

# Town of West Yellowstone

Tuesday, January 21, 2020

West Yellowstone Town Hall, 440 Yellowstone Avenue

**TOWN COUNCIL WORK SESSION & MEETING**

**6:00 PM**

Wastewater Facility Planning Study Presentation, Dave Noel-Forsgren & Associates	Discussion ∞
Event Application, Charges for Services by the Town	Discussion ∞

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**8:00 PM**

**(or immediately following the conclusion of the work session)**

Pledge of Allegiance

Purchase Orders #6875 to Gallatin County Elections, \$5056.32, election services ∞  
#6893 to Dellinger & Gallagher, \$10,950.41, resort tax audits ∞

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of the January 7, 2020 Town Council Meeting** ∞

Business License Applications

- Extra Holidays, LLC, online travel agency ∞

Advisory Board Report(s)

Town Manager & Department Head Reports

**Comment Period**

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

## **NEW BUSINESS**

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Parks & Recreation Advisory Board Appointment, Liz Watt Discussion/Action ∞

Correspondence/Meeting Reminders/FYI

- Letter from Community Health Partners, new x-ray machine ∞
- Letter from Two Seasons Recycling, street recycling bins ∞

*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).

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# *Town of West Yellowstone* Wastewater Feasibility Study



# Introductions

Dave Noel, PE

Forsgren Associates

[dnoel@forsgren.com](mailto:dnoel@forsgren.com)

208-351-6114 (cell)

208-356-9201 (office)



# Purpose

- WWTP History
- Population Projections
- Permitting
- Existing Condition
- Deficiencies
- Alternatives Analysis
- Scheduling
- Evaluation Matrix
- Council Direction



**FORSGREN**  
*Associates Inc.*  
350 NORTH 2ND EAST, REXBURG, ID 83440  
PH: 208.356.9201 FAX: 208.356.0206

WEST YELLOWSTONE  
VICINITY MAP

PROJECT NO:  
01-19-0046-200  
DATE:  
JANUARY 2020



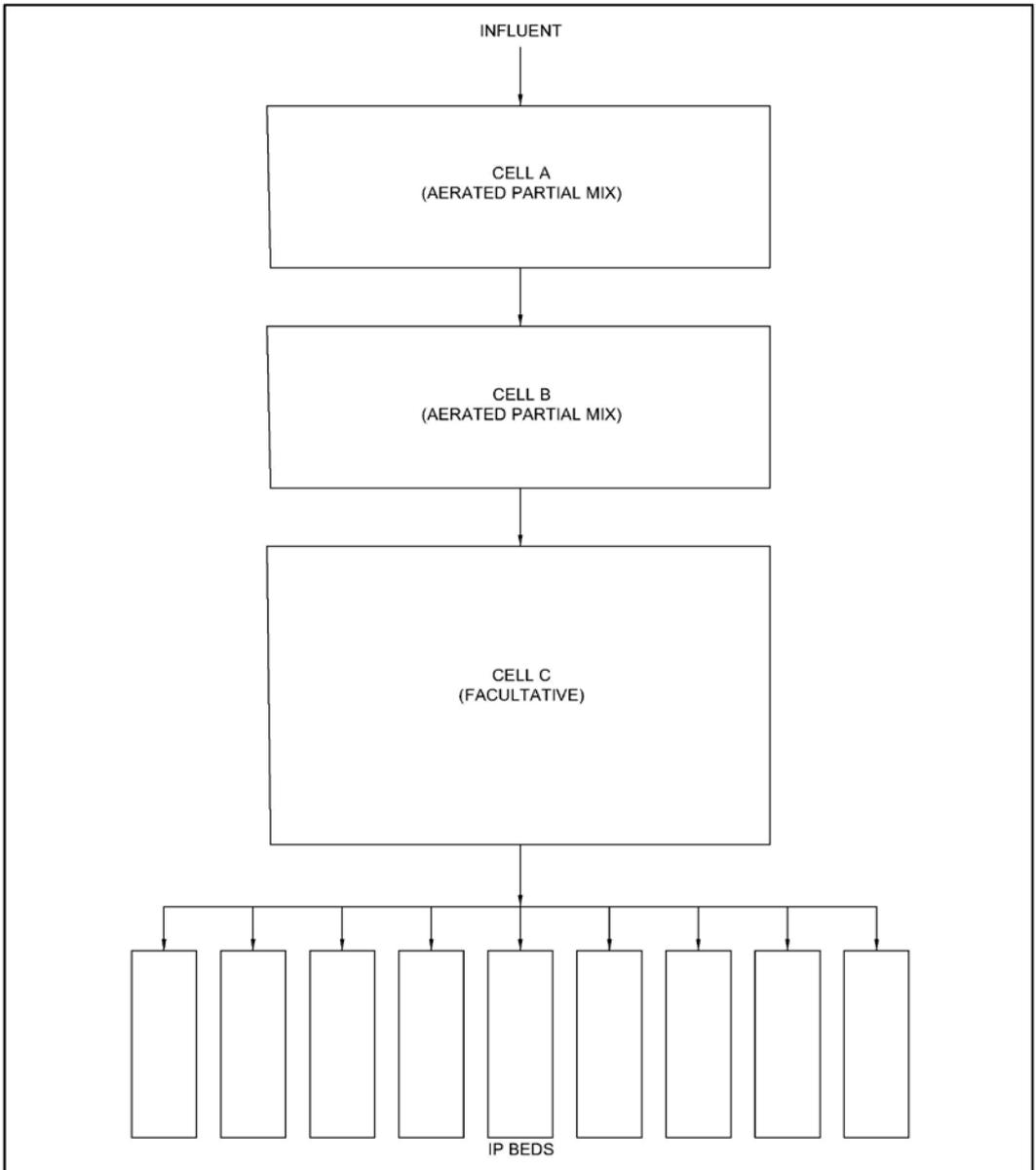
# WWTP History

## 1993 Design

- 323,000 GPD
- BOD & TSS
- Peak Summer Population 7,436

## 20-Year Projection (2013)

- 439,000 GPD
- BOD & TSS
- Peak Summer Population 10,076



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**WEST YELLOWSTONE  
 LINE DIAGRAM OF  
 FLOW**

PROJECT NO:  
 01-19-0046-200  
 DATE:  
 JANUARY 2020

# WWTP History

## 1993 DEQ Operating Parameters

- No DEQ MGWPCS Permit
- No Discharge Limits
- No Monitoring Requirements
- No Reporting Requirements
- Approval Based on Operation within Design Parameters

# WWTP History

## 2018 DEQ Operating Parameters

- Permit Application submitted 2017
- Permit effective July 1, 2018 to June 30, 2023
- Class I Groundwater
- Total Nitrogen Limit
- Effluent Monitoring Requirements
- Quarterly Reporting Requirements
- Flow Limits

# WWTP History

## 2018 Flow Limits

- Average Daily Design Flow = 439,000 GPD
  - Hydraulic Retention Time = 7 weeks
- Daily Maximum Design Flow = 650,000 GPD

## Operational Flows (under Permit)

- Average Daily Design Flow = 597,500 GPD
  - Hydraulic Retention Time = 5 weeks
- Daily Maximum Design Flow = 732,500 GPD

# WWTP History

## Cells A & B – Aerated/Partially Mixed

- Typical Retention Time = 4 weeks
- 2019 Actual Retention Time = 2 weeks

## Cell C – Facultative

- Typical Retention Time = 25 weeks
- 2019 Actual Retention Time = 2 weeks

# WWTP History

## Short-Term Upgrades



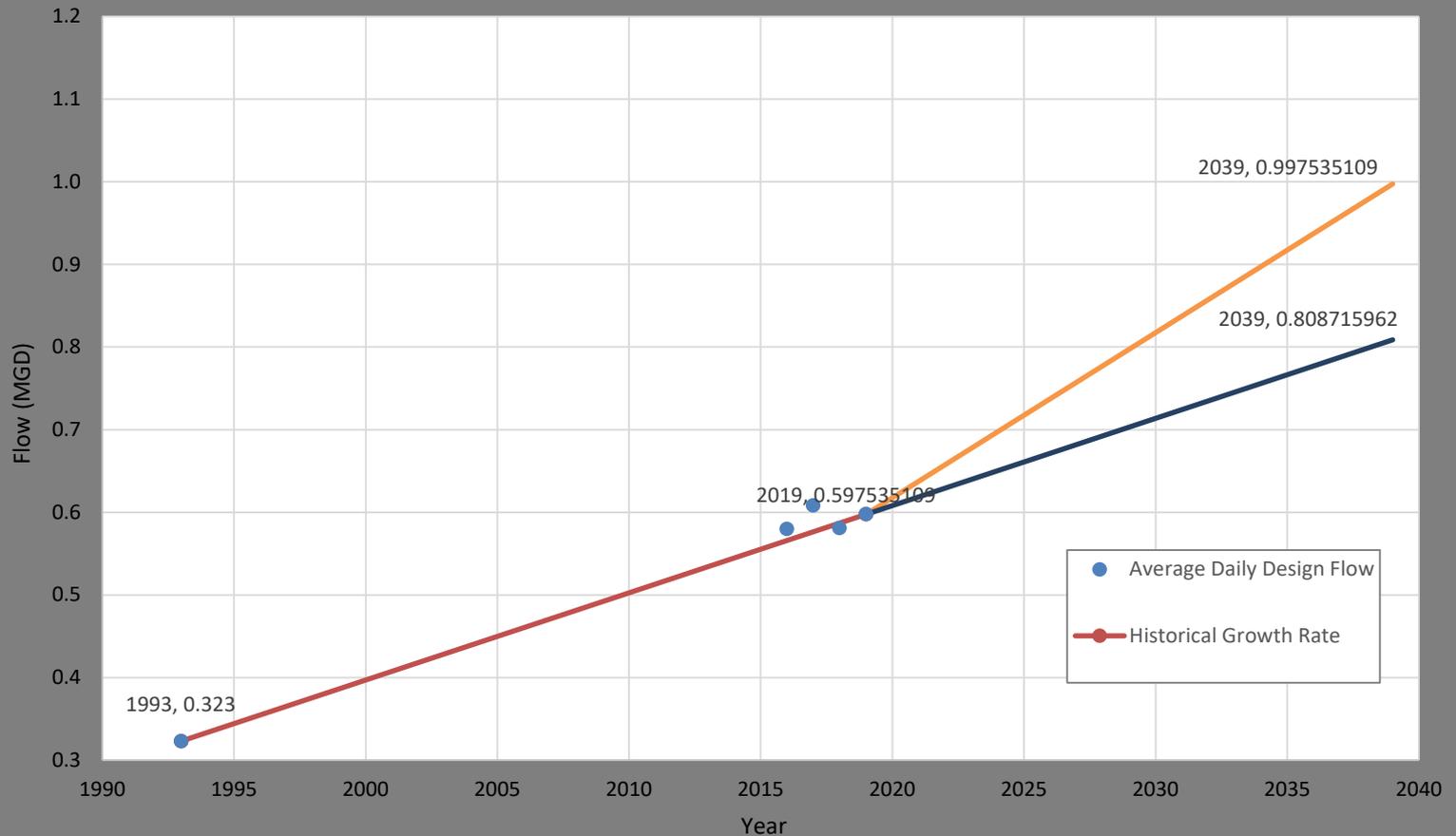
Mechanical Evaporators &  
Ultrasonic Algae Controllers

# Planning for Success

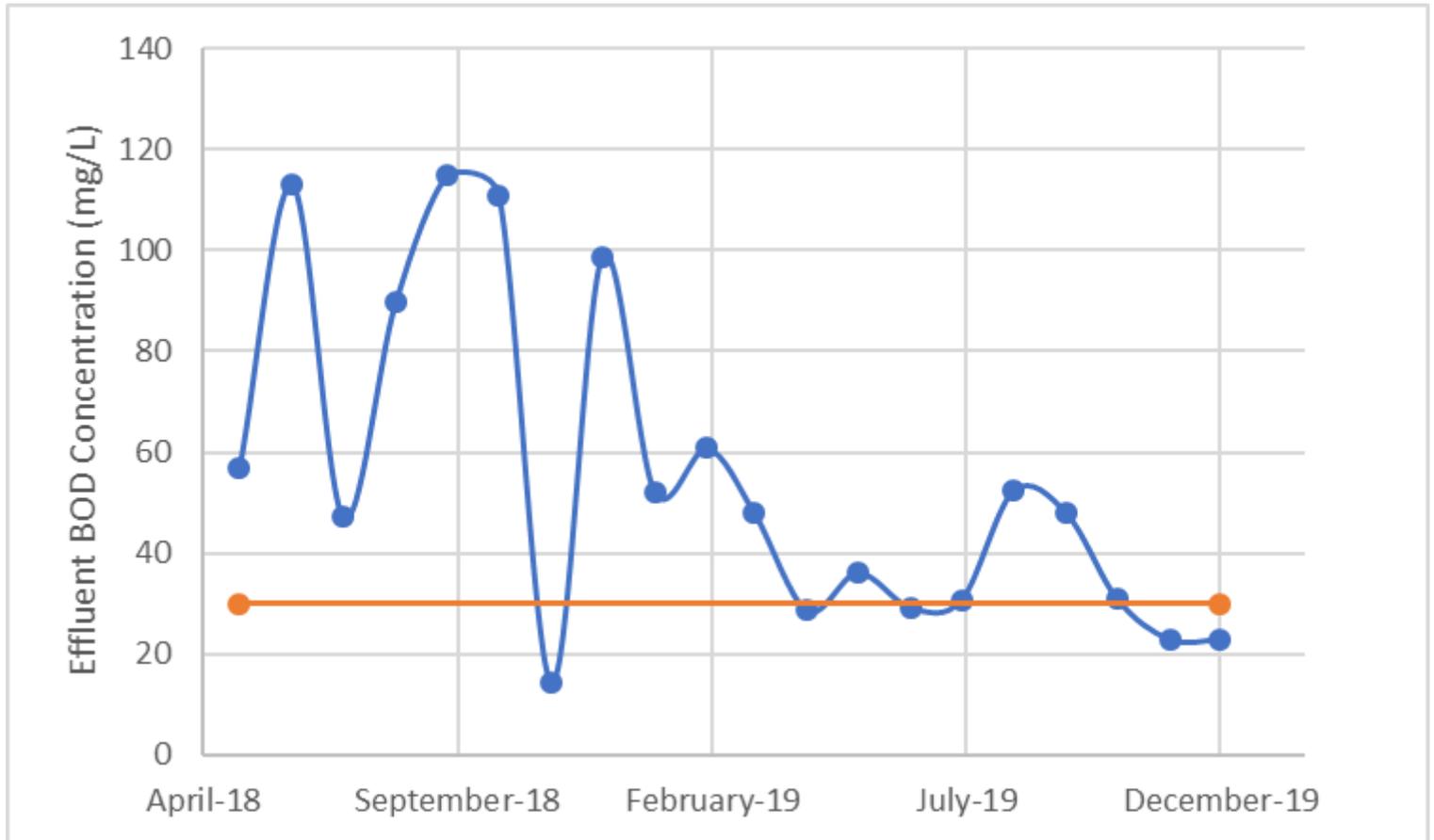


# Population Projections

Town of West Yellowstone  
20-YEAR FLOW PROJECTION



# Permitting



# Permitting

What will future permit limits be?

1. Less Stringent Permit Limits
2. Permit limits stay the same
3. More stringent permit limits

# Permitting



Less Stringent Permit Limits

# Permitting

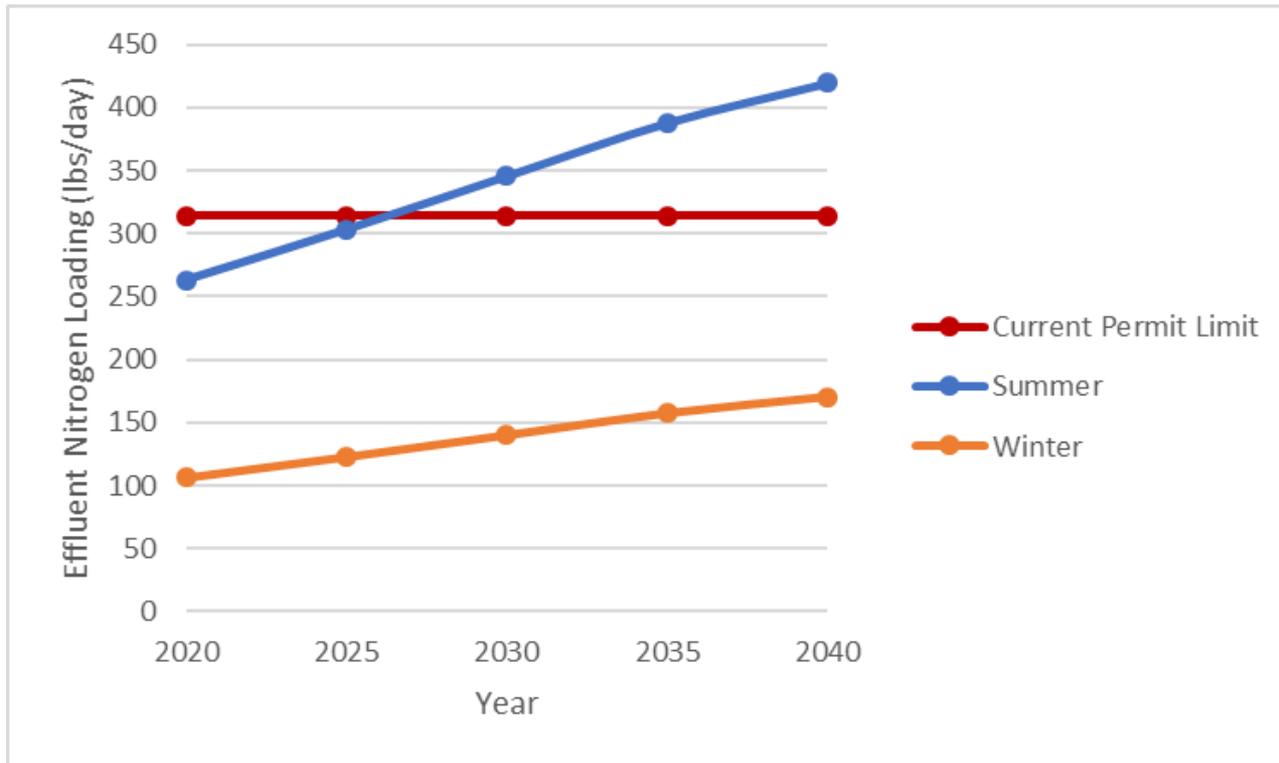
## Permit Limits Stay the Same

- Effective until June 30, 2023
- Total Nitrogen (N) Limit = 314 lb/day
- Average Daily Flow = 469,000 GPD
- Daily Maximum Design Flow = 720,900 GPD
- Effluent & Groundwater Monitoring

<b>Proposed Final Effluent Limits – Outfall 001, West Yellowstone, MTX000244</b>		
<b>Parameter</b>	<b>Units</b>	<b>Quarterly Average</b>
<b>Nitrogen, Total (as N)</b>	<b>lbs/day</b>	<b>314</b>
Footnotes:		
Beneficial Uses: ARM 17.30.1006		

# Permitting

## Permit Limits Stay the Same



# Permitting

## Permit Limits Stay the Same

- 1) Lagoon System
  - Increase aerated lagoon volume
- 2) Mechanical Treatment

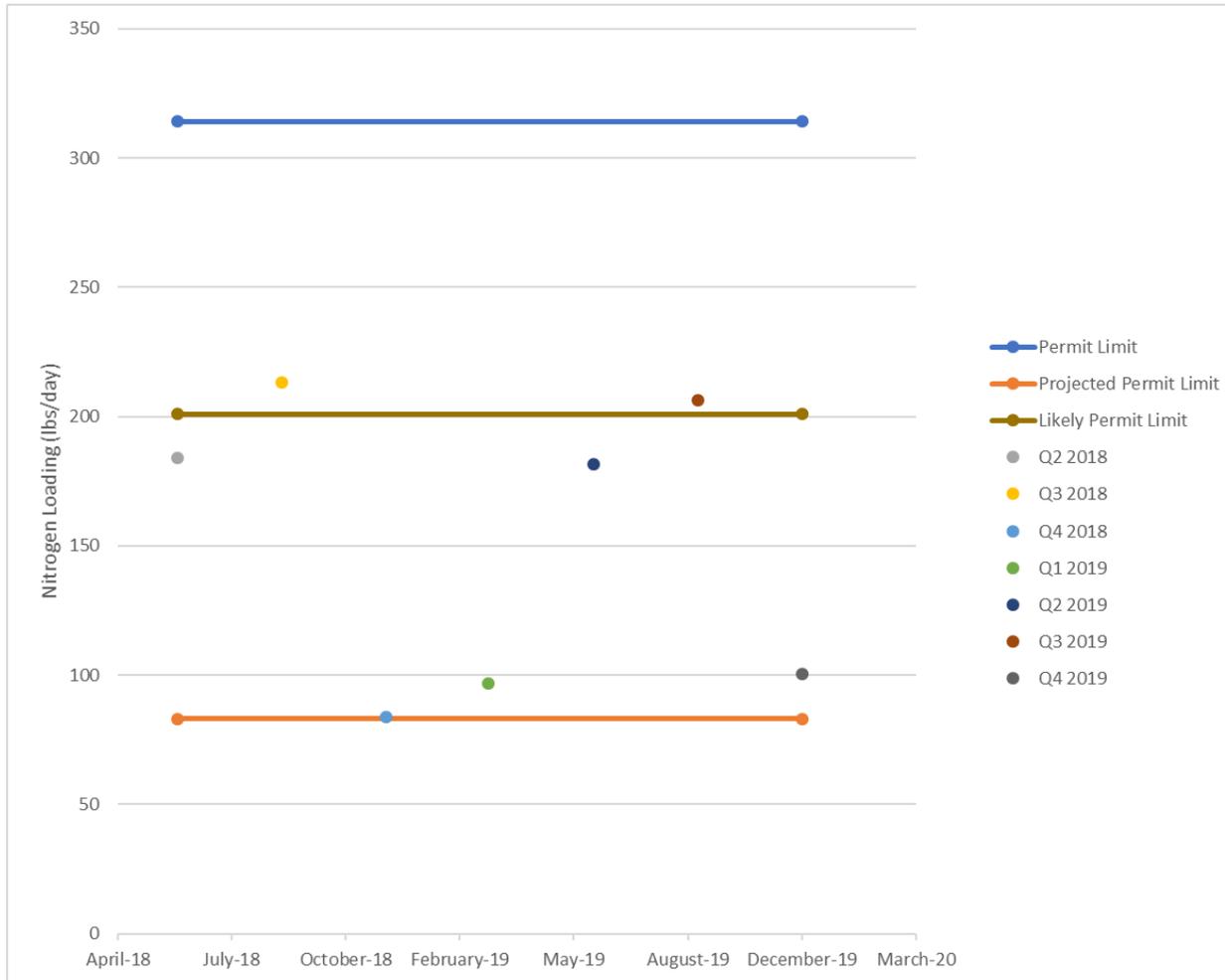
# Permitting

## More Stringent Permit Limits

Anaconda-Deer Lodge County

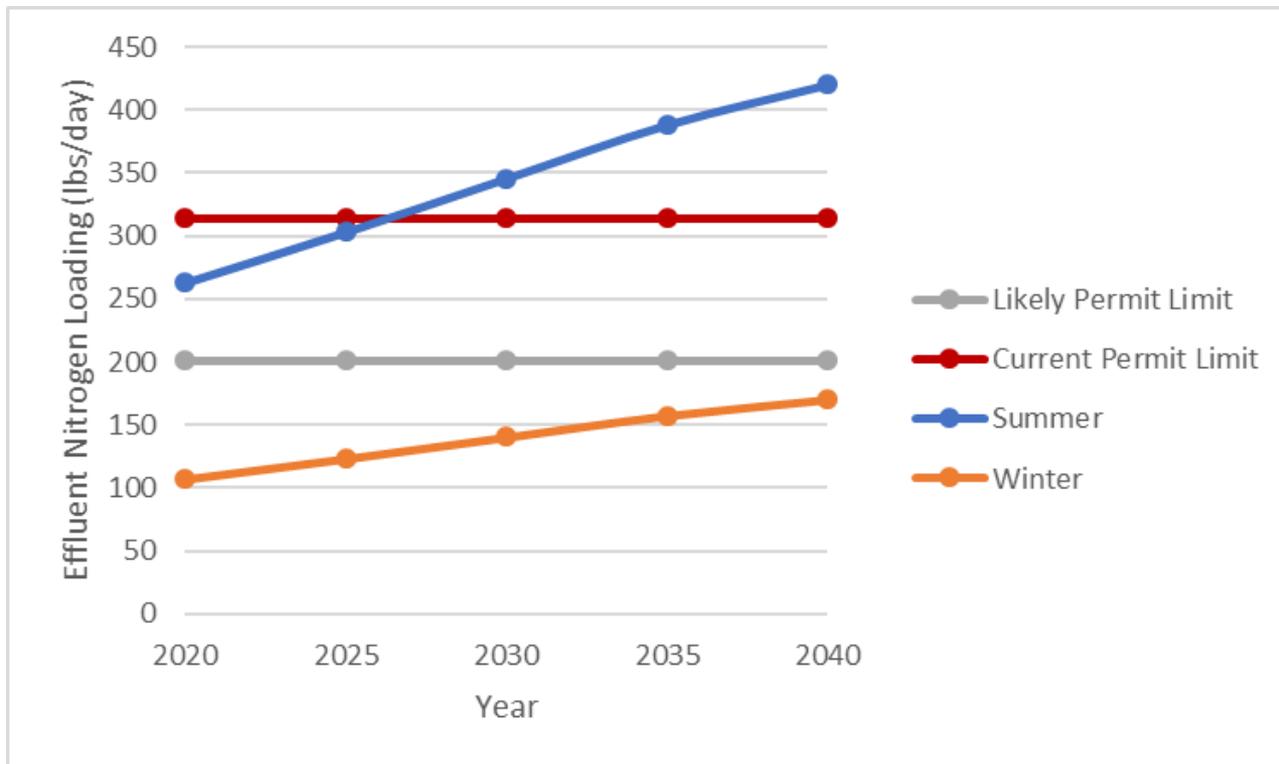
- Influent/Effluent Monitoring
- Total Nitrogen Limit (~10 mg/L)
- Treatment Facility
- Polishing Ponds (90 days of Winter Storage)
- IP Beds
- Offsite Land Application

# Permitting



# Permitting

## More Stringent Permit Limits





# Permitting

## More Stringent Permit Limits

- 1) Lagoon System
  - Increase aerated lagoon volume
  - Treatment
  - Offsite Land Application
- 2) Mechanical Treatment

# Existing Condition

- Influent Flow Meter – Inoperable
- Diversion Structure – Operable
- Cell A/B – Damaged Liner
- Cell A/B – Excessive Biosolids
- Cell A/B Course Bubble Aeration – Inoperable
- Cell A Fine Bubble Aeration – Operable
- Cell C – Operable
- Cell C Outlet Structure – Damaged Gate

# Existing Condition

- Aeration Blowers – Exceeded Design Life
- IP Beds – Operable
- Mechanical Evaporation – Operable
- Ultrasonic Algae Control – Operable

# Deficiencies

- Pond Liners
- Excess Biosolids Build-up
- Course Bubble Aeration
- Transfer Structure Damage
- Insufficient Average Day Capacity
- Insufficient Maximum Day Capacity
- Insufficient Nitrogen Removal



# Alternative Analysis

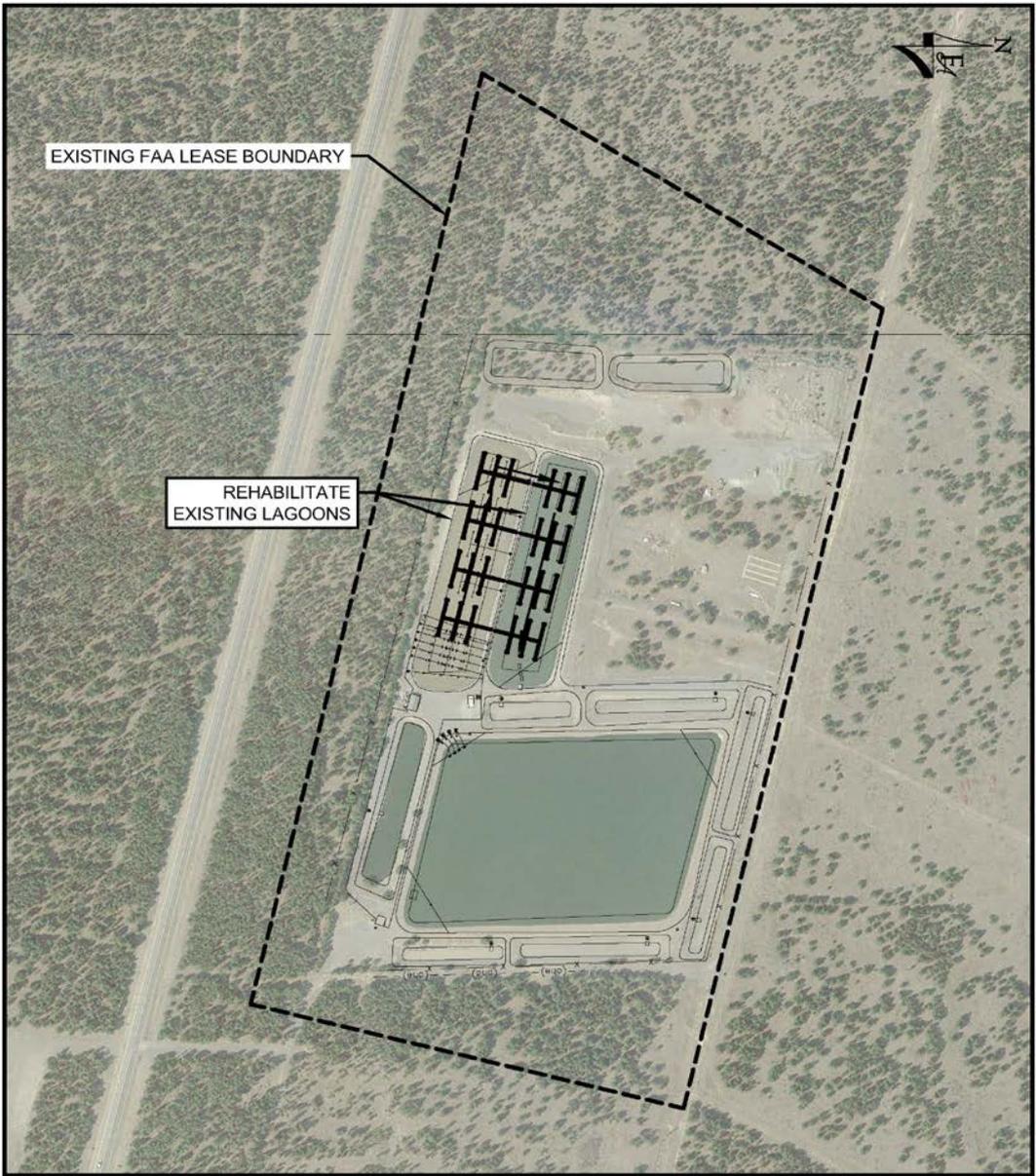
- 1) Status Quo
- 2) Expand Lagoons
  - a. For Current Permit Limits
  - b. For More Stringent Permit Limits
- 3) Mechanical Treatment

# Alternatives Analysis

## Status Quo Improvements

- Repair Current Lagoon System
- No Increase in Capacity
- No Additional Lagoon Volume

Capital Cost	Yearly O&M Cost	Life Cycle Cost
\$3,491,000	\$186,800	\$7,227,000



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WEST YELLOWSTONE  
STATUS QUO

PROJECT NO:  
01-19-0046-200  
DATE:  
JANUARY 2020

# Alternatives Analysis

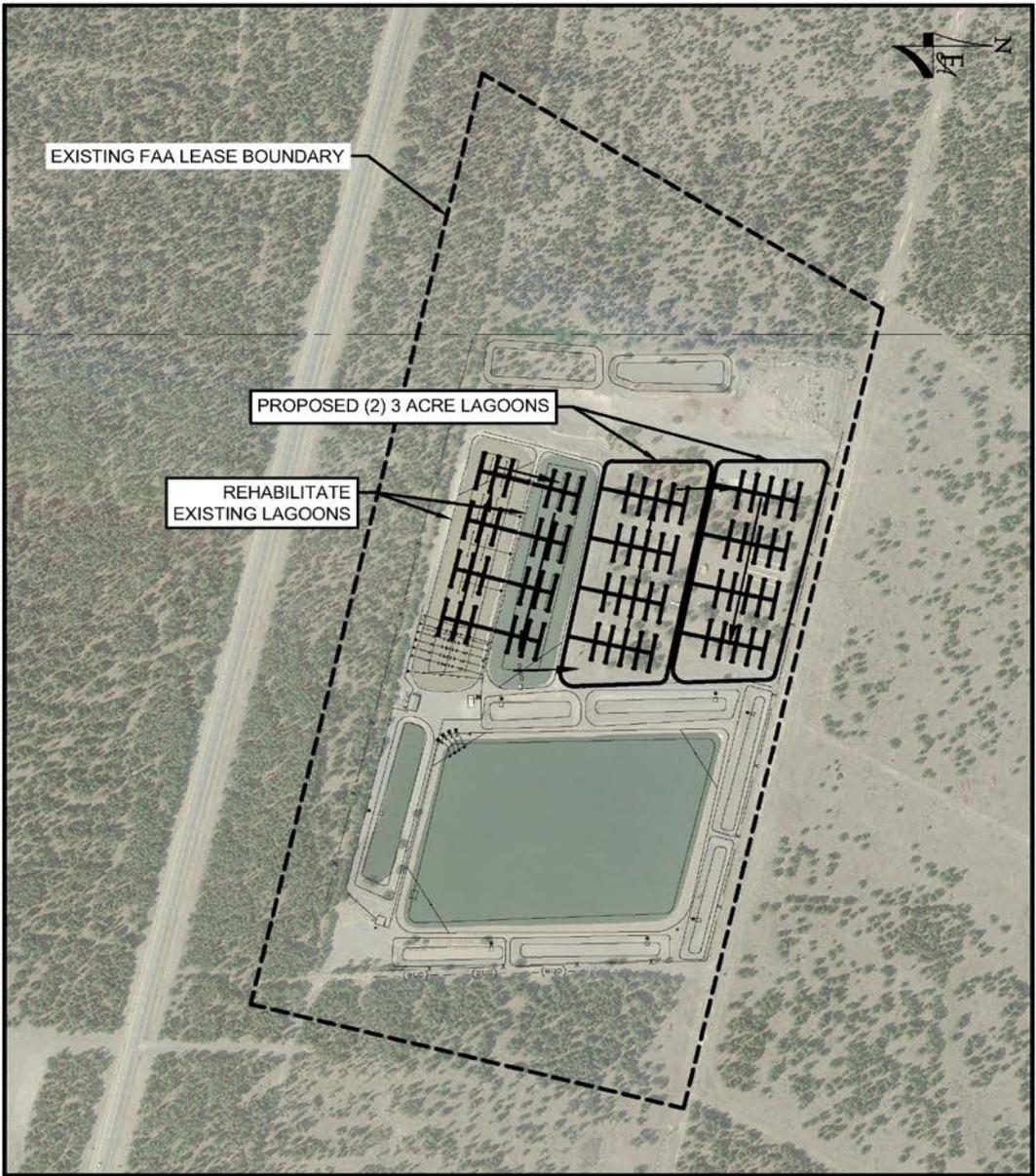
Alternative	Pros	Cons
Status Quo	Least Expensive	Out of Compliance with Current Permit
	Fastest Schedule	No Additional Capacity
	No Environmental Clearance	No Buffer for Increased Permit Limits
	No Additional Land	No Nitrogen Removal
	No FAA Coordination	Not Expandable

# Alternatives Analysis

## Expand Lagoons

- Fix Problems with Lagoon System
- Increase Capacity to Meet Current & Likely Permit
- Additional Lagoon Volume

Capital Cost	Yearly O&M Cost	Life Cycle Cost
\$24,548,000	\$760,600	\$39,760,000



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WEST YELLOWSTONE  
EXPAND LAGOONS

PROJECT NO:  
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# Alternatives Analysis

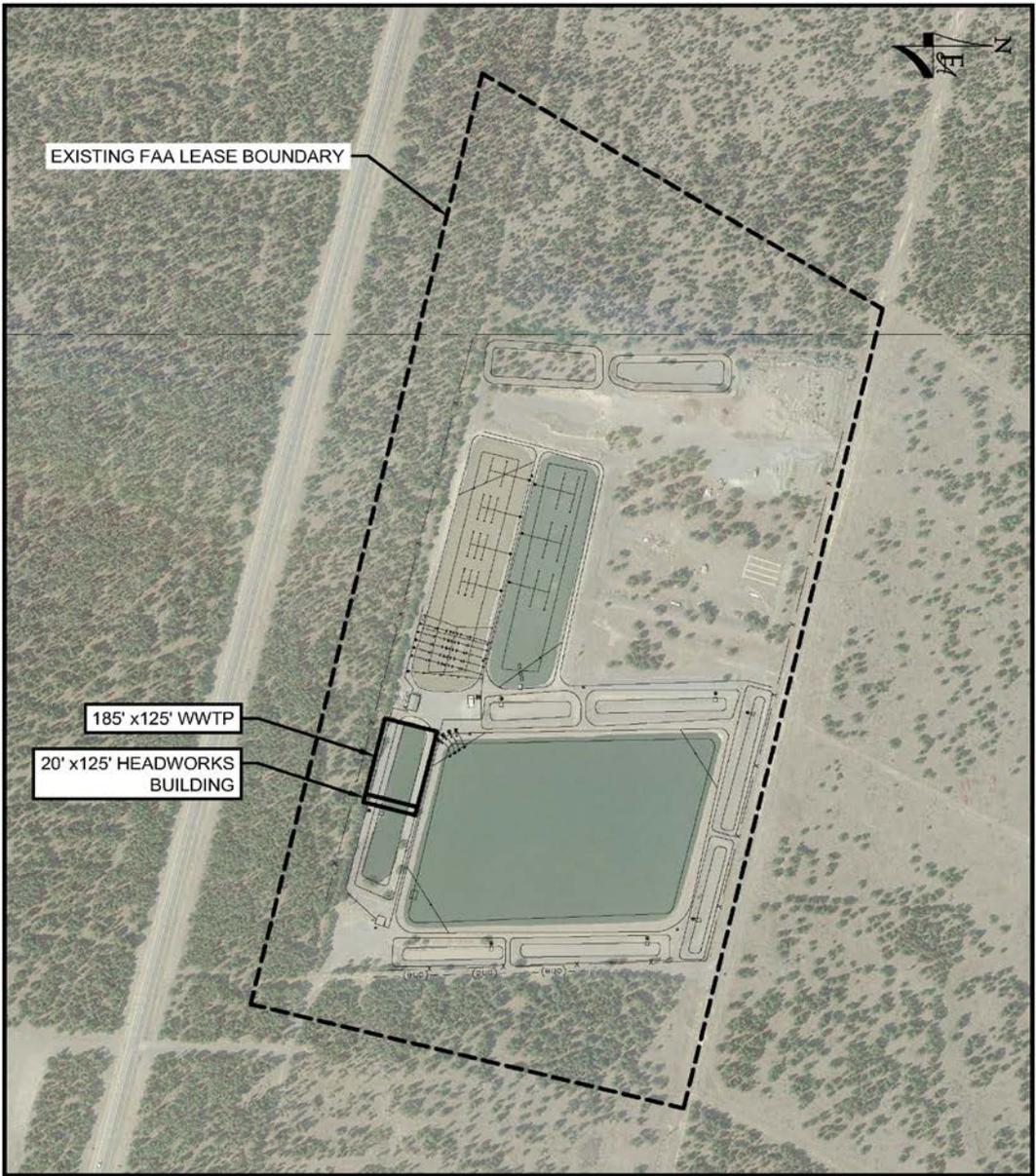
Alternative	Pros	Cons
Expand Lagoons	Buffer for Increased Permit Limits	Cost
	In Compliance with Current Permit	Environmental Clearance
	Additional Capacity to Meet 20-Year Projection	Longest Schedule
		No Nitrogen Removal
		Land Acquisition
		Difficult to Expand
		FAA Coordination

# Alternatives Analysis

## Mechanical Treatment

- Build New Mechanical Treatment System
- No Lagoon Repairs
- No Additional Lagoons

Capital Cost	Yearly O&M Cost	Life Cycle Cost
\$13,696,000	\$215,500	\$18,006,000



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**WEST YELLOWSTONE  
MECHANICAL  
TREATMENT**

PROJECT NO:  
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DATE:  
JANUARY 2020



# Alternatives Analysis

## Mechanical Treatment

- 1) STM-Aerotor
- 2) Aero-Mod
- 3) Membrane

# Alternatives Analysis

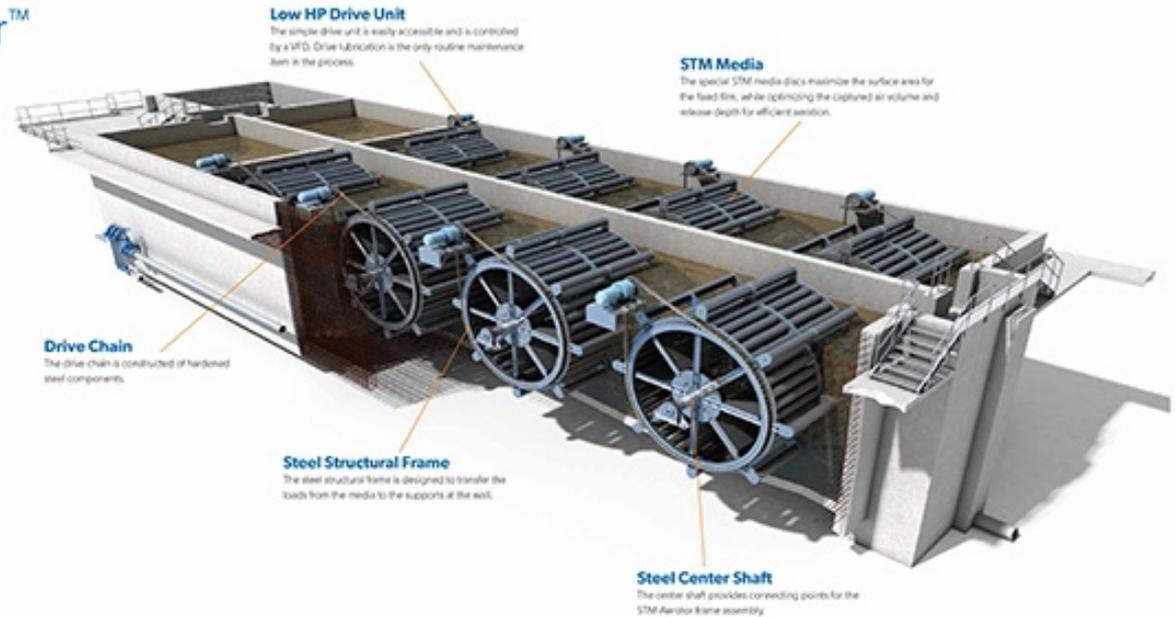
## STM-Aerotor



# Alternatives Analysis

## STM-Aerotor

STM-Aerotor™



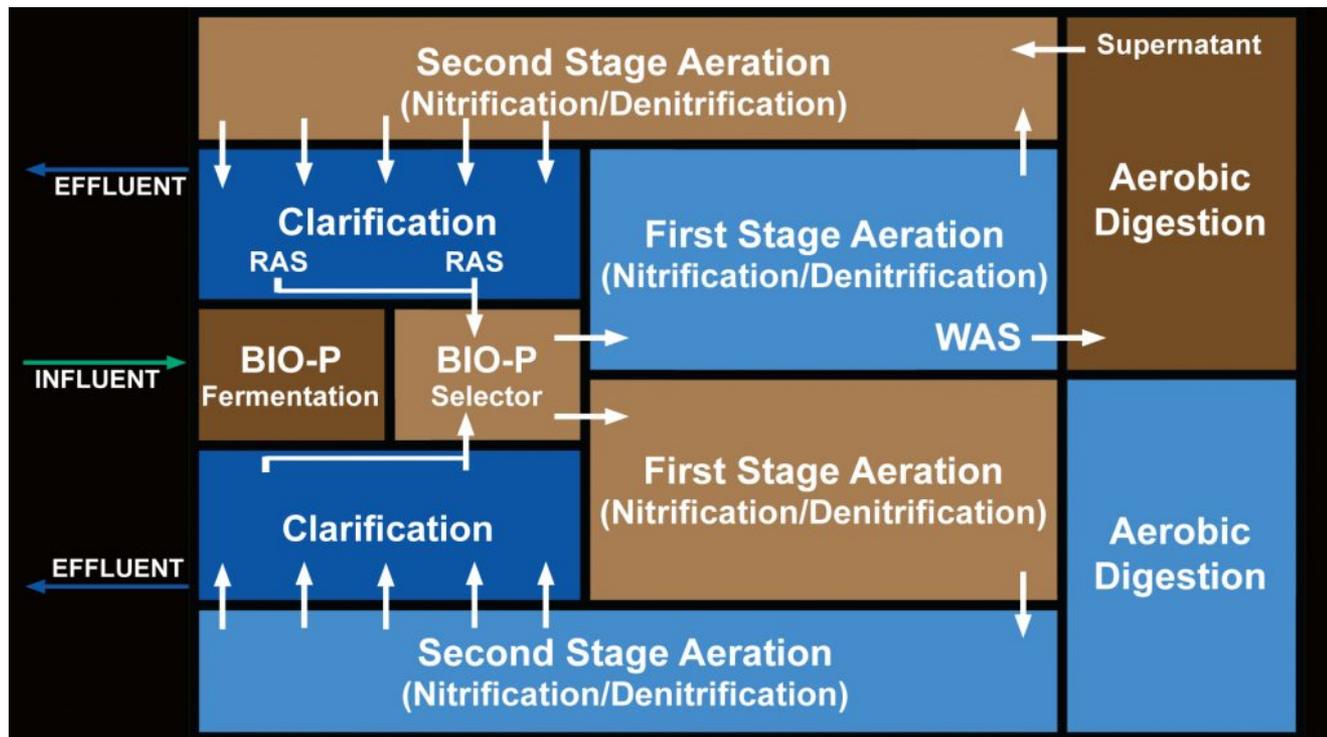
# Alternatives Analysis

## Aero-Mod



# Alternatives Analysis

## Aero-Mod



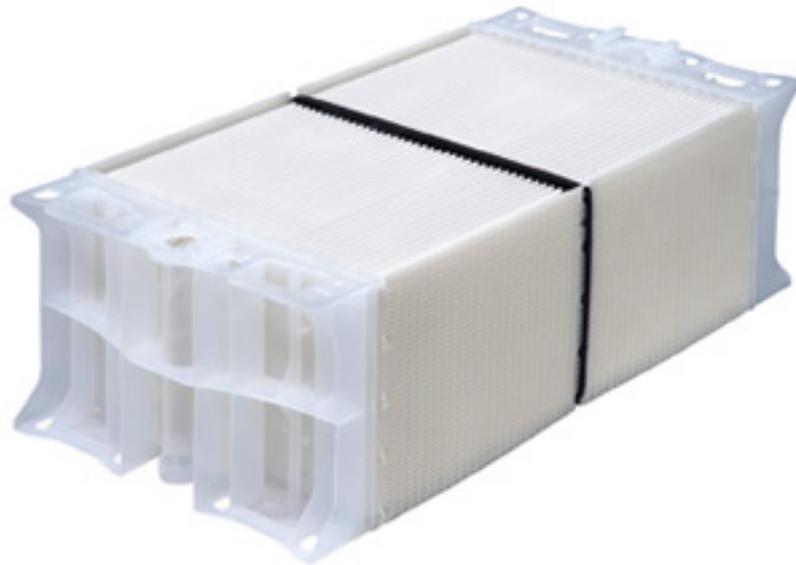
# Alternatives Analysis

## Membrane



# Alternatives Analysis

## Membrane



# Alternatives Analysis

Alternative	Pros	Cons
Mechanical Treatment	Buffer for Increased Permit Limits	Cost
	In Compliance with Current Permit	
	Additional Capacity to Meet 20-Year Projection	
	Nitrogen Removal	
	Schedule	
	No Environmental Clearance Required	
	No Additional Land	
	Easily Expandable	
	No FAA Coordination	

# Scheduling



# Evaluation Matrix

Town of West Yellowstone  
 Evaluation Matrix  
 Wastewater Treatment Alternatives

	Cost	Schedule	Compliance with Current Permit	Buffer for Increased Permit Limits	Additional Capacity	Environmental Clearance	Land Acquisition	Nitrogen Removal	Expandability
Status Quo									
Expand Lagoons									
Mechanical Treatment									
<b>TOTAL</b>									

Rank each alternative 1 to 3 in each Category

1 = Worst in Category

3 = Best in Category

# Council Direction

Alternative	Life Cycle Cost	Completion Date	Compliance (Yes/No)
Status Quo	\$7,227,000	May 2021	No
Expand Lagoons	\$39,760,000	May 2025	No
Mechanical Treatment	\$18,006,000	May 2022	Yes



Be Patient.

Be Persistent.

**Be Successful.**

# Forsgren Associates, Inc.

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Dave Noel • [dnoel@Forsgren.com](mailto:dnoel@Forsgren.com)

The logo for Forsgren Associates Inc. features the word "FORSGREN" in a large, blue, serif font. Below it, the words "Associates Inc." are written in a smaller, blue, cursive font. The background of the logo area is a light blue gradient with a faint, stylized map of the United States.

FORSGREN  
*Associates Inc.*

## Chapter 12.32 SPECIAL EVENTS

Sections:

- 12.32.010 Purpose.**
- 12.32.020 Definitions.**
- 12.32.030 Special event permit requirement.**
- 12.32.040 Duties of the permittee/sponsor.**
- 12.32.050 Public conduct during special events.**
- 12.32.060 Revocation of special events permit.**
- 12.32.070 Violation--Penalty.**
- 12.32.080 Hold harmless and indemnification.**
- 12.32.090 Temporary street or alley closures for residential block parties.**
- 12.32.100 Exceptions.**

### **12.32.010 Purpose.**

A. The town is interested in and encourages support of community sponsored events. The town recognizes the many social, cultural and financial benefits that are the result of including special events in the life of the community. Such benefits include general quality of life, economic growth, tourism, recreation, recognition of fine arts, charitable aid and many others that are both tangible and intangible. The town is aware of the need to blend the community events with other citizen activities in the community.

B. Notwithstanding the recognized importance of special events, it is incumbent upon the town to establish ordinances, policies and procedures which will allow for the advance planning and management of town personnel and financial resources as well as the public sidewalks, streets and rights-of-way under its control. The town urges the private sector to increase its role in community activities so that impacts on operating budgets and staffing of town departments can be minimized or eliminated. Further, the town urges that any organization, entity or applicant requesting permission to use public sidewalks, streets and rights-of-way under the town's control also consider scheduling their event at a location other than a sidewalk, street or public right-of-way and submit their application to the town at least four weeks in advance whenever possible in order to facilitate the ability of town employees to, in advance, adequately plan, organize and assist in preparation for the event scheduled to be conducted. Finally, the town reserves the right to require the organizer of a special event to pay the cost of any overtime accrued by town employees as a direct result of special event support.

C. The town encourages and supports community events while working with event sponsors. This chapter establishes procedures for submission and processing of requests, conduct and requirements for special events proposed to be conducted on/in or having a direct effect upon public sidewalks, streets and rights-of-way under the city's control or traffic flow within the town. (Ord. 238 §1, 2008)

### **12.32.020 Definitions.**

A. "Demonstration" means any public gathering of twenty-five or more persons for the purpose of a public display of grievances or in the support of any legal purpose.

- B. "Parade" means any organized group, marching or in procession, whether on foot, animal or vehicle or some combination thereof which does not comply with normal and usual traffic regulations and controls.
- C. "Parade route" means the town approved route of travel of any permitted parade or fun run including the assembly, staging and disbanding areas.
- D. "Special event" means any parade, concert, demonstration, block party, march, fun run, walk-a-thon, athletic event, bicycle race or any such gathering of people in which the activity takes place on, in, or through any public sidewalk, street, right-of-way or park.
- E. "Political speech" is the public expression of views in support of or in opposition to public figures or political candidates or any laws, regulations, actions, or policies of any branch of local, state, federal, or global governmental institution and its executory and enforcement agencies.
- F. "Religious speech" is the public espousal of or support for a particular religious or spiritual view or support or opposition to actions or policies of established religious institutions. (Ord. 238 §2, 2008)

**12.32.030 Special event permit requirement.**

- A. A special event permit is required for use of a public sidewalk, street, public right-of-way or park whenever, in the opinion of the town police department, town public safety regulation or control of motor vehicle or pedestrian traffic or public safety police protection is required for conducting the special event. Permit applications shall be obtained from the town offices. Special event permits shall be issued by the town clerk after consultation with the police department, the fire department, the public services department and the operations manager. It is unlawful to conduct a special event regulated by this chapter without a permit. The entity or person organizing, sponsoring or conducting the special event shall be responsible for obtaining any required liability insurance policy coverage as well as for applying for a special event permit. It is recommended the entity or person organizing or sponsoring the special event start the permit process at least four weeks in advance when time permits. If the submittal is received by town officials at least four weeks in advance of the event, the application may be circulated through intra-departmental mail. However, if it is received less than four weeks prior to the event, the applicant shall be responsible for going individually to the police, fire and public services departments to obtain any necessary approval. Completing those approvals, the applicant must return the application to the town clerk for review. The request is then forwarded to the operations manager for final consideration.
- B. The issuance of a special event permit shall be governed by the following standards:
1. The applicant or sponsors of the special event shall provide liability insurance providing coverage for their organization and naming the town as an additional insured. Liability insurance coverage shall be in the minimum amounts of seven hundred fifty thousand dollars per claimant and one million five hundred thousand dollars per occurrence.
  2. The applicant for any special event must have a traffic control plan which has been reviewed and approved by the public services superintendent, the police chief and the fire chief. Town staff shall be responsible for placing and removing any required barricades or traffic control devices.

3. No permit shall be necessary for sidewalk picketing or marching being conducted solely on public sidewalks when the picketing is conducted in such a manner that allows pedestrian traffic an opportunity to pass by unobstructed and that allows pedestrian and/or motor vehicle traffic an unobstructed opportunity for ingress and egress to property.
4. No special event shall be conducted on a public street, sidewalk or right-of-way between the hours of ten p.m. and eight a.m.
5. The police chief or his designee shall be empowered to reasonably designate the route of a parade or event to be consistent with one of the recommended routes approved by the police and public service departments. If the applicant is unwilling to modify the application to incorporate this change, the application shall be denied.
6. The police chief or his designee may limit use of a street for a special event to one side or portion of a street whenever necessary in the public interest in order to provide and preserve public safety and traffic control in order to permit simultaneous use of streets by those participating in the special event and other motor vehicle traffic.
7. If the proposed special event is for the primary purpose of commercial advertising and it would disrupt streets or public places ordinarily subject to great congestion during the time of the special event, or would require such a diversion of police protection that it would deny reasonable police protection to the town, the application may be denied, unless the applicant modifies the proposed special event to satisfactorily deal with these concerns in a manner reasonably acceptable to the police chief or his designee.
8. A special event permit application requiring police protection for public safety may be denied if the application requests the conducting of a special event at the same time as another special event requiring police protection that is being conducted in a different vicinity at a different geographical location and the additional diversion of police protection would deny reasonable police protection to the town.
9. A special event permit application may be denied if it would require such a substantial amount of police protection for public safety that it would deny reasonable police protection to the remainder of the town, even when additional off-duty police officers would be employed on an overtime basis.
10. A special event permit application may be denied if the request is for a time and location where a special event or street excavation or construction project has already been scheduled for that time and location and an irreconcilable conflict exists between the two so that they could not reasonably be conducted at the same time and location.
11. A special event permit application may be denied if it would be:
  - a. Obscene pursuant to Montana state law; or
  - b. Hazardous to public health or safety; or

- c. Would create an extraordinary amount of litter and the applicant has not presented an acceptable, effective plan for the applicant to clean up the litter immediately after the conclusion of the special event; or
- d. Would substantially interfere with emergency ambulance, fire or police service and the applicant fails to modify the application request to satisfactorily alleviate or eliminate this interference with emergency services.

12. When such an event will be an exercise of political and religious rights protected by the First and Fourteenth Amendments to the United States Constitution, the application shall be processed promptly, without requiring liability insurance.

13. Spontaneous special events in response to political and public controversies may not be denied a special event permit.

C. An applicant desiring to appeal any denial of a permit application may appeal to the town council at the next regularly scheduled town council meeting. (Ord. 238 §3, 2008)

#### **12.32.040 Duties of the permittee/sponsor.**

The permittee shall comply with all permit conditions and directions and with all applicable laws and ordinances. The permittee, sponsor or other person leading or directing the special event shall carry a copy of the permit upon his/her person during the conducting of the event and if not available at the site designate another individual to be present and have possession of a copy of the permit at the site. (Ord. 238 §4, 2008)

#### **12.32.050 Public conduct during special events.**

A. The following types of public conduct shall not be allowed during a special event:

- 1. Any person unreasonably hampering, obstructing, impeding or interfering with the reasonable conduct of any special event;
- 2. Any driver of any vehicle driving between the vehicles or persons comprising any parade, assembly or similar activity when such vehicles or persons are conspicuously engaged in a parade, assembly or similar activity; provided, that this provision shall not apply to authorized emergency vehicles such as police, fire, ambulance and service vehicles which may be engaged in an emergency situation;
- 3. Participants in any parade, march or procession, whether driving, riding or walking, shall not consume, use, display or be under the influence of alcohol or illegal drugs which violate any law or ordinance.

B. The chief of police shall have the authority to prohibit or restrict parking of vehicles along any street constituting the route of a parade or procession and in any street proximately located to the site of a special event when such parking restrictions or prohibitions are necessary to the safe conduct of the activity. The chief of police shall order the posting of signs and/or barricades to such effect and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof except emergency or service vehicles engaged in an emergency situation. Further, if any street is entirely closed off for the purpose of conducting a special event, other than a parade, within the closed street the organizer or sponsor of the special event shall have the responsibility of providing street barricades and signs informing the public of

the street closure. The placement of signs and barricades for all special events located within the city right-of-way shall be approved by the public services superintendent. Barricades and signs shall be used that comply with the Manual on Uniform Traffic Control Devices (MUTCD). (Ord. 238 §5, 2008)

**12.32.060 Revocation of special events permit.**

All permits issued pursuant to this chapter are without advance notice, subject to revocation for cause at any time by the chief of police or other police official in charge whenever the public interest, general welfare, health and safety would be best served by revocation for cause. The chief of police or other police official in charge upon revoking a permit may require the participants and spectators to disperse whenever the permittee is failing to satisfy the conditions and/or obligations under the permit or whenever there is imminent danger of public disturbance or disorder. (Ord. 238 §6, 2008)

**12.32.070 Violation--Penalty.**

Any person who shall be guilty of any provision of this chapter shall be guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars. There shall be no penalty of imprisonment for a violation of any provisions of this chapter. (Ord. 238 §7, 2008)

**12.32.080 Hold harmless and indemnification.**

Applicants for a special event permit shall agree in writing to defend, hold the city and its employees harmless and indemnify the town for any and all claims, lawsuits or liability including attorneys' fees and costs allegedly arising out of loss, damage or injury to person or person's property occurring during the course of or pertaining to the special event caused by the conduct of employees or agents of applicants. (Ord. 238 §8, 2008)

**12.32.090 Temporary street or alley closures for residential block parties.**

Residential block parties may be authorized by the operations manager in consultation with police, fire and public services departments at residential locations not involving closure of any arterial or collector streets and during hours between eight a.m. and ten p.m. subject to the following conditions:

- A. All abutting or adjacent property owners as well as the property owners on the corner lots immediately across the intersection on the opposite side of the street closure shall be contacted by the party organizers and have the opportunity to voice concerns to the applicant and the town;
- B. The applicant for any special event must have an approved traffic control plan and shall be solely responsible for obtaining, placing and removing any required barricades or traffic control devices;
- C. The applicant or sponsors of the event to the extent reasonably possible shall provide liability insurance protecting themselves as well as naming the town as an additional insured;
- D. Comply with any conditions imposed by the town police, fire or public services departments;
- E. The applicant must agree to defend, indemnify and hold harmless the town from any claims or lawsuits that arise out of the temporary street closure usage. (Ord. 238 §9, 2008)

**12.32.100 Exceptions.**

The operations manager may grant exceptions to the provisions of Section [12.32.030\(B\)\(1\)](#) (pertaining to liability insurance requirement limits) and/or Section [12.32.030\(B\)\(4\)](#) (pertaining to hours of event) taking into account the 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. When the operations manager considers requests for exceptions, the operations manager shall base the operations manager's decision on the factual circumstances presented and decide the specific request on its merits and the operations manager may not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability unless based on a bona fide liability risk, general welfare, health or safety reason(s). (Ord. 238 §10, 2008)

# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: \_\_\_\_\_  
Sponsor Organization: \_\_\_\_\_  
Sponsor Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Date(s) of Event: \_\_\_\_\_  
Location of Event: \_\_\_\_\_

- 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: \$ \_\_\_\_\_  
Resort Tax Bond: \$ \_\_\_\_\_  
Vendor(s) Fee: \$ \_\_\_\_\_  
Total Due: \$ \_\_\_\_\_

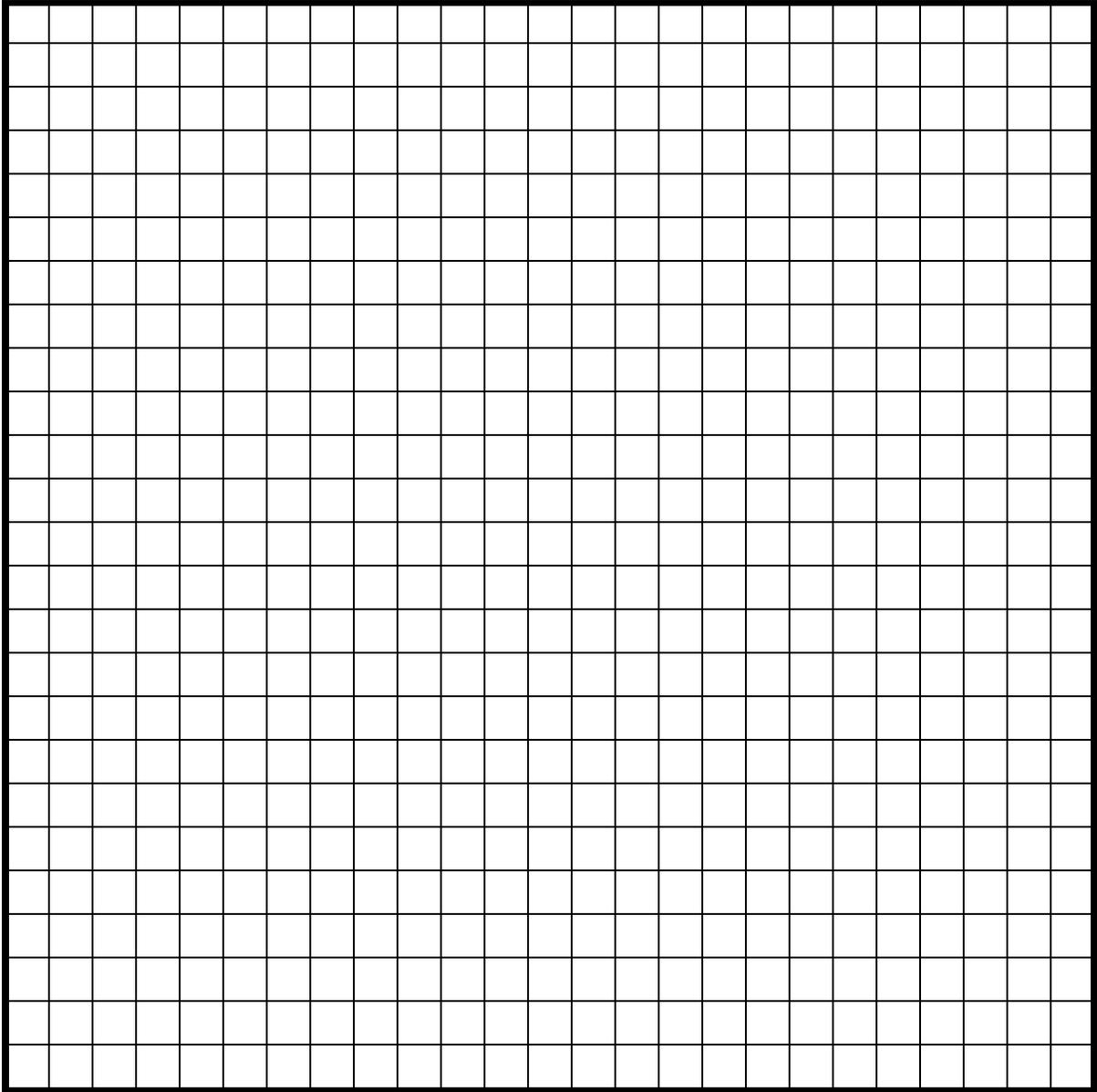
\_\_\_\_\_  
Signature of Applicant  
\_\_\_\_\_  
Date

Date Received by the Town: \_\_\_\_\_



# SITE PLAN

Event: \_\_\_\_\_



Please indicate direction

# VENDING AND SALES

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

Event: \_\_\_\_\_ Date(s) \_\_\_\_\_

Attach additional sheets as necessary.

**Primary Sponsor:** \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

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

Resort Tax applicable: YES NO

## FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
Fire			
Police			
Finance			
Administration			
Notes/Conditions: _____			
_____			
_____			
Approved		Denied	_____ Town Clerk _____ Date

### ATTACHMENTS

Liability Insurance	_____Yes	_____No	_____Waived
Outside Amplification Permit	_____Yes	_____No	_____NA
Encroachment Application	_____Yes	_____No	_____NA
Open Container Resolution	_____Yes	_____No	_____NA
Resort Tax Bond	_____Paid	_____Surety	_____NA

**TOWN OF WEST YELLOWSTONE  
MONTANA**

info@townofwestyellowstone.com

PURCHASE ORDER

Date 1/8/2020

Ship Via 1000-410600-321

Order No. **006875**

Department Elections

TO: Gallatin County Elections Office

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	<u>Municipal Election Expenses</u>
	<u>This invoice has come in over budget and is over \$5,000.<sup>00</sup></u>
	<u>Election office confirmed unanticipated rate hikes</u>
	<u>@ the Bozeman Daily Chronicle (Doubled), increased pulp</u>
	<u>prices (paper) and more items on day ballot</u>

Estimated Cost \$ \$5056.32

Authorized By

Requested By:

[Signature]  
R. Gospodarek

VENDOR COPY - White OFFICE COPY - Canary

Town of West Yellowstone  
November 5, 2019  
Invoice for Municipal Election Expenses

Town of West Yellowstone  
Attn: Elizabeth Roos  
PO Box 1570  
West Yellowstone, MT 59758

Item Description	Amount
Ballots	\$657.67
Advertising	\$3,819.19
Postage	\$164.94
Mailing	\$56.91
Materials	\$198.11
Personnel	\$159.50
<b>TOTAL DUE:</b>	<b>\$5,056.32</b>

**Payment Due by January 2, 2019**

Please remit to:

Gallatin County Clerk & Recorder/Elections  
311 West Main, Room 210  
Bozeman MT 59715

*\$3,000 was budgeted.*

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE  
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

**PURCHASE ORDER**

Date 1/14/2020

Ship Via

2100-410532-393

Order No. **006893**

Department

Finance

TO: Dellinger + Gallagher

ADDRESS:

11 Moreland Court  
Manhattan, MT 59741

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	<u>Resort Tax Audits</u>

Estimated Cost \$ 10,950.41

Authorized By

Requested By:

R. Jospadarek

VENDOR COPY - White OFFICE COPY - Canary

# Dellinger & Gallagher, Inc.

11 Moreland Court  
Manhattan, MT 59741 Ph: 406-284-6068  
Certified Public Accountants

# Invoice

DATE	INVOICE #
1/8/2020	149524

**BILL TO**

Town of West Yellowstone  
c/o Lani  
PO Box 1570  
West Yellowstone, MT 59758

Prompt payment is appreciated - a finance charge of 1%, which is an annual rate of 12%, will be charged on accounts over 30 days.

DESCRIPTION	AMOUNT
Billing for resort tax procedures for years ending December 31, 2018	10,000.00
Billing for TBID procedures for years ending December 31, 2018	400.00
Mileage	123.54
Lodging	153.80
Meals	273.07
Travel & out of pocket costs	550.41
<i>2100 - 410532 - 353 lg</i>	
<b>Total</b>	<b>\$10,950.41</b>

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TOWN OF WEST YELLOWSTONE  
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\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46495	2845 Kastig, Kauffman & Mersen, PC	3,581.50					
	01/10/20 legal serv-Criminal 9/19-10/19	320.00		LEGAL	1000 411100	352	101000
	01/10/20 legal serv-Criminal-Post/copy	12.00		LEGAL	1000 411100	870	101000
	01/10/20 legl serv-Crimnl-12/1-12/31/19	1,610.00		LEGAL	1000 411100	352	101000
	01/10/20 legal serv-General-4/19-10/19	500.00		LEGAL	1000 411100	352	101000
	01/10/20 legl serv-Generl-12/1-12/31/19	580.00		LEGAL	1000 411100	352	101000
	01/10/20 Misc-post/cpy PrivInvest 12/19	269.50		LEGAL	1000 411100	870	101000
	01/10/20 Moonrise Meadows 12/1-31/19	140.00		LEGAL	1000 411100	352	101000
	01/10/20 Well House Legl 12/1-31/19	150.00		LEGAL	1000 411100	352	101000
46498	95 Energy West-Montana	3,116.02					
	12/30/19 nat gas 210361788 updl	228.64		UPDH	1000 411252	344	101000
	12/30/19 nat gas 210360293 Police	32.50		POLBLD	1000 411258	344	101000
	12/30/19 nat gas 210361746 Pub Services	703.87		STREET	1000 430200	344	101000
	12/30/19 nat gas 210361811 old firehall	205.89		PARK	1000 460430	344	101000
	12/30/19 nat gas 210363966 old bld ins	118.51		STREET	1000 430200	344	101000
	12/30/19 nat gas 210360540 library	352.90		LIBBLD	1000 411259	344	101000
	12/30/19 nat gas 210364599 Povah	783.42		POVAH	1000 411255	344	101000
	12/30/19 nat gas 210361697 Iris Lift St	33.90		PUBSVC	1000 430200	344	101000
	12/30/19 nat gas 210365425 Twm Hall	625.26		TWNHAL	1000 411250	344	101000
	12/30/19 nat gas 210361655 Mad Add Sewe	31.13		SEWER	5310 430600	344	101000
46500	2853 Two Seasons Recycling	500.00					
	2019740 12/31/19 monthly recycling	500.00		PARKS	1000 460430	534	101000
46505	2952 DIS Technologies	595.00					
	35183 01/05/20 Monthly Managed Svcs-Dspatch	595.00		DISPCH	1000 420160	398	101000
46506	2952 DIS Technologies	715.47					
	32192 01/05/20 Email accounts/managed IT	715.47		IT	1000 410580	355	101000
46514	2813 Century Link	62.00					
	12/28/19 DSL Pub Serv Office 646-7949	62.00		ROAD	1000 430200	345	101000
46568	3181 Dog Sled Races of West	67.38					
	12882 12/13/19 MAP Fund-dog race Flyers	67.38		MAP	2101 410130	398	101000
46569	153 IIMC	110.00					
	12/12/19 Membership renewal Lanie	110.00		FINANC	1000 410510	335	101000

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46570			2977 Staples Credit Plan	1,937.92					
	2387706051	11/12/19	Supplies - Dispatch	25.29		DISPTC	1000 420160	220	101000
	2388108581	11/13/19	Supplies - Dispatch	59.88		DISPTC	1000 420160	220	101000
	2388157431	11/13/19	Supplies - Police	38.27		POLICE	1000 420230	220	101000
	2388361611	11/13/19	Supplies - Soc Services	26.39		SOCSEER	1000 450135	220	101000
	2388727151	11/14/19	Supplies - Soc Services	150.97		SOCSEER	1000 450135	220	101000
	2389351561	11/15/19	Supplies for Admin	17.59*		ADMIN	1000 410210	220	101000
	2389351561	11/15/19	Supplies for Water	47.08		WATER	5210 430550	220	101000
	2389359801	11/15/19	Soc Services Supplies	61.98		SOCSEER	1000 450135	220	101000
	2389381711	11/15/19	Soc Services Supplies	339.98		SOCSEER	1000 450135	212	101000
	2389528741	11/15/19	Calendar - Admin	17.59*		ADMIN	1000 410210	220	101000
	2389528741	11/15/19	Calendar - Building	17.59*		BULDNG	1000 420531	220	101000
	2389528741	11/15/19	Calendar - Court	35.18		COURT	1000 410360	220	101000
	2392490171	11/21/19	Building Dept Supplies	358.98*		BULDNG	1000 420531	220	101000
	2395576291	11/27/19	Admin Supplies	45.46*		ADMIN	1000 410210	220	101000
	2395576291	11/27/19	Water Supplies	45.47		WATER	5210 430500	220	101000
	2399213361	12/03/19	Laptop - Dispatch	224.99		DSPTCH	1000 420160	212	101000
	2401238681	12/05/19	Admin supplies	48.20*		ADMIN	1000 410210	220	101000
	2401402011	12/05/19	Rec & Parks Supplies	25.98*		PARKS	1000 460440	220	101000
	2401651191	12/05/19	Rec & Parks Supplies	5.49*		PARKS	1000 460440	220	101000
	2402875271	12/07/19	Soc Services supplies	98.60		SOCSEER	1000 450135	220	101000
	2403497141	12/09/19	Soc Services small equip	28.59		SOCSEER	1000 450135	212	101000
	2405038281	12/11/19	Building Dept Supplies	43.48*		BULDNG	1000 420531	220	101000
	2405040521	12/11/19	Admin supplies	49.16*		ADMIN	1000 410210	220	101000
	2405302541	12/11/19	Soc Services Supplies	21.98		SOCSEER	1000 450135	220	101000
	2405364301	12/11/19	Police Supplies	12.08		POLICE	1000 420100	220	101000
	2405449521	12/11/19	Police Supplies-SanDisks	63.65		POLICE	1000 420100	220	101000
	2405983471	12/12/19	Police Supplies-	28.02		POLICE	1000 420100	220	101000
46571			135 Food Roundup	445.46					
		12/04/19	Groceries for Dispatch	12.35		DSPTCH	1000 420160	220	101000
		12/04/19	Groceries for Dispatch	11.99		DSPTCH	1000 420160	220	101000
		12/23/19	Care groceries Police	18.77		POLICE	1000 420230	220	101000
		12/09/19	Tree Topper Admin	12.59		ADMIN	1000 410210	327	101000
		12/23/19	Rec Dept supplies	28.20*		RECDPT	1000 460440	220	101000
		12/24/19	Rec Dept supplies	5.98*		RECDPT	1000 460440	220	101000
		12/26/19	Rec Dept supplies	55.58*		RECDPT	1000 460440	220	101000
		12/31/19	6 Gift Certificates	300.00		LEGIS	1000 410100	220	101000

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Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46572	2381 WYED 01/13/19 Rod Run 2019 Bond Refund	1,500.00 1,500.00		RTBOND	2100 214000		101000
46573	3249 Associated Employers 01/01/20 Annl Membership Dues 2/20-1/21	675.00 675.00		ADMIN	1000 410210	335	101000
46574	309 PJ's Plumbing & Heating 99001760 01/02/20 Main Line cleaned out at Par 99001735 01/02/20 Frozen Pipe thaw and repair 99001643 01/06/20 Run new lines to breakrm sin 99001805 01/13/20 Replacement of broken toilet 99001803 01/13/19 Install backflow prevntr&met	5,372.00 200.00 630.00 2,080.00* 797.00 1,665.00		PARKS PARKSB TWNHAL PRKSBU PRKSBU	1000 460430 1000 411253 1000 411250 1000 411253 1000 411253	398 366 366 366	101000 101000 101000 101000 101000
46575	764 General Distributing Co. 829547 12/31/19 Welding supplies	53.94 53.94		STREET	1000 430200	220	101000
46576	1061 Lane and Associates 7533 12/16/19 Drug Test -6 7533 12/16/19 Breath test - 4	583.80 403.80 180.00		ADMIN ADMIN	1000 410210 1000 410210	356 356	101000 101000
46577	1331 West Yellowstone Foundation 043019-01 06/28/19 Bus Voucher-043019-01 120219-01 12/02/19 Bus Voucher - 120219-01 121819-01 12/18/19 Bus Voucher - 121819-01 121919-01 12/19/19 Bus Voucher - 121919-01 121819-04 12/18/19 Bus Voucher - 121819-01	50.00 10.00 10.00 10.00 10.00 10.00		HELP HELP HELP HELP HELP	7010 450135 7010 450135 7010 450135 7010 450135 7010 450135	370 370 370 370 370	101000 101000 101000 101000 101000
46578	3256 Fickler Oil Company, Inc. 105461 01/02/20 Summit SBL-Syn blower Lube	342.26 342.26		WATER	5210 430500	220	101000
46579	3257 H.D. Fowler Company I5354276 12/12/19 Economy Work Tent	388.61 388.61		WATER	5210 430500	212	101000
46580	2143 Crimestar Corporation 19-ES-67 12/19/19 Crimestar CAD seat Licenses- 19-ES-67 12/19/19 CAD Annual Support-3 19-ES-67 12/19/19 Crimestar Web Interface 19-ES-67 12/19/19 CWI Annual Support-1 9849 01/07/20 Records Managemnt Annual fee-3 9849 01/07/20 Laptop Annual support -2	15,550.00 11,850.00 900.00 1,000.00 300.00 900.00 600.00		911 911 911 911 911 911	2850 420750 2850 420750 2850 420750 2850 420750 2850 420750 2850 420750	945 945 945 945 398 398	101000 101000 101000 101000 101000 101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46581		2898 TransUnion Risk and Alternative		50.00					
	201912-1	01/01/20 Contracted Services-201912-1		50.00		POLICE	1000 420100	398	101000
46583		3192 Floyd's Truck Center		835.03					
	X401136690	12/05/19 Repair supplies for FL80		507.40		STREET	1000 430200	369	101000
	X401137479	12/30/19 12V Reman starter & Core		544.66		STREET	1000 430200	369	101000
	X401137883	01/11/20 Credit for X401137479		-225.00		STREET	1000 430200	369	101000
	X401137831	01/10/20 Radiator filler cap Dumptr		7.97		STREET	1000 430200	369	101000
46584		2072 Public Agency Training Council		325.00					
	245322	12/30/19 Seminar-De-escalation-Kearney		325.00		POLICE	1000 420100	380	101000
46585		2195 Code Publishing Company		229.50					
	65638	12/26/19 Municipal Code Web update		229.50		FINANC	1000 410510	390	101000
46586		999999 REBECCA GOLTZ		350.00					
	010720	01/07/20 Povah-cleaning deposit refund		350.00		POVAH	2210 214001		101000
46587		533 Market Place		550.00					
		12/31/19 11x\$50.00-Gift Certificates		550.00		LEGISL	1000 410100	220	101000
46588		254 Firehole Fill Up/Economart		14.88					
	1712333	12/19/19 Propane		14.88		STREET	1000 430200	239	101000
46589	E	2673 First Bankcard		220.00					
		12/20/19 Stamps - Court (2)		110.00		COURT	1000 410360	311	101000
		12/20/19 Stamps - Finance		55.00		FINANC	1000 410510	311	101000
		12/20/19 Stamps - Soc Services		55.00		SOCSEK	1000 450135	311	101000
46591		3233 Safeguard Business Systems		80.18					
	33836731	12/06/19 Blank W-2 forms & Envelopes		80.18		FINANC	1000 410510	220	101000
46592		2099 Quick Print of West Yellowstone		17.99					
	12909	12/17/19 Binder		3.99		ROAD	1000 430200	220	101000
	12906	12/17/19 25 pages faxed-Library		14.00*		LIBRY	2220 460100	220	101000
46593		3066 Core & Main		113.06					
	L724485	12/31/19 Small Equipment		113.06		PARKS	1000 460430	212	101000

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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
46594	3004 Partsmaster	78.68							
2349903	12/27/19 Sorbent spc univers pad	78.68		STREET	1000 430200	220	101000		
46595	2455 Tri State Excavating, LLC	2,358.75							
7848	12/15/19 Snow Remvl usingDmp trck 11/29	680.00		STREET	1000 430200	398	101000		
7848	12/15/19 Snow Remvl usingDmp trck 11/30	786.25		STREET	1000 430200	398	101000		
7848	12/15/19 Snow Remvl usingDmp trck 12/8	595.00		STREET	1000 430200	398	101000		
7848	12/15/19 Snow Remvl usingDmp trck 12/9	297.50		STREET	1000 430200	398	101000		
46596	65 T & E	2,249.44							
BLW0019659	12/30/19 Repairs to 938H Heater	2,249.44		STREET	1000 430200	369	101000		
46597	3255 Frosted by Laura Finley	180.00							
000165	01/10/20 ServSafe Training- D. Hansen	180.00		SOCSER	1000 450135	380	101000		
46598	3241 Bridger Analytical Lab	280.00							
2001119	01/10/20 Coliform/E.coli Testing	280.00		WATER	5210 430500	357	101000		
46599	3258 Greatland Crane Inspection, Inc.	450.00							
A1472	01/13/20 Annual Bridge Crane/travel	450.00		SEWER	5310 430600	369	101000		
46600	999999 SARAH MARIE DUSABLON	1,315.00							
01/13/20	Exonerated Bond	1,315.00		COURT	7469 212401		101000		
46601	E 2673 First Bankcard	1,044.46							
20187	12/05/19 Alcohol Gas Tank-Police	236.60		POLICE	1000 420100	220	101000		
954	12/12/19 Postage - Police	7.90		POLICE	1000 420100	311	101000		
45032	12/04/19 IACP membership renewal	215.00		POLICE	1000 420100	335	101000		
3031	12/23/19 Fraud&Cyber Training Courtis	185.00		POLICE	1000 420100	380	101000		
989006	12/28/19 Glass Shield&Cases for iphone	399.96		POLICE	1000 420100	220	101000		
46602	2264 MORNING GLORY COFFEE & TEA	33.75							
304028	01/14/20 Coffee for Dispatche	33.75		DSPTCH	1000 420160	220	101000		
46603	3260 JD'S Enterprises	561.22							
116	01/10/20 BladePin, angle ram assembly	561.22		STREET	1000 430200	361	101000		
46604	2268 Myslik, Inc.	107.07							
010720ToWY	01/07/20 Micro switch, Neutral safe	107.07		STREET	1000 430200	220	101000		

01/17/20  
12:48:46

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 1/20

Page: 6 of 8  
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	
46605	2800 RDO Equipment Co. P4458816 01/10/20 Repair parts for 772G Grader	1,481.71 1,481.71		ROAD	1000 430200	369	101000	
46606	151 Gallatin County WY TS/Compost 01/02/20 Household waste	325.85 325.85		PARKS	1000 460430	534	101000	
46607	73 Westmart Building Center K44721 12/10/19 Door	97.87 97.87		SEWER	5310 430600	366	101000	
46608	E 2964 CITI CARDS 3254654 12/05/19 Magnetic locator w/case 7646606 12/04/19 Santa's mailbox 8537021 12/04/19 Christmas Garland 8537021 12/04/19 Tree Topper 1048243 12/05/19 Santa Costume Set 9333063 12/04/19 Christmas Ornaments 9721829 12/05/19 Soil probe steel Tstyle Handl 4134662 12/09/19 Christmas Envelope&Stationery 7393011 12/10/19 Name Plates for Watt&Mathews 47044605 12/11/19 Kool Touch Steel Hinged Cove 980311744 12/18/19 Travel Trip to AZ-Johson 980311744 12/18/19 Travel Trip to AZ-Sabolsky 28882 12/19/19 Travel - Parking 42421710 12/20/19 Wordpress Domain Mapping 93336G 12/23/19 Wild West Pizzeria 5214629 12/27/19 Computer Dest Water Dept 7093046 12/27/19 office supplies for Water Dep 7662645 12/27/19 Mobile roll file, drawing des SAF-326179 12/26/19 Signs	1,913.16 599.00 23.44 12.71 14.99 89.90 144.78 26.65 59.88* 27.05 51.59* 16.96 16.96 28.00 13.00 55.63 99.99 53.75 331.18 247.70		WATER ADMIN ADMIN ADMIN ADMIN ADMIN WATER RECREA LEGISL POVAH SEWER SEWER SEWER LIBRY ADMIN WATER WATER WATER WATER	5210 1000 1000 1000 1000 1000 5210 1000 1000 1000 5310 5310 5310 2220 1000 5210 5210 5210 5210	430500 410210 410210 410210 410210 410210 430500 460440 410100 411255 430600 430600 430600 460100 410210 430500 430500 430500 430500	212 327 327 327 327 327 212 220 220 220 370 370 370 398 370 212 212 212 220	101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000
46609	999999 NUBIA ALLEN 01/07/20 Court Interpreter	60.00 60.00		COURT	1000 410360	350	101000	
46610	E 2673 First Bankcard 19644557 12/06/19 MotorVehicle-2019Ram5500 reg 12/06/19 Convenience fee for using CCMV 8725066 12/10/19 Wallet case for town phone 119334 12/19/19 Hidden Hanger w/screws 12/19/19 4.4 cu ft Compact Frig RTS181623 12/06/19 SmartSign Alignment Symbols 922261 12/26/19 SafetySign.com NO VehicleEntry	887.30 40.69 3.00 10.99 28.68* 179.00 377.64 247.30		STREET STREET ROAD TWNHLL TWNHLL STREET STREET	1000 1000 1000 1000 1000 1000 1000	430200 430200 430200 411250 411250 430200 430200	870 870 220 366 920 243 243	101000 101000 101000 101000 101000 101000 101000

01/17/20  
12:48:46

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 1/20

Page: 7 of 8  
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
46611		3206 FARCOUNTRY PRESS		9.12					
	249375-2	06/27/19 Montana Book		9.12		LIBRY	2220 460100	215	101000
46612		2792 NAMI-Bozeman		125.00					
	01/16/20	Tuition for Dianna Hansen		125.00		SOCSEB	1000 450135	380	101000
46614		2198 Westgate Auto Body		773.63					
	3950 01/15/20	repair mirror, state truck		773.63		STREET	1000 430200	361	101000
46615		1955 Dellinger & Gallagher, Inc.		10,950.41					
		RT audits & TBID audits (2)							
	149524 01/08/20	RT Audits (11)		10,550.41		RT	2100 410532	353	101000
	149524 01/08/20	TBID audits (2)		400.00		TBID	7202 411800	357	101000
46616		2253 Gallatin County Election		5,056.32					
	6875 01/08/20	municipal election expenses		5,056.32*		ELECT	1000 410600	321	101000
		# of Claims	52	Total:	68,770.74				
		Total Electronic Claims		4,064.92	Total Non-Electronic Claims		64705.82		

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Fund/Account	Amount
1000 General Fund	
101000 CASH	\$35,849.22
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$12,050.41
2101 Marketing & Promotions (MAP)	
101000 CASH	\$67.38
2210 Parks & Recreation	
101000 CASH	\$350.00
2220 Library	
101000 CASH	\$36.12
2850 911 Emergency	
101000 CASH	\$15,550.00
5210 Water Operating Fund	
101000 CASH	\$2,461.69
5310 Sewer Operating Fund	
101000 CASH	\$640.92
7010 Social Services/Help Fund	
101000 CASH	\$50.00
7202 TBID Agency Fund	
101000 CASH	\$400.00
7469 City Court - Judge Gibson	
101000 CASH	\$1,315.00
Total:	\$68,770.74

WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**January 7, 2020**

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Greg Forsythe, Travis Watt and Jeff Mathews

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, Water & Waste Water Superintendent Greg Johnson

Skip Morris, Fire Chief Shane Grube, Ken & Mary Davis, 911 Communications Manager Brenda Martin, Richard & Teri Gibson, John Grege, Marge Wanner, Clyde Seely, Dick Dyer, Jeff Schoenhard, Tom Cherhoniak, Shane Brown, Executive Assistant Lisa Johnson, Bill Howell, Liz Watt, Denice Sabolsky, Chamber of Commerce Executive Director Marysue Costello, Julie Tesore-WY Foundation, Glen Loomis, Alma Clark

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**

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Mayor Brad Schmier calls the meeting to order and explains the first item of discussion is the Regional Economic Development Cooperation Program. Rob Gilmore of the Northern Rocky Mountain Economic Development District addresses the Council. Gilmore explains that they have an opening on the board of directors for this program and would like to invite a member of the West Yellowstone Town Council to serve on that board.

Gilmore explains that he is here tonight to discuss the West Yellowstone Gateway Study, which was recently completed through cooperation by multiple agencies and organizations. He says their purpose was to evaluate the impact of tourism transportation and access to Yellowstone National Park throughout the region. He says they raised \$100,000, of which \$25,000 came from the Town of West Yellowstone, to complete the study. Town Manager Dan Sabolsky and Council Member Pierre Martineau participated in the process. The presented the entire plan earlier today in a public meeting at the Chamber of Commerce. Preston Stinger of Fehr & Peers introduces himself as a main contributor to the study. He explains that the study area was essentially the boundaries of West Yellowstone and the two transportation corridors, Highway 20 and Highway 191. He says the goals of the study was to improve circulation, traffic, and movement in the area. He presents average daily traffic counts of 10,383 people in 2019 and an anticipated 11,525 people in 2030 on Yellowstone Avenue, entering Yellowstone National Park. He explains that they also studied intersection traffic conditions during peak hours, 9-10 AM in the morning and 6-7 PM in the evening. He also presents anticipated traffic congestion for 2030. Stinger presents two possible alternatives to alleviate the congestion, a couplet alternative that diverts northbound traffic down Boundary Street and make southbound only traffic on Canyon Street. The diverted alternative is to divert traffic coming into town from Highway 20 to go down Yellowstone Avenue rather than Highway 20. He also points out that the grid system of streets that exists in West Yellowstone is good and makes it easier to direct traffic. He says that their ultimate recommendation is the diverted alternative, to route traffic down Yellowstone Avenue. He explains to accomplish the diverted alternative, they recommend establishing three lanes on Yellowstone Avenue to allow for turn lanes. This would cause the Town to eliminate some parking on Yellowstone or change it to parallel parking rather than angle. They also recommend establishing a traffic light at the intersection of Highway 20 and Iris on the west side of Town. Stinger also presents numbers that reflect parking numbers during peak times of the day. He admits that they were surprised that the parking data did not reflect the parking issue comments they received during the work meetings. He says they also discovered that parking impact seems to stay consistent throughout the day, not just during peak hours. He says they also recommend establishing 2-hour parking areas to encourage employees not to take up

parking in the core areas. They also recommend additional signage directing visitors to other parking areas. He says the most comments they heard from interviewing visitors was a need for improved wifi and more maps/information. Stinger says they observed the need for more safe street crossing areas and heard from visitors that they would like trails to come to town from campgrounds. Sabolsky explains that he did talk to the State about improved traffic crossing approaches including flashing beacons. They were not opposed but funding would have to come from the Town. Stinger also recommends reducing the width of the parking lanes on Canyon while expanding the width of the sidewalks. The study also addressed “wayfinding,” which includes finding bathrooms and helping people find where they want to go. They also recommend moving the pit toilet at the park gate to the other side of the road. They recommend additional and bigger signage to help people find the traffic lane they need to be in. Schmier asks how diverting the traffic will help the gate entrance issues, because it all has to funnel in through that gate. Stinger says the diverted approach only spreads the traffic out around town. Stinger says he rarely saw the traffic backup into town, but entrance into the park is a whole different issue. He says the park doesn’t necessarily want to get more people into the park any faster because it just causes congestion inside the park. Johnson says that he thinks the biggest issue they need to address is getting people into the right lane long before they get there. Forsythe adds that he agrees with the statement that if the park doesn’t want to get the people in any faster, than it really just falls back on the Town. Teri Gibson suggests that they align the traffic lights so they all turn red or green at the same time, which moves the traffic faster. Clyde Seely suggests diverting traffic that comes from Highway 20 and just intends to head north to Bozeman down Gibbon Avenue. Watt asks if they studied the intersection of Highway 20 and Geysler, which is the primary corridor for school traffic, although not busy in the summer months. Stinger says they did not but that might be a good intersection for increased traffic crossing approaches. Stinger also summarizes comments that came out of the public meeting earlier today, which includes litter clean up and signage in interior parks, trail access to town. Sabolsky adds that a draft of this plan was sent to the State Transportation Department in Helena a few weeks ago. Mathews says that his concern with the diversion alternative is that we are pushing traffic to areas that are undeveloped and will encourage more development.

The next item of discussion is Water Well #4. Schmier explains that present tonight is Dick Dyer, project engineer for the new water well. Dyer starts by thanking the Town and Council for allowing him to serve as the Town Engineer for 33 years and the progress they made during that time. He explains that he is the engineer of record for this well and they are prepared to close out and finish the project. He explains that construction of the well started in the fall of 2018, was shut down for the winter, and resumed in the spring of 2019. It was completed in July of 2019. The contractor has completed his responsibilities and DEQ will accept the plans and design when submitted. Dyer explains that there were six bidders on this project. He says that when considering the change orders and pay requests tonight there are a few things to consider. He says that the contractor completed the project \$80,000 less than the next highest bidder for the project and only exceeded estimates by 2.6%. Dyer addresses two change orders, which resulted in a project increase of \$41,674.57. The production well project still came in under the estimated cost of \$550,000. Schmier clarifies that the test well was drilled down 300 feet and produced good results, but when they drilled the full well, they only went 240 feet and the results were not nearly as good as expected. Schmier also states that the costs associated with diverting the main under the sewer line should have been anticipated. Schmier expresses concerns that the change orders were not brought to the Town before they were completed, they are only signed by the engineer and the contractor. Forsythe says that the test well indicated 900 gallons per minute, they expected 700 gallons per minute from the real well, and the well only produces 430 gallons per minute. Dyer explains that the hydro-geologist anticipated 1000 gallons per minute, but that did not prove to be accurate, but they came before the Council to explain that. At that time, the spring was still producing a lower flow and they were under a water moratorium and they decided to proceed. Schmier asks Sabolsky if the entire project is under the budget of \$550,000. Sabolsky says that there were some increased electrical costs but the last number they came to is \$540,000 for the entire project. Johnson says that is really all that matters. Watt says there is a downsize of the pipe from 10” to 8” and asks if that will restrict the flow. Dyer explains that when the capacity was determined to be reduced, they downsized it but that pipe will accommodate 1500 gallons per minute regardless. Schmier says that he understands that

with projects of this size, there are things that crop up, and some things cost more and some things cost less. He says he is glad to know that they came in within the budget and would like to finish it up. Sabolsky says that what they will do next is sit down with the contractor and engineer, ensure that everything is signed and approved, and pay the contractor. The contractor, O'Keefe Drilling, has filed a claim against the Town and they would like to settle it as quickly as possible. He says if he has to drive to Butte this week to finish things up, he will do that.

The Work Session is adjourned at 7:25 PM, the regular meeting convenes at 7:35 PM.

### **TOWN COUNCIL MEETING**

Town Clerk Liz Roos administers the oaths of office for council members Jeffrey Mathews, Travis Watt, and Greg Forsythe. Following the votes, Roos also administers the oaths of office to Mayor Jerry Johnson and Deputy Mayor Brad Schmier.

### **ACTION TAKEN**

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- 1) Motion carried to nominate Jerry Johnson to serve as Mayor for the year 2020. (Mathews, Watt) Mathews, Watt, Johnson and Schmier are in favor, Forsythe is opposed.
- 2) Motion carried to nominate Brad Schmier to serve as Deputy Mayor for the year 2020. (Forsythe, Watt) Motion is unanimous.
- 3) Motion carried to approve Purchase Order #6689 to Crimestar Corporation for annual CAD/RMS support for \$14,050.00. (Forsythe, Schmier)
- 4) Motion carried to approve Purchase Order #6874 to Anderson Zurmuehlen for \$12,500 for financial audit services. (Forsythe, Watt)
- 5) Motion carried to approve Purchase Order #6873 to Tractor & Equipment, for repairs to the CAT 936 Loader for \$9,4432.43. (Watt, Forsythe)
- 6) Motion carried to approve the claims, which total \$194,907.56. (Schmier, Forsythe) Forsythe abstains from #46510 to the Westmart Building Center for \$2,076.18, Schmier abstains from #46564 to Jerry's Enterprises for \$312.06.
- 7) Motion carried to approve the Consent Agenda, which includes the minutes of the December 10, 2019 Town Council Meeting and December 20, 2019 Special Town Council Meeting. (Forsythe, Mathews)
- 8) Motion carried to approve the Final Contractor Pay Request and Change Orders for Water Well #4 Project for \$234,312.72. (Forsythe, Mathews)
- 9) Motion carried to approve the revised Marketing and Promotions Fund Recommendation for Snow Shoot 2021 (occurs in 2020), which has been reduced to \$10,700.00 (Forsythe, Schmier)
- 10) Motion carried to reappoint John Greve and Kimberly Howell to the Marketing and Promotions Fund Advisory Board for three-year terms. (Forsythe, Mathews)
- 11) Motion carried to appoint Jeff Mathews as the Town Representative on the Planning Board. (Watt, Forsythe)

**Public Comment Period**

West Yellowstone Chamber of Commerce Executive Director addresses the Council and expresses appreciation for support from the Town for multiple events. Costello asks the Town to revisit the current Event Application. She points out several parts of the application that could be improved and expresses concern about being charged for assistance by the Town. She says that the organizer for Skijor West has been informed that there will be fees charged for the assistance he is expecting from the Town, which the organizer is not prepared to absorb. Costello requests that the Council discuss this issue at a future meeting.

**Public Comment Period**

Council Member Forsythe distributes some documentation to illustrate some issues he has observed with purchasing procedures. He points out that they seem to have a problem with a delay of payment, accurate estimates being provided to the Council, and approval prior to purchases being made. He requests that this topic be discussed at a work session. Forsythe also says that he still feels strongly that they need to hire a part-time planner.

Schmier says that, especially considering they have two brand-new council members, that perhaps they need some training to effectively and efficiently use the iPads. He says that when Dan Clark of the MSU Local Government Center comes, he is sure that he will discuss email retention and proper usage. He asks the Council to think about whether they need more instruction on what is the proper way to use the devices most efficiently.

Johnson says that last fall, they made an effort to send letters to all the businesses encouraging them to clear the sidewalks in front of their businesses. He says that he has observed more cars on the sidewalks this year than ever before. He asks everyone to think about how they could better address the issue.

Schmier says that he also requested that they revise the winter welcome letter and that has gone nowhere. He says that he is dismayed and disappointed that has not happened. He says he thinks that is important and it has been several years since the letter has been produced. He says he would still like to see that done before the year is over.

**DISCUSSION**

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- 8) Forsythe requests that they do need approval from DEQ, a release from the contractor, and the Project Engineer that the project is complete.
- 9) John Greve, Secretary for the Marketing and Promotions Fund Advisory Board, explains that the funding request for Snow Shoot 2021 has been reduced to \$10,700 from \$21,500. Marge Wanner explains that Snow Shoot is a private event but it brings a lot of people and money to West Yellowstone. Wanner briefly describes the event and explains that the reduction is primarily in the cost of the trailers. Johnson says that since the revised request is less than was approved by the advisory board, he believes they can approve the request for the lesser amount without going back to the board.
- A) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky reports that a couple weeks ago, he and some staff traveled to the Phoenix area to tour multiple wastewater treatment plants. He says they have spent a considerable amount of time evaluating the options and would like to schedule a work session next week to discuss the options with the Town Council. Sabolsky reports that last fall they submitted a grant application to the Rendezvous Trailhead for \$30,000 and were awarded \$32,500. He explains that they submitted the grant to either relocate the entrance of reconfigure the trailhead. Sabolsky briefly reports on the public meeting earlier today regarding the West Yellowstone Gateway Study. Yesterday, he attended a work session in Bozeman with the Gallatin County Commission which focused on economic development. He says that he attended to support the partners that have helped them obtain grants in the past year, NRMEDD and Prospera, and encourage the Commission to support these organizations. Sabolsky reports that the Yellowstone Historic Center is working on a strategic plan and

he has been invited to participate. He says this process will assist them with their budgeting process that will start soon. He says they have a near-completed plan for the casting pond project. The supporters of the project have raised some money with very little effort and they hope to start construction in the spring. He reports that Jeff Kadlec has asked to meet with the Town to start working on an agreement regarding utility services for the airport, but he has asked Kadlec to wait until they figure out what direction they are going and the type of facility the Town will build. He also mentions that they have completed their contract with the Taylor Luther Group for election services. They had a \$20,000 contract and came in just under \$14,000.

**Public Services** Superintendent James Patterson reports that his crew is spending a lot of time plowing snow. He says he is still looking for some part-time drivers to work when it snows. He says he is hoping it gets colder so the snow will set up. Schmier asks for clarification on whether drivers must have a CDL (certified drivers license). Sabolsky says that if they are driving the dump trucks, they need CDLs, but if they are operating equipment they do not. The Council briefly discusses the issue but Sabolsky says the Town's insurance (MMIA) and Montana DOT both said they should have a CDL. **Social Services** Director Kathi Arnado briefly shares statistics that indicate usage of the food bank dropped in 2019 from 2018. Arnado also shares that she recently attended the retirement party for Debbie Dear at the Bozeman Job Service and she has reached out to West Yellowstone many times. Arnado says that Dianna Hansen, Social Services Assistant, has really helped with encouraging clients to use and prepare food by putting together kits and recipes. Schmier asks if there is a brochure that helps people understand what resources and programs are available. Arnado says that they do and she will make sure it's up to date. **Finance** Director Lanie Gospodarek reports that they are starting to wrap up the audit for FY 2019. Finance Clerk Peggy Russell is doing well and has become quite proficient at utility billing. **Water and Wastewater** Superintendent Greg Johnson says that touring the facilities in Arizona was very educational. He briefly discusses reporting requirements and putting up required signage at all their facilities. He also mentions the elevated fluoride notice that they released recently. Chief of **Police** Scott Newell reports on several recent cases that the police department has dealt with and has kept them busy. He reports that he attended a meeting with all the Police Chiefs in Gallatin County this week and he appreciates his job. He and Brenda Martin also met with the Gallatin County 911 Coordinator.

- B) The Council discusses the revised **cemetery** documents, the revised version of Chapter 12.30 of the West Yellowstone Municipal Code, Plot Purchasing procedures, and a Town Cemetery Policy. Schmier explains that the Cemetery Board of Trustees met multiple times to work on these documents and commends Ken Davis for his many hours of work on the project. He says that they need to first focus on the ordinance as the other documents can be changed easily. Schmier says that he does think that the ordinance needs to say that fees will be set by resolution.

The meeting is adjourned. (10:00 PM)

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Mayor

ATTEST:

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Town Clerk

# TOWN OF West Yellowstone Business License Application

Business Name: Extra Holidays, LLC  
Applicant: Extra Holidays, LLC  
Contact Person: Corrin Heaton  
Mailing Address: 6277 Sea Harbor Dr, Orlando FL 32821-8043  
Physical Address of Business: 110 Gray Wolf Avenue, West Yellowstone MT 59758  
Phone Number: 407-626-6212 Fax Number: \_\_\_\_\_  
Email Address: Corrin.Heaton@wyn.com Website: \_\_\_\_\_

Signature of Property Owner of Record: Sherri Avara 

Subdivision: Grizzly Park  
Block: 4 Lot: 14 & 15

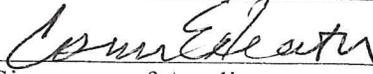
Zoning District, please mark one:

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

- Is this business licensed by the State of Montana?  Yes  No
- Appropriate City/County/Health Dept approvals (if applicable)  Yes  No (please attach) **NA**
- 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.  
online travel agency

Business License Fee: \$ 50.00  
Resort Tax Bond: \$ 500.00

  
Signature of Applicant

Total Amount Due: \$ ~~50.00~~  
**\$ 550.00**

Signature of Applicant  
1/6/2020  
Date

### FOR OFFICE USE ONLY

Date Approved by Town Council: \_\_\_\_\_  
Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ License # \_\_\_\_\_  
SCN \_\_\_\_\_ BLP \_\_\_\_\_ STX \_\_\_\_\_ BLC \_\_\_\_\_ RDX \_\_\_\_\_



**MONTANA SECRETARY OF STATE**

Return Method: Email

September 23, 2019

COMPLIANCE TEAM  
11380 PROSPERITY FARMS ROAD #221E  
PALM BEACH GARDENS FL 33410

**CERTIFICATION LETTER**

I, COREY STAPLETON, Secretary of State for the State of Montana, do hereby certify that

**Extra Holidays, LLC**

filed its Certificate of Authority with this office and has fulfilled the applicable requirements set forth in law. By virtue of the authority vested in this office, I hereby issue this certificate evidencing the filing is effective on the date shown below.

**Certified File Number:** E1132769 - 13033906

**Effective Date:** September 23, 2019

Your company's annual report is due by April 15th of next year and each consecutive year thereafter.

Thank you for being a valued member of the Montana business community. I wish you the best of luck in your future endeavors.

A handwritten signature in black ink, appearing to read "Corey Stapleton".

Corey Stapleton  
Montana Secretary of State

# Parks & Recreation Advisory Board

BOARD MEMBER	APPOINTED	EXPIRES	E-MAIL ADDRESS
Liz Watt	12/8/15	12/7/19	<a href="mailto:mtrealtor@wyellowstone.com">mtrealtor@wyellowstone.com</a>
Brandi Brown	10/9/18	10/8/21	<a href="mailto:bns174@msn.com">bns174@msn.com</a>
Lindsey Charlton	10/9/18	10/8/21	<a href="mailto:charlton5126@gmail.com">charlton5126@gmail.com</a>
Neil Courtis	10/9/18	10/8/22	<a href="mailto:treadandcast@gmail.com">treadandcast@gmail.com</a>
Rachel Spence	10/9/18	10/8/22	<a href="mailto:rachelaspen@hotmai.com">rachelaspen@hotmai.com</a>
Amy Freed	10/9/18	10/8/22	<a href="mailto:amy.freed15@gmail.com">amy.freed15@gmail.com</a>
Sabrah Van Leeuwen	6/4/19	6/3/23	<a href="mailto:sabeylynn@hotmail.com">sabeylynn@hotmail.com</a>
Jennifer Jordan	4/16/19	4/15/23	<a href="mailto:parksdept@outlook.com">parksdept@outlook.com</a>
Greg Forsythe, Town Council - concurrent w/ TC term			<a href="mailto:gforsythe@townofwestyellowstone.com">gforsythe@townofwestyellowstone.com</a>
<b>Staff Support</b> – concurrent w/ employment			
James Patterson, Public Services Superintendent			<a href="mailto:jpatterson@townofwestyellowstone.com">jpatterson@townofwestyellowstone.com</a>
Vely Vazquez, Recreation Coordinator			<a href="mailto:ivazquez@townofwestyellowstone.com">ivazquez@townofwestyellowstone.com</a>

*Reorganized by the Town Council 2/1/11 via Resolution No. 591, 4-year terms.  
Reorganized again 9/18/18, Resolution No. 719, 4 new positions added.*



APPLICATION FOR BOARDS AND COMMITTEES

Name Elizabeth Watt Date 1/7/2020

Address 540 OBSIDIAN AVE. / P.O. BOX 1545

City WEST YELLOWSTONE State MT Zip 59758

Phone (Home): 406-640-0395 (Work): 406-646-5222 (Cell/Other): 406-640-0395

E-Mail Address: lizw@ourbank.com

Are you a resident of West Yellowstone? YES Length of residency in West Yellowstone: 25 yrs

Board or Committee you are applying for: PARKS & RECREATION ADVISORY BOARD

Occupation: LOAN ADMINISTRATOR / RELATOR

Employer: FIRST SECURITY BANK DIVISION OF GLACIER BANK / MONTANA TERRITORIAL REAL ESTATE

Have you previously served on a County or City board? YES

If so, which board, and for how long? PARKS & RECREATION ADVISORY BOARD

Past Memberships and Associations:

School Board Trustee, WY Athletic Booster Club Secretary Treasurer, Gallatin Valley Association of Realtors, National Association of Realtors

Current Memberships and Associations:

School Board Trustee, WY Athletic Booster Club Secretary Treasurer, Gallatin Valley Association of Realtors, National Association of Realtors

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: I have served on the Parks & Recreation Advisory Board for the Past (3) Years

I have experience in Strategic Planning and Recreational Grant writing (Recreational Trails Program (RTP) and Gas Tax Grants).

What are your primary objectives for serving on this board? To help develop and support a healthy and prosperous community by promoting high quality parks and recreation services.

References (Individual or Organization):

Andie Withner Phone: (406) 209-3145

Glenn Hales Phone: (801) 360-7473

Karin Matthews Phone: (805) 701-3657

Signature: [Handwritten Signature] Date: 1/7/2020

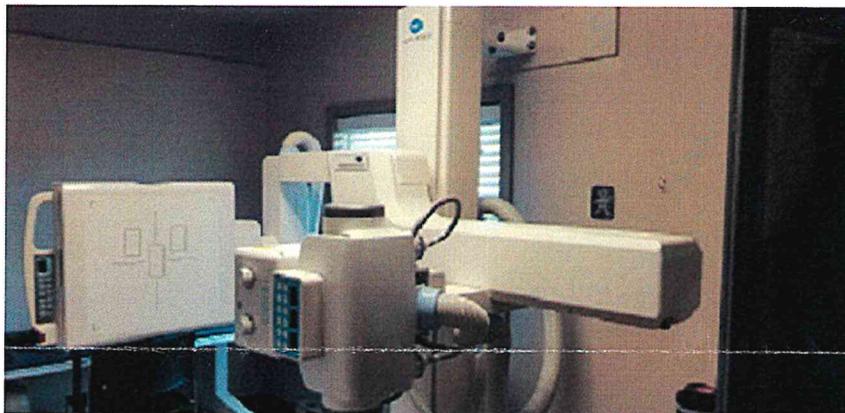
Please return this application to the Town Offices at 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT, 59758, or by email to: info@townofwestyellowstone.com. Thank you in advance for your interest.

January 13, 2020

West Yellowstone Town Council  
PO Box 1570  
W. Yellowstone, MT 59758

Dear Council Members:

Community Health Partners (CHP) wishes to thank the Council for its partnership and leadership in helping the organization to procure and install a new, wall-mounted x-ray machine for CHP's primary care clinic in West Yellowstone, Montana. Thanks to the Council's support, both residents and visitors alike will have access to state-of-the-art technology serving more than 200 patients per year helping to keep patients in town for service. In fact, just last week, a local snowmobiler fell off his machine and injured his forearm. CHP's staff was able to x-ray his arm and cast it right in West saving him long-distance travel on dangerous roads.



CHP is proud of its nearly 10-year commitment providing essential healthcare services in West Yellowstone taking care of everyone in the community regardless of their ability to pay. The new x-ray machine will assist in continuing the tradition of offering high-quality care close to home.

Again, we thank the Council for its unwavering support of CHP's efforts.

Sincerely yours,



Buck Taylor, Dir. Community Development and Administration

CHP – LIVINGSTON • 406-222-1111 126 South Main, Livingston, MT 59047	CHP – BOZEMAN • 406-585-1360 214 East Mendenhall, Bozeman, MT 59715	CHP – BELGRADE • 406-922-0820 19 East Main, Belgrade, MT 59714	CHP – WEST YELLOWSTONE • 406-646-9441 P.O. Box 1101 • West Yellowstone, MT 59758
CHP LIVINGSTON DENTAL PRACTICE • 406-922-0881 112 West Lewis, Livingston, MT 59047	CHP BOZEMAN DENTAL PRACTICE • 406-585-8701 120 North 19th, Bozeman, MT 59718	LEARNING PARTNERS • 406-823-6356 112 West Lewis, Livingston, MT 59047	



# TWO SEASONS RECYCLING

Received of  
1-15-20

Daniel Sabolsky

Town Manager

Town of West Yellowstone,

Dan,

As per our discussion with the town staff I've finally had time to evaluate the Town Recycling Program with a focus on the "Street Bins" and have come to the following conclusions.

1.

The current program is not able to effectively capture recyclable items due to the high amount of contamination, which was resulting in a low landfill diversion rate.

The new recycling bins that were placed out after Labor Day, demonstrated that with properly marked bins and a couple of simple changes in the pick up/ drop off procedures a respectable landfill diversion rate could be achieved.

2.

Currently from May till the end of September there are six bins on the streets, with plans to refurbish the six old bins to match the new bins bringing the total number of bins available for public use to twelve which will be available for the 2020 summer season.

Although doubling the bins for the public to use is a great step forward with the Towns' Environmental Sustainability Program, I feel that this is short of the actual needs for the high walking traffic use area (Canyon Street from Yellowstone Ave. North to Gibbon Ave. and from Canyon Street West on Yellowstone Ave. to Dunraven Street) and should be reevaluated.



3.

Currently the cost of services for the Town are \$500.00 per month, this amount was derived as follows.

- A Monthly fee of for drop off at Two Seasons \$ 150.00
- The six Street Bins..... \$ 350.00

\$500.00

Rather than having a fluctuating invoice every month the Town Council at that time opted to have the costs amortized out on a twelve month billing schedule.

With the addition of each new bin over the original six, your monthly cost will increase by \$ 58.33.

This is a brief outline of the program that has developed over the last eleven years. With the new Town Council members and some confusion over how this program works I think it would appropriate for me to attend a Work session and present it in more depth and field any questions that may arise so that everyone has a clear understanding.

Thank you for your time and consideration,

Gus Tureman

CC:

Jerry Johnson

Brad Schmier

Greg Forsythe

Jeffery Mathews

Travis Watt