

Town of West Yellowstone

Tuesday, November 26, 2019

West Yellowstone Town Hall, 440 Yellowstone Avenue

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Purchase Orders

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of the November 5, 2019 Town Council Meeting** ∞

Business License Applications

- Adventure Inn, Tabled 8-20-19 ∞

Advisory Board Report(s)

Town Manager & Department Head Reports

Comment Period

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

NEW BUSINESS

Mistletoe Magic Holiday Bazaar

- Request to waive resort tax bond and vendor fees

Discussion/Action ∞

Marketing & Promotions Fund Award Recommendation

- Rodeo Run Sled Dog Race 2019, \$6575

Discussion/Action ∞

Water Rights Agreement-Montana Fish Wildlife & Parks

Discussion/Action ∞

Staffing Plan Update

Discussion/Action ∞

Resort Tax Increase Implementation, Letter to Merchants

Discussion ∞

Sidewalk Clearing Letter

Discussion ∞

Correspondence/Meeting Reminders/FYI

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. 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.

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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 11/19

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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46273	11/01/19	2575 WY Tourism Business Improvement October 2019 collections		68,204.24 68,204.24		TBID	2102 411800	540	101000
46275	11/11/19	2845 Kasting, Kauffman & Mersen, PC legal services		4,655.60 4,650.00		LEGAL	1000 411100	352	101000
	11/11/19	postage/copies		5.60		LEGAL	1000 411100	870	101000
	11/11/19	phone/fax		0.00		LEGAL	1000 411100	345	101000
	11/11/19	travel		0.00		LEGAL	1000 411100	373	101000
46276	Oct 2019	1089 Gallatin County Treasurer 10/31/19 Tech surcharge		1,308.00 325.00		COURT	7458 212200		101000
	Oct 2019	10/31/19 MLEA		395.00		COURT	7467 212200		101000
	Oct 2019	10/31/19 Public Defender		0.00		COURT	7468 212200		101000
	Oct 2019	10/31/19 Victims Assistance		588.00		COURT	7699 212200		101000
46277	10/31/19	2088 Town West Yellowstone utility chrgs, Chamber, 895		907.36 56.74		BLDGS	1000 411257	340	101000
	10/31/19	utility chrgs, UPDL, 892		76.72		BLDGS	1000 411252	340	101000
	10/31/19	utility chrgs, PS Shops, 884		35.34		BLDGS	1000 411253	340	101000
	10/31/19	utility chrgs. Povah Ctr, 887		68.21		BLDGS	1000 411255	340	101000
	10/31/19	utility chrgs, Police Dept, 886		45.37		BLDGS	1000 411258	340	101000
	10/31/19	utility chrgs, City Park, 885		442.56		BLDGS	1000 411253	340	101000
	10/31/19	utility chrgs, Library, 891		35.99		LIBBLD	1000 411259	340	101000
	10/31/19	utility chrgs, Lift #1, 903		15.28		SEWER	5310 430600	340	101000
	10/31/19	utility chrgs, Twn Hall, 921		131.15		TWNHAL	1000 411250	340	101000
46278	10/29/19	95 Energy West-Montana nat gas 210361788 updl		2,270.73 308.30		UPDH	1000 411252	344	101000
	10/29/19	nat gas 210360293 Police		28.58		POLBLD	1000 411258	344	101000
	10/29/19	nat gas 210361746 Pub Services		463.90		STREET	1000 430200	344	101000
	10/29/19	nat gas 210361811 old firehall		144.20		PARK	1000 460430	344	101000
	10/29/19	nat gas 210363966 old bld ins		84.25		STREET	1000 430200	344	101000
	10/29/19	nat gas 210360540 library		177.02		LIBBLD	1000 411259	344	101000
	10/29/19	nat gas 210364599 Povah		552.42		POVAH	1000 411255	344	101000
	10/29/19	nat gas 210361697 Iris Lift St		31.44		PUBSVC	1000 430200	344	101000
	10/29/19	nat gas 210365425 Twn Hall		452.04		TWNHAL	1000 411250	344	101000
	10/29/19	nat gas 210361655 Mad Add Sewe		28.58		SEWER	5310 430600	344	101000
46280	2019685	2853 Two Seasons Recycling 10/31/19 monthly recycling		500.00 500.00		PARKS	1000 460430	534	101000

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46282		2546 Century Link QCC		12.72					
	10/23/19	long dist chg 406-646-7600		12.72		DISPAT	1000 420160	345	101000
46283		2558 Hebgen Basin Fire District		54,210.00					
	11/01/19	November 2019		46,877.00		FIRE	1000 420400	357	101000
	11/01/19	employee grant November 2019		7,333.00		FIRE	1000 420471	140	101000
46284		266 Utilities Underground Location		59.66					
	9105328	10/31/19 excavation notifications		59.66		WATER	5210 430500	357	101000
	11/30/19	excavation notifications		0.00		SEWER	5310 430600	357	101000
46285		2789 WEX Bank		3,533.00					
	11/01/19	07 Ford Expedition 6-54563A		215.34*		SS	1000 450135	231	101000
	11/01/19	06 Dodge Durango 6-1374		154.94		PUBSER	1000 430200	231	101000
	11/01/19	17 Dodge Ram #1		61.26		POLICE	1000 420100	231	101000
	11/01/19	17 Dodge Ram #2		321.75		POLICE	1000 420100	231	101000
	11/01/19	10 Ford Expedition 6-000046		63.95		POLICE	1000 420100	231	101000
	11/01/19	11 Ford Expedition 6-21425A		24.64		POLICE	1000 420100	231	101000
	11/01/19	10 JD Backhoe 310SJ		81.95		STREET	1000 430200	231	101000
	11/01/19	77 Int'l Dumptruck		0.00		STREET	1000 430200	231	101000
	11/01/19	Snow Blower		0.00		STREET	1000 430200	231	101000
	11/01/19	02 Freightliner		0.00		STREET	1000 430200	231	101000
	11/01/19	140 G Grader		0.00		STREET	1000 430200	231	101000
	11/01/19	CAT 936 Loader		0.00		STREET	1000 430200	231	101000
	11/01/19	91 Ford 6-582		197.34		STREET	1000 430200	231	101000
	11/01/19	15 Sweeper		0.00		STREET	1000 430200	231	101000
	11/01/19	SS Snow Blower Green		0.00		STREET	1000 430200	231	101000
	11/01/19	14 Water Truck		0.00		STREET	1000 430200	231	101000
	11/01/19	00 Freightliner Dump 6-60700A		105.97		STREET	1000 430200	231	101000
	11/01/19	2010 JD 772 Grader		343.12		POLICE	1000 420100	231	101000
	11/01/19	02 Freightliner Dump 6-54564A		76.54		STREET	1000 430200	231	101000
	11/01/19	08 Ford Pickup 6-1450		44.63		STREET	1000 430200	231	101000
	11/01/19	08 GMC Pickup 6-1484		205.69		STREET	1000 430200	231	101000
	11/01/19	08 CAT 938H Loader		203.91		STREET	1000 430200	231	101000
	11/01/19	08 904B MiniLoader		47.52		STREET	1000 430200	231	101000
	11/01/19	01 Freightliner truck 1		138.42		STREET	1000 430200	231	101000
	11/01/19	01 Freightliner truck 2		117.83		STREET	1000 430200	231	101000
	11/01/19	08 Ford Escape (multi-use)		50.84		DISPAT	1000 420160	370	101000
	11/01/19	14 Police Interceptor		210.61		POLICE	1000 420100	231	101000
	11/01/19	15 Ford F-250		139.64		STREET	1000 430200	231	101000
	11/01/19	18 Dodge Ram-PW		247.24		STREET	1000 430200	231	101000
	11/01/19	18 Dodge Ram-Police		280.05		POLICE	1000 420100	231	101000
	11/01/19	19 Dodge Durango		199.82		POLICE	1000 420100	231	101000

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46286	2952 DIS Technologies	595.00					
	35022 11/05/19 Monthly Managed Svcs-Dspatch	595.00		DISPCH	1000 420160	398	101000
46287	2952 DIS Technologies	737.00					
	35032 11/05/19 Email accounts/managed IT	737.00		IT	1000 410580	355	101000
46289	2822 ClearBlu Cleaning Services	3,960.00					
	10/31/19 Oct 2019 - Town Hall	1,000.00		TWNHLL	1000 411250	357	101000
	10/31/19 Oct 2019 - Povah Center	450.00		POVAH	1000 411255	350	101000
	10/31/19 Oct 2019 - Library	400.00		LIBRY	1000 411259	357	101000
	10/31/19 Oct 2019 - Park Bathrooms	500.00		POVAH	1000 411253	357	101000
	10/31/19 Oct 2019 - Rend. Ski Building	260.00		POVAH	1000 411256	350	101000
	10/31/19 Oct 2019 - Chamber Bldng.	1,100.00		CHAMB	1000 411257	357	101000
	10/31/19 Oct 2019-Dispatch Center	250.00		POLICE	1000 411258	398	101000
46292	2421 NAPA Auto Parts	3,069.64					
	10/31/19 Napa Supplies	2,778.93		STREET	1000 430200	220	101000
	10/31/19 Sewer treatment & disposal	259.14		SEWER	5310 430640	212	101000
	10/28/19 Comm. Help Fund	31.57		HELP	7010 450135	231	101000
	11/30/19 NAPA supplies - gloves	0.00		WATER	5210 430500	220	101000
	11/30/19 NAPA supplies - coveralls	0.00		SEWER	5310 430600	220	101000
46325	2264 MORNING GLORY COFFEE & TEA	33.75					
	625682 11/04/19 Dispatch Coffee	33.75		DSPTCH	1000 420160	220	101000
46326	533 Market Place	190.45					
	10/08/19 Gift Certificate D A	48.17		LEGISL	1000 410100	220	101000
	10/15/19 Gift Certificate S T	50.00		LEGISL	1000 410100	220	101000
	10/16/19 Legis supplies	43.71		LEGISL	1000 410100	220	101000
	10/28/19 Legis supplies	48.57		LEGISL	1000 410100	220	101000
46328	999999 LORI A. HURST	20.00					
	11/07/19 Restitution Disb. TK1102017306	20.00		COURT	7469 212401		101000
46329	999999 PATRICK FRONTIN	1,000.00					
	11/07/19 Restitu. Disbur.TK1102019306	1,000.00		COURT	7469 212401		101000
46330	999999 REGJEAN MAISHA PITT	35.00					
	11/07/19 Restitut.Disbur.TK1102018425	35.00		COURT	7469 212401		101000

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46331		11/07/19 Restitu.Disburs.TK110201944	999999 MARY S. ANDERSON	30.00 30.00		COURT	7469 212401		101000
46332		12641 10/02/19 Street Office Supplies 9028 10/24/19 Water sample postage	2099 Quick Print of West Yellowstone	41.50 9.98 31.52		STREET WATER	1000 430200 5210 430500	220 357	101000 101000
46333		031799 10/31/19 Pull & Set Motor	3224 American Pump Co.	1,017.50 1,017.50		SEWER	5310 430630	369	101000
46334		37271 10/31/19 Hydrology Services	3198 HydroSolutions, Inc.	2,745.76 2,745.76		WATER	5220 430530	939	101000
46335		10/28/19 DSL Pub Serv Office 646-7949	2813 Century Link	62.00 62.00		ROAD	1000 430200	345	101000
46336		04/23/19 invoice number P41358	2800 RDO Equipment Co.	306.72 416.57 -109.85		ROAD	1000 430200 1000 430200	369 369	101000 101000
CI	9								
46337		L140467 09/05/19 Well Building Project	3066 Core & Main	1,220.99 1,220.99		WELL	5220 430530	939	101000
46338		72 11/11/19 Consulting Services 7/19-11/19	3176 Magda Nelson - Local Government	542.50 542.50		AUDITN	1000 410530	353	101000
46339		11/01/19 Contracted Services	2898 TransUnion Risk and Alternative	50.00 50.00		POLICE	1000 420100	398	101000
46340		93725002 10/31/19 ArcGIS Annual Maintenance	2561 ESRI	400.00 400.00		ITWATR	5210 430500	355	101000
46341		10/31/19 Water propane for new Well	254 Firehole Fill Up/Economart	176.61 176.61		WATER	5210 430500	220	101000
46342		00811180 10/31/19 Welding supplies	764 General Distributing Co.	53.94 53.94		ROAD	1000 430200	220	101000

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46343		999999 SILVER TROUT PHOTOGRAPHY		300.00					
	11/05/19	Aerialimagesof fire scene Poli		300.00		POLICE	1000 420100	398	101000
46344		2537 Balco Uniform Co., Inc.		506.00					
	55925 11/05/19	J. Trujillo Uniforms		506.00		POLICE	1000 420100	226	101000
46345		3242 Fisher's Technology		12.21					
	745723 10/29/19	Finance Copier maintenance		12.21		FINANC	1000 410510	363	101000
46346		2635 Jake's Automotive and Tire		1,918.21					
	22921 10/23/19	08GMC truck Repairs		888.88		STREET	1000 430200	361	101000
	23026 11/05/19	06Dodge truck repairs		1,029.33		STREET	1000 430200	361	101000
46347		999999 ALMA CLARK		450.00					
	0001 11/06/19	Coach for Flgftbl & Soccer		450.00		RECREA	1000 460440	220	101000
46348		633 Bozeman Trophy & Engraving		32.00					
	19682 10/21/19	Ribbons or trophies for Red Dp		32.00		RECREA	1000 460440	220	101000
46349		999999 MICHELE DESROCHES		429.20					
	10/25/19	Travel for Training DesRoches		285.00		LIBRY	2220 460100	370	101000
	10/23/19	Travel for Training DesRoches		128.20		LIBRY	2220 460100	370	101000
	10/29/19	Pick up rare book in Ennis Des		16.00		LIBRY	2220 460100	370	101000
46350		1089 Gallatin County Treasurer		5.00					
	11/01/19	RRG16671-TV District		5.00		POLICE	1000 420100	870	101000
46351		151 Gallatin County WY TS/Compost		531.65					
	10/31/19	Oct 2019 Household waste		531.65		PARKS	1000 460430	534	101000
46352	E	2673 First Bankcard		479.45					
	23524515 10/03/19	Positive Promotions Hallowee		280.45		POLICE	1000 420100	327	101000
	5385361 10/04/19	Dianna Fred Pryor+		199.00		SOCSE	1000 450135	380	101000
46353	E	2673 First Bankcard		381.58					
	10/02/19	Newell Meals for Phoenix Confe		19.00		POLICE	1000 420100	370	101000
	10/02/19	Newell Meals for Phoenix Confe		26.05		POLICE	1000 420100	370	101000
	10/03/19	Newell Meals for Phoenix Confe		9.98		POLICE	1000 420100	370	101000
	10/03/19	Newell Meals for Phoenix Confe		13.44		POLICE	1000 420100	370	101000
	10/04/19	Newell Meals for Phoenix Confe		9.97		POLICE	1000 420100	370	101000
	10/04/19	Newell Meals for Phoenix Confe		4.34		POLICE	1000 420100	370	101000
	10/04/19	Newell Baggage fee Phoen Conf		30.00		POLICE	1000 420100	370	101000
	10/05/19	Newell Meals for Phoenix Confe		10.20		POLICE	1000 420100	370	101000
	10/05/19	Newell Car Rental Phoen Confer		258.60		POLICE	1000 420100	370	101000

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46354			3085 Buffalo Services, LLC	3,000.00					
	102019	11/09/19	Waterconsulting10/9/19-11/9/19	1,500.00		WATER	5210 430500	354	101000
	102019	11/09/19	Wasteconsulting10/9/19-11/9/19	1,500.00		SEWER	5310 430600	354	101000
46355			999999 NUBIA ALLEN	90.00					
	11/05/19		Court Interpreter	60.00		COURT	1000 410360	350	101000
	11/12/19		Court Interpreter	30.00		COURT	1000 410360	350	101000
46356			3248 Alejandro G. Aviles	815.00					
	11/12/19		Exonerated Bond	815.00		COURT	7469 212401		101000
46357			3249 Associated Employers	300.00					
	20-112420	10/31/19	HR TrainD&A Reasonable Sus(300.00		ADMIN	1000 410210	380	101000
46358			3249 Associated Employers	60.00					
	20-112320	10/23/19	HR101 Webinar Sabolsky	60.00		ADMIN	1000 410210	380	101000
46359			477 C.S. Construction	1,174.64					
	2504	11/10/19	Library Remodeling Project	1,174.64		LIBRY	2220 460100	930	101000
46360			477 C.S. Construction	655.77					
	2505	11/10/19	Column Replacement	655.77		LIBRY	1000 411259	357	101000
46361			65 T & E	535.40					
	42CS044508	11/08/19	Equipment parts	22.76		STREET	1000 430200	369	101000
	42CS044212	11/09/19	Cat equipment parts	512.64		STREET	1000 430200	369	101000
46362			2910 Montana Correctional Enterprises	1,149.85					
	627727	10/24/19	Street signs	1,149.85		STREET	1000 430200	243	101000
46363			E 2673 First Bankcard	3,138.72					
	10/02/19		BillingsConf LaQuintaVely	116.60		ROAD	1000 460440	370	101000
	10/07/19		Work on F350 Exhaust	550.00		ROAD	1000 430200	361	101000
	10/09/19		Amazon	27.16		STREET	1000 430200	220	101000
	66567	10/16/19	Vehicle Repairs Soc Serv	1,018.00		STREET	1000 430200	361	101000
	66563	10/16/19	Vehicle Repairs Soc Serv	39.00		STREET	1000 430200	361	101000
	10/16/19		Guard Rails for UPDL	576.00		UPDL	1000 411252	366	101000
	10/29/19		Amazon	162.96		STREET	1000 430200	220	101000
	66567	10/16/19	Vehicle Mirror '15 Ford Pickup	649.00		STREET	1000 430200	361	101000

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46364		11/10/19	3115 Spiffy Biffy PortaPottyTennisCourt Rent 3mo	487.50 487.50		PARKS	1000 460430	533	101000
46365		11/06/19	3037 White Buffalo Help Fund Voucher	56.00 56.00		HELP	7010 450135	370	101000
46366		119410 10/25/19	2 Forsgren Associates P.A. Misc Engineering Support	7,495.00 7,495.00		PLAN	1000 411000	398	101000
46367		9866 10/11/19	3243 Susan Swimley Confercall Mayor,Manager,Attor	185.00 185.00		LEGAL	1000 411100	352	101000
46368		12756 11/12/19	2099 Quick Print of West Yellowstone 2 Vinyl banners	200.00 200.00		ADMIN	1000 410210	327	101000
46369	E	2964 CITI CARDS		3,136.71					
		C2019MNTNR 10/04/19	Arb. & Labor Confer Johnso	-250.00		ADMIN	1000 410210	380	101000
		10/04/19	Coffee Costco	73.98		TWNHLL	1000 411250	220	101000
		119-570323 10/04/19	NLC Billings Lanie Room	233.20		FINANC	1000 410510	370	101000
		358-243970 10/04/19	NLC Billings Liz Room	233.20		ADMIN	1000 410210	370	101000
		351-518696 10/04/19	NLC Billings Pierre Room	233.20		LEGISL	1000 410100	370	101000
		10/06/19	Blu-Ray 4K player Library	189.00*		LIBRY	2220 460100	220	101000
		10/08/19	Wild West Pizzeria TC Meeting	83.43		LEGISL	1000 410100	220	101000
		10/08/19	Market Place TC Meeting	10.08		LEGISL	1000 410100	220	101000
		10/08/19	iPhone Case Military Grade	29.95		BUILDN	1000 420531	220	101000
		10/10/19	iPhone screen protector	7.99		BUILDN	1000 420531	220	101000
		10/18/19	Soc Serv Supplies	213.26		SOCSE	1000 450135	220	101000
		10/22/19	Buffalo Bar Grill TC Meeting	98.81		LEGISL	1000 410100	220	101000
		SAF-316057 10/24/19	SmartSign falling Ice snow	129.15		PARKS	1000 460430	365	101000
		C2019MNTNR 10/26/19	Halloween supplies recreat	575.92		PARKS	1000 460440	220	101000
		11/01/19	Envelopes USPS store	115.55		FINANC	1000 410510	220	101000
		11/01/19	Postage on the envelopes	550.00		FINANC	1000 410510	311	101000
		11/05/19	Confer in Billings Johnson	242.48		ADMIN	1000 410210	370	101000
		11/05/19	Confer in Billings Hansen	242.48		SOCSE	1000 450135	370	101000
		11/04/19	Copier Toner	85.32*		ADMIN	1000 410210	220	101000
		10/25/19	Dayplanner refill Dan	39.71*		ADMIN	1000 410210	220	101000
46370		3922859 10/30/19	951 Barnes & Noble Books	162.39 104.21		LIBRY	2220 460100	215	101000
		3923017 10/30/19	Books	34.98		LIBRY	2220 460100	215	101000
		3923917 11/01/19	Books	23.20		LIBRY	2220 460100	215	101000

11/22/19
12:32:41

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 11/19

Page: 8 of 10
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
46371	135 Food Roundup	146.19					
	10/02/19 Care & custody Supplies	39.53		POLICE	1000 420230	220	101000
	10/21/19 Care & custody supplies	7.38		POLICE	1000 420230	220	101000
	10/22/19 TC meeting supplies	15.26		LEGISL	1000 410100	220	101000
	10/18/19 Community Help fund supplies	20.55		HELP	7010 450135	220	101000
	10/26/19 Soc Serv Supplies Rope,tape,pa	63.47		SOCSEER	1000 450135	220	101000
46372	2198 Westgate Auto Body	3,054.98					
	3820 10/08/19 2017 Dodge Ram repairs	3,054.98		STREET	1000 430200	361	101000
46373	2822 ClearBlu Cleaning Services	412.50					
	1 10/15/19 Povah cleaning	75.00		POVAH	1000 411255	350	101000
	1 10/15/19 Chamber bathroom cleaning	225.00		CHAMBE	1000 411257	357	101000
	1 10/15/19 park bathrooms	112.50		PARKS	1000 411253	357	101000
46374	2914 NRMEDD	10,000.00					
	15021 11/21/19 final payment EDA grant	10,000.00		PLAN	1000 411000	398	101000
46375	3250 Dianna Hansen	157.00					
	11/20/19 travel, safetyfest	157.00		ADMIN	1000 410210	370	101000
46376	2992 Lisa Johnson	281.80					
	11/20/19 travel, safetyfest Billings	281.80		ADMIN	1000 410210	370	101000
46377	2544 Yellowstone Lodge	49.96					
	10/27/19 Help fund Lodging	49.96		HELP	7010 450135	370	101000
46378	547 WY Chamber of Commerce	14,500.00					
	TNVIC19-20 11/12/19 VIC support 1/2 FY 20	14,500.00		LEGIS	1000 410100	870	101000
46379	1379 Montana Legislative Services	350.00					
	36470 11/08/19 2019 MT code Annotated-full	350.00		POLICE	1000 420100	220	101000
46380	3251 SEI Electric, Inc.	3,503.00					
	182017 11/21/19 Electrical wiring Police Stati	3,503.00		BUILDI	4000 431350	920	101000
46381	1379 Montana Legislative Services	350.00					
	36198 11/08/19 2019 MCA Full Set	350.00		COURT	1000 410360	215	101000

11/22/19
12:32:41

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 11/19

Page: 9 of 10
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
46382			2514 Kathi Arnado	184.71					
			Halloween Food Bank Fundrasier Supplies						
	10/22/19	10/22/19	Roundup Trading Post	8.84		SOCSVC	1000 450135	220	101000
	04217	10/19/19	Walmart	51.60		SOCSVC	1000 450135	220	101000
	583483-03	10/19/19	Deseret Industries	28.62		SOCSVC	1000 450135	220	101000
	10/19/19	10/19/19	Dollar Tree	48.76		SOCSVC	1000 450135	220	101000
		10/19/19	eBay	7.74		SOCSVC	1000 450135	220	101000
	9059419	10/22/19	Amazon	39.15		SOCSVC	1000 450135	220	101000
46383			309 PJ's Plumbing & Heating	610.00					
	99001594	11/22/19	relocate H20 line &meter-CHP	610.00*		CLINIC	1000 411251	357	101000
			# of Claims	72	Total:				213,237.09
			Total Electronic Claims	7,136.46	Total Non-Electronic Claims				206100.63

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
November 5, 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, Chief of Police Scott Newell

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

Portions of the meeting are being recorded.

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

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6849 to RDO Equipment to purchase a snow push plow for the loader and backhoe for \$13,990.00. (Martineau, Burke)
- 2) Motion carried to approve Purchase Order #6850 to Edstrom Construction to rebuild a 14" air line to complete the mix system at the wastewater treatment facility for \$4396.00. (Martineau, Forsythe)
- 3) Motion carried to approve the claims, which total \$66,671.59 (Martineau, Burke) Burke abstains from #46312 to Morning Glory Coffee & Tea for \$33.75, Forsythe abstains from # 46291 to Westmart Building Center for \$4462.89.
- 4) Motion carried to approve the Consent Agenda, which includes the minutes of the October 22, 2019 Town Council Work Session & Meeting. (Burke, Martineau)
- 5) Motion carried to hire Greg Glen Johnson to the position of Water & Wastewater Superintendent on the condition that he signs the presented nepotism memo. (Forsythe, Martineau) Johnson is opposed, motion passes 4 to 1.
- 6) Motion carried to approve the Povah Community Center Rental Application, as presented. (Burke, Martineau)
- 7) Motion carried to accept the proposal from the Town Manager to award one-time bonuses to the town employees: \$450 for Department Heads, \$350 for regular employees, \$100 for occasional part-time employees. (Burke, Forsythe)
- 8) Motion carried to approve the compensation for the Town Manager, Daniel Sabolsky, to include: a 3% pay increase retroactive to January 1, 2019, a \$2500 one-time bonus, and annual cost of living adjustments (COLA) for the years 2020, 2021 and 2022. (Forsythe, Johnson)

Public Comment Period

No public comment is received.

Council Comments

Mayor Schmier congratulates Jeff Mathews Sr. and the high school football team for their success this year, finishing the regular season undefeated and winning the conference. Forsythe also mentions that the Cross Country Girls team took 2nd place at the state meet, the boys team took 6th place and Averi Parker was the first place finisher in the Class C race. Martineau also comments on the excitement of Halloween and how well all the events went. Jerry Johnson notes that Lowell Klatt, Rob Klatt's father, recently passed away. Chris Burke also thanks the Fire Department for its assistance last week with a burner at his coffee roasting business.

- 2) Johnson points out that it is unusual for a consultant to fill out and request approval of a purchase order. Sabolsky responds that they have done this several times since hiring the consultant and he also signed the purchase order.

- 5) The Council discusses the appointment of the Water and Wastewater Superintendent position. Town Attorney Jane Mersen joins the meeting by speaker phone. Town Manager Dan Sabolsky reads a short biography of Greg Glen Johnson, the person recommended to be hired for the position. He explains that they have also prepared a written acknowledgement for Johnson to sign, addressing the fact that Johnson will be supervising his son-in-law, Ben Westphal. Mersen explains that the Town has an anti-nepotism policy, which she believes the Town has the authority to waive because it is just a policy and not an ordinance. Schmier asks Mersen if she is comfortable with this proposal legally, and she says that she is. Johnson asks if it wouldn't just be easier to keep Westphal in Public Services but not be supervised by Johnson? Mersen says it isn't fair to penalize Westphal as he was hired before Johnson. Johnson also says that the Town has been sued in the past for nepotism issues and lost. He also says that he wishes they had some case law to show that this is an appropriate way to handle the issue. Sabolsky says that when they put this memo together, they also consulted with Lilia Tyrrell and got her feedback on it. Sabolsky says that they have handled a similar issue in the past when James Patterson's grandson worked in Public Works. He says that they addressed it then by having someone else supervise the worker. Martineau clarifies that they are asking for proof from other situations that this kind of agreement held up. Chief Newell says that state statute classifies the violation of the anti-nepotism law as a misdemeanor and questions whether waiving it is appropriate. Mersen says that she can do some additional research on the topic, if requested. Schmier asks how many employees will Johnson be supervising? Sabolsky says that on the staffing plan, the intention was to move two employees under Johnson during the summer months and then move them back to the Public Services Superintendent to assist with plowing during the winter months. Forsythe says that he thinks this is a good way to proceed but he is fine with asking Mersen to do additional research on the topic.

Johnson says this is difficult. He says he doesn't doubt that Greg Johnson is the most qualified candidate and will do the best job that he can, but he doesn't think our legal counsel completed the task that was assigned.

- 6) The Council reviews the revised Povah Community Center Rental Agreement. Sabolsky explains that they revised the procedures and added a third type of rental and rate schedule. They now offer commercial, non-commercial, and community event rates. The Council asks multiple questions about how it will be decided when community groups have to pay to use the building. Sabolsky explains that the Town Manager will have to approve the waiving of any fees to use the building.

- 7) The Council discusses staff compensation and specifically bonuses for Town Employees. Sabolsky explains that this was discussed several months ago and notes that these are one-time bonuses and will not come from the 1% additional resort tax, should it pass. Sabolsky recommends bonuses in the amount of \$450 for Department Heads, \$350 for regular employees, and \$100 for the part-time employees such as the yoga and martial arts instructors. He says that they have vacancy savings in the budget in the Police and Public Services departments. He says that they do not have vacancy savings in Social Services, Finance, or Administration but they can cover these amounts with a budget amendment in those departments. Schmier says that when they discussed this in June, he thought the target amount was \$10,000 and that would include a bonus for the Town Manager. Sabolsky advocates for the bonuses for the employees, which total \$10,950.00. Forsythe expresses appreciation for the staff, says this has been a trying year.

- 8) The Council discusses compensation for the Town Manager, Daniel Sabolsky. Schmier says that according to his notes from June 18, 2019, they had come to an agreement which included a 9-month severance option, his contract would remain in effect through January 10, 2023, a pay increase of 3% retroactive to January 1, 2019, a one-time bonus of \$2500. Johnson points out that last year, they agreed on an annual bonus equivalent to two-weeks of pay. He notes that this bonus would be a one-time bonus. The Council also discusses an annual cost of living increase.
- A) **Advisory Board Reports:** Town Manager Dan Sabolsky reports that he did meet with Ken Davis briefly today and they intend to send the revised cemetery ordinance to legal counsel and proceed with adoption before the end of the year.
- B) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky reports that the Music in the Park committee met today and have set dates for events next summer. He says that they also discussed purchasing the sound equipment from Don Perry. Sabolsky reports that they met last week with the project engineer and driller for the new water well. He says they discussed multiple items, finishing up the project, and the water rights. He says they had a meeting yesterday about the casting pond project behind the Union Pacific Dining Lodge. They are putting together a fundraising packet and will hopefully complete the project next year. He reports on processing residential and commercial project applications and allocating water/sewer connections. He says that all the residential applications have been approved and they are working through the commercial applications. The Haunted Asylum at the Police Station and the Haunted House at the Povah Community Center on Halloween both went very well. He says the staff put a lot of time into the projects and they were well attended. He reports that the Recreation Department is putting on a cooking class tomorrow evening at the Povah Center.

Public Services Superintendent James Patterson reports that he attempted to put the new lights up in the park today, but determined they were sent the wrong lights. They will probably start putting up Christmas lights this week and they are going to fix the rain gutters on the west end of the Town Hall. He says they are planning to have a snow meeting for all the snow removal contractors and anyone that intends to store snow on town property. They have tentatively scheduled the meeting for November 20, 2019. Patterson also reports that he met with representatives from the State today who informed him they would no longer allow anyone to push snow across Highway 20. He says they have been doing that for many years so he is going to talk to some more people about it and see what they can work out. **Finance** Director Lanie Gospodarek reports on closing out the last month, correspondence with the auditors, and attendance at a Drug & Alcohol Recognition class this week. Chief of **Police** Scott Newell reports that they have a large structure fire at 600 Yellowstone Avenue, first identified by Officer Anthony Kearney. No one was injured but the fire did spread and destroyed two trailers, a shop, a garage, and multiple vehicles. He said they had assistance on the fire from Old Faithful Fire, Island Park Fire, and Big Sky Fire. He reports that Halloween was a big success, they are fully staffed in the dispatch center, and have police officer candidate interviews scheduled for November 13, 2019. He says the new heating and cooling system in the police station is working well and they appreciate it. They are also filling the last officer position through a transfer from dispatch to police officer and plan to do that next spring when they can correspond with field training and POST.

- C) The Council discusses a letter from the West Yellowstone Tourism Business Improvement District (TBID). The letter addresses the ballot legislation that has been put before the voters to increase the resort tax from 3% to 4%, effective January 1, 2020. The letter requests, on the assumption that the legislation passes, that the Council consider a buffer period through the 2020 summer season to allow lodging properties to only charge the 3% on reservations and contracts made before January 1, 2020. The Council discusses the request at length, considering the effect of delaying the implementation of the tax and whether that is in the best interest of the Town. Jeff

Schoenhard, Regional Manager for Kelly Inns, states that they have 7000 room nights reserved for next summer and need as much notice as possible to plan and prepare for changes. Burke questions whether delaying the implementation of the tax would be fair to non-lodging properties. Schmier agrees and says he doesn't like bending to one special interest group. Johnson says they talked before about establishing implementation dates for everyone. Schmier says they need to work with the Finance Department about making up a new form for the vendors to use. The Council agrees that a letter and the new form needs to be sent to all the merchants. Sabolsky says he will work with the staff to put together a letter and come back with more information.

- D) The Council discusses two letters that have been prepared in the past by the Town to address winter issues. One letter was sent to the downtown business owners in 2009 about clearing snow from the sidewalks in front of the businesses. The other letter is a winter visitor letter that used to be put in the hotel rooms throughout town. Burke asks if it is time to pass a law about sidewalk clearing. Johnson says that he talked to one of the major property owners downtown that did not clear their sidewalks last year, but he has stated he will have them cleared this year. Sabolsky says that in reference to the sidewalk letter from 2009, he doesn't think it is a good idea to actually list the businesses that clear snow. In reference to the welcome visitors letter, Burke says it is much too long and this information should maybe come from the Chamber.

The meeting is adjourned. (9:15 PM)

Mayor

ATTEST:

Town Clerk



Town of West Yellowstone Business License Application

Business Name: The Adventure Inn Yellowstone
 Applicant: Craig Borash
 Contact Person: Brandi Kadlec
 Mailing Address: PO Box 2108
 Physical Address of Business: 103 S Electric St.
 Phone Number: 406 640 0243 Fax Number: _____
 Email Address: Brandi.kadlec@gmail.com Website: _____

Signature of Property Owner of Record: [Signature]

Subdivision: 34
 Block: 2 Lot: 2

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 in process
- Appropriate Town/County/Health Dept approvals (if applicable) Yes No (please attach) in process
- 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.

nightly rental - 5 units

Business License Fee: \$ _____

Resort Tax Bond: \$ _____

Total Amount Due: \$ _____

[Signature]
Signature of Applicant

Signature of Applicant
7/11/19

Date

*Site Plan approved 10-23-18 for four (4) nightly units.

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

* Tabled 8-20-19 TC... RT Bond waived 8-20-19 TC,

Elizabeth Roos

From: David Arnado
Sent: Friday, August 16, 2019 2:28 PM
To: Elizabeth Roos
Cc: David Arnado
Subject: Adventure Inn Yellowstone

Adventure Inn Yellowstone project

During the construction of Adventure Inn Yellowstone, minor changes occurred changing from four rooms to five. Parking had already been approved with two extra parking spaces above what was required. Adding the new room still leaves them with one extra.

David Arnado

Sent from my iPhone



Public Accommodation License Application

Montana Department of Public Health & Human Services
Food & Consumer Safety Section

Received \$40 (check #153) for MDPHHS License fee

License Fees 1 – 10 rooms - \$40 11 – 25 rooms - \$80 26 or more rooms - \$160

**Make check payable to – Montana Department of Public Health & Human Services (MDPHHS)

Please Print

Licensee Name (Business Owner) Westgate Auto body Inc.

Establishment Name The Adventure Inn Yellowstone

Establishment Location Address 103 South Electric Avenue

City West Yellowstone Zip Code 59758 County Gallatin

Mailing Address (If different from above) PO Box 2108

City West Yellowstone State MT Zip Code 59758

Establishment Telephone 406-640-0243 Owner/Corporate Telephone 406-640-0243

Establishment Fax _____ E-mail address brandi.kadlec@gmail.com

I hereby certify that the information I have supplied above is true and correct.

Licensee Signature [Signature] Date 8/7/19

Regulatory authority must submit applications with fees to DPHHS/FCSS
DPHHS will not accept license applications directly from applicants

This section is to be completed and signed by the Regulatory Authority Only!

Type of Establishment (Check one or more – fee is determined by the total number of guest rooms available)

Hotel/Motel # of rooms 5 Bed & Breakfast # of rooms _____

Boarding House/Rooming House/Hostel # of rooms _____ Tourist Home / Vacation Home # of rooms _____

Water Supply

Sewage Treatment

Public, PWSID # MT0003136

Public Town of West Yellowstone

Private, Test Results Satisfactory? Yes No

Private, Permit # _____

Previously Licensed Yes No Former Name of Establishment _____

Previous License Number _____ Last Calendar Year Licensed _____

License Limitations and Restrictions _____

(The above statement will appear on the printed license identifying restriction with this license)

Signature of Regulatory Authority [Signature]
(Signature verifies compliance with applicable statutes and rules for this establishment)

Printed Name of Regulatory Authority Cheryl Tuergens, PhD, RS Date 08-07-19

Please do NOT staple check or money order to license application



CERTIFICATE OF OCCUPANCY

Facility Information

Occupant Name: Adventure Inn Yellowstone

Inspection Date: 11/19/2019
ISG: R-1

City: Town of West Yellowstone

Postal Code: 59758

Street Type: Street
Street Name: Electric

State: MT

Street Number: 103

Inspector: Jessop, James

Contact

First Name: Craig
Last Name: Borash

Email: craigborash@gmail.com
Cell Phone: 406-539-5869

Inspection Information

Inspection Type: Certificate Of Occupancy
Passed: Yes

Signatures

Type	First Name	Last Name	Signature Date	Signature Graphic
Inspector	James	Jessop	11/19/2019	

Inspection Notes

The Adventure Inn has met all Hebgen Basin Fire District requirements.

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: ~~yellowstone-rod-run~~ mistletoe Magic - Holiday Bazaar
Sponsor Organization: Three Wise Women
Sponsor Address: PO Box 344
Contact Person: Stacey Schmier, Diana Morris, Debby Hermanson
Contact Phone: 640-1345 Fax: 646-9205
E-mail Address: SASCHMIE@AOL.COM
Date(s) of Event: Dec. 6, 2019 Dec. 7, 2019
Location of Event: Pavah Center

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

Event Fee: \$ 25.00
Resort Tax Bond: \$ _____
Vendor(s) Fee: \$ _____
Total Due: \$ _____

Stacey Schmier
Signature of Applicant
11/4/19
Date

Date Received by the Town: 11/4/19 ER

VENDING AND SALES

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

Event: Mistletoe Magic Date(s) Dec 6-7 2019

Attach additional sheets as necessary.

Primary Sponsor: Stacey Schmier
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Diana Morris
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Carrie Pope
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Pam Talasco
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Daley Gurd
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Monika Black
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Liz Breyers
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Amy Schmier
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Special Girls
Diane Koningky
Laurie Farmer

Plus a few
more

Event Detail

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

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

This is the 6th year for this event.

It will be held Dec. 6th and Dec 7, 2019.
3-7 PM 9^{am} - 4 PM

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

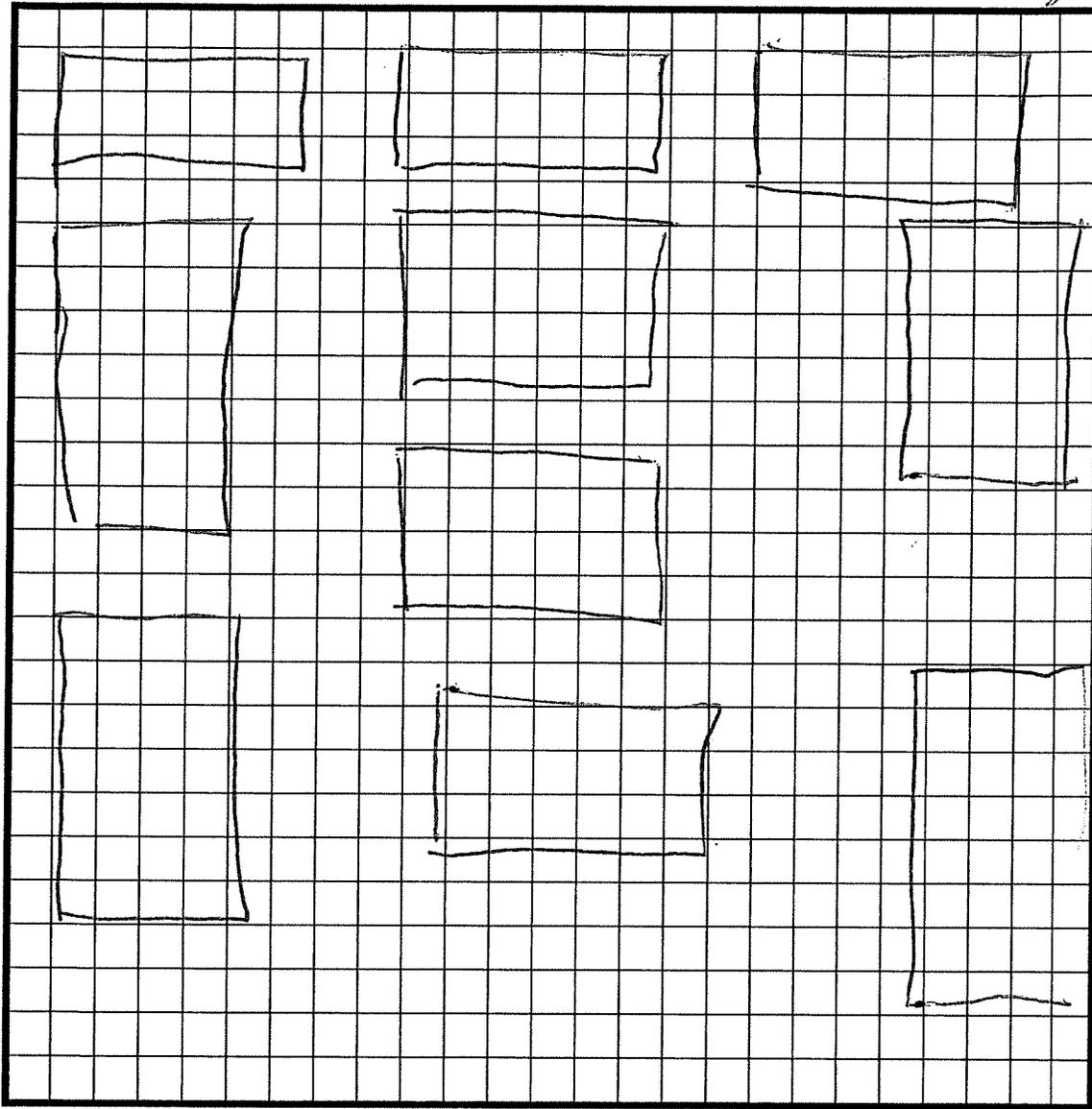
→ TC Approval 11-20-18 ER Last Year approval

SITE PLAN

Event:

Misttotoe Magic

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



Please indicate direction

**Town of West Yellowstone
Marketing and Promotion Fund Advisory Board (MAPFAB)
Recommendation to Town Council for Award Approval**

Event or Project Applicant: Sled Dog Races of West Yellowstone
Event or Project Name: Rodeo Run Sled Dog Race
Date Submitted: 10.4.19
Date Approved by MAPFAB: 11.14.19
Requested Amount: \$6575
Approved Amount: \$6000 for the following expenses: \$1200 Advertising
\$1200 Musher Banquet
\$3600 Purse

If funds are approved, only a \$2500 advance has been authorized by the Board

Recommendation submitted by: John M. Greve, MAPFAB Secretary

- This MAP Fund Award Recommendation is approved by the Town Council
- This MAP Fund Award Recommendation is not approved by the Town Council

_____ Date: _____

Comments:

Copy 1 – Town Clerk
Copy 2 – Town Council
Copy 3 – MAP Fund Advisory Board

MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE

Applicant Information

Applicant Individual or Organization:

Sled dog races of West Yellowstone

Event or Project Contact Person:

Nika Hambly

Address:

PO Box 1775, W. Yellowstone, MT 59758

Phone:

907 957 7639

Email:

guide.nika@gmail.com

Application Submission Date:

10/4/19

Event or Project Information

Event or Project Name:

Rodeo Run Sled Dog Race

Location of Event or Project:

Old airport, Forest Service trails, Canyon St.

Date(s) of Event or Project:

Dec 13-15, 2019

Estimated Total Event or Project Cost:

\$10,575.

MAP Fund Amount Requested:

\$6,575.

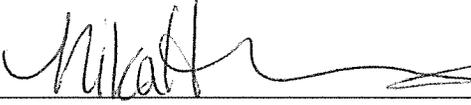
Certification

Applicant Individual or Organization:

Event or Project Name:

On behalf of the individual or organization identified on this application, I understand that:

1. The submitted application meets the eligibility requirements for MAP funds.
2. MAP funds will not be awarded to this event or project without written notification of approval by MAPFAB and the town council.
3. MAP funded events or projects must comply with all federal, state and community licenses, permits, ordinances, laws and regulations.
4. To the best of my knowledge and belief the information in this application is true and correct and the governing body of the applicant has authorized the documentation.

Signature:  Name (printed): Nika Hambly

Title: Race Co-ordinator Date: 12/4/19

For Office Use Only

- Application approved by MAPFAB for total requested amount of _____ Date: _____
- Application approved by MAPFAB for only _____ of total requested amount Date: _____
- Application not approved by MAPFAB Date: _____

Reason:

_____	_____
_____	_____
_____	_____

Rodeo Run Sled Dog Race

Section 1:

The Rodeo Run Sled dog race is a yearly winter event honoring long-time local musher Roger "Rodeo" Vincent who passed away. The starting line is located at the old airport area on Iris St. The race trails follows groomed snowmobile trails on forest service land with a Forest Service special use permit. This is a two day race with participants required to check in a day prior to the race. The event is free to the public. The mushers leave on two minute intervals and travel various mileage depending on which class they have entered. The starting line and finish line are at the same location. See appendix A for a complete map. This is a timed event with the cumulative two day time determining the ranking and prize money. Local businesses typically donate prizes in exchange for advertising at the starting line.

Section 2:

The event will take place Dec. 13-15 20189. Prior week preparation includes: trail marking, packing snow in turnaround via snowmobile, and portable toilet set up. There is a mandatory meeting for all entrants on Dec. 13 held at a local restaurant. The race begins Dec. 14 and Dec. 15 at nine a.m. with musher expected to be finished by two p.m. Clean up after the race will be done the following day. The musher will participate in the Christmas stroll on Canyon Street and feature a meet and greet for the public to talk to real mushers and meet dogs.

Section 3:

The budget is variable depending on the number of entrants and advertising sales. See appendix B for a complete expected budget.

Section 4:

The event is advertised on multiple websites promoting tourism including "distinctlymontana.com" and "Montanaoutdoor.com" as well as "sleddogcentral.com" and the city's events calendar. Flyers will be distributed around the city prior to the event.

Section 5:

There are many benefits to having this race in West Yellowstone. Because West Yellowstone tends to have snow earlier it is one of the first races of the season and draws professional mushers even though the purse is relatively small compared to many bigger races. This event creates public interest for tourists who most likely are not familiar with dog sledding. For many this may be a once in a lifetime opportunity to experience real life sled dog teams and mushers. The event brings revenue to West Yellowstone as the

competitors will rent hotel rooms, purchase fuel, goods, souvenirs, etc., and eat in restaurants. Resort tax will be paid based on competitor entrance fees.

This is my second year my organization has requested MAP funds for this event however in prior years MAP funds have been granted to a different organization for the same race. This event will not occur if MAP funds are not granted. All flyers will acknowledge the race is primarily supported by West Yellowstone businesses as well as verbal acknowledgement at the awards ceremony.

The success of this race will be determined by attendance, community interest, and local business support. When the race was cancelled in 2017 many local businesses and mushers from across the U.S. expressed disappointment and support in keeping the tradition of this race alive. Additionally, the forest service has expressed an interest in continuing this race to promote multi-use during the winter months.

I opened up pre-registration for this event and have already had the maximum number of participants register. There is currently a waiting list.

The race last year was a success. Local business, the forest service, and the musher's all expressed how well they thought it went and were happy to have this event back in West Yellowstone.

Exceptions:

I am asking for advance funding of \$3600 for the purse money. All other expense invoices will be turned in after the completion of the race.

Thank you for your consideration. Any input is greatly appreciated.

Dog Sled Races of West Yellowstone

P.O. Box 1775

West Yellowstone, MT 59758

(907) 957-7639

Expected Budget

10/04/19

Income	Total price
Entrance Fees	\$1,500.00
Business Donations	\$1,500.00
MAP Funds	\$6,575.00
Advertising Sales	\$1,000.00
Notes:	Subtotal \$10,575.00
Expenses	Total price
Application Fee	\$25.00
Portable Toilet	\$400.00
Insurance	\$1,400.00
Musher Banquet	\$1,200.00
Snowmobile Rental/Fuel *see note #2	\$800.00
Forest Service Fees	\$100.00
Advertising	\$1,200.00
Race Marshall Fee	\$375.00
Purse *see note #3	\$3,600.00
Resort Tax	\$50.00
Race Vet	\$375.00
Timing Comany	\$1,000.00
EMT	\$200.00
Notes:	Subtotal \$10,525.00

#1 This is primarily for trail set up and as an emergency rescue vehicle. Due to weather conditions, this amount may vary

#2 This is an approximation. All unused funds go towards the purse

MITIGATION AGREEMENT

This Mitigation Agreement (“Agreement”) is entered into on _____, 2019, between the Town of West Yellowstone (“West Yellowstone”) and the Montana Department of Fish, Wildlife & Parks (“FWP”) (collectively “Parties”) for the purposes of memorializing West Yellowstone’s and FWP’s intent and understanding of and providing consideration for the Consent to Approval (“Consent”) to be submitted by FWP to the Montana Department of Natural Resources and Conservation (“DNRC”).

West Yellowstone has submitted Change Application 41F 30116436 to DNRC, which proposes to add an additional point of diversion and change the place of use of Provisional Permit 41F 58320-00. DNRC’s Technical Report found that the proposed change will result in a new flow depletion of 0.1 cubic feet per second (CFS) in the South Fork Madison River in the reach in which FWP holds an instream reservation for 92 CFS. Without the change, the depletion would have occurred in the Madison River main stem. This depletion will result in an adverse effect to FWP’s instream right when flow in the South Fork Madison is below the instream reservation level. West Yellowstone holds a municipal water reservation for Whiskey Spring, which is tributary to the South Fork Madison River, and is senior in priority to FWP’s instream reservation. Reductions in future use of the municipal reservation as outlined in this Agreement serve to replace the 0.1 cfs depletion in the South Fork Madison River.

In consideration of FWP’s Consent to be submitted to DNRC in conjunction with Change Application No. 41F 30116436, West Yellowstone and FWP agree as follows:

1. Reduction in Water Reservation. West Yellowstone will reduce Water Reservation 41F 70115-00 from Whiskey Springs by 0.1 CFS to a maximum flow rate of 2.55 CFS during the period of October 1 through April 30, and will reduce the annual volume by 42.13 acre-ft (AC-FT) to 1,879.87 AC-FT. West Yellowstone will achieve these reductions by filing a withdrawal form with DNRC thereby withdrawing this portion of Water Reservation 41F 70115-00.

2. Limited Use of Water Reservation. During May through September, if the flow in the South Fork of the Madison River falls below FWP’s instream flow right of 92 CFS at the measuring point located at or as near as practical to the US HWY 20 bridge in the NW NW NW Section 25, TWP 13S, RGE 4E, and FWP notifies West Yellowstone of the insufficient flow, West Yellowstone will limit its diversion from Whiskey Springs under its Water Reservation 41F 70115-00 to a maximum of 2.55 CFS until flows in the South Fork Madison River increase to 92 CFS or more.

3. Timing of Reduction of Water Reservation and Consent. Upon execution of this Agreement, FWP will file with DNRC its Consent for 41F 30116436. This Agreement shall be attached to FWP's Consent as Exhibit A. Upon FWP's filing of its Consent with DNRC, within 10 days thereafter, West Yellowstone shall file a withdrawal form with DNRC to withdraw the portion of Water Reservation 41F 70115-00 as described in ¶ 1 above.

4. Non-Precedence Nature of Agreement. The Parties agree FWP reserves the right to review and object to any future applications not the subject of this Agreement.

5. Restrictions Contingent on DNRC Approval of Application 41F 30116436. The provisions contemplated in this Agreement will only be enforceable provided DNRC approves Application 41F 30116436, including approval of the change by any court on judicial review of any final order by DNRC, including any and all appeals therefrom.

FWP agrees if for any reason DNRC does not accept or give full effect to FWP's Consent, or as further provided under ¶ 5 below, West Yellowstone may unilaterally rescind its withdrawal and/or reinstate that portion of the Water Reservation 41F 70115-00 withdrawn provided under ¶ 1 above, and FWP will cooperate in connection with any such reinstatement.

West Yellowstone agrees that if DNRC subordinates any existing FWP water right claim, permit or reservation by any means or characterization, to any West Yellowstone junior water right claim or permit because of the Consent, the Consent is void.

6. Binding Effect. This Agreement is binding on all Parties hereto and the heirs, successors, and assigns of the same, whether such may be individuals or other legal or governmental entities.

7. Governing Law. This Agreement shall be governed by and accordance with Montana Law.

8. Further Assurances. To the extent additional agreements, documents, or filings are required to implement the terms of this Agreement, the Parties agree to enter into any such agreements and to execute all documents filings to fully effectuate the terms of this Agreement.

9. Specific Performance. The Parties agree, should either West Yellowstone or FWP be required to enforce the terms of this Agreement through litigation, or to seek judicial enforcement of the terms of this Agreement, the remedy of specific performance is expressly agreed to be the preferred remedy.

10. Attorney Fees. If legal action is brought to enforce the terms of this Agreement, in addition to any other relief to which the prevailing party is entitled, the Parties agree the prevailing party is entitled to all recoverable costs and reasonable attorney fees.

EXECUTED this ____ day of _____, 2019.

Town of West Yellowstone

Montana Department of Fish, Wildlife & Parks

By: _____
Print Name: _____
Its: _____

By: _____
Print Name: _____
Its: _____

DRAFT

CONSENT TO APPROVAL

Montana Department of Fish, Wildlife & Parks (“FWP”) holds instream water reservations granted under the Final Order of the Board of Natural Resources and Conservation Establishing Water Reservations in the Missouri River Basin, Above Fort Peck Dam, dated July 1, 1992, (“Final Order”). Under the Final Order, FWP holds an instream reservation in the South Fork Madison River. The purpose of FWP’s instream flow reservation is to protect the fisheries resources and instream values of the South Fork Madison River. Under the Final Order, FWP’s instream water reservation in the South Fork Madison River is the reach from Dry Canyon to Hebgen Reservoir. *See*, Final Or., FWP App., Table 2, p. T-3.

The Town of West Yellowstone (“West Yellowstone”) has submitted Change Application 41F 30116436 to the Montana Department of Natural Resources and Conservation (“DNRC”), which proposes to add an additional point of diversion and change the place of use of Provisional Permit 41F 58320-00. DNRC’s Technical Report found that the proposed change will result in a new flow depletion of 0.1 cubic feet per second (CFS) in the South Fork Madison River in the reach in which FWP holds an instream reservation. This depletion will result in an adverse effect to FWP’s instream right when flow in the South Fork Madison is below the instream reservation level.

In consideration of FWP’s consent to approval provided for herein, West Yellowstone has entered a Mitigation Agreement with FWP, a copy of which is attached hereto.

Pursuant to Mont. Code Ann. §§ 85-2-402(1)(c) and (19), FWP hereby provides its written consent to approve Change Application 41F 30116436.

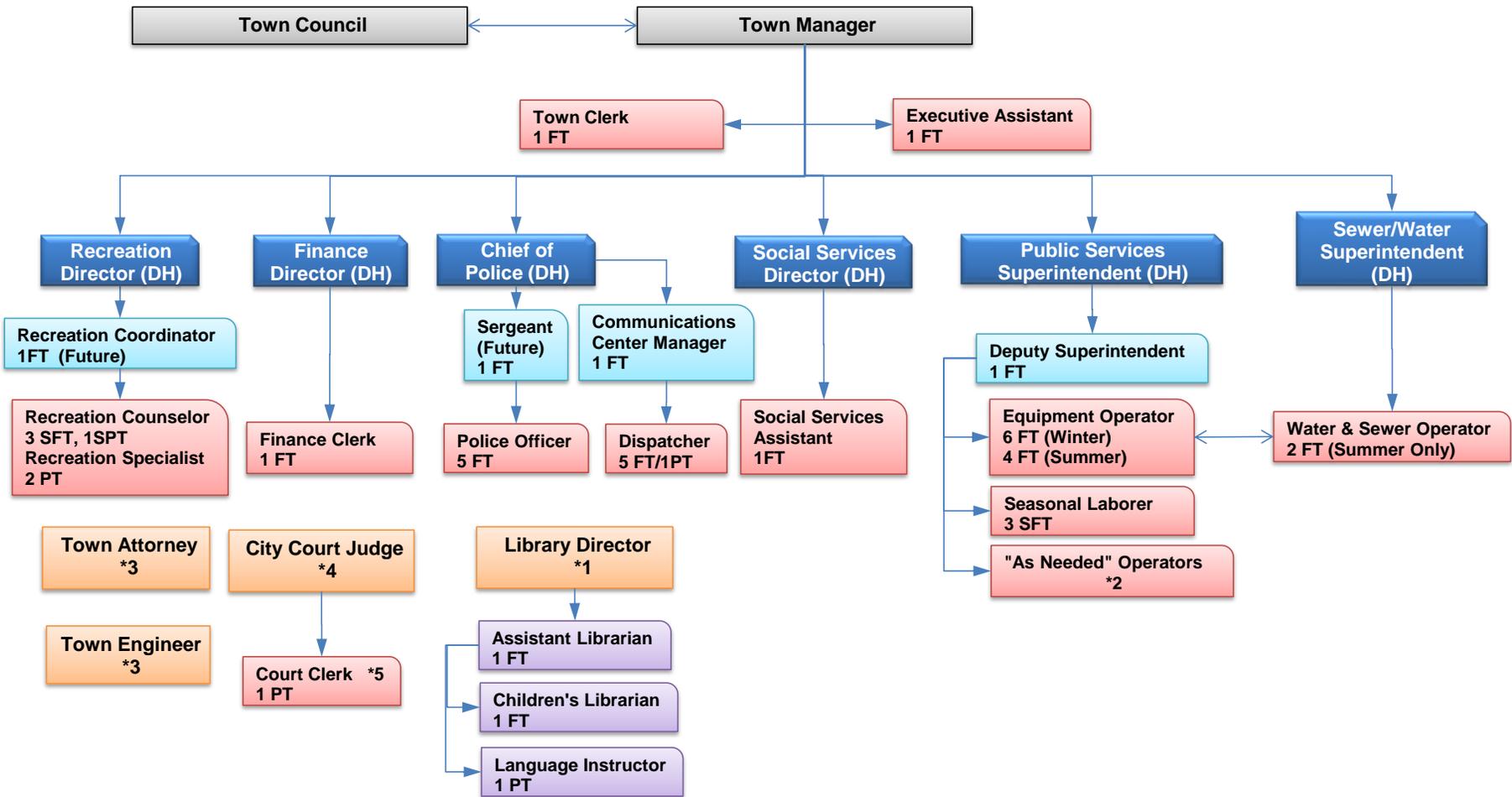
DATED this ____ day of _____, 2019.

Montana Department of Fish, Wildlife & Parks

By: _____

Its: _____

Town of West Yellowstone Staffing Plan



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

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

*3: Employed under contract

*4: Appointed by Council

*5: Under supervision of the Town Manager

FT= Full-Time Status Permanent
 PT= Part-Time Status Permanent
 SFT= Full Time Status Limited Term

SPT= Part-Time Status Limited Term
 STS= Short-Term Status
 DH= Department Head

TOWN OF WEST YELLOWSTONE

November 27, 2019

Dear Business Owner,

Earlier this year, the Town of West Yellowstone successfully supported legislation at the state level to give local voters the opportunity to increase the existing 3% resort tax to 4%. The additional 1% resort tax option may only be used to fund infrastructure projects. On November 5, 2019, the West Yellowstone voters overwhelmingly approved the renewal of the 3% resort tax through the year 2045. In addition, the voters also approved the 1%, raising the total tax to 4% for the same period of time.

All businesses that are required to collect Resort Tax need to start collecting the 4% resort tax starting on January 1, 2020. The Town Council realizes there are some businesses that have already signed contracts or made reservations for the 2020 year. Thus, if these legal commitments are made before January 1, 2020, it is permissible to charge clients only 3%. However, if the contracts or reservations are made after January 1, 2020, clients must be charged 4%. We realize this may pose some accounting issues, but the Town understands that businesses should not have to absorb the additional 1% for pre-committed contracts and reservations. Enclosed are copies of new forms that may be used to report both the 3% and 4% tax rates.

Thank you for your cooperation with this change. If you have any questions or concerns, please contact Liz or Lisa to schedule a meeting with Town Manager Daniel Sabolsky at (406) 646-7795 or by email to info@townofwestyellowstone.com.

Mayor

Council Member

Council Member

Council Member

Council Member



Town of West Yellowstone

3% Resort Tax Transmittal Form

Town of West Yellowstone
440 Yellowstone Ave.
PO Box 1570
West Yellowstone, MT 59758
(406) 646-7795

Month/Year: _____

Gross Taxable Sales (A) _____

X 3% (B) _____

Business Name

Less 2.5% Adm. Fee (C) _____
(B x 2.5%)

Mailing Address

Penalty (If Applicable) (D) _____

City, State, Zip

Prepared By

Total Due (E) _____
(B-C+D=E)

E-mail Address

This form may be used to only report tax collections for reservations made prior to 12/31/19 and will occur in the year 2020.

Tax Payments are due in the Town Offices by the 20th of the month following the month the tax was collected. Businesses that remit their payment after the 20th of the month but before the end of the month forfeit the 2.5% Administration fee. Payments received after the last day of the month forfeit the Administration fee and are subject to a penalty of either \$25 for businesses with gross sales of \$1,500 or less for the reported month or \$50 for businesses with gross sales over \$1,500 for the reported month. Additional penalties of 3% of any delinquent resort tax, will be assessed on the first business day of each subsequent month. Ordinance No. 258, adopted May 5, 2015.

Town of West Yellowstone

4% Resort Tax Transmittal Form

Town of West Yellowstone
440 Yellowstone Ave.
PO Box 1570
West Yellowstone, MT 59758
(406) 646-7795

Month/Year: _____

Gross Taxable Sales (A) _____

X 4% (B) _____

Business Name

Less 2.5% Adm. Fee (C) _____
(B x 2.5%)

Mailing Address

Penalty (If Applicable) (D) _____

City, State, Zip

Prepared By

Total Due (E) _____
(B - C + D = E)

E-mail Address

Tax Payments are due in the Town Offices by the 20th of the month following the month the tax was collected. Businesses that remit their payment after the 20th of the month but before the end of the month forfeit the 2.5% Administration fee. Payments received after the last day of the month forfeit the Administration fee and are subject to a penalty of either \$25 for businesses with gross sales of \$1,500 or less for the reported month or \$50 for businesses with gross sales over \$1,500 for the reported month. Additional penalties of 3% of any delinquent resort tax, will be assessed on the first business day of each subsequent month. Ordinance No. 258, adopted May 5, 2015.

TOWN OF WEST YELLOWSTONE

November 19, 2019

Dear West Yellowstone Property Owner,

We, the West Yellowstone Town Council, are writing to encourage all owners of businesses located in the below highlighted areas to keep the sidewalk in front of their businesses clear of snow, ice, and slush during the winter months. If you already keep your sidewalks clean – thank you! If not, we would like to encourage you to do so. Some Montana municipalities address this issue by adopting an ordinance that requires property owners to clear their sidewalks, and fine violators of the ordinance. However, the Town hopes that we can address this issue without having to pass a new law.

Many communities in the region are actively seeking to recruit visitors to their area businesses. The ever-changing habits of travelers mean that West Yellowstone must make every effort to make a visitor's experience in Town as positive as possible. During the last several winters, we have noticed that getting around West Yellowstone's downtown area in the winter is made difficult by deep snow that is left to block sections of sidewalk. Our visitors are forced to walk in the streets to avoid the deep snow. We would like to change that experience and make our downtown area visitor-friendly all year long. With that in mind, we would like to ask you to ensure the sidewalks in front of your businesses are cleared of snow this winter.

We thank you for your help with this important matter. If you have any questions, please call the Town Office at 406-646-7795, or email us at info@townofwestyellowstone.com.

Sincerely,

Brad Schmier, Mayor

Greg Forsythe, Deputy Mayor

Jerry Johnson, Council Member

Pierre Martineau, Council Member



Chris Burke, Council Member



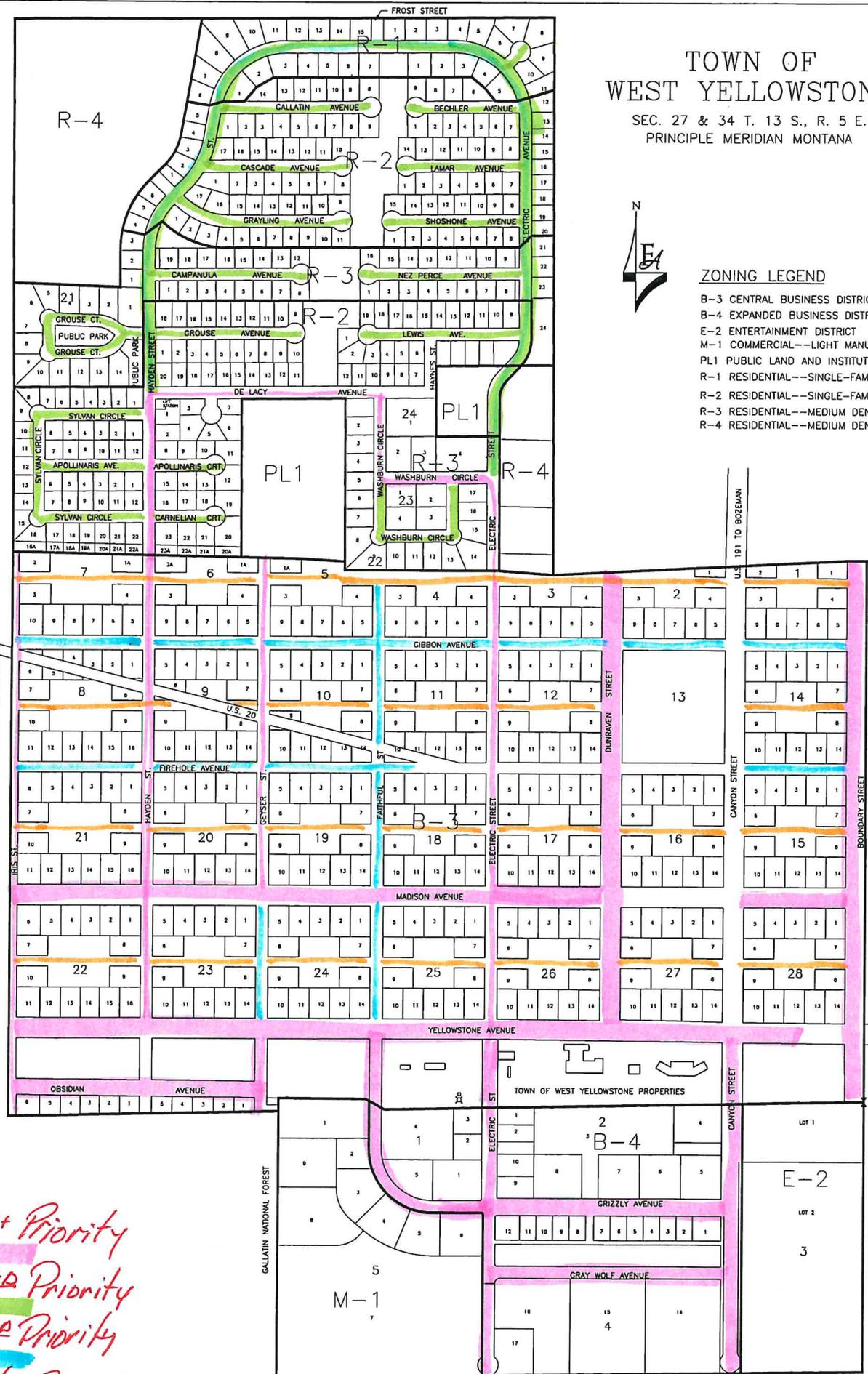
TOWN OF WEST YELLOWSTONE

SEC. 27 & 34 T. 13 S., R. 5 E.
PRINCIPLE MERIDIAN MONTANA



ZONING LEGEND

- B-3 CENTRAL BUSINESS DISTRICT
- B-4 EXPANDED BUSINESS DISTRICT
- E-2 ENTERTAINMENT DISTRICT
- M-1 COMMERCIAL--LIGHT MANUFACTURING
- PL1 PUBLIC LAND AND INSTITUTIONS
- R-1 RESIDENTIAL--SINGLE-FAMILY--LOW DENSITY
- R-2 RESIDENTIAL--SINGLE-FAMILY--MEDIUM DENSITY
- R-3 RESIDENTIAL--MEDIUM DENSITY
- R-4 RESIDENTIAL--MEDIUM DENSITY APARTMENTS



1st Priority
2nd Priority
3rd Priority
4th Priority