

Town of West Yellowstone
Tuesday, January 16, 2018
West Yellowstone Town Hall, 440 Yellowstone Avenue

6:30 PM-WORK SESSION

Water & Sewer System Status

Discussion ∞

7:30 PM-TOWN COUNCIL MEETING

Pledge of Allegiance

Purchase Orders

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of January 2, 2017 Town Council Meeting** ∞

Business License Applications ∞

- Big Sky Photography and Design

Advisory Board Report(s)

Town Manager & Department Head Reports

Comment Period

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

Custer-Gallatin Forest Service Plan Update, District Ranger, Jason Brey

NEW BUSINESS

Marketing and Promotions Fund Award Recommendation, Snow Shoot 2019

Discussion/Action ∞

Health Care Services Advisory Board Appointment, Trish Barnes

Discussion/Action ∞

Selection of Consultant for 80 Acres Development

Discussion/Action ∞

Acceptance of Big Sky Trust Fund Grant (\$6,999)

Discussion/Action ∞

Madison Addition Nightly Rentals Ordinance

Discussion ∞

Correspondence/FYI/Meeting Reminders ∞

Executive Session, Pending Litigation, Gordon Berger Lawsuit-Closed to the Public



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.

01/12/18
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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/18

Page: 1 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
44001	01/01/18	2575 WY Tourism Business Improvement December 2017 collections		5,563.92 5,563.92		TBID	2102 411800	540	101000
44002	3003652645	01/01/18	2551 Thyssenkrupp Elevator Corp elevator maint-Povah	429.12 429.12		POVAH	1000 411255	350	101000
44004	37005	01/17/18	1273 Montana Security and monitoring UPDL	61.50 61.50		UPDL	1000 411252	357	101000
44005	3035278	01/31/18	266 Utilities Underground Location excavation notifications	10.99 10.99		WATER	5210 430500	357	101000
	3035278	01/31/18	excavation notifications	0.00*		SEWER	5310 430600	357	101000
44007	Dec 2017	01/29/18	1089 Gallatin County Treasurer Tech surcharge	274.00 120.00		COURT	7458 212200		101000
	Dec 2017	01/29/18	MLEA	130.00		COURT	7467 212200		101000
	Dec 2017	01/29/18	Public Defender	0.00		COURT	7468 212200		101000
	Dec 2017	01/29/18	Victims Assistance	24.00		COURT	7699 212200		101000
44008	01/01/18	2088 Town West Yellowstone utility chrgs, Chamber, 895		664.28 37.96		BLDGS	1000 411257	340	101000
	01/01/18	utility chrgs, UPDL, 892		63.31		BLDGS	1000 411252	340	101000
	01/01/18	utility chrgs, PS Shops, 884		29.18		BLDGS	1000 411253	340	101000
	01/01/18	utility chrgs. Povah Ctr, 887		58.68		BLDGS	1000 411255	340	101000
	01/01/18	utility chrgs, Police Dept, 886		37.59		BLDGS	1000 411258	340	101000
	01/01/18	utility chrgs, City Park, 885		287.57		BLDGS	1000 411253	340	101000
	01/01/18	utility chrgs, Library, 891		29.37		LIBBLD	1000 411259	340	101000
	01/01/18	utility chrgs, Lift #1, 903		12.63		SEWER	5310 430600	340	101000
	01/01/18	utility chrgs, Twn Hall, 921		107.99		TWNHAL	1000 411250	340	101000
44010	26745	01/07/18	146 Morrison-Maierle, Inc Town Offices online backup	65.00 65.00		FINADM	1000 410510	356	101000
44011	01/19/18	2813 Century Link DSL Pub Serv Office 646-7949		1,530.36 0.00		BLDINS	1000 430200	345	101000
	01/19/18	Police 646-7600		334.47*		POLICE	1000 420160	345	101000
	01/19/18	E911 Viper 646-5170		98.54		E911	2850 420750	345	101000
	01/19/18	E911 255-9710		999.12		E911	2850 420750	345	101000
	01/19/18	E911 255-9712		24.77		E911	2850 420750	345	101000
	01/19/18	Alarm Lines, 646-5185		73.46		TWNHAL	1000 411250	345	101000

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44012		2546 Century Link QCC		5.97					
	01/23/18	long dist chg 406-646-7600		5.97*		DISPAT	1000 420160	345	101000
44013		2789 WEX Bank		5,024.58					
	01/01/18	07 Ford Expedition 6-54563A		85.51		SS	1000 450135	231	101000
	01/01/18	06 Dodge Durango 6-1374		253.65		PUBSER	1000 430200	231	101000
	01/01/18	17 Dodge Ram #1		177.39		POLICE	1000 420100	231	101000
	01/01/18	17 Dodge Ram #2		172.95		POLICE	1000 420100	231	101000
	01/01/18	10 Ford Expedition 6-000046		307.57		POLICE	1000 420100	231	101000
	01/01/18	11 Ford Expedition 6-21425A		261.95		POLICE	1000 420100	231	101000
	01/01/18	10 JD Backhoe		0.00		STREET	1000 430200	231	101000
	01/01/18	77 Int'l Dumptruck		96.04		STREET	1000 430200	231	101000
	01/01/18	Snow Blower		121.83		STREET	1000 430200	231	101000
	01/01/18	85 Ford Dumptruck		0.00		STREET	1000 430200	231	101000
	01/01/18	140 G Grader		273.62		STREET	1000 430200	231	101000
	01/01/18	CAT 936 Loader		342.50		STREET	1000 430200	231	101000
	01/01/18	91 Ford 6-582		83.78		STREET	1000 430200	231	101000
	01/01/18	15 Sweeper		0.00		STREET	1000 430200	231	101000
	01/01/18	97 Athey Sweeper		0.00		STREET	1000 430200	231	101000
	01/01/18	14 Water Truck		0.00		STREET	1000 430200	231	101000
	01/01/18	00 Freightliner Dump 6-60700A		250.66		STREET	1000 430200	231	101000
	01/01/18	2010 JD 772 Grader		952.76		POLICE	1000 420100	231	101000
	01/01/18	02 Freightliner Dump 6-54564A		484.51		STREET	1000 430200	231	101000
	01/01/18	08 Ford Pickup 6-1450		178.17		STREET	1000 430200	231	101000
	01/01/18	08 GMC Pickup 6-1484		145.91		STREET	1000 430200	231	101000
	01/01/18	08 CAT 938H Loader		391.66		STREET	1000 430200	231	101000
	01/01/18	08 904B MiniLoader		44.63		STREET	1000 430200	231	101000
	01/01/18	93 Dodge 6-2010		0.00		STREET	1000 430200	231	101000
	01/01/18	YNP Truck #2		0.00		STREET	1000 430200	231	101000
	01/01/18	08 Ford Escape (multi-use)		75.42		DISPAT	1000 420160	370	101000
	01/01/18	14 Police Interceptor		173.69		POLICE	1000 420100	231	101000
	01/01/18	15 Ford F-250		150.38		STREET	1000 430200	231	101000
44014		2558 Hebgen Basin Fire District		52,834.91					
	01/20/18	January 2018		45,501.58		FIRE	1000 420400	357	101000
	01/20/18	staffing payment Jan 2018		7,333.33		FIRE	1000 420471	140	101000
44015		95 Energy West-Montana		2,540.49					
	01/28/18	nat gas 210361788 updl		203.06		UPDH	1000 411252	344	101000
	01/28/18	nat gas 210360293 Police		21.62		POLBLD	1000 411258	344	101000
	01/28/18	nat gas 210361746 Pub Services		599.09		STREET	1000 430200	344	101000
	01/28/18	nat gas 210361811 old firehall		156.36		PARK	1000 460430	344	101000
	01/28/18	nat gas 210363966 old bld ins		117.85		STREET	1000 430200	344	101000
	01/28/18	nat gas 210360540 library		259.83		LIBBLD	1000 411259	344	101000

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	01/28/18	nat gas	210364599 Povah	527.71		POVAH	1000 411255	344	101000
	01/28/18	nat gas	210361697 Iris Lift St	31.25		PUBSVC	1000 430200	344	101000
	01/28/18	nat gas	210365425 Twn Hall	598.49		TWNHAL	1000 411250	344	101000
	01/28/18	nat gas	210361655 Mad Add Sewe	25.23		SEWER	5310 430600	344	101000
44017		2853 Two Seasons Recycling		500.00					
	2017-946	01/29/18 monthly recycling		500.00		PARKS	1000 460430	534	101000
44019		1514 Verizon Wireless		1,222.60					
		18 Smartphones							
		1 regular phones							
		3 laptops							
	01/20/18	640-0108, Police		59.34		POLICE	1000 420100	345	101000
	01/20/18	640-0121 Laptop		40.00		STREET	1000 420100	345	101000
	01/20/18	640-0141 Street SP		59.34		STREET	1000 430200	345	101000
	01/20/18	640-1103, Operator SP		59.34		STREET	1000 430200	345	101000
	01/20/18	640-1438, SS Director		28.22		SOCSER	1000 450135	345	101000
	01/20/18	640-1460, Library Dir, SP		59.34		LIBRAR	2220 460100	345	101000
	01/20/18	640-1461, Facilities Tech, SP		59.34		WATER	5210 430500	345	101000
	01/20/18	640-1462, Operator, SP		59.34		WATER	5210 430500	345	101000
	01/20/18	640-1463, Deputy PSS, SP		59.34		SEWER	5310 430600	345	101000
	01/20/18	640-1472, Ops Mgr, SP		59.34		ADMIN	1000 410210	345	101000
	01/20/18	640-1676, Rec Coord, SP		59.34		REC	1000 460440	345	101000
	01/20/18	640-1754, COP, SP		59.34		POLICE	1000 420100	345	101000
	01/20/18	640-1755, Police		59.34		POLICE	1000 420100	345	101000
	01/20/18	640-1756, Police		59.34		POLICE	1000 420100	345	101000
	01/20/18	640-1757, Police		59.34		POLICE	1000 420100	345	101000
	01/20/18	640-1758, Police, SP		59.34		POLICE	1000 420100	345	101000
	01/20/18	640-1759, Police		59.34		POLICE	1000 420100	345	101000
	01/20/18	640-7547, Facilities Tech SP		59.34		PARKS	1000 460430	345	101000
	01/20/18	640-9074, PSS, SP		59.34		SEWER	5310 430600	345	101000
	01/20/18	COP laptop		40.00		POLICE	1000 420100	345	101000
	01/20/18	683 laptop		46.26		POLICE	1000 420100	345	101000
	01/20/18	640-0159 STREET SP		59.34		STREET	1000 430200	345	101000
44036		764 General Distributing Co.		51.46					
	601899	12/31/17 cylinder rental		51.46		STREET	1000 430200	220	101000
44037		2549 Yellowstone Electric Co.		300.00					
	32201	01/01/18 2018 Povah fire alarm monitori		300.00		POVAH	1000 411255	350	101000

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44038	101 JC Billion Inc	37,763.00					
	0035055 01/05/18 2018 Public Works Dodge Ram	14,763.00		STREET	4000 430200	944	101000
	0035055 01/05/18 2018 Public Works Dodge Ram	23,000.00		STREET	5310 430600	944	101000
44040	2099 Quick Print of West Yellowstone	596.98					
	9392 11/06/17 K Arnado business cards	43.95		SOCSRV	1000 450135	321	101000
	9441 11/20/17 Office Supplies	1.99		STREET	1000 430200	220	101000
	9433 11/30/17 Printer Ink	20.99		REC	1000 460440	216	101000
	9535 12/12/17 Laminate Sheet	1.75		STREET	1000 430200	220	101000
	2537 01/02/18 shipping, water testing	462.82		WATER	5210 430500	357	101000
	2714 01/02/18 shipping, sewer testing	38.46*		SEWER	5310 430600	369	101000
	2685 12/22/17 Shipping, radar repair	27.02		POLICE	1000 420100	311	101000
44041	1031 Murdoch's Ranch & Home Supply	309.93					
	515162/1 12/06/17 boots, clothing	309.93		STREET	1000 430200	229	101000
44042	2507 Silvertip Pharmacy	220.02					
	01/09/18 help fund Rx assistance	220.02		SOCSRV	7010 450135	358	101000
44043	2978 Economart	58.83					
	112312B 12/20/17 diesel fuel	58.83		STREET	1000 430200	231	101000
44044	1379 Montana Legislative Services	700.00					
	34455 12/19/17 2017 Montana Code set	350.00		POLICE	1000 420100	389	101000
	34154 01/10/18 2017 Montana Code set	350.00*		COURT	1000 410360	215	101000
44045	3037 White Buffalo	255.50					
	356490 12/28/17 help fund lodging, family	255.50		SOCSRV	7010 450135	370	101000
44046	2616 David Arnado	46.00					
	12/17/17 Leadership training reimbursmt	46.00		ADMIN	1000 410210	370	101000
44047	2514 Kathi Arnado	46.00					
	12/07/17 Leadership training reimbursem	46.00		ADMIN	1000 410210	370	101000
44048	40 Jerry's Enterprises	50.00					
	GONZALES 12/19/17 help fund fuel assistance	50.00		SOCSRV	7010 450135	231	101000
44049	162 House of Clean	172.76					
	199794 12/06/17 CLEANSERS	172.76		PARKS	1000 460430	220	101000

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44050		1140 Sagebrush Floral		20.00					
	779509	12/07/17 POINSETTIA		20.00		LIBRAR	2220 460100	220	101000
44051		2898 TransUnion Risk and Alternative		25.00					
	01/01/18	Reporting Fees		25.00		POLICE	1000 420100	220	101000
44052		153 IIMC		125.00					
	12/18/17	L Gospodarek membership fee		125.00		FINADM	1000 410510	335	101000
44053		2421 NAPA Auto Parts		3,480.27					
	17932678	12/30/17 Vehicle/Equip parts & suppli		2,821.14		STREET	1000 430200	220	101000
		11/30/17 Vehicle/Equip parts & supplies		646.21		STREET	1000 430200	220	101000
		11/30/17 late fee (november invoice)		12.92		STREET	1000 430200	870	101000
44054		3003 Kyle Tanner		27.00					
	626085	11/13/17 Exam supplies		27.00		BLDINS	1000 420531	215	101000
44055		2311 Post Register		58.52					
	121754549	12/31/17 RFP legal Ad		58.52		ADMIN	1000 410210	327	101000
44056		1796 Barta Electric, Inc.		70.00					
	5130	12/27/17 Ext lighting, UPDL		70.00*		UPDL	1000 411252	366	101000
44057		2500 Black Mountain Productions		6,356.91					
	12/29/17	2017 Music in Park MAP funds		6,356.91		MAP	2101 410130	398	101000
44058		2514 Kathi Arnado		20.84					
	471404	12/18/17 Gift Star Toy		11.99		SOCSRV	7010 450135	220	101000
	054498	12/22/17 food (homeless person)		8.85		SOCSRV	7010 450135	220	101000
44059		171 Montana Food Bank Network		829.78					
	AOR-11429-	01/04/18 groceries for food bank		829.78		SOCSRV	7010 450135	220	101000
44060		99906 Secretary of State		25.00					
	01/09/18	A Marquez Notary Public fee		25.00		DISPAT	1000 420160	335	101000
44061		2842 PayneWest Insurance		92.00					
	151664	01/04/18 A Marquez Notary Bond		92.00		DISPAT	1000 420160	335	101000

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44062	1674 Madison Crossing	960.00					
	145 01/01/18 police 6 mo gym membership	960.00		POLICE	1000 420100	130	101000
44063	2993 Land Solutions, LLC	3,103.12					
	11/26/17 Growth Policy research	1,993.12		GRWPOL	1000 411000	357	101000
	11/26/17 Zoning Update	1,110.00		ZONING	1000 411000	357	101000
44064	347 MT Assoc of Chiefs of Police	60.00					
	01/01/18 S Newell Annual Membership	60.00		POLICE	1000 420100	335	101000
44065	2673 First Bankcard	621.35					
	12852 12/01/17 Wicklander, Lovingier training	495.00		POLICE	1000 420100	380	101000
	296267 12/03/17 Buffalo WW, training meal	16.00		POLICE	1000 420100	370	101000
	0045 12/04/17 Arby's, training meal	8.89		POLICE	1000 420100	370	101000
	520971 12/04/17 Suds Hut, training meal	16.00		POLICE	1000 420100	370	101000
	289909 12/05/17 Panda Express, training meal	10.45		POLICE	1000 420100	370	101000
	10040433 12/05/17 La Pa Grill, training meal	11.00		POLICE	1000 420100	370	101000
	852950 12/06/17 Applebee's, training meal	32.48		POLICE	1000 420100	370	101000
	988637 12/07/17 Arby's, training meal	8.89		POLICE	1000 420100	370	101000
	12/08/17 Panda Express, training meal	10.45		POLICE	1000 420100	370	101000
	12/26/17 Interest charged	12.19		POLICE	1000 420100	870	101000
44066	2673 First Bankcard	1,498.03					
	0346632 12/03/17 Dumbbells, martial arts class	16.99		RECREA	1000 460440	220	101000
	3976235 12/07/17 Bosu Ball, "	215.45		RECREA	1000 460440	220	101000
	8661048 12/20/17 Boxu Ball, "	199.90		RECREA	1000 460440	220	101000
	4021053 01/08/17 Amazon, Fin Adm computer	839.76		FINADM	1000 410510	216	101000
	748189 12/15/17 postage	147.00		COURT	1000 410360	311	101000
	748189 12/15/17 postage	49.00		FINADM	1000 410510	311	101000
	12/25/17 interest	29.93		FINADM	1000 410210	870	101000
44067	2673 First Bankcard	1,497.96					
	2797836 11/29/17 Amazon, garage door opener	10.79		PARKS	1000 411253	366	101000
	3595039 12/06/17 Home Depot, Xmas bulbs	317.46		PARKS	1000 460430	220	101000
	295965 12/08/17 Ace Hardware, light clips	15.42		PARKS	1000 460430	220	101000
	1164852 12/08/17 Home Depot, Xmas bulbs	10.48		PARKS	1000 460430	220	101000
	6590169 12/13/17 Home Depot, toilets	396.00*		SKITRL	1000 411256	366	101000
	1440257 12/15/17 Amazon, AAAA batteries	7.43		WATER	5210 430500	220	101000
	SO489128 12/18/17 Instrumart, sub transmitter	799.00		SEWER	5310 430630	369	101000
	12/26/17 Interest	40.38		STREET	1000 430200	870	101000
	12/30/17 Credit, dble charge Dell	-99.00		BLDINS	1000 420531	212	101000

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44068	2977 Staples Credit Plan	1,334.46					
	1948242171 11/29/17 office supplies, file tray	144.00		SOCSRV	1000 450135	220	101000
	1954155561 11/29/17 USBs, envelopes,	36.93		DISPAT	1000 420160	220	101000
	1954946441 11/29/17 cordless light	76.36		JAIL	1000 420230	366	101000
	1955431531 11/30/17 toner, folders, copy paper	847.78		COURT	1000 410360	220	101000
	1956555931 12/01/17 desk calendars, clips, sup	229.39		FINADM	1000 410510	220	101000
44069	40 Jerry's Enterprises	404.85					
	12/22/17 Diesel fuel	403.12		STREET	1000 430200	231	101000
	10189754 12/26/17 ipad charger, C Burke	9.99		LEGIS	1000 410100	220	101000
	12/27/17 discount	-8.26		STREET	1000 430200	231	101000
44070	2942 New York Times	192.40					
	12/24/17 New York Times subscription	192.40		LIBRAR	2220 460100	215	101000
44071	73 Westmart Building Center	1,629.49					
	12/27/17 street buildings	241.55		STREET	1000 430200	366	101000
	12/27/17 street supplies	250.38		STREET	1000 430200	220	101000
	12/27/17 Sewer supplies	325.16		SEWER	5310 430600	220	101000
	12/27/17 Water supplies	5.49		WATER	5210 430500	220	101000
	12/27/17 Police Supplies	33.98		POLICE	1000 420100	220	101000
	12/27/17 Town Hall	556.33		TWNHAL	1000 411250	366	101000
	12/27/17 Povah Center	103.46		POVAH	1000 411255	220	101000
	12/27/17 Parks Supplies	89.15		PARKS	1000 460430	220	101000
	10/27/17 Parks Buildings	10.23		PARKS	1000 460430	366	101000
	12/27/17 Rendezv Trail Head	13.76*		RENDEZ	1000 411256	366	101000
44072	348 Missoulia	113.00					
	01/08/18 Legal Services RFP	113.00		ADMIN	1000 410210	327	101000
44073	2666 Independent Record	44.00					
	12/11/17 Legal Services RFP Ad	44.00		ADMIN	1000 410210	327	101000
44075	3099 Biztracker Systems	3,567.94					
	5524 01/09/17 SPP-R410iK	2,130.00		POLICE	1000 420100	216	101000
	5524 01/09/17 BIXOLON R400 Accessories	1,437.94		POLICE	1000 420100	212	101000
44076	65 Machinery Power & Equipment Co	2,093.56					
	BLWO018024 12/12/17 CAT938 horn repair	139.26		STREET	1000 430200	361	101000
	42CR038517 10/18/17 Credit	-244.89		STREET	1000 430200	361	101000
	42CS043071 11/22/17 Nuts and Bolts	136.20		STREET	1000 430200	220	101000
	42CS043083 12/06/17 Belt	58.94		STREET	1000 430200	361	101000
	42CS043084 12/07/17 Filter and Element	75.35		STREET	1000 430200	220	101000
	42CS043088 12/11/17 Parts	1,928.70		STREET	1000 430200	220	101000

01/12/18
10:42:47

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/18

Page: 8 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
44077	379 Energy Laboratories, Inc 32429 12/31/17 Water testing	1,132.00 1,132.00			5210 430550	357	101000
44078	3066 Core & Main I141009 12/07/17 Curb Box Tops I208756 12/07/17 Credit, flange/nipple return I207957 12/07/17 Credit, Main Valve return I180101 12/01/17 Seat Rings, Main Valve	590.22 455.16 -472.38* -866.40 1,473.84			5210 430500 1000 430200 5210 430590 5210 430590	369 369 251 251	101000 101000 101000 101000
44079	2901 Pump Excellence 260 01/11/17 service calls, repair of pump	1,250.00 1,250.00			5310 430630	369	101000
44081	533 Market Place 12/31/17 Water Supplies christmas 12/31/17 11 Christmas Gift Cert	581.49 31.49 550.00			5210 430500 1000 410100	220 220	101000 101000
44082	135 Food Roundup 12/16/17 Prisoner groceries 12/19/17 Christmas Cards 12/21/17 Soc Svc star toys 12/20/17 magazines for rec program 01/01/18 3 Christmas gift certificates	355.48 69.78 4.49 124.49 6.72 150.00			1000 420230 1000 420160 7010 450135 1000 460440 1000 410100	220 220 220 220 220	101000 101000 101000 101000 101000
44083	2813 Century Link 12/28/17 646-7949	62.00 62.00			1000 430200	345	101000
44084	2887 Century Link - Maintenance 17-013570 12/01/17 911 contract, support	8,088.89 8,088.89		911	2850 420750	398	101000
44085	2311 Post Register 71585 12/08/17 Legal services RFP	85.58 85.58			1000 410210	327	101000
	# of Claims 61	Total: 151,694.34					

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
January 2, 2018

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Pierre Martineau, Chris Burke, Greg Forsythe

OTHERS PRESENT: Town Manager Daniel Sabolsky, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Scott Newell, Social Services Director Kathi Arnado

Pat Barnes, Helene Rightenour, Richard & Teri Gibson, Tom Cherhoniak, Randy Wakefield-Fall River Electric, Marysue Costello-WY Chamber, Denice Sabolsky, Grant Jackson, Bob Patzke

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

Portions of the meeting are being recorded.

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

Town Clerk Liz Roos administers the oath of office to newly elected council member Chris Burke.

ACTION TAKEN

- 1) Greg Forsythe nominates Brad Schmier, seconded by Pierre Martineau, to be the Mayor for 2018. (Forsythe, Martineau)
- 2) Pierre Martineau nominates Greg Forsythe, seconded by Chris Burke. Schmier nominates Johnson, no second, motion fails. Motion passes for Forsythe to be the Deputy Mayor for 2018. (Martineau, Burke)
- 3) Motion carried to approve the claims, which total \$121,631.02. (Martineau, Forsythe)
- 4) Motion carried to approve the Consent Agenda, which includes the minutes of the December 5, 2017 and December 19, 2017 Town Council Meetings, as amended. (Martineau, Forsythe)
- 5) Motion carried to approve the updated business license for Four Winds Storage with the stipulation that they are not to conduct any new commercial business on the property until the building moratorium is lifted. (Johnson, Burke)
- 6) Motion carried to appoint Steve Larson to the Marketing and Promotions Advisory Board and re-appoint Gloria Evans and Marysue Costello all for 3-year terms. (Forsythe, Martineau)
- 7) Motion carried to appoint Brad Schmier to be the Town Council representative on the Health Care Services Advisory Board. (Forsythe, Martineau)
- 8) Motion carried to appoint Chris Burke to be the Town Council representative on the Planning Board. (Martineau, Forsythe)
- 9) Motion carried to adopt the Safety Policy as written. (Forsythe, Martineau)

Public Comment Period

Bob Patzke asks if it is possible to put in the paper when Town Council meetings will be held. Greg Forsythe says that they are making progress on the learning center. The electric and plumbing are roughed in, they are putting the fire suppression system in next week and then will move on to insulation. They have also put the rock on the exterior and just started the wood siding. He also says that they rented more ice skates out this weekend than they ever have, which shows a lot of activity at the rink

Council Comments

Council Member Greg Forsythe asks if they could get the agenda on Friday morning as well as the Manager's Report. Schmier thanks everyone for the progress they made in 2017 and what they accomplished. Chris Burke says that he feels fortunate to start out in this position surrounded by a lot of knowledge and feels they can move forward in a positive way. Jerry Johnson also asks everyone to remember Bonnie Cross, a long-time resident who recently passed away. Johnson says that he noticed that the Town buildings are about the most boring buildings in town during the holidays and says they should budget for lights for the Town buildings next year.

DISCUSSION

- 3) Schmier asks about the claim to Montana Underground for sewer line cleaning, which is significantly over budget. Finance Director Lanie Gospodarek explains that an error was made when the budget was approved and they only put \$34,000 in that line for that purpose when they were anticipating \$68,000. However, the bill for came in at \$87,196, nearly \$20,000 over what should have been budgeted. Gospodarek also explains that they have only spent 20% of the sewer fund budget, an enterprise fund, so far this year and they have a fund balance of over \$650,000. She says she does not anticipate that they will not go over budget for this fund, but they will be watching it closely. Forsythe questions at what point do situations such as this come before the Council and expresses concern about this situation. He questions whether it would be appropriate to turn in a bill for the learning center that is \$70,000 over budget. Patterson explains that this bill came in as high as it did because of the unanticipated need to clean the lines in the Madison Addition for the proposed project on Electric Street and to ensure that there are no other problems. Forsythe says that they need to determine at what point this sort of thing needs to be addressed so they are not caught short. Schmier points out that this line will be overdrawn but the fund will not. Sabolsky says that going forward they are going to work on keeping the Council informed when costs significantly exceed estimates.
- 5) The Council considers the business license application for Four Winds Storage, an update to their existing business license. Town Manager Dan Sabolsky explains that he and Patterson met with the applicants, Geoff and Billie Richards. He says that the bake shop is connected to the system but the applicants have agreed not to use the water until the building moratorium is lifted. They are applying for their permits from the health department and will pressure test the lines, but will not utilize the system otherwise. They also will not use the new rental cabin until the moratorium is lifted unless they let some family members stay in it during the summer months. Sabolsky says that they agreed to these conditions. The Council discusses how to ensure that the conditions are met but not jeopardize other projects that are waiting to proceed once the moratorium is lifted. Patterson says that the connections were made before the moratorium was put in place, but were not permitted.
- A) **Advisory Board Reports:** Town Manager Dan Sabolsky reports that he attended the Parks & Recreation Advisory Board meeting recently. He says that they provided input on the summer recreation survey, discussed a park at the area where Obsidian and Iris Street cross, a shredded tire surface at the playground in the Park rather than sand, and why the grant application for the Frontier Trail was unsuccessful.

- B) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky reports that Land Solutions is making progress on updating the zoning code, which they would like to have in place before the building moratorium is lifted. The Safety Policy is on the agenda tonight for approval. The sewer plan for the Electric Street housing project is being submitted to Montana DEQ and he is working on a development agreement with the owners of the project. He has been working with Assistant Public Services Superintendent David Arnado on creating a new process and forms for building and zoning permits. They have made progress on the nightly rentals ordinance and the first draft was in the packet for this meeting. Tentative agreements have been reached with both the Employees Unit and the Police Unit for collective bargaining agreements. They are working on getting the documents put together and ready for approvals. He reports that they have had inquiries from multiple legal firms and attorneys regarding the legal services RFP that is due January 12. He also mentions that he would like to have the MSU Local Government Center come down to conduct a strategic planning session with the Council and administration of the Town.

Social Services Director Kathi Arnado recognizes the success of Social Services Assistant Vely (Irma) Vazquez who has completed her six month probation and obtained multiple certificates already. She says that the Christmas Star program for underprivileged children in the community was very successful this year and they received additional items from the Montana Salvation Army. She also mentions that they have received \$24,000 in grant funding this year for the community help fund and been able to grow their endowment that is held by the Yellowstone Foundation to \$80,000. Chief of Police Scott Newell says that New Years Eve was great and they didn't have a single call for service that night. Snow and ice conditions do prevail and they have been responding to multiple vehicle accidents and slide-offs. Finance Director Lanie Gospodarek reports that she met the deadline and submitted the Annual Financial Report this past week. They have been busy with winter business, collective bargaining activities, working on the business license ordinance, and preparing for the annual audit. She also reports that resort tax collections for December were down but there is a major player that has not paid yet. Public Services Superintendent James Patterson reports that they have having trouble with the pump station in the Madison Addition. He says that at this time, they are having to manually turn it on and off every couple hours. He says they are hoping to have the correct parts here by Thursday and the tech to install them here on Friday. They are also working on getting a new pump for that station. He says he is also working on getting the numbers together for the improvements at the Dining Lodge. They intend to rehabilitate the bathrooms in the Firehole Room, the windows in the Firehole Room, and the doors. They are also working on the water and sewer lines on that end of the building in anticipation that they will be able to use that room during the winter in the future. Forsythe comments that the streets look good.

- C) Sabolsky explains that the first draft of the ordinance is included in the packet for this meeting. He says he has worked with a committee of residents to ensure nightly rentals are prohibited. The group discusses the section that prohibits campers or RVs being plugged in longer than six hours at a time. Committee members Grant Jackson and Richard Gibson defend the language and claim that living in RVs in the Madison Addition has been a problem. Johnson argues that if he has a cousin coming up to visit, they should be able to stay in his RV for a couple days. Gibson says that the covenants that are in existence are very difficult and costly to enforce and they want the Town to back up the covenants.

The meeting is adjourned. (9:05 PM)

Mayor

ATTEST:

Town Clerk

Town of West Yellowstone Business License Application

Business Name: Big Sky Photography and Design
Applicant: Nubia Allen
Contact Person: Nubia Allen
Mailing Address: PO Box 204
Physical Address of Business: 239 Madison Ave #6
Phone Number: (406) 899-4513 Fax Number: —
Email Address: bigskyphotoanddesign@gmail.com Website: in progress
Signature of Property Owner of Record: Nubia Allen

Subdivision: Old town

Block: 17 Lot: 7

Zoning District, please mark one:

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

- New Business Transfer of Ownership
 Change of Location Name Change

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

Photography and Graphic Design. This business will be run from home. However, clients will NOT come to business. It is all online and photographs will be taken on location. Client chooses location.

Business License Fee: \$ 50
Resort Tax Bond: \$500
Total Amount Due: \$550

Nubia Allen
Signature of Applicant
Nubia Allen
Signature of Applicant
1/3/18
Date

FOR OFFICE USE ONLY

Date Approved by Town Council: _____

Date _____ Check # _____ Amount \$ _____ License # _____

SCN _____ BLP _____ STX _____ BLC _____ RDX _____

1-3-18

Copies to JP + DA CR

Town Manager Report January 16, 2018

Planning, Housing, & Development:

The Council adopted the Growth Policy and next year (2019) we should review it.

Land Solutions has now completed over half of the revisions to the subdivision regulations and has made significant progress on the zoning code. I am scheduling a meeting to get an update. Status: In-progress.

80 Acre Property:

The Town received a \$6,999 grant from the Big Sky Trust Fund to help defray the cost of the study to determine the use of the 80 acres and the layout of the property. At the January 16th Council meeting, Council will review proposals submitted by firms to conduct the study and approve the hiring of a firm. Northern Rocky Mountain Economic Development District and Prospera Business Network obtained the proposals and applied for the Big Sky Trust Fund grant. ThinkTank proposal was used when a grant application was submitted to the Big Sky Trust Fund. Status: In progress.

Little Rangers Learning Center: The Council approved the Development Agreement between the Town and Westmart. Construction on the project has started and is moving along well. Mr. Patterson has been visiting the site almost daily to monitor the progress on the project. I attended a tour of the building with Carrie Pope. It is coming along very nicely. The Town has started working on the lease between the Town and the Little Rangers Learning Center. Status: In progress.

Safety Committee: The document was approved by the Council at the last meeting. This policy will provide a great basis for improving the safety culture within our organization. The document is being distributed to all employees. Later this month, the safety committee will be meeting to undertake new tasks. Status: In-progress.

Electric Street Housing Project: Dick Dyer has reviewed the plans and provided a summary to the Town and the developer. On behalf of the Town, Mr. Dyer and the Developer's engineer have completed the application to DEQ for the sewer cross-over. Dick Dyer and their engineer are working on re-drafting some portions of the site plan to meet the Town's requirements. The Developer is expected to have a final draft of the site plan to the Town later this month.

The Town is in the process of drafting a development agreement between the Town and the Developer. This has been on hold until we get additional information and a final site plan from Dick Dyer and the Developer. Status: In-progress.

Building/Zoning Permit Process: A group of Town staff and representatives from Fire District have been meeting to discuss the building and zoning process. The group has been working on checklists, forms, and other documents to add structure and flow for staff and the general public in regards to doing projects within Town. David Arnado has been creating most of the documents for the group. Last week, David and I met and he provided me with sample forms and applications. Once completed, we will meet with the full group to review them. Then, we will have a work session with Council. Status: In-progress.

Nightly Rentals: A draft of the proposed regulations was included in this week's Council's packet. The draft has sections that also deal with living in recreational vehicles and worker housing. Land Solutions and our legal counsel have reviewed the draft to give their comments and suggestions. We also asked some local business owners to review it from a nightly rental and real estate perspective. I have received comments from most council members on the proposed legislation. Pursuantly, I made some modifications to reflect their comments. There will be a discussion on the draft ordinance at this Council meeting. Status: In-progress.

Collective Bargaining Agreements: There were interest based bargaining sessions held on Dec. 11th and 18th and 19th (Regular Union) and Dec. 14th (Police Union). For both unions, there have been tentative agreements on core issues. Now, the drafts of the collective bargaining agreements have to be completed. Megan Casey, from MPEA, is making changes to the collective bargaining agreement for the non-police personnel's document and the Town (Mr. Kearney is assisting with this) is making modifications to police union document. We set a deadline for January 15 to finish the first draft. I believe the final products should meet the needs of both groups. The Union stewards, as well as the management team (Chief Newell and Lanie Gospodarek) worked well together to tackle some difficult issues. Status: In-progress.

Business License Regulations: The Finance Department has been working on the second draft of the document and I have started to review the third draft. Most likely after the third draft, we will have a work session with council on the proposed changes. Status: In-progress.

Summer Recreation Programs: Brandy Holland and Monika Rogers will be making some modifications to the recreation survey and then mailing it out by next week. We would like to get the results back as soon as possible, so the data can be used to modify the programming for the Smokey Waters Day Camp. We are hoping to have the data analyzed by the end of February, so modifications can be made to the program before the camp begins in June. Status: In-progress.

Legal Services RFP: The legal services RFP is due on January 12th. So far, there have been four responses to the RFP. Status: In-progress.

YNP Westgate Project: The Town, YNP, NRMEDD, and the Greater Yellowstone Coordinating Committee met to discuss obtaining grant funding to examine the issues facing the west gate of YNP and find potential solutions. A conference call is scheduled for later this month to discuss which grants to apply for and the timelines for the application process. Status: In-progress.

Open Town Positions: It is great to be able to continue to say "no job vacancies!" I have had conversations with the management team regarding modifications to the staffing plan. In addition, we will start to advertise for summer positions in recreation and public service areas. We want to be the first to recruit from the limited pool of local candidates.

Town Related Items:

- Met with Councilman Chris Burke.
- Attended the monthly Chamber meeting.
- Met with Brenda Schmidt, CEO of Kelly's Inn.
- Communicated with Land Solutions.
- Met with Bruce McPherson.
- Worked with David Arnado on Building/Zoning process.
- Chief Newell and I met with a citizen about issues in her neighborhood.
- Communicated with the developer of the Moonrise Property.
- Met with Shane Grube about Kelly's Inn project (2).
- Met with Black Mountain Productions (Don Perry).
- Met Marysue Costello and Wendy Swenson from the Chamber.
- Talked with potential responders to the Legal RFP.
- Met with Madison Homeowners Association (2).
- Met with Rob Gilmore, CEO of NRMEDD (2).
- Met with Mitch Simon (3) about his project.
- Met with Electric Street Project engineer.

Public Events Attended: Attended a basketball game.

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

Event or Project Applicant: W. Yell. C of C Snowmobile Events Comm.
Event or Project Name: Snow Shoot 2019 (Held in 2018)
Date Submitted: 12.21.17
Date Approved by MAP Fund Advisory Board: 1.11.18
Requested Amount: \$15,000
Approved Amount: \$15,000
Exceptions: None

Comments: During Application review, MAPFAB and Applicant discussed that the \$118,193 event budget has fluctuated since it's submission on 12.21.17. The Snowmobile Events Comm. has funds in reserve to cover any deficits.

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

_____ Date: _____

Comments:

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

MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE

Applicant Information

Applicant Individual or Organization:

West Yellowstone Chamber of Commerce Snowmobile Events Committee

Event or Project Contact Person: **Marge Wanner, Event Coordinator**

Address: West Yellowstone Chamber, PO Box 458, West Yellowstone, MT 59758

Phone: 406-539-7895 *Fax:* 406-646-9691

Email: margew@wyellowstone.com

Application Submission Date: 12/21/2017

Event or Project Information

Event or Project Name: **Snow Shoot 2019 (held in 2018)**

Location of Event or Project: **West Yellowstone Airport & Forest Service land**

Date(s) of Event or Project: **February 15- March 6, 2018**

Estimated Total Event or Project Cost: **\$ 125,000**

MAP Fund Amount Requested: **\$ 15,000.00**

Project Name: Snow Shoot 2019 (Held in 2018)

**Project Sponsor: West Yellowstone Snowmobile Events Committee
West Yellowstone Chamber of Commerce**

Each year the four major snowmobile manufacturers (Arctic Cat, Polaris, Skidoo, and Yamaha) host an annual event called "*Snow Shoot*" where they invite all the snowmobile media to come to *Ride, Test and Write* about their snowmobiles for the next year. This is the most significant media event of the year for these manufacturers.

In preparation for the event, the manufacturers arrive several days ahead of the media with engineers and other support staff to prepare for the event, ride snowmobile trails, set-up their headquarters, and prepare a media center. Then, two separate groups of media arrive and are hosted by the manufacturers and the location hosting the event. The media represents snowmobiling and winter sports publications, websites, and social media from both the United States and Europe.

Year 2000, West Yellowstone, Montana hosted this event for two years. At that time, the community came together and prepared the necessary infrastructure needed to put on "*Snow Shoot*." Thru grants available Fall River Electric and Qwest invested over \$23,000.00 in phone and power lines at the West Yellowstone Airport to support the power and communications needed for this event.

Since then, "*Snow Shoot*" has traveled to different venues in Canada and the United States. Since *July 2010, annually*, West Yellowstone, Montana was awarded the venue for their "*Snow Shoot*" which occurs 3-4 weeks from mid-February through early March. This is a rare occurrence and now they will return in 2018 for the 8th consecutive year.

We have been awarded this bid because of our existing infrastructure and experience with the event, great snow and groomed trails, security management, and because of our ability to host the event not just this year, but in future years.

The Snowmobile Manufacture coordination group, for "*Snow Shoot*" had been seeking a venue that can manage this event on a multiple-year basis (3+ years) instead of moving to a new location each year. At the final days of Snow Shoot in 2012 a meeting was held with the Snow Shoot manufactures, local dealers, City Council, Chamber and TBID representation. A discussion and invitation was extended to the decision makers of the event. The results after additional input from the media attending, "*Snow Shoot*" coordinators have chosen West Yellowstone annually for the past 7 years.

The OEM representatives again along with overwhelming positive comments of the media have chosen West Yellowstone as the home of "*Snow Shoot 2019*" again to return in 2018.

That was a big decision by the manufactures in 2013, and for West Yellowstone, as it changed a long history of moving the event to other communities.

The positive impact to West Yellowstone is both immediate and long-term. In a struggling winter economy, this event will bring over 1400 rooms night to West Yellowstone in February and March. Attendees and participants will be eating all of their meals in West Yellowstone, renting cars from a local business, spending over \$100,000.00 on lodging, meals, rental cars, shopping retail stores, copying and shipping services in addition to the events site services and meals catered.

The captive media audience that is covering the new manufacturer models will also be profiling West Yellowstone. They will be seeking supplemental stories on our great location, snowmobile trails, local lodging and eating establishments, profiling Yellowstone Park in winter, and other human interest stories. Positive publicity about our community appearing in these publications and their respective web stories will have a ripple effect. The amount and extent of this publicity is something that we could never afford to buy through existing marketing funds.

Recently, in mid-December 2017 we had a major challenge. The Billings office trailer rental company provider for all previous years gave notice they cannot provide the 60' OEM office trailers (4) and 60' media/lunch (1) and 28' event office (1) this year due a large long- term business opportunity. After much scrambling, we finally found replacements from Salt Lake City at 100% cost increase due to transportation costs. Therefore we again are in need of MAP's additional assistance for 2018 to put on this important event. We are requesting \$15,000.00 in assistance to repeat West Yellowstone's respected hosting responsibilities for this unique opportunity as outlined in the following pages at this time.

Section II: Proposed Timeline

Planning is already underway for this important event. The manufactures crew will start to arrive around February 15, 2018. The media will be scheduled to arrive February 24 and be in two groups national and international, until their scheduled departure March 7, 2018

The manufacturers and media choose and reserve their own rooms. Lists of lodging properties open for the winter and rates will be collected and will be forwarded before they are in the process of booking rooms. Manufactures like to have all their staff in one location and would like access to a private suite or meeting room for their staff gatherings, media tech privacy, and a place they can call home for 3 weeks. They are responsible for their own expenses. *Note:* The type of lodging can range from vacation rentals to small motels to larger hotels.

Section III: Budget

The Snowmobile Events committee has a few financial obligations to meet and they include; temporary restrooms, one public relations temporary office trailer on site for registration, avalanche training and lunch, trash removal, gas tanks, and two "Meet and Greet" casual receptions. These expenses for 2018 event will total approximately \$27,000.00. Additionally, the manufacturers collectively, will pay more than \$120,000.00 for logistical costs such as their temporary rental office trailers, lunch trailer, gasoline, utilities, grooming of special use areas,

forest service permits, security, propane, vehicle washing, and airport lease. That is in addition to their lodging, meals, and personal expenses for approximately 3 weeks.

This is a huge opportunity for West Yellowstone economically and exposure to the snowmobile media. Since 2013, as social media has grown, attending media was posting comments and pictures on social media sites of the great snow conditions in West Yellowstone at that time. Because this is not a public event to the general public, it does not have a funding resource attached to it. Consequently, this event is being funded and supported in multiple ways; including:

1. **Funding Commitment from the Business Community** – In order to help fund this event the Snowmobile Events Committee asked for support from the business community. We asked for a reduced event rates from the lodging properties for each “Snow Shoot” attendee. We also ask for volunteer support for fueling of snowmobiles daily and reception dealers and game creators
We also require 10% commission on all lunches delivered to the event site throughout the event.
2. **Contributions from other organizations: We are aware that TBID has eliminated grant options.** We did meet with the TBID board with request for continued in-kind office support for lodging options and event registration along with financial support toward operational costs of infrastructure logistics such as media office/lunch trailer, and marketing tools. TBID denied financial support due to their grants no longer being an option and recommended we add to our MAP request at this time.
3. **Operations Support** – For 5 years the OEM asked for a “*Casino Night/Receptions*” to provide increased “Welcome inter-action event” amongst the staff and media. This started out as a huge challenge for the Food & Beverage locations with the fear of the “unknown” logistics due to attendee numbers, size of business available space, and commitment of closing to the public for 5 hours.

The Snowmobile Event Committee created and hosted the two receptions at the Buffalo Bar for 3 years. The manufactures and the media were extremely happy with these two receptions and the welcome they received from the community and their support. They look forward to the “*Meet and Greet*” receptions to meet the community leaders and appreciate the *thank you* they receive during the networking event.

The bid process for these receptions does not work anymore as other than the Buffalo Bar, we have no additional bidders for a number of reasons. Local restaurant/bar/lounges are either too small, too big, do not have enough employees or are not willing to be creative to host this event. We use these additional restaurants for lunch catering.

AND... The OEM host media groups along with their staff nightly, at local food and beverage locations big and small and various ethnic choices. OEM like to support businesses around town and not be in the same locations as another OEM for privacy discussions of product. Many food and beverage businesses appreciate this business and support local decision of receptions.

Recently at Haydays (Snowmobile Show) the Event Coordinator again heard positive comments from both US and International media about how happy they are to be returning to West Yellowstone in 2018. Their comments included, snow conditions did not hinder their testing and photography experience, they do not have to go to some unknown place early and scout where they want to shoot, and the slight shifts of snow fall over night covered previous tracks for photography.

The Chamber Accommodations budget does not have any funds allocated or available to this project. However, the Chamber is providing support including copying, faxing, book keeping. Marge Wanner, Event Coordinator is paid a minimal fee by Snowmobile Manufacture companies for organizing event operations, infrastructure, setup, meals, "Meet & Greet" social events, Marge's previous experience and knowledge was a critical factor in being awarded the event. Weekly phone calls and on-site preparation are underway.

4. **Volunteers Support** - The Snowmobile Events Committee and other business contribute volunteer considerable time to organize and assist coordinate this event in various ways.
5. **Inter-Agency Support** – We are working with the **U.S. Forest Service** for trail access permits; **Montana Department of Aeronautics** for use of the West Yellowstone Airport, And **Nevada Automotive Test Center (NATC)** the winter lease company of airport tarmac.

Section IV: Publicity, Promotion, Marketing

The requested \$15,000.00 in MAP funding would be used for the following:

- **\$7,500.00 to assist in hosting two "Casino Style Meet and Greet" casual receptions** required as part of our hosting location responsibilities. The OEM's are committed to the balance of the cost of these two enhanced receptions. Attendance is approximately 120 attendees. Each reception is hosted as a welcome mixer amongst attendees by our community for the manufactures and media the night before each group starts their working schedule the following day.
- **\$ 2500.00 for media marketing tools.** This includes but not limited to Media packets and USB drives about West Yellowstone, Welcome banners at event site, posters at Media Room trailer and receptions, local information of activities, restaurants, trail grooming schedules and other local services etc. etc.
- **\$ 5000.00 financial support toward Media Room and daily lunch trailer.** This trailer is used for media home away from home office to charge their equipment, warm-up, take a break, avalanche training, and shared with all attendees for daily lunches

Section 5: Application Review Criteria

1. What do you expect the economic and social benefits of the event or project to be for the community and surrounding area?

As stated above, the positive impact to West Yellowstone is both immediate and long-term. In a struggling winter economy, this event will bring over 1,300 rooms night to West Yellowstone in February and March. Attendees and participants will be eating all of their meals in West Yellowstone, renting cars from a local business, buying gas, consuming power and phone services, shopping retail stores, and using local laundry, dry cleaning, copying and shipping services. The manufacturers collectively, will also spend over \$120,000 in operations costs. We have the potential to continue to host this event annually if we are great hosts.

2. How does the event or project reach potential visitors outside West Yellowstone?

The articles, web blogs, and photos of West Yellowstone, surrounding scenery and snowmobile trails, and Yellowstone in winter will reach millions of readers around the world.

3. How does the event or project have the potential to increase the number of visitors to West Yellowstone or to extend the visitor stay?

Again--the median articles, web blogs, and photos of West Yellowstone, surrounding scenery and snowmobile trails, and Yellowstone in winter will reach millions of readers around the world.

At this point, we do not know the continued effects of recession on winter tourism.. By including information in media packets focused on a wide variety of activities especially the chance to visit Yellowstone; we would hope to extend some visitors' stays.

4. How does the event or project complement or enhance existing events or projects.

The health of our overall winter season will enable businesses to support and enhance our winter events by being open and by being sponsors. As well, maintaining or the length of their visit supports local business and subsequently, employment, Resort Tax, MAP & TBID collections.

5. How does previous experience support this type of event or project as viable?

As stated above, there has already been an investment by local companies in the utility infrastructure for this event. West Yellowstone has hosted this event successfully in the past. We have knowledgeable and proactive resources that the manufacturers have trust and confidence in West Yellowstone putting on this event.

Again—Marge Wanner, Event Coordinator is well known and respected by the manufactures as their “GO TO PERSON” and has numerous years of experience hosting this event in West Yellowstone as well as attending other Snow Shoot event sites as a guest of the manufactures and media.

6. How does the event or project enhance the aesthetics of the Town for the benefit of the traveling public and Town residents?

Keeping winter lively in West Yellowstone is important to all. Guests have a better experience when more businesses can be open. Our residents have employment opportunities and enjoy better services when more businesses can prosper. Having visitors in town, makes for positive attitudes of employee and owners.

7. How does this event or project economically benefit a number of diverse town interests?

As listed above, this event benefit the entire gamut of business in West Yellowstone: lodging, catering, restaurants, bars, attractions, retail stores, service businesses, gas station operators, rental car businesses, utility providers etc.

8. Can this event or project proceed without MAP Funds?

Probably Not— Or this event would not be of the level “we”...Chamber Snowmobile Events Committee, MAP, TBID, and Community have created it to be. The Snowmobile Event Committee has limited funding sources from this event to meet all expenses. And these receptions, media packets and welcome presence, and media/lunch trailers are extremely important part and opportunity of the event, and a requirement of the event operations. TBID dropped grants and MAP funds represent all forms of local businesses.

9. How will you acknowledge the receipt of MAP funds as a funding source for the event or project?

Since this does not involve specific ads or promotions, we will be noting the Town of West Yellowstone support on signs at the receptions and in any printed materials distributed to event coordinators. We need to adhere to the security restrictions for this event that would preclude news or press releases.

Section 6: Supporting Documentation.

We would be happy to furnish any additional information needed upon request.

Section 7: Event or Project Outcome

1. Economic Impact

We will track resort tax collections and sewer totals for this period over the previous year although both are lumped together on a monthly basis. We have implemented a better attendee number base through registrations since 2014 event and will continue to use this procedure in 2018.

2. Marketing Efforts

We will also track resulting articles and media coverage, and any direct inquiries that result from this publicity. These results will take longer to track. While there will be some immediate publicity on the web, most printed articles will not appear until late 2018 and into 2019 winter season year.

3. Attendance

We will report how many attendees came to each reception and any feedback (anecdotal). At this time we do a accurate list of media attending as this is an invitation only event.

4. Inquiries

We can track email and phone inquiries to the Chamber; however, we do know that it is likely that the vast majority will wind up directly with our private sector. TBID office staff is also in contact with attendees to assist in lodging options.

5. New Developments

While West Yellowstone previously hosted this event a decade ago, and again since 2010, thru 2017, a successful, well-executed event could bring "Snow Shoot" back here for a long term and there is discussion amongst the manufactures right now to make West Yellowstone the home of Snow Shoot. Airport authority has offered the Chamber of Commerce a renewed 5 year option lease to host this event.

6. Partnerships

We are currently partnering with local businesses, TBID, the U.S. Forest Service, Montana Aeronautics Division, NATC and the West Yellowstone Chamber.

7. Aesthetic or other Beneficial Enhancements

We will measure this by a comments received from West Yellowstone businesses and on our social networking and web sites.

8. Other: *Attachments: 2018 Event Approved by Chamber Board of Directors, Budget.*

2018 Snowshoot proposed budget

updated 11/23/17

<u>Income:</u>	<u>Chamber</u>	<u>OEM</u>	<u>Grand Total</u>
Manufacturers Pre- Event Deposit		85,000.00	
Income rollover from 2017	5,500.00	255.00	
Lunches collected on site	5,790.00		
Fuel	800.00		
TBID In Kind Assistance	3,000.00		
MAP	15,000.00		
Total Income:	30,090.00	85,255.00	
<u>Expenses:</u>			
Permit - DOT Airport lease		4,055.00	\$ 4,055.00
Packets, signs, and marketing supplies (MAP)	2,500.00	0.00	\$ 3,000.00
OEM Office Trailers, tables, chairs, rugs (OEM/MAP/COC)	11,000.00	24,000.00	\$ 35,000.00
Restrooms (800.00 +150.00)	1,200.00	0.00	\$ 1,200.00
Welcome Receptions (MAP/OEM)	7,500.00	15,154.08	\$ 22,654.08
Waste receptables / recycling	850.00	0.00	\$ 850.00
Coordinator Fees - Marge		5,000.00	\$ 5,000.00
Office Supplies	300.00	0.00	\$ 300.00
Trailer washing		850.00	\$ 850.00
Phone/DSL/fax	575.00	1,535.12	\$ 2,110.12
Power Materials & usage		3,403.15	\$ 3,403.15
Propane		1,910.04	\$ 1,910.04
Grooming & Setup		1,522.52	\$ 1,522.52
Gas tanks & materials, pumps	700.00	0.00	\$ 700.00
Fuel - 87 Octane		638.28	\$ 638.28
Fuel - 91 Premium		13,472.00	\$ 13,472.00
SM Permits - Idaho 32.50		3,022.50	\$ 3,022.50
SM Permits - Montana 25.00		2,176.00	\$ 2,176.00
Forest Service Use Permits (operating plan)		2,800.00	\$ 2,800.00
Tech Meals (we supported ISMA lunch)	300.00	2,990.00	\$ 3,290.00
Meals	5,450.00	2,115.00	\$ 7,565.00
CC/bank fees	175.00	0.00	\$ 175.00
Misc/ CoC Staffing Acctg & Help	2,500.00	0.00	\$ 2,500.00
Total Expenses:	\$ 33,050.00	\$ 84,643.69	\$ 118,193.69
Net Income/Loss	-2,960.00	611.31	-2,348.69
Total due to/from Manufacturers:			

revised to date 12/21/17

Certification

Applicant Individual or Organization:

Event or Project Name: SNOW SHOOT "2019" (HELD IN 2018)

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

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

Signature: Marge Warner Name (printed):

Title: Event Coordinator Date: 12/26/17

For Office Use Only

This application has been approved by MAPFAB Date: _____

This application has not been approved by MAPFAB Date: _____

Received
1-9-18 ER



APPLICATION FOR BOARDS AND COMMITTEES

Name Trish Barnes Date 1/8/18

Address 320 Boundary Street, P.O. Box 1503

City West Yellowstone State MT Zip 59758

Phone (Home): _____ (Work): _____ (Cell/Other) 206 794 3901

E-Mail Address: Cabinwoman55@gmail.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 1 year 4 months

Board or Committee you are applying for: Health Care Services Advisory Board

Occupation: retired

Employer: Formerly Skagit Valley College, M Vernon, WA

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

If so, which board, and for how long? —

Past Memberships and Associations: Modern Language Association,

Skagit Valley College Federation of Teachers, College Composition

Current Memberships and Associations: and Communication

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: I have worked on many committees

during my 30+ year career teaching English in
community colleges.

What are your primary objectives for serving on this board? Having excellent health

care is vital if a town is going to

attract and hold residents. I am interested

in helping to support quality health care in West
Yellowstone

References (Individual or Organization):

Chris Burke Phone: 406 646 7061

Bob Jacklin Phone: 406 646 7427

Diane Konieczny Phone: 406 640 2948

Signature: Patricia A. Barnes Date: 1/8/18

Please return this application to the Town Offices at 10 S Faithful, West Yellowstone, Montana. An interview may be required if deemed necessary. Thank you in advance for your interest.

From: [Dan Sabolsky](#)
To: ["Elizabeth Roos"](#)
Subject: 80 Acre Plan Proposals
Date: Friday, January 12, 2018 10:09:50 AM
Attachments: [Forsgren Proposal - Forsgren Associates.pdf](#)
[Stahly Professional Services Proposal - West Yellowstone - 80 Acre Study \(003\).pdf](#)
[Stoa Consultant Scope 3.10.17 \(003\).pdf](#)
[ThinkTank WY response to RFP 80 acres \(003\).pdf](#)

FYI

From: Dan Sabolsky [mailto:dsabolsky@townofwestyellowstone.com]
Sent: Monday, January 08, 2018 11:12 AM
To: 'Brad Schmier' <bschmier@townofwestyellowstone.com>; Chris Burke <cburke@townofwestyellowstone.com>; gforsythe@townofwestyellowstone.com; jjohnson@townofwestyellowstone.com; 'Pierre Martineau' <pmartineau@townofwestyellowstone.com>
Cc: Daniel Sabolsky <dsabolsky@townofwestyellowstone.com>
Subject: 80 Acre Plan Proposals

Here are the four proposals for the 80 acres. We have \$14,900 budgeted for this activity plus received a grant from the Big Sky Trust fund for \$6,999. I believe a small percentage of the grant funds goes to the Prospera group for managing the grant. I will find out that exact amount before the council meeting. Based on the evaluations of NRMEDD, the top two proposals are ThinkTank and Forsgren. However, Forsgren are mainly engineers and ThinkTank is architects and planners that specialize in the design and development of projects. So, when the grant application was submitted, ThinkTank was used in the process.

Thanks,

Daniel Sabolsky
Town Manager

Town of West Yellowstone

NRMEDD Consultant Proposal

March 31, 2017

FORSGREN
Associates Inc.

Capability to Perform Project

Firm History

Forsgren Associates, Inc. is a multi-disciplinary engineering firm providing complete services for a broad range of projects. The Company, established in Rexburg, Idaho in 1962, celebrates 55 years of providing engineering expertise to the communities of Eastern Idaho. Since its founding, Forsgren Associates has expanded our firm to over 100 permanent employees, including over 60 engineers, scientists and surveyors in 12 offices across 10 western states.

Areas of Expertise

Forsgren has grown from its humble roots in Southeast Idaho into a company that has the capacity to complete \$18 million worth of work per year, primarily for municipalities throughout the Intermountain West and Pacific Northwest. Since our inception, we have cultured an expertise in the field of municipal infrastructure. Since this project will also utilize the expertise of a planner and real estate appraiser, we have teamed with Jeffrey Kelley who is an experienced real estate appraiser for commercial and residential properties.

Our Commitment

Forsgren is committed to serving West Yellowstone. We have a small office located in the community and have spent the past several years identifying projects with the Town. We understand the importance of this development to the community and are committed to providing the staff and resources need to perform in a manner and time frame that addresses the Town's needs.

FORSGREN OFFICE LOCATIONS



MANAGING OFFICE

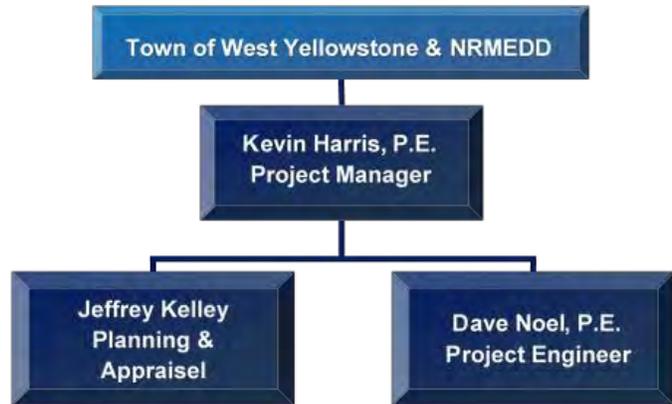
**Forsgren Associates
West Yellowstone Office
121 Madison Avenue
West Yellowstone, MT 59758
(406) 646-9340
<http://www.forsgren.com>**

*We have an office located in West
Yellowstone*

Qualifications of Project Team

Project Team

This project calls for a team that understands land use and master planning that optimizes future expansion between commercial and residential development. Our specialized team, as shown at right, has the necessary expertise and project familiarity to successfully complete this project. Our team will function as follows:



Kevin Harris, PE ▪ Project Engineer

Key Project Roles:

- Day-to-Day Management
- Primary Point of Contact
- Manage Data Collection

Qualifications:

- Montana Professional Engineer (49209)
- MS Civil Engineering, Utah State University
- 20 Years Experience

Mr. Harris will serve as Project Manager. Kevin has 20 years of experience as a civil engineer including specializing in capital improvement planning and design for municipalities. Kevin's role in this project will be the primary point of contact for the client as he manages the consultant team. His experience in this area includes:

Iona Bonneville Sewer District Facility Planning Study, Bonneville County, ID: Prepared Master Plan evaluating condition and capacity of system, collection system hydraulic modeling, master planning and recommendations for capital improvements, managed video inspection and condition assessment for entire collection system.

Garden City Utility Master Plan, Garden City, ID: Collection system hydraulic modeling, master planning and recommendations for capital improvements.

Country Club Wastewater Facility Planning Study, Idaho Falls,

ID. Mr. Harris prepared a facility planning study evaluating the production, collection and treatment of wastewater associated with a planned 600 home community near Idaho Falls. The study resulted in recommendations to provide collection and treatment using the newly constructed Eastern Idaho Wastewater Authority system.

Targhee Landing, Alpine, WY. Mr. Harris was the lead designer for the design of the water and wastewater distribution system for an 86-unit townhouse development located near Alpine, Wyoming. Mr. Harris prepared design plans and specifications and managed construction of the project. Project components included construction of a well, liftstation, and all associated distribution and collection piping.

Jeffrey Kelley ▪ Certified Appraiser

Key Project Role:

- Perform Planning & Appraisal

Qualifications:

- Juris Doctorate, Whittier College School of Law
- BS Finance, Brigham Young University
- 23 Years Experience

Mr. Kelley will serve as a Planner and Appraiser. He brings a wealth of understanding in commercial and residential development. Jeff's expertise is illustrated in the listed experience below.

Background:

- General Certified Appraiser, Idaho #CGA - Kelley RE Appraisers since 2000;
- Assisting Appraiser - Kelley Real Estate Appraisers, LLC. - July 1994
- Practicing Attorney - State of California, June 1991 - July 1994;
- Member of the Idaho State Bar - April 1995;
- Member of the Utah State Bar - May 1994;
- Member of the California State Bar - June 1991;
- Member of the City of Shelley City Council, January 2012
- Member of the Bingham County Economic Council, January 2012
- Founding Member of East Idaho Regional Economic Development REDI
- President of the ASFMRA - Idaho / Utah Chapter

Special Training:

- Institute Appraisal Course 120, 310, 320, 510 and 520
- Standard and Ethics Courses — App. Inst. Course 420 A & B
- Advanced Condemnation Appraisal Courses
- App. Inst. Courses 710 & 720
- ASFMRA Conservation Easement Seminars
- Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book)
- ASFMRA Standards and Ethics Course
- Timber and Mineral Rights Seminar
- 1031 Exchange Seminar, ASFMRA Adv. Sales & Cost Analysis Seminar

Experience:

- **Commercial Properties:** Retail, Industrial, Professional Office & Apartment Complexes;
- **Agricultural Properties:** - **Recreational Properties:** Farmland, Ranches and Range Land; Conservation (Before & After) Easements, Fee Ownerships, Estate Tax Appraisals;
- **Condemnation Appraisals:** Various ITD Projects around eastern Idaho as well as local municipality condemnation appraisal including the City of Blackfoot, Rexburg, Pocatello and Fremont County.
- **Specialized Appraisals:** Conservation Easements, Development and Mineral Right Extractions, Schools, Gravel Pits, Railroad Right-of-Ways and Potato Fresh Pack and Processing Facilities
- **Client Base:** Major Lending Institutions, Idaho Transportation Department, Bureau of Land Management, Idaho Department of

Parks & Recreation, Bureau of Rec., Army Corp of Eng. City of Pocatello, City of Idaho Falls, The Nature Conservancy, Attorneys, Accountants, General Service Administration, Small Business Administration, Farm Service Agency, L.D.S. Church & other governmental and private entities.

Dave Noel, PE - Project Engineer

Key Project Roles:

- Manage Data Collection

Qualifications:

- BS Civil Engineering, Arizona State University
- 22 Years Experience

Mr. Noel will serve as the Project Engineer. He has experience in design and construction administration, has authored numerous planning studies, and serves as City Engineer for Soda Springs and Shelley, Idaho. Serving as City Engineer in these communities has allowed Dave to gain valuable experience in community planning.

FEATURED PROJECT EXPERIENCE

City of Shelley Sewer System Capacity Analysis: Dave provided engineering support to the City of Shelley to determine the hydraulic and organic loading the Golden Valley Natural (GVN) facility was discharging to the City collection system. Dave used flow metering equipment to determine the actual flow rate and volume that GVN

was discharging to the City. This data was used to set additional fees and was the basis for negotiated reimbursement to the City for flows in excess of the permitted rate and volume. The effort included placing in-line flumes and pressure transmitters, analyzing collected data to determine flow, review of discharge permits in comparison to City ordinances and development agreements, recommending corrective action to eliminate excessive flow, and designing piping modifications.

OTHER RELATED EXPERIENCE

Mud Lake and Terreton Water and Sewer District Wastewater FPS: Evaluated lift station and sewer pipe conditions, determined system capacity and developed improvement plans.

Iona Bonneville Sewer District Lincoln Road Sewer Evaluation: 8-inch, 10-inch and 12-inch gravity sewer line capacity determination, IBSD to Idaho Falls metering station design, Sewer system replacement design.

Consultant Scope

1. To Provide a Highest and Best Use Analysis of Property

The highest and best use analysis is based on four criteria; they are physically possible, legally permissible, financially feasible, maximally productive.

Physically Possible – we will analyze the properties access to city infrastructure, including residential and commercial roadway access, sewer and water capacity impacts, as well as access to private utilities such as power and communications. We will also consider and analysis factors related to natural features of the property.

Legally Permissible – we will examine the property with current zoning ordinances and any other limiting conditions.

Financially Feasible – we will examine potential uses that will create the highest return. This will require an understanding of the existing commercial uses in and around the Town of West Yellowstone as well as understanding commercial and residential demands that are currently not provided for. The Forsgren team is uniquely qualified to provide this level of analysis as our selected team has been working in community development .in the Northern Rockies including Montana, Wyoming, and Idaho and specifically West Yellowstone.

Maximally Productive – the Town of West Yellowstone has been land locked for years; the availability of this new developable land will satisfy demand for both commercial and residential properties. Our analysis will focus on determining the appropriate proportion of commercial and varying residential densities to maximize the value of the property both in accessed value and in creating a family friendly community.

2. Provide Overall Site Development Strategy(s)

Based on the highest and best use analysis, we will develop a strategy recommending a distribution of the property defining commercial acreage and acreages for varying residential densities. Analysis will include an estimate of retail values and revenue potentially available.

3. Identify Portions of the property to be Sold in the Open Market

This task is linked directly with the Overall Development Strategy Task. We will develop a property map showing sections of the property to be sold with the highest and best use recommendation. The map will also show estimated sale prices based on local historical real estate values.

4. Recommend Sites for Housing Development

This task is linked directly with the Overall Development Strategy Task. We will develop a property map showing sections of the property to be developed with varying types of residential that may include single family housing, multi-family dwellings, and town homes. It is our intention to work closely with the Town of West Yellowstone to understand and develop residential properties in a targeted home value range. The median household income in West Yellowstone is \$34K annually where the average home value in West Yellowstone is in the \$200K plus range. A primary focus will be to develop affordable residential housing.

5. Provide High-Level Housing Funding Strategies, Relocating Public Works

The Human Development Resource Council (HDRC) focuses on assisting in funding rural family housing. We will work with the HDRC to develop a funding strategy. Additionally, funding may be available through the sale of the Town's Public Works Facility located in a prime commercial area. We will evaluate the potential funding

available with the sale of this property against the cost of relocating to the lower valued sections of the proposed development area.

6. Provide High-Level Recommendation for Roads, Parking, and Open Space Planning

We will provide concept layouts showing potential roads, parking, and open space planning.

7. Provide Up to Three Development Scenarios for NRMEDD to Present to the Town Council

This task is linked directly to providing a recommendation for roads, parking, and open space planning. We will provide three full size concept site plans for presentation to the Town Council showing optional configurations for varying proportions between commercial and residential densities.

8. Provide One Site Plan

Based on presentations and discussions with the Town Council of the proposed development scenarios, a single full-size recommended property concept plan will be prepared to summarize recommendations.

9. Provide One Appraisal of the 80-Acre Property

A planning level narrative appraisal report will be provided for the property based on the individual property types selected by the Town Council.

Professional Services Proposal

WEST YELLOWSTONE, MONTANA
80 ACRE STUDY



**Stahly Engineering & Associates
Comma-Q Architecture**

March 2017





March 9, 2017

Northern Rocky Mountain Economic Development District
Attn: Rob Gilmore, Executive Director
311 W. Main, Room 311
Bozeman, MT 59715

**SUBJECT: PROFESSIONAL SERVICES PROPOSAL – WEST YELLOWSTONE,
MONTANA 80 ACRE STUDY**

Dear Rob:

We are pleased to submit a professional services proposal for a development study on the 80 acre parcel in West Yellowstone, Montana. Based on the discussion and action steps/consultant scope provided by Northern Rocky Mountain Economic Development District (NRMEDD) to Stahly Engineering & Associates (SEA) during a meeting on 3/6/2017, we have presumed these items as our scope of services in this proposal. We understand this development study is high-level, will include work force house, portions to be sold in the open market, include one site plan, and will eventually be presented to the West Yellowstone town council. SEA will partner with Comma-Q Architecture, a local Gallatin County architecture firm located in Bozeman, Montana. This partnership will help to create the highest quality deliverable and allow us to appropriately serve the needs of NRMEDD.

SCOPE OF WORK PROPOSAL

- Provide a highest and best use analysis of the property
 - Assist NRMEDD with the development study of the proposed parcel.
- Provide overall site development strategy(s)
 - SEA and Comma-Q will work together to define overall project goals and develop tasks to create an overall successful design.
- Identify portion of the property to be sold in the open market
 - Potential portions of the property, potentially along to Highway 20, will be evaluated for commercial space.
- Recommend sites for housing development and relocating public works
 - Various scenarios within the 80 acre parcel will be evaluated to ensure both housing and public works buildings are adequate.
- Provide high-level housing funding strategies
 - SEA will work with NRMEDD to assist with seeking grant funding from HRDC.

- Provide high-level recommendation for roads, parking, and open space planning
 - SEA and Comma-Q will collaborate to define roads, parking, and open space within the 80 acre parcel.
- Provide up to three development scenarios for NRMEDD to present to the town council
- Provide one site plan
 - SEA and Comma-Q will create a site plan for the recommended development scenario.
- Provide one appraisal of the 80 acre property
 - SEA will assist NRMEDD in procuring an appraisal of the parcel.

FEES FOR PROFESSIONAL SERVICES

The lump sum fees for the above described scope of services is \$23,400.00.

Thank you for this opportunity and we look forward to providing quality professional services. Please feel free to contact us if you have any questions or concerns.

Sincerely,

STAHLY ENGINEERING & ASSOCIATES



Theron Thompson, P.E.
Structural Engineer



Theron Thompson, P.E.

Associate Principal

Bozeman Office Manager

Education

B.S. Civil Engineering, University of Wyoming,
Laramie, WY - 2002
M.S. Structural Engineering, Washington State University,
Pullman, WA - 2004

Licenses/Registrations

Professional Engineer, Montana, 2008
Professional Engineer, Idaho, 2009
Professional Engineer, Wyoming, 2013
Professional Engineer, North Dakota, 2014

Biosketch

Mr. Thompson has 13 years of experience in project management and designing building structures. His project management experience includes directing multi-disciplined teams in successful residential, commercial, industrial and nuclear projects.

His structural experience ranges from designing bridges to detailed plans for single and multi-family residences, office buildings, retail buildings, industrial structures and hospital renovations. Theron's designs have used a variety of materials including reinforced concrete, tilt-up concrete, structural steel, light gauge steel, masonry, timber and log. He has experience designing in high seismic regions and for severe snow loads. Projects include new construction, remodels, and retrofits. Theron has also designed structural systems and components for nuclear systems.

Employment History

2013-Present – Lead Technical Structural Engineer, Office Manager Stahly Engineering & Associates, Bozeman, MT
2009-2013 – Project Engineer/Design Lead, CH2M-WG Idaho, LLC, Idaho Falls, ID
2007-2008 – Project Engineer, Apex Engineering Services, Inc., Missoula, MT
2004-2007 - Project Engineer, Visser Engineering, Federal Way, WA

Project Experience

COMMERCIAL:

Montana Tech Student Housing, Butte, MT

Design of two student housing buildings at Montana Tech with ~48,000 total s.f. Design consisted of wood and timber framing.

Client: DSA Architects

Montana City School Remodel and Expansion, Montana City, MT

Design of the addition and remodel to the existing Montana City School. Structural design included light gauge metal, wood and steel moment frames.

Client: Montana City School District

Judith Basin County Library Stanford, MT

Structural and civil team member for the Judith Basin County Library expansion PAR.

Client: Slate Architecture

Livingston Preliminary WWTP Design, Livingston, MT

Preliminary design and cost estimates for the concrete A2O, Aerobic Digester, Clarifier and ICEAS tanks.

Client: City of Livingston

Gallatin Gateway Wastewater Treatment Facility, Gallatin Gateway, MT

Design and cost estimate for the concrete SBR and Aerobic Sludge Digester.

Client: Gallatin Gateway County Water and Sewer District

Montana City Fire Station #2, Montana City, MT

Engineer of Record for the design of the 8500+ s.f. wood framed essential facility.

Client: DSA Architects

Earth Elements, Gallatin Gateway, MT

Design of the prefabricated steel building foundation, interior framing and exterior façade for the ~40,000 s.f. retail facility.

Client: Reid Smith Architects

DMA Air Assault Tower, Helena, MT

Design of the 55'+ rappelling and training tower utilizing steel concentrically braced frames.

Client: Dept. of Military Affairs





Broadway and Cruse Parking Garage, Helena, MT

Renovation and repair of the two story parking garage. Included demolition and repair of the steel structure and concrete parking deck.

Client: State of Montana A&E

Livingston Fire and Rescue, Livingston, MT

Renovation of the Livingston Fire and Rescue including the revision of the CMU building requiring the addition of steel moment frames.

Client: Livingston Fire and Rescue

Town Pump, Livingston, MT

Renovation and addition to existing Town Pump convenience store and casino. Addition of 2500+ s.f. of wood framing and open web trusses.

Client: Town Pump

Thriftway, Butte, MT

Renovation and addition to existing wood and CMU building.

Client: Sutey Oil

ArtCraft, Bozeman, MT

Renovation and seismic retrofitting of existing brick masonry and concrete commercial building for a restaurant.

Client: Van Bryan Studio Architects

MULTI-FAMILY RESIDENTIAL:

Norton Ranch 12-Plex, Bozeman, MT

Design of a 12 unit multi-family apartment building comprised of two levels of conventionally framed construction.

SINGLE FAMILY RESIDENTIAL:

Aguzin Residence, Jackson, WY

Design of an 8,000+ s.f. single family home and guest home consisting of conventional framing, timber framing, steel framing, steel moment frames and hollow core slab design.

Client: Reid Smith Architects

Gunther Residence, Big Sky, MT

Design of a single family home consisting of analysis and design of conventional framing and timber framing.

Client: Van Bryan Studio Architects

Jones Residence, Big Sky, MT

Design of a 7,500+ s.f. single family home consisting of analysis and design of conventional framing, timber framing, log truss and steel moment frame design.

Client: Reid Smith Architects

Thompson, Donaldson, and Rockstad Residences Big Sky, MT

Design of a single family homes in Spanish Peaks and Yellowstone Club consisting of conventional framing, timber framing and steel moment frame design.

Client: Reid Smith Architects

Weinstein Residence, Moonlight Basin, MT

Design of a 6,500+ s.f. single family home consisting of analysis and design of conventional framing, timber framing and steel moment frame design.

Client: Van Bryan Studio Architects

Brooks Residence, Bozeman, MT

Design of a 8,500+ s.f. single family consisting of analysis and design of conventional framing and timber framing.

Client: Reid Smith Architects

Stergar Residence, Georgetown Lake, MT

Design of a 6,500+ s.f. single family consisting of analysis and design of conventional framing and timber framing.

Client: Reid Smith Architects

Green Residence, Bozeman, MT

Design of a 8,000+ s.f. single family consisting of analysis and design of conventional framing and timber framing.

Client: Reid Smith Architects

Deming Residence, Bozeman, MT

Design of a 6,000+ s.f. single family consisting of analysis and design of conventional framing and timber framing.

Client: Think One Architects



Kurt Thomson, P.E.

Senior Engineer/Associate Principal

Education

B.S. Civil Engineering, Montana State University,
Bozeman, MT – 1998

Licenses/Registrations

Professional Engineer, Montana, 2001
Professional Engineer, Wyoming, 2015

Memberships

American Public Works Association (APWA), Rocky
Mountain Chapter, 1998-Current – Board of Directors,
2008 - Current

Civic Engagement

Greater Gallatin United Way, Board of Directors
Charter Member, East Billing Sunrise Rotary

Employment History

2010-Present – Senior Engineer, Stahly Engineering &
Associates, Bozeman, MT
2000-2010- Senior Engineer, Engineering, Inc., Billings &
Bozeman, MT
1998-2000- Staff Engineer, City of Billings, Engineering
Department, Billings, MT
1992-1998- Seasonal Engineering Tech, City of Billings,
Engineering Department, Billings, MT

Biosketch

Mr. Thomson has over 19 years' experience in engineering design and project management for numerous land development and municipal projects. His experience in a wide range of projects (commercial, residential, industrial) gives him the ability to manage engineering tasks from planning to construction.

Project Experience

Berg Property Feasibility – Lewistown, MT

Project Manager for the feasibility study of developing City-owned property in northwest Lewistown. Worked with a large steering committee to develop a preferred alternative. Started with 4 layout options, and agreed on one altered alternative as the preferred.
Client: Snowy Mountain Development Corporation



Town Pump, N.19th - Bozeman, MT

Project Manager for site development of a corner lot in Bozeman. Layout required water and sewer extensions from the City, access from both 19th (a state road) and Baxter, and drainage challenges.
Client: Town Pump, Inc.

Main Street Streetscape – Livingston, MT

Project Engineer / Project Manager for the improvements of Main Street in Livingston. Improvements included street restoration, including ADA compliance, and upgrading the major supply water mains from storage tank to distribution lines.

Client: City of Livingston

Town Pump - Belgrade, MT

Project Manager and Site Engineer for site re-development of 3 parcels adjacent to on/off ramps to I-90.

Client: Town Pump, Inc.

Morning Star Elementary Approach Relocation – Bozeman, MT

Design of re-alignment of an existing approach to allow for easier access for traffic (school buses) and safer crossing for pedestrians.

Client: Bozeman School District

B Street Streetscape – Livingston, MT

Project Engineer / Project Manager for the improvements of B Street in Livingston. Improvements included resurfacing and replacing curb and gutter to be ADA compliant. Historic sidewalks and underground vaults were taken into consideration during design and construction phases.

Client: City of Livingston

***Experience gained with previous employer*



Mitchell Road Reconstruction – Hardin, MT

Project Engineer / Project Manager for the overlay of Mitchell Avenue. Project entails widening the driving surface and adding curb and gutter on the west side, ditches and replacement of failed areas, striping and signing.

Client: Big Horn County

Gallatin Gateway Wastewater Treatment and Collection – Gallatin Gateway, MT

Project Manager for the design and construction of the collection system and connection to an existing treatment system. Project entails the design, permitting and construction of the \$4.3 million project.

Client: Gallatin Gateway Water and Sewer District

Sutey Oil – Anaconda, MT

Project Manager and Engineer for site rehabilitation including a new, larger store. Stahly had surveyed the site several years previous and that survey became the base for site layout options. Initial to final layout took many reiterations so that the original store could remain open during construction. Site work included curb and gutter onsite and laying out new sewer and water hookups.

Client: Sutey Oil

****Meadow Creek Subdivision - Bozeman, MT**

Project Manager for a 202 acre major subdivision on the south side of Bozeman. Design includes new water distribution system and wastewater collection system which will hook into the current City infrastructure, connecting into major city roads, new lighting and signalization, new roads new trails and wetland and agricultural considerations.

- Designed off-site street improvements consisting of additional turn lanes, new street striping and signing, and a new signalized intersection.
- Designed off-site trunk water main extensions to loop subdivision for fire protection.
- Provided construction engineering services for on-site and off-site street and infrastructure construction valued at over \$11,000,000.

Client: GVRE Development

****Gallatin Heights Subdivision, Gallatin County**

Off-Site Development Engineer / Project Manager for impacts to the surrounding road system for major subdivision. Most impacts were to Jackrabbit Lane. Design included signalized intersection and widening along most of the frontage of subdivision.

Client: Gallatin Heights, LLC, Mike Stewart

****Denny Menholt Frontier Chevrolet, Billings, MT**

Site Development Engineer / Project Manager for a regional car dealership. Site had multiple buildings and test track on site. Designed parking lot, storm drainage, water and sanitary sewer. Off-site improvements included widening arterial road to five lane divided street with median and lighting. Included signalized intersection.

Client: Denny Menholt

****Coal Fired Power Plant, Hardin, MT**

Site Development Engineer for a large site for a new power plant. Site included parking and access for multiple buildings, grading and storm drainage. Also included railroad spur design for future rail loading.

Client: Lead Architect

****Meadowlark Ranch Subdivision, Belgrade, MT**

Project Manager for first major subdivision with a “coving” layout in Belgrade/Bozeman. Subdivision design included water, sanitary sewer, streets, storm drain and a lift station. Project is located northeast of the airport with utilities being extended to serve the property.

Client: PC Development

****Town Pump Four Corners - Bozeman, MT**

Project Manager and Site Engineer for site re-development of a major corner lot in Four Corners. Extended water and sanitary sewer to serve the site. Coordinate multiple access points with MDT for Town Pump.

Client: Town Pump, Inc.



Cordell Pool, P.E.

Project Engineer/Associate Principal

Education

B.S. Civil Engineering, Montana State University,
Bozeman, MT – 1994

Licenses/Registrations

Professional Engineer, Montana, 1999

Employment History

2005-Present – Project Engineer Stahly Engineering &
Associates, Bozeman, MT

1995-2004- Project Engineer, FLUIDYNE, Inc., Bozeman,
MT

Biosketch

Mr. Pool has 22 years of experience in engineering design and project management. His work emphasis has been site development for both public and private entities. Cordell takes a multi-faceted approach to land development by incorporating land constraints in planning, water supply and distribution, wastewater collection and treatment, storm drainage, and street design concepts into his designs. His background includes a particular interest in water resources engineering which has made him a valuable asset to clients requiring a variety of solutions to their water supply and wastewater treatment design needs. Project management experience includes preliminary design through bid and contract administration and construction engineering.

Project Experience

Story Mill Park, Bozeman, MT

Project Manager for a multi-phase development located on 55 acres. Tasks include schematic design, master planning/design development, site plan, and construction documents.

Client: Design Workshop

Cannery District, Bozeman, MT

Project Manager for a multi-phase development located on 12.24 acres. This adaptive and dynamic reuse of four existing industrial buildings also includes the construction of seven new buildings.

Client: Cannery District Partners

South University District, Bozeman, MT

Site Development Engineer for a highly visible development near Montana State University Bozeman. Responsible for site design including grading, street layout, and utility layout. Also provided planning and submitted plats and other documents required by the City. Acted as liaison for the Planner to the rest of the design team and served as liaison between the City and design team.

Client: RTR Holdings II

Big Horn County Fairgrounds Master Plan

Project Engineer responsible for design and phasing of the Big Horn County Fairgrounds Master Plan and Construction. Site design included grading and utility layout and relocation.

Client: Big Horn County

Town and Country Foods, Bozeman, MT

Civil Site Engineer for an extensive reuse of a movie theatre site for a new 20,000+ sf grocery store. As part of a professional design team, Mr. Pool's design and engineering activities included:

- Off-site street improvements consisting of additional turn lanes, new street striping and signing, and a new signalized intersection.
- Re-grading a 100,000+ sf parking lot to accommodate upper level and lower level pedestrian and vehicle access.
- Construction engineering services for on-site and off-site street and infrastructure construction valued at over \$1,000,000.

Client: Van Bryan Studio Architects

G25 Development, Bozeman, MT

Project Manager and site development engineer on this infill development project. An old hardware store and lumberyard were demolished to make way for a boutique hotel in Downtown Bozeman.

Client: G25Development





Moonlight Basin Ranch, Big Sky, MT

Water and Wastewater Engineer for a multi-phased development of 228 lots in Madison County. As part of a professional design team with

Stahly Engineering and Associates, Mr. Pool conducted comprehensive land development planning and engineering for water and wastewater infrastructure for existing and future development of up to 500 lots.

- Explored, developed and permitted groundwater supply, including water rights.
- Designed water distribution system consisting of 32,000 feet of water main.
- Designed 30,000 feet of pressure and gravity sewer collection system.
- Designed 100,000 gpd extended aeration wastewater treatment system with sprinkler irrigation.
- Provided construction engineering services for 8 years of phased infrastructure construction.

Client: Moonlight Basin Ranch LP, Kevin Germain

Aspen Park Subdivision, Bozeman, MT

Site Development Engineer for a 200+ lot major subdivision on the southside of Bozeman. Design includes new water distribution system (24,000 linear feet) and wastewater collection system (27,000 linear feet) which will hook into the current City infrastructure, connecting into major city roads, new lighting and signalization, new roads (5.4 miles), new trails (1.4 miles), wetland and agricultural considerations.

Client: Eighteen89 Development Corp, Tracy Poole

North Forty Subdivision, Ennis, MT

Water Engineer for subdivision with 22 lots being immediately development with a potential of having 55 lots. Engineered water distribution system (6340 linear feet of main) that hooks into the current City system. Special design requirements were necessary to include the possibility of a new school going into the subdivision. Also assisted the Project Engineer with wastewater (8470 linear feet) and road design.

Client: North Forty Development, Josh Vujovich

Hyalite View Estates, Bozeman, MT

Site Development Engineer for a 36-lot major subdivision south of Bozeman. Design includes individual well and septic, new roads, connections into developed trail system and adding length to trails and agricultural considerations.

Client: Eighteen89 Development Corp, Tracy Poole

Peak View Estates, Gallatin County, MT

Site Development Engineer for a 47-lot major subdivision northeast of Belgrade. Design includes individual well and septic, new roads and agricultural considerations.

Client: Eighteen89 Development Corp, Tracy Poole

West Lake Park, Bozeman, MT

Site Development Engineer for a 29-lot major subdivision west of Bozeman. Design includes individual well and septic, new roads and agricultural considerations.

Client: Richard Thompson

Firm Qualifications



expertise

Excellent understanding of code and permitting

Team coordination

Communication of ideas: multi-modal methods include verbal, physical, web, video, many different means of presentations

High standards for quality of work

Value engineering: understanding and balancing the real value

Workshop leader

Constructability expert

Existing conditions

selected projects

Montana State University - College of Business

Saddle Peak Elementary

Bozeman High School

Starky's

Firehole Ranch

Northside

Monforton School

Plonk

Community Food Co-op

Fort Benton Schools

North Valley Public Library

Bozeman Carnegie Library

PAR/HPP Qualifications

resumes

Ben Lloyd

Architect, Principal-in-Charge/President, LEED™ AP



Educational Background

Master of Architecture, 2009
Montana State University, Bozeman, MT

Bachelor of Architecture, 1986
Montana State University, Bozeman, MT

Professional Licenses

Montana – Registered Architect No. 1678

Professional Organizations

American Institute of Architects

USGBC LEED v2.2 Accreditation - 2007

Professional Experience

Comma-Q Architecture, Inc. - Bozeman, MT
1994-Present
President/Principal Architect
Architecture, Construction Management and Estimating,
Project Administration and Design

Montana State University - Bozeman
1995-2006
Assistant Adjunct Professor of Architecture
First & Second Year Design, Historic Preservation, Web
Design

Paradigm Architects, P.C. - Missoula, MT
1994
Residential and Commercial Architectural Design, Planning
& Coordination

Llewellyn Const. Mgmt, Inc. - Three Forks, MT
1991-1993
On-site Supervision, Scheduling, Budgeting, Coordination,
Design

Sortun-Vos Architects - Seattle, WA
1989-1990
Architectural Design

Kuhn/Riddle Architects - Amherst, MA
1987-1989
Architectural Design, Historic Preservation, Architectural
Illustration

Community Service/Affiliations

Member - City of Bozeman Parking Commission
2010-current

Bozeman Historic Preservation Advisory Board 1999-2006

Bozeman Film Festival 2003

Five Rivers District of the American Red Cross 2000-2001

Laura Landon
Project Architect



Educational Background

Master of Architecture, 2006
Montana State University, Bozeman, MT

Bachelor of Science - Architecture, 2001
University of Virginia School of Architecture
Study included semester abroad at Helsinki University of Technology, Helsinki, Finland

Professional Licenses

Montana - Registered Architect No. 3221

Professional Organizations

USGBC LEED v2.2 Accreditation - 2006

Professional Experience

Comma-Q Architecture, Inc. - Bozeman, MT
2005-Present
Architectural Designer
Architecture, Project Production and Design

Montana State University - Bozeman, MT
2007-2009
Assistant Adjunct Professor of Architecture
Served as adjunct professor on MSU School of Architecture's study abroad program in the Netherlands and Germany

Jay Lynch Architect and Associates - Bayfield, CO
2002-2004:
Architectural Intern

Design Inc. - Sydney, Australia
2001-2002:
Architectural Intern

Solar Decathlon Summer Internship - University of Virginia
2001:
Architectural Intern

Accomplishment Highlights

Sigma Delta Tau Award for Distinction in Architecture

Dean's Award for Design Achievement

**Firm
Qualifications**



expertise

Masterplanning:
excellent
understanding of site
potential and user
flow

Individualized design
concepts for functional
yet beautiful design

Works very well with
contractors to ensure
a smooth construction
process

Excellent understanding
of architectural
drawing techniques,
technologies, and
methods

Keeps up-to-
date with latest
architectural designs
and concepts

selected projects

Montana State
University - College of
Business

Saddle Peak Elementary
Cannery District
Masterplan & Building
Renovation

Bozeman High School
Firehole Ranch

Great Harvest Addition
Shea Residence/Kiwi
House

Story Mansion

Starky's Authentic
Americana

Sola Café

Firm Qualifications



expertise

Detail-oriented

Conscientious design of the big-picture idea down to the smallest details

Asks the right questions

Thoroughness that exceeds expectations

Meets deadlines

Cares about the quality of work he produces

Creates beautiful hand-drawn and digital illustrations

Plays a mean violin

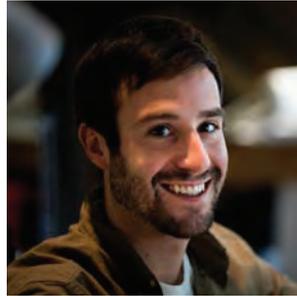
selected projects

Monforton Middle School

Berg Housing Development

resumes

Mike Guiliano Project Architect



Educational Background

Master of Architecture, 2012
Montana State University, Bozeman, MT

BA Environmental Design, 2011
Montana State University, Bozeman, MT

Study included a semester abroad in Rome, Italy

Professional Experience

Comma-Q Architecture, Inc. - Bozeman, MT
2014-Present
Project Designer
Project Production and Design

Steven Kratchman Architect - New York, NY
2012-2014
Intern
Project Production and Design

Schlimgen Design - Rapid City, SD
2010
Intern/Illustrator
Project Design and Communication

Design Distinctions

- AIA Student Honor Award - AIA Northwest & Pacific Region 2012
- Finalist in the DCA Illustration Competition

West Yellowstone, Montana 80 Acres Property

Consultant Scope

1. To provide a highest and best use analysis of property
2. Provide overall site development strategy(s)
3. Identify portions of the property to be sold in the open market
4. Recommend sites for housing development, relocating public works
5. Provide high level housing funding strategies
6. Provide high-level recommendation for roads, parking, and open space planning
7. Provide up to three development scenarios for NRMEDD to present to the town council
8. Provide one site plan
9. Provide one appraisal of the 80 acre property

Consultant

[Stoa Management, Inc.](#)

\$15,000

Site Plan

[Western Lands, LLC](#)

Pre-Design \$2,400

Conceptual Design \$4,000

Final graphic design, if required \$4,000

Appraisal

[Norman C. Wheeler & Associates](#)

Estimated \$3000-\$5000



**West Yellowstone
80 Acre Study**

response to
request for proposal



33 North Black Ave.
Bozeman, MT 59715
406-587-3628
Contact: Erik Nelson

Dear Mr. Gilmore & Town Council Steering Committee,

Thinktank Design Group is pleased to submit this proposal for the West Yellowstone 80 acre expansion study area. We have been a full-service, multi-disciplinary architectural firm located in Bozeman since 1999. From the very beginning it has been our intent to participate in the creation of progressive sustainable architecture and planning projects. We have enjoyed working with the Town of West Yellowstone on visioning projects in the past that have led to this newly acquired property and visioning for its future. We have a strong working knowledge of the history of planning projects and key stakeholders in the community that will aide in getting the project off and running. Our office will bring a unique perspective to the project unlike any other architect or planner, in addition to our services as planners and architects we also directly engage in the development of projects. We organize the broader vision, collect input, assess market feasibly, prepare sketch proformas and develop a clear path to complete the project . The key stone of our effort is the creative ideas needed to make a project successful to the triple bottom-line (socially, environmentally and financially) all this while delivering exciting concepts the energize communities.

The overall idea of the project is to create a vision for the 80 acres that is emblematic of the Town of West Yellowstone. The key will be to provide as many options as possible and work to establish goals to measure each against.

We appreciate the opportunity to be considered for the planning and visioning services needed for your important project. Our working knowledge of your community and understanding of site conditions that extend beyond buildings into the character and quality of the residents, make our firm uniquely positioned to complete this project. This understanding and connection with the community will be essential in achieving the goal of making a place everyone can take pride in.

We are committed to working with you to further develop the goals that will make this a successful project. Thank you for your consideration, and we look forward to hearing from you. Please let us know if you would like additional information on our firm bios, experience , past projects or references.

Sincerely,

Erik Nelson, Principal
Thinktank Design Group Inc



CONSULTANT SCOPE

⇒ Provide a highest and best use analysis for the property
The bulk of this activity will be to establish just what the community wants and needs so that the measure of highest and best is easily determined. This goal setting will be critical for all of the development opportunities— we are ready to listen learn and contribute!

⇒ Provide overall site development strategies
We will provide a wide range of development strategies for the property to include but not be limited to public private partnerships, community driven design objectives, unique funding strategies, and phasing plans. These strategies will be presented through cash flow analysis, zoning timelines and approaches, and uses based on community needs.

⇒ Identify portions of the property to be sold on the open market
Based on community goals and determining the highest and best use we will identify key parcels that could be sold to assist in achieving the desired outcome of the community.

⇒ Recommend sites for housing development and relocating public works
The plan(s)) will include both use and future zoning that best reflects the intent of the community. Within these zones distinct areas can be set aside to provide for housing as well as public work needs.

⇒ Provide high-level housing funding strategies
We will provide an outline of various finding sources and mechanisms for the town to consider for promoting housing of all types to include but not be limited to New Market Tax Credits (NMTC), Low-income Housing Tax Credits (LIHTC), housing trusts, and development offsets for providing housing in certain price ranges.

⇒ Provide high-level recommendations for roads, parking, and open space planning
Prior to any surveying or platting a clear plan for road connectivity, pedestrian circulation and access to open space will be critical. Based on community needs we will develop appropriate locations and connections for these key pieces of infrastructure.

⇒ Provide up to three development scenarios for NRMEDD to present to the town council
These will include both site plans and development proformas so that clear action can be made to take the necessary next steps.

⇒ Provide a minimum of one site plan
Per above we see associating each development plan with a site plan as the overall layout and uses will have significant impact on any decision.

⇒ Provide one appraisal of the 80 acre property (market assessment)
Each of the development plans will include a market assessment for the layouts. Using both existing and future market assumptions to determine a value for the property given the future development scenario.

Success for the future

Housing—all ranges

Community services

Community open-space

Strong connection to existing town

Enhance existing Town not detract

Building for the next 100 years



Fee Structure

Following selection of our firm for this project we will work with the sponsor agency in charge to prepare a specific timeline and work flow for the project. Our fee will be based on an hourly rate of \$120/hour with a cost not to exceed \$20,000. This will exclusive of reimbursable expenses such as printing or outside engineering if required.

Documents & Services

Our Design team will complete and proved :

- Attend meetings and gather information necessary to perform the task.
- Sketch proformas for development scenarios
- Site plans and use matrix for various development scenarios
- Each development scenario to include areas to be dedicated to the public for roads, infrastructure and open space needs
- Each development scenario to include probable cash-flow and market assessments and future tax valuations.

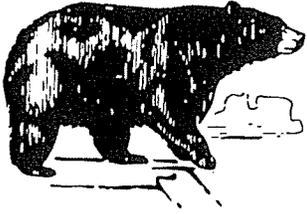
Sponsor Responsibilities

Provide all previous documents relating to the Project, all criteria and full information as to the Sponsor's requirements and goals for the Project.

Sponsor shall also be responsible for the following and shall pay all costs incident thereto:

- Provide such legal, accounting and other counseling services as may be required for the Project
- Obtain and pay all costs incidental to obtaining permits from governmental authorities having jurisdiction over the Project
- Obtain and furnish approvals from governmental authorities having jurisdiction over the Project
- Pay all costs associated with Printing, Permitting,
- Any additional Engineering or Consulting services not listed





TOWN OF WEST YELLOWSTONE

MONTANA

naturally inviting!

POLICE DEPARTMENT

January 11, 2018

Rocky Kent Nielsen
Adele Ricks Nielsen
3436 North Highway 38
Brigham City, Utah 84302

Dear Rocky and Adele Nielsen,

The West Yellowstone Police Department is investigating a complaint regarding an alleged ordinance violation at 605 Apollinaris Avenue in the Town of West Yellowstone. Specifically, an advertisement was found on the website Air B-n-B advertising the residence as a vacation rental. A search of property records in Gallatin County shows that you are the owners of the residence at that location.

The Town of West Yellowstone has zoning ordinances that govern and regulate the type of use a structure may have depending on its location within the Town of West Yellowstone. The single-family dwelling at 605 Apollinaris Avenue is zoned as R-2 district under Title 17 of the West Yellowstone Municipal Code. Structures within R-2 may not be used as vacation rental property.

The purpose of this letter is to place you on written notice that if vacation rental activity is taking place at this location, you will be cited for violating permitted use of an R-2 District, residential medium density. The fine is \$300.00 for a first offense and \$500.00 for subsequent offenses. Each day the violation takes place is considered a separate offense. The advertisement on Air B-n-B has been placed in the police investigative file- 18000131. If needed, it will be used in court as proof of intent to operate a vacation rental in violation of permitted use of a structure within an R-2 District.

The West Yellowstone Municipal Code is available online and the regulations regarding R-2 Districts can be found under WYMC 17.12.020. The penalty section for violations of the zoning regulations can be found under WYMC 17.56.020. Please be aware that the West Yellowstone Police Department will investigate complaints regarding vacation rentals in non-permitted districts and that owners have been cited and successfully prosecuted in court.

If you feel that you have received this letter in error, please contact the Town of West Yellowstone at 406-646-7795. We would be happy to answer any questions you may have.

Respectfully,

Scott Newell
Chief of Police

cc: WYPD #18000131
Town Hall
City Attorney



West Yellowstone Police Department

P.O. Box 1570 West Yellowstone, Montana 59758 (406) 646-7600 Fax (406) 646-7650

Whereas, tourist rentals, workforce housing, and persons living in recreational vehicles in residential neighborhoods bring transients, traffic, create potential safety issues and could negatively impact surrounding property values in the Madison Addition; and

Whereas, short-term tourist rentals are occurring in West Yellowstone as the result of internet-based brokerages listing available dwellings and facilitating rental reservations; and

Whereas, these arrangements are typically not rentals or leases that convey a real property interest and the exclusive right to possession but instead are permission to use a home (or a portion of it) for a short time, without the exclusive right to possession for a minimum of thirty (30) days occupancy, which makes them in essence a transient occupancy hotel or motel booking; and

Whereas, the demand for short-term tourist rental units has resulted in long-term rental units being withdrawn from the market; and

Whereas, long-term single-family residential units are being converted to workforce housing units; and

Whereas, the Town Council of the Town of West Yellowstone finds it is necessary for the health, safety and welfare of the citizens of the Town of West Yellowstone that the Town should regulate tourist rentals, workforce housing, and living in recreational vehicles within the residential neighborhood known as the Madison Addition, and

Whereas this Ordinance will provide the necessary regulations and restrictions until the Town completes the revision of its Zoning Ordinance.

PASSED BY the Town Council and approved by the Mayor of the Town of West Yellowstone, Montana, this ____ day of _____, 2018.

Jerry Johnson, Mayor/Councilman

Brad Schmier, Vice-Mayor/Councilman

Pierre Martineau, Councilman

Greg Forsythe, Councilman

Chris Burke, Councilman

ATTEST:

Elizabeth Roos
Town Clerk/Treasurer

SECTION 1:

PURPOSE: This Section regulates tourist homes, living in recreational vehicles, and workforce housing within the Madison Addition to minimize the potential negative impacts on this residential neighborhood.

SECTION 2:

DEFINITIONS:

These definitions are for this particular Ordinance only.

Apartment: a habitable room or suite of two or more habitable rooms meeting the requirements of the International Building Code, located in an apartment building or used for residential purposes in non-residential buildings located within non-residential districts. Efficiency units shall qualify as an apartment under this definition.

Bed and Breakfast: means a private, owner or manager occupied residence that is used as a private residence but in which: 1) breakfast is served and is included in the charge for a guest room; and 2) the number of daily guests served does not exceed 18. MCA 50-51-102 (1).

Guest House: An attached or detached accessory building used to house guests of the occupants of the principal building, and which is never rented or offered for rent. Any guest house containing separate cooking facilities shall be considered a separate dwelling unit.

Hotel/Motel: includes 1) a building or structure kept, used, maintained as, advertised as, or held out to the public to be a hotel, motel, inn, motor court, tourist court, or public lodging house; and 2) a place where sleeping accommodations are furnished for a fee to transient guests, with or without meals. MCA 50-51-102 (6).

Household: a person living alone, or any of the following groups living together as a single non-profit housekeeping unit and sharing common living, sleeping, cooking, and eating facilities: 1) any number of people related by blood, marriage, adoption, guardianship or other duly-authorized custodial relationship; 2) not more than four unrelated people; or 3) two unrelated people and any children related to either of them; 4) Household does not include: a) any society, club, fraternity, sorority, association, lodge, combine, federation, coterie, cooperative housing or like organization; b) any group of individuals whose association is temporary or seasonal in nature; or any group of individuals who are in a group living arrangement as a result of criminal offenses.

Municipal Infraction - Civil Offense: a municipal infraction is a civil offense punishable by a civil penalty of not more than \$300 for each violation or if the infraction is a repeat offense, a civil penalty not to exceed \$500 for each repeat violation. MCA 7-1-4150.

Person: means one individual.

Recreational Vehicle: a vehicular-type portable structure without permanent foundation, which is built on a single chassis; which is designed to be self-propelled or permanently towable by a light duty truck; primarily designed as temporary living accommodations for recreational, camping, and travel use including, but not limited to, boats, travel trailers, truck campers, camping trailers and self-propelled motor homes less than eight feet in width and fifty (50) feet in length.

Rooming-house or boardinghouse: means buildings in which separate sleeping rooms are rented that provide sleeping accommodations for three or more persons on a weekly, semimonthly, monthly, or permanent basis, whether or not meals or central kitchens are provided but without separated cooking facilities or kitchens within each room, and whose occupants do not need professional nursing or personal-care services provided by the facility.

Tourist Home: means a private home or condominium that is not occupied by an owner or manager and that is rented, leased, or furnished in its entirety to transient guests on a daily or weekly basis. MCA 50-51-102 (12). Also, for Town proposes, known as a short-term, vacation, or nightly rentals.

“Transient guest” means a guest for only a brief stay, such as the traveling public. MCA 50-51-102 (13). Any stay under thirty (30) days shall be considered a transient guest. **SECTION 3:**

MADISON ADDITION AREA:

These regulations will focus on tourist rentals, workforce housing, and living in recreational vehicles **ONLY** within the residential neighborhood known as the Madison Addition. See attached map.

SECTION 4:

TOURIST HOME RENTALS:

Tourist home rentals (also known as short-term, nightly, or vacation rentals) are strictly prohibited within the area defined as the Madison Addition. The Town will periodically monitor various websites that specialize in these types of rental properties. Any person advertising properties, as a tourist home within the Madison Addition, on these sites is in violation of this Ordinance.

SECTION 5:

WORKFORCE HOUSING:

Workforce housing is permitted in the Madison Addition if it conforms to the definition of household listed above in Section 2, under the following conditions:

- 1) The dwelling unit must contain at least two bedrooms.
- 2) It must meet all Health and Fire Department regulations.
- 3) Must meet the Town’s parking regulations.

- 4) The Owner of the residence shall apply to the Town for a permit to allow the residence to be used as workforce housing. The fee for the permit shall be set by resolution. Any permits for workforce housing granted by the Town may be revoked upon notice to the Owner of written complaints being filed regarding the residence.
- 5) If such a complaint is received, the Town Manager will investigate the complaint and report its findings to the Town Council. The Town Council shall set the matter for a hearing, if one is requested by the property owner. The Town Council shall hear evidence and make a decision on whether the complaint is accurate and of sufficient grounds to revoke the permit.

SECTION 6:

RECREATIONAL VEHICLES:

Living in recreational vehicles is strictly prohibited in the Madison Addition. During any week starting on a Monday, utility connections (such as water, sewer, and electricity) may be only connected once for a period of up to six (6) hours. Connections for longer than six (6) hours or multiple connections during the week shall be considered a violation of this Ordinance.

SECTION 7:

RESIDENTIAL USES:

Only single-family residential dwellings are permitted in the Madison Addition except in R-3 and R4 Zoning Districts. Prohibited uses in Madison Addition's R-1 and R-2 Districts include rooming or boarding houses, apartments, duplexes, bed and breakfasts, guest houses, tourist homes, and other like uses are strictly prohibited.

In R-3 Districts, besides single-family dwellings, two to four family residential dwelling units are also permitted. Besides the uses in R-3, R-4 allows efficiency units and apartments. Uses including rooming or boarding houses, bed and breakfasts, guest houses, tourist homes, and other like uses are strictly prohibited in the Madison Addition R-3 and R-4 Zoning Districts.

SECTION 8:

VIOLATION & PENALTY:

Any violation(s) of this Ordinance will be considered a municipal infraction by the Town of West Yellowstone, in accordance with Section 1.12.020 WYTC.