

# Town of West Yellowstone

Tuesday, October 20, 2020

West Yellowstone Town Hall, 440 Yellowstone Avenue

**The Town Council work session/meeting will be conducted virtually using ZOOM. The public may participate by connecting to zoom.us on the internet or through the Zoom Cloud Meetings app on a mobile device. Meeting ID: 893 834 1297. The meeting will open at 5:15 PM. Members of the public are requested to ensure their audio is muted during the meeting and may make comments using the “Chat” function.**

## WORK SESSION - 5:30 PM

Purchasing Policy

Discussion ∞

## TOWN COUNCIL MEETING - 7:00 PM

Pledge of Allegiance

### Comment Period

- Public Comment
- Council Comments

Purchase Orders #6935 to Anderson Zurmuehlen, P.C., additional audit costs, \$12,500 ∞

Claims ∞

Consent Agenda: Minutes of the October 6, 2020 Town Council Meeting ∞

New Business License Applications ∞

- Rustic Momma WY

Town Manager & Department Head Reports

## UNFINISHED BUSINESS

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911 Communications Tower

Discussion/Action ∞

## NEW BUSINESS

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Marketing and Promotions Fund Award Recommendation

Discussion/Action ∞

- Yellowstone Rod Run 2021, \$15,000

Revolving Loan Fund Committee Appointments

Discussion/Action ∞

- Maggie Anderson, First Security Bank Branch Manager
- Erica Kingston, Madison Valley Bank, Assistant Branch Manager/Loan Officer
- Town Council Member

Union Pacific Dining Lodge Firehole/Lobby Improvements Bid Recommendation

Discussion/Action ∞

Wastewater Treatment Plant Update, Town Engineer Dave Noel

Discussion

Correspondence/Meeting Reminders/FYI

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



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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

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**POLICY # 8**  
**Purchase Order Policy**

It is the intent of the Town Council to ensure that purchases made by the Town of West Yellowstone shall conform to all state laws regulating purchases by local governments. All purchases must be consistent with the annual budget as adopted by the Town Council and no purchase order may exceed the actual amount budgeted unless the Town Council amends the budget accordingly.

Purchasing authority shall be granted consistent with the following guidelines:

**Purchases up to \$2500.00** Department Heads may approve purchase orders for purchase amounts up to \$2500.

**Purchases over \$2500.00 up to \$5000.00** Purchase orders for purchase amounts over \$2500 up to \$5000 must include approval by a Department Head and either the Operations Manager or the Financial Administrator.

**Purchases over \$5000.00** Purchase orders over \$5000 must be approved by the Town Council at scheduled Council meeting. The Financial Administrator or Operations Manager must certify that any such purchase was allocated as part of the budget adoption process.

Approved purchase orders must be affixed with signatures indicated by the guidelines.

The Town Council has directed Town purchasing agents to grant preference to West Yellowstone vendors and businesses using the following guidelines:

1. Local vendor price (including shipping) is within 5% of the lowest responsible price available.
2. Emergency circumstances require an immediate response (purchase).

The local vendor preference may not conflict with any purchasing requirements stipulated by state or federal law, including but not limited to bidding requirements, wage and hour requirements (Davis-Bacon), contractor registration laws, and Civil Rights Act compliance requirements.

Invoices for all purchases shall be presented to Town Council for approval according to procedures adopted and implemented by the Financial Administrator.

This policy supersedes Policy # 8, June 7, 1999. Passed by Town Council August 22<sup>nd</sup>, 2002.

## **Policy #8**

### **Purchasing Policy**

**Purpose:** It is the intent of the Town of West Yellowstone to conform to all state laws regulating purchases made by local governments. All purchases must be consistent with the annual budget as proposed by the Town Manager and adopted by the Town Council.

#### **General Provisions:**

1. No employee or Councilperson shall personally benefit from a purchase or contract entered into by the Town of West Yellowstone.
2. No employee or Councilperson will receive or vote to receive a commission, profit, gratuity or gift as a result of any contract or purchase made by the Town. Employees and Councilpersons shall remain impartial in purchasing decisions and decline any gifts that are offered. Itemized receipts and invoices are required for all purchases. Details must be shown to ensure the public can determine exactly what is being paid for, including individual units purchased and/or hours of service and the associated rate for each.
3. Any board or committee given independent purchasing authority by law or by the Town Council will comply with the requirements of this policy.
4. No employees or Councilpersons will use Town funds or credit for personal purchases of any nature.

**Transactions with Employees and Related Parties:** Employees or Councilpersons cannot contract with, purchase or vote to purchase goods or services from a business owned by their spouse, ex-spouse, mother, father, sister, brother, child, stepchild or adopted child.

**Credit Card Transactions:** Use of credit card accounts can be advantageous to the Town. We seek to take advantage of the convenience of these accounts in order to avoid finance charges. Credit cards have been issued so that the Town can minimize the amount of reimbursements needing to be made to employees for out-of-pocket purchases or expenses.

1. Items charged to credit card accounts are subject to all existing purchasing and approval requirements.
2. Cash advances are prohibited.
3. Departments making credit card purchases will make all necessary efforts in order to submit approved receipts to the Finance Department within five (5) business days. Failure to submit approved receipts within five (5) days may be grounds for rescinding credit charge privileges.
4. The Administrative staff is authorized to increase or decrease credit limits, and to issue or rescind cards to Town employees.

**Meal and Food Purchases:** In many cases, it is to the Town's advantage to provide food to employees and volunteers while they are conducting Town business, or in special cases of recognition or award. Meal and food purchases are subject to all existing purchasing and approval requirements.

1. Non-Per Diem meal and food purchases must have itemized receipts and be authorized, in advance if possible, by the Town Manager.
2. Per Diem amounts are established in the Travel & Training Policy, and don't require receipts. Only the Town Manager may approve exceptions to the Per Diem amounts.

3. The purchase of alcohol and tobacco with Town funds is prohibited.

**Information Technology Services, Software and Hardware Purchases:** Technology includes, but is not limited to, computers, servers, telephones, cell phones, personal data devices, and printers. ALL technology-related purchases, both hardware and software, must be approved by the Town Manager (or their designee) PRIOR to purchase. This includes the purchase of technology-related services, such as application hosting or web-site editing.

**Purchasing authority:** shall be consistent with the following guidelines:

1. **Purchases up to \$5,000:** The Department Heads may authorize purchases up to \$5,000.
2. **Purchases between \$5,001 and \$20,000:** Purchase orders \$5,001 up to \$20,000 must be approved by the Town Manager. The Department Head shall submit any purchase order, along with two or more written quotes, bids, or other documentation to the Town Manager or their designee.
3. **Purchases between \$20,001 and \$79,999:** Purchase orders \$20,001 up to \$79,999 must be approved by the Town Council. The Department Head must provide the Town Manager two or more quotes, bids, and other documentation along with an executed purchase order. Two or more bids must be solicited; if a contractor or vendor declines to bid, it shall be counted as one of the required bids. If no bids are submitted, new bids must be solicited. A completed purchase order and accompanying signed documentation shall be submitted to the Town Manager. The Town Manager will place the purchase order package on the agenda of the next scheduled Council meeting. The documentation will be presented to the Council and it will be certified by the Administrative staff that any such purchases were allocated in the budget or will demonstrate where the funding will come from.
4. **Purchases \$80,000 and over:** All purchases in this range must follow the formal advertisement process outlined in state law (MCA 7-5-4302).
5. **Contract Purchases:** Any purchase requiring a contract over \$20,000 shall be authorized by the Town Council and executed by the Town Manager. When possible, all contracts shall be for a fixed amount, include a specification of the hourly rate, and/or not to exceed specified limit
6. **Approved purchases:** All purchase orders must include all appropriate signatures and dates.

**Local Business Preference:** The Town Council has directed the Town staff to grant preference to Hebgen Basin area vendors and businesses using the following guidelines:

1. Local vendor price (including shipping) is within 5% of the lowest responsible price available, or
2. Emergency circumstances require an immediate procurement.

The local vendor preference may not conflict with any purchasing requirements stipulated by federal or state law, including but not limited to bidding requirements, wage and hour requirements (Davis-Bacon), contractor registration laws, and Civil Rights Act Compliance requirements.

**When Bids or Quotes are not Required - Special Cases for Sole Source Purchases:** Bids or quotes are not required where it is in the best interest of the Town to maintain a compatible or reliable system provided by a single vendor or professional. The requirements for quotes on purchases of goods or services up to \$79,999 may be waived by the Town Manager. Approval must be documented and obtained PRIOR to purchase. This waiver may apply where:

1. There is only one source for the item(s) or service, or
2. Only one source is acceptable or suitable, or
3. The item(s) or service must be compatible with current supplies or services, or
4. A collective bargaining agreement or other contract requires the utilization of a specific item or service.

**Approval of Purchases:** Two (2) signatures are required to approve the payment for any goods or services purchased by the Town. The following must appear on each claim submitted to the Finance Department:

1. Authorizing signature must be the Department Head or their official designee, on record as authorized to sign by the Department Head or Town Manager. In signing, they are certifying that the goods or services were received by the Town and are within the approved budget and agreed contract, if applicable. If they did not witness the delivery of the goods or services, they have verified with other staff members that the goods or services were received.
2. Any other Town employee or Council member may attest on a claim that the goods or services were received by the Town. This individual is NOT required to be an authorized signer on record with the Finance Department.

**Emergency Purchasing Provisions:** In the case of an emergency or disaster declared under MCA 10-3-401, these purchasing rules may be temporarily suspended by a majority vote of the Town Council or by the Town Manager in accordance with Town policies and State law.

This policy supersedes Policy #8, dated August 22, 2002.

Approved and Passed by Town of West Yellowstone Council \_\_\_\_\_, 2020.

DRAFT

Updated 10/01/2020

P.O. BOX 1570

# TOWN OF WEST YELLOWSTONE MONTANA

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

info@townofwestyellowstone.com

PURCHASE ORDER

Date 10-15-2020

Ship Via

Order No. 006935

Department Auditing 1000-410530-353

TO: Anderson Zur Muehlen & Co. P.C.

ADDRESS: PO BOX 20435

Billings, MT 59104-0435

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	FY 2019 Additional audit costs

Estimated Cost \$ 12,500.00

Authorized By \_\_\_\_\_

Requested By: \_\_\_\_\_

VENDOR COPY - White OFFICE COPY - Canary



CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

Billings 406-245-5136    Bozeman 406-556-6160    Butte 406-782-0451    Great Falls 406-727-0888    Havre 406-265-6724    Helena 406-442-1040    Missoula 406-721-7800

Lanie Gospodarek  
Town of West Yellowstone  
440 Yellowstone Ave  
PO Box 1570  
West Yellowstone, MT 59758

Date: 08/31/2020  
Client #: 142076.0

To accurately apply your payment to your account, please include your Client # on your check.  
**Statement of Account Balance**

Invoice	Date	Description	Charge	Credit	Balance
		Balance forward as of 09/01/2020			\$12,709.19
			Current Amount Due		<u>\$12,709.19</u>

**Accounts Receivable Aging**

Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 120 Days	Balance
<del>\$105.03</del>	<del>\$104.16</del>	\$0.00	\$12,500.00	\$0.00	\$12,709.19

*AZ waived  
Any interest  
charges.*

Payment in full is due upon receipt. A late payment charge of 10% per annum will be assessed on accounts not paid within 30 days of invoice date. When you pay by check, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

We accept online payments with a 1.95% processing fee.  
<https://secure.cpaccharge.com/pages/anderson-zurmuehlen-and-co-pc/payments>

Remit to:  
Anderson Zurmuehlen & Co., P.C.  
P.O. Box 20435  
Billings, MT 59104-0435



## Elizabeth Roos

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**From:** Daniel Sabolsky  
**Sent:** Friday, October 16, 2020 12:47 PM  
**To:** Elizabeth Roos  
**Subject:** FW: Summary of Additional Audit Effort

FYI

**From:** Brea Bauer (AZ) <bbauer@azworld.com>  
**Sent:** Monday, June 15, 2020 1:29 PM  
**To:** Daniel Sabolsky <dsabolsky@townofwestyellowstone.com>  
**Subject:** Summary of Additional Audit Effort

Dan

As requested, please see below for a summary of the audit areas in which we incurred substantial additional audit effort. I want to be sensitive to how this may be received by Lanie as we want to have a cooperative working arrangement and support Lanie in her position. I had a phone call with Lanie to discuss the summary below prior to sending this to you. This is not a personal attack on Lanie, but rather outlines the facts of the additional audit time as requested. I, also, want to point out that we are not placing all of the fault on the Town staff and we are sharing in responsibility for the overage. We had budgeted 129 hours for the audit with a fee of \$12,500. To date we have incurred 435 hours which is almost four times our budget and our additional request of \$12,500 represents less than 25% of the extra effort.

### Summary:

#### Capital Assets

- Multiple emails and conversations with Lanie and Magda regarding conversion of depreciation schedule to Magda's excel worksheet
- Providing research on how to account for the conversion: change in estimate vs correction of an error
- Assisting with updating the spreadsheet so that beginning FY19 balances agreed to ending FY18 balances
- Assisting with adjusting journal entries

#### Compensated Absences

- Insufficient documentation was provided for calculation of compensated absences. Received multiple emails that were hard to follow and interpret.
- Documentation could not be provided for the satisfied and incurred balances in the governmental and proprietary funds. After several attempts requesting this information, we had to create new workpapers in order to back into these amounts.

#### Gov't Funds Receivables & Revenues

- Extra time interpreting emails and spreadsheet provided to reconcile revenue to County reports. Had to contact the County to determine where a specific revenue item should be recorded. Extensive documentation and proposed reclassifying audit adjustment.
- Difficulties reconciling property taxes receivable to County reports due to an adjustment had been posted that resulted in negative taxes receivable. Additional research was done to determine that the balance was correct.

#### Proprietary Funds Receivables & Revenues

- Received multiple utility billing reports that did not reconcile to the trial balance. Assisted Town staff in figuring out how to run the report with the correct dates. Additional time reconciling the report to the trial balance.
- Had to re-request cash reports for the Water and Sewer funds as the initial reports did not reconcile to the trial balance. Additional time interpreting emails received on the incorrect reports before determining the reports were wrong and received correct ones.

#### Accounts Payable

- Proposed an adjustment to record accounts payable. This was a finding in the FY2018 audit as well.
- Explaining how to account for accounts payable.

#### FY2018 Fund Balances

- The FY2018 ending fund balances did not agree to the FY2019 beginning fund balances. It was discovered that “passed journal entries” from the FY2018 audit were posted to the accounting system. Passed journal entries are errors discovered as part of the audit process that management determines are not material to the financial statements and passes on posting them. This took a lot of discussion to find the error and explain why the adjustments should not have been posted, as well as, proposing an adjustment to correct the fund balances for FY2019.

#### TBID Fund

- It was communicated during the FY2018 audit that the TBID fund was incorrectly reported as a Special Revenue Fund and needed to be reclassified to an Agency Fund. This was a repeat error in FY2019 and audit adjustment was posted to remove the activity and reclassify the fund to Agency funds.

#### Fund Equities

- Incorrect classification of committed funds vs. assigned to capital project funds and restricted for debt service funds for financial statement presentation. Required additional correspondence explaining assigned vs. committed to and correcting the spreadsheet we received for testing.

#### Trial Balance

- It was discovered after we had imported the first trial balance we received into our audit software that it was incorrect and had to import a new trial balance. It takes substantial time to format the data in order to import it into our software. We did bill additional for this time, but the additional fee of \$1,000 did not fully cover the time incurred to do the re-import.

#### MD&A

- Additional time correcting grammar errors and inconsistencies in analysis performed in the MD&A with the financial statements.

#### Excess Vacation Accrual

- Recurring finding from FY2018 audit.
- At conclusion of audit, after we had received management’s response to the finding, Lanie had questions regarding our calculation. This required additional time to research and recalculate the excess vacation liability. This was not brought to our attention during the audit process when we were doing our testing or when we requested management’s response.

#### Summary of Audit Adjustments:

- Four adjusting journal entries, two reclassifying adjusting journal entries, and 4 passed adjusting journal entries as a result of audit procedures.

Please let me know if this is reasonable and I will submit our final invoice for payment.

Thank you,

**Brea Bauer** | Shareholder

1019 East Main Street, Suite 201

Bozeman, MT 59715-3890

Direct: 406.556.6161 | Main: 406.556.6160 | Fax: 406.586.8719

[azworld.com](http://azworld.com)



**Montana Owned & Operated since 1957**

As an independent member of a national alliance of CPA firms, we have national firm resources while maintaining our Montana roots.

ward

## Lanie Gospodarek

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**Subject:**

FW: Audit Information

**From:** Lanie Gospodarek <lgospodarek@townofwestyellowstone.com>

**Sent:** Monday, July 6, 2020 7:29 AM

**To:** Lanie Gospodarek <lgospodarek@yahoo.com>; Lanie Gospodarek <lgospodarek@townofwestyellowstone.com>

**Subject:** Audit Information

Dear Council, Travis asked for my input on the audit and as we are budgeting and the council needs to be able to make a decision about how much to budget for an audit in the upcoming Fiscal Year, I thought I would share the information that I have.

### History/Facts

- We have a 3-year contract with Anderson Zurmuehlen and have just finished the second year of the contract.
- After the first year of the contract, Heather Walstad, the lead auditor, stated that she had 'grossly under-bid' the contract. Heather asked if she could eliminate the Combining Balance Sheet and Statements of Revenue and Expenditures as they were not a required part of the audited financials for the State. We allowed this. And this shortened form is what we will be getting this year as well.
- Staff Turnover. Heather is gone and was replaced by Stefani Freese. Brea Bauer is the Shareholder that handled the West Yellowstone audit.
- A schedule was provided by them outlining the timetable of the audit. (Attached)
- We were notified that if the documents needed for the field work weren't done by the due date there could be penalties. We were late with a corrected Trial Balance and they fined us \$1,000. We paid this bill.
- The exit conference for field work provided a list of approximately 4-5 items they still needed from us. They had them by the next day.
- It is typical for the auditors to review what they have collected during field work and test for variances etc. and they ask for more reports or documentation to verify or troubleshoot.
- Proposing adjusting entries at the end of the audit is part of the audit.

### Disputes

- Brea stated in her conference with the council that she had let me know over the course of the audit that there would be additional charges. This is not the case and I queried her about this in a conversation with her on the phone on June 4<sup>th</sup> after the June 2<sup>nd</sup> meeting. She acknowledged to me at that time that she had not had a conversation with me about the audit taking too much time/effort and that she was "just waiting to see how it would shake out".
- Brea called me on June 15 to go over her summary of audit effort which you have all received. She sent only the summary and did not include an attached correspondence she sent to Dan. I let her go through the list and spoke up on glaring mis-representations.
- I have gone through the summary to provide my own perspective on a number of the items which I am happy to provide. To save on your time, however, I will provide information that I believe will help with your decision moving forward.
- To address their summary briefly:
  - Communication seemed to be the biggest issue – one I have not had with this firm in the past and one that they seem unwilling to bear their fair share of the responsibility in on this current audit. My conversation with Brea did raise this issue and I pointed out that they were making the assumption that they were presenting their requests and communicating clearly, which was not always the case. When



they weren't being clear, (and there were 4 of them to my one) it took up my time, not just theirs. In many or most of their emails to me, they would state that if I had questions I should give them a call. They intimate, in their narrative, that they had questions and had made multiple requests but were unwilling to give me a call. I believe they have misrepresented the 'time spent' on some of the items and think I can provide the emails to demonstrate this

- This audit was much more extensive than even their own previous audit with the Town. First time requests for information were being made at the end of April and into May almost 6 weeks after their own deadline of March 31<sup>st</sup> for completing the audit. The audit contract itself states that the audit will be done by March 1. Days would go by when I had not heard anything from them and then they would re-engage. The picking up and dropping of audit work is difficult and more time consuming for both sides.
- While Dan stated that the conversation between Brea and I on June 15<sup>th</sup> did not go well it was a professional one. At the end of this June 15<sup>th</sup> conversation, Brea stated that they could not submit the audited financials to the state until the additional bill was resolved. I stated that I would be checking in with Darla Erickson of the State's Department of Administration on that.
- I did call Darla and was told that it is not true that the bill needs to be settled before financials can be submitted. And that, in fact, to make such a demand challenges the firm's independence as an auditor for the Town going forward.
- When a firm wants to make changes to the fees then a change order must be presented to the Town AND registered with and approved by the State.
- Within 1 hour of the end of my phone call with Brea, after stating that I would be talking to the state about her claim that financials couldn't be submitted until the resolution of their bill, I received an email from Brea stating that they would be uploading our financials to the state that day. She also stated in that email that she would be submitting the change order as well.
- Darla has informed me that the State must also be involved in ending a contract with an auditor if it is terminating before the contract is up. Knowing that she had not received any change orders, and that we had essentially been extorted, she said the State would likely let us out of this contract.
- It is my recommendation that we don't pay the additional invoice. They did not communicate that there would be even more additional fees as the engagement letter states that they would prior to incurring the costs, and they have met none of the deadlines (March 1 or March 31, 2020) they have promised. And as it is probably their desire to be let out of our current contract, it would be my recommendation that we do take steps with the state to terminate this contract and seek auditing services elsewhere.

*Lanie Gospodarek*  
*Finance Director*  
*Town of West Yellowstone*  
406-646-7795  
[lgospodarek@townofwestyellowstone.com](mailto:lgospodarek@townofwestyellowstone.com)



10/16/20  
15:43:31

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 10/20

Page: 1 of 7  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
47347		1089 Gallatin County Treasurer		473.00					
	Sept 2020	09/30/20 Tech surcharge		200.00		COURT	7458 212200		101000
	Sept 2020	09/30/20 MLEA		210.00		COURT	7467 212200		101000
	Sept 2020	09/30/20 Victims Assistance		63.00		COURT	7699 212200		101000
47349		95 Energy West-Montana		996.78					
	09/29/20	nat gas 210361788 updl		219.07		UPDH	1000 411252	344	101000
	09/29/20	nat gas 210360293 Police		29.39		POLBLD	1000 411258	344	101000
	09/29/20	nat gas 210361746 Pub Services		73.62		STREET	1000 430200	344	101000
	09/29/20	nat gas 210361811 old firehall		20.79		PARK	1000 460430	344	101000
	09/29/20	nat gas 210363966 old bld ins		26.54		STREET	1000 430200	344	101000
	09/29/20	nat gas 210360540 library		40.79		LIBBLD	1000 411259	344	101000
	09/29/20	nat gas 210364599 Povah		311.84		POVAH	1000 411255	344	101000
	09/29/20	nat gas 210361697 Iris Lift St		32.25		PUBSVC	1000 430200	344	101000
	09/29/20	nat gas 210365425 Twn Hall		211.66		TWNHAL	1000 411250	344	101000
	09/29/20	nat gas 210361655 Mad Add Sewe		30.83		SEWER	5310 430600	344	101000
47350		2853 Two Seasons Recycling		500.00					
	2021043	09/30/20 monthly recycling		500.00		PARKS	1000 460430	534	101000
47351		266 Utilities Underground Location		26.69					
	0095359	09/30/20 excavation notifications		26.69		WATER	5210 430500	357	101000
47353		2421 NAPA Auto Parts		1,104.20					
	09/11/20	Sewer-Hydraulic filter		130.58		SEWER	5310 430640	212	101000
	09/11/20	Sewer- Coveralls		61.37		SEWER	5310 430600	226	101000
	09/22/20	Crimson Grs cartr,Hydrlic oil		87.86		SEWER	5310 430600	369	101000
	09/29/20	Sewer - Battery, Bat/bolt		393.92		SEWER	5310 430630	369	101000
	09/29/20	Disptch - Blister pack capsule		29.66		STREET	1000 430200	361	101000
	09/30/20	Public Works - supplies repair		400.81		STREET	1000 430200	220	101000
47354		2813 Century Link		62.00					
	09/28/20	DSL Pub Serv Office 646-7949		62.00		ROAD	1000 430200	345	101000
47355		2558 Hebgen Basin Fire District		54,210.00					
	10/01/20	October 2020		46,877.00		FIRE	1000 420400	357	101000
	10/01/20	employee grant October 2020		7,333.00		FIRE	1000 420471	140	101000
47359		2845 Kastig, Kauffman & Mersen, PC		12,060.40					
	10/07/20	legal services 9/01-9/30/20		11,850.85		LEGAL	1000 411100	352	101000
	10/07/20	postage/copies		7.15		LEGAL	1000 411100	870	101000
	10/07/20	travel		202.40		LEGAL	1000 411100	373	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
47363		2952 DIS Technologies		625.00					
	6325	10/05/20 Monthly managed IT services	911	625.00*		911	2850 420750	398	101000
47364		2952 DIS Technologies		760.00					
	6383	10/05/20 Monthly Managed IT		760.00		IT	1000 410580	355	101000
47365	E	2673 First Bankcard		6,126.33					
		09/04/20 Int'l Code Council		125.00		BULDNG	1000 420531	380	101000
		09/04/20 Int'l Code Council		115.00		BULDNG	1000 420531	380	101000
		2020-77 09/04/20 Action Hydraulic repair		3,172.00		STREET	1000 430200	361	101000
		09/10/20 Amazon		119.96		STREET	1000 430200	361	101000
		09/11/20 Amazon		16.90		STREET	1000 430200	220	101000
		09/12/20 Northern Tool		39.99		STREET	1000 430200	220	101000
		09/14/20 2M Company-Bozeman-for Parks		635.66		PARKS	1000 460430	220	101000
		09/18/20 Lightpole banner hardware/brkt		1,494.00		STREET	1000 430200	243	101000
		8099427 09/29/20 Amazon - Flags (3)		317.97		POVAH	1000 411255	366	101000
		6565856 09/29/20 Amazon - Flags (3)		89.85		TWNHLL	1000 411250	366	101000
47366	E	2964 CITI CARDS		2,882.22					
		39716706 09/04/20 ZOOM Library		15.55*		LIBES	2220 460100	335	101000
		339081445 09/10/20 Freenotes Harmony Park inst		193.20		RECREA	1000 460440	212	101000
		339081445 09/10/20 Frenots-DoublechargeCrdittk		193.20		RECREA	1000 460440	212	101000
		09/16/20 20 League conference JJ & TW		154.50		LEGIS	1000 410100	380	101000
		09/16/20 20 League conference LG		77.25		FINADM	1000 410510	380	101000
		09/16/20 20 League conference LR		77.25		ADMIN	1000 410210	380	101000
		09/18/20 20 League conference LJ		77.25		ADMIN	1000 410210	380	101000
		929216 09/21/20 Walmart-Shelving Soc Serv		1,398.80		HELP	7010 450135	212	101000
		929216 09/21/20 Walmart-Shelving Soc Serv		419.64		HELP	7010 450135	212	101000
		09/25/20 20 League conference BS		77.25		LEGIS	1000 410100	380	101000
		384019 09/28/20 Smart Sign-Restricted area		102.66		WATER	5210 430550	212	101000
		44263612 09/30/20 ZOOM		14.99		LEGIS	1000 410100	335	101000
		4441051 10/01/20 Amazon 3 ring binders		65.13		WATER	5210 430550	212	101000
		44973133 10/04/20 ZOOM Library		15.55*		LIBRY	2220 460100	335	101000
47367		2546 Century Link QCC		20.34					
	151657097	09/24/20 long dist chg 406-646-7600		20.34		DISPAT	2850 420750	345	101000
47438		2264 MORNING GLORY COFFEE & TEA		32.50					
	168038	10/05/20 Oct Dispatch Coffee		32.50		DSPTCH	1000 420160	220	101000

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Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
47439	151 Gallatin County WY TS/Compost 09/30/20 Household waste/garbage	952.85 952.85		PARKS	1000 460430	534	101000
47440	1146 Madison Valley Bank 10/05/20 SewerIntrst pymnt on line cred	20.94 20.94		SEWER	5320 430640	951	101000
47441	1061 Lane and Associates 8136 09/28/20 Random Drug test (1) 8136 09/28/20 Random Breathe test (1)	112.30 67.30 45.00		ADMIN ADMIN	1000 410210 1000 410210	356 356	101000 101000
47442	40 Jerry's Enterprises 09/02/20 Ice water samples 09/09/20 Equipment Fuel 09/29/20 Ice for COVID 09/10/20 Fuel for Lawn mower 09/17/20 Ice Sewer Samples	47.47 2.86 12.66 5.72 23.37 2.86		WATER STREET COVID PARKS SEWER	5210 430500 1000 430200 1000 510301 1000 460430 5310 430600	357 231 220 231 357	101000 101000 101000 101000 101000
47443	379 Energy Laboratories, Inc 347009 10/01/20 WW Influent 347176 10/02/20 WW Effluent 347920 10/06/20 WW Influent 348971 10/09/20 WW Influent	797.25 237.00 159.25 196.25 204.75		SEWER SEWER SEWER SEWER	5310 430600 5310 430600 5310 430600 5310 430600	357 357 357 357	101000 101000 101000 101000
47444	2551 Thyssenkrupp Elevator Corp 3005532713 10/01/20 Elevator Mainten Povah	457.74 457.74		POVAH	1000 411255	350	101000
47445	375 Black Mountain 26022 09/30/20 Annual SAAS 10/20-6/21	761.00 761.00		FINADM	1000 410510	356	101000
47446	654 Montana Standard 20638239 09/27/20 Classified UPDL ads	192.00 192.00		ADMIN	1000 410210	327	101000
47447	3004 Partsmaster 23590858 09/24/20 Sorbent SPC Univeral Pad	77.96 77.96		STREET	1000 430200	220	101000
47448	764 General Distributing Co. 00920351 09/30/20 Welding supplies	53.40 53.40		STREET	1000 430200	220	101000
47449	3179 Yellowstone Point S 092520 09/28/20 Help Fund Voucher	50.00 50.00		HELP	7010 450135	220	101000



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47450		2833 Cold Creek Cabinets, Inc. 225 10/01/20 Remodel of Finance Clerk desk		175.00 175.00		TWNHLL	1000 411250	364	101000
47451		2800 RDO Equipment Co. W1048716 10/08/20 Work on Snow Blower		6,248.00 6,248.00		ROAD	1000 430200	369	101000
47452		999999 LISA CARTER 10/09/20 Refund of Cleaning Dep Povah		350.00 350.00		POVAH	2210 214001		101000
47453		3243 Susan Swimley 10643 10/07/20 Legal services Madison Additio		240.50 240.50		LEGAL	1000 411100	352	101000
47454		3224 American Pump Co. 033202 10/09/20 Replace Transducer Lift #1		1,810.92 1,810.92		SEWER	5310 430630	369	101000
47455		1194 Montana Historical Society 09/20/20 Annual subscription		35.00 35.00		LIBRY	2220 460100	215	101000
47456		951 Barnes & Noble 4035924 09/24/20 books 4035093 09/22/20 books		430.60 157.25 273.35		LIBRY LIBRY	2220 460100 2220 460100	215 215	101000 101000
47457		999999 SMITH & CHANDLER 10/06/20 Restitution/Everrett L Ostler		350.00 350.00		COURT	7469 212401		101000
47458		999999 PATRICK FRONTIN 10/05/20 Restitution Disbursement		1,200.00 1,200.00		COURT	7469 212401		101000
47459		999999 MARY S. ANDERSON 10/06/20 Restitution Disbursement		50.00 50.00		COURT	7469 212401		101000
47460		999999 STAGECOACH INN 10/05/20 Restitution/Nicolas J. Aldana		60.11 60.11		COURT	7469 212401		101000
47461		999999 SOUTH LAKE APARTMENTS 10/06/20 Restitution/Erica L. Lott		225.00 225.00		COURT	7469 212401		101000
47462		3284 Russell Industries INC. 141634-00 10/09/20 Replace Main Brd TrnsdcrRR		1,837.00 1,837.00		WATER	5210 430500	357	101000

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47463		533 Market Place		19.67					
	09/24/20	Care & Custody Supplies		19.67		POLICE	1000 420230	220	101000
47464		999999 SEAN M. KOHL		567.95					
	10/14/20	Refund for Uniform Clothing		567.95		STREET	1000 430200	226	101000
47465		29 Terrell's Office Machines Inc		449.00					
	401892 10/08/20	Toner for Kyocera Copier		449.00		ADMIN	1000 410210	220	101000
47466		999999 CORBY RYAN		20.00					
	10/14/20	Exonerated Bond overpayment		20.00		COURT	7469 212401		101000
47467		3116 R & R Lock and Key, LLC		498.00					
	2012 10/08/20	Hallway Door Repair		35.00		TWNHLL	1000 411250	366	101000
	2012 10/08/20	Water Stations re-key		463.00		WATER	5210 430500	357	101000
47468		1331 West Yellowstone Foundation		60.00					
	072220-01 07/22/20	Bus Voucher for WYF		10.00		HELP	7010 450135	370	101000
	072720-01 07/27/20	Bus Voucher for WYF		10.00		HELP	7010 450135	370	101000
	072920-01 07/29/20	Bus Voucher for WYF		10.00		HELP	7010 450135	370	101000
	081320-01 08/13/20	Bus Voucher for WYF		10.00		HELP	7010 450135	370	101000
	081820-01 08/18/20	Bus Voucher for WYF		10.00		HELP	7010 450135	370	101000
	090220-01 09/02/20	Bus Voucher for WYF		10.00		HELP	7010 450135	370	101000
47469		2 Forsgren Associates P.A.		39,024.13					
	120385 09/25/20	General Engineering Sidewalks		1,271.25		PLNRES	1000 411000	354	101000
	120389 09/25/20	Contract Billing WW treatment		37,752.88		SEWER	5320 430640	951	101000
47470		E 2673 First Bankcard		659.36					
	09/04/20	Dispatch Training -		112.16		911	2850 420750	370	101000
	22375772 09/08/20	Dispatch Training - DR		224.32		911	2850 420750	370	101000
	24670055 09/29/20	Positive Promotions		322.88		POLICE	1000 420100	327	101000
47471		3261 Targhee Services		1,167.65					
	10/08/20	08 GMC 2500 - service		227.65		STREET	1000 430200	361	101000
	10/08/20	WYPD Ram 2016 Tires		940.00		STREET	1000 430200	239	101000
47472		2470 Island Park News		400.00					
	2411 10/12/20	Classified Ads Chief of Police		100.00		ADMIN	1000 410210	327	101000
	2411 10/12/20	Notice for bids on UPDL		150.00		ADMIN	1000 410210	327	101000
	2411 10/12/20	Classified Ads PubSer Superent		150.00		ADMIN	1000 410210	327	101000

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47473		2654 Community Health Partners		68.00					
	309395647	10/04/20 Drug Tests		68.00		ADMIN	1000 410210	356	101000
47474		999999 SHARLA COK		350.00					
	10/16/20	Povah Cleaning Dep refunded		350.00		POVAH	2210 214001		101000
47475		2977 Staples Credit Plan		1,145.63					
	2503797521	04/22/20 Police/Dispatch supplies		248.54		DSPTCH	1000 420160	220	101000
	2503942491	04/22/20 Police/Dispatch supplies		10.44		DSPTCH	1000 420160	220	101000
	2508198111	04/25/20 Admin supplies		18.78		ADMIN	1000 410210	220	101000
	2506359341	04/24/20 Soc Serv Supplies		33.39		SOCSEK	1000 450135	220	101000
	2505334261	04/23/20 Soc Serv Supplies		153.75		SOCSEK	1000 450135	220	101000
	2523166961	05/09/20 Finance Supplies		78.13		FINADM	1000 410510	220	101000
	2523772231	05/11/20 Finance Supplies		34.31		FINADM	1000 410510	220	101000
	2508059741	04/25/20 Admin Supplies		93.19		ADMIN	1000 410210	220	101000
	2494746991	04/15/20 Recreation supplies		295.96		PARKS	1000 460430	220	101000
	2665501681	10/10/20 Admin Supplies		124.02		ADMIN	1000 410210	220	101000
	2653155031	09/25/20 Admin Supplies		55.12		ADMIN	1000 410210	220	101000
		# of Claims	51	Total:	140,843.89				
		Total Electronic Claims		9,667.91	Total Non-Electronic Claims		131175.98		

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Fund/Account	Amount
1000 General Fund	
101000 CASH	\$90,772.07
2210 Parks & Recreation	
101000 CASH	\$700.00
2220 Library	
101000 CASH	\$496.70
2850 911 Emergency	
101000 CASH	\$981.82
5210 Water Operating Fund	
101000 CASH	\$2,497.34
5310 Sewer Operating Fund	
101000 CASH	\$3,315.59
5320 Sewer Replacement Depreciation Fund	
101000 CASH	\$37,773.82
7010 Social Services/Help Fund	
101000 CASH	\$1,928.44
7458 Court Surcharge HB176	
101000 CASH	\$200.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	\$210.00
7469 City Court - Judge Gibson	
101000 CASH	\$1,905.11
7699 Victims Assistance Program	
101000 CASH	\$63.00
Total:	\$140,843.89

WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**October 6, 2020**

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

OTHERS PRESENT: Town Manager Daniel Sabolsky, Finance Director Lanie Gospodarek,, Water & Waste Water Superintendent Greg Johnson

Denice Sabolsky, Garrett Ostler, Jan Neish, Kaitlin Johnson, Lewis Robinson III, Lindsey Charlton, Randy Wakefield, Shelley Johnson, Tim Martindale, Wendy Swenson

The meeting is called to order by Mayor Jerry Johnson 7:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana. Due to the impacts of COVID-19, the meeting is being broadcast over the internet using a program called Zoom. The meeting is being recorded.

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

**Public Comment Period**

Fire Chief Shane Grube reports that they have had 80 cumulative cases in West Yellowstone since the pandemic starting last spring and they believe they currently have 5 active cases. He says they have had 12 cases in the last 10 days, which are counted in the total number. He says they are definitely seeing an uptick in Gallatin County with an average of 40 new cases per day over the last couple of weeks.

**Council Comments**

Mayor Johnson mentions that a dog named Mick got lost in the Bridgers for five days and was finally found the dog trapped on a ledge and was rescued. He also says that he wants to wish his mother, Bernadine Johnson, a happy 99<sup>th</sup> birthday as of October 2, 2020.

**ACTION TAKEN**

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- 1) Motion carried to approve Purchase Order #6932 to J & V Restaurant Supply to purchase a 2-door freezer for the Social Services Department, funded by a grant from the State of Montana for \$3661.54. (Watt, Forsythe)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the September 15, 2020 Town Council Meeting and September 22, 2020 Town Council Work Session. (Watt, Mathews)
- 3) Motion carried to adjust the terms for the current members of the Police Commission from 5-year terms to 3-year terms as established by state law. (Watt, Mathews)
- 4) Motion carried to approve Resolution No. 748, a resolution cancelling outstanding warrants that have remained unpaid for over one year, totaling \$877.37. (Watt, Mathews)
- 5) Motion carried to table the 911 Communications Tower. (Watt, Forsythe)

**DISCUSSION**

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- 2) Motion carried to approve the claims, which total \$114,664.84. (Forsythe, Watt)  
Forsythe abstains from claim #47361 to Westmart Building Center for \$2179.63 and claim #47392 to Barta Electric for \$5033.52.
- 3) Town Clerk Liz Roos explains that when the members of the Police Commission were appointed, they were under the impression that the terms were for five years. They have since discovered that the terms are set out in state law to be only three years and they are asking the Council to make that correction. Mayor Johnson clarifies that this change

would mean that Don DeTonancour's term will expire in August of 2023, Bill Howell and Julie Hannaford's terms will expire in January of 2022.

- 5) Tim Martindale of Gallatin County 911 addresses the Council. He explains that they are hoping to replace an existing telephone pole with an improved **911 Communications Tower**. He explains that the new tower will provide improved radio communication with a microwave shot. He explains that the infrastructure for the tower close to the Police Department is already there. He says the new tower will be slightly bigger than a telephone pole to account for sway. He says that installing the tower in another location could cost as much as a quarter of a million dollars. He says that Gallatin County 911 will fund this project and it will be used by all partner agencies, it is expected to cost approximately \$472,000. They will also install two new dispatch consoles and other equipment. He says that they learned a few months ago during the active shooter incident, with only one dispatcher on in West Yellowstone, Gallatin County 911 couldn't assist or communicate with the West Yellowstone Dispatch Center. He says that these improvements would allow Gallatin County to backup the West Yellowstone dispatch. He says they originally intended to install a 100-foot tower but have been able to design it to work with just a 60-foot tower. Fire Chief Shane Grube explains that in 2013, they were required to "narrow band" their radio systems, which made it so they were unable to communicate with the rest of the County by radio. Grube explains that by wiring this tower right into the dispatch center in the police station, they will be hard-wired together which will allow them to communicate during emergency situations. He believes this is the best approach to improve the communications. Tom Dunn of Gallatin County 911 adds that the base of the tower will be approximately 8 or 9 square feet, but should be able to support multiple antennas and a microwave dish. There are multiple questions and discussion about moving the tower farther from the police department building, possibly across the railroad tracks to the south. Tom Dunn says he can't give them a definite answer, but he believes that they can move everything from the other three poles to this new tower, as long as that equipment is owned by the Town or Fire District. Mayor Johnson reads a letter from the Yellowstone Historic Center regarding the tower. After listening to a presentation by Fire Chief Shane Grube and Town Manager Daniel Sabolsky and reviewing the proposal, the YHC Board opposes the placement of the tower in the Yellowstone Historic District. Ken Davis comments that he doesn't believe adequate planning and engineering for this tower has been properly conducted. He encourages the Council to plan for the long-term, preserve the sight lines in that area, and consider the fact that the police department is going to eventually move. He says that the project designers need to give them a better plan and they should delay making a decision until all the answers have been provided. Jan Neish questions if the proposed south location, south of the railroad tracks, be a better location for the future police department. Grube responds that the south location would still be hard-wired into the current police department and they may eventually have to be moved. He says if they put the tower by the current Fire Department, they would need to also build a small building and fiber link the tower to the Police Department. Forsythe says that they have been discussing the need for a new jail for 30 years. He says that he respects the YHC, but doesn't think the replacement of a tower will actually be that noticeable. He says that he doesn't think a new jail is more important than a medical facility and thinks they could spend \$250,000 on something more important than moving the tower. Watt says that he doesn't think installing the tower would be that detrimental to the area, but they do need more information. Johnson agrees and says perhaps they need to table this item. Tom Dunn explains that the biggest obstacle is determining a site for the tower and what would be necessary to build the tower. Schmier and Johnson state that their preference is to not put the tower next to the police station. Schmier says that there has been a lack of good planning around the police station for many years. He says he doesn't care for the option to put it on the south property line, but that may be the best option at this time. Forsythe asks Martindale and Dunn to give them two options, considering that the south option is really just moving it 50 feet away from the building. Garrett Ostler says that he does sit on the Board for the YHC and although they do want to preserve the area, he's also a business owner and knows emergency services are vitally important. He encourages the

Council to make a decision that places the tower in the least visible location as possible. Johnson summarizes that the Council would like to see at least two proposals at the next meeting for both locations and definitive answers to the questions that have come up this tonight. Forsythe asks how soon do they hope to install the new tower. Martindale responds that they hope to finalize the design soon and go through design review, install the tower in May of next year. Sabolsky asks how long it will take to complete the tower. Dunn responds that they should be able to erect the tower in one month.

- A) **Town Manager/Department Head Reports:** Town Manager Dan Sabolsky reports that the department head reports were distributed by email earlier today. He reports that he has met with the supporters of the improved casting pond and they are trying to find ways to save money without increasing the cost of maintenance. They have raised approximately \$30,000. Sabolsky says he attended the Taste the Trail event two Sundays ago to gather support for the Yellowstone Shortline Trail. He says the event was well attended and they are also referring to a grant application prepared by Stahly Engineering a few years back to apply for more funds. Sabolsky says they have received permission from the State of Montana to reallocate the \$35,000 that was awarded for moving the current Rendezvous Trailhead Building to building a new building for storage of the groomer and a locker room for the ski teams. Sabolsky says that the Town has received \$280,000 from the CARES act to date and submitted for another \$290,000 last week. Sabolsky reports on the meeting with representatives from the airport and they are working on selecting an appraiser for the lagoon property. He reports that they received 30 applications for the position of Chief of Police and they are in the process of reviewing the applications. He says that Zach Martin was hired last week to be an Equipment Operator and two other applicants have also been hired. Watt asks if we have any available capacity for new water/sewer connections. Sabolsky says that he has asked Engineer Dave Noel to report back on what they have, they expect to have just a few available. Johnson says they also asked if they would be able to increase capacity by adding another snow maker. Sabolsky says that they did lose a transducer at the main lift station yesterday and are anxiously waiting for replacement parts to arrive. Watt asks about the airport property and whether the property is actually leased by the airport from the Forest Service and then sub-leased to the Town. Sabolsky says he can send out a copy of the lease document. Schmier clarifies that the land was deeded to the airport by the Forest Service and he doesn't believe there is a lease payment. Jan Neish of the Island Park News inquires about public access to the ballot box starting next week. Town Clerk Liz Roos explains that the main doors will be open so the public has access to the ballot box. The staff of the Town Hall will be keeping the doors to their individual offices closed. She also reports that the County has informed them that the Republican Party intends to send registered observers to observe the ballot box during the 25-day election period.

## CORRESPONDENCE

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Mayor Johnson says he did receive an email from a visitor that complained about a local restaurant not utilizing masks.

The meeting is adjourned. (8:55 PM)

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Mayor

ATTEST:

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Town Clerk



# Town of West Yellowstone Business License Application

Business Name: Rustic Momma WY  
 Applicant: KELSEY MEITZEL  
 Contact Person: KELSEY MEITZEL  
 Mailing Address: P.O. Box 1798  
 Physical Address of Business: N/A - online ONLY no physical Address for customers  
 Phone Number: 406 640 5009 Fax Number: N/A to come to  
 Email Address: rusticmommaWy@gmail.com Website: Etsy & Amazon

Signature of Property Owner of Record: [Signature] - online business; no use of property for sales  
 Subdivision: N/A  
 Block: N/A Lot: N/A

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) N/A
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)?  Yes  No N/A

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

Online Jewelry/merchandise (general) sales through Etsy and/or Amazon Artisan \*Only local sales would be through a whole sale process to local boutiques. No store front or use of physical address for customers.

Business License Fee: \$ 50<sup>00</sup>

Resort Tax Bond: \$ N/A

Total Amount Due: \$ 50<sup>00</sup>

[Signature]  
Signature of Applicant

[Signature]  
Signature of Applicant

10/14/20  
Date

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



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

Event or Project Applicant: W. Yellowstone Events Association

Event or Project Name: Yellowstone Rod Run 2021

Date Submitted: 5.18.20

Date Approved by MAPFAB: 10.8.20

Requested Funding Amount: \$15,000

Approved Funding Amount: \$15,000

Comments: None

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

\_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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

## Marketing and Promotions Fund Application

### **Section 1 Proposed Event**

2020 would have marked the 50<sup>th</sup> Anniversary of the Yellowstone Rod Run, but due to the Covid-19 pandemic, the West Yellowstone Events Association (WYEA) decided it was best to push the 50<sup>th</sup> Anniversary of the Rod Run to August 6-7, 2021. The WYEA was established as a NFP 501(C)3 to take over the management of the Rod Run. The WYEA was officially formed on May 9, 2016. Rod Run has been held the first full weekend in August for 50 years. It is the longest running Rod Run event in the Northwest! This will mark the 2<sup>nd</sup> time the Rod Run has been delayed for a summer. The other was in the 70's during the gasoline shortage.

The purpose of the Rod Run is to bring classic car owner and enthusiasts together for a fun and busy weekend. Most of the participants will have rooms in West Yellowstone and all will purchase food and other retail items while here.

### **Section 2 Proposed Timeline**

The 50<sup>th</sup> Annual Rod Run will occur August 6-7, 2021. The Rod Run will be primarily at the City Park and is free for all visitors to attend the Show 'n' Shine on Saturday.

This is the schedule of events from our website, [westyellowstonerodrun.com](http://westyellowstonerodrun.com):

#### **Friday 8/6**

*Yellowstone Park Ride - 7am*

*Registration 8am - 5pm*

*Poker Ride - 10am*

*Dinner/Poker Run Awards/Bingo - 6pm (UPDH)*

#### **Saturday 8/7**

*Registration 8am - 12pm (Town Park)*

*Parade - 10am*

*Show & Shine 10:30am - 3:00pm*

*Poker Walks 11AM - 3PM*

*LIVE Music (During Event)*

*Awards - 3pm*

#### **Open to the public!**

*Attendance to the event is free, food concessions on site.*

### **Section 3 Proposed Budget**

Please see the attached page for our proposed budget.

We are requesting MAP funding in the amount of \$15,000 to assist us in our marketing efforts. These funds will be instrumental in helping us pull off a successful 50<sup>th</sup> Anniversary Rod Run. These grant funds will be used to help us to properly market the event through our website, advertising at other car shows, and through the printing and distribution of posters and fliers. Another item we have in our budget is a 'swag bag' that will have collectibles from our Rod Run that will also promote our community and future Rod Runs. In addition, we are planning to purchase a nice tool bag with our logo as a special 50<sup>th</sup> Grab Bag.

With the approval of MAP funding, we will include on all future printing, website design, and other promotional items the phrasing, "Rod Run is Supported by West Yellowstone Businesses" with the MAP or town logo as recommended.

### **Section 4 Publicity, Promotion, Marketing**

We expect to have between 400 and 500 cars. The additional emphasis on marketing is primarily to ensure we get these numbers.

Most of our marketing will follow the traditional fliers and posters that will be distributed around town and to other nearby communities. Posters and fliers are also handed out at other car shows in the summer months. We also have an extensive mailing list of over 800 names. We also have a social media campaign on facebook and do teasers and give-a-ways leading up to the Rod Run. You can see us at [westyellowstonerodrun.com](http://westyellowstonerodrun.com).

For registrants, a very successful marketing tool is the attendance at other Rod Runs in the area. We have budgeted to have a representative attend other rod runs and promote our Rod Run. This is a tight-knit group of people and this is a very effective way to get the hot rods and classic cars to come to West Yellowstone.

### **Section 5 Application Review Criteria**

In an effort to get people to support the community, we have many activities with the Rod Run. We have a raffle and a walking poker walk around town, a Friday Poker Ride around the lake with lunch, and the ever popular parade ending with the free admission to the Show 'n' Shine. We will have food, drinks, and other vendors to make it fun for everyone.

We expect this Rod Run to bring over 800 participants for up to 3 days. This number does not include visitors, spectators, and other car enthusiasts. We estimate that there are over 1,200 room nights directly related to Rod Run.

Rod Run has been successful for 49 years and as the WYEA, we want to see the 50<sup>th</sup> Anniversary a memorable Rod Run. This community and regional event is a tradition for our community and for many visitors. The backdrop of our beautiful city park and dinner in the UP Dining Hall only adds to the highlight of this event.

In everything we do, the ultimate goal is to showcase West Yellowstone and all that our community has to offer. Rod Run has done this for 49 years and we plan to continue the promotion of West Yellowstone in all that we do, especially in our marketing and promotions. This will include reference to "Supported by West Yellowstone Businesses" in our marketing.

We requested and received MAP funding 5 years ago and have been able to operate the last 4 years without additional funding. We are requesting MAP funding again this year to ensure a grand 50<sup>th</sup> Anniversary! We will be able to proceed with the 50<sup>th</sup> Annual Rod Run if we are not able to secure part or all of the MAP funds requested. If we do not receive the full amount requested, we will make an adjustment to our marketing efforts in a responsible way.

## **Section 6    Application Supporting Documentation**

Please see the following pages:

- Budget
- Logo of the 50<sup>th</sup> Anniversary Yellowstone Rod Run
- Photo of the park during Rod Run

**WEST YELLOWSTONE ROD RUN 2021** 2021 Proposed Budget  
**EVENT BUDGET vs ACTUAL** updated 5/18/2020  
**50th Anniversary**

	<b>2021 Proposed</b>
<b>INCOME</b>	
Entry fees	
\$30 rate (\$20 for 2nd car), \$40 late registration	\$ 12,000.00
Retail Sales	500.00
Sponsorships	
20 Hotels & Campgrounds (\$150)	3,000.00
50 Retail (\$125)	6,250.00
Corporate	5,000.00
Dinner for 300 (\$20 each)	6,000.00
Poker Run Lunch	1,500.00
Food Boothes in City Park	-
Grants	15,000.00
Vendors (\$50 each)	500.00
Raffles	4,000.00
Other event income	
** In Kind Donations	1,000.00

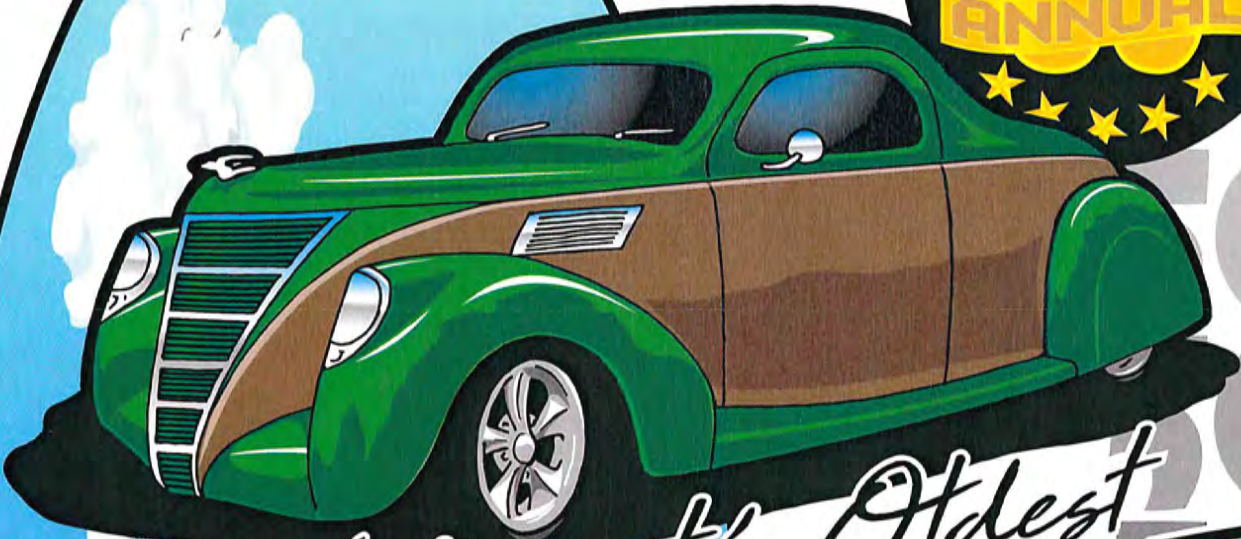
**TOTAL INCOME \$ 54,750.00**

<b>EXPENSES</b>	
Bookkeeping	3,000.00
Dinner for 300 (\$18 each)	5,400.00
UPDH Rental	600.00
Poker Run Lunch	1,500.00
DJ & Music for City Park	700.00
Band for Saturday	3,500.00
Insurance	350.00
Marketing	
Internet and Website	2,000.00
Print Ads	1,500.00
Printed Materials (registration sheets & flyers)	2,000.00
Local Radio	1,000.00
Travel/Car Shows	3,500.00
Registration & Swag Bags (Mugs, Calendar, stuff)	10,000.00
Postage/prep mail registration forms	1,000.00
Web Page Maintenance	1,000.00
Licenses/Memberships	425.00
Office Supplies	300.00
PO Box Rent	136.00
Porta-Potties	2,500.00
Set-up/Volunteer Expenses	2,000.00
Sponsor Plaques	1,500.00
Trophies	1,500.00
Poker Stroll/ride winnings	825.00
Raffles	3,000.00
Bank/CC expense	1,400.00
Other Expense	500.00
** In Kind Expenses (\$125 towards Registration Sheets)	1,000.00
Resort Tax	740.00
DONATION to local group	

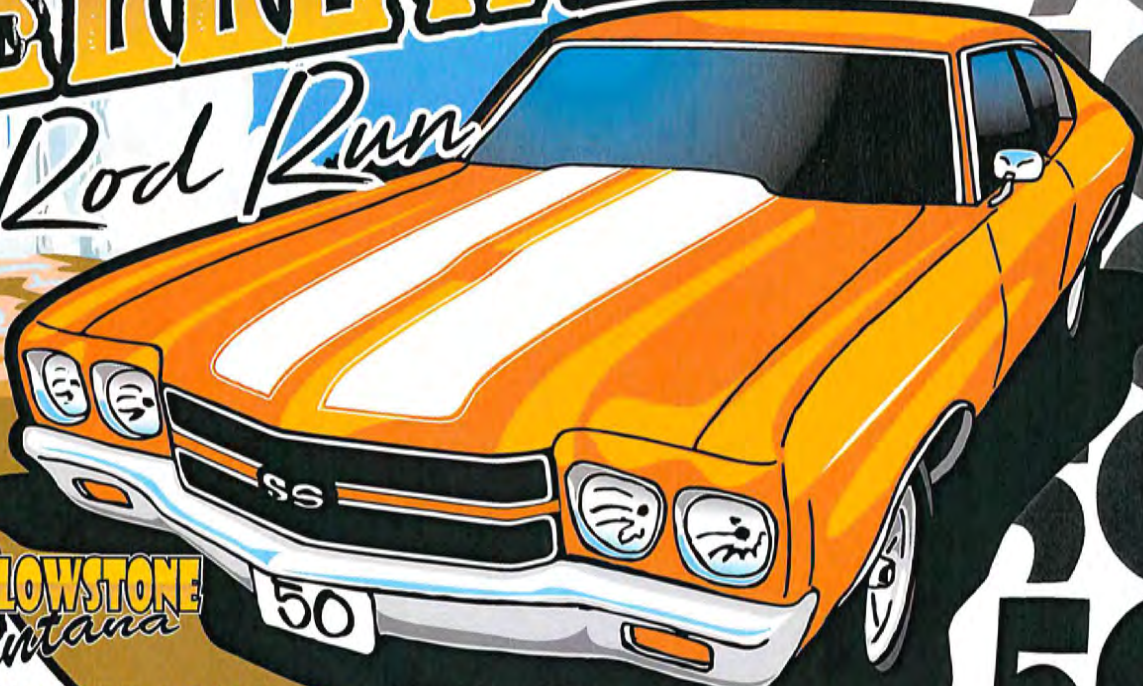
**TOTAL EXPENSES \$ 52,876.00**

**NET INCOME \$ 1,874.00**





The Northwest's Oldest  
**YELLOWSTONE**  
Rod Run



**WEST YELLOWSTONE**  
Montana  
AUGUST 7-8, 2020

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# Yellowstone Rod Run

August 7th & 8th

## ENTRY FORM

**Welcome to the 50th Annual Yellowstone Rod Run!**

**Mark your calendars for the 50th Yellowstone Rod Run!  
Happening Friday August 7th & Saturday August 8th!**

Early registration has begun with a \$30 early registration and \$40 after July 1st. We will again be hosting the ever successful Poker Ride, Friday morning. We urge you to sign up in advance as there will be a limited number of spots. Following Fridays Poker Run, Yellowstone Rod Run will be hosting a BBQ Dinner (catered by The Buffalo Bar) and Bingo at The Union Pacific Dining Lodge. No host bar on-site as well as complimentary ice cream social and wonderful prizes for Bingo winners! Don't miss out on this great opportunity to socialize with great people and enjoy great food! Town Park will be our headquarters ALL day Saturday with the parade and quite possibly our best Show and Shine yet! Vendors, food, FUN and of course CARS!! Happy 50th to all, thank you for all of the support over the years, we look forward to seeing you here at Yellowstone Rod Run 2020!

### Lodging Accommodations

Al's Westward Ho	406-646-7331
Brandin' Iron Inn	406-646-9411
Clubhouse Inn	406-646-4892
Crosswinds Inn	406-570-3705
Days Inn	406-646-9344
Desert Inn, Best Western	406-646-7376
Evergreen Motel	406-646-7655
Explorer Cabins	877-600-4308
Golden Stone Inn	406-646-7744
Golden West Motel	406-646-7778
Gray Wolf Inn & Suites	406-646-0000
Hibernation Station	406-646-4200
Holiday Inn	406-646-7365
Kelly Inn	406-646-4544
Madison Hotel	406-646-7745
One Horse Motel	406-646-7677
Parade Rest Guest Ranch	406-646-7217
Super 8 Motel	406-646-9584
Three Bear Lodge	406-646-7353
Weston Inn	406-646-7373
White Buffalo Hotel	406-646-7681
Worldmark Resort	406-640-0307
Yellowstone Cabins/RV	406-646-9350
Yellowstone Park Hotel	406-646-0000
Yellowstone Lodge	406-646-0020
Yellowstone Town Houses	406-646-9523
Yellowstone Westgate Hotel	406-646-4212

### Campgrounds:

Brandin' Iron	406-646-9411
Yellowstone KOA	406-646-7606
Yellowstone Grizzly RV	406-646-4466
Yellowstone Holiday RV Park	406-646-4242

### FRIDAY 8/7

Registration 8am-5pm (Town Park)  
POKER RIDE - 10am (Register by 9am)  
BBQ Dinner - 6pm, Bingo to Follow  
Dinner & Entertainment/Poker Run Awards  
(Union Pacific Dining Lodge)

### SATURDAY 8/8

Registration 8am-12pm (Town Park)  
PARADE 10am  
SHOW & SHINE 10:30am  
Poker Walks 11am-1pm  
ALL DAY- Music, Vendors, Food & Fun  
AWARDS 3pm

Detach BELOW and mail with payment to:  
Yellowstone Rod Run  
P.O. Box 1646 West Yellowstone, MT 59758  
yellowstonerodrun@gmail.com  
telephone (406) 646-9759  
Follow our website for event updates  
www.yellowstonerodrun.com

**SUPPORT of  
West Yellowstone  
Businesses**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email (Rod Run Info Only/Registration Confirmation) \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

		Quantity	Totals
Early Registration (before July 1st)	\$30.00		
Normal Registration (After July 1st)	\$40.00		
Multiple Vehicle (Under Same Name)	\$20.00 each		
Friday BBQ (U.P. Dining Lodge)	\$20.00 each		
Poker Ride (per person)	\$15.00 each		
		TOTAL	

Yellowstone Rod Run Association and its members or anyone associated with the Yellowstone Rod Run in West Yellowstone shall not be responsible for any accident, personal injury, damages or losses. By signing, the car owner agrees to the above and agrees to permit the Yellowstone Rod Run the use of their names, pictures of cars for use in publicity, advertising and commercial purposes. We reserve the right to refuse admittance or to dismiss anyone acting in bad conduct at our discretion. Any entrant participating in driving events agrees to have their vehicle in safe operating condition. I have read, understand and agree to all conditions of the Yellowstone Rod Run.

Signature of Entrant \_\_\_\_\_ Date \_\_\_\_\_



**RESOLUTION NO. 559**

**A RESOLUTION ESTABLISHING A WEST YELLOWSTONE  
REVOLVING LOAN FUND (WYRLF) REVIEW COMMITTEE FOR THE  
TOWN OF WEST YELLOWSTONE, MONTANA**

WHEREAS, the West Yellowstone Revolving Loan Fund provides capital to local West Yellowstone companies to further economic expansion, improve housing and employment conditions, and provide essential community service support; and

WHEREAS, the WYRLF was originally established with the repayment of Community Development Block Grant (CDBG) loans that were funded by the US Department of Housing and Urban Development through the Montana Department of Commerce dating back to 1989. All loan principal and interest payments are “recycled” and “revolve” back into the fund to be re-lent to other businesses; and


WHEREAS, the Town Council has also adopted the West Yellowstone Revolving Loan Fund Guidelines and Loan Application; and

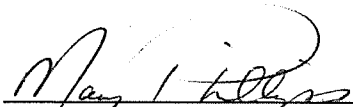
WHEREAS, the Town Council wishes to proceed with establishment of the WYRLF Review Committee to make all lending decisions pertaining to the WYRLF that is administered by the Town of West Yellowstone.

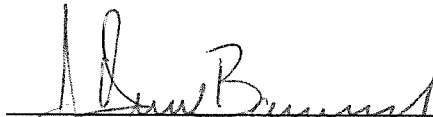
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AS FOLLOWS:

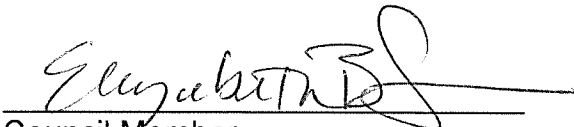
1. The Town Council hereby establishes the WYRLF Loan Review Committee.
2. The committee shall be composed initially of six persons. The Town Council may increase or decrease the size of the board by subsequent resolution.
3. Each committee member shall be appointed by the Mayor, subject to the consent of the Town Council, for a term of four years.
4. The committee shall be composed of:
  1. The Town Operations Manager
  2. The Town Financial Administrator
  3. A representative from the local business community
  4. A member of the Town Council
  5. Two representatives from the banking community—each must represent a different bank and may not consider a RLF application that involves a current loan request at their bank. Only one representative of the banking community may participate in the consideration of each RLF application.

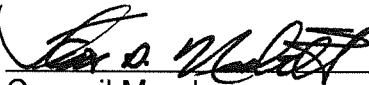
APPROVED BY THE WEST YELLOWSTONE TOWN COUNCIL  
this 26 day of May, 2009.

  
Mayor

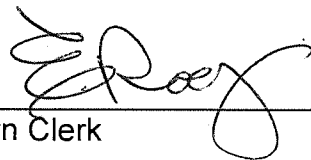
  
Council Member

  
Council Member

  
Council Member

  
Council Member

ATTEST:

By:   
Town Clerk

# Revolving Loan Committee

---

	Appointed	Term
Maggie Anderson First Security Bank <a href="mailto:maggiea@ourbank.com">maggiea@ourbank.com</a> 646-5215 (W) 640-1343 (C)	10/3/16	4 Years
Kim Wakefield Yellowstone Basin Bank <a href="mailto:kwakefield@bankingonthefuture.com">kwakefield@bankingonthefuture.com</a> 646-4000 (W)	10/3/16	4 Years
Rob Klatt Business Representative <a href="mailto:wbroker@gmail.com">wbroker@gmail.com</a> 646-9523 (W) 580-2002 (C)	11/1/16	4 Years
Larry Ott Community Member <a href="mailto:hedocr@yahoo.com">hedocr@yahoo.com</a> (208) 262-6021 (C)	11/1/16	4 Years
Lanie Gospodarek Finance Director <a href="mailto:lgospodarek@townofwestyellowstone.com">lgospodarek@townofwestyellowstone.com</a> 646-7795 (W)		
Dan Sabolsky Town Manager <a href="mailto:dsabolsky@townofwestyellowstone.com">dsabolsky@townofwestyellowstone.com</a> 646-7795 (W)		

Updated 11/3/16 er

Received 10-6-20  
CR



**APPLICATION FOR BOARDS AND COMMITTEES**

Name Maggie S Anderson Date 10-5-20

Address PO Box 1318

City West Yellowstone State MT Zip 59758

Phone (Home): \_\_\_\_\_ (Work): 406-6465215 (Cell/Other): 406-640-1343

E-Mail Address: maggie.anderson@ourbank.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 42 years

Board or Committee you are applying for: Revolving fund loan committee

Occupation: Branch President

Employer: First Security Bank, division of Glacier Bancorp

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

If so, which board, and for how long? Revolving Loan Committee Town of WY

Past Memberships and Associations: Chairman W Y School District 69 Board - 21 years; WYSD #69 Negotiations, Chair

Current Memberships and Associations: W Y Chamber of Commerce, Madison Addition Architectural Committee, Chair 2 years

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: 42 years banking and commercial & residential lending

\_\_\_\_\_  
\_\_\_\_\_

What are your primary objectives for serving on this board? Assisting the Town in the review process and helping applicants review and prepare for debt obligations and business plan

\_\_\_\_\_  
\_\_\_\_\_

References (Individual or Organization):  
Kalli Ryti FSB Ex VP Phone: 406-548-6912  
Lanie Gospaderak, Town of WY Financial Officer Phone: 406-646-7795  
James Patterson Phone: 208-891-8038

Signature: Maggie S Anderson Date: Oct 5, 2020

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

Received 10-8-20  
ER



APPLICATION FOR BOARDS AND COMMITTEES

Name Erica J. Kingston Date 10/06/2020

Address PO Box 1433

City West Yellowstone State MT Zip 59758

Phone (Home): \_\_\_\_\_ (Work): 406-646-4000 (Cell/Other): 248-217-4881

E-Mail Address: ekingston@madisonvalleybank.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 2 years

Board or Committee you are applying for: Revolving Loan Fund Review Committee

Occupation: Assistant Branch Manager and Loan Officer

Employer: Madison Valley Bank, 216 Grizzly Ave., West Yellowstone, MT

Have you previously served on a County or City board? No

If so, which board, and for how long? \_\_\_\_\_

Past Memberships and Associations: WITI (Women in Technology),

MiSCA (Michigan Scholastic Cycling Association)

Current Memberships and Associations: West Yellowstone Foundation Board,

Grizzly Park Owners Association

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: \_\_\_\_\_

I have been the Assistant Vice President of Operations - Delivery - Talent Development for a multi million dollar company for 20 years as well as a Bank Branch manager for over 6+ years.

What are your primary objectives for serving on this board? \_\_\_\_\_

I would like to support the community by serving and offering my business and banking experience to serve.

References (Individual or Organization):

Amber Smith - WYF Board Phone: 406-640-2347

Jake Combs - Current Supervisor Phone: 406--225-3351

Lynn Mustazza - Former Supervisor Phone: 586-995-6784

Signature:  Date: 10/7/2020

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



ARTICLE 9 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

R&R TAYLOR CONSTRUCTION INC.

By:

*[Signature]*



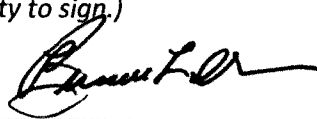
*[Printed name]*

Bill Siebrasse

*(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)*

Attest:

*[Signature]*



*[Printed name]*

Russell Olsen

Title:

President

Submittal Date:

10/09/2020

Address for giving notices:

1 7 7 5 L o v e L a n e

B o z e m a n , M T 5 9 7 1 8

Telephone Number:

4 0 6 - 5 8 7 - 4 4 5 1

Fax Number:

4 0 6 - 5 8 6 - 7 5 0 8

Contact Name and e-mail address:

Bill Siebrasse

Bill@rrtaylorconst.com

Bidder's License No.:

54766 MT Contractor Registration

*(where applicable)*

**BID FORM****EXHIBIT – CONTRACTOR’S BID SUBMITTAL**

<b>NO.</b>	<b>ITEM</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>UNIT BID PRICE</b>	<b>TOTAL BID PRICE</b>
1	Provide all Mobilization, Staging, Bonds, Insurance, Demobilization, Other Incidentals, and Cleanup Necessary to Perform the Work	LS	1		\$36,196
2	Install Foundation Improvements	LS	1		\$19,386
3	Install Structural Framing Improvement in Firehole Lounge	LS	1		\$186,355.80
4	Install Structural Framing Improvement in Lobby	LS	1		\$20,706.20
5	Miscellaneous Electrical Work	LS	1		\$2,160
TOTAL OF BASE BID			(digits)		\$264,804
<i>Words</i>	two-hundred sixty four thousand, eight hundred four dollars				





**From:** [Takami Clark](#)  
**To:** [Takami Clark](#)  
**Subject:** Targhee Turn Lane Quarterly Update: October 2020  
**Date:** Friday, October 16, 2020 9:46:28 AM

---

Good morning,

The Montana Department of Transportation (MDT) is looking for feedback on the Targhee Turn Lanes project. This project involves installing a center turn lane between Old US 20 and Denny Creek Road and a left turn lane at Denny Creek Road. Construction is anticipated to start between 2023 and 2025. Before that, the project will be under design, with engineers building the plans for construction and working with landowners on any needed right-of-way.

You may have seen, or will continue to see, workers on the side of US 20 throughout the next few weeks. These workers are surveying, measuring the slope and location of the road, taking note of surrounding geography, and identifying any underground infrastructure to be accounted for during construction. This work helps project engineers design accurate construction plans.

MDT anticipates hosting an open house for this project in 2021, complete with project plans for the community to review. We will continue to monitor COVID-19 guidelines and hope to conduct this meeting in-person. Prior to that time, please feel free to reach out with any questions or comments.

Please note that just two miles away is the Montana/Idaho border, where the Idaho Transportation Department is conducting a separate project from ID 87 to the border. This project is separate from ours but we do mention it in order to avoid any confusion about projects in the future.

More information on the project can be found on MDT's website:  
<https://www.mdt.mt.gov/pubinvolve/targhee/>.

If you have any questions, please call 406-207-4484 or email me at [takami@bigskypublicrelations.com](mailto:takami@bigskypublicrelations.com).

Best,  
Takami Clark  
Big Sky Public Relations on behalf of the Montana Department of Transportation

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

Present: John, Marysue, Steve, Janna, Jerry. Also present: Garrett Ostler for the Ice Fishing Tourn. App  
Agenda:

1. Public Comment
2. Approve 8.13.20 Meeting Minutes
3. Review Financials
4. 3:40pm- Review Recovery Marketing Campaign App- \$10,000
5. 3:55pm- Review Ice Fishing/ NAIFC Tournament App- \$5,000
6. Approve 2020-2021 Budget
7. Updates
8. Discussion

Application- additions, revisions

- 1) Information content updates
- 2) Summary of Invoices and Budget templates
- 3) Add links to AFR and CEPC docs
- 4) Outcome Report
- 5) Review Sections 1-6 updates
- 6) Other- edits, format

Policies and Procedures- additions, revisions

- 1) Include new resolution/Ordinance of 4% RT and continued 2.5% for MAP Fund
- 2) Review content for edits, format changes

Other document revisions- AFR, CEPC, Recommendation, Award Approval

9. Next Proposed Meeting: Thurs. 10.8.20

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

**Public Comment-** None

**Approved 8.13.20 Meeting Minutes** (Marysue, Steve) **John will email approved Minutes to Liz.**

**Reviewed Financials**

1. Marysue presented Financials to Board members
  - \$96,936.37 available after deducting \$10,000 for the Recovery Campaign Winter/Spring
  - July 2020 remittance was \$19,797 vs July 2019 remittance of \$20,569
2. Financials approved. (John, Janna)

**3:46pm Review W. Yell. Recovery Campaign App Winter/Spring- \$10,000**

1. The Board voted to recommend the App to the Council for award approval (John, Steve)
2. Janna will continue to oversee this Winter/Spring Campaign for the Board.
3. **John will email Liz to add the Recommendation for Award Approval to the Council's 9.15.20 agenda.**

**3:57pm Review Ice Fishing and NAIFC Tournament App- \$5,000**

1. Garrett Ostler addressed the App. Some Zoom meetings and CV-19 restrictions will occur.

2. Kids 'N' Snow dropped 2 weekend events, but not the weekend of the Tournament
3. The Board voted to recommend the App to the Council for award approval (Steve, Janna)
4. Jerry will oversee the event for the Board.
5. **John will email Liz to add the Recommendation for Award Approval to the Council's 9.15.20 agenda.**

### **Approve the 2020-2021 Budget**

1. The Council approved the Town's budget; \$50,350 approved for the MAP Fund.
2. **John will revise the Board's 2020-2021 budget to include the \$50,350 and email it to Jerry.**

### **Updates**

1. Jerry turned in the Outcome Report for the 2020 Ice Fishing Tournament.
2. Marysue reiterated Wendy's point that the Chamber Board voted to have Wendy replace Marysue as the representative of the Marketing Comm. on the MAP Fund Advisory Board. Thus, there is no vacancy to fill and announce to the public for that position on our Board. **Board members agreed that Liz doesn't need to post a vacancy announcement in Nov. for that Board position.**

### **Discussion on the Application**

1. Marysue reviewed her proposed revisions to John's 8.4.20 Application content updates.
2. **Board members agreed w/ her revisions. John will revise the App content accordingly.**

**Next meeting Thurs. 10.8.20 at 3:30pm at the Povah Center. John will notify Liz and reserve room w/ Vely.**

Adjourned 5:00pm

**Meeting Minutes approved on 10.8.20 as submitted by John Greve, MAPFAB Secretary**