

Town of West Yellowstone

Tuesday, June 22, 2021

West Yellowstone Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be conducted in person and virtually using ZOOM, connect at zoom.us or through the Zoom Cloud Meetings mobile app.

Meeting ID: 893 834 1297.

WORK SESSION

6:00 PM

FY 2022 Budget, Special Revenue and Debt Service Funds

Discussion ∞

TOWN COUNCIL MEETING

7:00 PM

Comment Period

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

Claims ∞

Business License Applications: Montana Food Trucks, LLC
Wagon Wheel Hotel
Rustic Wagon Wheel RV & Cabins
Arrick's Fly Shop, Inc.

Consent Agenda: Minutes of June 1, 2021 Town Council Meeting
Minutes of June 8, 2021 Town Council Work Session
Minutes of June 16, 2021 Interview Process

Town Manager & Staff Reports

Advisory Board Reports

Public Hearing: FY 2022 Preliminary Budget

Public Hearing: Conditional Use Application, Limited Services Campground, Addition of 2 Residential RV sites to 638 Madison, Yellowstone Westgate Hotel property

NEW BUSINESS

Conditional Use Application, Limited Services Campground, 638 Madison Discussion/Action ∞

Request to purchase 18 parking spaces, Yellowstone Westgate Hotel Discussion/Action ∞

Potential suspension of fireworks and open burning Discussion/Action ∞

Casting Pond Bid Recommendation Discussion/Action ∞

Teen Center Proposal Discussion/Action ∞

Marketing and Promotions Fund Award Recommendation Discussion/Action ∞

- Yellowstone Centennial Rail Car, \$8706.25

Cemetery Board Appointments Discussion/Action ∞

Adopt Preliminary Budget FY 2022 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 at 12 Noon on Tuesdays and occasionally on other mornings and evenings. Work sessions also take place at the Town Hall located at 440 Yellowstone Avenue.
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meeting room.
- Agendas are published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas and packets are available online at the Town's website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at 646-7795.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.

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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 6/21

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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
48002		1089 Gallatin County Treasurer		575.00					
	05/31/21	Tech surcharge		160.00		COURT	7458 212200		101000
	05/31/21	MLEA		170.00		COURT	7467 212200		101000
	05/31/21	Victims Assistance		245.00		COURT	7699 212200		101000
48003		2088 Town West Yellowstone		641.72					
	05/28/21	utility chrgs, Chamber, 895		64.47*		BLDGS	1000 411257	340	101000
	05/28/21	utility chrgs, UPDL, 892		84.80*		BLDGS	1000 411252	340	101000
	05/28/21	utility chrgs, PS Shops, 884		38.97		BLDGS	1000 411253	340	101000
	05/28/21	utility chrgs. Povah Ctr, 887		78.44*		BLDGS	1000 411255	340	101000
	05/28/21	utility chrgs, Police Dept, 886		49.70		BLDGS	1000 411258	340	101000
	05/28/21	utility chrgs, City Park, 885		125.24		BLDGS	1000 411253	340	101000
	05/28/21	utility chrgs, Library, 891		39.34*		LIBBLD	1000 411259	340	101000
	05/28/21	utility chrgs, Lift #1, 903		16.81*		SEWER	5310 430600	340	101000
	05/28/21	utility chrgs, Twn Hall, 921		143.95*		TWNHAL	1000 411250	340	101000
48004		95 Energy West-Montana		1,636.45					
	05/26/21	nat gas 210361788 updl		235.48		UPDH	1000 411252	344	101000
	05/26/21	nat gas 210360293 Police		43.55*		POLBLD	1000 411258	344	101000
	05/26/21	nat gas 210361746 Pub Services		351.36		STREET	1000 430200	344	101000
	05/26/21	nat gas 210361811 old firehall		23.64		PARK	1000 460430	344	101000
	05/26/21	nat gas 210363966 old bld ins		49.68		STREET	1000 430200	344	101000
	05/26/21	nat gas 210360540 library		149.22		LIBBLD	1000 411259	344	101000
	05/26/21	nat gas 210364599 Povah		408.36*		POVAH	1000 411255	344	101000
	05/26/21	nat gas 210361697 Iris Lift St		49.68		PUBSVC	1000 430200	344	101000
	05/26/21	nat gas 210365425 Twn Hall		292.65		TWNHAL	1000 411250	344	101000
	05/26/21	nat gas 210361655 Mad Add Sewe		32.83		SEWER	5310 430600	344	101000
48005		2853 Two Seasons Recycling		500.00					
	2021646 05/31/21	monthly recycling		500.00		PARKS	1000 460430	534	101000
48006		266 Utilities Underground Location		43.96					
	1055362 05/31/21	excavation notifications		43.96		SEWER	5310 430600	357	101000
48007		2421 NAPA Auto Parts		446.63					
	05/31/21	Napa Supplies		217.38		STREET	1000 430200	220	101000
	05/31/21	Napa Supplies repairs		52.19		STREET	1000 430200	361	101000
	05/31/21	Napa Supplies		131.80		STREET	1000 430200	229	101000
	05/31/21	NAPA supplies Oil		16.64		STREET	1000 430200	231	101000
	05/31/21	NAPA supplies Sewer		25.57		SEWER	5310 430640	212	101000
	05/31/21	Napa PD supplies-washer fluid		3.05		POLICE	1000 420100	220	101000

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	05/27/21	Water Supplies T&D		37.99		WATER	5210 430550	220	101000
	05/27/21	Parks Grounds fertilizer		1,998.51*		PARKS	1000 460430	221	101000
	05/27/21	Parks Supplies		508.94		PARKS	1000 460430	220	101000
	05/27/21	Social Services small Equipmen		31.34		SOCSRV	1000 450135	212	101000
	05/27/21	Social Services Supplies		21.84*		SOCSRV	1000 450135	220	101000
	05/27/21	Help Fund Supplies		42.66*		HELP	7010 450135	220	101000
	05/27/21	Rec. Dept Building		421.76		REC	1000 460440	366	101000
48016		3242 Fisher's Technology		12.36					
	912523	05/28/21 copier maintenance fee		12.36		FINADM	1000 410510	356	101000
48017		2952 DIS Technologies		1,089.99					
	7622	06/05/21 Monthly Managed IT		759.99		IT	1000 410580	355	101000
	7669	06/01/21 DIS Vault Online Backup/Recov		330.00		IT	1000 410580	355	101000
48018	E	2673 First Bankcard		3,790.00					
	445746	05/06/21 MT SecretaryofStateNotaryRusse		25.00*		FINADM	1000 410510	335	101000
	023152	05/10/21 Peak Sportsmans Software-SumRe		3,435.00*		SUMREC	1000 460449	355	101000
	05/25/21	Postage - Court		330.00		COURT	1000 410360	311	101000
48019	E	2964 CITI CARDS		4,288.50					
	80074	05/10/21 Personalize IT-Notary StampPR		37.75		FINADM	1000 410510	220	101000
	7286613	05/05/21 Amazon - books		13.99*		LIBRY	2220 460100	215	101000
	4393840	05/07/21 Amazon - books		10.98*		LIBRY	2220 460100	215	101000
	9901865	05/05/21 Amazon - books		17.99*		LIBRY	2220 460100	215	101000
	05/10/21	Amazon -		20.98*		LIBRY	2220 460100	215	101000
	05/10/21	Amazon - books		359.82*		LIBRY	2220 460100	215	101000
	05/11/21	Pete's Pizza		88.00		LEGIS	1000 410100	220	101000
	5358653	05/17/21 Amazon -Staples		6.99*		SOCSE	1000 450135	220	101000
	05/18/21	Running Bear		131.56		LEGIS	1000 410100	220	101000
	05/18/21	Amazon -Furnace filters		77.91		BULDNG	1000 430200	366	101000
	6027471	05/19/21 Amazon - colored file folders		20.95*		SOCSE	1000 450135	220	101000
	8021823	05/19/21 Amazon -Tip contact tapered		12.59		STREET	1000 430200	220	101000
	05/20/21	Amazon -USB cable for camera		12.94		STREET	1000 430200	229	101000
	6420238	05/21/21 Amazon-toner,hangingfiles,lab		121.43*		SOCSE	1000 450135	220	101000
	05/22/21	Dell-ipad		599.00*		ADMIN	1000 410210	212	101000
	05/22/21	Dell-ipad pencil		129.00*		ADMIN	1000 410210	220	101000
	1179443	05/24/21 Amazon - books		22.50		LIBRY	2220 460100	220	101000
	4337062	05/24/21 Amazon -Toothpaste,toothbrush		77.87*		HELP	7010 450135	220	101000
	2270607	05/25/21 Amazon - books		21.00*		LIBRY	2220 460100	215	101000
	4585067	05/25/21 Amazon -toner		80.96*		SOCSE	1000 450135	220	101000
	57801579	05/26/21 wordpress		150.00		LBRYIT	2220 460100	355	101000
	05/26/21	Pete's Pizza		90.34		LEGIS	1000 410100	220	101000
	9961023	05/26/21 Amazon - books		13.93*		LIBRY	2220 460100	215	101000
	2162626	05/26/21 Amazon - books		6.98*		LIBRY	2220 460100	215	101000

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	05/28/21 Dell mouse keyboard	47.98*		LIBRY	2220 460100	216	101000
	05/28/21 Dell blue microhone	49.99*		LIBRY	2220 460100	216	101000
	2270607 05/28/21 Amazon - books	17.96*		LIBRY	2220 460100	215	101000
	3653824 05/28/21 Amazon-sumRec supplies	353.05		SUMREC	1000 460449	220	101000
	05/30/21 Dell - XPS Desktop	729.99*		LIBRY	2220 460100	216	101000
	05/30/21 Amazon - books	170.43*		LIBRY	2220 460100	215	101000
	3989066 05/31/21 Amazon - books	283.44*		LIBRY	2220 460100	215	101000
	06/01/21 Wild West Pizza	91.64		LEGIS	1000 410100	220	101000
	1137868 06/01/21 Amazon - toner	229.76*		SOCSEK	1000 450135	220	101000
	7267447 06/01/21 Amazon - books	27.94*		LIBRY	2220 460100	215	101000
	9825026 06/01/21 Amazon - books	5.18*		LIBRY	2220 460100	215	101000
	4767447 06/01/21 Amazon - books	11.89*		LIBRY	2220 460100	215	101000
	4767447 06/01/21 Amazon - books	7.99*		LIBRY	2220 460100	215	101000
	2783438 06/02/21 Amazon - shelf liner	135.80*		HELP	7010 450135	220	101000
48020	2546 Century Link QCC	13.40					
	223281974 05/24/21 long dist chg 406-646-7600	13.40		DISPAT	2850 420750	345	101000
48023	2822 ClearBlu Business Services	3,710.00					
	05/31/21 Town Hall	1,000.00*		TWNHLL	1000 411250	357	101000
	05/31/21 Library	400.00		LIBES	1000 411259	357	101000
	05/31/21 Trailhead Bldng.	260.00*		TRLHED	1000 411256	350	101000
	05/31/21 Povah	450.00*		POVAH	1000 411255	350	101000
	05/31/21 Chamber Bldng.	1,100.00		CHAMB	1000 411257	357	101000
	05/31/21 Park Bathrooms	500.00*		PARKS	1000 411253	357	101000
48024	2952 DIS Technologies	1,015.00					
	7648 06/05/21 Monthly managed IT services911	685.00*		911	2850 420750	398	101000
	7670 06/01/21 DISVaultOnlinebackup&recovery	330.00*		911	2850 420750	398	101000
48058	151 Gallatin County WY TS/Compost	996.30					
	05/31/21 Household waste	996.30		PARKS	1000 460430	534	101000
48059	1140 Sagebrush Floral	100.00					
	062204 05/22/21 Flowers for Frank Martin Serv	50.00		LEGIS	1000 410100	220	101000
	062204 05/22/21 Flowers for Pierre MatineauSer	50.00		LEGIS	1000 410100	220	101000
48060	3314 Intrinsik Architecture	1,277.50					
	2021-0225 06/07/21 Initial Analysis-T&E	1,277.50		RESEAR	1000 411000	357	101000

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48061		999999 ROSENDO SANCHEZ		350.00					
	06/08/21	Refund of Povah cleaning dep		350.00		POVAH	2210 214001		101000
48062		3243 Susan Swimley		360.75					
	11177 06/03/21	Moonrise - land use issues		360.75		LEGAL	1000 411100	352	101000
48063		533 Market Place		207.21					
	05/14/21	Gift Certificate		50.00		LEGIS	1000 410100	220	101000
	05/20/21	Red Cross Cert Course Snacks		59.98*		HELP	7010 450135	220	101000
	05/12/21	Red Cross Cert Course Snacks		97.23*		HELP	7010 450135	220	101000
48064		135 Food Roundup		70.42					
	05/11/21	TC snacks & supplies		19.76		LEGIS	1000 410100	220	101000
	05/18/21	TC snacks & supplies		20.66		LEGIS	1000 410100	220	101000
	05/28/21	Gift Cert		30.00		LEGIS	1000 410100	220	101000
48065		2903 Kerry Parker		265.28					
	06/02/21	Training clerks Conference		265.28		COURT	1000 410360	370	101000
48066		99922 Melanie Gospodarek		26.27					
	06/08/21	Binders for Admin Dept		26.27*		ADMIN	1000 410210	220	101000
48067		1061 Lane and Associates		225.00					
	0021 05/25/21	Year's Consortium Fee		225.00*		ADMIN	1000 410210	356	101000
48068		40 Jerry's Enterprises		102.13					
	05/11/21	Diesel		51.21		STREET	1000 430200	231	101000
	05/21/21	Help fund voucher		35.00*		HELP	7010 450135	231	101000
	05/23/21	fuel		18.00		STREET	1000 430200	231	101000
	05/23/21	Credit on fuel		-2.08		STREET	1000 430200	231	101000
48069		1864 Loomis Family Limited		113.70					
	05/14/21	Fuel for Food bank pickup		48.50*		SOCSE	1000 450135	231	101000
	05/17/21	Street fuel		65.20		STREET	1000 430200	231	101000
48070		309 PJ's Plumbing & Heating		211.00					
	99004969 05/25/21	Thermostat DanceStudioFurnac		211.00*		POVAH	1000 411255	366	101000
48071		3241 Bridger Analytical Lab		308.00					
	2105441 05/23/21	Total Coliform/E.coli		280.00*		WATER	5210 430550	357	101000
	2106224 06/11/21	June special bacteria		28.00*		WATER	5210 430550	357	101000

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48072		3277 Hadronex, Inc. dba SmartCover		595.00					
	18467	05/31/21 RenewalSmartFLOE8/1/21-7/31/22		595.00*		WATER	5210 430500	357	101000
48073		1146 Madison Valley Bank		1,738.39					
	06/02/21	Line of credit Interest		1,738.39		SEWER	5320 430640	951	101000
48074		2470 Island Park News		490.00					
	2729	06/07/21 Display ads		490.00		ADMIN	1000 410210	327	101000
48075		75 Montana League Cities/Towns		507.64					
	20210630	06/04/21 2021-22 Membership Dues		507.64*		LEGIS	1000 410100	335	101000
48076		2189 Custom Logo		159.40					
	19916	06/09/21 Sum Rec Employee shirts		159.40*		SUMREC	1000 460449	226	101000
48077		3261 Targhee Services		77.90					
	05/26/21	2017 DodgeRam1500 oil chnge		77.90		STREET	1000 430200	231	101000
48078		2 Forsgren Associates P.A.		132,140.50					
	121182	05/25/21 WWTP Project		132,140.50		SEWER	5320 430640	951	101001
48079		65 T & E		579.67					
	451206	05/26/21 Control GP, Switch A		579.67		STREET	1000 430200	361	101000
48080		1085 JD Speciality Services		500.00					
	3540	05/19/21 Brake Canister DumpTrkFL112		500.00*		STREET	1000 430200	369	101000
48081		2586 Waxie Sanitary Supply		4,507.88					
	79982272	04/30/21 Cleaning supplies		2,613.77		PARKS	1000 460430	220	101000
	79997243	05/07/21 black liners		1,894.11		PARKS	1000 460430	220	101000
48082		1454 Bozeman Chronicle/Big Sky		120.00					
	104702	06/03/21 BidsJacklinCastingPond ads		120.00		ADMIN	1000 410210	327	101000
48083		2852 Blackfoot Communications		2,020.11					
	06/15/21	646-5106, fax soc svc		40.53		SOCSRV	1000 450135	345	101000
	06/15/21	646-5119, police station Dispa		40.53		DISPCH	2850 420750	345	101000
	06/15/21	646-5141, sewer plant alarm		40.53		SEWER	5310 430600	345	101000
	06/15/21	646-5185, town hall alarm		40.53*		TWNHAL	1000 411250	345	101000
	06/15/21	646-7311, social services		23.11		SOCSRV	1000 450135	345	101000
	06/15/21	646-7481, povah elevator		58.16		POVAH	1000 411255	345	101000
	06/15/21	646-7511, town hall fax		40.53*		TWNHAL	1000 411250	345	101000
	06/15/21	646-7609, public works		55.81		PUBSVC	1000 430200	345	101000
	06/15/21	646-7650, police station fax		40.53		DISPCH	2850 420750	345	101000

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	06/15/21	646-7715,	povah center	24.86		POVAH	1000 411255	345	101000
	06/15/21	646-7795,	town hall	242.70*		TWNHAL	1000 411250	345	101000
	06/15/21	646-7845,	court clerk	110.69*		COURT	1000 410360	345	101000
	06/15/21	646-9017,	library	43.86*		LIBRAR	2220 460100	345	101000
	06/15/21	646-9027,	sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	06/15/21	ethernet,	library	300.00*		LIBRAR	2220 460100	345	101000
	06/15/21	ethernet,	povah center	187.26		POVAH	1000 411255	345	101000
	06/15/21	ethernet,	police station	350.00*		POLICE	1000 411258	345	101000
	06/15/21	ethernet,	town hall	272.00*		TWNHAL	1000 411250	345	101000
	06/15/21	602-4909,	town hall judge	15.35*		COURT	1000 410360	345	101000
	06/15/21	602-4894	Town hall Court Clerk	1.10*		COURT	1000 410360	345	101000
	06/15/21	602-4897	town hall	1.10*		TWNHAL	1000 411250	345	101000
	06/15/21	602-4898	town hall	1.10*		TWNHAL	1000 411250	345	101000
	06/15/21	602-4900	town hall	5.25*		TWNHAL	1000 411250	345	101000
	06/15/21	602-4901	town hall	5.25*		TWNHAL	1000 411250	345	101000
	06/15/21	602-4902	town hall	1.10*		TWNHAL	1000 411250	345	101000
	06/15/21	602-4903	town hall	1.10*		TWNHAL	1000 411250	345	101000
	06/15/21	602-4904	town hall	1.10*		TWNHAL	1000 411250	345	101000
	06/15/21	602-4905	town hall	1.10*		TWNHAL	1000 411250	345	101000
	06/15/21	602-4906	Library Main desk	1.10*		LIBRY	2220 460100	345	101000
	06/15/21	602-4907	Library Director	1.10*		LIBRY	2220 460100	345	101000
	06/15/21	602-4908	Povah Ctr	11.10		POVAH	1000 411255	345	101000
	06/15/21	602-4949	Town Hall	11.10*		TWNHAL	1000 411250	345	101000
	06/15/21	602-4044	Soc Ser Pantry	10.00		SOCSE	1000 450135	345	101000
48084		764 General Distributing Co.		57.66					
	1000448	05/31/21	Welding Supplies	57.66		STREET	1000 430200	229	101000
48085		471 Northwest Pipe Fittings, Inc.		1,021.86					
	4530635	05/28/21	2" Water Meter & Flange set	1,021.86		WATER	5210 430500	251	101000
48086		3004 Partsmaster		190.94					
	23681274	05/28/21	Bolt GR8Domeheadplow	28.94		STREET	1000 430200	220	101000
	23680718	05/27/21	Capscrew, washerflat,drillbi	162.00		STREET	1000 430200	220	101000
48087		3202 Pilar Collins		191.26					
	06/10/21	Training		191.26*		DSPTCH	1000 420160	370	101000
48088		3176 Magda Nelson - Local Government		131.25					
	170	06/12/21	Consulting services	131.25		FINADM	1000 410510	356	101000

06/18/21
14:59:51

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 6/21

Page: 8 of 10
Report ID: AP100

For doc #s from to 999999
* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48089			3245 4 Corners Recycling LLC	888.40					
	1754	05/28/21	Pull fees for 2 pulls for FY	950.00		PARKS	1000 460430	534	101000
	1754	05/28/21	ONP Processing	136.80		PARKS	1000 460430	534	101000
	1754	05/28/21	Plastic Processing	96.00		PARKS	1000 460430	534	101000
	Cml1754	05/28/21	Credit Mixed can, ONNProcessing	-294.40		PARKS	1000 460430	534	101000
48090			2099 Quick Print of West Yellowstone	166.74					
	14735	05/13/21	6 pc Wall file PW	39.24		ADMIN	1000 410210	327	101000
	14783	05/24/21	Letterheadfor PD & Chief	127.50		POLICE	1000 420100	321	101000
48091			3065 Chemical Montana Company	480.00					
	27007	06/08/21	SodiumHypochlorite	480.00		SEWER	5310 430640	459	101000
48092			3286 Yellowstone Winterization	125.00					
	3046	06/08/21	Opening water at UPDL	125.00*		WATER	5210 430500	357	101000
48093			3317 3H Construction LLC	2,826.25					
	1895	05/27/21	Camera Inspection sewerlines	2,826.25		SEWER	5310 430600	357	101000
48094	E		2673 First Bankcard	164.00					
		05/18/21	911 Training Institute EM	539.00*		911	2850 420750	380	101000
		05/01/21	Transunion-background checks	75.00		POLICE	1000 420100	398	101000
		05/04/21	DefensiveEdgeTrainingCredit	-450.00		POLICE	1000 420100	380	101000
48095			2189 Custom Logo	743.10					
	19945	06/17/21	Embroidary on Shirts	743.10		DSPTCH	1000 420160	226	101000
48096	E		2673 First Bankcard	1,066.04					
	13566	05/20/21	4Corners Welding-Dmptrkrepair	700.00*		STREET	1000 430200	369	101000
	2507413	06/01/21	Amazon-roundupquickpro dry	164.41*		PARKS	1000 460430	221	101000
	2030601	06/01/21	Amazon-chainsawthrottletrigge	8.67		STREET	1000 430200	212	101000
	7124258	06/01/21	Amazon-halfbucketswingseat	192.96*		PARKS	1000 460430	369	101000
48097	E		2673 First Bankcard	320.18					
		05/14/21	Westmart-flagkit,motionlight,t	42.97		POLICE	1000 411258	366	101000
		05/29/21	Westmart-riphammer,outdoortime	46.95		POLICE	1000 411258	366	101000
		05/29/21	Westmart-cutpliers,turboknife	25.98		POLICE	1000 411258	366	101000
		05/29/21	Westmart-Dsplyflag,tape,staple	82.08		POLICE	1000 411258	366	101000
		06/01/21	Solid Signal-C-ARM-103	122.20*		POLICE	1000 420100	212	101000

06/18/21
14:59:51

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 6/21

Page: 9 of 10
Report ID: AP100

For doc #s from to 999999
* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48098		3085 Buffalo Services, LLC		14,457.50					
	53121	06/10/21 Sampling & 1/2 Consulting		7,678.75*		WATER	5210 430500	357	101000
	53121	06/10/21 1/2 Consulting		6,778.75		SEWER	5310 430600	357	101000
48099		60 Westgate Station		3,500.00					
		06/07/21 Nov-May Stage Storage		3,500.00*		PARKS	1000 460430	369	101000
48100		2800 RDO Equipment Co.		7,168.88					
	W1165116	06/10/21 ReplacemntParts on Sweeper		7,168.88*		STREET	1000 430200	369	101000
48101		471 Northwest Pipe Fittings, Inc.		3,204.16					
	3538382	06/10/21 Water Meters,connectors		3,204.16		WATER	5210 430500	251	101000
48102		477 C.S. Construction		12,592.91					
	CSO621	06/16/21 work on Povah Freezer room		12,592.91*		POVAH	1000 411255	366	101000
48103		3191 Miller Law, PLLC		1,250.00					
	1200	06/12/21 Water Right Assistance		1,250.00		WATER	5210 430500	354	101000
48104		2743 Montana Quarterly		24.00					
		06/18/21 books		24.00*		LIBRY	2220 460100	215	101000
48105		3315 IAS EnviroChem		872.00					
	2102883	06/17/21 Alkalinity		872.00*		WATER	5210 430500	357	101000
# of Claims			67	Total:	292,227.05				
Total Electronic Claims				9,628.72	Total Non-Electronic Claims	282598.33			

Planning Board Meeting

Minutes: June 15, 2021

Board Members in Attendance: Jon Simms, Chipper Smith, Teri Gibson, Jeff Mathews, Jeff McBirnie & Rob Klatt

Others in Attendance: Liz Roos, Brian Benike & Jeff Schoenhard

Minutes from April 20, 2021 Planning Board Meeting: (Smith/Mathews) approved unanimously.

Public Comment Period: Liz commented that Rob Klatt's appointment expires 7/1/21 & if he wants to stay on the board, he can send an email. She will put it out to the public for other candidates. She said that it would be best to have a full board as Moonrise is coming up soon.

Discussion Items & Findings:

Westgate Hotel – Conditional Use Application

1. 2 Residential RV Spaces.
2. Need 87 parking spaces per staff, purchased 1 space in the 1990's, have 68 on side, so they need to purchase 18 parking spaces.

RECOMMENDATION: The Planning Board recommends the approval of the application with the stipulations that the town measure the parking lot for accurate measurements & that the Westgate Hotel restripe their parking lot per their plans. (McBirnie/Klatt) approved unanimously.

Montana Food Trucks LLC – Business License

1. Addition of 2 food trucks.

RECOMMENDATION: The Planning Board recommends the approval of the application with the stipulations that they follow the food truck ordinance of removing their food trucks from the property from midnight to 6am every day & that they do not use onsite water and sewer. (Gibson/McBirnie) approved unanimously.

Rustin Wagon Camp & Cabins – Business License

RECOMMENDATION: The Planning Board recommends the approval of the application based on that there are no changes from the previous owner. No increase in parking demand. No additional parking is needed. (Gibson/McBirnie) approved unanimously.

Arrick's Fly Shop – Business License

1. Parking – Need 3 spaces (2 for residential & 1 for retail space). They have 3 parking spaces on their property.

RECOMMENDATION: The Planning Board recommends the approval of the application. (Gibson/McBirnie) approved unanimously.

Next Meeting: None at this time.



Town of West Yellowstone Business License Application

Business Name: MONTANA FOOD TRUCKS, LLC
 Applicant: SARA MAURER
 Contact Person: SARA MAURER
 Mailing Address: P.O. BOX 472
 Physical Address of Business: 229 HAYDEN AVE
 Phone Number: 406.646.1162 Fax Number: _____
 Email Address: management@theaspenatwest.com Website: _____

Signature of Property Owner of Record: [Signature] member

Subdivision: _____
 Block: _____ Lot: _____

Zoning District, please mark one:

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

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

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

Business License Fee: \$ 50
 Resort Tax Bond: \$ _____
 Total Amount Due: \$ _____

[Signature]
 Signature of Applicant

 Signature of Applicant

 Date

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

Plan

Business Name: Montana Food Trucks, LLC

Business Owner: _____

Business Street Address: _____

Address: _____

Lot: _____ Subdivision: Gibbon

Lot: _____ Subdivision: Gibbon



Scale: 1 inch = 20 feet
 a standard Town lot, 100 feet by 150 feet.



Town of West Yellowstone Business License Application

Business Name: Wagon Wheel Hotel
 Applicant: KW Corp
 Contact Person: Shipping Wang
 Mailing Address: 1435 Yuma St, Salt Lake City UT 84108
 Physical Address of Business: 418 Gibson Ave, West Yellowstone, MT 59758
 Phone Number: 801-230-4233 Fax Number: _____
 Email Address: wagonwheelyellowstone@gmail.com Website: YellowstoneRVcabin.com

Signature of Property Owner of Record: Shipping Wang

Subdivision: Old Town
 Block: 10 Lot: 2, 3

Zoning District, please mark one:

- | | |
|--|---|
| <input checked="" type="checkbox"/> B-3 Central Business District (Old Town) | <input type="checkbox"/> PUD Planned Unit Development (Grizzly Park) |
| <input type="checkbox"/> B-4 Expanded Business District (Grizzly Park) | <input type="checkbox"/> Residential Districts, Home Occupations Only (Mad Add) |
| <input type="checkbox"/> E-2 Entertainment District (Grizzly Park) | |
| <input checked="" type="checkbox"/> New Business | <input type="checkbox"/> Transfer of Ownership |
| <input type="checkbox"/> Change of Location | <input type="checkbox"/> Name Change |

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

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

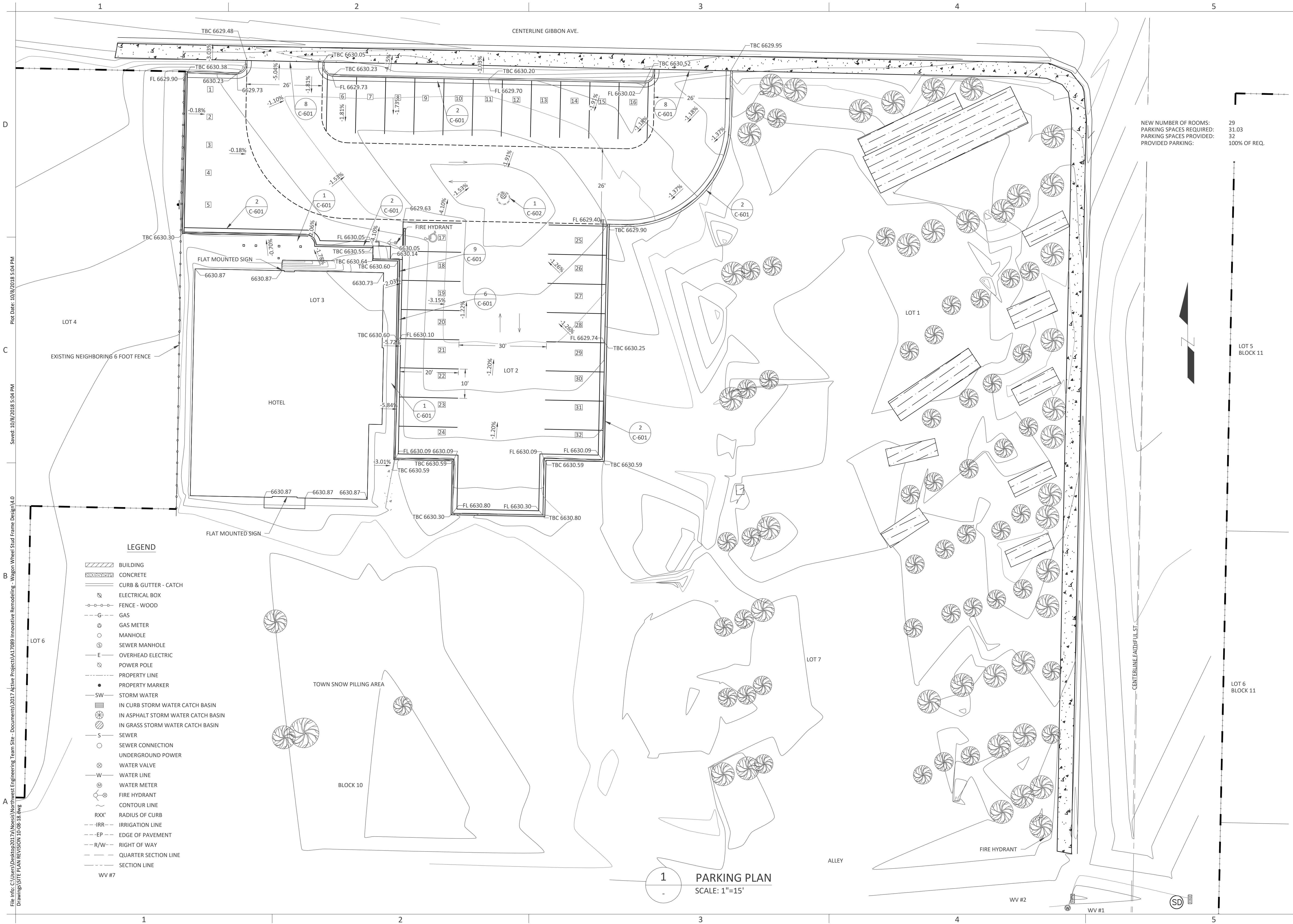
29 hotel rooms

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

Shipping Wang
 Signature of Applicant

 Signature of Applicant
6/4/2021
 Date

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



CLIENT
 INNOVATIVE REMODELING
 AND CONSTRUCTION
 1530 TIMBER CREEK LANE
 LAYTON, UT 84041
 (801) 916-6173



NOESIS ENGINEERING
 1680 WOODRUFF PARK
 IDAHO FALLS, IDAHO 83401
 (208) 932-2720 (PHONE)

QT	10/8/18
DRAWN BY	DATE
KC	10/8/18
REVIEWED BY	DATE
DS	10/8/18
TECHNICAL APPROVAL	DATE

NEW NUMBER OF ROOMS: 29
 PARKING SPACES REQUIRED: 31.03
 PARKING SPACES PROVIDED: 32
 PROVIDED PARKING: 100% OF REQ.

ALWAYS THINK SAFETY

WAGON WHEEL HOTEL



PARKING PLAN

C-101
 Sheet 2 OF 7

1 PARKING PLAN
 SCALE: 1"=15'

File Info: C:\Users\meas\Documents\2017 Active Projects\17089 Innovative Remodeling - Wagon Wheel Stud Frame Design\4.0 Drawings\SITE PLAN REVISION 10-08-18.dwg
 Plot Date: 10/8/2018 5:04 PM
 Saved: 10/8/2018 5:04 PM

- LEGEND**
- BUILDING
 - CONCRETE
 - CURB & GUTTER - CATCH
 - ELECTRICAL BOX
 - FENCE - WOOD
 - GAS
 - GAS METER
 - MANHOLE
 - SEWER MANHOLE
 - OVERHEAD ELECTRIC
 - POWER POLE
 - PROPERTY LINE
 - PROPERTY MARKER
 - STORM WATER
 - IN CURB STORM WATER CATCH BASIN
 - IN ASPHALT STORM WATER CATCH BASIN
 - IN GRASS STORM WATER CATCH BASIN
 - SEWER
 - SEWER CONNECTION
 - UNDERGROUND POWER
 - WATER VALVE
 - WATER LINE
 - WATER METER
 - FIRE HYDRANT
 - CONTOUR LINE
 - RXX'
 - IRRIGATION LINE
 - EP
 - R/W
 - QUARTER SECTION LINE
 - SECTION LINE
- WV #7



Town of West Yellowstone Business License Application

Business Name: Rustic wagonwheel B&B RV and Cabin
 Applicant: KW Corp
 Contact Person: Shiping Wang
 Mailing Address: 1435 Yuma St, Salt Lake City, UT 84108
 Physical Address of Business: 430 Gibbon Ave, West Yellowstone, MT 59758
 Phone Number: 801-230-4233 Fax Number: _____
 Email Address: wagonwheelyellowstone@gmail.com Website: yellowstonewcabin.com

Signature of Property Owner of Record: Shiping Wang

Subdivision: Old Town
 Block: 10 Lot: 4

Zoning District, please mark one:

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

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

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

2 cabins, 2 RVs

Business License Fee: \$ _____
 Resort Tax Bond: \$ _____

Shiping Wang
 Signature of Applicant

Total Amount Due: \$ _____

Signature of Applicant
6/4/2021
 Date

FOR OFFICE USE ONLY

Date Approved: _____ Town Council Administration _____
 Date _____ Check # _____ Amount \$ _____ License # _____
 SCN _____ BLP _____ STX _____ RDX _____

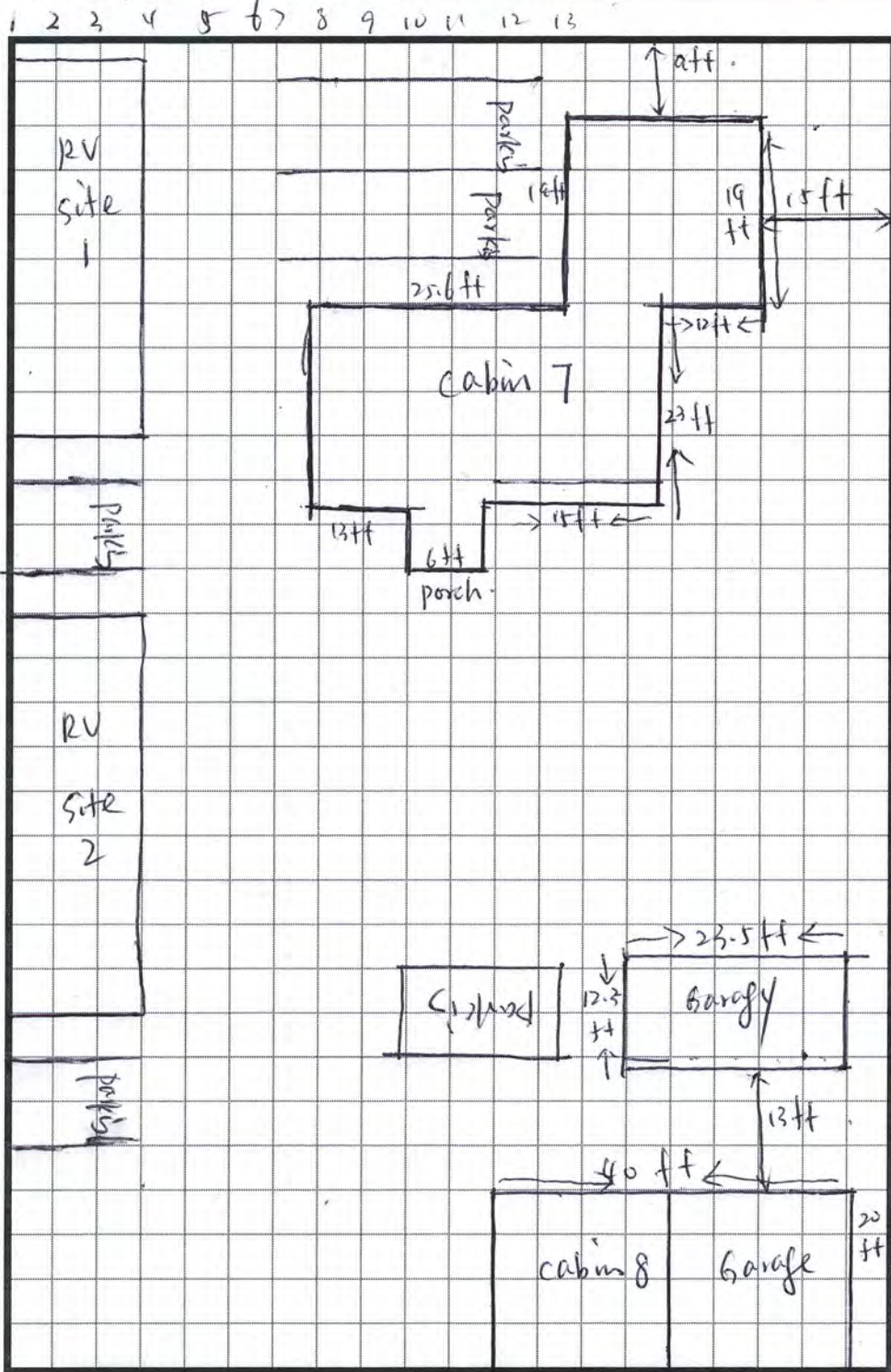
Site Plan

Business Name: Rustic Wagonwheel RV and Cabin

Business Owner: KW Corp

Business Street Address: 430 Gibbon Ave, west Yellowstone, MT 59758

Block: 10 Lot: 4 Subdivision: old town



Scale: 1 inch = 20 feet

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



Town of West Yellowstone Business License Application

Business Name: ARRICK'S FLY SHOP, INC
 Applicant: ARRICK AND LORIE SWANSON
 Contact Person: ARRICK OR LORIE SWANSON
 Mailing Address: PO BOX 1290
 Physical Address of Business: 136 HAYDEN ST SUITE #2
 Phone Number: 406-640-7290 Fax Number: N/A
 Email Address: arrick@arricks.com Website: www.arricks.com

Signature of Property Owner of Record: ARRICK AND LORIE SWANSON

Subdivision: OT
 Block: 21 Lot: N 1/2 LOT 1

Zoning District, please mark one:

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

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

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

GUIDE SERVICE, CUSTOM TIED FLIES, ACCESSORIES,
APPAREL, GIFTS, ONLINE STORE
PLEASE SEE ATTACHMENT

Business License Fee: \$ _____

Resort Tax Bond: \$ _____

Total Amount Due: \$ _____

Arvid Swanson, PRESIDENT
 Signature of Applicant

Lorie Swanson, Vice Pres
 Signature of Applicant

6/9/2021
 Date

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

Attachment for Arrick's Fly Shop, Inc.

Town of West Yellowstone Business License Application

Business Space Size of Arrick's Fly Shop, Inc.:

The business space is only one garage bay of a two-car garage.
The business space measures 10' 6" wide x 24' 6" deep.

Explanation of Business and Parking Plan for Arrick's Fly Shop, Inc.:

Due to the nature of guide trips, and where we go on them, we meet the clients in different places. In some cases we will meet clients elsewhere (i.e.: river, hotel, inside Yellowstone, etc.), or we will be picking the clients up from where they're staying. In these cases, no parking is needed for clients. In some cases the clients/customers will follow the guide to the river in their own vehicle. In this case the client would only be parking for a short period of time because they would be leaving to follow the guide. This business location is mostly for meeting clients for guide trips that are not being picked up by the guides or meeting the guides somewhere else. In some cases clients/customers will come to this business location to pick up their order from us. Because of the nature of our business, activity at our business will be seen for brief amounts of time during the day when clients/guides meet and when the clients/guides return from the guide trip *if* the guides weren't meeting or picking up clients from somewhere else.

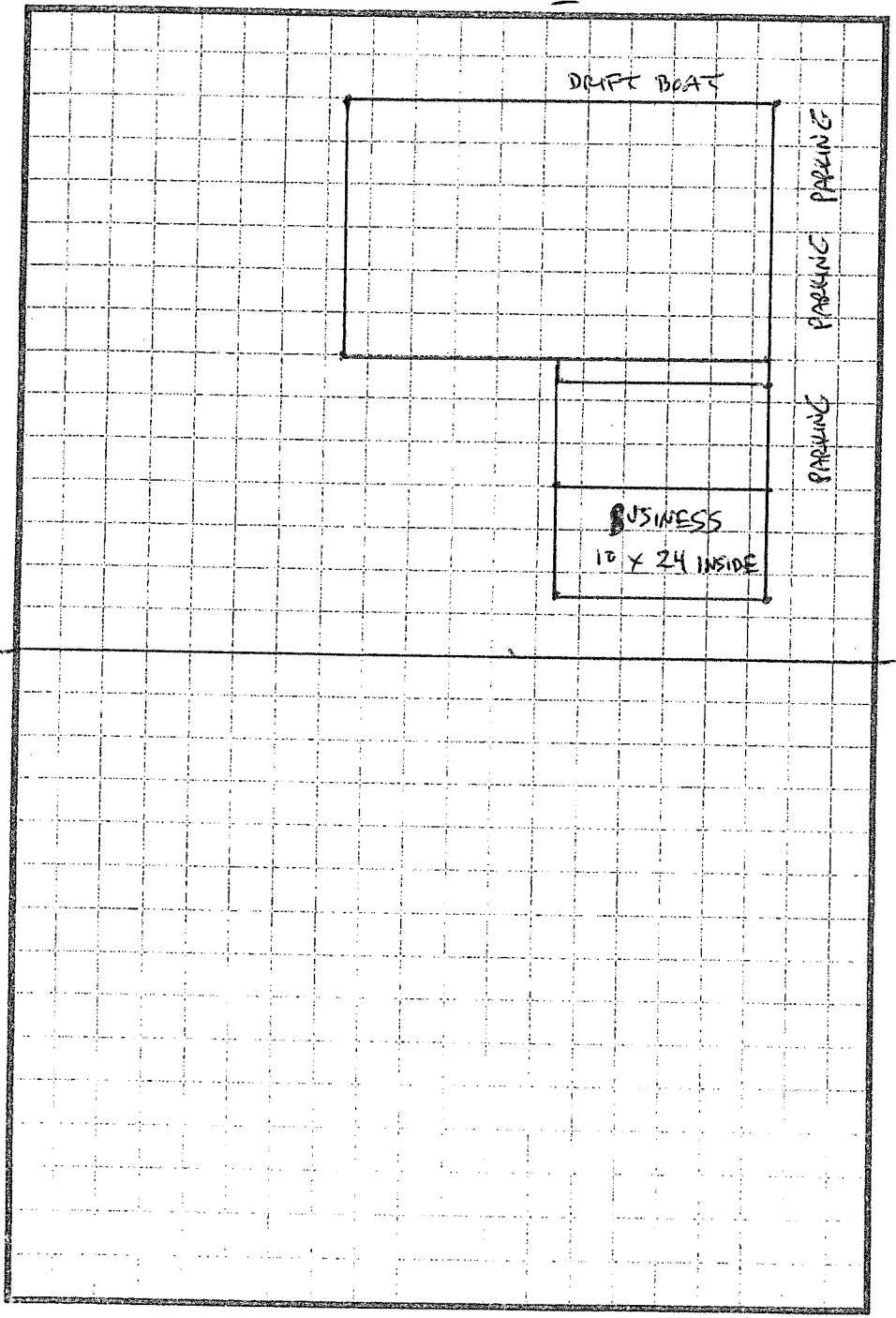
Parking is along the front of our house and in front of the garage on our property. (West side of property) 3 or 4 vehicles can fit in this space.

Arrick's Fly Shop, Inc. has only one drift boat and this will be stored against the house on our property. (North side of property) The guides that contract with us are independent contractors so they own their own boats. Their boats are stored on their property, not ours.

Site Plan

Business Name: ARRICK'S FLY SHOP, INC
Business Owner: ARRICK AND LOUIE SWANSON
Business Street Address: 136 HAYDEN ST
Block: 21 Lot: N 1/2 1 Subdivision: OT

N
↑



Scale: 1 inch = 20 feet

EACH SQUARE 5' x 5'

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

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting & Work Session
June 1, 2021

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Travis Watt, Brian Benike, and Jeff Mathews

OTHERS PRESENT: Finance Director Lanie Gospodarek, Fire Chief Shane Grube

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

Portions of the meeting are being recorded. Due to the worldwide pandemic caused by COVID-19, the meeting is being broadcast over the internet using a program called Zoom.

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. The topic for discussion for the work session is the staffing plan. They first discuss the Public Services Department. The Council previously discussed changing the Sewer/Water Superintendent position to a Deputy position, on the same level as a Deputy Public Services Superintendent. It has also been suggested that the Recreation Department be placed underneath Public Services, possibly a third deputy position. They discuss how the Recreation Coordinator position would fit in that department and still help other departments such as Social Services. The Council considers whether they need a department head for the Social Services department or if the department would fit somewhere else like Police. They consider moving it under Finance or under the Sergeant in the Police Department. Jan Neish of the Island Park News questions whether moving Social Services under the Police Department would be counter to the nationwide movement of separating social issues from police issues. Chief of Police Todd Richardson comments that coordinating social issues with police work does work well. He says that at this time only one of the officers is CIT (Crises Intervention Training) trained, but they will be changing that soon. Johnson points out that the Finance Director only has one employee. They also consider whether it is necessary to have an Executive Assistant to the Town Manager. Mayor Johnson says that over the next week, he and Deputy Mayor Travis Watt will attempt to sit down with the people that are running each department and discuss how the suggested changes may affect operations.

Public Comment Period

Jessica Piccone, Art Teacher at the West Yellowstone School, is present at the meeting with students Macy Hojem, Mineli Galvan, Abby Pope, and Jessica Diaz. The students are present to ask the Town Council to allow the use of the basement of the Povah Center for a teen center. The center would be open during the winter season, November through March. The teens inquire whether they would have to rent the space and if the Town would provide any money for the use. Mayor Johnson responds that they can't answer that question tonight, but they would be welcome to make a special request to the Town. They briefly discuss whether use of the center should conflict with "family night," which is traditionally Thursday nights during the school year.

Betty Richey addressed the Council regarding litter in the interior park behind her business in Parkway A, west of Canyon Street. She complains that she made multiple calls and efforts to address the problem throughout the winter and especially since the snow melted. After making multiple complaints to the Town and the Police Department, she picked up the litter and put it in front of the other business. The other business complained and she was issued a \$135 ticket for littering. She says that a few years back, she was part of the Downtown Improvement District, an advisory board that is no longer active as well as the CAAT group that promoted improvements in the downtown area.

Betty Richey also complains about the massive t-shirt sales on the sidewalks and signage that is all over the place. She says that they used to have to apply for a permit to sell anything on the sidewalks and it was only allowed on Labor Day weekend, but now it happens every day. Richey says that it is out of control and they need to control the nuisances. She encourages the Town to address both problems.

Council Comments

Jeff Mathews thanks Public Services for all of their efforts during Town Clean Up last week and it made a big difference. Mayor Johnson says the Memorial Day service, hosted by the American Legion, at the Fir Ridge Cemetery was very nice and the cemetery looks great.

ACTION TAKEN

- 1) Motion carried to approve the payment of the claims, which total \$128,637.16. (Mathews, Benike)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the May 18, 2021 Town Council Meeting and May 25, 2021 Town Council Work Session. (Watt, Benike)
- 3) Motion carried to approve the Purchase Order to Titan Machinery for parts for the Elgin Pelican street sweeper for \$5408.83. (Watt, Benike)
- 4) Motion carried to approve the Outside Amplification Permit for the Yellowstone Half Marathon and 5K on June 11-12, 2021 between the hours of 6 AM and 8 PM, noting that the speakers will be turned away from Town. (Watt, Benike)
- 5) Motion carried to waive the resort tax bond for the 2021 West Yellowstone Market, to be held on Thursdays throughout the summer. (Watt, Benike)
- 6) Motion carried to approve the Outside Amplification for Music in the Park Series for 2021. (Watt, Benike)
- 7) Motion carried to approve Resolution No. 753, a resolution to lift the open container ordinance during the Music in the Park events (Watt, Mathews)
- 8) Motion carried to approve the Outside Amplification permit for the Yellowstone Rod Run in Pioneer Park, August 6-7, 2021. (Mathews, Benike)
- 9) Motion carried to approve Resolution No. 754, a resolution to lift the open container ordinance in Pioneer Park during the Yellowstone Rod Run on August 6-7, 2021 (Mathews, Benike)

DISCUSSION

- A) **Town Manager/Staff Reports:** Mayor Jerry Johnson reports that all the submitted reports were included in the packet. He reports that Finance Clerk Peggy Russell inquired today about reinstating late fees for utility payments that were suspended last summer due to the impacts of Covid-19. He says they will look that up and decide how that needs to be addressed, but the Council indicates it is time to reinstate the penalties for delinquent accounts. Mayor Johnson reports that he was contacted by Chipper Smith last week about the stove in the Union Pacific Dining Lodge. He says the stove has gone out and needs to be replaced, which is expected to be fairly expensive. Johnson says they also need to revisit the single-family equivalency (SFE) calculator again. Fire Chief Shane Grube reports that Covid-19 cases have been flat for nearly two months, averaging only one active case at a time. He says the Fire Department has completed their portion of the vaccination process, they fully vaccinated over 900 people, combined with CHP

there are over 1000 vaccinated individuals in Town. Bozeman Health has started a process to vaccinate 12-17 year olds for Covid-19 now, too.

- B) Council Member Brian Benike reports that the **Recreation Advisory Board** met last week, the portable toilet at the tennis courts is open, replacement swings have been ordered for the city park. Johnson says that the group that participates in pickleball has requested that the city put up a new pickle ball net on one of the tennis courts. He says it is not too expensive and they are going to go ahead and order the new net. Benike says the Recreation Board also discussed putting up the volleyball net in the park without putting in the court to decide if they like the location that was selected.
- C) Jackie Haines of the **Northern Rocky Mountain Economic Development District** addresses the Council. She explains that the NRMEDD is very active, manages the Town's revolving loan fund, is preparing to launch another revolving loan fund open to the entire county, and is working with Finance Director Lanie Gospodarek on funding for the wastewater treatment plant through various sources. She also says they are looking to expand the board and ideally would include a Town Council member, a West Yellowstone staff member, and a community member from West Yellowstone. Mayor Johnson says this is an election year and recommends that Deputy Mayor Travis Watt fill that role as he has two years left on his term. She adds that they can participate in the meetings virtually through Zoom. Haines also presents an analysis of the COVID-19 impacts on resort tax collections. She explains that in West Yellowstone as a whole, broke out by industry, they lost over \$21 million in sales in industries like lodging and food service and only gained \$4 million in other areas such as gas stations and grocery stores. She explains that the total labor impact was a loss of \$7.7 million. She also summarizes that the workforce in West Yellowstone is comprised of 835 workers. 593 of those workers come from outside the community, 242 live in the community, and 170 leave the community for work. She says the key take-away is that West Yellowstone experienced a net loss of over \$24 million of economic opportunity during 2020.

CORRESPONDENCE

Dated May 31, 2021, Susan Whitesides and Peggy Kearns send an email complimenting the Sabolsky family on their contributions to West Yellowstone. Mayor Johnson also mentions the Notice of Town Council Elections, the filing deadline is June 21, 2021.

The meeting is adjourned. (9:00 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Work Session
June 8, 2021

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Travis Watt, Brian Benike, and Jeff Mathews

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent Jon Simms, Recreation Coordinator Vely Vazquez, Social Services Associates Dianna Hansen and Debbie Paisley

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

Portions of the meeting are being recorded. Due to the worldwide pandemic caused by COVID-19, the meeting is being broadcast over the internet using a program called Zoom.

Public Comment Period

No public comments are received.

WORK SESSION

Mayor Johnson calls the meeting to order. The purpose of the meeting is to discuss the general fund budget for FY 2022. Finance Director Lanie Gospodarek explains the basic structure of the general fund and that this fund includes basic costs such as salaries and supplies. The first account to be discussed is the Legislative Services budget, which is expenses associated with the Town Council. She explains that the salary for Town Council members is equivalent to employer contribution to health insurance for a single person. She says this is approximately \$7600 per year per council member. They briefly discuss increasing funding for travel and training for the Council, replacing the iPads for the Town Council, and special requests including fireworks and Chamber support.

The Council reviews the Administration budget, which includes funding for the Town Manager, Executive Assistant, and Town Clerk. Gospodarek summarizes that they have budgeted to replace the Town Manager's computer, iPad and phone. They also discuss professional memberships, drug testing expense, and moving expenses for new employees. They move on to the Finance Administration budget and review salaries, software, and codification expense. They review the budget for auditing, IT services, elections, and Personnel/Safety Services. They also discuss planning, research, and engineering expenses. Gospodarek explains that they determined there was some overlap in these areas and they cleared that up. They discuss the budgets for each building including the clinic, UPDL/Museum, Parks buildings, Siegel Learning Center, Povah Community Center, Trailhead Building, Chamber, Police/Dispatch Center, and Library building. The group also discusses having fiber optic internet service brought to the Public Works complex, the only building that is still using DSL service. There is general agreement that needs to be funded so the service is available in those buildings.

The Council reviews the Police budget. Chief Todd Richardson is requesting funding for one additional officer, which would bring the total to six officers and one chief. The proposed budget shows multiple increases and new costs associated with a seventh officer. The proposed budget includes new tasers, shooting range maintenance, training rounds, and new uniforms. The Communications/Dispatch shows some increases, but Communications Center Manager Brenda Martin explains that due to the impacts of Covid-19 last year, a lot of expenses were moved to the 911 Budget but have been moved back this year.

The funding for the Fire Department and one employee of the Fire Department are the same as last year because resort tax did not increase since last year. They also discuss Building Inspections. Gospodarek points out that she budgeted for one employee under Building Inspections in the event they hire an employee for that purpose. They agree to add funding for training for a building inspector. The Council reviews the Road & Street Services budget, storm drainage, streetlights and sidewalks. Animal Control services budget pays for the maintenance and upkeep of the animal shelter.

The group discusses the budget for the Social Services department. They discuss purchasing a new copier and replacing a computer. The Parks department includes funding for grounds maintenance and trash/recycling for all the Town buildings. They also discuss Participant Recreation, which includes the salary for the Recreation Coordinator and Recreation Specialists. The Council also discusses debt service accounts. Last year, they transferred funds from the capital fund to the general fund due to the pandemic, but now they need to move some of that money back. The Council indicates that they also want to keep contributing to those projects. Gospodarek explains that she has to wait until the end of the fiscal year to have the final numbers in some areas. They briefly discuss the union negotiations process, projects that have been assigned to Town Engineer Dave Noel, and signing paperwork for the American Recovery Protection Act (ARPA) to mitigate the impacts of the pandemic.

The meeting is adjourned. (8:35 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
Town Manager Interviews
June 16, 2021

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Travis Watt, Brian Benike, and Jeff Mathews

OTHERS PRESENT: John Hodgson of the Prothman Company

The meeting is called to order by Mayor Jerry Johnson 9:00 AM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Deputy Mayor Travis Watt calls the meeting to order. The purpose of the meeting is to conduct interviews for the position of Town Manager. The candidates that will be interviewed are Jason Arnold of Luftkin, TX, Rick Crabtree of Red Bluff, CA, Jason Howell of West Yellowstone, MT, and Dan Walker of Two Harbors, MN. Deputy Mayor Watt makes the finding that the right to privacy outweighs the public's right to know and the meeting is closed to the public.

Interviews are conducted throughout the day of the four candidates. The candidates are also taken on tours by Finance Director Lanie Gospodarek, 911 Communications Manager Brenda Martin, Chief of Police Todd Richardson, Fire Chief Shane Grube, Public Services Superintendent Jon Simms.

The meeting is adjourned. (5:05 PM)

Mayor

ATTEST:

Town Clerk

West Yellowstone Police Department: June 18, 2021

This past week has seen a significant increase in call volumes for our department. This has been a busy week full of many significant calls. Many of the calls we have been dealing with relate to individuals with mental health issues and drug issues showing up in West Yellowstone.

On one occasion, I responded to a call of a violent individual dealing with drug, and paranoid/schizophrenia. Both he and his wife, suffering from the same problems entered the clinic. Having an aggressive presentation, the clinic worker moved him on and locked the doors. I arrived with the assistance of three park rangers. We took both individuals safely into custody and arranged a transport to Mental Health in Bozeman. Two Rangers went with the individuals to Bozeman.

Upon arrival, the Hospital advised that they would not see the individuals unless we committed to having an officer stand by with them until the resolution. I was advised this regularly takes 10, 20, 30+ hours to accomplish. Advising them, we did not have staffing to put an officer there for that long. I had called the Sheriff's Office for assistance. They were looking to give use coverage for this when the hospital refused the patients and the Rangers escorted the two individuals back to West Yellowstone.

I talked with the individual and advised them they could get care in Rexburg Idaho. I followed the two to the Idaho state line, and then turned around. This is an Issue I will be working to resolve for long-term solutions.

After reviewing the calls over the last few weeks, we continue to be above average for this time over the past three years. We are moving forward with an interview process to hire for open positions. Again, I have continued to communicate with the police candidate from North Dakota. He remains in a holding pattern until we have some definitive answers to what the new union contracts will look like. We are setting up for an interview process coming soon.

As always, I have included a list of calls handled. Thanks for the time and effort you put into insuring this Town is taken care of. If you need anything, please do not hesitate in contacting me.

Best,

Chief Richardson

Finance Department Report

June 1– June 18, 2021

- Attended June 1 work session and town council meeting
 - Met with Jackie Haines of NRMEDD about upcoming projects we would like to apply for funding for.
 - Provided month-end resort tax information to council and interested parties
 - Provided MAP fund information
 - Attended Dept. Meeting 6/2/21
 - Followed up on unnamed group selling beef jerky on town property
 - Worked on personnel questions with Liz Roos and Jane Mersen
 - Monthly Balancing
 - Attended WWTP meeting 6/3/21
 - Met with Departments on submitted budgets, entered proposed budget data and provided entered budgets for review.
 - Worked with Brad Schmier on Administrative budgets
 - Provided budget for and attended work session on 6/8/21
 - Met with Peggy on the proposed SFE table to provide feedback to engineer
 - Invoiced various agencies with outstanding balances for services i.e. dispatch services
 - Attended a personnel committee meeting for MMIA
 - Researched use of Gas Tax funds for Streetlight installation.
 - Prepared budget hearing information to newspaper for preliminary budget
 - Viewed MPERA instructional video on ERIC Payroll Schedule
 - Submitted application to the State for first distribution of ARPA funds
 - Request into Jane Mersen on Personnel/timecard questions
 - Attended a second webinar on the ClearGov budget book application training and met with ClearGov staff to clarify program mapping
 - Attended WWTP meeting 6/10/2021
 - Met with Vely, Peggy, Diana and Debbie re: sportsman software program and summer rec program administration prior to start of summer day camp.
 - Received auditing proposal for FY 21, FY 22 and FY 23 from Amatics CPA group and distributed to town council
 - Attended town tours with Town Manager applicants
 - Attended MMIA board meeting on 6/18/21 in Helena
 - Worked on preliminary budget for adoption on 6/22/21
-
- **Department Staff Efforts**
 - Processed claims
 - Provided SFE input to Forsgren for SFE Calculator
 - Provided notice of resort tax delinquencies
 - Provided notice of utility payment delinquencies
 - Attended reception for town manager applicants
 - Worked with Water/Sewer staff and public services to distribute & record new water meters/info

Public Services Dept. Bi-weekly Report: May 29th thru June 17th, 2021

Work performed

CREMATIONS: Melvin Maxwell, Edward King. Equipment maintenance/scheduled PM services. RDO to resolve emissions/ regen. issues on Elgin Sweeper (diagnose ECU, determine load profile, replace injectors and NoX sensor) Replace bank valve solenoid on 904 Cat loader. Begin repacking wheel bearings on refuse trailers as needed. Set up stage and support high school graduation. Tree/ stump removal from windstorms. Continue tree removal at cemetery. Begin trimming tree shoots/suckers. Trash route and litter collection, service refuse/ recycling receptacles throughout central business district and city parks. Haul cardboard and recycling from town stations to Two Seasons recycling facility. Set up hand sanitizer stations throughout central business district. Replace street signs and u- channel posts, begin straightening wood posts and tamp back into place. Begin mowing grass and running string trimmers. Install new tires on old zero turn, change/ sharpen blades on mowers. Sharpen chainsaw blades and replace trigger on stihl. Run both street sweeper and broom throughout town and cleanup as necessary. Fix 4x4 bench boards at pioneer park and replace broken ones. Remove and replace vandalized swings in town park. Perform standard and emergency locates as they come in and respond to water service requests. Reset timers on all sprinkler systems in town to help conserve water. Cleanup the towns inner parkways of debris from snow piles. Begin exposing and opening buried/ rusted shut manholes as well as curb valves throughout town. Grade and water alleyways, locate valve boxes, SAS & STS manhole castings, mark accordingly. Grade roads at WW treatment facility. Clean and rotate IP beds at wastewater lagoon. Bring well #2 online and designate as new location for bulk water fill up. Perform hydrostatic testing on multiple hydrants in town. Asphalt patch work throughout town. Cleanup and pressure wash pavilion and picnic tables. Use broadcast spreader to fertilize pioneer park w/ weed and feed. Remove damaged concrete and prep forms: curb on Iris St, sidewalks at roundup motel, geyser apartments and two top tours. Remove graffiti from bathroom stalls and park pavilion, replace kiosk display panels and pioneer pavilion.

Administrative

Conduct tours with City Manager candidates. Coordinate annual dust control application in alleyways (Dustbusters Inc.) Review 2022 budget with finance director and submit weekly invoices. Attend bi-weekly town council meeting, DRG meeting, preliminary budget hearing, dept. head meeting, casting pond pre-bid, 4th of July logistics meeting, planning advisory board meeting. Respond to flag raising and lowering notifications (install new flags: town hall, povah and fire department). Inspect water main core drilling by Ferguson water works for new hotel at 418 Gibbon. Coordinate w/ Greg Johnson and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Line-up AWIA water assessment needing submittal by the end of June. Respond to water service breaks, recharging service lines, sewer backups and utility locates. Oversee the ordering and invoicing for the sewer and water department. Investigate applications for work in public way as well as sign and building permits, as they come through. Anticipate needs for upcoming events, coordinate with the event support contacts, order materials and supplies as necessary. Review city policies, procedures, and safety protocols. Familiarize myself w/ town budget, organizational structure,

permit processes, codified ordinances and “as built” drawings. Look at FT and seasonal staffing plan for springtime. Interview for seasonal/ part time staff (Mason Burden). Meet with mountain states lighting to review light pole and fixture options for Rt. 20, order a new pole and fixture for chamber parking lot and a single fixture for S. end of basketball court in Madison addition.



NOTICE OF PRELIMINARY MUNICIPAL BUDGET

The Town of West Yellowstone municipal preliminary budget for the fiscal year 2021-2022 will be submitted to the governing body on June 22, 2021, at the Town Council meeting. The public is invited to attend and any citizen or interested party may appear at the meeting to be heard for or against any part of the proposed budget. After the June 22, 2021, public submittal, the preliminary budget will be available for public inspection at the Town offices, located at 440 Yellowstone Avenue, Monday through Friday 8AM to 5PM.

The fiscal year 2021-2022 budget addresses revenue sources, maintenance, operation, the capital improvement plan, debt payments, and equipment purchases for the general fund, special revenue funds, debt service funds, capital project funds, agency funds and enterprise funds.

The Town Council will hold budget work sessions to make further revisions to the Fiscal year 2021-2022 preliminary budget starting June 29, 2021, in the council chambers of the Town Hall, located at 440 Yellowstone Avenue. Citizens are invited to attend and any resident or interested party may appear at the meetings and be heard for or against any part of the proposed budget. Final adoption of the 2021-2022 fiscal year budget is anticipated on August 17, 2021.

TOWN OF WEST YELLOWSTONE

PUBLIC HEARING CONDITIONAL USE APPLICATION Yellowstone Westgate Hotel Limited Services Campground

NOTICE IS HEREBY GIVEN that the Town Council of the Town of West Yellowstone will conduct a Public Hearing **June 22, 2021** on a Request for Conditional Use made by the Kelly Midwest Ventures LP, DBA Yellowstone Westgate Hotel to create a Limited Services Campground by installing two recreational vehicle sites to be used as employee housing at 638 Madison Avenue. The property is located in the B-3 (Central Business) Zoning District. Complete copies of the application and the Town of West Yellowstone's zoning code are available at the Town Offices, 440 Yellowstone Avenue, West Yellowstone, Montana. The Town's zoning code, Chapter 17 of the West Yellowstone Municipal Code, may be accessed on the Town's website: www.townofwestyellowstone.com.

The hearing will be held during the Town Council Meeting at 7:00 PM on June 22, 2021. The meeting will be held at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana. Written testimony may be submitted until 5:00 PM on the date of the hearing to the Town Clerk at the Town Offices, 440 Yellowstone Avenue, or by mail to PO Box 1570, West Yellowstone, MT 59758, or by email to info@townofwestyellowstone.com. For further information, please contact the Town Clerk at 406-646-7795 or by email.

Elizabeth Roos
Town Clerk



REQUEST FOR CONDITIONAL USE

Town of West Yellowstone
Gallatin County, Montana

DATE: 6/4/21
APPLICANT: Fullington West Gate Hotel - Jeff Schenhard
ADDRESS: 678 Madison Ave
PHONE: 406-646-4212 cell 640-1336
INTEREST IN PROPERTY: _____

OWNER OF RECORD'S SIGNATURE: [Signature]

1. LEGAL DESCRIPTION:

Subdivision: original town site
Block: 22 Lot: 4, 5, 6
Zoning District Number: B-3

2. Please state specifically the proposed conditional use including the construction, size, and all relevant details regarding the proposal. Permitted conditional uses are listed in Section 17.32.050 of the West Yellowstone Municipal Code.

adding 2 RV spaces in our parking lot
to be used for work campers during the
summer

3. Application Fee: \$150.00 Paid 6/4/21 Date \$150.00 SK

[Signature]
Signature of Applicant

6/4/21
DATE

For Office Use Only:
DECISION BY TOWN COUNCIL

Approved Disapproved

Mayor/Operations Manager

DATE

Elizabeth Roos

From: Jeff Schoenhard <jschoenhard@kellyinns.com>
Sent: Thursday, June 3, 2021 1:10 PM
To: Elizabeth Roos
Subject: request to buy additional parking spaces

To: City of West Yellowstone and town council

From: Jeff Schoenhard - Yellowstone West Gate Hotel

Re: cash -in-lieu of parking

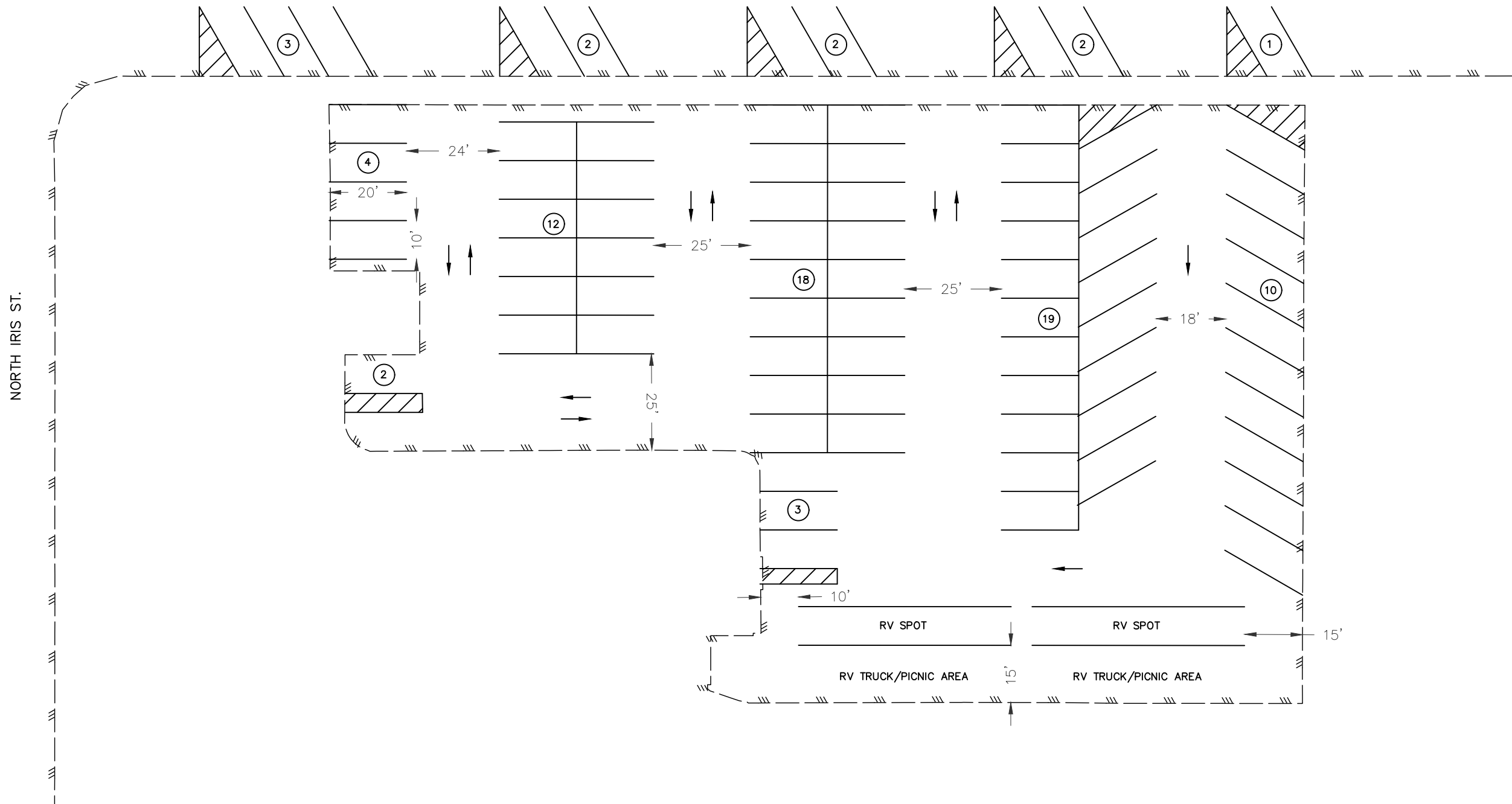
The Yellowstone West Gate Hotel would like to make a request to purchase 18 parking spaces. I am told that each parking space is \$1,200 so this would be a grand total of \$21,600

Jeff Schoenhard, CHA
Regional Director - Kelly Inns
5720 S. Frontage Road
Billings, MT 59101
406-252-3779
c:406-640-1336
www.kellyinns.com



PROPOSED PARKING LOT EXHIBIT YELLOWSTONE WESTGATE HOTEL

MADISON AVE.

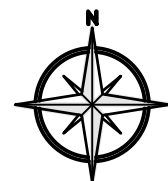


NORTH IRIS ST.

10 ON-STREET PARKING STALLS
68 OFF-STREET PARKING STALLS
78 TOTAL PARKING STALLS



1 PLAN VIEW
SCALE: 1" = 30'



**GASTON ENGINEERING
& SURVEYING, PC**
PROFESSIONAL PROGRESSIVE PERSONAL

PROFESSIONAL PROGRESSIVE PERSONAL
DRAWN BY: JO
CHECKED BY: BM
BOZEMAN, MT 59771
DRAWING DATE: 042721
(406) 586-0588
REVISION DATE: 051921



**YELLOWSTONE
WESTGATE HOTEL
PROPOSED PARKING LOT
PLAN VIEW
PROJECT ID# 21-531
WEST YELLOWSTONE, MT**

IF THIS LINE DOES NOT
MEASURE 1", THE DRAWING
IS NOT SCALED CORRECTLY.

PROJECT: 21-531
DRAWING: 21-531_BASE
EXISTING.dwg
TAB: SITE PLAN

SHEET 1 OF 1

From: [Jeff Schoenhard](#)
To: [Elizabeth Roos](#)
Subject: request to buy additional parking spaces
Date: Thursday, June 3, 2021 1:10:23 PM

To: City of West Yellowstone and town council

From: Jeff Schoenhard - Yellowstone West Gate Hotel

Re: cash -in-lieu of parking

The Yellowstone West Gate Hotel would like to make a request to purchase 18 parking spaces. I am told that each parking space is \$1,200 so this would be a grand total of \$21,600

Jeff Schoenhard, CHA
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Chapter 8.08 FIREWORKS

Sections:

- 8.08.005 Definitions.**
- 8.08.010 Sale, discharge and use prohibited.**
- 8.08.011 Permissible fireworks.**
- 8.08.015 Discharge of fireworks.**
- 8.08.020 Compulsory removal of stock.**
- 8.08.025 Suspension of purchase, sale and discharge due to fire danger.**
- 8.08.030 Violation--Penalty.**

8.08.005 Definitions.

"Fireworks" includes any combustible or explosive composition, or any substance or combination of substances, or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, and includes skyrockets, roman candles, helicopters, daygo bombs, blank cartridges, toy cannons, toy canes or toy guns in which explosives other than toy paper caps are used; the type of balloons which require fire underneath to propel the same; firecrackers, torpedoes, sparklers or other fireworks of like construction; and any fireworks containing any explosive or flammable compound or any tablets or other devices containing any explosive substance. [MCA [50-37-101](#)]

Nothing in this section shall be construed as applying to toy paper caps containing not more than twenty-five hundredths of a grain of explosive composition per cap, nor to the manufacture, storage, sale or use of signals necessary for the safe operation of railroads or other classes of public or private transportation, nor apply to the military or navy forces of the United States or of this state, or to peace officers, nor as prohibiting the sale or use of blank cartridges for ceremonials or theatrical or athletic events. [MCA [50-37-102](#)] (Ord. 271 §1 (part), 2020)

8.08.010 Sale, discharge and use prohibited.

The sale, solicitation, discharge, firing, or use of fireworks or other substances designed or intended for pyrotechnic display or demonstration within the town is prohibited; provided, that the town along with the Hebgen Basin fire district may, at any time, in writing, permit a town and/or West Yellowstone Chamber of Commerce-sponsored public display of fireworks under such conditions, supervision, limitations, and precautions as they may prescribe and by properly qualified persons, with regard to the safety of persons and property.

The prohibition set forth in this section shall not apply to the sale and purchase of fireworks for three calendar days prior to and including July 4th and December 31st each year, and as set forth below. (Ord. 271 §1 (part), 2020; Ord. 257, 2012; Ord. 203, 1999; Ord. 8 (part), 1967)

8.08.011 Permissible fireworks.

Permissible fireworks, excluding sky rockets, roman candles, and bottle rockets, include and are limited to those that meet the definition of "common fireworks" as set forth in the U.S. Department of Transportation's Hazardous Materials Regulations, [49 CFR Parts 173.88](#) and [173.100](#), as they read on January 1, 1985, and that comply with the construction,

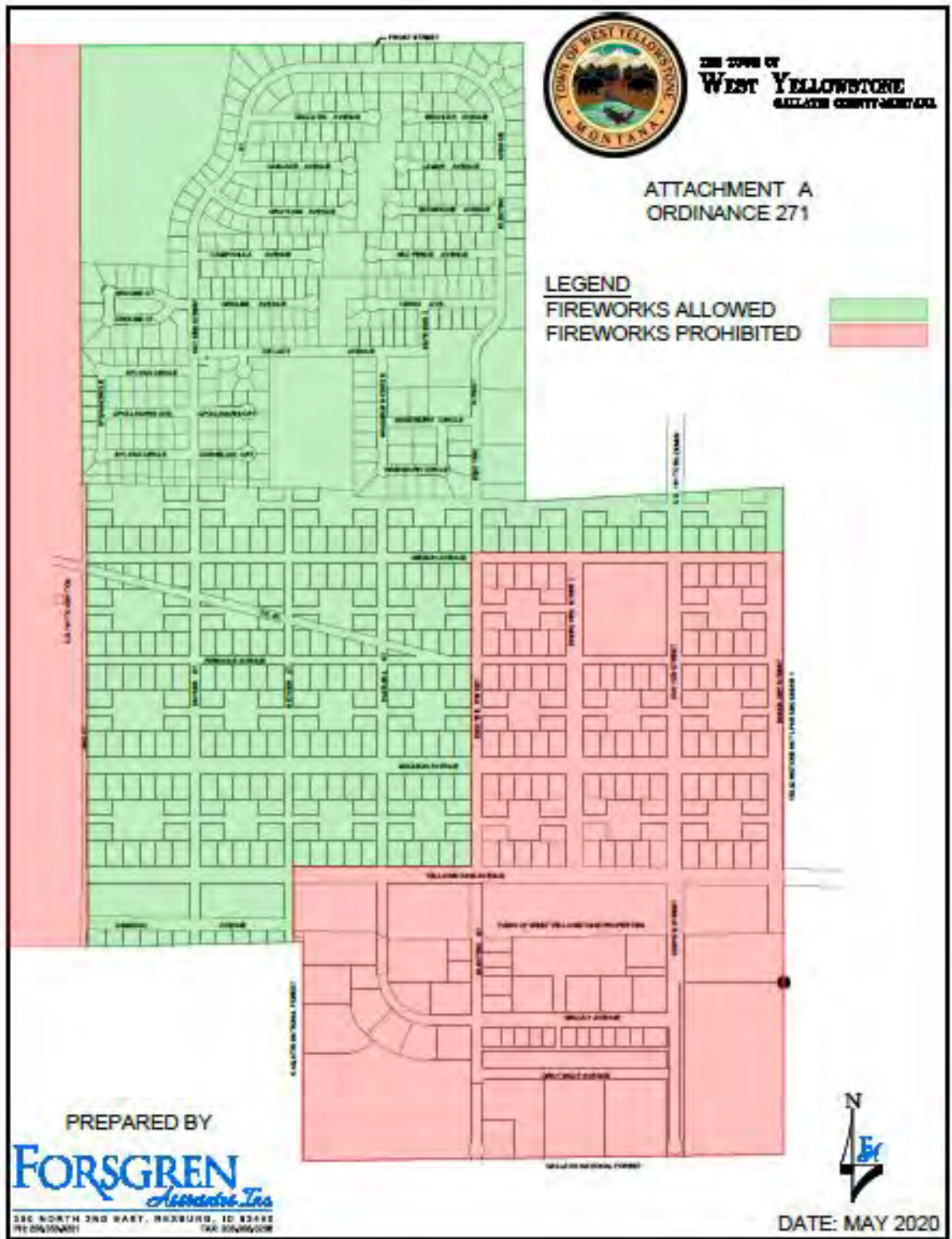
chemical composition, and labeling regulations of the U.S. Consumer Product Safety Commission, as set forth in [16 CFR Part 1507](#), as it read on January 1, 1985. [MCA [50-27-105](#)] (Ord. 271 §1 (part), 2020)

8.08.015 Discharge of fireworks.

Discharge and use shall be allowed upon the following conditions:

- A. There shall be no discharge of fireworks from or into any national forest, national park, or state highway.
- B. There shall be no discharge of fireworks within one hundred feet of a church or medical facility; or within fifty feet of any entrance to any business location or hotel.
- C. There shall be no discharge of fireworks from or towards a motor vehicle, motorcycle, or snowmobile.
- D. There shall be no discharge or use of fireworks in the following areas within the town limits:

The areas bounded by and including the intersection of Gibbon Avenue and Electric Street east to Boundary Street, Boundary Street south to Yellowstone Avenue, west on Yellowstone Avenue to Geyser Street and north on Electric Street to the intersection of Gibbon Avenue and Electric Street; and the entire area known as the Historic District and the Grizzly Park Subdivision, as shown on the map included as Attachment A to the ordinance in this section.



Attachment A

E. There shall be no discharge or use of fireworks on the areas of town commonly known as "The Old Airport," "The 80 Acres," or any other lands owned or leased by the town outside of the municipal boundaries of the town.

F. There shall be no discharge of fireworks earlier than twelve p.m. (noon) on July 3rd or 4th, and five p.m. on December 31st, nor later than eleven p.m. on July 3rd and eleven-fifty-nine p.m. on July 4th, and twelve-thirty a.m. on January 1st of each year.

G. There shall be no discharge of fireworks toward another person or group of people, or in the vicinity of or toward any animal, in such manner to expose such person, persons or animal to the risk of injury or harm.

H. There shall be no discharge of any fireworks within two hundred feet of any propane or gasoline fuel tanks, or any business dispensing any flammable fuel or compressed gas product.

I. Any person discharging or supervising the discharge of fireworks, as provided in this section, shall promptly clean, remove, and responsibly dispose of any litter, garbage, or debris resulting from such discharge. Any person failing to do so may be cited by law enforcement as appropriate. (Ord. 271 §1 (part), 2020)

8.08.020 Compulsory removal of stock.

Except as specifically provided in this section, the provisions of Title [50](#), Chapter [37](#), Montana Code Annotated, shall apply to the town of West Yellowstone. The town may, at its discretion, remove or have removed, at the owner's expense, all stock of fireworks and articles specified in Section [8.08.005](#), and any similar article or combustible, exposed for sale or held in stock in violation of this chapter. (Ord. 271 §1 (part), 2020: Ord. 8 (part), 1967)

8.08.025 Suspension of purchase, sale and discharge due to fire danger.

The sale, purchase, discharge, and use of fireworks, as permitted by this section, shall be suspended when fire danger reaches a designation of "high" as determined by the United States Forest Service or Yellowstone National Park, or may be suspended at any time by declaration of the town manager of West Yellowstone, at his/her discretion, as follows: upon the recommendation of the fire chief of the Hebgen Basin rural fire district, or the chief of the West Yellowstone police department, or for other legitimate reasons. In the event of such declaration, the Hebgen Basin rural fire department, the West Yellowstone police department, and the general public shall be immediately notified of the declaration. (Ord. 271 §1 (part), 2020)

8.08.030 Violation--Penalty.

Violation of this chapter is a municipal infraction subject to the provisions of Sections [7-1-4150](#) through [7-1-4152](#), MCA, including but not limited to a municipal infraction is a civil offense punishable by a civil penalty of not more than fifty dollars for each violation or if the infraction is a repeat offense, a civil penalty not to exceed two hundred dollars for each repeat violation. (Ord. 271 §1 (part), 2020: Ord. 207 §§19, 42, 2000)

Town of West Yellowstone Casting Pond Improvements

RECEIPT OF BIDS: Sealed Bids for construction of the **Town of West Yellowstone Bob Jacklin Casting Pond Improvements** will be received by the **Town of West Yellowstone (OWNER)**, at the **Town Hall Office** located at **440 Yellowstone Ave, West Yellowstone, Montana 59758**, until **4:30 pm** local time on **June 15, 2021**, at which time the Bids received will be publicly opened and read.

DESCRIPTION OF WORK: The Project consists of installing a pond liner, two (2) concrete vaults, and a gate valve. Installation of perforated drainage pipe, and supplying, and placing sand in casting pond to final grade. Installation of slab-on-grade concrete decking, as well as concrete sidewalk where indicated on plans. The pond will be filled by the contractor with water supplied by the Town of West Yellowstone. Electrical to the algae control, and perimeter loop.

OBTAINING CONTRACT DOCUMENTS: Copies of the CONTRACT DOCUMENTS may be obtained on or after May 24, 2021 by emailing: info@townofwestyellowstone.com. Bidders will be placed on the plan holders list. Acknowledgment on the plan holders list is mandatory for all bidders.

The CONTRACT DOCUMENTS may be examined at the following location:

Town of West Yellowstone Town Hall
440 Yellowstone Ave
West Yellowstone, Montana 59758

OR

Forsgren Associates, Inc.
1137 Summers Dr.
Rexburg, ID 83440

PRE-BID CONFERENCE: A pre-bid conference will be held at **2 pm** local time on **June 10, 2021** at the **West Yellowstone Town Hall, 440 Yellowstone Ave, West Yellowstone, Montana 59758**. Attendance at the pre-bid conference is highly encouraged but is not mandatory.

BID SECURITY: Each proposal must be submitted on the prescribed form and accompanied by Bid Security in the form of a certified cashier's check or a corporate bid bond executed on the prescribed form, made payable to the **Town of West Yellowstone** in the amount of **five percent (5%)** of the bid amount. The Successful BIDDER will be required to furnish Performance and Payment Bonds, each in the amount not less than **100%** of the contract price.

ADDRESS AND MARKING OF BID: The envelope enclosing the bid shall be sealed and addressed to the **Town of West Yellowstone – Bob Jacklin Casting Pond** and delivered to **440 Yellowstone Ave.**, or mailed to **Town of West Yellowstone, PO BOX 1570, West Yellowstone, Montana 59758**. The envelope shall be plainly marked in the upper left-hand corner with the name and address of the bidder and shall bear the words "Bid for," followed by the Project title per the Contract Documents. The certified or cashier's check, money order, or bidder's bond shall be enclosed in the same envelope with the bid. Refer to "Instructions to Bidders" for additional submittal requirements.

LABOR REQUIREMENTS: The attention of Bidders is directed to the applicable federal and state requirements regarding conditions of employment to be observed.

PROJECT ADMINISTRATION: All questions relative to this project prior to the opening of bids shall be directed, in writing, to the ENGINEER for the project. It shall be understood, however, that no interpretations of the specifications will be made by telephone.

PROJECT ENGINEER
Forsgren Associates, Inc.
Contact: Dave Noel P.E.
Telephone: (208) 356-9201
dnoel@forsgren.com

OWNER'S RIGHTS RESERVED: The OWNER reserves the right to waive any informalities or to reject any or all bids, if in the best interest of the OWNER.

Published Date(s): _____

Published Locations: _____

BID FORM FOR CONSTRUCTION CONTRACT

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 1—OWNER AND BIDDER

1.01 This Bid is submitted to:

**TOWN OF WEST YELLOWSTONE
440 YELLOWSTONE AVE, WEST YELLOWSTONE
MONTANA 59758
(406)-646-7795**

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2—ATTACHMENTS TO THIS BID

2.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security;
- B. List of Proposed Subcontractors;
- C. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;
- D. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;

ARTICLE 3—BASIS OF BID—

3.01 Bidder will complete the Work in accordance with the Contract Documents for the price(s) shown in Bid Form Exhibit A (attached).

All specified cash allowances are included in the price(s) set forth above, and have been computed in accordance with Paragraph 13.02 of the General Conditions.

ARTICLE 4—TIME OF COMPLETION

4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

4.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 5—BIDDER’S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

5.01 *Bid Acceptance Period*

- A. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 *Instructions to Bidders*

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 *Receipt of Addenda*

- A. Bidder hereby acknowledges receipt of the following Addenda: **[Add rows as needed. Bidder is to complete table.]**

Addendum Number	Addendum Date
N/A ↓	N/A ↓

ARTICLE 6—BIDDER’S REPRESENTATIONS AND CERTIFICATIONS

6.01 *Bidder’s Representations*

- A. In submitting this Bid, Bidder represents the following:
 1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
 2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
 4. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder’s (Contractor’s) safety precautions and programs.
 5. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
 6. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

7. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
8. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
9. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

6.02 *Bidder's Certifications*

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
 - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
 - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

BIDDER hereby submits this Bid as set forth above:

Bidder:

OK Excavation LLC

(typed or printed name of organization)

By:

[Signature]

(individual's signature)

Name:

Billy Dempsey

(typed or printed)

Title:

PM

(typed or printed)

Date:

6/15/21

(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest:

[Signature]

(individual's signature)

Name:

Billy Dempsey

(typed or printed)

Title:

PM

(typed or printed)

Date:

6/15/21

(typed or printed)

Address for giving notices:

80 Pony Drive
Belgrade, MT 59714

Bidder's Contact:

Name:

Billy Dempsey

(typed or printed)

Title:

PM

(typed or printed)

Phone:

406-589-5637

Email:

billy@dox.mt.com

Address:

80 Pony Drive
Belgrade, MT 59714

Bidder's Contractor License No.: (if applicable)

224589

BID FORM

EXHIBIT A – CONTRACTOR’S BID SUBMITTAL

BID SCHEDULE: BOB JACKLIN CASTING POND					
NO.	ITEM	UNIT	QUANTITY	UNIT BID PRICE	TOTAL BID PRICE
1	Provide all Mobilization, Staging, Bonds, Insurance, Demobilization, Other Incidentals, and Cleanup Necessary to Perform the Work	LS	1	\$37,500.00	\$37,500.00
2	Provide Storm Water and Erosion Control	LS	1	**	**
3	Fill in Existing Casting Pond	LS	1	**	**
4	Excavate and Final Sub-grading for Proposed Casting Pond	CY	625	**	**
5	Supply Pond Liner	SF	11,500	*	*
6	Install Pond Liner	LS	1	\$8,915.00	\$8,915.00
7	Install 3’x3’ Concrete Vault	LS	1	\$3,680.00	\$3,680.00
8	Install 4” Perforated Drainage Pipe and Geotextile Fabric	LF	175	\$31.24	\$5,467.00
9	Install 4’x4’ Concrete Vault	LS	1	\$3,553.00	\$3,553.00
10	Install 4” Gate Valve	LS	1	\$1,918.00	\$1,918.00
11	Supply and Place Sand to Final Grade in Casting Pond	CY	175	\$37.95	\$6,641.25
12A	Install Slab on Grade Concrete Decking (4” with #4 @ 18” O.C.E.W; 6” overhang edge of pond)	SF	3400	\$21.87	\$74,358.00
12B	Install Slab on Grade Concrete Decking (4” no reinforcing)	SF	3400	\$17.44	\$59,296.00



BID FORM

BID SCHEDULE: BOB JACKLIN CASTING POND					
NO.	ITEM	UNIT	QUANTITY	UNIT BID PRICE	TOTAL BID PRICE
12C	Install Slab on Grade Concrete Decking (4" with #4 @ 18" O.C.E.W; terminate at edge of Pond)	SF	3120	\$21.72	\$67,766.40
13	Install Concrete Sidewalk (6' wide, 4" no reinforcing)	LF	235	\$108.45	\$25,485.75
14	Install Electric for Algae Control and Perimeter Loop	LS	1	\$26,480.00 \$13,280.00	\$26,480.00 \$13,280.00
Total Base Bid					\$307,860.40
<i>Words</i>					\$321,060.40

* Provided by Other

** Work Performed by the Town of West Yellowstone

Bond No. Bid Bond

BID BOND
The American Institute of Architects,
AIA Document No. A310 (February, 1970 Edition)

KNOW ALL MEN BY THESE PRESENTS, that we DC Excavation, LLC
P.O. Box 11984
Bozeman, MT 59719

as Principal hereinafter called the Principal, and Old Republic Surety Company
a corporation duly organized under the laws of the state of Wisconsin as Surety, hereinafter called the Surety,
are held and firmly bound unto Town of West Yellowstone
440 Yellowstone Ave.
West Yellowstone, MT 59758

as Obligee, hereinafter called the Obligee, in the sum of Ten Percent of Bid

Dollars (\$ 10% of Bid), for the payment of which sum well and truly to be made, the said Principal and the
said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly
by these presents.

WHEREAS, the Principal has submitted a bid for Bob Jacklin Casting Pond Improvements
West Yellowstone, MT

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract
with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the
bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for
the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the
Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference
not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the
Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation
shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 11th day of June, 2021

[Signature]
Witness

DC Excavation, LLC
Principal (Seal)
By: [Signature] [Signature]
Name/Title

Kristy Mayala
Witness

Old Republic Surety Company
Surety (Seal)
By: [Signature]
Bryon Mayala Attorney-in-Fact



OLD REPUBLIC SURETY COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

Bryon E. Mayala of Billings MT

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, asbestos abatement contract bonds, waste management bonds, hazardous waste remediation bonds or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 28th day of August, 2020

OLD REPUBLIC SURETY COMPANY

Karen J. Haffner
Assistant Secretary



Alan Pavlic
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 28th day of August, 2020, personally came before me, Alan Pavlic and Karen J. Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson
Notary Public

My Commission Expires: September 28, 2022

(Expiration of notary's commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

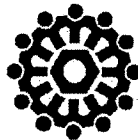
40 5579



Signed and sealed at the City of Brookfield, WI this 11th day of June, 2021

Karen J. Haffner
Assistant Secretary

ORSC 22262 (3-06)



Montana Department of
LABOR & INDUSTRY

CERTIFICATE OF CONTRACTOR REGISTRATION

DC EXCAVATION LLC
PO BOX 11984
BOZEMAN, MT 59719

STATUS
Employer

REGISTRATION NO.
224559

EFFECTIVE DATE
09/25/2020

EXPIRATION DATE
09/24/2022

Visit our website at www.mtcontractor.com or call the
Registration Section at 406-444-7734 for more information
or to verify the validity of this certificate.

Teen Center Proposal

Teen center committee: Mineli Galvan, Macy Hojem, Abby Pope, Jessica Diaz.
Advisor: Jessica Picone

Purpose: Due to lack of space for teens to hangout we would like to create a winter season Teen Center at the Povah Center Recreation Room

Objective

To provide a safe place for teens to go to socialize, bond, and create lasting relationships.

Logistics

When: November-March

Hours: Mondays - Thursdays 5-8pm Fridays 5:30-9pm

Age Groups: Mondays-Wednesdays 7-12

Thursdays - grades 7-8

Fridays - grades 9-12

Student to Chaperone ratio: 20-1

Monthly Events

Two Wednsdays a month - *Study Night*

One time a month - *Coed athlete night for Volleyball, Football, Track, and Basketball*

One time a month - *Girl Talk Night*

One time a month - *Gamer Night (video games)*

Teen center reservable for student group meetings, theme nights, and student-led special events with one month advance notice.



THE TOWN OF

WEST YELLOWSTONE

Marketing and Promotion Fund Advisory Board (MAPFAB)

RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: _____

Event or Project Name: _____

Date Submitted: _____

Date Approved by MAPFAB: _____

Requested Funding Amount: _____

Approved Funding Amount: _____

Comments:

Recommendation submitted by: John M. Greve, MAPFAB Secretary

This MAP Fund Award Recommendation is approved by the Town Council

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

Date _____

Comments:

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

From: [Rocky Hermanson](#)
To: [Elizabeth Roos](#)
Subject: WY Cemetery Board
Date: Thursday, May 27, 2021 4:40:43 PM

Liz,
Please accept this email as my willingness to be reappointed to the West Yellowstone Cemetery Board.
Thank you and have a day!
Rocky Hermanson

Rocky Hermanson
Yellowstone Realty, LLC
West Yellowstone, MT 59758
406-646-7575
Sent from my iPhone

From: [Kevin Davis](#)
To: [Elizabeth Roos](#)
Subject: Willing to serve on cemetery board.
Date: Friday, June 11, 2021 4:38:21 PM

Hi Liz: Please consider this my letter of interest in continuing to serve on the town cemetery board.

Regards,
Ken Davis

Sent from my iPad

Town of West Yellowstone
MAP Fund Advisory Board Meeting Minutes
5.13.21 at 3:30pm at the Povah Center

Present: John, Janna, Wendy, Jerry

Lisa Grimley previously submitted the Big Sky Roundup App and once again acted as the event's representative via phone conference at 3:40pm.

Agenda:

1. Public Comment
2. Approve 4.8.21 Meeting Minutes
3. Review Financials
4. 3:40PM- Review Big Sky Roundup App- Additional \$2300
 - Review submitted Income budget
 - Discuss 3% donation to the town
 - Review/recommend for approval additional \$2300 in funding
5. Review ERR document
6. Discuss marketing the MAP Fund
7. Next proposed meeting date 6.10.21

Meeting called to order 3:35pm **Action items in red**

Public Comment- None

Approved 4.8.21 Meeting Minutes (Wendy, Janna) **John will email approved Minutes to Liz.**

Reviewed Financials

1. **Janna, Marysue and Lanie will meet in the next 30 days to work on reconciling the Fund's records.**
2. Approx. \$14,506 has been reimbursed to the Destination Yellowstone Recovery Project. Two advance fund requests were granted.
3. RT remittances are down 15% year to date.
4. Fund's available balance: \$110,526.04. Financials approved. (John, Wendy)

3:40pm Review Big Sky Roundup App- Additional \$2300

1. Via phone w/ Lisa, we discussed her submitted estimated Income budget, adding in the confirmed MAP funds of \$7495 and probable additional \$2300:
 - \$1900 DS concert tickets, \$1000 Chuckwagon dinner, \$5290 Net amount from Shootout, \$7495 and \$2300 MAP funds = \$17,985 total
2. 3% of the profits (whatever this figure will be) will be submitted to the town for consideration of resort tax not being paid because the event is outside town limits. Rest of the profits will be paid to Heart of the Horse.
 - **Jerry will check w/ Lanie and Lisa will check w/ Rex to see how/what the previous Shootout's payment to the town was paid to/ designated as. It wouldn't have been made as a resort tax payment, but had to have been paid to some specific account.**
 - We did not discuss w/ Lisa that the current resort tax paid by businesses is now 4%
3. **Wendy will email the Town's logo to Lisa to put on the prize coolers.**
4. Motion made and seconded to approve the additional \$2300 in funding for admin expenses (John, Janna)

- \$1400 Porta potties, \$300 Hand washing stations, \$300 Insurance, \$300 Table/chair rental
- Jerry mentioned a possible concern of how resort tax paying business owners might look at an event being given MAP funds, making a profit and then donating (some of) those profits to their desired charitable organizations.
- Approved. **John will email Liz to add the Recommendation for Award Approval to the Council's 5.18.21 agenda.** This event was previously assigned Tracking #21-03.

ERR Document discussion

1. Prior to this meeting, Wendy expressed concern regarding this doc. The Board agreed w/ her.
 - **The applicant and Board member assigned to overseeing the event or project will always complete the top half of the doc.**
 - **If the applicant has only a few expenses to be reimbursed, they can complete the bottom half of the doc. If they have more expenses than the lines allow for on the bottom half of the doc or it's easier for them to submit a Quickbooks record of their invoices/expenses, then they can fill in the blank w/ "See Attached" and list the total dollar amount for which they are seeking reimbursement.**
 - **Board member contact can explain the use of the doc to the applicant.**

Marketing the MAP Fund

1. Unlike Great Falls, we have our MAP Fund program structure in place if anyone wants to submit a request for funding at anytime.
2. The Great Falls new event info might be useful to us if we want to specifically market to a new event, i.e. signing a contract w/ terms of being awarded funding and then the event not taking place
3. We now have a simplified list of Wendy's proposal for marketing the Fund.
4. **Because we're a town advisory board, we'll need to market the Fund on the town's website. Currently, there is no available space to do that. Six months in the future, additional space may be available. We'll table this issue until the fall.**

Next meeting: Thurs. 6.10.21 from 3:30pm-5:00pm at the Povah Center.

Note: We'll have this meeting only if we have an application to review.

John will confirm w/ Board members by 6.3.21. John will notify Liz, (reserve room w/ Vely.)

Adjourned 4:50pm

Meeting Minutes approved on 6.10.21 as submitted by John Greve, MAPFAB Secretary