

# Town of West Yellowstone

Tuesday, June 4, 2019

West Yellowstone Town Hall, 440 Yellowstone Avenue

**TOWN COUNCIL MEETING**

**7:00 PM**

Pledge of Allegiance

Purchase Orders #6803 to Bear Saver, (6) bear-proof trash cans, \$6860.00

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of May 21, 2019 Town Council Meeting** ∞

Business License Applications ∞

- KW Corporation, Residential Rental, 408 Gibbon-Tabled 5/21/19
- Westmart Building Center Residential Rentals
- A' Rise, Resort Tax Bond Waiver Request
- Mike's Mobile Auto and Diesel Repair
- Gallatin Mountain Creative

Advisory Board Report(s)

Town Manager & Department Head Reports

**Comment Period**

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

**Presentation: FY 2018 Audit, Heather Walstad, Anderson ZurMuehlen & Co.**

## **NEW & UNFINISHED BUSINESS**

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Music in the Park 2019 Event Series Permit

Discussion/Action ∞

- Outside Amplification Permit
- Resolution No. 729, Lift Open Container Law during concerts

Lot Aggregation, Madison Addition, Block 20, Lots 15-16, Oksa

Discussion/Action ∞

Planning Board Appointment, Town Representative, David Arnado

Discussion/Action ∞

Parks & Recreation Advisory Board Appointment, Sabrah Van Leeuwen

Discussion/Action ∞

Town Manager Compensation, Tabled 5/21/19

Discussion/Action ∞

Correspondence/FYI/Meeting Reminders



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

**Policy No. 16 (Abbreviated)**  
**Policy on Public Hearings and Conduct at Public Meetings**

Public Hearing/Public Meeting

A public hearing is a formal opportunity for citizens to give their views to the Town Council for consideration in its decision making process on a specific issue. At a minimum, a public hearing shall provide for submission of both oral and written testimony for and against the action or matter at issue.

Oral Communication

It is the Council's goal that citizens resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to Town Council on matters of concern. Accordingly, Town Council expects any citizen to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any citizen, council member, or town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command.

Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Operations Manager.

General Town Council Meeting Information

- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.
- Presently, informal Town Council work sessions are held at 12 Noon on Tuesdays and occasionally on other mornings and evenings. Work sessions also take place at the Town Hall located at 440 Yellowstone Avenue.
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meeting room.
- Agendas are published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas and packets are available online at the Town's website: [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com). Questions about the agenda may be directed to the Town Clerk at 646-7795.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com).

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE  
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

**PURCHASE ORDER**

Date 5-22-2019

Ship Via 1000-460430-361 JF

Order No. 006803

Department Public Services

TO: Bear Saver

ADDRESS: 1390 So Milliken Ave.  
Ontario, CA 91761

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
6	Hid-a-bag Single Trash Enclosure

Estimated Cost \$

6860.<sup>00</sup>

Authorized By

DAM

Requested By:

[Signature]

VENDOR COPY - White OFFICE COPY - Canary



# BearSaver

A Compumatic Company

## Equipment Proposal

**Customer:** Town Of West Yellowstone  
**Attention:** James Patterson  
**Ship To:** West Yellowstone, MT 59758

**Date:** May 22, 2019  
**Phone:** (406) 646-7609  
**Email:** jpatterson@townofwestyellowstone.com

Equipment Proposed	Model #	Color	Qty	Unit Price	Ext. Price
HID-A-BAG SINGLE TRASH ENCLOSURE - QTY 1-24 70 GAL CAPACITY, ANIMAL RESISTANT, CANS/PLASTIC BOTTLES LABELS	HB1-P	Sky Blue	6	\$1,015.00	\$6,090.00

	<b>Equipment Total:</b>	\$6,090.00
	<b>Tax:</b>	\$0.00
<b>Lift Gate Required: No</b>	<b>Shipping/Handling:</b>	\$770.00
	<b>Total:</b>	\$6,860.00

Terms
Federal government terms are per GSA contracts GS-07F-6004P and GS-07F-0265M. State, County and Municipal government terms are Net 30 days. Non-government orders under \$5,000 are payable by check or credit card in advance of shipment. Non-government orders over \$5,000 must be paid by check in advance of shipment. All Orders FOB Ontario, California unless specified. Lead time is approximately 45 Days ARO <b>and will be confirmed at time of order.</b> Quote is valid for 30 days with the exception of freight charges.

Cory Coulter

05/31/19  
17:04:32

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 6/19

Page: 1 of 7  
Report ID: AP100

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

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45700	42 Fall River Electric	6,727.91					
	05/21/19 UPDH 4212041 elec service	581.89		UPDH	1000 411252	341	101000
	05/21/19 POLICE 4212008 elec service	272.79		POLICE	1000 411258	341	101000
	05/21/19 shop 4212018 elec service	157.14		STREET	1000 430200	341	101000
	05/21/19 ANIMAL 4212029 elec serv	71.37		ANIMAL	1000 440600	341	101000
	05/21/19 PARK 4212032 Elec ser	184.57		PARK	1000 411253	341	101000
	05/21/19 PARK, old firehouse 2901001 e	110.02		PARK	1000 411253	341	101000
	05/21/19 CLORINATOR 4212030 elec serv	66.01		WATER	5210 430500	341	101000
	05/21/19 MADADD H20 Tower 4212017	51.63		WATER	5210 430500	341	101000
	05/21/19 RR Well 4212005 elec serv	213.35		WATER	5210 430500	341	101000
	05/21/19 SEWER LIFT STATION 4212006	232.36		SEWER	5310 430600	341	101000
	05/21/19 SEWER PLANT 4212007 elec ser	1,347.81		SEWER	5310 430600	341	101000
	05/21/19 MAD SEWER LIFT 4212014 elec	166.22		SEWER	5310 430600	341	101000
	05/21/19 SEWER TREAT SERV 4212046 ele	803.60		SEWER	5310 430600	341	101000
	05/21/19 library 23 dunraven 4212054	133.50		LIBRY	1000 411259	341	101000
	05/21/19 povah comm ctr 4212001	296.59*		POVAH	1000 411255	341	101000
	05/21/19 unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	05/21/19 Town Hall 4212009	468.87		TWNHAL	1000 411250	341	101000
	05/21/19 Ice Rink 421010	38.64		PARKS	1000 411253	341	101000
	05/21/19 Hayden/Grouse Well 4212015	40.15		WATER	5210 430500	341	101000
	05/21/19 Electric Well 4212031	40.15		WATER	5210 430500	341	101000
45702	2813 Century Link	1,534.44					
	06/19/19 DSL Pub Serv Office 646-7949	0.00		BLDINS	1000 430200	345	101000
	06/19/19 Police 646-7600	334.47		POLICE	1000 420160	345	101000
	06/19/19 E911 Viper 646-5170	98.54		E911	2850 420750	345	101000
	06/19/19 E911 255-9710	999.12		E911	2850 420750	345	101000
	06/19/19 E911 255-9712	24.51		E911	2850 420750	345	101000
	06/19/19 Alarm Lines, 646-5185	77.80*		TWNHAL	1000 411250	345	101000
45704	1514 Verizon Wireless	1,356.16					
	18 Smartphones						
	1 regular phones						
	5 laptops						
	05/20/19 640-0108, Police	62.55		POLICE	1000 420100	345	101000
	05/20/19 640-0121 Laptop	40.01		STREET	1000 420100	345	101000
	05/20/19 640-0141 Street SP	62.42		STREET	1000 430200	345	101000
	05/20/19 640-0159 Street SP	62.42		STREET	1000 430200	345	101000
	05/20/19 640-1103, Operator SP	62.42		STREET	1000 430200	345	101000
	05/20/19 640-1438, SS Director	32.42		SOCSEK	1000 450135	345	101000
	05/20/19 640-1460, Library Dir, SP	62.42		LIBRAR	2220 460100	345	101000
	05/20/19 640-1461, Street, SP	62.42		WATER	5210 430500	345	101000
	05/20/19 640-1462, Operator, SP	62.42		WATER	5210 430500	345	101000
	05/20/19 640-1463, Deputy PSS, SP	62.42		SEWER	5310 430600	345	101000

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	05/20/19	640-1472, Ops Mgr, SP		62.42		ADMIN	1000 410210	345	101000
	05/20/19	640-1676, Rec Coord, SP		62.42		REC	1000 460440	345	101000
	05/20/19	640-1754, COP, SP		62.42		POLICE	1000 420100	345	101000
	05/20/19	640-1755, Police		62.42		POLICE	1000 420100	345	101000
	05/20/19	640-1756, Police		62.42		POLICE	1000 420100	345	101000
	05/20/19	640-1757, Police		62.42		POLICE	1000 420100	345	101000
	05/20/19	640-1758, Police, SP		62.42		POLICE	1000 420100	345	101000
	05/20/19	640-1759, Police		62.42		POLICE	1000 420100	345	101000
	05/20/19	640-7547, Street SP		62.42		PARKS	1000 460430	345	101000
	05/20/19	640-9074, PSS, SP		62.42		SEWER	5310 430600	345	101000
	05/20/19	683 laptop		40.01		POLICE	1000 420100	345	101000
	05/20/19	COP laptop		40.01		POLICE	1000 420100	345	101000
	05/20/19	686 laptop		40.01		POLICE	1000 420100	345	101000
	05/20/19	681 laptop		40.01		POLICE	1000 420100	345	101000
45710		2852 Blackfoot Communications		2,015.68					
	06/15/19	602-4908, povah center		0.00		POVAH	1000 411255	345	101000
	05/15/19	646-5106, fax soc svc		40.53		SOCSRV	1000 450135	345	101000
	05/15/19	646-5119, police station		40.53		POLICE	1000 420160	345	101000
	05/15/19	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
	05/15/19	646-7311, social services		73.35		SOCSRV	1000 450135	345	101000
	05/15/19	646-7481, povah elevator		40.53		POVAH	1000 411255	345	101000
	05/15/19	646-7511, town hall fax		40.53*		TWNHAL	1000 411250	345	101000
	05/15/19	646-7609, public works		31.59		PUBSVC	1000 430200	345	101000
	05/15/19	646-7650, police station fax		40.53		POLICE	1000 420160	345	101000
	05/15/19	646-7715, povah center		31.85		POVAH	1000 411255	345	101000
	05/15/19	646-7795, town hall		253.15*		TWNHAL	1000 411250	345	101000
	05/15/19	646-7845, court clerk		15.25		COURT	1000 410360	345	101000
	05/15/19	646-9017, library		41.85		LIBRAR	2220 460100	345	101000
	05/15/19	646-9027, sewer plant alarm		40.53		SEWER	5310 430600	345	101000
	05/15/19	ethernet, library		300.00		LIBRAR	2220 460100	345	101000
	05/15/19	ethernet, povah center		310.00		POVAH	1000 411255	345	101000
	05/15/19	ethernet, police station		350.00		POLICE	1000 411258	345	101000
	05/15/19	ethernet, town hall		272.00*		TWNHAL	1000 411250	345	101000
	05/15/19	602-4909, town hall judge		11.48		COURT	1000 410360	345	101000
	05/15/19	late fee		0.92			1000 410510	345	101000
45711		2647 Flathead Beacon Productions		35.00					
	25310 05/09/19	Annual Registratoion		35.00		FINADM	1000 410580	355	101000

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45712		40 Jerry's Enterprises		4.94					
	101996922	05/20/19 dvd - supplies		4.94		POLICE	1000 420100	220	101000
45713		3208 Old Castle Infrastructure		4,211.00					
	2302015866	05/22/19 sewer plant		4,211.00			5320 430640	934	101000
45714		2815 Sherwin Williams Co.		41.17					
	2451-7	05/23/19 paint for town hall		41.17		TWNHAL	1000 411250	366	101000
45715		2937 CINTAS First Aid & Safety		169.06					
	5013504203	04/11/19 first aid supplies		169.06		STREET	1000 430200	220	101000
45716		3205 Peak Software Systems, Inc.		714.10					
	20600	05/23/19 recreation supplies-key fobs		482.50		RECREA	1000 460440	220	101000
	20594	05/23/19 recreation supplies-scanner		231.60		RECREA	1000 460440	220	101000
45717		191 Demco		58.66					
	6609437	05/09/19 shelving supplies		35.97		LIB	2220 460100	870	101000
	6609437	05/09/19 sign holder		12.74		LIB	2220 460100	870	101000
	6609437	05/09/19 shipping		9.95		LIB	2220 460100	870	101000
45718		471 Northwest Pipe Fittings, Inc.		190.55					
	5144475	05/20/19 roof mount antenna		177.55*		WATER	5210 430500	212	101000
	5144475	05/20/19 shipping		13.00*		WATER	5210 430500	212	101000
45719		29 Terrell's Office Machines Inc		1,670.00					
	inv375015	05/22/19 toner - finance		370.00		FINADM	1000 410510	220	101000
	INV374444	05/08/19 toner - library		140.00*		LIB	2220 460100	220	101000
	INV374686	05/14/19 toner - soc. svcs		1,160.00*		SOCSVC	1000 450135	220	101000
45720		3134 Coppermine Fire Suppression		1,034.00					
	4849680-IN	05/07/19 library fire extinguishers		168.00		LIB	1000 411259	357	101000
	4853061-IN	05/07/19 UPDH fire extinguishers		513.00		UPDH	1000 411252	357	101000
	4849725-IN	05/06/19 Povah fire extinguishers		353.00		POVAH	1000 411255	350	101000
45721		999999 KATHERINE SISSON		200.00					
	05/20/19	Exonerate bond		200.00		COURT	7469 212401		101000
45722		1770 Melanie Gospodarek		804.37					
	05/19/19	Tuition Reimbursement		804.37		FINADM	1000 410510	380	101000

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45723	2958 SHI International Corp 1108122 05/13/19 Adobe-exe. asst computer	253.28 253.28		ADMIN	1000 410210	212	101000
45724	67 Dept Environmental Quality/Water 5R1901014 04/29/19 drinking H2O renewal fee JP 5R1901014 04/29/19 wastewater renewal fee JP 5R1901487 04/29/19 drinking H2O renewal fee JV	100.00 30.00* 40.00* 30.00*		WATER SEWER WATER	5210 430500 5310 430600 5210 430500	335 335 335	101000 101000 101000
45725	2537 Balco Uniform Co., Inc. 53549-3 04/05/19 uniform supplies	96.00 96.00		POLICE	1000 420100	226	101000
45726	3107 MarCom, LLC 1904026 05/17/19 sewer lab services	185.00 185.00		SEWER	5310 430600	357	101000
45727	3116 R & R Lock and Key, LLC 1851 05/04/19 keys	48.00 48.00		TWNHL	1000 411250	366	101000
45728	3209 James Keller 05/17/19 new window for new fin. office	250.00 250.00		TWNHL	1000 411250	366	101000
45729	3210 3D Specialties 208704 05/10/19 Traffic signs & supplies	2,650.38 2,650.38		STREET	1000 430200	243	101000
45730	2099 Quick Print of West Yellowstone 11810 05/24/19 mailing supplies - envelopes	353.52 353.52		COURT	1000 410360	321	101000
45731	2927 Price Rite Drug 042719-02 04/26/19 medication	87.12 87.12		HELP	7010 450135	358	101000
45732	1031 Murdoch's Ranch & Home Supply 522294 05/23/19 floor drill press	1,049.99 1,049.99		STREET	1000 430200	220	101000
45733	160 Utility Specialties Inc 7078 05/15/19 sewer supplies	140.27 140.27*		SEWER	5310 430600	220	101000
45734	3212 Mike's Mobile Auto and Diesel 000006 05/29/19 radiator repair	306.13 306.13		STREET	1000 430200	361	101000
45735	2925 Daniel Sabolsky 07511 05/29/19 reimburse tye-dyeing supplies	79.88 79.88		RECREA	1000 460449	220	101000



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	2289186551	05/10/19	Library Supplies	66.69*		LIBES	2220 460100	220	101000
45743		2455	Tri State Excavating, LLC	10,000.00					
	05/31/19	refund street bond		10,000.00		BONDS	1000 214100		101000
45744		3050	SCS Unlimited Inc.	888.00					
	156649	05/31/19	Music in Park banner	888.00		ADMIN	1000 410210	870	101000
45745		1755	MJC & MCCA	35.00					
	05/31/19	dues, K. Parker		35.00		COURT	1000 410360	335	101000
			# of Claims	39	Total:				63,765.50



WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Work Session**  
**May 21, 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, Kyle Burden, Wendy Swenson-WY Chamber, Tal Partouch, Marysue Costello-WY Chamber, Agata Morrill, Gus Tureman, Shelley Johnson, Jan Dean-Fall River Electric, Randy Wakefield-Fall River Electric, Robbie and Debbie Hermanson, Bill Howell, Grant Jackson, Bob Patzke, Denice Sabolsky, WY News Editor, Brenda Martin, Jim Kitchen-Yellowstone Nature Connection

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

Portions of the meeting are being recorded.

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

**ACTION TAKEN**

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- 1) Motion carried to approve Purchase Order #6799 to J & V Restaurant Supply to purchase a Hobart dishwasher for the Union Pacific Dining Lodge for \$6028.26 + freight. (Martineau, Burke)
- 2) Motion carried to approve Purchase Order #6800 to Overhead Door Company of Southwest Montana to purchase a locking countertop door and installation for \$2910.00. (Burke, Martineau)
- 3) Motion carried to approve the claims, which total \$147,056.35. (Forsythe, Martineau) Schmier abstains from #45662 and #45681, Burke abstains from #45669.
- 4) Motion carried to approve the Consent Agenda, which includes the minutes of the May 7, 2019 Town Council meeting. (Burke, Martineau)
- 5) Motion carried to approve the new business license application for Drupastyle LLC to operate a nightly rental business at 321 N Electric Unit #5. (Forsythe, Johnson)
- 6) Motion to approve the new business license application for KW Corp to operate a monthly rental at 408 Gibbon Avenue. (Johnson, Burke) Motion fails, unanimously.
- 7) Motion carried to table the new business license application for KW Corp to operate a monthly rental at 408 Gibbon Avenue based on the need for a better parking plan. (Johnson, Martineau) Motion passes.
- 8) Motion carried to accept and approve the proposal from Green Up West Yellowstone to establish a public access recycling bin in the Town limits. (Burke, Schmier)
- 9) Motion carried to approve the lot subdivision for Partouch & Erlich LLC and review the parking spaces required for the property and approve the purchase of five cash-in-lieu parking spaces, if required. (Schmier, Martineau) Burke is opposed.
- 10) Motion carried to approve the lot subdivision of Block 22, Lot 15 of the Madison Addition made by the Human Resource Development Council of District IX. (Burke, Martineau) Johnson and Forsythe are opposed, motion passes.

- 11) Motion carried to approve the Business License and accompanied parking plan for Ranger Lodging at 316 Dunraven to add three nightly rental cabins to an existing business license. (Johnson, Burke)
- 12) Motion carried to approve Forever West, Phase 1 site plan to rebuild the structure with the addition of a bathroom at 127 Yellowstone Avenue. (Johnson, Forsythe)
- 13) Motion carried to table the Town Manager compensation. (Johnson, Forsythe)
- 14) Motion carried to extend the time limit for department heads to use accrued excess leave hours until December 31, 2019 as granted to the Town Manager. (Johnson, Burke)

### **Public Comment Period**

Denice Sabolsky addresses the Council and comments that the West Yellowstone School will be doing a service day next Wednesday, May 29. They will be picking up trash, painting, assisting the Historic Center. Marysue Costello of the WY Chamber of Commerce announces front-line training offered by the Chamber also on May 29 from 8 AM until 12 Noon. Costello also expresses support for the recycling proposal that is on the agenda later this evening.

### **Council Comments**

The Council expresses condolences for the loss of past community members Tom Young, Jim Reiter, and Art Wittmer. Johnson mentions that this is the second year in a row that they have allowed snow removal contractors to dump snow on the 80 acres and there is a lot of trash. He says that the contractors need to remember that is a privilege and they should be expected to clean it up. Martineau says that they have a lot of projects coming before them, but there is very little that is housing and he doesn't know how to address that but they should. Forsythe says that he agrees with Sabolsky's comments earlier about determining the role of the Planning Board. He says it takes a lot of time to serve on that board. Johnson agrees that they should look at that because it seems like there is more time put in by the Development Review Group and Planning Board and then less by the Council. Chris Burke comments that he works part-time as a guide and driver for Yellowstone Vacations. He explains that this year, they have started offering tours of the town to guests of Delaware North that takes in the history of the town and the historic district. Burke also suggests a campaign in conjunction with the local hotels to conserve water and possibly involving the Green Up West Yellowstone group. Burke says that at the last meeting, they had a discussion about education/experience or equivalent. He says they discussed how that can be difficult to interpret and shares a personal experience where he was offered a job over other applicants based on his equivalent experience. He says he is glad they have the latitude to do that.

### **Presentation: Jan Dean, Conservation Specialist, Fall River Electric**

Jan Dean introduces herself and explains that she is a conservation specialist for Fall River Electric, based in Ashton, ID. She explains that they specialize on identifying opportunities to make upgrades and conserve energy and has already given contact information to Sabolsky for engineers that work through Fall River. She mentions their energy efficient shower heads that they provide at no cost for residential, nightly rentals, and hotels. She says they use more air than the ones of the past so they don't even feel like its using less water. She also notes that some of the hotels cannot use these shower heads and they can work with those hotels to find a product that will work. She also mentions commercial lighting, commercial appliance purchase programs, and possible incentives. She shares a flyer that contains more information and encourages anyone to contact her for more information.

### **Presentation: Jim Kitchen, Yellowstone Nature Connection**

Jim Kitchen introduces himself as the President of the Yellowstone Nature Connection but formerly the base manager at the National Smokejumper Base by the airport. He explains that they are a non-profit entity dedicated to fire education. He says that they operate primarily on grants and through volunteers. He reports that they offer the Junior Smokejumper program as well as support for the existing jump base. He says that it was the smokejumpers that renovated and facilitated moving the historic Forest Service buildings from the middle of town over to the

Town property behind the Chamber of Commerce. Johnson asks how the center is using the dormitory and housing areas. Kitchen explains that they reserve those rooms for volunteers to stay in, typically retired firefighters and smokejumpers.

**Presentation: Wendy Swenson, West Yellowstone Chamber of Commerce**

Wendy Swenson introduces herself as the marketing director for the West Yellowstone Chamber. She explains that she is present to deliver the annual Marketing Committee report for FY 19 and FY 20 preview. She reports that bed/lodging tax was up approximately 3% in 2018. Swenson briefly describes the geographic markets and demographics they target with their marketing, which ranges throughout the world and specifically focuses on middle-age travelers. She also addresses seasonal marketing campaigns which include social media campaigns, winter and summer campaigns, the SkyWest Yellowstone airport season, and the information texting program. She also briefly mentions the budget preview for FY 20.

**DISCUSSION**

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- 8) Mayor Schmier explains that Green Up West Yellowstone has proposed a joint recycling container within the town limits on town property. The Hebgen Basin Solid Waste Board has committed to cover the cost of the first 9 pulls for the new bin as well as the one located outside of town at the Transfer Station. The Town could cover the cost of additional pulls from both locations, estimated to be \$475/pull for both bins. The Town would have to rent the bin for \$3500.00/year but the annual maintenance fee of \$500 would be waived. Sabolsky explains that the total cost per year to the Town is expect to be approximately \$8027. He and Patterson have discussed placing the bin in the Public Works yard where it could be locked up at night, it would only be open during business hours. Sabolsky asks the Council to consider authorizing up to \$10,000 to fund this program. Gus Tureman explains that it will take 60 to 90 days to get the bin in place, so all the expenses could be budgeted in the new fiscal year.
- 9) Mayor Schmier explains that Partouch & Erlich LLC has requested to subdivide Lot 1 of Block 27. The Planning Board considered the request and recommended that the applicant purchase 5 parking spaces. Johnson questions why the applicant has to purchase parking spaces if there is no change of use. Sabolsky says that since the lot is being changed, the goal is to bring the property into compliance by purchasing parking spaces. Johnson asks where in the code is that required. Sabolsky says it is in the zoning code. Johnson says the purpose of the cash in lieu option was to provide a business a way to grow and develop. The group discusses whether a lot split triggers a review as there is no change of use. Johnson also questions how it was determined that 5 spaces needed to be purchased. Sabolsky responds that it was based on calculations performed by David Arnado. Schmier asks Tal Partouch why they are splitting the lot into three lots. Partouch explains that it is so the lots match the existing buildings and to prepare for future potential sale of the property. He says he is willing to purchase the parking spaces if that is required, but clarifies that every lot split going forward will also be required to purchase parking spaces. Johnson requests that the parking calculations and determination is shared with the Council.
- 10) The Council considers the lot subdivision of Block 22, Lot 15 of the Madison Addition made by the Human Resource Development Council of District IX. The Council considers an email from Dave DeGrandpre, Contract Planner for the Town, which explains that the application has already been approved and this is a condition of approval. The application was tabled by the Planning Board, but considering the additional information the Council agrees this is a formality. Schmier expresses concern about approving a lot subdivision that is in violation of the covenants of the Madison Addition. Sabolsky explains that the Town does not enforce covenants and they should work with the Madison Addition property owners to get the covenants to match the zoning.

- 11) The Council discusses the site plan and business license application for Ranger Lodging, a commercial development at 316 Dunraven made by Robbie and Debbie Hermanson. There is brief discussion about the fact that the project has not come before the Council before now as it is almost ready to open for the season.
- 13) The Council discusses the compensation for the Town Manager. They discuss looking at contracts for other city managers to determine what other avenues they use for compensation.
  - A) **Advisory Board Reports:** Teri Gibson reports on the Planning Board meeting.
  - B) **Town Manager/Department Head Reports:** Town Manager Dan Sabolsky reports that Westgate Auto/Adventure Inn has resubmitted to increase from four nightly units to five. He says that the Planning Board also discussed updating the cash-in-lieu for parking process and intends to meet in the near future to discuss that. He says there was also some discussion and questions about roles and responsibilities for the Planning Board and he would like to look into some training for the board. Three of the four new algae eaters at the wastewater treatment plant have been installed and are working. He reports that they are still working on getting the new water well online with the Hydro Solutions and DEQ. The deadline for a ballot issue for the new 1% resort tax option is August 12. They should also discuss extending the current 3% taxing authority at the same time. He says he has a long list of capital improvements they can fund with that 1%. He says Dave Noel is working on this list and they will schedule a work session to discuss all the projects. The sewer capacity and zoning permits has been very intense and they are almost out of capacity. The Council asks multiple questions about the process, available capacity, and effectiveness of the new equipment. They have sent two letters to the owners of the unlicensed nightly rental on Gibbon Avenue and the manager of one of their other businesses has picked up an application. He reports that they have hired Peggy Russell to be the Finance Clerk, hired Samantha Brown, Maria Morales, Kestly Jessop and Hailey Hain to be Summer Recreation Counselors and Caleb Gaub, Jackson Gospodarek, and Jonathon Resendez to be Laborers in the Public Services Department.

Chief of **Police** Scott Newell reports that May has already been very busy with nine DUI arrests, four transports to Gallatin County detention center and two psych holds. He also mentions that they have received two calls this month in reference to the Forest Fenn treasure. They have received no applications for the full-time or part-time dispatch positions. Officer Anthony Kearney is on light duty and is currently filling in in the dispatch center.

**Finance** Director Lanie Gospodarek reports that business license renewals have begun and also mentions the hiring of Peggy Russell as the Finance Clerk. Her first day will be June 3. She also reports on monthly balancing, budget preparation, and wrapping up the fiscal year. She also distributes a budget calendar for the Council.

**Public Services** Superintendent James Patterson reports that they are working on cleaning up the cemetery in preparation for Memorial Day. Patterson also reports on storm drainage in preparation to grade the alleys. Johnson asks about the drainage in Alley D and Patterson responds that a drain still needs to be installed. He reports that while he was on vacation, his staff worked on street sweeping, installation of a new generator, and clearing branches that hang over the sidewalks.

At 9:45 PM, the meeting is closed for the performance evaluation of the Town Manager, Daniel Sabolsky. No action is taken during the closed session. The meeting is re-opened to the public at 10:55 PM.

The meeting is adjourned. (11:30 PM)

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Mayor

ATTEST:

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Town Clerk

# Town of West Yellowstone Business License Application

Business Name: KW Corp  
 Applicant: Shipping Wang  
 Contact Person: Shipping Wang  
 Mailing Address: 2074 E Village Cir  
 Physical Address of Business: ~~223 21 221 Fruitful Ave.~~ 408 Gibbon Ave.  
 Phone Number: 801-236 4233 Fax Number: \_\_\_\_\_  
 Email Address: wagonwheel@yellowstone@gmail.com Website: \_\_\_\_\_

Signature of Property Owner of Record: Shipping Wang

Subdivision: B3 Central Business District (Old Town)  
 Block: 10 Lot: 1

Zoning District, please mark one:

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

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

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

Accommodation monthly rental only  
~~7 Apartments on Fruitful Ave.~~  
1 unit on 408 Gibbon Ave.

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

Shipping Wang  
 Signature of Applicant  
 \_\_\_\_\_  
 Signature of Applicant  
 \_\_\_\_\_  
 Date

FOR OFFICE USE ONLY				
Date Approved by Town Council: _____				
Date _____	Check # _____	Amount \$ _____	License # _____	
SCN _____	BLP _____	STX _____	BLC _____	RDX _____

# Town of West Yellowstone Business License Application

Business Name: Westmart Building Center  
Applicant: Greg Forsythe  
Contact Person: Greg Forsythe  
Mailing Address: PO Box 50 West Yellowstone, MT 59758  
Physical Address of Business: \_\_\_\_\_  
Phone Number: 406-646-9578 Fax Number: 406-646-9579  
Email Address: fgibson@wyyellowstone.com Website: \_\_\_\_\_

Signature of Property Owner of Record: Greg W. Forsythe

Subdivision: ① Mad Add 500 Campanula A+B ② 372 Washburn  
Block: ① 13 ② 22 Lot: ① 8 ② 8

Zoning District, please mark one:

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

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

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

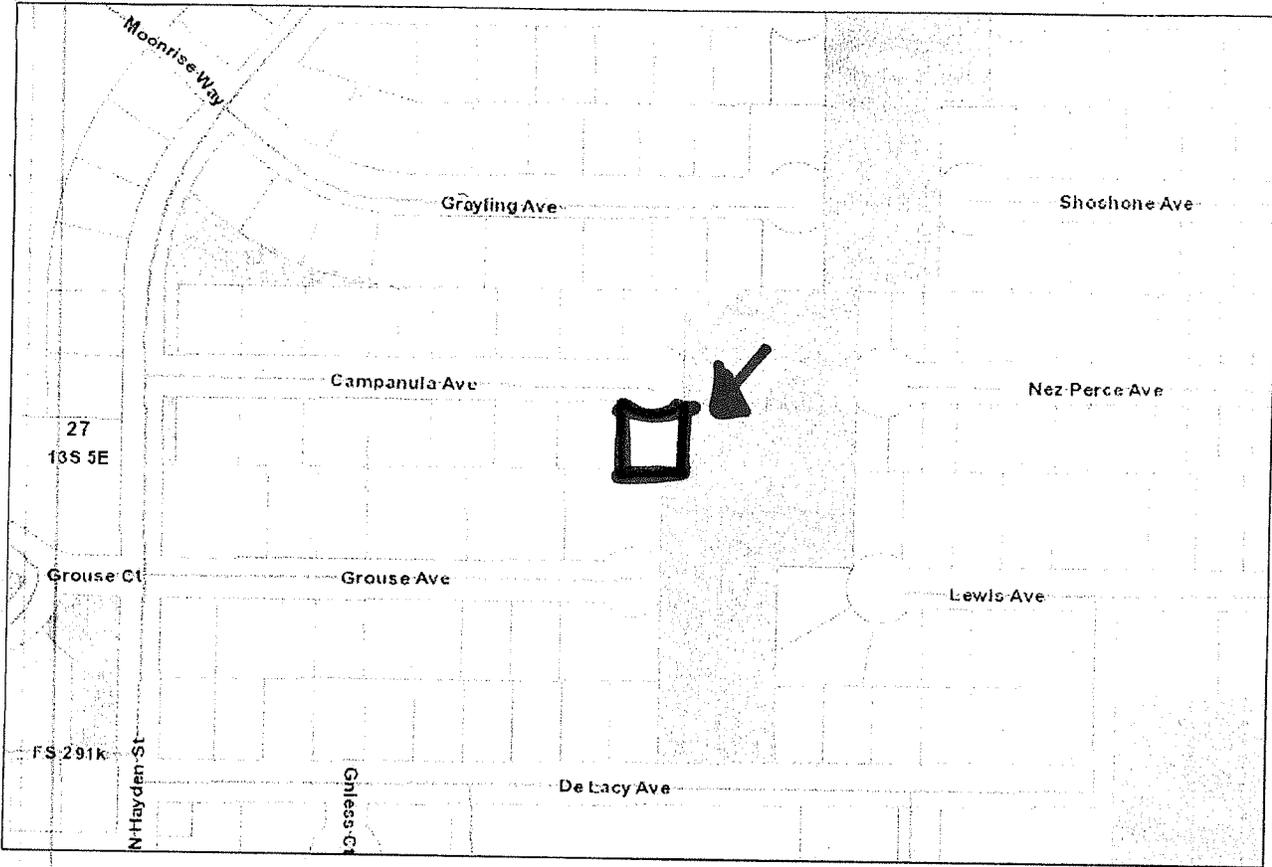
① 2 - 2 bedroom units 1-employee housing 1-rental (monthly rental)  
② 1- 4 bedroom house - employee housing

Business License Fee: \$ 56.00  
Resort Tax Bond: \$ NA  
Total Amount Due: \$ 56.00

Greg W. Forsythe  
Signature of Applicant  
\_\_\_\_\_  
Signature of Applicant  
5-21-19  
Date

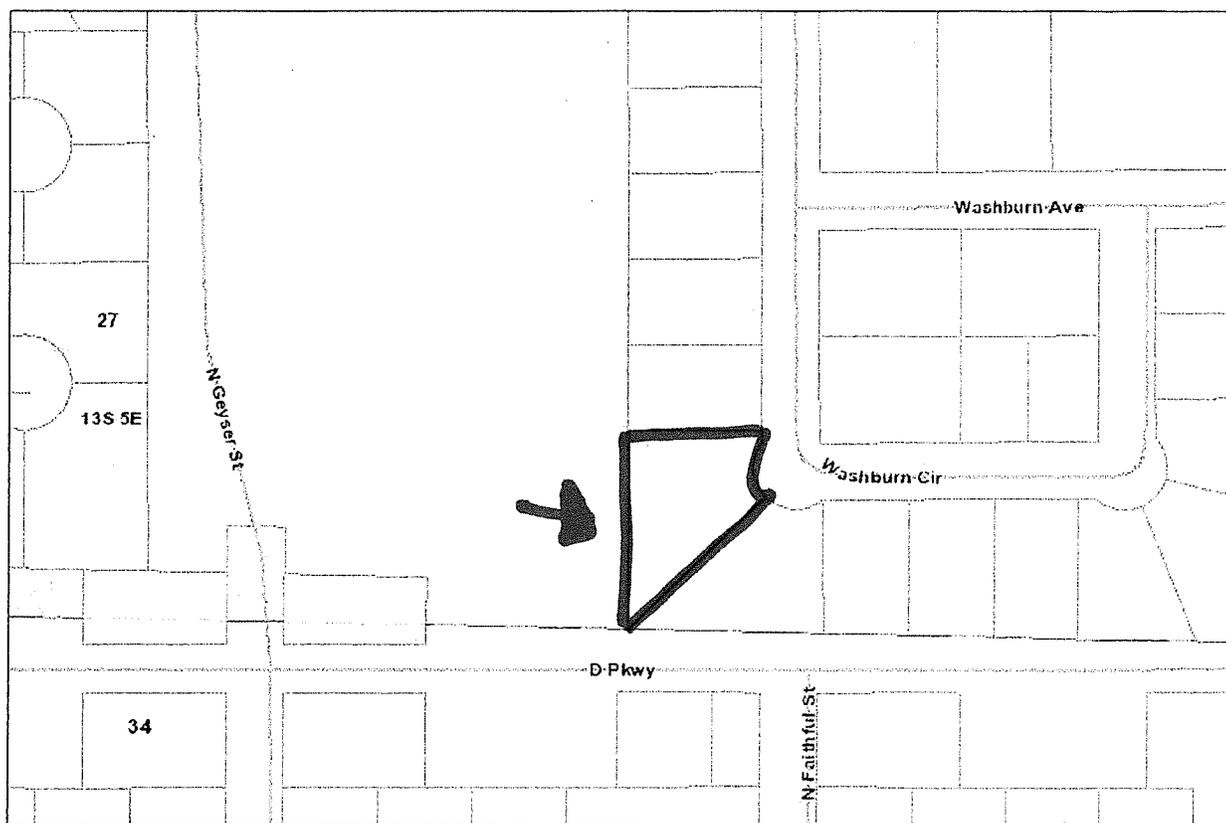
FOR OFFICE USE ONLY

Date Approved by Town Council: \_\_\_\_\_  
Date 5/20/19 Check # 15509 Amount \$ 56.00 License # \_\_\_\_\_  
SCN \_\_\_\_\_ BLP \_\_\_\_\_ STX \_\_\_\_\_ BLC \_\_\_\_\_ RDX \_\_\_\_\_





372  
Washburn





DA 5-31-19

RECEIVED  
MAY 28 2019

# Town of West Yellowstone Business License Application

Business Name: A'rise  
Applicant: Stephanie Borash  
Contact Person: " "  
Mailing Address: PO Box 221 - 59758  
Physical Address of Business: 303 N. Canyon - 59758  
Phone Number: 406 539 5872 Fax Number: \_\_\_\_\_  
Email Address: stephanieborash@mac.com Website: \_\_\_\_\_

Signature of Property Owner of Record: 

Subdivision: \_\_\_\_\_  
Block: 1 Lot: 9

Zoning District, please mark one:

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

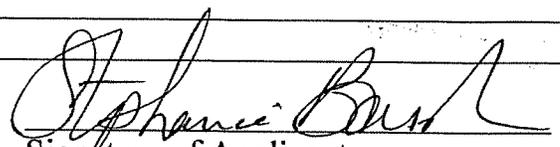
- Is this business licensed by the State of Montana?  Yes  No
- Appropriate City/County/Health Dept approvals (if applicable)  Yes  No (please attach)
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)?  Yes  No N/A

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

Foot zoning

Business License Fee: \$ 50.00  
Resort Tax Bond: \$ \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_

  
Signature of Applicant

Signature of Applicant  
5-24-19  
Date

FOR OFFICE USE ONLY				
Date Approved by Town Council: _____				
Date _____	Check # _____	Amount \$ _____	License # _____	
SCN _____	BLP _____	STX _____	BLC _____	RDX _____

# Cam & Kristy Coffin

Yellowstone Reality and Blue Ribbon -- 3500 sq ft

Vet office—350 sq ft

1<sup>st</sup> Monthly Rental —1.5 Parking space

2<sup>nd</sup> Monthly Rental—1.5 Parking space

Bungalow—1.075 Parking space

Reality office and Blue ribbon --3500 sq ft multiplied by parking factor of  
4.5=15,750            15,750 divided by 1000= 15.75 Parking spaces

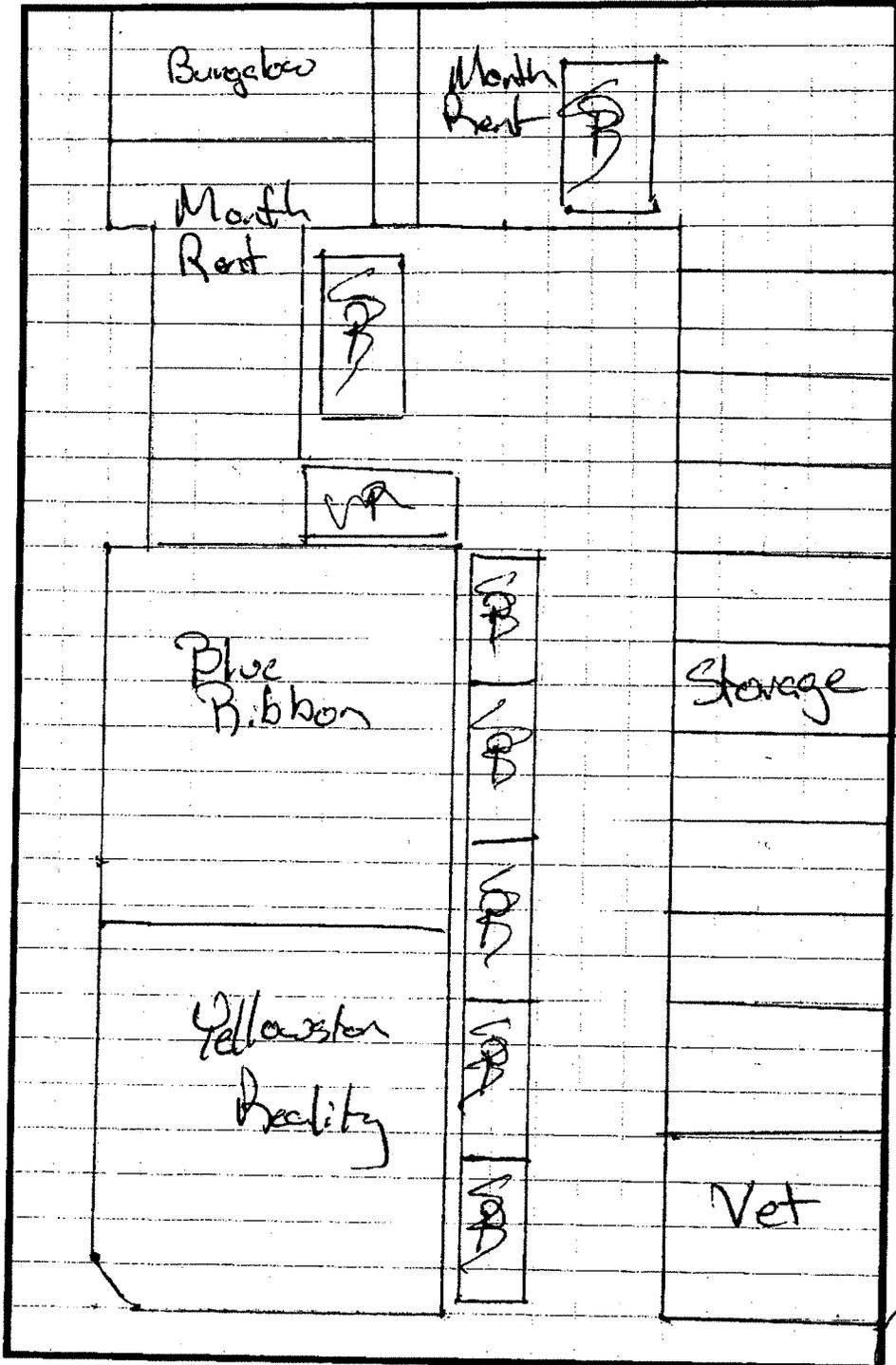
Vet office—350 sp ft multiplied by parking factor of 3.8 = 1,330

1,330 divided by 1000= 1.33 Parking space

# Site Plan

Business Name: Blue Ribbon Flies  
 Business Owner: Cam & Kristy Costin  
 Business Street Address: 205 Canyon St  
 Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Subdivision: \_\_\_\_\_

TC Approval 10-3-17  
 + purchase of 5 spaces at \$1200 ea = \$6000  
 CR



*[Handwritten signature]*

Scale: 1 inch = 20 feet

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

## Lisa Johnson

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**From:** stephanieborash <stephanieborash@mac.com>  
**Sent:** Wednesday, May 29, 2019 11:12 AM  
**To:** Lisa Johnson  
**Subject:** Bond waiver

To whom it may concern,

The intention of this letter is to request a waiver for the \$500 bond that usually accompanies a business license. I have submitted the paperwork with the city for a business license.

A'rise Footzone is a service I would like to provide in West Yellowstone. Based on Westgate Auto Body history's of paying city sales tax, I would like to request this waiver for A'rise.

Thank you for your consideration.

Sincerely,  
Stephanie Borash  
406-538-5872



RECEIVED  
MAY 31 2019

# Town of West Yellowstone Business License Application

Business Name: Mike's Mobile Auto and Diesel Repair  
 Applicant: Michael Kemp  
 Contact Person: "Mobile Mike"  
 Mailing Address: P.O. Box 1791 West Yellowstone, MT 59758  
 Physical Address of Business: 3914 Lake Breeze Dr Island Park ID 83429  
 Phone Number: 406 209-6268 Fax Number: NA  
 Email Address: Surge1371@gmail.com Website: MikesMobileRepair.COM

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

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

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

Zoning District, please mark one:

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

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

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

This business is a mobile vehicle repair business with 1 owner/operator and 1 vehicle in use. I am insured up to 1 million dollars in property and vehicle. I will not be using any store front property at this time so no parking permit is required.

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

Signature of Applicant  
Michael Kemp  
 Signature of Applicant  
5/31/2019  
 Date

<b>FOR OFFICE USE ONLY</b>			
Date Approved: _____	<input type="checkbox"/> Town Council	<input type="checkbox"/> Administration	_____
Date _____	Check # <u>1004</u>	Amount \$ <u>550.00</u>	License # _____
SCN _____	BLP _____	STX _____	RDX _____



RECEIVED  
MAY 31 2019

# Town of West Yellowstone Business License Application

Business Name: Gallatin Mountain Creative  
 Applicant: Danielle Evras  
 Contact Person: Danielle Evras  
 Mailing Address: Po Box 1203, W. Yellowstone, MT 59758  
 Physical Address of Business: 402 Madison Ave, Unit 3K, West Yell., MT 59758  
 Phone Number: 406-640-2382 Fax Number: \_\_\_\_\_  
 Email Address: gallatinmountaincreative@gmail.com Website: gallatinmountaincreative.com

Signature of Property Owner of Record: Colleen Jolthues, property mgr for Ventures West

Subdivision: Original Town site  
 Block: 24 Lot: One

Zoning District, please mark one:

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

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

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

Home based business. Customers will not be coming to my location.  
No retail sales. Service only: web design, graphic design, marketing + virtual assistant services.

Business License Fee: \$ 50.00  
 Resort Tax Bond: \$ NA

Danielle J. Evras  
 Signature of Applicant

Total Amount Due: \$ 50.00

Signature of Applicant  
5-31-19  
 Date

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

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

The Honorable Mayor and Town Council of the Town of West Yellowstone, Montana:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of West Yellowstone, Montana (the Town) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Town of West Yellowstone, Montana's basic financial statements, and have issued our report thereon dated **DATE**.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a deficiency in internal control, described in the accompanying schedule of findings as item 2018-1, that we consider to be a material weakness.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of West Yellowstone, Montana's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings as item 2018-2.

### **Town's Response to Findings**

The Town of West Yellowstone, Montana's response to the findings identified in our audit are described in the accompanying Schedule of Findings and Responses. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

This report is intended solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of the audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Bozeman, Montana

**DATE**

TOWN OF WEST YELLOWSTONE  
SCHEDULE OF FINDINGS AND RESPONSES  
June 30, 2018

**Current Year Financial Statement Findings**  
**2018-1 Annual Vacation Leave (repeat finding)**

*Criteria:*

Per MCA 2-18-617, annual vacation leave may be accumulated to an amount not to exceed two times the maximum number of days earned annually as of the end of the first pay period of the next calendar year. Montana Code Annotated specifies that excess vacation time is not forfeited if it is taken within 90 calendar days from the last day of the calendar year in which the excess was accrued. The Town has implemented a policy that allows an employee up to 120 calendar days from the last day of the calendar year in which the excess vacation leave was accrued.

*Condition:*

We noted six employees that had excess vacation hours which were not used within 120 days of the last day of the calendar year. We noted the excess hours were not used, nor were the hours forfeited.

*Cause:*

Town staff were not formally instructed to remove the excess hours from the employee's bank.

*Effect:*

Employees were allowed to accrue more vacation than is allowed by the Town's policies and Montana Code Annotated.

*Recommendation:*

Town management should notify each employee of excess vacation hours at the end of the year and unless the employee makes a reasonable request to use the leave and that request is denied, the hours should be forfeited.

***Management Response:***

TOWN OF WEST YELLOWSTONE  
SCHEDULE OF FINDINGS AND RESPONSES  
June 30, 2018

**Current Year Financial Statement Findings (continued)**  
**2018-2 Internal Control Over Financial Reporting**

*Criteria:*

Controls should be in place and operating effectively to ensure the financial statements are complete and accurate.

*Condition:*

As a result of our audit procedures, we documented and proposed two material adjustments to the Town's records related to accrual of accounts payable at June 30, 2018 and June 30, 2017.

*Cause:*

Town employees were unaware of the treatment of several transactions and how they should be recorded in the trial balance.

*Effect:*

Exclusion of these adjustments would result in a material misstatement to the financial statements that may affect the users of the financial information of the Town.

*Recommendation:*

We recommend management implement a process as part of the year end closing procedures to ensure accounts payable and other accrued liabilities reported are complete and accurate.

***Management Response:***

**Prior Year Financial Statement Finding:**

2017-C1: Status - not implemented. See current year finding 2018-1.

**DATE**

To the Town Mayor and Town Council  
Town of West Yellowstone, Montana

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of West Yellowstone (the Town) for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 3, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the Town has adopted the provisions of the following GASB pronouncements for the year ended June 30, 2018.

- *Statement No. 75 Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions.* The objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). This statement is effective for fiscal years beginning after June 15, 2017.
- *Statement No. 85 Omnibus 2017.* The objective of this Statement is to improve consistency in accounting and financial reporting by addressing practice issues that have been identified during implementation and application of certain GASB Statements. Specifically, it requires the District to recognize on-behalf payments for pensions and/or OPEB in employer fund financial statements. This statement is effective for fiscal years beginning after June 15, 2017.

The application of existing policies was not changed during 2018. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Town's financial statements were: (i) Depreciation expense, which is based on management's estimate of useful lives of fixed assets (ii) the liability for other post-employment benefits, which is calculated using the alternative measurement method and (iii) the net pension liability, which is based on actuarial amounts provided by the Plan and audited by the Legislative Auditor's Office. We evaluated the key factors and assumptions used to develop these estimates in determining that they were reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were: (i) the disclosure of deposits and investments (ii) the OPEB disclosures and (iii) the net pension liability disclosures.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached schedule summarizes corrected and uncorrected misstatements of the financial statements. None of the uncorrected misstatements detected as a result of audit procedures were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated **DATE**.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Town’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to management’s discussion and analysis, budgetary comparison information, schedule of changes in the net other post-employment healthcare benefits (OPEB) liability and related ratios, schedule of proportionate share of net pension liability, and schedule of contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

### *IT Security*

We noted that the Town does not have a requirement for passwords to be changed periodically on computers or software.

Recommendation: We recommend that the Town establish a policy that requires passwords be changed on a periodic basis, and that the requirement be created on employees’ computers and within the Black Mountain software settings.

### *Purchase Orders*

We noted that purchase orders are not being used or approved consistently in accordance with the Town’s policy manual. Purchase orders should be approved prior to items being ordered or services contracted. We noted in our testing that invoices were properly approved before payment for purchases, but there were often no purchase orders.

Recommendation: We recommend that the Town review the Purchase Policy and ensure that the Town is consistently following the policy and obtaining proper approvals before purchases are made. This ensures that purchases are within the Town’s annual budget, contract budgets, and state laws.

### *Fixed Assets*

We noted that a yearly count or assessment of the fixed assets inventory is not being performed. Additionally, we noted that formal disposal forms are not prepared for the disposal of fixed assets.

Recommendation: We recommend that a yearly count or reconciliation of the fixed asset listing be performed to ensure that reported fixed assets exist and are accurate and complete. We also recommend that disposal forms be prepared, approved, and retained for all fixed asset disposals.

### *Conflict of Interest Policy*

We noted that the Town does not have formal policies in place to identify related party transactions. In addition, we noted no conflict of interest policy in place.

Recommendation: We recommend that the Town adopt a policy for review of related party transactions at each period end and adopt a conflict of interest policy. Such policy should include an annual confirmation and disclosure from members of the Town Council and management regarding potential conflicts of interest.

### *Whistleblower Policy*

We noted that the Town does not have a whistleblower policy, which encourages employees to express any knowledge or concerns of illegal or dishonest fraudulent activity. These policies maintain the confidentiality of the employee and protect against retaliation.

Recommendation: We recommend that the Town implement a whistleblower policy.

### *Payroll Controls*

We noted that the Town Clerk can make adjustments to payroll after payroll has already been approved by department heads. Additionally, these adjustments are not required to be reviewed.

Recommendation: We recommend that controls be implemented to ensure that once payroll is approved, changes are not made within the system without additional approval.

### Restriction on Use

This information is intended solely for the information and use of the Town Council and management of the Town and is not intended to be, and should not be, used by anyone other than these specified parties.

Bozeman, Montana

**DATE**

Town of West Yellowstone  
Schedule of Corrected Misstatements  
June 30, 2018

Account	Description	Debit	Credit
<b>Adjusting Journal Entries</b>			
<b>Adjusting Journal Entries JE # 17</b>			
Entry to record payables at 6/30/18.			
1000.410100.870	Miscellaneous	12,837.00	
1000.410100.870	Miscellaneous	7,500.00	
1000.411040.354	Architectural, Engineering & Landscaping Services	6,222.00	
5210.430500.357	Other Professional Services	14.00	
5210.430530.354	Architectural, Engineering & Landscaping Services	8,822.00	
1000.200000	Accounts Payable		26,559.00
5210.200000	Accounts Payable		8,836.00
<b>Total</b>		<b>35,395.00</b>	<b>35,395.00</b>
<b>Adjusting Journal Entries JE # 18</b>			
Entry to accrue payables at 6/30/17 - effect on FY18 as a PPA.			
2850.271000	FUND BALANCE	45,671.00	
4000.271000	FUND BALANCE	154,532.00	
2850.420750.948	Computer Equipment		45,671.00
4000.410360.945	Communication Equipment		12,145.00
4000.460430.920	Buildings		11,472.00
4000.460430.936	Parks & Recreation Facilities		130,915.00
<b>Total</b>		<b>200,203.00</b>	<b>200,203.00</b>
	<b>Total Adjusting Journal Entries</b>	<b>235,598.00</b>	<b>235,598.00</b>

Town of West Yellowstone  
Schedule of Uncorrected Misstatements  
June 30, 2018

Account	Description	Debit	Credit
<b>Proposed Journal Entries</b>			
<b>Proposed Journal Entries JE # 12</b>			
To record accounts payable and related FY18 expenses that were recorded in FY19			
2820.430243.931	Roads, Streets & Parking Lots	11,315.00	
5210.430550.937	Other Improvements	18,831.60	
2820.200000	Accounts Payable		11,315.00
5210.200000	Accounts Payable		18,831.60
<b>Total</b>		<b>30,146.60</b>	<b>30,146.60</b>
<b>Proposed Journal Entries JE # 19</b>			
To record property tax receivable balances in the proper funds.			
1000.223100	Deferred Revenue - Real/Protested Taxes (Uncoll)	4,259.00	
3050.115017	Taxes Receivable	4,259.00	
1000.113217	Real Property Tax 2017		4,259.00
3050.2231	Deferred Revenue - Taxes		4,259.00
<b>Total</b>		<b>8,518.00</b>	<b>8,518.00</b>
	<b>Total Proposed Journal Entries</b>	<b>38,664.60</b>	<b>38,664.60</b>

draft

# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

## Town of West Yellowstone, Montana



Event: Music in the Park Concert Series 2019  
 Sponsor Organization: Black Mountain Productions  
 Sponsor Address: \_\_\_\_\_  
 Contact Person: Doug Schmier, Committee Chair  
 Contact Phone: 406-640-1344 Fax: \_\_\_\_\_  
 E-mail Address: jdschmier@aol.com  
 Date(s) of Event: Thursday, July 4; Saturday, July 20; Friday, August 2; and Saturday, August 17, 2019  
 Location of Event: Pioneer 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: \$ 25.00  
 Resort Tax Bond: \$ \_\_\_\_\_  
 Vendor(s) Fee: \$ \_\_\_\_\_  
 Total Due: \$ 25.00

  
 Signature of Applicant  
 5/24/19  
 Date

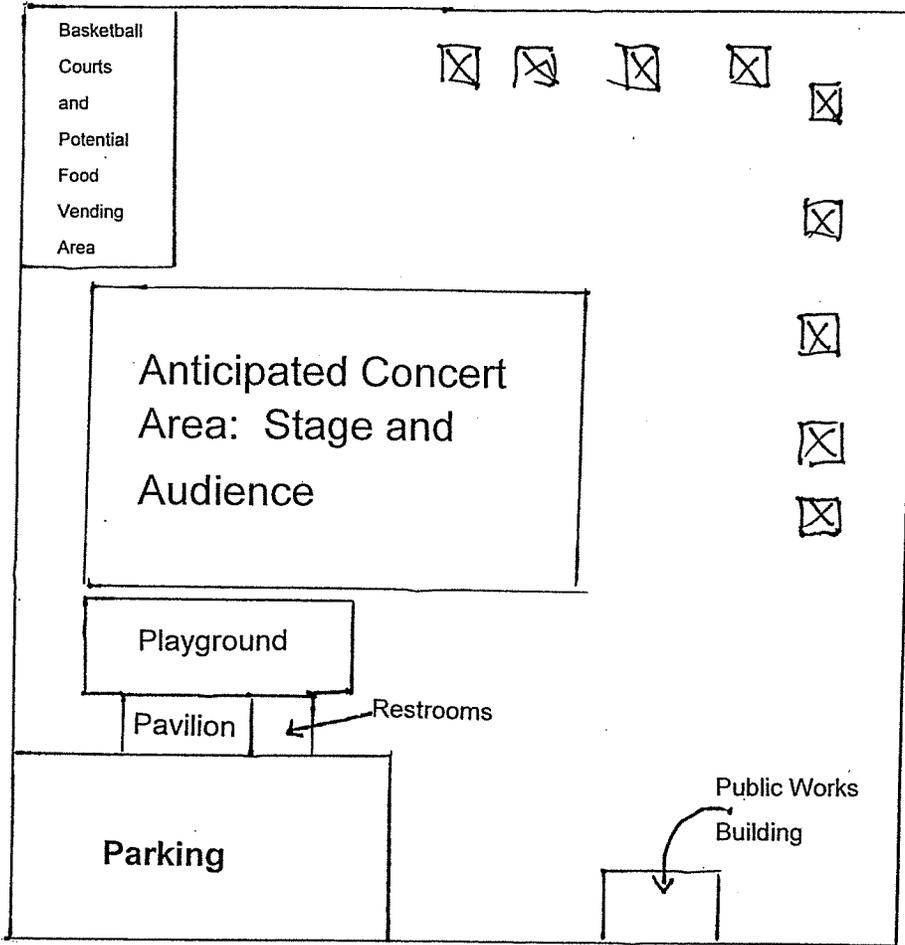
Date Received by the Town: 5/24/2019 3:45pm



# GIBBON AVENUE

DUNRAVEN STREET

CANYON STREET/US 191



# FIREHOLE AVENUE/US 20

This is a rough sketch of Pioneer Park indicating the layout we currently anticipate.

Black Mountain Productions is requesting the use of the entire Pioneer Park for each of these evenings.

**X** = potential West Yellowstone Farmer's Market booths. That group will be entirely responsible for any and all booths reservations, and tax collections.

Black Mountain expects food vending on July 4th and July 20th by the Wolverine Football Team. We also anticipate food vending on August 2nd by West Yellowstone Events for the Rod Run.

Black Mountain is submitting a request to waive the open container ordinance each of these evenings.

Black Mountain is submitting an Outside Amplification Permit for each of these evenings.

Black Mountain Productions  
PO Box 875  
West Yellowstone, MT 59758

May 18, 2019

Town Council  
Town of West Yellowstone  
PO Box 1570  
West Yellowstone MT 59758

Dear Council,

Black Mountain Productions is again planning to host a series of concerts in Pioneer Park during the summer of 2019. The dates for the concerts are: July 4, July 20, August 2 and August 17.

We respectfully offer additional information and make the following requests of the Council:

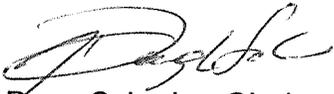
- We are requesting to use Pioneer Park in its entirety.
- The Wolverine Football Team will be offering food service before and during the concerts on July 4<sup>th</sup> and 20<sup>th</sup>. The Team is fully responsible for this element of the evenings. On August 2 the West Yellowstone Events Committee may determine to offer food service.
- Black Mountain Productions supports the West Yellowstone Farmer's Market and is willing to share Pioneer Park with that group as indicated on the map. Black Mountain Productions would have no further responsibility for the Market (s) should it/they occur.
- In accordance with section 8.16.020 of the West Yellowstone Municipal Code, we would like the Council to approve our application for outside amplification during each of the concerts listed above.
- Black Mountain Productions would like to have the Council allow the consumption of alcoholic beverages in the concert area (see attached diagram) of Pioneer Park from one hour prior to the start of each show, during the shows and one hour after each show. Therefore, we are applying to you, the Town Council, for exemption to section 9.12.020 of the West Yellowstone Municipal

Code Specifically, we are asking that the Town Council pass a resolution to exempt the concert area of Pioneer Park from the prohibition on public display or public drinking of alcoholic beverages contained in section 9.12.020 of the West Yellowstone Municipal Code on the dates specified above. Black Mountain will not sell alcohol and we do not plan on advertising that open containers will be allowed.

- Finally, Black Mountain is requesting that the bands that perform in the concerts be allowed to sell their CD's during and after their shows. In accordance with section 5.20.030 of the West Yellowstone Municipal Code, we ask the Council to grant permission to allow us to sell CD's in the Park during the concerts listed above.

Thank you for your consideration of the items of this letter and please contact me with any questions you may have.

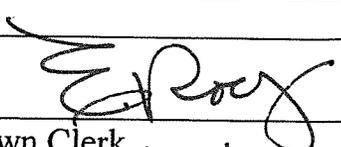
Sincerely,



Doug Schmier, Chair  
Music in the Park Committee  
Black Mountain Productions



## FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<i>PA</i>	5/31/19	
Fire	<i>86</i>	5/30/19	
Police	<i>SP</i>	5/29/19	
Finance	<i>JK</i>	5/31/2019	Just need to make sure that BM Productions remits RT
Administration	<i>JS</i>	5/31/19	
Notes/Conditions: _____			
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input checked="" type="radio"/> Approved         </div> <div style="text-align: center;"> <input type="radio"/> Denied         </div> <div style="text-align: center;">             _____            Town Clerk         </div> <div style="text-align: center;">           _____            Date         </div> </div>			

### ATTACHMENTS

Liability Insurance	___ Yes	___ No	___ Waived
Outside Amplification Permit	<input checked="" type="checkbox"/> Yes	___ No	___ NA
Encroachment Application	___ Yes	___ No	<input checked="" type="checkbox"/> NA
Open Container Resolution	<input checked="" type="checkbox"/> Yes	___ No	___ NA
Resort Tax Bond	___ Paid	___ Surety	___ NA



## Outside Amplification Permit Application Town of West Yellowstone

Event: Music in the Park Concert Series 2019

Contact Person: Doug Schmier

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

Email Address: jdschmier@aol.com

Phone Number: 406-640-1344

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

Date(s) of Event: Thursday, July 4; Saturday, July 20; Friday, August 2; and Saturday, August 17, 2019

Location: Pioneer Park

Amplification between the hours of: 10:00 AM and 10:00 PM

Description of Event: These are a series of casual, friendly concerts that are FREE and open to the general public. It is our hope that these will encourage a great spirit of togetherness, raise awareness of our community and build community pride. Please see the event application for specific details of the concerts.

Signature of Applicant

5/24/19

Date

### FOR OFFICE USE ONLY

Decision by Town Council:

Approved

Disapproved

Conditions: \_\_\_\_\_

Signature of Mayor/Town Manager: \_\_\_\_\_

Date

# Resolution No. 729

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST  
YELLOWSTONE, MONTANA TO EXEMPT THE CONCERT AREA  
OF PIONEER PARK FROM SECTION 9.12.020 OF THE WEST  
YELLOWSTONE MUNICIPAL CODE, PUBLIC DRINKING PROHIBITED,  
FOR THE MUSIC IN THE PARK EVENTS  
DURING THE SUMMER OF 2019**

**WHEREAS**, the Town Council of the Town of West Yellowstone desires to support and encourage events that bring visitors to the Town; and

**WHEREAS**, Black Mountain Productions will be hosting a series of concerts in Pioneer Park during the summer of 2019; and

**WHEREAS**, the Black Mountain Productions desires to allow the consumption of alcoholic beverages in the designated concert area one hour prior to the start of each show, during each show, and one hour after each show;

**WHEREAS**, in accordance with Section 9.12.020, Part B of the West Yellowstone Municipal Code, the Town Council may exempt a specific area of a public place where an event or activity will be held from the prohibition on public display or public drinking of alcoholic beverages;

**NOW THEREFORE BE IT RESOLVED THAT** the Town Council of the Town of West Yellowstone, County of Gallatin, State of Montana, grants an exemption to Black Mountain Productions from the Public Drinking Prohibition effective one hour prior to the start of each show, during each show, and one hour after each show that is part of the Music in the Park series during the summer season of 2019.

**PASSED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF  
WEST YELLOWSTONE THIS 4th DAY OF JUNE, 2019**

\_\_\_\_\_  
Mayor

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

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

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

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

ATTEST:

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

# West Yellowstone Planning Board

NAME	DATE APPOINTED	TERM EXPIRES
1. Randy Wakefield PO Box 1762, 516 Grouse Avenue C: (406) 640-1208 W: (208) 652-7112 <a href="mailto:randy.wakefield@fallriverelectric.com">randy.wakefield@fallriverelectric.com</a>	5/14/18	6/1/19
2. Rob Klatt PO Box 215, 518 Carnelian Court C: (406) 580-2002 W: (406) 646-9523 <a href="mailto:wbroker@gmail.com">wbroker@gmail.com</a>	9/5/18	6/1/19
3. John Costello PO Box 548, 617 Apollinaris Avenue H: (406) 646-7844 C: (406) 640-1413 <a href="mailto:jcostello@wyellowstone.com">jcostello@wyellowstone.com</a>	5/14/18	6/1/20
4. Teri Gibson PO Box 8, 508 Cascade H: (406) 646-1139 C: (530) 906-2174 <a href="mailto:teri.gibson@syix.com">teri.gibson@syix.com</a>	5/14/18	6/1/20
5. County Designee Chipper Smith 175 Grayling Canyon Road West Yellowstone, MT 59758 C: (406) 220-7778 <a href="mailto:GCRCHIP@Yahoo.com">GCRCHIP@Yahoo.com</a>	6/5/18 6/7/16 5/20/14	6/20/20 6/7/18 5/20/16
6. James Patterson, PW Supt PO Box 1570 O: (406) 646-7609 C: (406) 640-9074 <a href="mailto:jpatterson@townofwestyellowstone.com">jpatterson@townofwestyellowstone.com</a>		Concurrent with Employment and Council Appointment
7. Chris Burke, Town Council Member PO Box 1506 C: (406) 646-7061 <a href="mailto:cburke@townofwestyellowstone.com">cburke@townofwestyellowstone.com</a>		Concurrent with TC Term Appointed 1/2/18

# Montana Code Annotated 2015

[Previous Section](#)   [MCA Contents](#)   [Part Contents](#)   [Search](#)   [Help](#)   [Next Section](#)

**76-1-221. Membership of city planning board.** (1) A city planning board shall consist of not less than seven members to be appointed as follows:

- (a) one member to be appointed by the city council from its membership;
- (b) one member to be appointed by the city council, who may in the discretion of the city council be an employee or hold public office in the city or county in which the city is located;
- (c) one member to be appointed by the mayor upon the designation by the county commissioners of the county in which the city is located;
- (d) four citizen members to be appointed by the mayor, two of whom shall be resident freeholders within the urban area, if any, outside of the city limits over which the planning board has jurisdiction under this chapter and two of whom shall be resident freeholders within the city limits.

(2) The clerk of the city council shall certify members appointed by its body. The certificates shall be sent to and become a part of the records of the planning board. The mayor shall make similar certification for the appointment of citizen members.

**History:** (1)En. Sec. 4, Ch. 246, L. 1957; amd. Sec. 1, Ch. 271, L. 1959; Sec. 11-3804, R.C.M. 1947; (2)En. Sec. 7, Ch. 246, L. 1957; Sec. 11-3807, R.C.M. 1947; R.C.M. 1947, 11-3804(part), 11-3807.

*Provided by Montana Legislative Services*



Received at  
5/21/19

APPLICATION FOR BOARDS AND COMMITTEES

Name Sabrah Van Leeuwen Date 5/21/19

Address 310 NE Perce AVE.

City W. Yellowstone State MT Zip 59758

Phone (Home): --- (Work): --- (Cell/Other): 406-640-1484

E-Mail Address: Sabeylynn-7@hotmail.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 15 years

Board or Committee you are applying for: Recreation Board

Occupation: Police officer

Employer: Town of West Yellowstone

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

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

Past Memberships and Associations: \_\_\_\_\_

Current Memberships and Associations: \_\_\_\_\_

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: Plan & Coordinated Law enforcement Torch run for

Special Olympics, Law Enforcement Participation for Memorial Day Service, Emergency response to Shooter in WYHS and Little Rangers Learning Center.

What are your primary objectives for serving on this board? Improving the activities sponsored by West Yellowstone. See more community involvement/ Turn out. Create a variety of activities in Town. *See attached resumé.*

References (Individual or Organization):

Marcus Cook Phone: 406-599-8060

Katie Osberg Phone: 208-351-9673

Debbie Hermanson Phone: 406-640-1190

Signature: [Signature] Date: 5/21/2019

Please return this application to the Town Offices at 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT, 59758, or by email to: [info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com). Thank you in advance for your interest.

## **Sabrah van Leeuwen**

310 Nez Perce Ave, West Yellowstone, MT. 59758  
Phone 406-640-1484, sabeylynn\_7@hotmail.com

### **SUMMARY OF QUALIFICATIONS AND SKILLS**

- Highly organized
- Prioritizing tasks
- Planning / Event Planning
- Time Management
- Team Building
- CPR/First Aid Certified
- Interpersonal skills
- Self-motivation
- Exceptional communicator
- Public Speaking
- Strong Decision Maker
- Certified Instructor

### **PROFESSIONAL EXPERIENCE**

#### **2015-Present Police Officer, West Yellowstone, Montana Police Officer**

- Communicated regularly with citizens to establish rapport and become a familiar presence in the Town, including at the school, daycare, and community events.
- Kept current on all agency and state policies, rules, regulations and statutes.
- Compiled information and conducted interviews with children of various age groups.
- Responded to medical emergencies involving children, and successfully performed CPR on a non-responsive infant.
- Worked closely with Department of Health and Human Services in relation to child abuse and neglect.
- Responded to and provided care and education to victims of domestic violence.
- Initiated crisis intervention by following official crisis communication plans and training.
- Conducted interviews with witnesses and victims.
- Prepared case reports from allegations, interview transcripts, and physical evidence.
- Immediately reported deficient streetlights, signs, and road surfaces to keep residents safe.
- Assisted in special investigations and crime prevention programs.
- Checked all vehicle equipment for proper functioning prior to use.
- Responded immediately to calls involving automobile crashes and criminal activity.
- Planned, coordinated, and executed training courses (see Collateral Duties below.)

#### **2012-2015 Police Dispatcher, West Yellowstone, Montana Emergency Dispatcher**

- Answered and screened incoming calls by communicating with crime victims and witnesses requesting emergency assistance while recording accurate messages.
- Controlled emergency and non-emergency situations by using sound judgment and good verbal skills.
- Assisted emergency caller in successfully performing CPR by giving instructions over the phone.
- Provided clerical support to department employees, including copying, faxing, and file management.
- Defused volatile customer situations calmly and courteously.
- Aided senior leadership by collecting research for policymaking.

## **Sabrah van Leeuwen**

310 Nez Perce Ave, West Yellowstone, MT. 59758  
Phone 406-640-1484, sabeylynn\_7@hotmail.com

### **2011-2012 Master at Arms, Manama, Bahrain Military Police Instructor**

- Organized and coordinated work assignments, trained and evaluated performance and disciplined security force personnel, and a 120 member Army security team.
- Developed scenario based training exercises, evaluated performance, and conducted after-action reviews.
- Established and managed the training programs for the Security Police.
- Reviewed and maintained training records for patrolmen and coordinated the scheduling of needed training with appropriate supervisory staff.
- Planned, evaluated, and revised course content and course materials.
- Created guides and course materials that would reiterate lecture information and help students in their study.
- Collaborated with the department supervisor to create a plan of support for students.
- Tested students on the materials that were presented in class.
- Supervised and evaluated students on the job training.
- Initiated and implemented a CPR course and instructed over 100 security force members, contributing to 100% qualified Basic life support and AED use by patrol officers.
- Ordered all office supplies including ink cartridges, toner, and paper.
- Administers the semi-annual Physical Fitness Assessment (PFA), managed command/unit Physical Training (PT) and the Fitness Enhancement Program (FEP).

### **ADDITIONAL COLLATERAL DUTIES**

#### **2017-Present Emergency Response to Active Intruder Instructor, West Yellowstone, Montana Instructor**

- Identified training needs and planned classes accordingly.
- Adjusted instructional strategies according to student needs and understanding of material.
- Developed and implemented effective lesson plans to cover necessary material.
- Collaborated with teachers and administrators to discuss the needs of students including: stopping life threatening bleeding, unarmed self-defense, and lockdown/barricade techniques.
- Enhanced emergency preparedness, commanding oversight and maintenance of tactical plans.
- Built an excellent rapport and working relationship with West Yellowstone School District and Little Rangers Learning Center to build trust and improve communication with the police department.

#### **2014-Present Special Olympic Montana (SOMT) Law Enforcement Torch Run Leg leader, West Yellowstone, Montana SOMT Leg leader**

- Planned a large-scale event and coordinated schedules and timelines for the Montana Special Olympics Law Enforcement Torch Run.
- Managed event logistics and operations including support staff, vendor services, and volunteers.
- Managed administrative logistics of local event planning, including monetary donation collection and event promotions.

## **Sabrah van Leeuwen**

310 Nez Perce Ave, West Yellowstone, MT. 59758

Phone 406-640-1484, sabeylynn\_7@hotmail.com

- Solicited feedback from participants to assess event success and uncover opportunities for improvement.
- Increased community participation by gaining business and community sponsors.

## **EDUCATION**

2007      Graduated from West Yellowstone High School, West Yellowstone, MT.

## **SELECTED PROFESSIONAL TRAINING**

2011      Naval Education Course 9502 Instructor, Manama, Bahrain  
2013      MLEA Public Safety Communicator Basic Course, Helena, Montana  
2014      MLEA Correction Detention Officer Basic, Helena, Montana  
2016      MLEA Police Officer Basic, Helena, Montana  
2016      Fair and Impartial Policing, Bozeman, Montana  
2017      A.L.I.C.E Active Shooter Response, Great Falls, Montana  
2017      Recognition of child abuse and neglect, PoliceOne Academy  
2017      HIPPA for first responders, PoliceOne Academy  
2017      Bloodborne pathogens for first responders, PoliceOne Academy  
2018      National Safety Council First Aid and CPR, Hebgen Basin Fire District  
2018      Safariland Emergency Response to an Armed Intruder, Billings Montana  
2018      American College of Surgeons Stop the Bleed, West Yellowstone Montana  
2018      Preventing and addressing bullying in schools, PoliceOne Academy  
2018      Workplace bullying, PoliceOne Academy  
2018      Leadership 1-8, PoliceOne Academy  
2019      American College of Surgeons Stop the Bleed instructor, Las Vegas Nevada

Take pride in our community, join us for...

# Community Clean Up!

Friday, June 7, 2019

Clean up the community!

**Everyone** is invited to meet at the Town Park at **9 AM** on **Friday, June 7, 2019**, to form groups and establish routes. Bags, gloves, and garbage disposal will be provided. **Free** coffee and pastries!

If you can't make it that morning, we will reorganize and meet again at **1 PM**.

**Businesses, community organizations, families, and individuals** are encouraged to participate by selecting an area of public property to clean up!

Participants may clean up at any time and contact the Town for disposal of any garbage or debris.

Please coordinate with Town Hall about the area you will clean up to avoid duplication of effort!

406-646-7795

[info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com)

Clean up your property, too!

## READ THIS!!!

During the week of June 3-7, the Town will pick up residential debris left along the parkways or streets free of charge according to the schedule below...**no** appliances, **no** pieces of large furniture, **no** business or commercial debris will be accepted.

Monday, June 3 - Parkway A

Tuesday, June 4 - Parkway B

Wednesday, June 5 - Parkway C

Thursday, June 6 - Parkway D

Mon-Tues, June 10-11 - Madison Addition

## NEW THIS YEAR!

Residents may also dispose of debris and **recycle electronic equipment** at the Town Park on Friday, June 7, from 9 AM - 4 PM



## Free Barbeque!

All Community Clean Up participants are invited to attend a free BBQ in Pioneer Park (city park) at the new pavilion on June 7, 2019 between 3 PM and 5 PM.

**From:** [Hayes, Casey](#)  
**To:** [Hayes, Casey](#)  
**Cc:** [Semerad, Eric](#)  
**Subject:** 2019 Municipal Election  
**Date:** Thursday, May 30, 2019 9:07:51 AM

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Good morning,

Below is information regarding the deadlines for this year's municipal elections.

Pursuant to [13-1-405, MCA](#) the Commission/Council must pass a resolution calling for an election at least 85 days before Election Day. A resolution calling for a *Primary election* must be passed by **Monday, June 17**. A resolution calling for a *General election* must be passed by **Monday, August 12**. The board may pass a single resolution calling for both elections. **The resolution should state if the election shall be conducted by mail ballot and if there will be a place of deposit for ballots in the jurisdiction.** Please be aware that places of deposit must be open from 7:00 AM to 8:00 PM on Election Day ([13-19-307, MCA](#)).

**Candidate filing closes Monday, June 17 at 5:00 PM.** This is also the deadline for a candidate to withdraw their nomination. The [filing forms](#) and [fee schedule](#) are online at [http://gallatincomt.virtualtownhall.net/Public\\_Documents/gallatincomt\\_clerk/electionsrev](http://gallatincomt.virtualtownhall.net/Public_Documents/gallatincomt_clerk/electionsrev) under the *Additional Election Information* section. We also have copies available in our office and are happy to email/mail them out upon request. (reference [13-10-201, MCA](#) and [13-10-325, MCA](#))

**After the close of candidate filing on June 17, we will contact you to let you know whether or not a Primary election needs to be held.** If not, we will cancel the election. However, the Commission/Council has the option to override that decision and require that the primary be held. In order to require the primary election be held, they must pass a resolution to that effect by **Thursday, June 27**. If the Commission/Council agree to cancelling the primary election, they do **not** need to take any action. ([13-14-115, MCA](#))

**September 3 is the deadline for write-in candidates to file for the General Election. After this deadline, we will notify you if part or all of your General election can be cancelled.** In order to cancel all or part of the General election, the Commission/Council would need to pass a resolution.  
*Note: The process is different for a General than it is for a Primary.*

- *If the Primary is not required by law, and you do nothing, there will **not** be a Primary election (the election administrator cancels the election).*
- *If a General is not required by law, and you do nothing, there **will** be a General election (only the Commission/Council can cancel the election).* ([13-1-403 MCA](#))

In the past, your elections have been conducted by mail ballot (versus a polling place election). Mail ballot elections are generally less expensive and yield a higher voter turnout. By default, your election would be a polling place election. However, there are several ways to initiate a mail ballot election. One option is to include a statement requesting a mail ballot election in the resolution calling for the election. If you do not call for a mail ballot election in that resolution, you could pass a separate resolution calling for a mail ballot at least 70 days before the election (July 2 for the Primary

and August 27 for the General). **If your governing body does not initiate a request for the election to be conducted by mail, we will likely make that determination for you**, and send you a statement of our decision. If you disagree and would like a polling place election, you would need to pass a resolution to that effect by **July 17 to have a Primary election by polling place** and by **September 11 to have a General election by polling place**. ([13-19-203, MCA](#) and [13-19-204, MCA](#))

Please let us know as any questions or concerns arise.

Thanks,

**Casey R. Hayes**

Election Manager

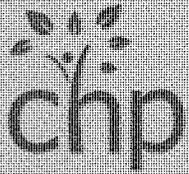
Gallatin County Election Dept.

311 West Main, Room 210

Bozeman, MT 59715

(406) 582-3055

[casey.hayes@gallatin.mt.gov](mailto:casey.hayes@gallatin.mt.gov)



COMMUNITY  
HEALTH PARTNERS

REAL PEOPLE. REMARKABLE HEALTHCARE.

## Clinic Summer Hours

(June 1-September 28, 2019)

Monday	9:00 am - 6:00 pm
Tuesday	8:00 am – 5:00 pm
Wednesday	8:00 am – 5:00 pm
Thursday	9:00 am – 6:00 pm
Friday	8:00 am – 5:00 pm
Saturday	9:00 am – 5:00 pm

(Closed for lunch every day from 1:00-2:00 pm)

Same Day Appointments available. Please call:  
406/646-9441 for an appointment

11 S. Electric Street (at Yellowstone Avenue)