

# Town of West Yellowstone

Tuesday, July 2, 2019

West Yellowstone Town Hall, 440 Yellowstone Avenue

**TOWN COUNCIL WORK SESSION**

**6:00 PM**

FY 2020 Budget, Capital Improvement Plan, Capital Funds

Discussion ∞

---

## TOWN COUNCIL MEETING

**7:00 PM**

Pledge of Allegiance

Purchase Orders #6813 to Ambient Air Solutions, climate control in police station, \$9750.00  
#6814 to Ambient Air Solutions, climate control in server building, \$8875.00  
#6815 to Ambient Air Solutions, replace heaters in Museum, \$12,250.00

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of the June 18, 2019 Town Council Meeting** ∞  
**Minutes of the June 25, 2019 Town Council Work Session** ∞

Business License Applications ∞

- Sweet Home Montana, nightly rental, request to waive resort tax bond

Advisory Board Report(s)

Town Manager & Department Head Reports

**Comment Period**

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

### NEW BUSINESS

---

Montana POW/MIA Awareness Association Discussion/Action ∞

- Outside Amplification Permit
- Request to Waive Resort Tax Bond

Planning Board Appointments Discussion/Action ∞

Resolution No. 732, Mail Ballot for 2019 Election Discussion/Action ∞

Ordinance No. 269, Establish Town Departments, 2<sup>nd</sup> Reading Discussion/Action ∞

Resort Tax Election Services Proposal, Taylor Luther Group PLLC Discussion/Action ∞

Water/Sewer Update, Town Engineer Dave Noel Discussion ∞

Correspondence/FYI/Meeting Reminders



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

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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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



# Town of West Yellowstone Capital Improvement Summary Table 2020-2024

## LEGEND

**Accumulated Balance in Fund** – This designation is for items that have a historical set-aside in the Capital Improvement Plan each year. This includes the current fiscal year allocation.

**Balance of Transfer Already Made** – This is the amount of money that has already been transferred to the fund in previous fiscal years. This amount plus the current fiscal year allocation should equal the cost of the purchase or project.

**Construction in Progress** – This designation refers to the projects that began in one fiscal year and continues on into the next fiscal year. In most cases, the money has already been transferred or set-aside and it is against these balances that the final expenditures to complete the projects can be made.

## Capital Improvement Plan Summary

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
1	FY 20	ADA Accessibility Ramps at Dunraven, Electric, Faithful & Hayden and Other Sidewalk Maintenance	\$1,430,000	\$80,000	RT Transfer 2100 Gas Tax Fund 2820	2820-430262-365
2	FY 20	Repave Town Streets – Annual Funding: 2012 \$195K; 2013 \$125K; 2014 \$125K; 2015 \$125K; 2016 \$125K; 2017 \$125K; 2018 \$125K; 2019 \$125K; 2020 \$125K <i>Accum. balance in fund 4075: \$1,070,000</i>	\$4,300,000	\$125,000	RT Transfer 2100 To Street Construction 4075	2100-521000-825
3	FY 20	Surface the Frontier Trail – 2016 \$10K; 2017 \$10K; 2018 \$10K; 2019 \$30K; 2020 \$40K <i>Accumulated balance in fund 4000: \$100,000</i>	\$400,000	\$40,000	RT Transfer 2100	4000-460430-930
4	FY 20	Streetlight Project: 2017 \$100K, 2018 \$200K, 2019 \$100K; 2020 \$100K <i>Accumulated balance in fund 4000: \$500,000</i>	TBD	\$100,000	RT Transfer 2100	4000-430263-937
5	FY 20	Old Town Sewer Line Improvements – Annual Funding: 2018 \$100K; 2019 \$100K; 2020 \$100K <i>Accumulated Balance in fund 5320: \$300,000</i>	\$10,000,000	\$100,000	Sewer Fund 5310 transfer to Sewer Capital Fund 5320	5310-521000-820
6	FY 20	Annual Set-aside 80-acre Sewer Infrastructure 2019 \$300K; <i>Accumulated balance in fund 5320: \$600,000</i>	\$10,000,000	\$300,000	Sewer Fund 5310 transfer to Sewer Capital Fund 5320	5310-521000-820
7	FY 20	Lighted Trail from Grizzly Ave. to Yellowstone Ave.: 2018 \$24K; 2019 \$26K; 2020 \$30K <i>Accumulated balance in fund 5320: \$80,000</i>	\$100,000	\$30,000	RT Transfer 2100	4000-460430-938

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
8	FY 20	Annual Historic District Projects – UPDL Roof \$65,200 Parking Lot at CHP; \$6,028 Dishwasher; \$200,000 Roof <b>Balance of Transfer (\$169,615)</b> Accumulated balance in fund 4000: \$271,230	\$271,230	\$101,615	RT Transfer 2100	4000-460460-920
9	FY 20	Volleyball Court in Pioneer Park	\$5,000	\$5,000	Donation	2212-460000-936
10	FY 20	Install Four (4) Light Poles at Pioneer Park Accumulated balance in fund 4000: \$31,160	\$31,160	\$31,160	RT Transfer 2100	4000-460430-938
11	FY 20	Well, Well Building with Generator & Waterline. Construction-in-Progress (\$508,289 spent)	\$650,000	\$141,711	Water Capital Fund 5220	5220-430530-939
12	FY 20	Sewer Line Installation on Electric Street	\$50,000	\$50,000	Sewer Fund	5310-430630-937
13	FY 20	Replace Public Services 2008 Ford ¾ ton Pick-up <b>Balance of Transfer (\$40,000)</b> Accumulated balance in fund 4000: \$40,000	\$55,000	\$0 \$7,500 \$7,500	RT Transfer 2100 Water Fund 5210 Sewer Fund 5310	4000-460430-944 5210-430500-944 5310-430600-944
14	FY 20	Pioneer Park Improvements VB Equipment (Spent \$6,124) <b>Balance of Transfer (\$13,876)</b> Accumulated balance in fund 4000: \$50,000	\$50,000	\$36,124	RT Transfer 2100	4000-460430-936
15	FY 20	Engineering for Interior Park Paving Project Construction in Progress (\$4,200 spent)	\$30,000	\$15,800	RT Transfer 2100	2820-430243-931

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
16	FY 20	Povah Center Improvements: Exterior Paint Project. WYF 10K Grant money (\$3,879 spent on floor) Balance of Transfer (\$6,121) Accumulated balance in fund 4000: \$8,000	\$8,000	\$6,121 \$1,879	Donation RT Transfer	4000-460432-920 4000-460432-920
17	FY 20	Ice Rink – Concrete Extension Balance of Transfer (\$45,000) Accumulated balance in fund 4000: \$80,000	\$80,000	\$35,000	RT Transfer 2100	4000-460432-936
18	FY 20	New Radio System – 2nd of 6 set-asides 2019 \$10K; 2020 \$25K Accumulated balance in fund 4000: \$35,000	\$120,000	\$25,000	RT Transfer 2100	4000-420110-945
19	FY 20	Casting Pond Repairs & Improvements Balance of Transfer (\$15,000) Accumulated balance in fund 4000: \$30,000	\$70,000	\$15,000	RT Transfer 2100 Donation \$40,000	4000-460460-930
20	FY 20	Irrigation System for Pioneer Park Construction-in-progress (\$6,264 spent) Balance of Transfer (\$9,736) Accumulated balance in fund 4000: \$9,736	\$16,000	\$0	RT Transfer 2100	4000-460430-904
21	FY 20	Police/Dispatch Center Upgrade Project – Construction-in-progress (\$15,430 spent)	\$20,000	\$4,570	RT Transfer 2100	1000-411258-920
22	FY 20	Remodel Town Hall for Exec. Assistant	\$10,000	\$10,000	RT Transfer 2100	1000-411250-920
23	FY 20	2 Air Pumps for Sewer Lagoon; (\$10,000 each)	\$20,000	\$20,000	Sewer Fund 5310	5310-430630-941
24	FY 20	Short Term Sewer Project Construction-in-progress (\$117,109 spent)	\$547,000	\$429,891	Sewer Cap. Fund 5320	5320-430640-934

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
25	FY 20	Summer Recreation Vehicle (Passenger Van)	\$55,000	\$55,000	RT Transfer 2100	4000-410210-944
26	FY 20	Plow Attachment for Loader	\$23,500	\$23,500	RT Transfer 2100	4000-430200-940
27	FY 20	Police Vehicle – Replace 2011 Expedition	\$55,000	\$55,000	RT Transfer 2100	4000-420110-944
28	FY 20	Dunbar Park – Pathway Improvements, Irrigation System, Grass	\$12,500	\$12,500	RT Transfer 2100	4000-460430-937
29	FY 20	Restroom w/ Drinking Fountain at Tennis Courts	\$75,000	\$75,000	RT Transfer 2100	4000-460430-920
30	FY 20	New Lighting for Town Buildings	\$140,000	\$140,000	RT Transfer 2100	4000-431350-920
31	FY 20	Air Conditioner/Heaters: Dispatch Squad Room	\$10,000	\$10,000	General Fund	2850-420750-947
		Museum	\$10,000	\$10,000	General Fund	1000-411258-949
			\$13,000	\$13,000	RT Transfer	4000-460460-949
32	FY 20	Police Generator Building Structure Cover	\$6,000	\$6,000	General Fund	1000-411258-937
33	FY 20	Ice Rink Boards for Existing Surface	\$37,500	\$37,500	RT Transfer	4000-460430-936
34	FY 21	Construct Equipment Storage Barn	\$70,000	\$70,000	RT Transfer	4000-430200-920
35	FY 21	Synthetic Surface at Playground	\$ TBD	\$0	RT Transfer	4000-460430-936
36	FY 21	Additional Accessibility Ramp at UPDH	\$7,500	\$0	RT Transfer	4000-460460-920
37	FY 21	Interior Park Parking Lot (1 <sup>st</sup> of 8) (This cost represents ½ of a full interior park)	\$95,000	\$0	Gas Tax Fund 2820	2820-430200-931
38	FY 21	New Railroad Well Building w/New Pump	\$150,000	\$0	Water Fund 5210	5210-430530-920 5210-430530-941
39	FY 21	Replace Public Services 2008 GMC ¾ ton Pickup Truck	\$55,000	\$0	RT Transfer 2100	4000-430200-944
40	FY 21	Replace 936 Loader.	\$150,000	\$0	RT Transfer 2100 Sewer Fund 5310	4060 5320

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
41	FY 21	Climbing Wall in Pioneer Park	\$50,000	\$0	RT Transfer Fund Raising	4000 4000
42	FY 21	Engineering & Other Studies to Relocate Public Services Shop	\$30,000	\$0	RT Transfer 2100	4000-430200-929
43	FY 21	Interior Park Parking Lot (2 <sup>nd</sup> of 8) (This cost represents ½ of a full interior park)	\$100,000	\$0	Gas Tax Fund 2820	2820-430200-931
44	FY 21	Build an Additional Million-gallon Water Tank	\$1,500,000	\$0	Water Fund 5210 Outside Financing	5210
45	FY 21	Install Street Lights on South Canyon and/or Lights on Electric Street	TBD	\$0	RT Transfer 2100	4000-430263-938
46	FY 21	Skateboard Park Facilities	\$35,000	\$0	RT Transfer 2100	4000-460432-936
47	FY 21	Boards for Ice Rink Extension	\$37,500	\$0	RT Transfer 2100	4000-460432-936
48	FY 22	Sewer Lagoon Fence	\$80,000	\$0	Sewer Fund 5310	5310-430600-937
49	FY 22	Madison Add. Pump Installation Project – Construction-in-progress (\$2,967 spent)	\$28,500	\$0	Sewer Fund 5310	5310-430630-941
50	FY 22	Iris Street Park Project	\$50,000	\$0	RT Transfer 2100	4000-460430-937
51	FY 22	Sally Port behind Police/Dispatch Center	\$80,000	\$0	RT Transfer 2100	4000
52	FY 22	Fountain in Pioneer Park	\$150,000	\$0	Donation	4000-460432-937
53	FY 22	Interior Park Parking Lot (3 <sup>rd</sup> of 8) (This cost represents ½ of a full interior park)	\$110,000	\$0	Gas Tax Fund 2820	2820-430200-931
54	FY 22	Summer Rec. Building/Warming Hut	\$300,000	\$0	RT Transfer 2100	4000-460430-936
55	FY 22	Splash Park	TBD	\$0	RT Transfer 2100	4000-460430-936

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
56	FY 22	Re-Surface Tennis Courts	TBD	\$0	RT Transfer 2100	4000-460430
57	FY 22	Re-Face Old Firehouse	\$54,400	\$0	RT Transfer 2100	4000-460430-930
58	FY 22	Walk-In Freezer for Social Services	\$35,000	\$0	RT Transfer 2100	4000-450135-949
59	FY 23	Interior Park Parking Lot (4 <sup>th</sup> of 8) (This cost represents ½ of a full interior park)	\$120,000	\$0	Gas Tax Fund	2820-430200-931
60	FY 23	Back-up Pump for Mad. Add. Lift Station	\$70,000	\$0	Sewer Fund 5310	5310-430630-941
61	FY 23	Splash Park	TBD	\$0	RT Transfer 2100	4000-460430-936
62	TBD	Pave Obsidian St. between Geyser and Faithful Streets	TBD	\$0	Gas Tax Fund 2820	2820-430200-931
63	TBD	Install Elevator in Town Hall	\$125,000	\$0	RT Transfer 2100	4000-411240-930
64	TBD	Parkway Paving Project – Phase II	\$1,100,000	\$0	Gas Tax 2820	2820
65	TBD	Relocation of Public Services Shop	TBD	\$0	TBD	TBD
66	TBD	Rehabilitate Aeration Ponds	\$150,000	\$0	Sewer Fund 5310	5310

6.28.19

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE  
MONTANA**

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

info@townofwestyellowstone.com

PURCHASE ORDER *1000-411258-949*

Date *6-21-19*

Ship Via

Order No. **006813**

Department *Public Services*

TO: *Ambient Air Solutions*

ADDRESS: *2304 No. 7<sup>th</sup> Ave  
Bozeman, MT 59715*

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
<i>1</i>	<i>Police Building conference room &amp; dispatch room</i>

Estimated Cost \$

*9,750<sup>00</sup>*

Authorized By

Requested By:

*[Signature]*

VENDOR COPY - White OFFICE COPY - Canary

June 19, 2019

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



**RE: Samsung Mini Split Replacement – Dispatch & Conference Rooms – West Yellowstone, Montana**

Dear Jim,

Ambient Air Solutions, Inc. proposes to install low-temp mini split heat pump system to serve the business located at 124 Yellowstone Avenue in West Yellowstone, Montana.

This proposal **includes** all materials and labor cost for the following work:

- Installation of one (1) 30,000 BTUh, *Samsung* low-temp heat pump system - model *AJ030MCS4CH*.
- Installation of one (1) 24,000 BTUh wall mounted unit – model *AJ024JNA*– to serve the dispatch room.
- Installation of one (1) 12,000 BTUh wall mounted unit – model *AJ012JNA*– to serve the conference room.
- Electrical modifications to accommodate the new equipment.
- Line set to be covered.
- Condensate to be ran to the exterior.
- Includes two (2) remote controls.
- Start up and operation verification of system after installation is complete.
- All local utility codes to be followed, i.e. electrical, gas and building codes.

**Warranty & Rebates:**

- *Samsung* equipment is backed with a seven (7) compressor, five (5) year parts, and one (1) year labor warranty.

Ambient Air Solutions, Inc. would like to proceed based upon on the following proposal:

**\$9,750.00**

\* Terms of payment are 1/3 down, 2/3 upon \*  
\* Pricing valid for 30 (thirty) days from date of proposal \*

Please let me know if you have any questions or concerns.

Sincerely,

  
Frank DiNovi  
Outside Sales  
[frankd@ambientairsolutions.com](mailto:frankd@ambientairsolutions.com)

Ambient Air Solutions, Inc.  
Ph: 406-577-1818, Fax: 406-258-0666  
[info@ambientairsolutions.com](mailto:info@ambientairsolutions.com)  
[www.ambientairsolutions.com](http://www.ambientairsolutions.com)

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE  
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER 2850-420750-947

Date 6-21-19

Ship Via

Order No. 006814

Department Public Services

TO: Ambient Air Solutions

ADDRESS: 2304 N 7<sup>th</sup> Ave

Bozeman, MT 59715

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	Server Building @ Police Station

Estimated Cost \$

8,875<sup>00</sup>

Authorized By

Requested By:



VENDOR COPY - White OFFICE COPY - Canary

June 18, 2019

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



**RE: Samsung Mini Split Replacement – Server Room – West Yellowstone, Montana**

Dear Jim,

Ambient Air Solutions, Inc. proposes to install low-temp mini split heat pump system to serve the business located at 124 Yellowstone Avenue in West Yellowstone, Montana.

This proposal **includes** all materials and labor cost for the following work:

- Removal and disposal of existing equipment.
- Installation of one (1) 36,000 BTUh, *Samsung* low-temp heat pump system - model *AC036MXSCCC*.
- Installation of one (1) 36,000 BTUh wall mounted unit – model *AC036MNT* – to serve the server room.
- Isolate the existing supply air and return air in the server room.
- Electrical modifications to accommodate the new equipment.
- Condensate to be ran to the exterior.
- Includes one (1) remote control.
- Start up after installation is complete.
- All local utility codes to be followed, i.e. electrical, gas and building codes.

**Warranty & Rebates:**

- *Samsung* equipment is backed with a seven (7) compressor, five (5) year parts, and one (1) year labor warranty.

Ambient Air Solutions, Inc. would like to proceed based upon on the following proposal:

**\$8,875.00**

\* Terms of payment are 1/3 down, 2/3 upon \*  
\* Pricing valid for 30 (thirty) days from date of proposal \*

Please let me know if you have any questions or concerns.

Sincerely,

Frank DiNovi  
Outside Sales  
[frankd@ambientairsolutions.com](mailto:frankd@ambientairsolutions.com)

Ambient Air Solutions, Inc.  
Ph: 406-577-1818, Fax: 406-258-0666  
[info@ambientairsolutions.com](mailto:info@ambientairsolutions.com)  
[www.ambientairsolutions.com](http://www.ambientairsolutions.com)

P.O. BOX 1570

# TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER *1000-411252-949*

Date *6-21-19*

Ship Via

Order No. *006815*

Department *Public Services*

TO: *Ambient Air Solutions*

ADDRESS: *2304 No. 7th Ave  
Bozeman, MT 59715*

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	<i>Yellowstone Historic Center Replace old equipment</i>

Estimated Cost \$ *12,250<sup>00</sup>*

Authorized By 

Requested By: 

VENDOR COPY - White OFFICE COPY - Canary



June 19, 2019

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

**RE: *Modine* Unit Heater Installation – Yellowstone Historic Center Museum –  
West Yellowstone, Montana**

Dear Jim,

Ambient Air Solutions, Inc. proposes install unit heaters within the operation shop located at 104 Yellowstone Avenue in West Yellowstone, Montana.

This proposal **includes** all material and labor cost for the following work:

- Removal and disposal of existing equipment.
- Installation of two (2) *Modine* model *PTP150* unit heaters - 150K BTUh.
- Installation of two (2) *Honeywell* T6 programmable thermostats.
- Duct modification to accommodate new unit heaters.
- Gas plumbing modifications to accommodate new unit heaters.
- Electrical modifications to accommodate new unit heaters.
- Start up and testing of units after installation is complete.
- All local utility codes to be followed, i.e. electrical, gas and building codes.

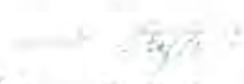
Ambient Air Solutions would like to proceed based upon the following proposal

**\$12,250.00**

\* Terms of payment are 1/3 down, 2/3 upon completion\*  
\*Pricing valid for 30 days from date of proposal\*

Please let me know if you have any questions or concerns.

Sincerely,

  
Jimmy Stafford  
Operations Manager  
[jimmy@ambientairsolutions.com](mailto:jimmy@ambientairsolutions.com)

Ambient Air Solutions, Inc.  
Ph: 406-577-1818 Fax: 406-258-0666  
[Info@ambientairsolutions.com](mailto:Info@ambientairsolutions.com)  
[www.ambientairsolutions.com](http://www.ambientairsolutions.com)

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45799		2845 Kastig, Kauffman & Mersen, PC	7,733.38					
	06/10/19	legal services	7,400.00		LEGAL	1000 411100	352	101000
	06/10/19	postage/copies	50.90		LEGAL	1000 411100	870	101000
	07/05/19	phone/fax	0.00		LEGAL	1000 411100	345	101000
	06/10/19	travel	282.48		LEGAL	1000 411100	373	101000
45800		1089 Gallatin County Treasurer	1,528.00					
	May 2019	05/31/19 Tech surcharge	505.00		COURT	7458 212200		101000
	May 2019	05/31/19 MLEA	530.00		COURT	7467 212200		101000
	May 2019	05/31/19 Public Defender	0.00		COURT	7468 212200		101000
	May 2019	05/31/19 Victims Assistance	493.00		COURT	7699 212200		101000
45803		42 Fall River Electric	370.60					
	07/20/19	UPDH 4212041 elec service	0.00		UPDH	1000 411252	341	101000
	07/20/19	POLICE 4212008 elec service	0.00		POLICE	1000 411258	341	101000
	07/20/19	shop 4212018 elec service	0.00		STREET	1000 430200	341	101000
	07/20/19	ANIMAL 4212029 elec serv	0.00		ANIMAL	1000 440600	341	101000
	07/20/19	PARK 4212032 Elec ser	0.00		PARK	1000 411253	341	101000
	06/20/19	PARK, old firehouse 2901001 e	370.60		PARK	1000 411253	341	101000
	07/20/19	CLORINATOR 4212030 elec serv	0.00		WATER	5210 430500	341	101000
	07/20/19	MADADD H2O Tower 4212017	0.00		WATER	5210 430500	341	101000
	07/20/19	RR Well 4212005 elec serv	0.00		WATER	5210 430500	341	101000
	07/20/19	SEWER LIFT STATION 4212006	0.00		SEWER	5310 430600	341	101000
	07/20/19	SEWER PLANT 4212007 elec ser	0.00		SEWER	5310 430600	341	101000
	07/20/19	MAD SEWER LIFT 4212014 elec	0.00		SEWER	5310 430600	341	101000
	07/20/19	SEWER TREAT SERV 4212046 ele	0.00		SEWER	5310 430600	341	101000
	07/20/19	library 23 dunraven 4212054	0.00		LIBRY	1000 411259	341	101000
	07/20/19	povah comm ctr 4212001	0.00		POVAH	1000 411255	341	101000
	07/20/19	unmetered lights 4212004	0.00		STLITE	1000 430263	341	101000
	07/20/19	Town Hall 4212009	0.00		TWNHAL	1000 411250	341	101000
	07/20/19	Ice Rink 421010	0.00		PARKS	1000 411253	341	101000
	07/20/19	Hayden/Grouse Well 4212015	0.00		WATER	5210 430500	341	101000
	07/20/19	Electric Well 4212031	0.00		WATER	5210 430500	341	101000
45805		2813 Century Link	1,534.44					
	07/19/19	DSL Pub Serv Office 646-7949	0.00		BLDINS	1000 430200	345	101000
	07/19/19	Police 646-7600	334.47		POLICE	1000 420160	345	101000
	07/19/19	E911 Viper 646-5170	98.54		E911	2850 420750	345	101000
	07/19/19	E911 255-9710	999.12		E911	2850 420750	345	101000
	07/19/19	E911 255-9712	24.51		E911	2850 420750	345	101000
	07/19/19	Alarm Lines, 646-5185	77.80		TWNHAL	1000 411250	345	101000

06/28/19  
16:51:21

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 7/19

Page: 2 of 9  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45807	1514 Verizon Wireless	1,350.37					
	20 Smartphones						
	1 regular phone1						
	5 laptops						
	06/20/19 640-0108, Police	56.10		POLICE	1000 420100	345	101000
	06/20/19 640-0121 Laptop	40.01		STREET	1000 420100	345	101000
	06/20/19 640-0141 Street SP	56.10		STREET	1000 430200	345	101000
	06/20/19 640-0159 Street SP	56.10		STREET	1000 430200	345	101000
	06/20/19 640-1103, Operator SP	56.10		STREET	1000 430200	345	101000
	06/20/19 640-1438, SS Director	56.10		SOCSESR	1000 450135	345	101000
	06/20/19 640-1460, Library Dir, SP	56.10		LIBRAR	2220 460100	345	101000
	06/20/19 640-1461, Street, SP	56.10		WATER	5210 430500	345	101000
	06/20/19 640-1462, Operator, SP	56.10		WATER	5210 430500	345	101000
	06/20/19 640-1463, Deputy PSS, SP	56.10		SEWER	5310 430600	345	101000
	06/20/19 640-1472, Ops Mgr, SP	56.10		ADMIN	1000 410210	345	101000
	06/20/19 640-1676, Rec Coord, SP	56.10		REC	1000 460440	345	101000
	06/20/19 640-1754, COP, SP	56.10		POLICE	1000 420100	345	101000
	06/20/19 640-1755, Police	56.10		POLICE	1000 420100	345	101000
	06/20/19 640-1756, Police	56.10		POLICE	1000 420100	345	101000
	06/20/19 640-1757, Police	56.10		POLICE	1000 420100	345	101000
	06/20/19 640-1758, Police, SP	56.10		POLICE	1000 420100	345	101000
	06/20/19 640-1759, Police	56.10		POLICE	1000 420100	345	101000
	06/20/19 640-7547, Street SP	28.32		PARKS	1000 460430	345	101000
	06/20/19 640-9074, PSS, SP	56.10		SEWER	5310 430600	345	101000
	06/20/19 683 laptop	40.01		POLICE	1000 420100	345	101000
	06/20/19 COP laptop	40.01		POLICE	1000 420100	345	101000
	06/20/19 686 laptop	40.01		POLICE	1000 420100	345	101000
	06/20/19 681 laptop	40.01		POLICE	1000 420100	345	101000
	06/20/19 640-2354 Exec Assist	56.10		ADMIN	1000 410210	345	101000
	06/20/19 640-2629 City Judge	56.10			1000 410360	345	101000
45813	2852 Blackfoot Communications	2,034.96					
	07/15/19 602-4908, povah center	0.00		POVAH	1000 411255	345	101000
	06/15/19 646-5106, fax soc svc	40.53		SOCSESR	1000 450135	345	101000
	06/15/19 646-5119, police station	40.53		POLICE	1000 420160	345	101000
	06/15/19 646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	06/15/19 646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	06/15/19 646-7311, social services	42.61		SOCSESR	1000 450135	345	101000
	06/15/19 646-7481, povah elevator	40.53		POVAH	1000 411255	345	101000
	06/15/19 646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	06/15/19 646-7609, public works	27.22		PUBSVC	1000 430200	345	101000
	06/15/19 646-7650, police station fax	40.53		POLICE	1000 420160	345	101000
	06/15/19 646-7715, povah center	31.85		POVAH	1000 411255	345	101000
	06/15/19 646-7795, town hall	316.72		TWNHAL	1000 411250	345	101000

06/28/19  
16:51:21

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 7/19

Page: 3 of 9  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	06/15/19 646-7845, court clerk	6.07		COURT	1000 410360	345	101000
	06/15/19 646-9017, library	41.85		LIBRAR	2220 460100	345	101000
	06/15/19 646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	06/15/19 ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	06/15/19 ethernet, povah center	310.00		POVAH	1000 411255	345	101000
	06/15/19 ethernet, police station	350.00		POLICE	1000 411258	345	101000
	06/15/19 ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	06/15/19 602-4909, town hall judge	11.48		COURT	1000 410360	345	101000
	06/15/19 late fee	0.92*			1000 410510	345	101000
45814	2952 DIS Technologies	5,400.00					
	4603 06/18/19 Install Additional cables	3,290.00		IT	1000 410580	355	101000
	4624 06/24/19 Library Installation	2,110.00		LIB IT	2220 460100	355	101000
45815	2537 Balco Uniform Co., Inc.	493.50					
	54206-1 06/18/19 Uniforms - Sabra	493.50		POLICE	1000 420100	226	101000
45816	2906 Anthony Kearney	62.00					
	06/16/19 Reimburse ID Cards	62.00		POLICE	1000 420100	220	101000
45817	471 Northwest Pipe Fittings, Inc.	412.75					
	3154835 06/11/19 Ball Curb stop/Comprs Coupling	412.75		WATER	5210 430590	251	101000
45818	1796 Barta Electric, Inc.	1,553.15					
	5396 06/18/19 Str. lights alley D Labor	662.50		STREET	1000 430263	220	101000
	5396 06/18/19 Str. Lights fitting pvc wire	360.19		STREET	1000 430263	357	101000
	5397 06/18/19 Dog Pound Camera	305.46		ANIMAL	1000 440600	366	101000
	5398 06/18/19 St. Lights rmvl Hwy 191 Labor	225.00		STREET	1000 430263	357	101000
45819	3217 Riverside Auto Repair	336.35					
	2105 06/11/19 91 Ford Air Compressor	336.35		STREET	1000 430200	361	101000
45820	62 MLEA	250.00					
	608 06/11/19 Montana Trujillo lodge & meals	250.00		DSPTCH	1000 420160	370	101000
45821	2099 Quick Print of West Yellowstone	270.94					
	11706 05/08/19 Ink & sheet protectors	72.98		STREET	1000 430200	220	101000
	11768 05/11/09 Ink	53.98		STREET	1000 430200	220	101000
	11779 05/21/19 Labels for bus lic. reminders	19.99		FINANC	1000 410510	311	101000
	11860 05/29/19 Stapler	14.99		COURT	1000 410360	212	101000
	11968 06/17/19 Bus. Cards Police Dept.	109.00		POLICE	1000 420100	220	101000

06/28/19  
16:51:21

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 7/19

Page: 4 of 9  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45822		162 House of Clean		40.30					
	236237	06/24/19 Waste Baskets (2)		40.30		PARKS	1000 460430	220	101000
45823		1454 Bozeman Chronicle/Big Sky		13.00					
	1912097	06/17/19 Audit Publication		13.00		AUDIT	1000 410530	353	101000
45824		2977 Staples Credit Plan		743.11					
	2291722081	05/15/19 Tab writeon, Paper, bright		126.33		ADMIN	1000 410210	220	101000
	2292746821	05/16/19 Startech 5ft white-Library		18.84		LIBRAR	2220 460100	220	101000
	2293074821	05/17/19 Better 1 inchD3R, Sheet pr		22.59		LIBRAR	2220 460100	220	101000
	2293673881	05/18/19 Lysol Neutra Air - Library		20.93		LIBRAR	2220 460100	220	101000
	2294612731	05/21/19 Verbatim pinstripe 16GBLib		20.99		LIBRAR	2220 460100	220	101000
	2294624991	05/21/19 cardfile,inkjetmedia,DVD P		129.24		POLICE	1000 420230	220	101000
	2298539131	05/29/19 Plantronics - Police		217.33		POLICE	1000 420160	216	101000
	2298940201	05/30/19 Police supplies pens,batt,		50.09		POLICE	1000 420230	220	101000
	2301978051	06/05/19 toner & Invite envelopes		136.77		FINANC	1000 410510	220	101000
45825		3218 Shred the Thread		324.00					
	19-001	06/20/19 Rec Dept tshirt trnsfr vinyl		324.00		REC	1000 460449	220	101000
45826		1273 Montana Security and		61.50					
	59333	07/01/19 7/1-9/30/19 quarterly Monitori		61.50		UPDL	1000 411252	357	101000
45827		3107 MarCom, LLC		185.00					
	1905142	06/20/19 Biochemical, Nitrogen,		185.00		SEWER	5310 430600	357	101000
45828		2221 Thomson Reuters-West		256.00					
	06/20/19	MT Rules of Court 2019		256.00		COURT	1000 410360	215	101000
45829		2652 Center for Education &		124.95					
	07242293	05/13/19 Renewal Dskbk of Pub emp law		124.95			1000 420100	220	101000
45830		3219 First Security Bank		65.00					
	06/18/19	Safe Deposit Box Rent		65.00		FINANC	1000 410510	630	101000
45831		3220 Reyna Resendiz		350.00					
	06/17/19	Refund of Cleaning Dep Pov Ctr		350.00		POVAH	2210 214001		101000
45832		999999 NINA SANTILLAN		350.00					
	05/13/19	Refund clng dep for Pov ctr		350.00		POVAH	2210 214001		101000

06/28/19  
16:51:21

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 7/19

Page: 5 of 9  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45833		99986 Michele DesRochers 06/11/19 Training 6/10/19		105.80 105.80			LIBRAR 2220 460100	380	101000
45835		2214 MMCT & FOA 06/28/19 Annual Dues Liz Roos 06/28/19 Annual Dues Lanie Gospodarek		100.00 50.00 50.00		ADMIN FINANC	1000 410210 1000 410510	335 335	101000 101000
45836		2682 TW Enterprises, Inc. 41003 06/18/19 Sewer supplies 41002 06/18/19 Sewer supplies		1,161.10 578.61 582.49		SEWER SEWER	5310 430600 5310 430600	398 398	101000 101000
45837		626 Yellowstone Arctic Yamaha 37594 06/17/19 Repairs for Chain saw/weed wak		296.86 296.86		PARKS	1000 460430	369	101000
45838		2195 Code Publishing Company 63800 06/07/19 Annual Web Fee 6/2019		480.00 480.00		FINANC	1000 410510	356	101000
45839		2 Forsgren Associates P.A. 119179 05/25/19 Operation Support 119178 05/25/19 water model 119178 05/25/19 Sewer WW FPS 119123 04/25/19 Moonrise Meadows		20,127.50 4,110.00 5,000.00 11,250.00 -232.50		PLAN WATER SEWER	1000 411000 5210 430500 5320 430640 1000 411000	398 354 934 398	101000 101000 101000 101000
CI	5								
45840		1061 Lane and Associates 019 06/10/19 Year's Consortium Fee		225.00 225.00		ADMIN	1000 410210	356	101000
45841		75 Montana League Cities/Towns West201906 06/05/19 2019-2020 Membership Dues		511.34 511.34*		LEGIS	1000 410100	335	101000
45842		3115 Spiffy Biffy 06/10/19 Porta Potty Tennis Courts		92.50 92.50		PARKS	1000 460430	398	101000
45843		1674 Madison Crossing 178 05/22/19 Mmbrshp for Kearney 7/19-12/19 178 05/22/19 Mmbrshp for VanLee 7/19-12/19 178 05/22/19 Mmbrshp for Maehrer7/19-12/19		720.00 240.00 240.00 240.00		POLICE POLICE POLICE	1000 420100 1000 420100 1000 420100	130 130 130	101000 101000 101000
45844		65 T & E 42GS043979 06/21/19 Glass		230.76 230.76		STREET	1000 430200	369	101000

06/28/19  
16:51:21

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 7/19

Page: 6 of 9  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45845		3221 Rocky Mountain Electric		47,650.00					
	2019-070	06/26/19 Electical wrk for shrt-tm W		47,650.00		SEWER	5320 430640	934	101000
45846		2189 Custom Logo		15.00					
	17830	05/20/19 shipping fees for recreatioin		15.00		RECREA	1000 460449	226	101000
45847		999999 SCOTT GRIGGS		300.00					
		cemetery 06/27/19 Cem. Plot buy-back		200.00		CEM	2240 343320		101000
		cemetery 06/27/19 Cem. Perpetual care refund		100.00		CEN	2701 343350		101000
45848		3222 Snow Makers		120,960.00					
	0073936IN	06/14/19 evaporator		146,660.00		SEWER	5320 430640	934	101000
	0073936IN	06/14/19 weather device control pane		27,500.00		SEWER	5320 430640	934	101000
	0073936IN	06/14/19 cable floats		590.00		SEWER	5320 430640	934	101000
	0073936IN	06/14/19 upgrade package		15,000.00		SEWER	5320 430640	934	101000
	0073936IN	06/14/19 smi automation support		5,600.00		SEWER	5320 430640	934	101000
	0073936IN	06/14/19 freight		6,250.00		SEWER	5320 430640	934	101000
	0073936IN	06/14/19 less deposit		-80,640.00		SEWER	5320 430640	934	101000
45849		999999 MARY ANDERSON		100.00					
		06/26/19 Restitution		100.00		COURT	7469 212401		101000
45850		999999 REGJECAN M PITT		210.00					
		06/26/19 Restitution disbursement		210.00		COURT	7469 212401		101000
45851		999999 CHERRYLL STRAIN-HALL		125.00					
		06/26/19 restitution distribution		125.00		COURT	7469 212401		101000
45852		999999 KW CORP		175.00					
		06/26/19 Restitution Disbursement		175.00		COURT	7469 212401		101000
45853		999999 MCKELLE R. OSTLER		50.00					
		06/26/19 Restitution Disbursement		50.00		COURT	7469 212401		101000
45854		999999 PATRICK FONTIN		990.00					
		06/26/19 Restitution Disbursement		990.00		COURT	7469 212401		101000
45855		999999 LORI HURST		60.00					
		06/26/19 Restitution Disbursement		60.00		COURT	7469 212401		101000



06/28/19  
16:51:21

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 7/19

Page: 8 of 9  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	06/27/19		Park Grounds & Maintenance	3,092.78		PARKS	1000 460430	365	101000
	06/27/19		Park Supplies	659.12		PARKS	1000 460430	220	101000
	06/27/19		Park Buildings	37.50*		PARKS	1000 460430	366	101000
	06/27/19		Park small items of equipment	201.27		PARKS	1000 460430	212	101000
	06/27/19		Recreation/sum rec supplies	186.91		REC	1000 460449	220	101000
	06/27/19		Safety supplies	98.74		SAFETY	1000 430200	229	101000
	06/27/19		Learning Center Supplies	135.76			1000 411255	220	101000
	06/27/19		Short Term WW project	530.50		SEWER	5320 430640	934	101000
			# of Claims	57	Total:				272,354.21

---

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$51,396.49
2101 Marketing & Promotions (MAP)	
101000 CASH	\$15,805.38
2210 Parks & Recreation	
101000 CASH	\$700.00
2220 Library	
101000 CASH	\$2,733.96
2240 Cemetery	
101000 CASH	\$200.00
2701 Cemetery Perpetual Care (7050)	
101000 CASH	\$100.00
2850 911 Emergency	
101000 CASH	\$1,122.17
5210 Water Operating Fund	
101000 CASH	\$7,916.84
5310 Sewer Operating Fund	
101000 CASH	\$8,750.87
5320 Sewer Replacement Depreciation Fund	
101000 CASH	\$180,390.50
7458 Court Surcharge HB176	
101000 CASH	\$505.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	\$530.00
7468 Public Defender Fee	
101000 CASH	\$0.00
7469 City Court - Judge Gibson	
101000 CASH	\$1,710.00
7699 Victims Assistance Program	
101000 CASH	\$493.00
Total:	\$272,354.21

WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Work Session**  
**June 18, 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

Travis Watt, Head Dispatcher Brenda Martin, Robert Patzke, Kaitlyn Johnson and Ellen Butler – Yellowstone Historic Center, Randy Wakefield-Fall River Electric, Richard & Teri Gibson, Fire Chief Shane Grube, Chad Shanks-Safelink Communications

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

Portions of the meeting are being recorded.

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

### **WORK SESSION**

---

Mayor Schmier calls the meeting to order at 6:00 PM. The purpose of the work session is to discuss the preliminary General Fund budget for FY 2020. Finance Director Lanie Gospodarek presents a spreadsheet that highlights the changes in the general fund from the previous year. She and Town Manager, Dan Sabolsky, point out changes and additions to the budget that are anticipated in the next year. Gospodarek points out that the Town Clerk's salary and expenses have been moved from Finance to Administration. The Council discusses increases to the Court Clerk's salary due to holding court more often, increasing the IT (information technology) budget to replace computers and antiquated equipment, and how much to budget for legal services. Mayor Schmier comments that the \$5000 that has been rolled over for surveillance cameras at the Town Hall is probably not enough and recommends a number closer to \$30,000. The Council reviews the budget for Police and the group discusses if it is necessary to hire a sergeant, which would increase their force to seven sworn officers. They discuss leaving the position as it is budgeted, noting that they don't have to fill all seven positions. Gospodarek describes minor changes to Social Services budget, Recreation and Parks. She also explains how they budget for employee termination payouts, insurance, and the risk share with Community Health Partners. Greg Forsythe asks where is the newly created Water and Waste Water Superintendent position budgeted? Gospodarek explains that position will be budgeted in the Enterprise Funds.

### **ACTION TAKEN**

---

- 1) Motion carried to approve Purchase Order #6811 to H&K Contractors, Inc. to pave the parking area by the clinic and the Union Pacific Dining Lodge for \$53,177.50. (Burke, Martineau) Johnson and Forsythe are opposed, motion passes.
- 2) Motion carried to approve Purchase Order #6808 to Tri-State Excavating for purchase gravel for the new parking area by the clinic and Union Pacific Dining Lodge for \$12,000. (Burke, Martineau) Johnson and Forsythe are opposed, motion passes.
- 3) Motion carried to approve Purchase Order #6809 to Rand Olsen Construction, LLC to repair broken windows at the Union Pacific Dining Lodge for \$6854.00. (Burke, Forsythe)
- 4) Motion carried to approve Purchase Order #6810 to Yellowstone Log Chinking to repaint the Povah Center for \$7000.00. (Martineau, Burke)

- 5) Motion carried to approve the Treasurer's and Securities Reports, dated June 18, 2019. (Martineau, Forsythe)
- 6) Motion carried to approve the claims, which total \$243,969.84. (Burke, Martineau)  
Burke abstains from #45777 to Morning Glory Coffee & Tea for \$33.75.
- 7) Motion carried to approve the Consent Agenda, which includes the minutes of the June 4, 2019 Town Council Meeting. (Johnson, Burke)
- 8) Motion carried to deny the business license application made KW Corporation for a residential rental at 408 Gibbon. (Martineau, Burke)
- 9) Motion carried to require attendance of the Code Enforcement Officer (Deputy Public Services Superintendent) at the Planning Board meetings. (Johnson, Burke)
- 10) Motion carried to approve the Application for Outside Amplification for the 5<sup>th</sup> Annual Ambassador BBQ on June 22, 2019 between the hours of 5 PM and 9 PM. (Forsythe, Burke)
- 11) Motion carried to approve the Application for Outside Amplification Permit for the Fourth of July Celebration at 629 Madison Avenue between the hours of 4 PM and 10 PM on July 4, 2019 on the condition that the application is signed by the real property owner. (Johnson, Forsythe)
- 12) Motion carried to approve the Application for Outside Amplification Permit for the 49<sup>th</sup> Annual West Yellowstone Rod Run on August 2-3, 2019 between the hours of 10 AM and 10:30 PM. (Martineau, Burke)
- 13) Motion carried to approve Resolution No. 730, a resolution that exempts Pioneer Park from the open container law during the Rod Run, August 2-3, 2019. (Johnson, Burke)
- 14) Motion carried to approve the first reading of Ordinance No. 269, an ordinance that authorizes the establishment of five separate departments of the Town. (Burke, Martineau) Johnson is opposed, motion passes.
- 15) Motion carried to approve Resolution No. 731, a resolution that adopts the preliminary budget for FY 2020. (Forsythe, Martineau)

#### **Council Comments**

Mayor Schmier reports that the Green Up West Yellowstone group met last night. They are tackling new projects and always looking for support to promote recycling and clean up in the community. Martineau mentions that the first Farmers Market is this Thursday, June 20 and the 4<sup>th</sup> of July is only two weeks ago.

#### **Presentation-Chad Shanks, Northwest Data Com/Safelink Internet**

Shanks introduces himself and explains his purpose tonight is to update the Council on their progress towards completing the fiber optic installation project. He says that by September, they will have completed the install in the Madison Addition and have service to every residence. They also anticipate completing 90% of the old town by October. He says that they have planned ahead to have a waste container available to pick up debris as it is collected. He says that they are also working on door-hangers to notify residents a week ahead of time, noting that they have the option to refuse the service but it does increase property value. He says that they do have a dual system so there is a backup if something is damaged. He says that he would like to come before the Council again in August and deliver an update on their progress. Schmier encourages Shanks to make sure their installation team is aware when they are on private property as there were issues last year. Burke mentions that he was contacted through Facebook about setting up new service by someone he doesn't know. He asks what is the relationship between Northwest Data Comm and Safelink. Shanks explains that Northwest Data Comm is

owned by Safelink Internet, the construction branch of the company. Shanks clarifies that they will lay the cable to each lot during this project for free with no obligation to sign up with Safelink. However, if the property owner passes and wishes to be hooked up at a later time there will be an installation cost.

## **DISCUSSION**

---

- 1) Forsythe says he disagrees with #6811 and says that they have alleys and parking lots that need more attention and he will vote against this purchase order. Sabolsky says they are making an effort to clean up this area and alleviate parking during events. Johnson says he agrees with Forsythe to an extent and feels like the money should actually be spent on the buildings. The Council discusses drainage of the new parking area and the fact that there is a lot of snow stored in that area.
  - 3) Sabolsky notes that \$5040 of this purchase order was for an emergency repair to a broken window and the other \$1814 was maintenance.
  - 4) Sabolsky points out that the money for this project came from a donor to be spent on the Povah Center.
  - 6) Forsythe asks about the \$31,000 bill to CenturyLink. Head Dispatcher Brenda Martin explains that the bill is to install and set up the text to 911 system. Sabolsky adds that Martin wrote a grant for the project and they were awarded \$32,000.
  - 9) Sabolsky explains that at the last Council Meeting, they discussed reorganizing the Planning Board and possibly electing a new chair for the board, but that was not discussed at the last meeting. The Council agrees that they do not want to replace Patterson on the board but they do want David Arnado, Code Enforcement, to attend the meetings.
  - 11) The Council discusses the event permit application for the celebration and clarifies that the applicant does not have an open container exemption for public property and the celebration must stay on private property. Chief of Police Scott Newell indicates he will meet with the organizers and clarify that.
  - 14) Johnson says that he voiced his concerns during the amended staffing plan discussion in May, but points out that there is now have one department with only one employee and another that only has two seasonal employees.
- A) **Advisory Board Reports:** Teri Gibson reports on the recent **Planning Board** meeting. She reports that the board met and discussed how projects will be handled going forward and how the new processes work. She says they discussed setting up Town email accounts for everyone on the Planning Board.
- Town Manager Dan Sabolsky reports on the **Recreation Advisory Board** meeting. He says they discussed capital projects for the next year, a restroom at the tennis courts, finally building a volleyball court, summer recreation program. He says they have had an issue this year with kids attending that are not quite 5 years old and they need to establish a set policy. They also discussed tee ball, a 3 on 3 basketball tournament, and ultimate frisbee.
- B) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky reports on walking new projects through the planning process with the Planning Board. The evaporators for the sewer lagoon arrived today and they have been set and they are working on the wiring. They are meeting with the Taylor Luther Group later this week to work on strategy to get the additional 1% passed on the ballot this fall. They have reviewed the rental regulations for the Povah Center and they are working on updating them. He also reports on meeting Vice President Pence last week as well as the Secretary

of Interior. The facilities study for wastewater is underway and they are working on flow calculations. They are going to visit one more type of wastewater treatment plant in July before deciding which type of plant to install. He also mentions that Public Services Superintendent Dave Arnado is focusing more time on code enforcement and they are making progress on following up on complaints. Dianna Hansen has been hired as the Social Services Assistant and Patterson is preparing to extend two employment offers for Public Services. He says they met with one of the owners of the West Yellowstone Star today and are hoping to work out a way to retain a newspaper in our community.

**Public Services** Superintendent James Patterson reports that they are planning to apply magnesium chloride to the alleys during the week of the 4<sup>th</sup> of July. They are mowing the lawns twice a week and hope to bring more staff on shortly. He says they have sidewalk maintenance scheduled as well. Johnson says he has heard a couple complaints about the younger seasonal laborers and driving maneuvers. He suggests talking to them about their driving habits. Patterson also reports that the new recycling bin is now open to the public in the Public Works yard.

**Finance** Director Lanie Gospodarek reports on wrapping up business license renewals and setting up new recreation software.

**Social Services** Director Kathi Arnado reports on the challenge of doing all the reports for her department, the increase in people camping long-term in the area, and access from the Hispanic community. Schmier recommends reaching out to the snowmobile rental community when they are low on winter clothes.

Chief of **Police** Scott Newell reports that the residents on Gibbon and Boundary were great to work with during Vice President Pence's visit last week. He says there is a "Forest Fenn" convention in town this weekend. The air conditioning unit in the generator room at the Police Department went down last week and they are working to repair it as soon as possible.

#### **Public Comment Period**

Travis Watt addresses the Council on behalf of the Snowmobile Events Committee. He reports that they ended "in the black," but they have decided that after 29 years they are no longer going to put on the annual snowmobile expo. Watt explains that they have struggled to get enough help to put it on, the industry has changed, and so has the racing circuit.

### **CORRESPONDENCE**

---

Johnson says he received a letter from an individual named Alfred Hadley Newman. He declines to read it out loud because he believes it contains some facts, some fiction, and some speculation but says it should be acknowledged as part of the public record.

The meeting adjourns into executive session to discuss the Town Manager's compensation at 9:35 PM. The meeting reconvenes at 10:30 PM and then adjourns.

The meeting is adjourned. (10:30 PM)

---

Mayor

ATTEST:

---

Town Clerk

TOWN OF WEST YELLOWSTONE  
**Town Council Work Session**  
**June 25, 2019**

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

OTHERS PRESENT: Town Manager Daniel Sabolsky, Public Services Superintendent James Patterson, Finance Director Lanie Gospodarek, Chief of Police Scott Newell, Head Dispatcher Brenda Martin, Travis Watt, Denice Sabolsky, Fire Chief Shane Grube

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

---

Mayor Schmier calls the meeting to order and announces that the purpose of the meeting is to discuss the FY 2020 budget, specifically the Special Revenue Funds and Debt Service Funds. Finance Director Lanie Gospodarek explains that Special Revenue Funds are defined as funds that come from specific sources and the revenue received always stays in that fund. She says that the Resort Tax Fund is a special revenue fund that does not have limitations on how the funds are spent. Funds collected for the resort tax fund are usually transferred to the general fund or capital budgets. Gospodarek explains that they estimate how much the Town will collect in resort taxes, but attempt to be conservative. The final collection numbers for FY 19 will come in this week, but they are expecting to be close to last year, approximately \$4.4 million for the year. The Council also discusses the money collected in TBID funds and the possibility of there being a decrease in collections. Johnson says that there are some hotels in town that are purposely not renting all of their rooms because they don't have the staffing to clean the rooms. Sabolsky says that he talked to two hotel owners today who indicated that they think they are down 3%-5% from last year. Gospodarek briefly describes the off-street parking funds, parks & rec donations for the teen center, volleyball court fund, and community garden. She describes the recreation program scholarship fund and explains that this fund is where they hold donations for scholarships for the participants of the Smokey Waters Day Camp. Gospodarek explains that the Library is funded partially by Gallatin County, property tax, and an allocation from the general fund. The allocation from the general fund this year will be \$140,000. The Council asks about the increases to this budget. Gospodarek explains that most of the increases are due to personnel costs. Gospodarek describes the cemetery permits fund, which is funded by the sale of cemetery plots. They discuss the CDBG local fund, which has money that can be lent out to support economic development. They also discuss the Cemetery Perpetual Care Fund. Sabolsky says that he has asked the town attorney to review what perpetual care funds can be used for since they have not spent any of these funds in several years. Gospodarek explains that the gas tax funds contain money that comes through the State and can be used for road and street infrastructure and 25% can be used to purchase of capital equipment that is used on the streets. She also explains that the gas tax BARSAA funds are additional funds that can be used for road and street infrastructure but must be matched by local funding. She also describes the 911 Emergency funds, which revenue comes through the State and the County to operate the emergency response system. The final special revenue fund is the crime victims assistance fund. This money is collected to assist victims of crime, but may also be used to bring witnesses to town to testify in court cases.

Gospodarek briefly describes the Debt Service Funds, which includes payments on the General Obligation (GO) Bond. The bond payments this year will be approximately \$293,985. She says that they typically collect more through taxes than they need to make the bond payments, so they will probably make an additional payment on the bond this year. Schmier asks if the voters approve the additional 1% resort tax this fall, will they have to amend the budget? Sabolsky answers that yes, they most definitely will. Gospodarek reports to the Council that the Department Heads are meeting tomorrow to finalize the Capital Improvement Plan and they will distribute that to the Council after that meeting. Johnson reminds the staff that he requested a copy of the capital improvement plan that indicates which projects have been completed this year.

Mayor Schmier says the final item on the agenda is a possible executive session regarding a personnel issue involving the Town Manager. Town Manager Dan Sabolsky says he does not need to close the meeting and reads a letter out loud. His letter is a response to a very negative letter about him as the Town Manager, which was recently distributed to several members of the community and circulated online. Sabolsky says the letter that was written about him contained many allegations that are false. He says that he understands that freedom of speech is a protected right, that right comes with a price. He says that he has discussed the issue at length with the Town Attorney. He says he would welcome an opportunity to sit down with the author of the original letter, but maintains that he holds himself to the highest of standards and welcomes any scrutiny to ensure that the operation of the Town is kept above board. Sabolsky says that he would like to post his response letter on the Town's Facebook page. The Council considers Sabolsky's suggestion and whether the original letter should be considered an official complaint or just a matter of opinion. Martineau suggest that the Council write a letter of support for Sabolsky. The Council debates whether they can write a letter of support without first investigating the allegations in the letter. Chief Newell suggests that the Town send a letter to the individual that signed the original letter at the post office box that was on the envelope, as it is still uncertain whether the name is an alias. Martineau says that the letter was slanderous and inappropriate and they should defend that. Burke agrees and says that regardless of whether they are elected, appointed or employed, if they are undermining each other they will make no progress. He says he would support writing a letter that supports Sabolsky and the rest of the staff, but avoid responding to any of the specific allegations in the original letter. The Council discusses how to react to the original letter and what is the appropriate way to respond. They ultimately agree to get more direction from the Town Attorney before making any public statements.

The meeting is adjourned, 7:30 PM.

---

Mayor Brad Schmier

ATTEST:

---

Town Clerk

# Town of West Yellowstone Business License Application

Business Name: Sweet Home Montana -  
 Applicant: Steve Keene  
 Contact Person: Brandi Kadlec  
 Mailing Address: PO Box 2108  
 Physical Address of Business: 128 Geyser St.  
 Phone Number: 406 640 0243 Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Signature of Property Owner of Record: 

Subdivision: \_\_\_\_\_  
 Block: 20 Lot: 1

Zoning District, please mark one:

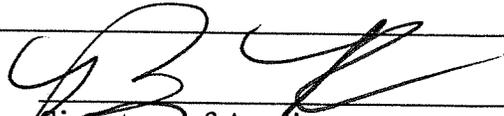
- B-3 Central Business District (Old Town)
- B-4 Expanded Business District (Grizzly Park)
- E-2 Entertainment District (Grizzly Park)
- PUD Planned Unit Development (Grizzly Park)
- Residential Districts, Home Occupations Only (Mad Add)
- New Business
- Change of Location
- Transfer of Ownership
- Name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

1 Nightly Rental

Business License Fee: \$ 53.<sup>00</sup>  
 Resort Tax Bond: \$ 500.<sup>00</sup>

  
 Signature of Applicant

Total Amount Due: \$ 553.<sup>00</sup>

Signature of Applicant  
6/21/19  
 Date

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

# Site Plan

Business Name:

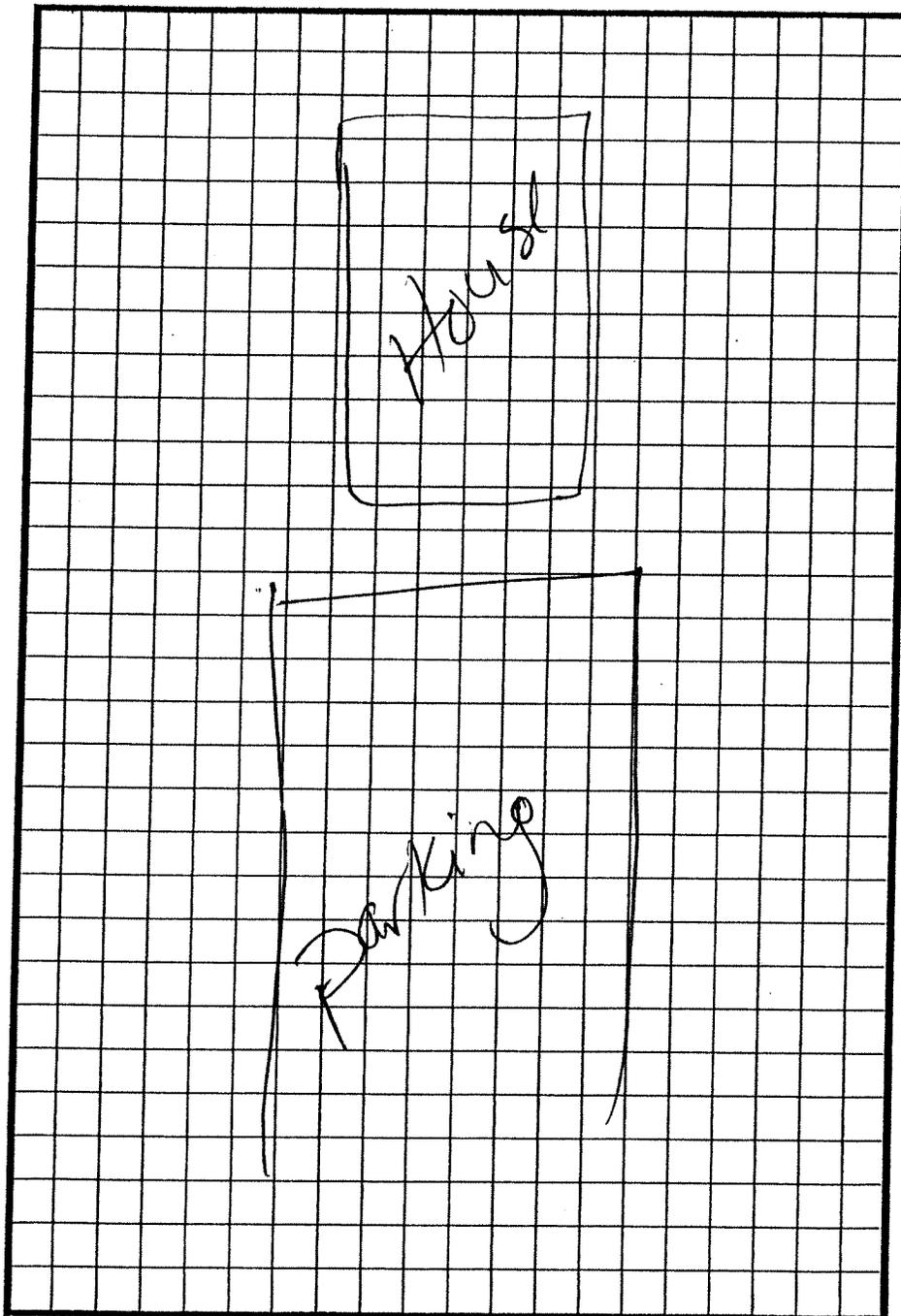
Business Owner:

Business Street Address:

Block:

Lot:

Subdivision:



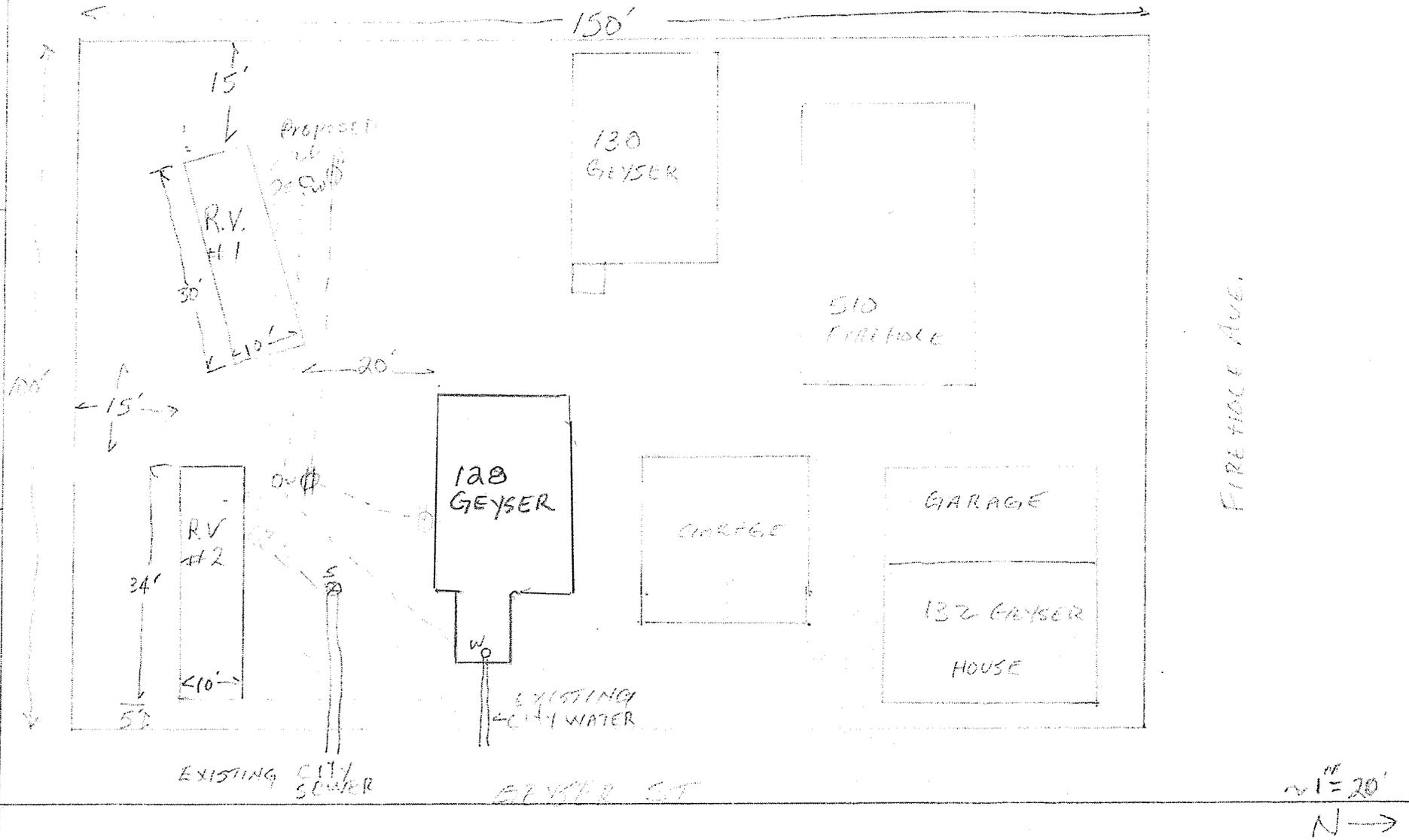
Scale: 1 inch = 20 feet

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

STEVE KEENE 406-641-0199 W.D. Box 885  
WEST YELLOWSTONE, MT 59755

LOT 1, BLOCK 2 ORIGINAL WEST YELLOWSTONE TOWNSITE

Proposed RV Limited Services Campground



I Steve Keene, would appreciate the waiver of the \$500 bond due to my tax history.

Thank you,

A handwritten signature in black ink that reads "Steve Keene". The signature is written in a cursive style with a long horizontal flourish at the end.

\* No tax history - ER

# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

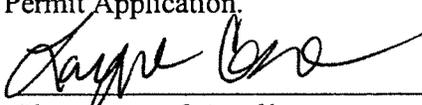
## Town of West Yellowstone, Montana



Event: Closing Ceremony for 6th Annual Montana Ride to Remember  
 Sponsor Organization: Montana POW/MIA Awareness Association  
 Sponsor Address: P.O. Box 7693 Helena, MT 59602  
 Contact Person: Layne Cope  
 Contact Phone: 406-461-2095 Fax: \_\_\_\_\_  
 E-mail Address: LAYNE.COPE@CHARTER.NET  
 Date(s) of Event: 17 Aug 2019 Approx: 3:30PM to 5:30PM  
 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  
 Resort Tax Bond: \$ \_\_\_\_\_  
 Vendor(s) Fee: \$ \_\_\_\_\_  
 Total Due: \$ \_\_\_\_\_

  
 \_\_\_\_\_  
 Signature of Applicant  
 3 Jun 2019  
 \_\_\_\_\_  
 Date

Date Received by the Town: 6/4/19 gr



# Montana POW/MIA Awareness Association

*Our vision is to promote, fund, educate and otherwise encourage accountability for past POW's and MIAs from our nation's wars as well as the release of any current POW's (prisoners of war) or MIAs (missing in action) being unlawfully held. We also strive to support and promote veterans and related causes, issues, and organizations.*

**Visit us at: [mtridetoremember.org](http://mtridetoremember.org)**

25 Jun 2019

Our 6<sup>th</sup> Annual Montana Ride to Remember will take place this year on August 17<sup>th</sup>, 2019. This is a patriotic motorcycle ride dedicated to the memory of the more than 82,000 POW/MIA personnel from across the nation, with a special focus on the 53 from Montana. This event is escorted by Montana Highway Patrol along Highway 287 - Montana's POW/MIA Memorial Highway - from Helena to West Yellowstone. The motorcycle procession will be led by a five person "missing man formation" and 53 riders in our group will be carrying "dog tags", each dog tag represents and contains information of one of the 53 Montana POW/MIA personnel. In the past, we have had approximately 200 motorcycles participating.

The table below provides a time estimate of when we will pass by or arrive/depart the various communities along our route. Some communities are quite organized with people standing along the road waving American and/or POW/MIA flags as our participants pass by. We are providing this notification in case members of your community may be interested in standing by the road in the memory of and to show support for the repatriation our nation's POW/MIA personnel.

### Helena – Start Memorial Mission

10:15 AM	Depart Memorial Park, Helena	➡	10:30 AM	East Helena, MT
10:59 AM	Townsend, MT		11:13 AM	Toston, MT

### Three Forks – Rest/Refuel Break

11:36 AM	Arrive Three Forks Town Pump	➡	12:16 PM	Depart Three Forks Town Pump
12:39 PM	Harrison, MT		12:52 PM	Norris, MT
1:03 PM	McAllister, MT			

### Ennis – Rest/Refuel Break

1:11 PM	Arrive Ennis, MT	➡	2:15 PM	Depart Ennis, MT
3:16 PM	Grayling, MT		3:35 PM	Arrive Pre-West Flag-Up Pullout
3:50 PM	Depart Pre-West Flag-Up Pullout			

### West Yellowstone – Memorial Mission Complete

3:55 PM	Arrive West Yellowstone, MT
---------	-----------------------------

You may visit our website or our Facebook presence (below) for more information about our group. Please contact, Layne Cope, at 461-2095 or [layne.cope@charter.net](mailto:layne.cope@charter.net) if there are questions.

<http://mtridetoremember.org>

<https://facebook.com/MTRideToRemember>

**Montana POW/MIA Awareness Association - 501(c)(3)**

## Event Detail

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

We will be riding down Highway 287 - Montana POW/MIA Memorial Highway - from Helena to West Yellowstone. We would be stopping at the pull out just North of West Yellowstone so ride participants can attach flags to their bikes for a short parade through town. We would like to ride South bound down N. Canyon St, Right turn on Yellowstone St, Right turn on N. Dunraven St, continuing North bound across Firehole Ave, right turn into the parking lot on the SouthWest corner of the park. We expect to have between 200 and 300 motorcycles with us and a handful of chase vehicles. We would park our trailer in the North East corner of the parking lot, and drop the ramp to be used as a mobile stage for our closing ceremony. It is expected that the actual ceremony would last between 30 to 45 minutes and then we would sell a few ride related items and present some raffle items to their winners. Once this is complete, we would disperse to our evening lodging or return trips home. We are also working with Firehole BBQ so our participants may eat there and will be mentioning the Music in the Park event to our participants so they may participate in that as well later in the evening. We would like to have roads through town blocked temporarily as we ride through to expedite our trip through town. We will have a MHP escort from Helena to West Yellowstone and are also working with County and City Law enforcement for escorts as well as Fire Department for flag displays. Continued on attached:

## **Event Description - Continued**

Our event is strictly a motorcycle ride, we do not encourage, nor do we provide any alcoholic beverages to our participants. The Montana POW/MIA Awareness Association is a 501(c)(3) non-profit organization. This event is our largest fund-raising event that supports our activities throughout the year, it is free to participate in the ride, we make money strictly from donations and by selling a few different items related to the ride; hats, t-shirts, challenge coins, ride patches, raffle tickets, etc. We have no outside vendors participating in the event. We will have a small single speaker sound system we use during our closing ceremony and while drawing the raffle prizes.

We would like to have access to the restroom facilities during this time as well as having the lot reserved for our participants if possible since having the bikers park close to our closing ceremony will encourage them to stay and participate. Over the last 5 years, we have held our closing ceremony in the parking lot in front of Park One restaurant and it has worked okay but after 3 or so hours on the motorcycles, standing on the hot hard asphalt for the closing ceremony has not been pleasant. We are hoping that the park will allow are participants to rest on the grass and find a little shade in that corner of the park near the parking lot during our ceremony and they will stay around a bit to visit with their fellow participants before dispersing through town.



**Tow Vehicle**

**7x14 Cargo Trailer**

**Firehole BBQ**

While the motorcycles are stopped at the pullout "flagging up", our chase vehicle with our trailer would proceed to Pioneer Park, parking as show to begin setup for the closing ceremony. The ramp on the trailer is used as a temporary stage and we would use a small amplified public address system so participants could hear the presentation while they relax in the shade and at picnic tables. We would set up a few folding tables with the items we are selling and to display our raffle items near the trailer or maybe in the trees just off the parking lot to the North of the trailer. The remainder of the parking lot would be used for motorcycle parking, as well as maybe up N. Dunraven St a bit. Also, the owner of Firehole BBQ has said we can park bikes around her place of business if necessary.

# SITE PLAN

Event: 6<sup>th</sup> Annual Montana Ride to Remember Closing Ceremony



# VENDING AND SALES

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

Event: 6th Annual Montana Ride to Remember

Date(s) 17 Aug 2019

Attach additional sheets as necessary.

Primary Sponsor: MT POW/MIA Awareness Assn

Contact Person: Layne Cope

Address: P.O. Box 7693

Helena, MT 59604

Phone: 406-461-2095

Type of sales: Ride related items

Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Type of sales: \_\_\_\_\_

Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Type of sales: \_\_\_\_\_

Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Type of sales: \_\_\_\_\_

Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Type of sales: \_\_\_\_\_

Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Type of sales: \_\_\_\_\_

Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Type of sales: \_\_\_\_\_

Resort Tax applicable: YES  NO

Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Type of sales: \_\_\_\_\_

Resort Tax applicable: YES  NO

**FOR OFFICE USE ONLY**

Department	Initials	Date	Comments
Pub Services	JB	6/20/19	
Fire	BB	6/20/19	
Police	SN	6/20/19	
Finance	LA	6/20/19	
Administration	DS	6/20/19	

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

\_\_\_\_\_

\_\_\_\_\_

Approved

Denied

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

\_\_\_\_\_  
Date

**ATTACHMENTS**

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



## Outside Amplification Permit Application Town of West Yellowstone

Event: 6th Annual Montana Ride to Remember

Contact Person: Layne Cope

Mailing Address: P.O. Box 7693 Helena, MT 59604

Email Address: layne.cope@charter.net

Phone Number: 406-461-2095

Signature of Property Owner of Record: Layne Cope

Digitally signed by Layne Cope  
Date: 2019.06.03 20:28:51 -06'00'

Date(s) of Event: 17 Aug 2019

Location: Pioneer Park

Amplification between the hours of: 3:30PM and 5:30PM

Description of Event: Closing Ceremony for 6th Annual Montana Ride to Remember. An amplified public address system will be used during the ceremony and to draw raffle tickets.

Layne Cope

Digitally signed by Layne Cope  
Date: 2019.06.03 20:29:05 -06'00'

Signature of Applicant

3 Junj 2019

Date

### FOR OFFICE USE ONLY

Decision by Town Council:

Approved

Disapproved

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

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

\_\_\_\_\_  
Date

**From:** Penny Cope  
**To:** Elizabeth Roos  
**Cc:** Lanie Gospodarek; "Layne Cope"  
**Subject:** WAIVER REQUEST >>>> FW: 17 August 2019 - 6th Annual Montana Ride to Remember - Closing Ceremony Request/Applications  
**Date:** Thursday, June 27, 2019 10:07:27 PM  
**Attachments:** image001.png

---

Elizabeth, it was very nice to meet you on Tuesday when Layne and I played hooky from work and rode to your nice little town. I really do appreciate the time you took to explain each decision we need to make about planning our last leg of our annual ride.

We held a meeting on Wednesday and our group is excited about the possibilities we have discovered and agree with our decisions related to location, food options, etc.

We, the Montana POW/MIA Awareness Association, wish to REQUEST A WAIVER FOR THE \$1,500 DEPOSIT THAT YOUR OFFICE ASKS FOR TO ENSURE COLLECTION OF THE RESORT TAX THAT YOU ARE DUE.

We will watch for your reply and will prepare accordingly. Thanks.

Have a super 4<sup>th</sup> of July!

**Penny Cope, Ride Captain**  
**Montana POW/MIA Awareness Association**

<http://mtridetoremember.org>

<https://www.facebook.com/MTRideToRemember>

**THEY WILL NEVER BE FORGETTEN!**

**From:** Layne Cope <[layne.cope@charter.net](mailto:layne.cope@charter.net)>  
**Sent:** Monday, June 24, 2019 7:10 AM  
**To:** 'Elizabeth Roos' <[eroos@townofwestyellowstone.com](mailto:eroos@townofwestyellowstone.com)>  
**Cc:** 'Lanie Gospodarek' <[lgospodarek@townofwestyellowstone.com](mailto:lgospodarek@townofwestyellowstone.com)>  
**Subject:** RE: 17 August 2019 - 6th Annual Montana Ride to Remember - Closing Ceremony Request/Applications

Thank you Ms Roos,

We are a pretty small non-profit dedicated to bringing awareness to Prisoner of War/Missing in Action personnel as well as other veteran related issues. While this is are largest fund raiser for the year, we MAY make \$3,000 - \$4,000 in net profit between the sales at our BBQ on Friday night and

# 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

## RESOLUTION NO. 732

### A RESOLUTION OF THE WEST YELLOWSTONE TOWN COUNCIL NOTIFYING THE GALLATIN COUNTY ELECTION ADMINISTRATOR OF THE TOWN'S DESIRE TO CONDUCT THE 2019 CITY GENERAL ELECTION BY MAIL BALLOT IN ACCORDANCE WITH SECTION 13-19-202, MCA.

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

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

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

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

**WHEREAS**, an official ballot will be mailed to every qualified elector of the Town of West Yellowstone with the goal of increasing voter participation in the municipal elections for 2019; and

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

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

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

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

**NOW THEREFORE BE IT RESOLVED** that the Town Council of the Town of West Yellowstone hereby notifies the Gallatin County Election Administrator of the Town's desire to conduct the 2019 city's general election by mail ballot in accordance with Sect. 13-19-202, MCA.

**BE IT FURTHER RESOLVED THAT**, the Town Council of the Town of West Yellowstone hereby notifies the Gallatin County Election Administrator that ballots should be mailed **25** days before the election.

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

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

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

**APPROVED BY THE WEST YELLOWSTONE TOWN COUNCIL**  
**this \_\_\_\_ day of \_\_\_\_\_, 2019.**

\_\_\_\_\_  
Mayor

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

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

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

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

ATTEST:



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



# Mail Ballot Written Plan, Timetable and Instructions

MUST BE RECEIVED BY SECRETARY OF STATE NO LATER THAN 60 DAYS BEFORE ELECTION DAY. COMPLETE, SAVE AND EMAIL THIS FORM TO [SOSELECTIONS@MT.GOV](mailto:SOSELECTIONS@MT.GOV). THIS DOCUMENT MAY BE AMENDED UNTIL THE 35<sup>TH</sup> DAY BEFORE THE ELECTION. ELECTION CAN BE CANCELLED AT ANY TIME PERMITTED BY LAW. A SEPARATE PLAN MUST BE SUBMITTED FOR EACH TYPE OF ELECTION.

Written Plan		Response
1	Legal Name of Jurisdiction	Town of West Yellowstone
2	Name of County or Counties Involved	Gallatin County
3	Estimated # of Electors (including Active, Inactive, and Provisional in jurisdiction; Inactive voters are only provided ballots by request but should be included in estimate)	648
4	Type of Election (e.g., trustee/director/governing body, levy, bond, creation, etc.)	Trustee/Director/Governing Body
5	Postage to return ballot paid by: elector or election office (& if insufficient, who pays)	Election Office
6	Describe procedures you will use to ensure security and transport of ballots	Ballots will be deposited in locked ballot box and secured in locked area. Any transportation of ballots will be conducted by at least two officials.
7	Ballots will be printed based on: precinct, ward, or district	District
8	For <b>school</b> elections, specify signature verification procedures:	Not Applicable; not a school election
Timetable		Date
1	Date applicable documents sent to the governing body <i>No date set by law, but should be no later than 60 days before election. Documents include: 1) written plan; 2) statement of decision to conduct election by mail; 3) list of reasons for decision; and 4) statement regarding right of governing body to object under <a href="#">13-19-204</a>.</i>	TBD
2	<b>Actual</b> date of submission of plan, timetable, and instructions to Secretary of State (Must be received by Secretary of State at least 60 days before election.)	TBD
3	Last day for governing body to opt out of mail ballot (no later than 55 days before election – if the election is on a Tuesday, the last day to opt out is a Wednesday)	September 11, 2019
4	Secretary of State approves, disapproves or recommends changes to plan	Within 5 days of SOS receipt of plan
5	County election administrator publishes notices at least 3 times in the 4 weeks before the close of regular registration specifying close of voter registration and availability of late registration  (For <b>all non-school and school</b> elections, to be published by the <b>county election administrator</b> at least 3 times in the 4 weeks preceding the close of registration, once per week. School clerks running school elections will need to coordinate with the county election administrator to have the county election administrator publish the notices of close of registration. <a href="#">13-2-301</a> )	September 22, 2019 September 29, 2019 October 6, 2019
6	Publish notice of election  (All <b>non-school</b> elections: <a href="#">13-1-108</a> , MCA; <b>school</b> elections: <a href="#">20-20-204</a> , MCA. For <b>school</b> elections, notice must be published at least <b>once</b> between 40 and 10 days before the election in a newspaper (if there is one in the district) and in 3 public places in the district, and for 10 days prior to the election, on the district’s website, if the district has an active website)	September 29, 2019 October 13, 2019 October 20, 2019
7	Close of regular voter registration  (30 days before election; move to 29 days before election when 30th day falls on a Sunday)	October 7, 2019
8	Beginning of late voter registration (applicable to all elections)  (Late registration opens for all elections <b>the day after</b> the close of regular registration)	October 8, 2019
9	Specific date on which ballots will be mailed  (No sooner than 20 days or later than 15 days before election)	October 16, 2019
10	Election Day	November 5, 2019

**Additional Information** (to access the sections of law below, visit <http://leg.mt.gov/bills/mca/index.html>):

List here any special requirements from applicable laws: Water/Sewer (7-13-2212; 7-13-2325), Fire (7-33-2106), Museum (7-11-1011(5)), Cemetery (7-11-1011(5)), Drainage (85-8-305), Irrigation (85-7-1710); certain Special Districts (7-11-1011(5); defined in 7-11-1002(3)(b)).

**Affirmation:**

By entering my name on the line below, I affirm that I will conduct the election according to the written plan and timetable for conducting the election. I understand that any undeliverable ballots must be filed securely, retained and available for electors to vote and that I must attempt to contact electors whose ballots are undeliverable. If such electors cannot be contacted otherwise, electors in **odd-year elections** will be mailed a notice and the guidelines in [13-19-313](#), MCA and ARM [44.3.2710](#) will be followed. (For school trustee elections: If a school trustee election is cancelled for any reason, I understand I must follow the deadlines and process in [20-3-313](#) MCA.)

Eric Semerad

Name(s) of Election Administrator(s) Conducting Election

Complete the above plan and timetable **and the instructions below**, and save and email this form to [soselections@mt.gov](mailto:soselections@mt.gov).

INSTRUCTIONS FOR VOTING A MAIL BALLOT – PLEASE READ CAREFULLY

Read carefully and follow all directions

Ballots must be received by election office by 8 p.m. on Election Day

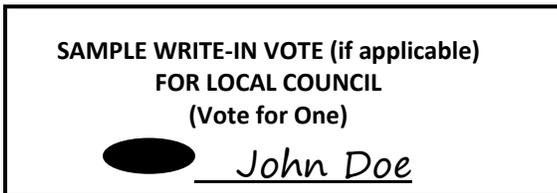
Failure to follow directions may invalidate part or all of your ballot

1. VOTE YOUR BALLOT

- As instructed on the ballot, mark the designated voting area for each race using only black or blue ink pen.
- Vote in all columns and both sides of ballot(s) as applicable. *Skipping a race will not invalidate your ballot.*
- Do not** cross out, erase, or use correction fluid.
- Do not** make any identifying marks on your ballot.
- Do not** mark more choices than allowed for each race (overvote) as that will cause that race only to not be counted.



- If applicable, to write in a candidate's name, mark the designated voting area to the left of the line provided and print the name in the blank space.



- If you make a mistake or spoil your ballot, request a replacement ballot from the election office.

2. PREPARE BALLOT FOR SUBMITTAL

- Place VOTED ballot in the SECRECY ENVELOPE and seal (if multiple sheets, return all sheets of the ballot).
- SIGN YOUR signature** on the voter affirmation on the back of the Signature Envelope. Failure to sign may invalidate your ballot.
- If the signature on the affirmation does not match the signature on file, the ballot may be rejected.
- Place the Secrecy Envelope containing your voted ballot into the Signature Envelope and Seal.



3. RETURN BALLOT

- Mail your ballot; or
- Drop off ballot:



The place(s) of deposit and the days and times when ballots may be returned to the places of deposit before election day and on election day are:

**Gallatin County Election Department**  
311 W. Main St. Room 210, Bozeman, MT 59715  
Monday – Friday = 8:00 AM to 5:00 PM  
through November 4, 2019  
Election Day, November 5, 2019 = 7:00 AM to 8:00 PM

**West Yellowstone City Clerk Office**  
440 Yellowstone Ave, West Yellowstone, MT 59758  
Monday – Friday = 8:00 AM to 5:00 PM  
through November 4, 2019  
Election Day, November 5, 2019 = 7:00 AM to 8:00 PM

- This election is by mail ballot only – regular polling places will not be open. Ballots must be received at the election office by 8 p.m. on Election Day, **November 5, 2019**. (Note: a postmark cannot be accepted so if you mail your ballot make sure there is enough time for it to reach the election office.)

**No Postage Necessary**

A postage-paid envelope is provided.



**ASSISTANCE FOR VOTERS WITH DISABILITIES:** There are options for voters with disabilities. Contact your election office for information about all options.

**MILITARY/OVERSEAS VOTERS:** If you are an active-duty absent military voter or overseas citizen, electronic registration and voting options may be available. Contact your election office for information about all options.

**IF YOU HAVE QUESTIONS CONTACT THE ELECTION OFFICE**  
AT:

Phone: 406-582-3060

Fax: 406-582-3068

Email: [gallatin.elections@gallatin.mt.gov](mailto:gallatin.elections@gallatin.mt.gov)



# **ORDINANCE No. 269**

## **AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AUTHORIZING THE ESTABLISHMENT OF DEPARTMENTS WITHIN THE TOWN OF WEST YELLOWSTONE, AMENDING TITLE 2 OF THE WEST YELLOWSTONE MUNICIPAL CODE.**

WHEREAS, the Town Council of the Town of West Yellowstone believes that creating a specific department within the Town to address all issues with the Town is in the best interests of the health, safety and welfare of the citizens of West Yellowstone; and

WHEREAS, Section 3.07 of the Charter for the Town of West Yellowstone, adopted by the electorate on November 3, 2015, provides that the Town Council shall establish by ordinance any department necessary to perform the duties and obligations imposed upon the Town by law or by the Charter; and

WHEREAS, the current West Yellowstone Municipal Code does not contain reference to the different departments that currently exist and operate within the Town, nor does it make provision for new departments; and

WHEREAS, on May 7, 2019, the Town Manager of the Town of West Yellowstone, recommended to the Town and the Council approved the “Town of West Yellowstone Staffing Plan” which includes five separate departments as follows:

- Finance
- Police
- Social Services
- Public Services
- Sewer/Water

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of West Yellowstone that the town departments identified above shall be established and shall be supervised by the Town Manager, in accordance with the Charter, the West Yellowstone Municipal Code and the Town of West Yellowstone Personal Policy.

**Section 2: REPEALER:** All ordinances and parts of ordinances in conflict with provisions of this ordinance, except as provided above, are hereby amended or repealed.

**Section 3: EFFECTIVE DATE:** This ordinance shall be in full force and effect thirty (30) days after final adoption by the Town Council of the Town of West Yellowstone.

**Section 4: SEVERABILITY:** If any portion of this ordinance or the application therefore to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which may be given effect without the invalid provisions or application and, to this end, the provisions of this ordinance are declared to be severable.

PASSED BY the Town Council and approved by the Mayor of the Town of West Yellowstone, Montana, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

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

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

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

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

ATTEST:



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

# Fireworks Regulations

- Discharge of fireworks are allowed in the Town of West Yellowstone between the hours of 12 Noon on July 1 and Midnight on July 4.
- **Do not** discharge fireworks from or into any national forest, national park, state recreation area, or state highway
- **Do not** discharge fireworks within one hundred feet of a church or medical clinic or within fifty feet of any business
- **Do not** discharge fireworks in the downtown business area (call for specifics)
- **Do not** discharge fireworks within two hundred feet of any flammable fuel or compressed gas (propane tanks)
- **Do not** discharge fireworks on the “Old Airport”/80 acres section, west of Town
- **DO** clean up any debris, garbage or litter that is left behind!

For more information, please contact the Town Hall  
646-7795 or [info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com).

Have a Safe and Happy 4<sup>th</sup> of July!

