faithful St PO Box 50 WY MT 59758  
PHONE: 406-646-9578  
INTEREST IN PROPERTY: 100% owner

OWNER OF RECORD'S SIGNATURE: Greg W. Forsythe

1. LEGAL DESCRIPTION:

Subdivision: Grizzly Park Addition  
Block: 5 Lot: 1  
Zoning District Number: \_\_\_\_\_

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment. Encroachment of 15' for greenhouse during the summer (90 days) starting May 1

Westmart Bldg Center  
Signature of Applicant  
Greg W. Forsythe

DATE 4-30-19

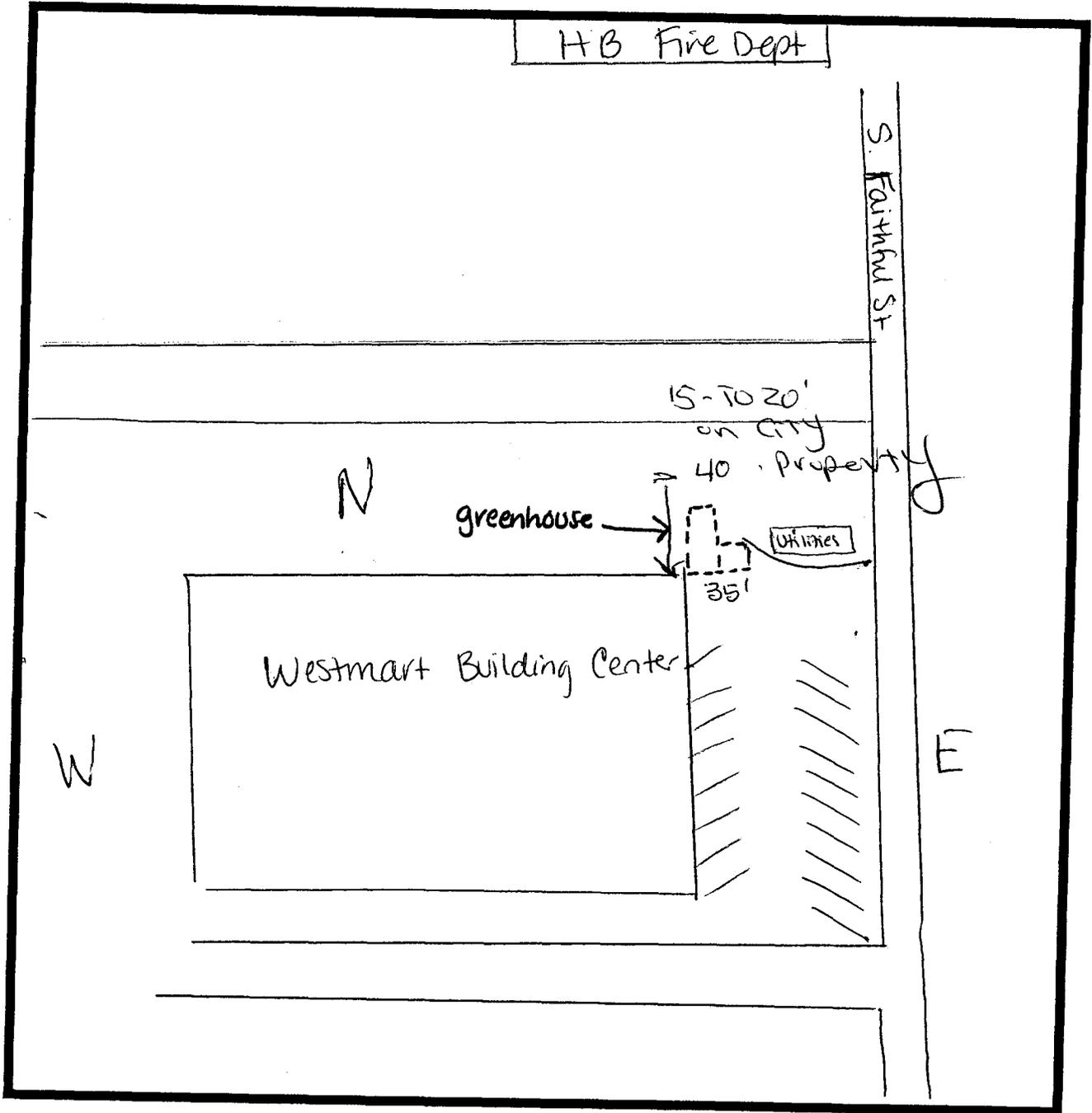
For Office Use Only:  
DECISION BY TOWN COUNCIL

Approved Disapproved

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

\_\_\_\_\_  
DATE

North ↑



PLEASE INDICATE DIRECTION

# RESOLUTION NO. 728

## A RESOLUTION REQUESTING DISTRIBUTION OF BRIDGE AND ROAD SAFETY AND ACCOUNTABILITY PROGRAM FUNDS

**WHEREAS**, the Bridge and Road Safety and Accountability Account created by HB 473 requires the Montana Department of Transportation to allocate accrued funds to cities, towns, counties, and consolidated city-county governments for construction, reconstruction, maintenance, and repair of rural roads, city or town streets and alleys, bridges, or roads and streets that the city, town, county, or consolidated city-county government has the responsibility to maintain; and,

**WHEREAS**, a city, town, county, or consolidated city-county government that requests funds under the Bridge and Road Safety and Accountability Account must match each \$20 requested with \$1 of local government matching funds; and,

**WHEREAS**, a city, town, county, or consolidated city-county government requesting distribution of allocated funds may make such a request to the Department of Transportation between March 1 and November 1 of the year the funds were allocated; and,

**WHEREAS**, a description of the projects to be funded (or the money used to match federal funds) are detailed in Appendix A; and,

**WHEREAS**, the local match for the allocated funds has been budgeted from Resort Tax.

### THEREFORE, NOW BE IT RESOLVED THAT:

1. Town of West Yellowstone requests distribution of its share of the allocated Bridge and Road Safety and Accountability funds to be used for the projects identified in Appendix A.
2. That Daniel Sabolsky, the Town Manager of the Town of West Yellowstone is hereby empowered and authorized to execute such further documents as may be necessary to facilitate the distribution of said funds.

ADOPTED BY THE Town Council and approved by the Mayor of the Town of West Yellowstone, Montana, this \_\_\_\_ day of \_\_\_\_\_, 2019.



\_\_\_\_\_  
Mayor

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

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

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

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

**ATTEST:**

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

**PLEASE CIRCLE THE DAY OR ENTIRE WEEK THAT YOUR**

**CHILD WILL ATTEND CAMP:**

Week 1 – IT’S SUMMERTIME	June 10-14	M T W T H F	\$ _____
Week 2 – LET’S ALL MOVE	June 17-21	M T W T H F	\$ _____
Week 3 – SIMPLE MACHINES	June 24-28	M T W T H F	\$ _____
Week 4 – STAR SPANGLED	July 1-5	M T W T H F	\$ _____
Week 5 – INTO THE WILD	July 8-12	M T W T H F	\$ _____
Week 6 – WATER WARS	July 15-19	M T W T H F	\$ _____
Week 7 – GOING GREEN	July 22-26	M T W T H F	\$ _____
Week 8 – MAD SCIENTISTS	July 29-02	M T W T H F	\$ _____
Week 9 – SUPER HERO	August 5-9	M T W T H F	\$ _____
Week 10 - INTO THE OUT	August 12-16	M T W T H F	\$ _____
	<b>Total</b>		\$ _____
	<b>Deposit Due (\$25/week-\$5/day)</b>		\$ _____
	<b>Balance</b>		\$ _____

**Payment Schedule:** Due to the number of participants wishing to take part in the summer recreation program, reservations will only be made with a deposit and/or payment. A \$25 per week or \$5 per day deposit is required. Full payments must be made prior to attendance. All payments MUST be made at the Town offices.

**Refunds:** Cancellation notices must be in writing, and must be received one week in advance of cancellation date(s) in order to receive a refund.

**Scholarships:** Full or matching fund scholarships are available to those who meet the financial guidelines. All applications will be considered. **Only one scholarship per financially eligible participant.**

\_\_\_\_\_ **Please check if you would like to be considered for a scholarship from the West Yellowstone Foundation.**

I, \_\_\_\_\_, have read the 2019 payment and policy plan as stated above.  
 Print Name

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

# SMOKEY WATERS Day Camp 2019



**406-640-1676**

**TOWN OF WEST YELLOWSTONE PARKS AND RECREATION  
AGREEMENT TO PARTICIPATE AND RELEASE FORM**

For Office Use Only Date Received: _____ Received By: _____ Paid: CASH CHECK CC Amount: \$ _____
--

\_\_\_\_\_ has permission to participate in the **2019 Smokey Waters Day Camp**.

**Agreement to Participate Statement**

I, as a parent or guardian, am aware that participating in the above program can be a dangerous activity involving **RISK OF INJURY**, including but not limited to: **Sprains, strain, fractures and broken bones, bumps, bruises, contusions, burns, insect bites, and weather related injuries.**

Because of the possible risk of participating in this program, I, as a parent or guardian recognize the importance of following the instructors' instructions regarding techniques, rules, and precautions. The above listed child hereby agrees to follow and/or reinforce those instructions. As a parent or guardian, I hereby voluntarily and expressly assume all risks of the child listed participating in the Smokey Waters Day Camp and agree to exonerate and hold harmless the Town of West Yellowstone, its volunteers, employees, and trip leaders from any and all liability, claims, causes of action or demands of any kind and nature whatsoever which may arise by or in connection to participation in the above program.

The terms of this agreement shall serve as a release and my assumption of the risk shall be binding on my heirs, estate, executor, administrator, assigns and all of my family members. The laws of the State of Montana shall govern this agreement and any matter in any way related to participation in the above program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant's Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

As a parent or guardian, I authorize the treatment by a qualified and licensed medical professional of the above listed participant in the event of a medical emergency which, in the opinion of the attending medical professional, may endanger his or her life, or cause disfigurement, physical impairment, or undue discomfort if delayed. The authority is granted only after a reasonable effort has been made to contact me or the emergency contact listed below.

This release form was completed and signed of my own free will with the sole purpose of authorizing medical treatment for the above listed participant under emergency circumstances in my absence.

Dates when release is valid: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Date

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please list another emergency contact below:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Presently under the following medication \_\_\_\_\_

My child is covered under medical insurance Yes \_\_\_\_\_ No \_\_\_\_\_

Please list any physical impairments and/or allergies including FOOD allergies that the participant has:

\_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## 2019 CAMP DATES

Week 1 – <b>It’s Summertime</b> AA. <i>Old Faithful YNP</i>	June 10- 14 <i>June 14</i>
Week 2 – <b>Lets All Move</b> AA. <i>Gravity Factory</i>	June 17–21 <i>June 21</i>
Week 3 – <b>Simple Machines</b> AA <i>Fat Cats</i>	June 24-28 <i>June 28</i>
Week 4 – <b>Star Spangled Celebration</b> AA <i>Rexburg Rapids</i>	July 1-5 <i>July 5 (no camp July 4<sup>th</sup>)</i>
Week 5 – <b>Funky Foods</b> AA. <i>Idaho Falls Zoo</i>	July 8-12 <i>July 12</i>
Week 6 – <b>Water Wars</b> AA. <i>Heise Hot Springs</i>	July 15-19 <i>July 19</i>
Week 7 – <b>Going Green</b> AA. <i>Mesa Falls &amp; Harriman State Park</i>	July 22-26 <i>July 26</i>
Week 8 – <b>Mad Scientists</b> AA. <i>Quake Lake, Cliff &amp; Wade Lake</i>	July 29-Aug.2 <i>August 2</i>
Week 9 – <b>Super Hero</b> AA. <i>Whitewater Rafting/Ousel Falls Hike</i>	August 5-9 <i>August 9</i>
Week 10 – <b>Into the Out</b> AA. <i>Spire Climbing Center</i>	August 12-16 <i>August 16</i>

**ALL CAMPERS MUST WEAR THEIR CAMP SHIRTS ON AWESOME ADVENTURE FRIDAY.**

**Date:** June 10 - August 16, 2019

**Location:** Povah Community Center

**Time:** 8:30am – 4:00pm M, T, W, TH. **AWESOME ADVENTURE FRIDAY 8:30-4:30pm**

**Age:** 5-12 yrs

**Rates:** \$100/WEEK  
\$25/DAY  
\$40/AWESOME ADVENTURES

**Maximum # of Participants:** 40 per day

**ENROLLMENT:** Will be on a first come first serve basis. Payment IN FULL must be made in ADVANCE of participation.

**REGISTRATION:** Registration forms must be submitted at the Town Offices along with payment for participation PRIOR to participants’ arrival to camp.

**PAYMENT SCHEDULE:** Reservations require a per week deposit of \$25 or per day deposit of \$5. All payments shall be paid at the Town Offices.

**REFUNDS:** In order to receive a refund for your deposit or payment you must give a week written notice of cancellation.

**SCHOLARSHIPS:** There are limited Full or Matching scholarships available to financially eligible participants from funding made possible through the generosity of the West Yellowstone Foundation.

*Please note several changes to the schedule of activities from the previous summers*

**For additional information, please contact Vely at 406-640-1676 or email [ivazquez@townofwestyellowstone.com](mailto:ivazquez@townofwestyellowstone.com)**

## TYPICAL WEEKLY SCHEDULE

### 5-8 year olds

**Monday:** Exercises, Arts and Crafts, Outdoor Sports & Play Time

**Tuesday:** Camp Theme Activities, Swimming & Reading Time

**Wednesday:** Bike Ride & Sports

**Thursday:** Team Building Group Games & Nature Program

**Friday:** Awesome Adventure Field Trip

### 9-12 year olds

**Monday:** Exercises, Arts and Crafts, Outdoor Sports & Play Time

**Tuesday:** Camp Theme Activities, Swimming & Reading Time

**Wednesday:** Bike Ride & Sports

**Thursday:** Exercise and Stretch & Nature Program

**Friday:** Awesome Adventure Field Trip

**DROP OFF & PICK UP:** Parents/guardians must sign participants in with a counselor. If your child needs to leave early or is leaving with someone other than a parent/guardian, please provide a signed note to the counselor, explaining the situation and whom they will be leaving with. **There is No Day Camp July 4<sup>th</sup>!**

**SWIMMING:** Swim day will be every **Tuesday**. All campers **MUST** bring their own towels, swim suits, and life jackets. Floatation devices do not replace a life jacket. Your child must pass a swim test to be able to swim without a lifejacket.

**AWESOME ADVENTURES:** Field trips will be on **Friday**. **We will leave at 8:30am and return as close to 4:30pm as possible.** You will be notified by phone/text of any cancellation or changes to the proposed schedule. All children must be dressed in clothing appropriate to field trip. **All campers must wear their camp shirt on field trips.** Personal game devices and movies are not allowed on Awesome Adventures. The Town is not responsible for any lost or stolen items!

**BIKE RIDES:** Please make sure that your child's bike has been checked by a qualified bike technician. Please utilize one of our local bike shops for your service and repair needs. All participants must wear a bicycle helmet.

Freeheel and Wheel 646-7744  
Yellowstone Bicycles 646-7815

### WHAT TO BRING DAILY:

- LUNCH, Snacks
- Water Bottle
- Closed Toe Shoes
- Sunscreen
- Light Jacket (PREFERABLY WATER PROOF)
- Swim Suit and Towel (on swim days)



## Mad Scientists!



**WEEK 8: July 29- August 2:** This week will be all about Science. We will be making potions, performing science experiments, and learning to observe nature as scientists do on a hike. We will learn about how the planet functions and how earthquakes occur. Join us as we discover and learn! *Anticipated field trip: Quake Lake, Cliff & Wade Lakes*



## Super Hero!



**WEEK 9: August 5-9:** Campers to the Rescue! We will be learning about Police Officers, Firefighters, Emergency Medical Responders and more. Campers will dress as their favorite Superhero. This week will be filled with lots of adventurous games, crafts and heroic activities. They will make slimy-gooey kryptonite and create their own comic books. *Anticipated field trip: White Water Rafting/ Hike Ousel Falls (Big Sky, MT)*



## Into the Out!



**WEEK 10: August 12-16:** Step into the out with us as we do things **backwards**, **upside down**, and **inside out** this week! Will it be as simple as going through the lunch line backwards, or will your counselor put you in charge for the day as you reverse roles? Who will be invited to come into the out? Join us to find out! *Anticipated field trip: Spire Climbing Center (Bozeman, MT.)*

## 2019 WEEKLY THEMES

Each week includes age-appropriate themed activities along with special classes in art, science, active games, and outdoor education. Water activities and fitness are part of everyday camp adventures!



## It's Summer Time!



**WEEK 1: June 10-14:** Good-bye desks and chairs! We officially welcome everyone back to camp this week for the 2019 season. Catch up with old friends, and meet new ones too, all while playing, exploring and learning together! We will be creating our own camp shirt this week to wear for the rest of the summer. *Anticipated field trip: Old Faithful YNP*



## Let's All Move!



**WEEK 2: June 17-21:** This week includes all kind of fun fitness activities. Each day is dedicated to a sport. Join us for a discovery of movement, nutrition, and all things fitness. Whether it's dancing, dribbling, relay races, or cooperative challenges and games, we will be in perpetual motion all week long! *Anticipated field trip: Gravity Factory (Rexburg, ID)*



## Simple Machines!



**WEEK 3: June 24-28:** Simple machines are basic mechanical devices that have been used for thousands of years. They can be used alone or in combinations to do work and build complex structures. Learn how levers, pulleys, screws, and other simple machines are used in science and construction even today. *Anticipated field trip: Fat Cats (Rexburg, ID)*



## Star-Spangled Celebration!



**WEEK 4: July 1-3 and 5 (Awesome Adventure on the 5<sup>th</sup>, no camp on the 4<sup>th</sup>):** Join us this week and help us celebrate America’s 243<sup>rd</sup> birthday. We will show our American pride and rejoice for our freedom as we celebrate the home of the brave! Create patriotic crafts to wear during the Town’s 4<sup>th</sup> of July Parade on Thursday. *Anticipated field trip: Rexburg Rapids (Rexburg, ID.)*



## Into the Wild!



**WEEK 5: July 8-12:** Unleash the Beast! This week is a time to get wild like your favorite animal. We will be learning about different animals and their unique adaptations for survival. What makes each animal best suited for its role in its habitat and what threats do they face? *Anticipated field trip: Idaho Falls Zoo (Idaho Falls, ID)*



## Water Wars!



**WEEK 6: July 15-19:** A true camp tradition and favorite not to be missed! This week we will do all things water! Be ready for a wet one! Campers will spend the week competing in water activities such as water balloon toss, bowl pass, and much more. Swimming and water games are only the beginning, not to mention the infamous Smokey Waters WATER WARS!! *Anticipated field trip: Heise Hot Springs (Ririe, ID)*



## Going Green!



**WEEK 7: July 22-26:** Join us for a week of discovering how we can be “greener” inhabitants of our beautiful planet. We will learn how things are recycled and the 3 R’s (reduce, reuse, recycle) and even do some upcycling of our own! Campers will engage in various activities that will leave them with an entirely new love and understanding of the place we call home! There are so many ways to go green, which will your group explore? *Anticipated field trip: Mesa Falls & Harriman State Park*