

Town of West Yellowstone

Tuesday, August 4, 2020

West Yellowstone Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be conducted virtually using ZOOM. The public may participate by connecting to zoom.us on the internet or through the Zoom Cloud Meetings app on a mobile device. Meeting ID: 893 834 1297. The meeting will open at 5:45 PM. Members of the public are requested to ensure their audio is muted during the meeting and may make comments using the “Chat” function.

WORK SESSION

6:00 PM

FY 2021 Budget Review

Discussion ∞

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period,

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

Purchase Orders

Claims ∞

Consent Agenda: **Minutes of the July 21, 2020 Town Council Work Session ∞**

Town Manager & Department Head Reports

Presentation, WY Chamber of Commerce: Montana Aware Campaign, Relaunch Campaign

Public Hearing: Variance Request, Reduction of Front Yard Setbacks, 702 Sylvan Circle

NEW & UNFINISHED BUSINESS

Variance Request, Reduction of Front Yard Setbacks, 702 Sylvan Circle

Discussion/Action ∞

Dining Lodge Proposal, Town Engineer Dave Noel

Discussion/Action ∞

- Purchase Order #6915 to Forsgren Associates, tabled July 7, 2020

Pedestrian Crossings, Town Engineer Dave Noel

Discussion

Off-Street Parking, Size and Surfacing Requirements, WYMC 17.42.042

Discussion ∞

Outside Amplification Permit, Yellowstone Small Group Half Marathon

Discussion/Action ∞

Tourism Business Improvement District (TBID) Board of Trustees Appointments

Discussion/Action ∞

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 prior to Town Council meetings 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: 8/20

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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
47183		2813 Century Link		1,536.58					
	07/19/20	E911 Viper 255-9710		1,001.04		E911	2850 420750	345	101000
	07/19/20	E911 Viper 255-9712		24.51		E911	2850 420750	345	101000
	07/19/20	E911 Viper 646-5170		104.62		E911	2850 420750	345	101000
	07/19/20	Alarm Lines 646-5185		83.86		TWNHLL	1000 411250	345	101000
	07/19/20	Police - 646-7600		322.55		POLICE	2850 420750	345	101000
47184		42 Fall River Electric		9,002.84					
	07/20/20	PARK, old firehouse 2901001		43.96		PARK	1000 411253	341	101000
	07/20/20	povah comm ctr 4212001		215.22		POVAH	1000 411255	341	101000
	07/20/20	unmetered lights 4212004		1,451.25		STLITE	1000 430263	341	101000
	07/20/20	RR Well 4212005		39.00		WATER	5210 430500	341	101000
	07/20/20	SEWER LIFT STATION 4212006		309.76		SEWER	5310 430600	341	101000
	07/20/20	SEWER PLANT 4212007		1,421.00		SEWER	5310 430600	341	101000
	07/20/20	POLICE 4212008		123.73		POLICE	1000 411258	341	101000
	07/20/20	TOWN HALL 4212009		367.85		TWNHLA	1000 411250	341	101000
	07/20/20	ICE RINK 421010		51.86		PARKS	1000 411253	341	101000
	07/20/20	South Iris Street Well 4212013		58.55		WATER	5210 430500	341	101000
	07/20/20	MAD SEWER LIFT 4212014		89.51		SEWER	5310 430600	341	101000
	07/20/20	Hayden/Grouse Well 4212015		39.92		WATER	5210 430500	341	101000
	07/20/20	MADADD H2O Tower 4212017		53.65		WATER	5210 430500	341	101000
	07/20/20	SHOP 4212018		67.89		STREET	1000 430200	341	101000
	07/20/20	ANIMAL 4212029		56.24		ANIML	1000 440600	341	101000
	07/20/20	COLORINATOR 4212030		49.67		WATER	5210 430500	341	101000
	07/20/20	Electric Well 4212031		40.04		WATER	5210 430500	341	101000
	07/20/20	PARK 4212032		81.67		PARKS	1000 411253	341	101000
	07/20/20	UPDH 4212041		333.65		UPDH	1000 411252	341	101000
	07/20/20	SEWER TREAT SERV 4212046		4,009.45		SEWER	5310 430600	341	101000
	07/20/20	LIBRARY 23 dunraven 4212054		98.97		LIBR	1000 411259	341	101000
47185		73 Westmart Building Center		1,260.09					
	07/27/20	Street Buildings		70.38		BULDNG	1000 430200	366	101000
	07/27/20	Street Supplies		390.37		STREET	1000 430200	220	101000
	07/27/20	Stage Maint.		0.00		PARKS	1000 460430	369	101000
	07/27/20	Sewer Supplies		19.46		SEWER	5310 430600	220	101000
	07/27/20	Sewer Buildings		0.00		SEWER	5310 430600	366	101000
	07/27/20	Sewer Supplies C & T		0.00		SEWER	5310 430630	220	101000
	07/27/20	Sewer Supplies T & D		0.00		SEWER	5310 430640	220	101000
	07/27/20	Water Supplies		349.71		WATER	5210 430500	220	101000
	07/27/20	Water Supplies T&D		0.00		WATER	5210 430550	220	101000
	07/27/20	Water Small Equipment T&D		0.00		WATER	5210 430550	212	101000
	07/27/20	Police Building Supplies		45.16		POLICE	1000 411258	366	101000
	07/27/20	Police Supplies		11.46		POLICE	1000 420100	220	101000
	07/27/20	Court Supplies		0.00		COURT	1000 410360	220	101000

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	07/27/20 UPDL	6.64		UPDL	1000 411252	220	101000
	07/27/20 UPDL Buildings	0.00		UPDL	1000 411252	366	101000
	07/27/20 Library Supplies	0.00		LIBES	2220 460100	220	101000
	07/27/20 Town Hall Bldng Supplies	11.39		TWNHAL	1000 411250	366	101000
	07/27/20 Town Hall Supplies	0.00		TWNHAL	1000 411250	220	101000
	07/27/20 Blding Dept. supplies	0.00		BLDINS	1000 420531	220	101000
	07/27/20 Povah Ctr. Suuplies	12.05		POVAH	1000 411255	220	101000
	07/27/20 Parks Grounds	178.20		PARKS	1000 460430	365	101000
	07/27/20 Parks Supplies	47.60		PARKS	1000 460430	220	101000
	07/27/20 Parks Sm. Equip.	0.00		PARKS	1000 460430	212	101000
	07/27/20 Parks Buildings	35.95		PARKS	1000 460430	366	101000
	07/27/20 Cemetery Supplies	0.00		CEM	2240 430900	220	101000
	07/27/20 Clinic Supplies	15.57		CLINIC	1000 411251	212	101000
	07/27/20 Social Services Supplies	0.00		SOCSRV	1000 450135	220	101000
	07/27/20 Comm. Garden	0.00		CMGARD	2213 460000	220	101000
	07/27/20 Sum Rec Supplies	91.12		SUMREC	1000 460449	220	101000
	07/27/20 Rec. Dept Supplies	0.00		REC	1000 460440	220	101000
	07/27/20 Safety Supplies	0.00		SAFETY	1000 430200	229	101000
	07/27/20 Learning Ctr Supplies	0.00		SIEGEL	1000 411254	220	101000
	07/27/20 Recycling	0.00		PARKS	1000 460430	534	101000
	07/27/20 Waste Water Job 2	0.00		SEWER	5320 430640	934	101000
	07/27/20 Chamber Building	15.19		CHAMBE	1000 411257	366	101000
	07/27/20 COVID Supplies	-40.16		COVID	1000 510301	366	101000
47187	1514 Verizon Wireless	1,055.98					
	20 Smartphones						
	1 regular phonenl						
	5 laptops						
	07/20/20 640-0108, Police	42.79		POLICE	1000 420100	345	101000
	07/20/20 640-0121 Laptop	40.01		STREET	1000 420100	345	101000
	07/20/20 640-0141 Street SP	42.80		STREET	1000 430200	345	101000
	07/20/20 640-0159 Street SP	42.80		STREET	1000 430200	345	101000
	07/20/20 640-0606 911 Dispatch	42.79		911	2850 420750	345	101000
	07/20/20 640-1103, Operator SP	42.80		STREET	1000 430200	345	101000
	07/20/20 640-1460, Library Dir, SP	42.79		LIBRAR	2220 460100	345	101000
	07/20/20 640-1461, S & W, SP	42.80		WATER	5210 430500	345	101000
	07/20/20 640-1462, Operator, SP	42.79		WATER	5210 430500	345	101000
	07/20/20 640-1463, Deputy PSS, SP Sspnd	0.00		PARKS	1000 460430	345	101000
	07/20/20 640-1472, Ops Mgr, SP	42.79		ADMIN	1000 410210	345	101000
	07/20/20 640-1676, Rec Coord, SP	42.80		REC	1000 460440	345	101000
	07/20/20 640-1754, COP, SP	42.80		POLICE	1000 420100	345	101000
	07/20/20 640-1755, Police	42.80		POLICE	1000 420100	345	101000
	07/20/20 640-1756, Police	42.80		POLICE	1000 420100	345	101000
	07/20/20 640-1757, Police	42.80		POLICE	1000 420100	345	101000
	07/20/20 640-1758, Police, SP	42.80		POLICE	1000 420100	345	101000

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	07/20/20	640-1759, Police		42.79		POLICE	1000 420100	345	101000
	07/20/20	640-7547, Street SP		42.80		PARKS	1000 460430	345	101000
	07/20/20	640-9074, PSS, SP		42.79		SEWER	1000 430200	345	101000
	07/20/20	640-2195 683 laptop		40.01		POLICE	1000 420100	345	101000
	07/20/20	640-2551 COP laptop		40.01		POLICE	1000 420100	345	101000
	07/20/20	641-0184 686 laptop		40.01		POLICE	1000 420100	345	101000
	07/20/20	641.0207 681 laptop		40.01		POLICE	1000 420100	345	101000
	07/20/20	640-2354 Exec Assist		42.80		ADMIN	1000 410210	345	101000
	07/20/20	640-2629 City Judge		42.80		COURT	1000 410360	345	101000
47193		2852 Blackfoot Communications		2,361.30					
	07/15/20	646-5106, fax soc svc		40.53		SOCSRV	1000 450135	345	101000
	07/15/20	646-5119, police station Dispa		40.53		DISPCH	2850 420750	345	101000
	07/15/20	646-5141, sewer plant alarm		40.53		SEWER	5310 430600	345	101000
	07/15/20	646-5185, town hall alarm		40.53		TWNHAL	1000 411250	345	101000
	07/15/20	646-7311, social services		234.05		SOCSRV	1000 450135	345	101000
	07/15/20	646-7481, povah elevator		40.53		POVAH	1000 411255	345	101000
	07/15/20	646-7511, town hall fax		40.53		TWNHAL	1000 411250	345	101000
	07/15/20	646-7609, public works		49.55		PUBSVC	1000 430200	345	101000
	07/15/20	646-7650, police station fax		40.53		DISPCH	2850 420750	345	101000
	07/15/20	646-7715, povah center		36.36		POVAH	1000 411255	345	101000
	07/15/20	646-7795, town hall		264.34		TWNHAL	1000 411250	345	101000
	07/15/20	646-7845, court clerk		128.06		COURT	1000 410360	345	101000
	07/15/20	646-9017, library		46.36		LIBRAR	2220 460100	345	101000
	07/15/20	646-9027, sewer plant alarm		40.53		SEWER	5310 430600	345	101000
	07/15/20	ethernet, library		300.00		LIBRAR	2220 460100	345	101000
	07/15/20	ethernet, povah center		310.00		POVAH	1000 411255	345	101000
	07/15/20	ethernet, police station		350.00		POLICE	1000 411258	345	101000
	07/15/20	ethernet, town hall		272.00		TWNHAL	1000 411250	345	101000
	07/15/20	602-4909, town hall judge		13.74		COURT	1000 410360	345	101000
	07/15/20	602-4894 Town hall Court Clerk		1.10		COURT	1000 410360	345	101000
	07/15/20	602-4897 town hall		1.10		TWNHAL	1000 411250	345	101000
	07/15/20	602-4898 town hall		1.10		TWNHAL	1000 411250	345	101000
	07/15/20	602-4900 town hall		5.25		TWNHAL	1000 411250	345	101000
	07/15/20	602-4901 town hall		5.25		TWNHAL	1000 411250	345	101000
	07/15/20	602-4902 town hall		1.10		TWNHAL	1000 411250	345	101000
	07/15/20	602-4903 town hall		1.10		TWNHAL	1000 411250	345	101000
	07/15/20	602-4904 town hall		1.10		TWNHAL	1000 411250	345	101000
	07/15/20	602-4905 town hall		1.10		TWNHAL	1000 411250	345	101000
	07/15/20	602-4906 Library Main desk		1.10		LIBRY	2220 460100	345	101000
	07/15/20	602-4907 Library Director		1.10		LIBRY	2220 460100	345	101000
	07/15/20	602-4908 Povah Ctr		1.10		POVAH	1000 411255	345	101000
	07/15/20	602-4949 Town Hall		11.10		TWNHAL	1000 411250	345	101000

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47194		2099 Quick Print of West Yellowstone		28.94					
	13658	07/16/20 Mask required signs COVID		10.40		COVID	1000 510301	220	101000
	13701	07/22/20 2 sets of 17 pages Archival st		18.54		LIBRY	2220 460100	220	101000
47195		2586 Waxie Sanitary Supply		533.88					
	79324768	07/20/20 Sanitizing wipes		236.00		COVID	1000 510301	220	101000
	79324762	07/20/20 3 ply non medical face masks		210.00		COVID	1000 510301	220	101000
	79324736	07/20/20 Purell Flr stands		87.88		COVID	1000 510301	220	101000
47196		3245 4 Corners Recycling LLC		3,500.00					
	4503	07/01/20 box rental		3,500.00		PARKS	1000 460430	534	101000
47197		999999 MARIELLA ARREGUIN		350.00					
		07/19/20 Refund of Povah Cleaning dep		350.00		POVAH	2210 214001		101000
47198		2357 US Bank		61,929.63					
		07/28/20 Town Hall Construction		58,445.00		RT	2100 490200	610	101000
		07/28/20 Town Hall Construction		3,484.63		RT	2100 490200	620	101000
47199		379 Energy Laboratories, Inc		829.50					
	327837	07/16/20 WW Influent		237.00		SEWER	5310 430600	357	101000
	328907	07/21/20 WW Influent		237.00		SEWER	5310 430600	357	101000
	330265	07/27/20 WW Effluent & WW Influent		355.50		SEWER	5310 430600	357	101000
47200		3189 Skijor West		673.56					
		07/22/20 RT Bond -RT and hay clnup		673.56		RT	2100 214000		101000
47201		65 T & E		315.15					
	CS0446135	07/13/20 Sweeper 904 bearing		95.40		STREET	1000 430200	369	101000
	CS0446134	07/13/20 Sweeper 904 Balljoint		130.17		STREET	1000 430200	369	101000
	CS0736059	07/23/20 938H Loader hose/clamp		89.58		STREET	1000 430200	369	101000
47202		3277 Hadronex, Inc. dba SmartCover		595.00					
	15878	07/22/20 8/1/20-7/31/21 Rnwl SmartFLOE		595.00		WATER	5210 430500	398	101000
47203		2344 Branding Iron Inn		57.00					
	070620-1	07/06/20 Help Fund lodging voucher		57.00		HELP	7010 450135	370	101000
47204		2913 Mountain Valley Construction		11,400.00					
	7452	07/22/20 Dustgard		11,400.00		STREET	2820 430200	451	101000

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47205		2977 Staples Credit Plan		19.19					
	2553480801	06/11/20 Steno pads		7.81		DSPTCH	1000 420160	220	101000
	2560072631	06/19/20 Business Card covers		9.99		SOCSEB	1000 450135	220	101000
	2560310071	06/20/20 Erasers		1.39		ADMIN	1000 410210	220	101000
47206		999999 BRENDA MARTIN		146.00					
	07/26/20	Meals for CMCP Training Helena		146.00		911	2850 420750	370	101000
47207		999999 CAITLYN JOHNSON		146.00					
	07/26/20	Meals for CMCP Helena training		146.00		911	2850 420750	370	101000
47208		674 Karst Stage		5,560.00					
	10942	06/30/20 SumRec Bear World Bus		695.00		SUMREC	1000 460449	319	101000
	10943	06/30/20 SumRec Gravity Factory Bus		695.00		SUMREC	1000 460449	319	101000
	10944	06/30/20 SumRec Fat Cats Bus		695.00		SUMREC	1000 460449	319	101000
	10947	07/23/20 SumRec Rexburg Rapids Bus		695.00		SUMREC	1000 460449	319	101000
	10948	07/23/20 SumRec Idaho Falls Zoo Bus		695.00		SUMREC	1000 460449	319	101000
	10949	07/23/20 SumRec Heise Hot Springs Bus		695.00		SUMREC	1000 460449	319	101000
	10950	07/23/20 SumRec E. Idaho Aquarium Bus		695.00		SUMREC	1000 460449	319	101000
	10951	07/23/20 SumRec Rexburg Rock Gym Bus		695.00		SUMREC	1000 460449	319	101000
47209		3219 First Security Bank		55,629.55					
	07/31/20	G.O. Bond Payment		47,784.69		DEBTSV	3050 490100	610	101000
	07/31/20	G.O. Bond Payment		7,844.86		DEBTSV	3050 490100	620	101000
47210		3219 First Security Bank		38,835.69					
	07/31/20	Learning Center Payment		28,852.14			1000 490500	610	101000
	07/31/20	Learning Center Payment	q	9,983.55			1000 490500	620	101000
47211		3219 First Security Bank		14,639.94					
	07/31/20	Grader Payment		14,238.58			1000 490520	610	101000
	07/31/20	Grader Payment		401.36			1000 490520	620	101000
47212		3219 First Security Bank		43,855.93					
	07/31/20	80-Acre Loan		33,653.29		LOAN	2100 490200	610	101000
	07/31/20	80-Acre Loan		10,202.64		LOAN	2100 490200	620	101000
47213		2481 Platt		414.33					
	0N24153	07/21/20 Electric Street Lights		414.33		PARKS	1000 460430	220	101000

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47214		3004 Partsmaster		78.49					
	23566120	07/20/20 Cap Screw/Hex head, z-Disks		78.49		STREET	1000 430200	220	101000
47215		3278 Praetorian Digital		2,118.75					
	4856	07/29/20 1/1-time setup &25PoliceOne Ac		2,118.75		COVID	1000 510301	220	101000
47216		1864 Loomis Family Limited		2.75					
	07/15/20	ICE for Tests		2.75		COVID	1000 510301	220	101000
47217		547 WY Chamber of Commerce		2,865.29					
	KNS-2020-1	07/30/20 Kids-N-Snow MAP 2020		2,865.29		MAP	2101 410130	398	101000
		# of Claims	29	Total:	259,741.36				

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$72,631.07
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$106,459.12
2101 Marketing & Promotions (MAP)	
101000 CASH	\$2,865.29
2210 Parks & Recreation	
101000 CASH	\$350.00
2213 Community Garden	
101000 CASH	\$0.00
2220 Library	
101000 CASH	\$409.89
2240 Cemetery	
101000 CASH	\$0.00
2820 Gas Tax Apportionment	
101000 CASH	\$11,400.00
2850 911 Emergency	
101000 CASH	\$1,868.57
3050 GO Bond	
101000 CASH	\$55,629.55
5210 Water Operating Fund	
101000 CASH	\$1,311.13
5310 Sewer Operating Fund	
101000 CASH	\$6,759.74
5320 Sewer Replacement Depreciation Fund	
101000 CASH	\$0.00
7010 Social Services/Help Fund	
101000 CASH	\$57.00
Total:	\$259,741.36

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
July 21, 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,, Water & Waste Water Superintendent Greg Johnson

The meeting is called to order by Mayor Jerry Johnson 5:30 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Due to the impacts of COVID-19, the meeting is being broadcast over the internet using a program called Zoom. The meeting is being recorded.

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

WORK SESSION

Mayor Johnson calls the meeting to order and explains the purpose of the work session is to discuss special funding requests. He explains they have requests from three entities and the written requests were included in the meeting packet. Johnson reads the letter of request from the West Yellowstone Foundation Transit for \$25,000 to support operation of the public transportation program between West Yellowstone and Bozeman. Sabolsky explains that the program is also supported by funding from Gallatin County and the State. Council Member Travis Watt requests a copy of the budget for this program, noting that it would be good to understand what the program actually costs to operate in the community. Mayor Johnson reads the letter of request from the Chamber of Commerce for \$6000 of support for the annual 4th of July fireworks show. Watt mentions that they did raise enough money to pay for the show this year. Sabolsky says they are somewhat concerned about raising the money for next year, but they will have to see how that goes. Johnson reads a letter of request from the Chamber of Commerce to continue to support the operation of the Visitors Information Center in the amount of \$29,000 for FY 2021. This is the same level the Town supported the center last year. The center is also supported by funding from Yellowstone Country, West Yellowstone Tourism Business Improvement District and the State Accommodations tax. However, due to the pandemic, their budget has been reduced by \$13,000. Mayor Johnson reads the letter of request from Lander Cooney, CEO for Community Health Partners. Sabolsky explains that the requests before them are all included in the budget at this time.

The group discusses the enterprise funds, the funds for operation of the water and sewer systems. Finance Director Lanie Gospodarek walks the Council through the water fund, pointing out specific expenditures that are anticipated for this fund. Partial salaries for the Water & Sewer Superintendent, Town Manager, and Executive Assistant come from the water fund as well as the full salary for one operator. Sabolsky explains that the money in these funds do not affect the general fund, which is supported by user fees. Sabolsky says they are expecting a decrease in revenue for the enterprise funds this year based on lower occupancy rates in the hotels and second homes. Gospodarek also describes the planned expenditures for the sewer fund. Partial salaries for the Water & Sewer Superintendent, Town Manager and Executive Assistant come from the sewer fund. Gospodarek highlights budget lines including algae control units, blower replacement or rebuild, and Electric Street crossover project. She points out depreciation expense, portions of the salary for the Finance Clerk, software and IT support, and insurance. She also points out the sewer infrastructure transfers, which include \$100,000 depreciation, \$300,000 set aside for development of the 80 acres, \$100,000 for engineering. Sabolsky adds that both the water and sewer budgets have been reduced almost 10% for this year due to just not knowing what the effects of the pandemic and the economy will be. The group briefly discusses funding for the wastewater treatment plant, and the expenditures that go along with this project will be funded by the additional 1% resort tax.

The work session adjourns at 6:30 PM, the regular meeting begins at 7:00 PM.

Public Comment Period

Hebgen Basin Fire District Fire Chief reports that he attended a Gallatin County Commisisoners Meeting today. He reads his statement that was shared at the meeting. The Hebgen Basin Fire District has made multiple requests and appeals to the commission for a share of the federal PILT money the county receives annually, but has been consistently denied. Grube announced that Hebgen Basin Fire District will no longer respond to emergencies on forest service lands unless requested by the Gallatin County Sheriff of Gallatin County 911 Center. He states that if Hebgen Basin Fire does respond, they will bill the Gallatin County Sheriff Department for their service.

Breeann Johnson addresses the Council as legal counsel for Cole Parker. Johnson explains that Parker has been seeking a building permit from the Town since January of this year. Parker has submitted all the requested documentation and the issue has been held up because of surfacing for the parking area. Sabolsky says that the Town does not issue the building permit, only a zoning permit, and all they are waiting for is the drainage plan. Johnson says that information has been submitted and they are still waiting for a response. Sabolsky says that he will follow up with the Town’s engineer to make sure it was received and then they can move forward with issuing the permit. Johnson clarifies that they understand the zoning permit comes from the Town and the building permit will be issued by the State.

Council Comments

Greg Forsythe says that he observed two semi-trucks travel down Gibbon Avenue this week, which is not only a hazard and the street is not built to withstand that kind of weight. The Council discusses erecting “No Truck Traffic” signs and working on eliminating that.

Council Member Watt says that this is probably not the year, but they should work towards putting flashing lights on Highway 20 for the crosswalks. He says a kid was hit last week, everyone was okay, but it was a reminder of how dangerous it can be to cross that highway. Schmier agrees and says he has brought this up for a couple years, it’s definitely something that needs to be addressed.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$265,988.50, as amended. (Forsythe, Watt) Schmier abstains from claim #47144 to Jerry’s Enterprises for \$15.29 for fuel.
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the June 30, 2020 Town Council Work Session and the July 7, 2020 Town Council Meeting. (Watt, Schmier)
- 3) Motion carried to approve the new business license application made by Mike Collins for Mike’s Handy Works. (Watt, Schmier) Forsythe abstains.
- 4) Motion carried to authorize the Mayor to confirm the designation of Chipper Smith as the Gallatin County Representative on the West Yellowstone Planning Board for a term of two years. (Forsythe, Watt)
- 5) Motion carried to authorize the purchase of hand sanitizing stations for installation in the downtown area. (Watt, Mathews)
- 6) Motion carried to approve Resolution No. 745, a resolution providing for the authority to pledge the revenue from the additional 1% resort tax for a line of credit to pay the costs of engineering and construction management related to the wastewater treatment facility project and modify the pledge set forth in Resolution 744. (Forsythe, Mathews)

Presentation: Green Up West Yellowstone

Julie Tesore of Green Up West Yellowstone addresses the Council to explain the purpose and efforts of the organization. She explains that the organization was started by Jack Clarkson in 2009 and they currently have 15 active volunteers. She explains that they promote sustainability by supporting recycling at the bin on Yellowstone Avenue, recycling batteries at Westmart, and recycling plastic bags at the grocery stores. Green Up also works to educate residents and the public at events in the community. She says they also cultivate stewardship by participating in town clean up day, e-waste recycling events, recycling at the Post Office, and public lands day in September. She says they are working towards a new sign at the recycling bin, encouraging use of reusable bags, cardboard recycling, a website, engaging the younger and Hispanic populations, reducing and recycling cigarette butts, reduce litter, and participate in the Chamber Welcome Letter each year. Tesore explains that their next project is called Adopt A Block, an effort to encourage civic-minded businesses, groups and individuals to pick up trash on a volunteer basis. Tesore says they are open to new ideas and welcome any participation. She also shares some recycling guidelines and a simple quiz for people to take and learn about recycling in West Yellowstone.

- 1) Forsythe asks questions about the publication cost to the Bozeman Daily Chronicle for the annual quality report and software maintenance from Black Mountain Software.
- 5) Mayor Johnson explains the Town recently received a letter from some local businesses requesting the installation of hand sanitizing stations on the major intersections in Town. He says that he has done some research on the cost of these units. He says that Spiffy Biffy will install the units and maintain them once a week for \$175/month per unit. They are not interested in selling the units. Southwest Septic will install the units for \$100 each but the Town will have to maintain them. They will sell the units for \$1000 each. Similar units have already been installed in Ennis. The Council discusses the type of units they should install and what is the most cost-effective approach. Sabolsky says they would like to do more research and they do think they can get reimbursed through the CARES act or even FEMA. Johnson says that he doesn't think the businesses are interested in waiting a couple weeks for the Town to figure this out. He says they need to get this figured out right away. Sabolsky says he will have Patterson work on this tomorrow. The Council discusses the issue at length and directs to proceed. Sabolsky says they will research and determine which route to go and also seek reimbursement through the CARES grant program.
- 6) Sabolsky explains that when legal counsel for Madison Valley Bank reviewed Resolution 744 and was concerned that it did not explicitly explain that the Town will pay back the principal amount plus any outstanding interest at the end of the term. This resolution will supersede Resolution No. 744 and includes additional language to clarify that detail.
- A) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky reports that engineers from Forsgren Associates, Inc. will be here to evaluate the Union Pacific Dining Lodge to prepare a proposal for the structural repairs that are badly needed for the building. Sabolsky reports that they received a grant from the Montana Board of Crime Control for \$2100 to provide safety and educational training. They have filed a second request for funding through the CARES act to offset costs associated with public safety and COVID-19 response. The first request was successful and they received \$142,000. He reports the Town has also received a grant for improvements at the Povah Community Center on behalf of the Senior Citizen organization. He also reports on progress getting the Chief of Police position ready for release, negotiations with the airport, and kids wearing masks in the Summer Recreation program anytime they are inside. Sabolsky says the Gallatin County Sheriff has covered two shifts for the police department and notes that they have parked a vehicle on Highway 20 to encourage incoming traffic to slow down. Mayor Johnson suggests that Department Heads start submitting written reports for the Council Meetings. Sabolsky says he will implement that.

Water & Wastewater Superintendent Greg Johnson reports that they are continuing to perform the recommended work on the water system and regular sampling. He says there have been a lot of locate requests, inspecting sewer manholes downstream from the heavy restaurant use, several responses to local property owners, and are working on a final cost estimate for the new security fence at the spring box collection area. **Finance** Director Lanie Gospodarek reports that they have began year end closing entries and balancing tasks. She reports that they submitted the final budget report today. She also reports that the recreation management software they purchased is working and last week they were able to notify all the parents through the software when the bus was delayed. **Public Services** Superintendent James Patterson reports on repainting the curbs and sidewalks throughout town, the crack seal contractors will be in town next week. He also mentions that in the month of July, they have hauled more garbage than they ever have even though they put out two more cans this year. He says that he thinks there are a lot of people eating take out food in the park and that is creating even more. Schmier asks what is the long-term plan at the intersection of Gibbon and Dunraven, noting that they have temporary signs at that intersection. Patterson says the only other thing they could do is a permanent sign in the middle of the road. He also says they could try putting the signs out with a sturdier base so they don't tip over.

- B) Rob Gilmore, Executive Director for the **Northern Rocky Mountain Economic Development District (NRMEDD)**, addresses the Council regarding COVID-19 response. Gilmore explains that his organization conducted a survey early on in the pandemic to measure the effects on businesses in this area. They did learn that approximately 22% of businesses in this area had to reduce or lay off employees and 3% closed permanently. They learned that more than half of the companies surveyed indicated that they will change their business model as a result of the pandemic-primarily moving towards online sales. Gilmore reports on communications with the Small Business Administration, support for the Paycheck Protection Program, and working with the Governor's Office. Gilmore thanks the Town for its support and membership in the NRMEDD. Sabolsky asks about the partnership they have with other organization in the region for an EDA grant to use the revolving loan funds to seek additional funding from the Economic Development Administration (EDA). Gilmore says not sure what is going to happen, it's a highly competitive process and the EDA is overwhelmed.
- C) Mayor Johnson explains that they are going to delay the agenda item: Spring Box & Collection Field Issue. He says the issue is going to be addressed administratively and Sabolsky will report back to the Council by the second meeting in August.
- D) Mayor Johnson says it was requested that they have a discussion about contracts, bids and purchasing procedures. The Council discusses purchasing procedures, specifically as it applies to large projects that involved contractors and other professionals. Forsythe emphasizes that they need a written procedures and ensure that it is clear to the contractor, department head, etc. Sabolsky agrees and says they will work on updating and clarifying the current policy and bring it back to the Council.

CORRESPONDENCE

Angela Search writes a note to oppose retail sales on the sidewalks in town and advertising on vehicles that are parked on Canyon Street. Dated July 20, 2020, Sandy Lang of the MLCT and MMIA writes to request participation from the Mayor by signing a letter to the congressional delegation to support direct federal financial assistance to local governments in the next pandemic relief bill.

The meeting is adjourned. (9:15 PM)

Mayor

ATTEST:

Town Clerk



MONTANA AWARE CAMPAIGN

- Multi-part grant program in conjunction with DPHHS, MOTBD, Commerce
- Awarded % of our 2019 Collections (\$181,995)
- Part 1 – Safety Messaging Distribution (90,978)
 - Posters
 - PSAs
 - Flyers for VIC, businesses & visitors
 - Social media
 - Reserve for local communications if deemed necessary by DPHHS
- Part 2 – Marketing with Safety Messaging (to our markets through June 2021) (\$45,489)
- Part 3 – Joint Venture with MOTBD (most likely spring 2021) (\$45,489)
- **Messaging:**
 - We are supporting Montana Aware, a statewide effort to slow the spread of COVID-19 by promoting safety measures for those traveling in the state.



WEST YELLOWSTONE RELAUNCH CAMPAIGN - MAP

Placements:

- **Amplified Digital/Lee Enterprises – multi-media**
 - Running June-Sept.
- **Utah Media**
 - Enewsletters – June, July & August
 - 1 million impressions on SLTrib.com (seen by UT and surrounding states)
 - 500,000 impressions Utah network websites
- **Explore Big Sky**
 - Top 10 Destinations Pkg
 - Native story, Digital & Social
- **Destination Yellowstone (CVB) & TBID partners**
 - Joint buys for National Park Trips, Northwest Travel eblasts
 - Rediscover Montana magazine – print & digital
 - Additional individual eblasts, digital and social placements
- Focusing on drive markets: MT, ID, UT, NV, AZ, CO, CA, WY, SD

OPEN

**YOUR WORLD
TO ADVENTURE**

WEST YELLOWSTONE, MONTANA
YEAR-ROUND FUN FOR THE WHOLE FAMILY

EAT. PLAY. STAY.

PLAN YOUR NEXT ADVENTURE AT
DESTINATIONYELLOWSTONE.COM
YELLOWSTONEDESTINATION.COM

The  of Yellowstone

SUPPORT
West Yellowstone
Businesses

WEST YELLOWSTONE RELAUNCH CAMPAIGN - MAP

Amplified July 13 Report

- Started June 10
- Thru July 10: nearly 384k impressions delivered across channels, resulting of engagement of more than 5,329 clicks to your website. The cumulative click thru rate for all tactics is 3.12% (up from 2.83%).

Tactic	Impression	Clicks	CTR%	Industry Avg CTR%	Notes
Email marketing	13,359	1822	1.82%	1.60%	
Remarketing display	64,970	113	0.17%	0.90%	
Pay-Per-Click SEM	19,804	2253	11.38%	9.87%	
Social marketing	39,109	816	2.09%	0.90%	
Geofenced hyperlocal display	246,391	325	0.13%		
TOTALS	383,633	5329	3.12%		

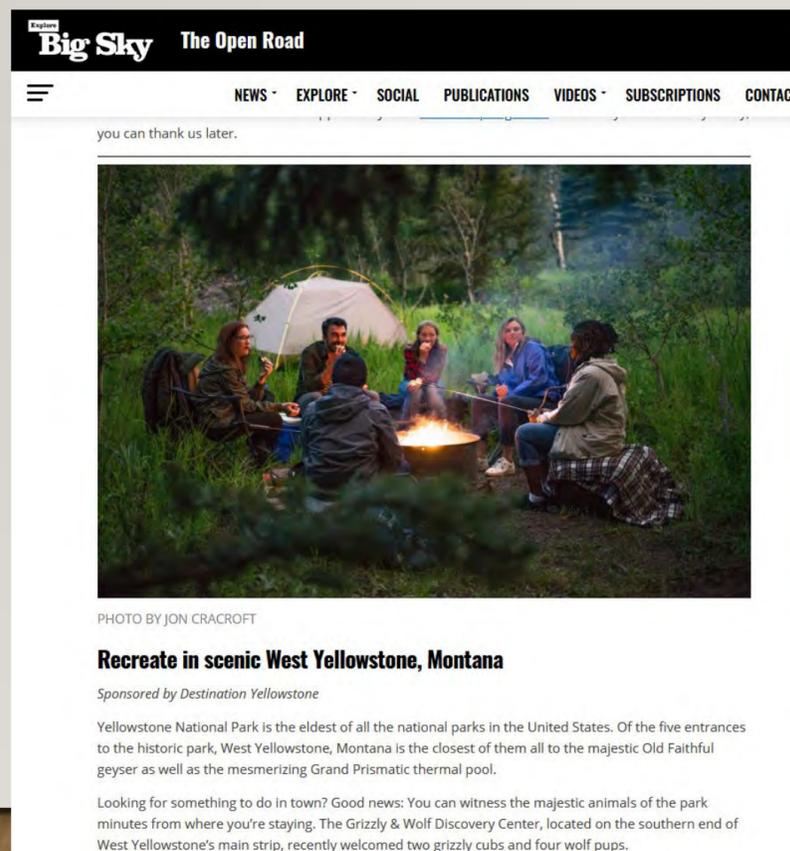
WEST YELLOWSTONE RELAUNCH CAMPAIGN - MAP

Utah Media Week June Report

- Impressions: 102,864
- CTR: 0.097%

Big Sky Report

- Banner ad in Town Crier e-newsletter received a total of 155 clicks over six days, reaching 95,000 inboxes
- Social and native reports pending



Big Sky The Open Road

NEWS · EXPLORE · SOCIAL · PUBLICATIONS · VIDEOS · SUBSCRIPTIONS · CONTACT

you can thank us later.



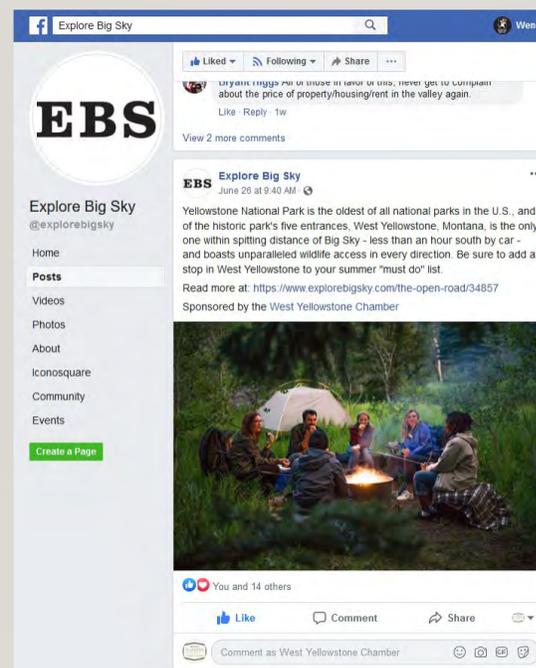
PHOTO BY JON CRACROFT

Recreate in scenic West Yellowstone, Montana

Sponsored by Destination Yellowstone

Yellowstone National Park is the eldest of all the national parks in the United States. Of the five entrances to the historic park, West Yellowstone, Montana is the closest of them all to the majestic Old Faithful geyser as well as the mesmerizing Grand Prismatic thermal pool.

Looking for something to do in town? Good news: You can witness the majestic animals of the park minutes from where you're staying. The Grizzly & Wolf Discovery Center, located on the southern end of West Yellowstone's main strip, recently welcomed two grizzly cubs and four wolf pups.



Explore Big Sky

Wendy

Liked · Following · Share · ...

Yellowstone National Park is the oldest of all national parks in the U.S., and of the historic park's five entrances, West Yellowstone, Montana, is the only one within spitting distance of Big Sky - less than an hour south by car - and boasts unparalleled wildlife access in every direction. Be sure to add a stop in West Yellowstone to your summer "must do" list.

Read more at: <https://www.explorebigsky.com/the-open-road/34857>

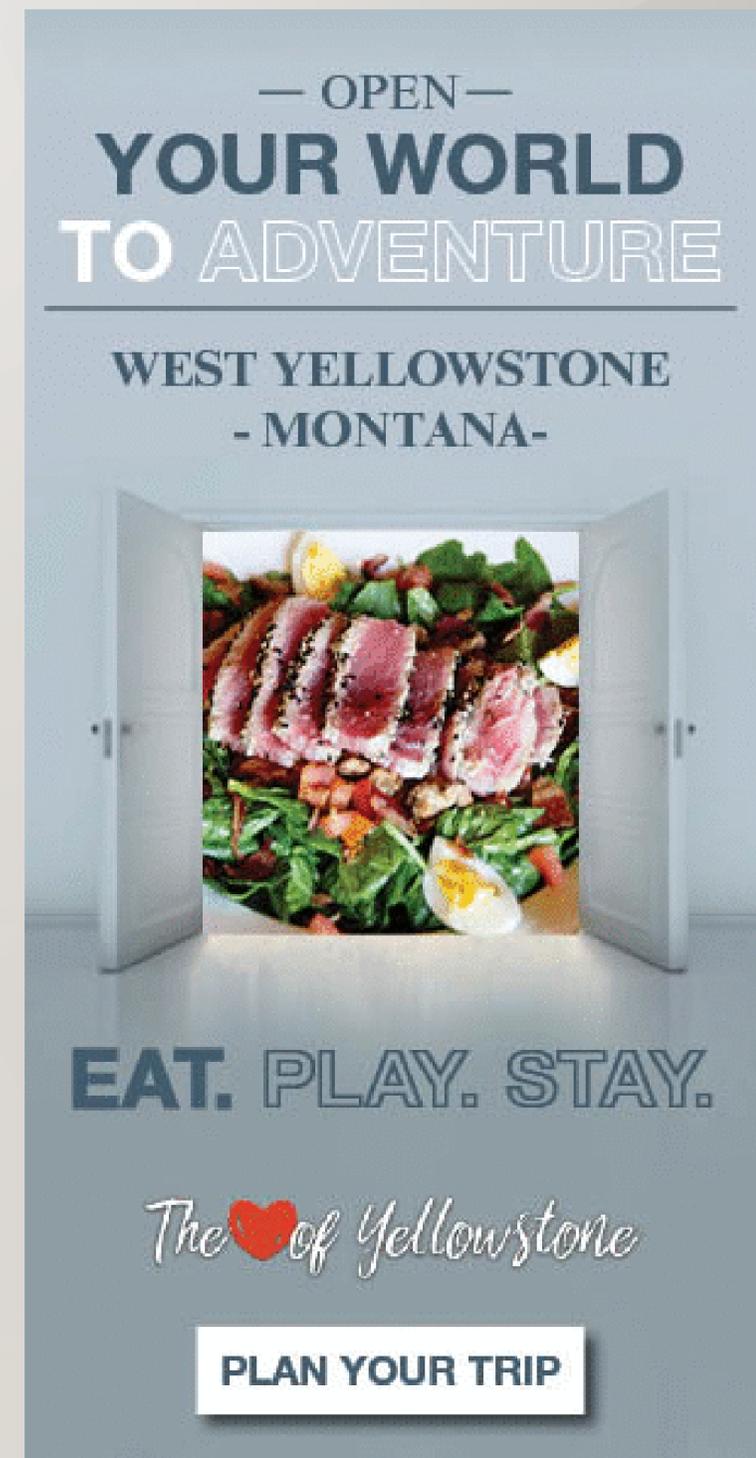
Sponsored by the West Yellowstone Chamber



You and 14 others

Like · Comment · Share · ...

Comment as West Yellowstone Chamber



— OPEN —

YOUR WORLD TO ADVENTURE

WEST YELLOWSTONE - MONTANA -



EAT. PLAY. STAY.

The  of Yellowstone

PLAN YOUR TRIP

TOWN OF WEST YELLOWSTONE

PUBLIC HEARING Variance Request Reduction of Front Yard Setbacks

NOTICE IS HEREBY GIVEN that the West Yellowstone Town Council, serving as the Board of Adjustments, will conduct a Public Hearing **August 4, 2020** at the West Yellowstone Town Hall and virtually by Zoom, Meeting ID 893 834 1297. The purpose of the public hearing will be to consider a variance request from Section 17.12.050 of the West Yellowstone Municipal Code made by Jim and Anne Nichols at 702 Sylvan Circle. The property is located in the R-2, Single-Family, Medium Density, of the Madison Addition of the Town of West Yellowstone. The request is to allow a variance to the required 25 foot front yard setback to 22 feet for the purpose of constructing a deck.

The public hearing will be held during the regular Town Council Meeting which begins at 7:00 PM. The meeting will take place in West Yellowstone, MT, at which time oral testimony will be taken from the public via Zoom. Written testimony may be submitted until 5:00 PM on the date of the hearing to the Town Clerk at the Town Hall, 440 Yellowstone Avenue, by mail to PO Box 1570, West Yellowstone, MT 59758, or by email to info@townofwestyellowstone.com. For further information contact the Town Clerk at (406) 646-7795.

Elizabeth Roos
Town Clerk



REQUEST FOR VARIANCE

Town of West Yellowstone
Gallatin County, Montana

DATE: 7/20/20
APPLICANT: C.S. Construction Inc.
ADDRESS: P.O. Box 415
PHONE: 406-220-7778
INTEREST IN PROPERTY: Builder

OWNER OF RECORD'S SIGNATURE: [Signature] Mary Anne Kiehl

1. LEGAL DESCRIPTION:

Subdivision: Madison Addition
Block: 17 Lot: 15A
Zoning District Number: R-2

2. Section, Part, and Paragraph of the Zoning Ordinance that you are applying for a variance from: 17.12.050 A Front yard twenty-five feet

3. Request for Variance is related to: Yard _____
Height _____
Use _____
Parking _____
Other _____
(Mark All that Apply)

4. Please state specifically the change(s) proposed and the reason(s) such changes are necessary See Attached

5. Application Fee: \$75.00 Paid CV#3829 \$75.00 Date 7-22-20

Chip Smith
Signature of Applicant
7-20-20
DATE

For Office Use Only:
DECISION BY TOWN COUNCIL

Approved Disapproved

Mayor/Operations Manager
DATE

Nichols Variance Request – 7-20-20

Attachment for number 4 on application

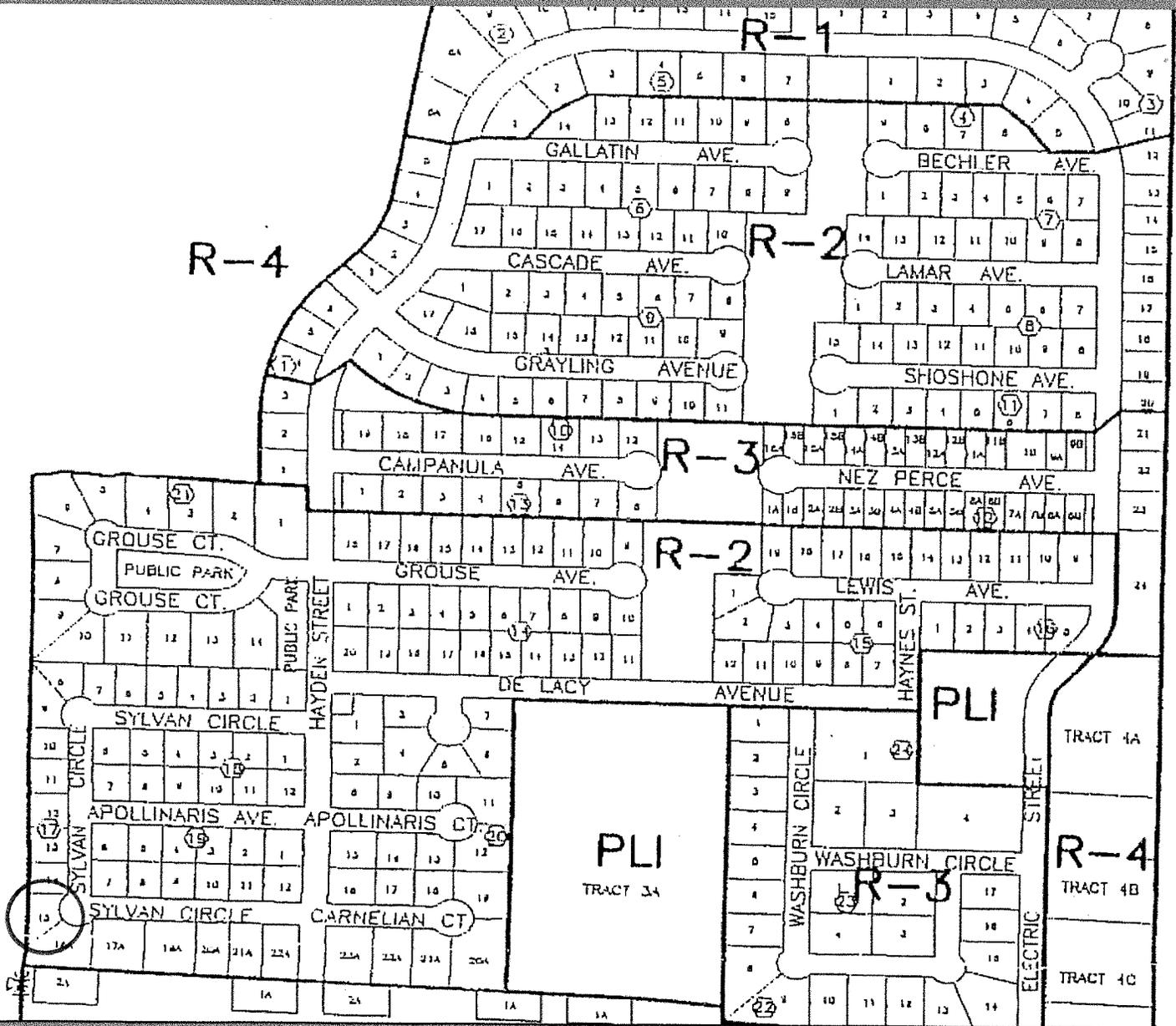
Historically, the MAAC have granted permission for a reduced front yard setback on cul-de-sac lots from 25' to 17'. This was granted because of the irregular shape of those lots.

The Town of West Yellowstone followed up with granting variances for setback reductions on all of those cul-de-sac requests.

Jim and Anne Nichols purchased their home at 702 Sylvan Circle several years ago. The home has temporary front entry steps. The Nichols would like to build a new, covered entry deck that will allow guests to stand at their front door and be protected from the elements.

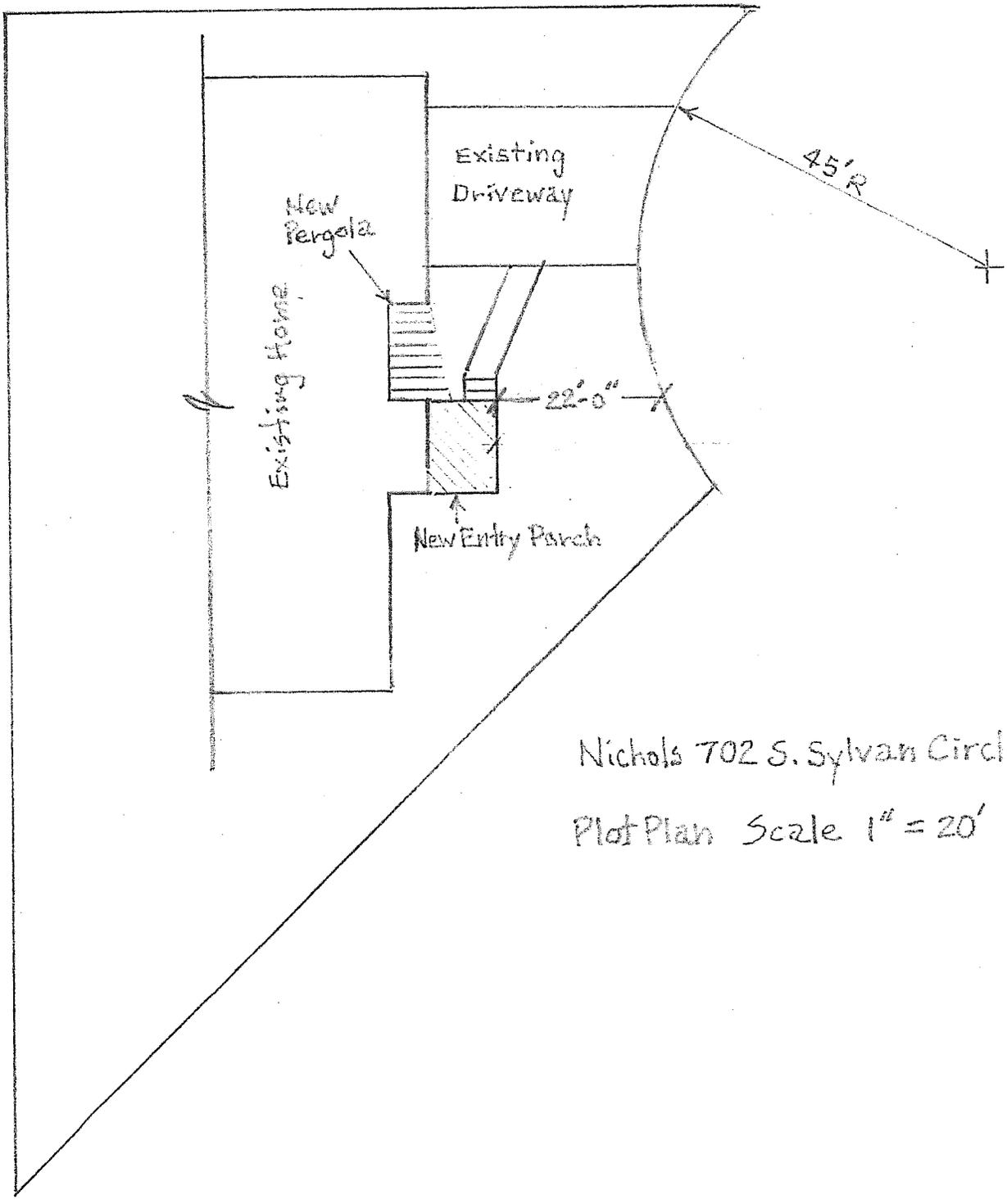
The Nichols feel that the shape of the lot and existing position of their home make it too difficult to construct a permitted use. The entry deck could be constructed uncovered without a variance but would make it very difficult to maintain and keep clear in the Winter months and would not offer shelter and protection to guests.

We are asking for a front yard setback reduction from 25' to 20'.

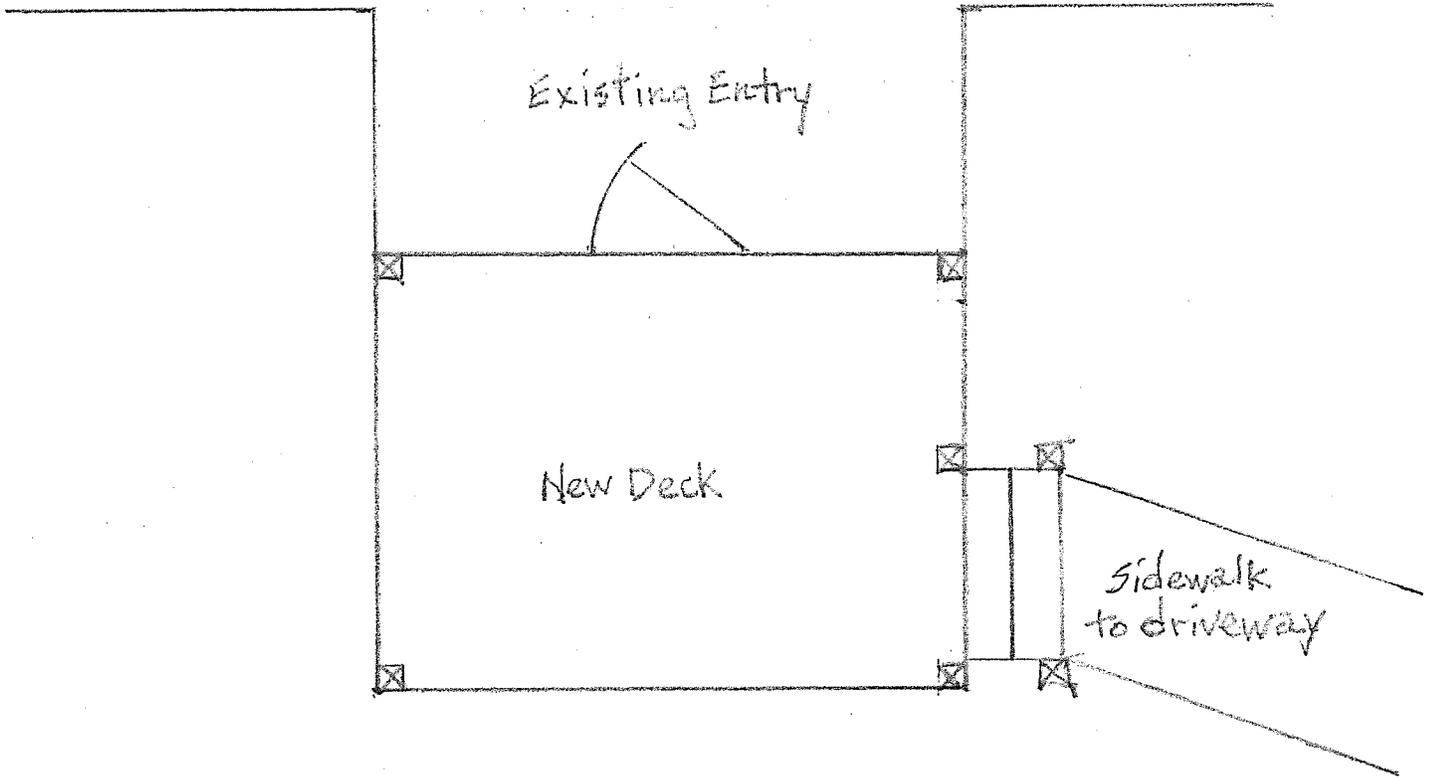


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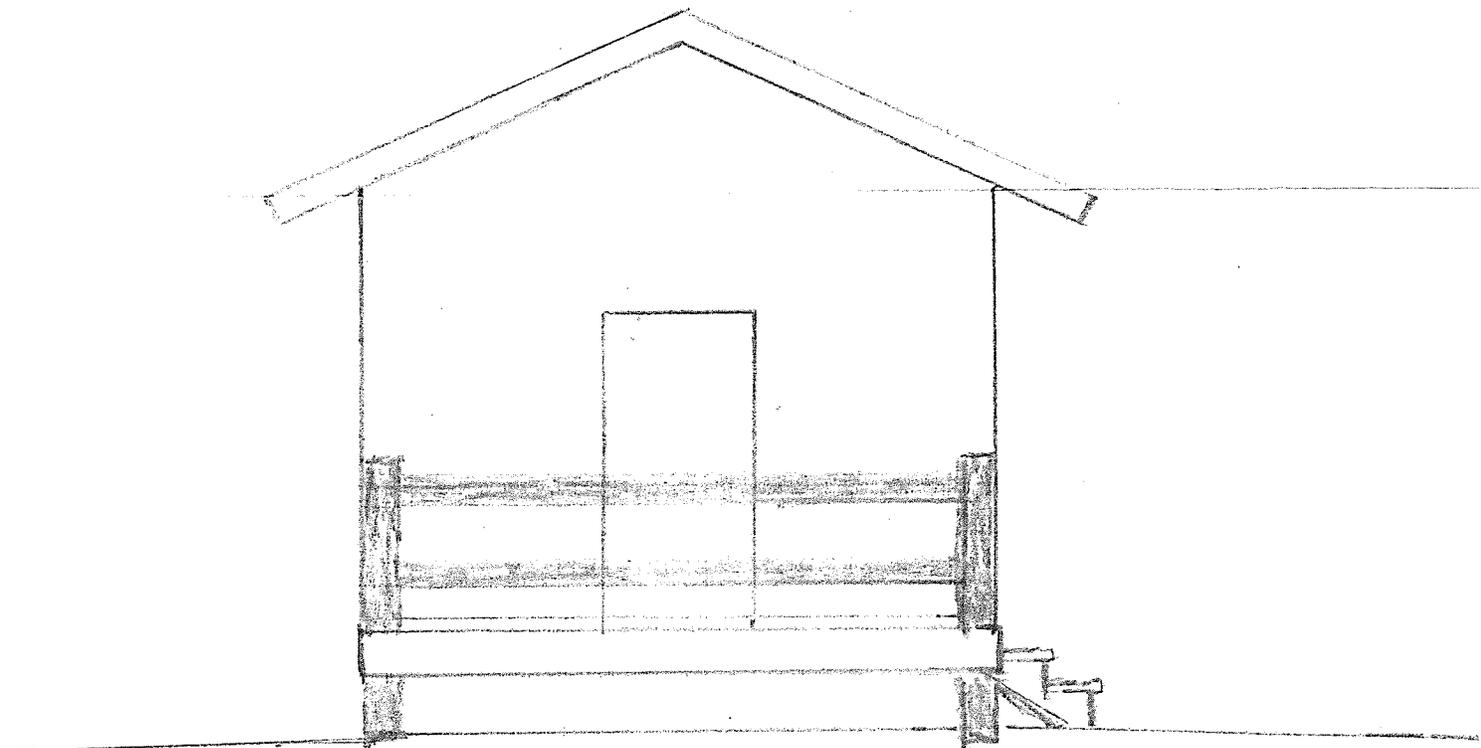




Nichols 702 S. Sylvan Circle
Plot Plan Scale 1" = 20'



Nichols
No Scale





MADISON ADDITION PROPERTY OWNERS ASSOCIATION



P.O. BOX 212
WEST YELLOWSTONE, MT 59758

madisonaddition@gmail.com
<https://madadd.org/>

07/16/2020

Architectural Committee Approval Letter

MR. ROBERT JAMES NICHOLS
239 BEVERLY HILL BOULEVARD
BILLINGS, MT 59101

HOME NO: 485

Block:	Lot:	Tract:	Lot Id No	STREET ADDRESS:	Project Name:
17	15A		1715	401 SYLVAN CIR	PORCH

Dear MR. NICHOLS:

This letter is to inform you that the Madison Addition Architectural Committee has approved building plans for the above referenced lot. A majority of the committee members have reviewed and approved these plans as seen.

However, the Architectural Committee's approval is specifically conditioned upon:

BUILD PER PLANS SUBMITTED

Thank you for helping to develop a better Property Owners Community by your successful and careful adherence of your project plans.

If you or your contractor fail to do so, Section 8.7 further states: "The Committee shall have the power, authority, standing and right to enforce these covenants in any court of law or equity when it reasonably believes the same have been violated and shall have the authority to revoke or suspend building permits and/or order the suspension or cessation of any construction or work in violation of these covenants. . ."

Finally, Section 8.8 "Any court costs and attorney fees incurred by the Committee in enforcing the covenants shall be the responsibility of the property owner in violation by a court of law." Therefore, we suggest that if you have any questions or concerns or needs for changes or further approval, that you seek it and gain it so that any unpleasant consequences can be avoided in the future.

Thank you for submitting your plans to us and we look forward to admiring the finished product. Please be advised, however, that Section 8.6 of the Protective Covenants requires that "All improvements, construction, reconstruction, alterations, remodeling or any activity requiring the approval of the Committee must be completed in substantial compliance with the plans and specifications initially approved by the Committee. . .". Therefore, we expect that your construction is performed strictly according to the plans that have been submitted and approved by the Committee.

Respectfully,

Architectural Committee
Committee Members: Shelly Theimer, Maggie Anderson, Terry
Stewart, Jason Brey, and Julie Hannaford

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

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

info@townofwestyellowstone.com

PURCHASE ORDER *4800-460460-920*

Date *6-17-20*

Ship Via

Order No. **006915**

Department *Public Services*

TO: *Forsgren & Associates*

ADDRESS: *Reubury, Id*



PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
<i>1</i>	<i>TASK 1 & 3 design for vertical repairs</i>

Estimated Cost \$ *25,175⁰⁰*

Authorized By _____

Requested By: *[Signature]*

VENDOR COPY - White OFFICE COPY - Canary

17.42.042 Size and surfacing requirements.

- A. An off-street parking space shall be at least ten feet in width and twenty feet in length (except thirty-degree angle parking may be nine feet in width), exclusive of access drives, yards or ramps. Such spaces shall have a vertical clearance of at least seven feet.
- B. Where more than three off-street parking spaces are required, the parking area shall be arranged according to the dimensions and layout of one of the four designs outlined in Figure 17.42.040 and shall include access into the parking area.
- C. Where more than three off-street parking spaces are created, spaces must be developed and maintained with a dust-free surface approved by the building official and town council.
- D. A bond for an amount equal to the cost of those improvements shall be provided to the town to be held until such time as the required improvements are completed and approved.
- E. If parking lot improvements are not completed, the bond shall be forfeited and bond proceeds shall be used to complete the project. (Ord. 215 §4, 2004; Ord. 164 (part), 1994)



Outside Amplification Permit Application
Town of West Yellowstone

Event: Yellowstone Small Group Half Marathon

Contact Person: Dehn Craig

Mailing Address: 842 E Apache Dr., Washington, UT 84780

Email Address: dehn@vacationraces.com

Phone Number: (775)544-1139

Signature of Property Owner of Record: Town of WY / USFS

Date(s) of Event: August 8, 2020

Location: Old Airport

Amplification between the hours of: 6:00am and 9:00pm

Description of Event: Running event through Forest Service land. Some music and announcing over small PA system. Speakers all turned away from town and pointing on course.

Dehn Craig
Signature of Applicant
July 9, 2020
Date

FOR OFFICE USE ONLY		
Decision by Town Council:	Approved	Disapproved
Conditions:	_____	

Signature of Mayor/Town Manager:	_____	
	Date	

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Yellowstone Small Group Half Marathon
 Sponsor Organization: Vacation Races
 Sponsor Address: 842 E Apache Dr., Washington, UT 84780
 Contact Person: Dehn Craig
 Contact Phone: (775) 544-1139 Fax: _____
 E-mail Address: dehn@vacationraces.com
 Date(s) of Event: August 8, 2020
 Location of Event: Old Airport and Rendezvous Ski Trails

- 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 4% 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: \$ 1500.00
 Vendor(s) Fee: \$ _____
 Total Due: \$ _____

Craig Dehn
 Signature of Applicant

 July 8, 2020
 Date

Date Received by the Town: 7-8-20 CR



2020 YELLOWSTONE SMALL GROUP HALF MARATHON
OPERATION PLAN
EVENT PROPOSAL AND SUGGESTED OPERATING PLAN

EVENT OVERVIEW

The Yellowstone Small Group Half Marathon is a small group run (13.1 miles) through the Custer Gallatin National Forest.

What: Half Marathon (13.1 mile trail running event)

When: August 8, 2020.

Time: 6:00 AM - 6:00 PM

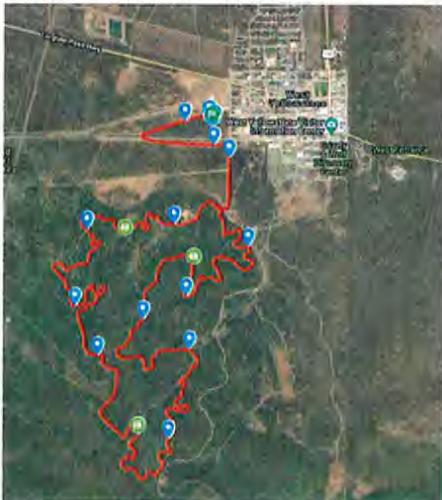
Where: Loop course starting and finishing on Old Airport Rd.

SITE PLAN & COURSE OVERVIEW

COURSE: The race will start and end at the Old Airport on the west edge of West Yellowstone. The majority of the race takes place on a dirt road and trail in Gallatin National Forest immediately southwest of West Yellowstone, MT. There will be a minimum of 3 aid stations on course.

AID STATIONS: We will have a minimum of three aid stations on course. Two aid stations will be “unmanned” (though periodically inspected and resupplied). Each aid station will be “hands free”, meaning runners will not have to touch supplies or water nozzles to resupply. We have a foot pedal operated water station we have created.

- Water, Gnarly electrolyte drink, Honey Stinger Energy gels, and Toilets at every aid station



[CLICK HERE TO SEE INTERACTIVE VERSION OF MAP](#)

PARKING

All runner parking will be at Old Airport. Parking will be apart from the start line and finish line, so starters and finishers will never need to intersect. There will never be more than 60 cars parked at a time.

START AND FINISH LINE STAGING

The start line and finish line will both be on the Old Airport lot, but separated.

- 50 runners starting every hour from 6am to 5pm
- Runners can arrive as early as 30 minutes before their designated start time
- Runners can start anytime after their designated start hour (up to 30 minutes after).
- Separate bathrooms for starters and finishers
- Parking separates the two zones (start and finish)
- No spectators allowed
- “Rolling start” means even though we have 50 runners starting every hour they won’t all start at once.

The staggered hourly start, limited participants, and rolling start will ensure there is no congregating. Even with runners finishing as other runners are starting we will never have more than 40 or so people in the staging area at a time. The start/finish staging of the event is also set up in a way that allows participants to flow through the event in a way that minimizes intersections and any unnecessary gathering of individuals.



SANITARY FACILITIES PLAN

Portable toilets will be on course at all aid stations. There will also be 6+ toilets at the start line and at the finish line.

POTABLE WATER

The start and finish line as well as the aid stations will have stable water for runners. We have a hands free water pump system that allows runners to refill water without having to use their hands. Water jugs will be filled on private property where we will be staging.

EMERGENCY SERVICES

We will have our own medical services on course and will have West Yellowstone Fire Dep. on standby for emergency transport.

TRASH & RECYCLING FACILITIES PLAN

All trash and recycling will be disposed of by the event. We are a “zero-waste” event, meaning we sort all of our trash into trash, recycling, and compost and haul it off site ourselves. We will have trash receptacles at the start line, each aid station, and scattered throughout the finish line area. All waste will be trucked off site by us and taken to the corresponding facilities.

TBID Board of Trustees

NAME	APPOINTED	EXPIRES	LENGTH
Jeff Schoenhard, Chair 50-100	4/4/17	3/31/21	4 Years
Jerry Johnson 10-49	4/4/17	3/31/21	4 Years
Daniel Reger 100+	5/5/20	5/5/24	4 Years
Sara Mauer 10-49 Rooms	5/5/20	5/5/24	4 Years
Jeremy Roberson 50-100 Rooms	4/16/19	3/31/23	4 Years
John Stallings At Large	4/16/19	3/31/23	4 Years
Brock Kelley At Large	4/17/18	3/31/22	4 Years

* 4/4/17-Daniel Reger appointed to replace Audria Butler on behalf of Delaware North, will complete Butler's unexpired term

* Terms are 4-year, some initial terms were shorter in order to provide for staggered terms

* Kristy Coffin was hired as the TBID Administrator. (10-18-12)

Updated 5/6/20 er



PO BOX 1633 West Yellowstone, Mt. 59758 (406)-640-0069

July 22, 2020

To: Town of West Yellowstone

This is a formally written request to please reassign I, Brock Kelley to represent the TBID Board as the 100+ rooms representative. I have served on the WY TBID Board for numerous years and feel that I could represent those 100+ room properties in our community fully. I have currently been a representative for the At-Large Properties for many years and will continue to serve the lodging industry for West Yellowstone.

Thank-You for your consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Brock Kelley". The signature is written in a cursive style with a large, sweeping "B" and "K".

Brock Kelley

Owner of Days Inn

West Yellowstone, Montana.



Henderson Police Department

800 Lake Forest Parkway

Henderson, Texas 75652

Phone: 903-657-3512 Fax: 903-657-3345

Integrity ° Respect ° Accountability ° Courage ° Professionalism ° Dedication ° Service

West Yellowstone Police Department
Attn: Chief Scott Newell
124 Yellowstone Ave.
West Yellowstone, MT 59758

07/20/2020

Re: Officer Performance

Dear Chief Newell,

I'm writing to commend you on the performance of your officers. On June 26th and June 27th I had the opportunity to speak with two officers from your department. I was very impressed with the level of curtesy and professionalism they displayed.

I first spoke with Officer Sabrah VamLeeuwen on the 26th in reference to a problem I was having with the management at a campground in the city. Officer VamLeeuwen was very knowledgeable and curious. She had been extremely busy running back to back calls prior to having to deal with me and my dumb little civil issue. Although I know she had to be tired and I'm sure had tons of paperwork she needed to complete, she never indicated she was in a hurry to be through with my call. We discussed civil laws in Montana and my possible options. In a very professional manner, she answered my questions without giving civil advice. I requested that she pass the information on to the following shift because I was concerned an issue may arise. The following morning, I spoke with Officer Anthony Kearney. He advised she did in-fact pass on the information as I had requested. Kudos to Officer VamLeeuwen for a great interaction and follow up.

My interaction with Officer Kearney was just as pleasant. He was extremely polite and professional. I was very impressed with the fact that he saw a disagreement coming between the management and myself. He went through extreme lengths to find a solution to the problem so all involved would be happy. Officer Kearney was able make some phone calls and find camping spaces inside the park for my family and the family we were travelling with. This was a much better solution than I ever thought possible. Officer Kearney could have just answered my questions and told the property owner it was a civil matter and went on his way, but he did not. He made the extra effort to help solve a problem he did not create. Kudos to Officer Kearney for going above and beyond in so many ways.



Henderson Police Department

800 Lake Forest Parkway

Henderson, Texas 75652

Phone: 903-657-3512 Fax: 903-657-3345

Integrity • Respect • Accountability • Courage • Professionalism • Dedication • Service

As a Captain for a small agency here at home, I know that we as officers seldom get recognition for the task we perform and get told thank you even less. Therefore, I want to let you know how well the Officers on your department are performing. I also want to thank each of them for the time they spent assisting me. The trip to Yellowstone National Park with my family and grandbabies was a once in a lifetime, bucket list, trip. Without these two outstanding officers, our trip would have most likely been ruined. If either of them decide it is too cold in Montana, I would love to see them here in Texas taking care of business. Once again I say thank you and may God bless and watch over you all.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Dukes", with a long horizontal flourish extending to the right.

James Dukes
Captain

Cc: Officer VamLeeuwen
Officer Kearney

Thank you vety for making
this a Wonderful summer
for me. Thank* you for doing all
these fun activities with me and
making this the best summer I ever
had. I relly liked going to all
those cool places I usu ally
don't get to do that ~~much~~ stuff
in the summer. From Max-Hill ;)

