

# Town of West Yellowstone

Tuesday, October 9, 2018

West Yellowstone Town Hall, 440 Yellowstone Avenue

**PUBLIC MEETING**

**6:00 PM**

80 Acres Planning & Development, Erik Nelson, ThinkTank ∞

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## **TOWN COUNCIL MEETING**

**7:00 PM**

Pledge of Allegiance

Purchase Orders

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of September 18, 2018 Town Council Meeting** ∞

Business License Applications ∞

- Bare Strength Personal Training

Advisory Board Report(s)

Town Manager & Department Head Reports

- Swearing in of Officer Juan Trujillo

### **Comment Period**

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

### **NEW BUSINESS**

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Marketing and Promotions (MAP) Fund Award Recommendation, Kids N Snow, \$6500 Discussion/Action ∞

Preliminary Findings, Water & Sewer Issues Discussion ∞

Re-Zoning Process Discussion/Action ∞

Advisory Board Appointments Discussion/Action ∞

- Parks & Recreation Advisory Board
- Cemetery Board
- Board of Appeals
- Library Board of Trustees

Correspondence/FYI/Meeting Reminders ∞

- Building Permits memo
- MAP Fund Advisory Board Fiscal Year Report



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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

# Public Meeting

80 Acres Planning & Development

October 9, 2018

6:00 PM at the Town Hall

440 Yellowstone Avenue



## CONCEPTUAL PLAN

Earlier this year, the Town of West Yellowstone received a grant through the Big Sky Trust Fund to start the planning of the development and zoning of the new 80 acres. This land was purchased from the US Forest Service in 2016. ThinkTank Design Group was contracted to prepare conceptual drawings for the undeveloped land. The public is invited to attend this meeting to learn more about the proposed development, view the drawings, and provide input. For more information, see the full planning concept document online at [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com) or contact the Town at [info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com) or (406) 646-7795.



## ● BASIS OF PLANNING REPORT



**Intent:** To ensure the property reaches its greatest social, economic, and environmental potential to facilitate a high quality of life for residents and contribute to a growing economy.

## ● EXISTING CONDITIONS & CHALLENGES



**Town's Fixed Boundaries Result In:**

- Limitations to Commercial Growth
- Manufacturing Sector is Almost Non-existent
- Limited Supply of Buildable Property = High Housing Costs

## ● MAXIMIZING DEVELOPMENT POTENTIAL: HIGHEST & BEST USE



**Guiding Principles:**

1. Prioritize Residential Use on 80 Acres
2. Plan for the Future Needs of the Town of West Yellowstone
3. Provide Opportunities for Strengthening the Local Economy

## ● SITE PLAN STUDY AND USE MATRIX



**Illustrate high level property divisions and relationships.**

**Identified areas to work with the Forest Service on relocating easements and providing access.**

## ● DEVELOPMENT STRATEGIES



- Proposed Zoning for Housing
- Proposed Zoning for Small Scale & Light Manufacturing
- Relocation of City Shops
- Redevelopment Potential along Yellowstone Ave
- Expansion / Diversification of Commercial Development

## ● DEVELOPMENT MARKET ASSESSMENT



**TBD FOLLOWING FEEDBACK FROM TOWN / PLANNING BOARD**

- Cost
- Return
- Taxes

# 80 ACRES: CONCEPT OVERVIEW



**STREET CONNECTIVITY**

**FOREST SVC EASEMENT**

**GATEWAY DISTRICT**

**CIVIC NODE**

**MIXED USE:**

**INDUSTRIAL**

**COMMERCIAL**

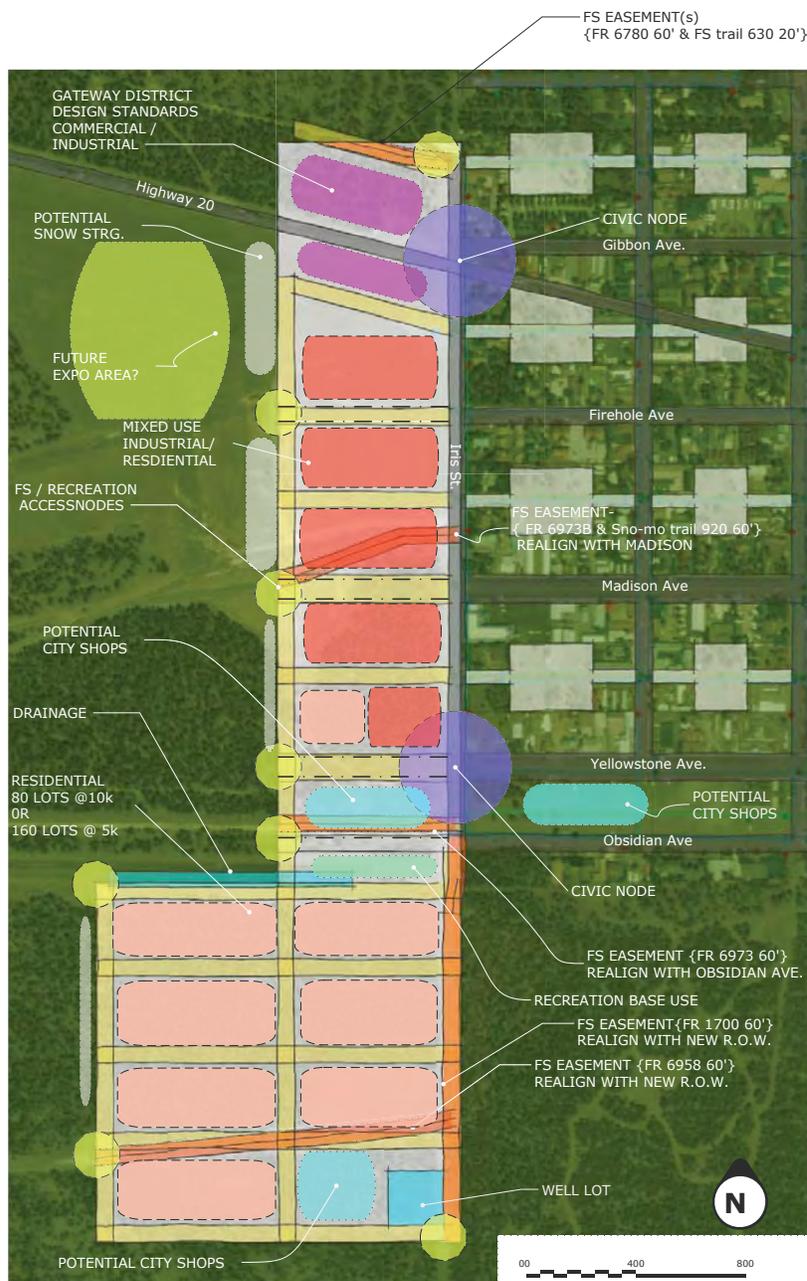
**RESIDENTIAL**

**EXCLUSIVE RESIDENTIAL**

**FUTURE NEEDS:**

**CITY SHOPS**

**OTHER?**



## Key Issue from WY 2017 Growth Policy Update

**#03** Developing the 80 Acres  
Framework from Growth Policy

**G3** Goal 3: Ensure Development of 80 Acres Supports a High Quality of Life for Residents

Objective 3.1: Provide openspace and recreational opportunities

**G4** Goal 4: Prioritize Residential Use on 80 Acres

Objective 4.1: Provide for a Range of Housing Options Affordable and Market Rate Housing

**G5** Goal 5: Plan for the Future Needs of the Town of West Yellowstone

Objective 5.1: Provide Space for Current and Future Town Needs on the 80 acres

**G6** Goal 6: Provide Opportunities for Strengthening the Local Economy on the 80 Acres

Objective 6.1: Allow Limited Commercial Development.

# 80 ACRES: ENTITLEMENT STRATEGIES



## DEVELOPMENT PROCESS

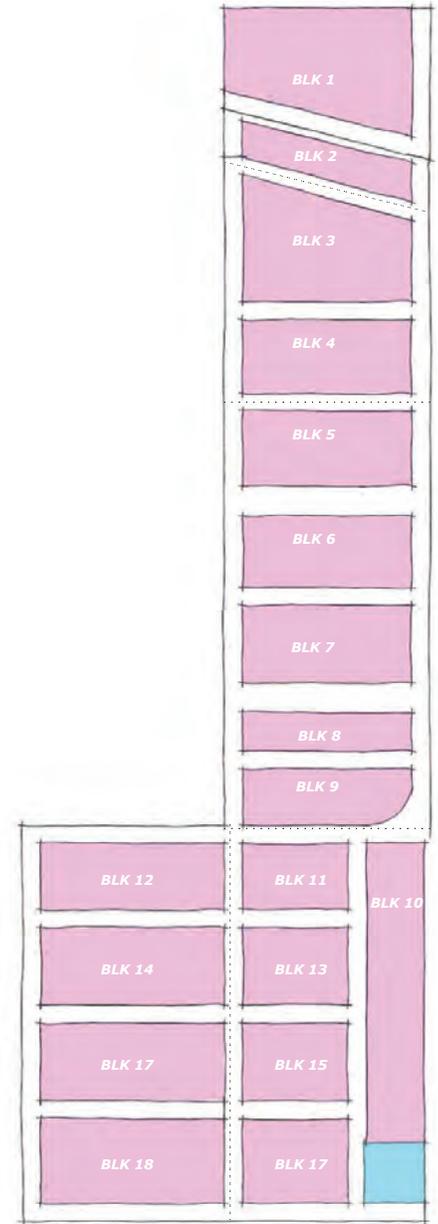
5 LOT MINOR = FLEXIBILITY

COULD BE FOLLOWED BY

FUTURE BLOCK SUBDIVISION  
= PREDICTABILITY



INITIAL 5 LOT MINOR SUBDIVISION

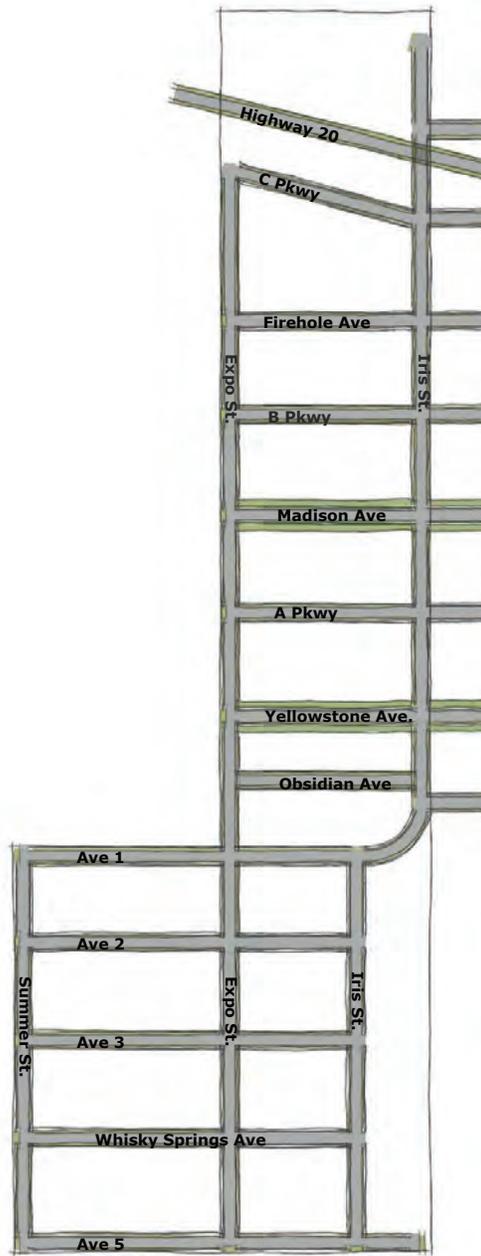


FUTURE BLOCK SUBDIVISION

# 80 ACRES: COST ESTIMATES ON INFRASTRUCTURE



DEVELOPING  
INFRASTRUCTURE  
COSTS AS COMPONENT  
OF HIGHEST & BEST USE



Improvements	Direction	R.O.W.	LF new
Iris St. NEW	N/S	60	1,191
Iris St. Old	N/S	60	2,762
Expo St.	N/S	60	3,523
Summer St.	N/S	60	1,310
C Pkwy	E/W	60	578
Firehole	E/W	60	558
B Pkwy	E/W	60	558
Madison	E/W	100	558
A Pkwy	E/W	60	558
Yellowstone Ave	E/W	100	558
Obsidian	E/W	60	558
Ave 1	E/W	60	1,015
Ave 2	E/W	60	1,015
Ave 3	E/W	60	1,015
Whisky Springs Ave	E/W	60	1,015
Ave 5	E/W	60	1,015
<b>Total</b>			<b>17,787</b>

INFRASTRUCTURE	LF	Cost per unit		*total cost includes engineering + 30% contingency	
		const.	total cost*	Const. cost	total cost*
Water Mains	17,787	\$ 93	\$ 144	\$ 1,655,970	\$ 2,564,885
Sewer Mains	17,787	\$ 56	\$ 87	\$ 996,072	\$ 1,543,912
Collector road (100' R.O.W.)	1,116	\$ 505	\$ 732	\$ 563,245	\$ 816,354 includes sidewalk boulevard
Local Street (60' R.O.W.)	16,671	\$ 399	\$ 579	\$ 6,651,729	\$ 9,650,842 includes sidewalk boulevard
<b>TOTAL ESTIMATE</b>				<b>\$ 9,867,016</b>	<b>\$ 14,575,993</b>

# 80 ACRES: ZONING STRATEGIES



ENTRYWAY

COMMERCIAL/INDUSTRIAL

HIGH DENSITY RESIDENTIAL

LOW DENSITY RESIDENTIAL

CIVIC NEEDS



PROPERTY DATA						
GROSS ACREAGE	80	100%				
EXISTING CITY SHOPS LOT	3.89					COMM
TOTAL DEVELOPMENT AREA	58.53	73%				
R.O.W.	21.47	27%				
ESTIMATED COMMERCIAL AREA			244,800 SF			
ESTIMATED DWELLING UNITS			438 UNITS			
BLOCKS	ACRES	ZONING	USES	DU	LOTS	COMM AREA
1	4.49	PLI	PARK / PARKING / FUTURE			
2	2.26	MIXED	COMMERCIAL / ENTRY EMPHASIS	0	5	34,000
3	4.71	MIXED	INDUSTRIAL / RESIDENTIAL	18	9	61,200
4	3.35	MIXED	INDUSTRIAL / RESIDENTIAL	16	8	54,400
5	3.40	MIXED	INDUSTRIAL / RESIDENTIAL	16	8	54,400
6	3.22	R-4 / MIXED	FOUR 10 -15 UNIT APARTMENTS	64	2	13,600
7	3.51	R-4 / MIXED	FOUR 10 -15 UNIT APARTMENTS	64	2	13,600
8	1.75	R-4 / MIXED	FOUR 10 -15 UNIT APARTMENTS	64	2	13,600
9	2.43	PLI	PARK			
10	5.68	R-4	SEVEN 10 -15 UNIT APARTMENTS	100	7	
11	1.87	R-2	SMALLER LOTS 5,000 - 10,000	12	12	
12	3.26	R-2	LARGER LOTS 10,000 SF +	12	12	
13	2.20		SMALLER LOTS 5,000 - 10,000	12	12	
14	3.82		LARGER LOTS 10,000 SF +	12	12	
15	2.20		SMALLER LOTS 5,000 - 10,000	12	12	
16	3.82		LARGER LOTS 10,000 SF +	12	12	
17	2.39		SMALLER LOTS 5,000 - 10,000	12	12	
18	4.16		LARGER LOTS 10,000 SF +	12	12	

# 80 ACRES: TOWN ENTRYWAY CORRIDOR



CREATING A SENSE OF PLACE BY HIGHLIGHTING CHARACTER OF TOWN

ARCHWAYS

WAY-FINDING

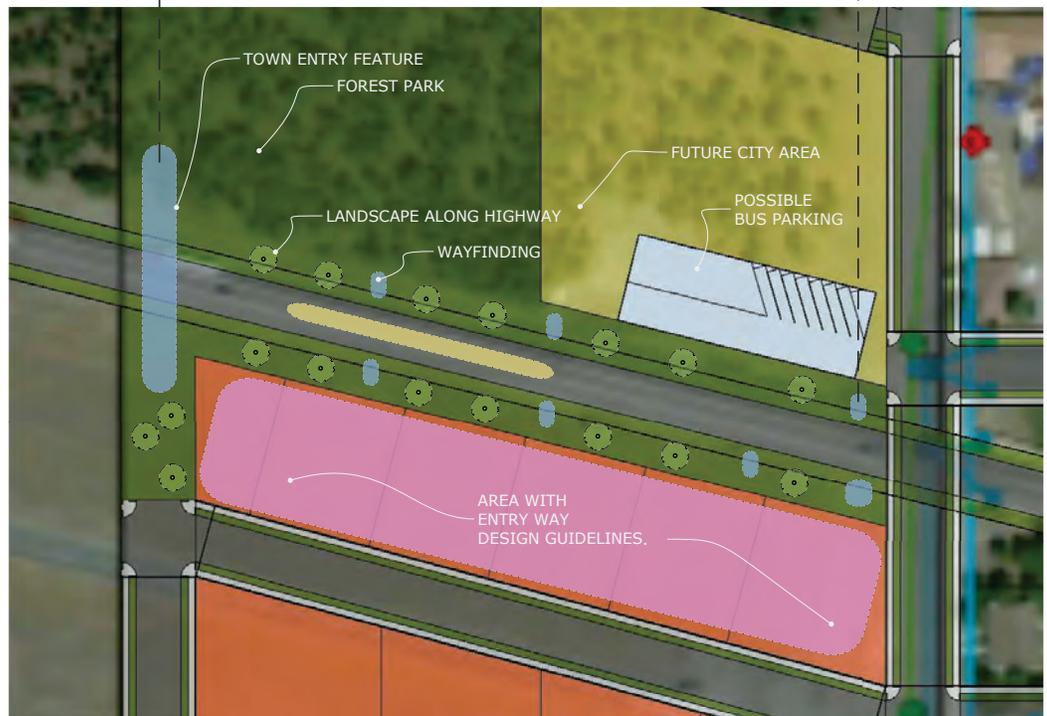
LANDSCAPING

VISUALLY REINFORCE TOWN AS COMMUNITY, NOT JUST A GATEWAY

TOWN ENTRYWAY CONCEPTS



WAYFINDING -

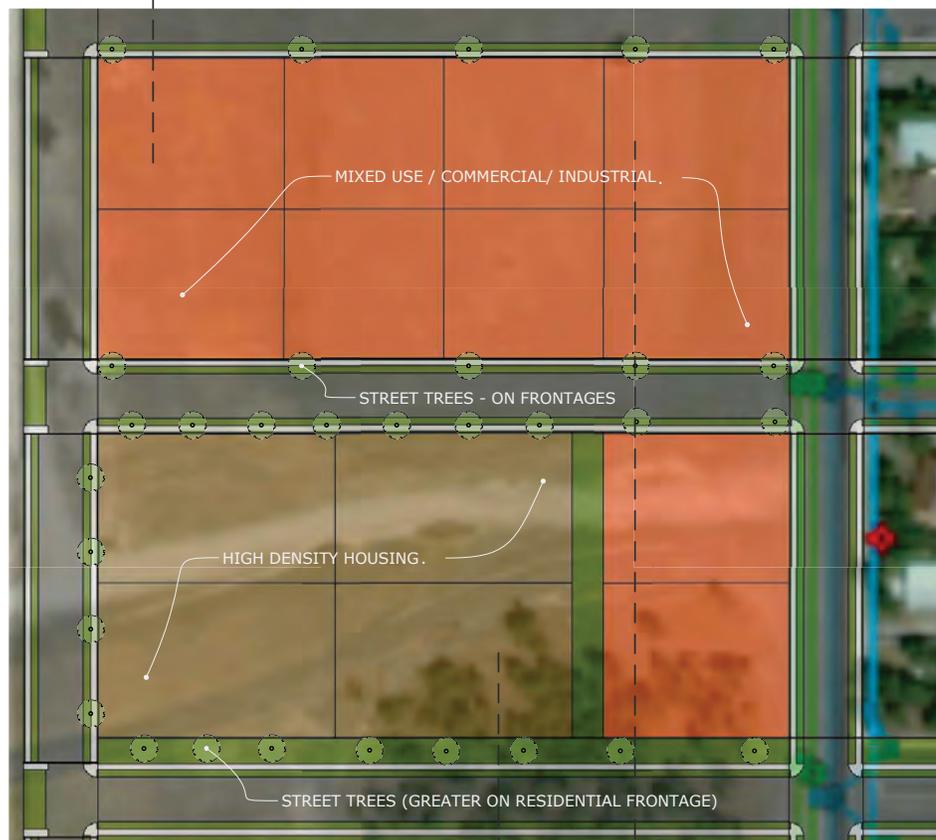


# 80 ACRES: MIXED USE TYPOLOGIES



MIXED USE - INDUSTRIAL (SOME HOUSING ABOVE)

- COMMERCIAL/INDUSTRIAL
- HIGH DENSITY RESIDENTIAL
- LIVE / WORK
- FRONTAGE STREET TREES
- OPENSOURCE / GREENSPACE



HIGH DENSITY HOUSING



COMMERCIAL / OFFICE / HOUSING ABOVE



# 80 ACRES: RESIDENTIAL TYPOLOGIES



HIGH DENSITY:

APARTMENTS

LOW DENSITY:

DUPLEX/TOWN HOMES

SMALL SINGLE FAMILY

LARGE SINGLE FAMILY

FRONTAGE STREET TREES -  
HIGHER DENSITY

OPENSOURCE / GREENSPACE



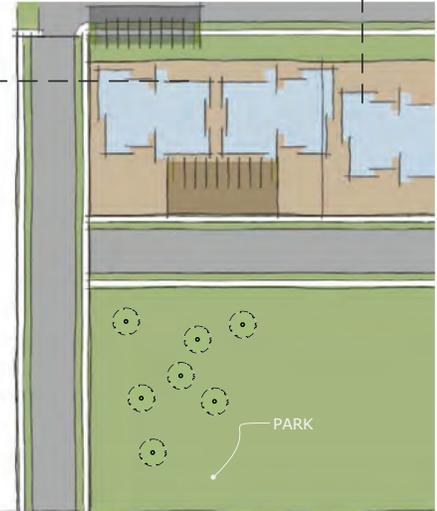
APARTMENTS



APARTMENTS



SMALL SINGLE FAMILY



LARGE SINGLE FAMILY



DUPLEX OR TOWNHOMES

# 80 ACRES: ZONING STRATEGIES

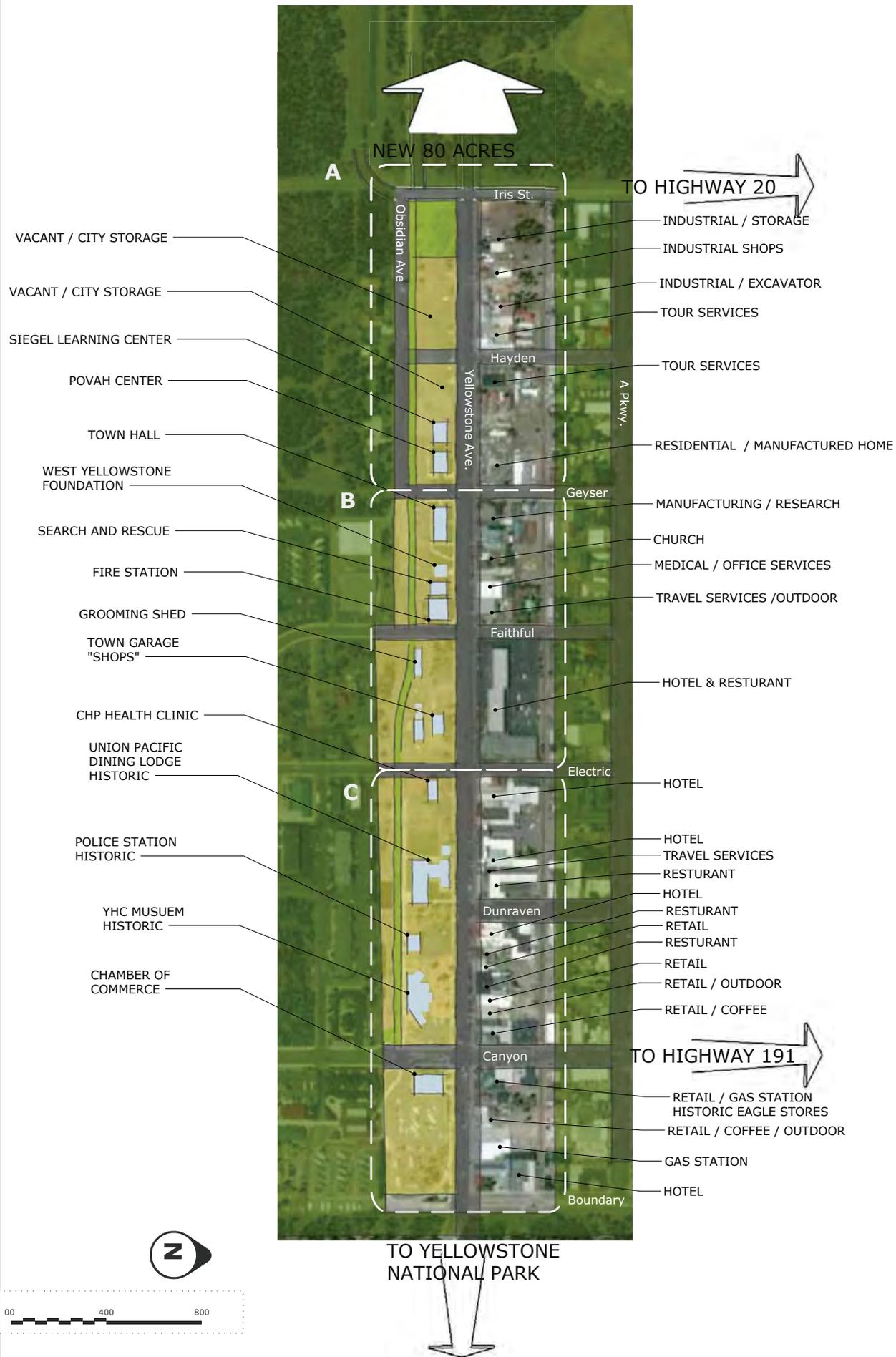


## COMMENTS & DISCUSSION



PROPERTY DATA						
GROSS ACREAGE	80	100%				
EXISTING CITY SHOPS LOT	3.89					COMM
TOTAL DEVELOPMENT AREA	58.53	73%				
R.O.W.	21.47	27%				
ESTIMATED COMMERCIAL AREA			244,800 SF			
ESTIMATED DWELLING UNITS			438 UNITS			
BLOCKS	ACRES	ZONING	USES	DU	LOTS	COMM AREA
1	4.49	PLI	PARK / PARKING / FUTURE			
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# YELLOWSTONE AVE: EXISTING INVENTORY

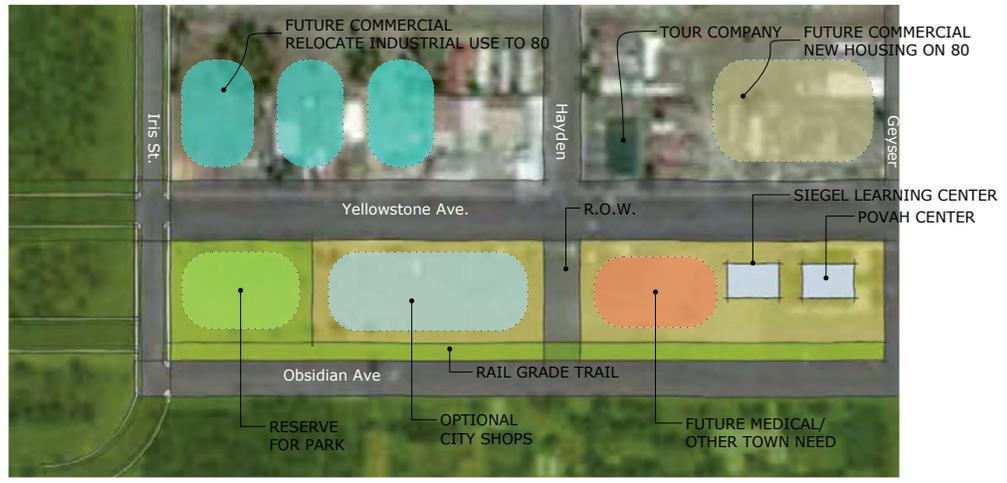


# YELLOWSTONE AVE: INVENTORY & OPTIONS

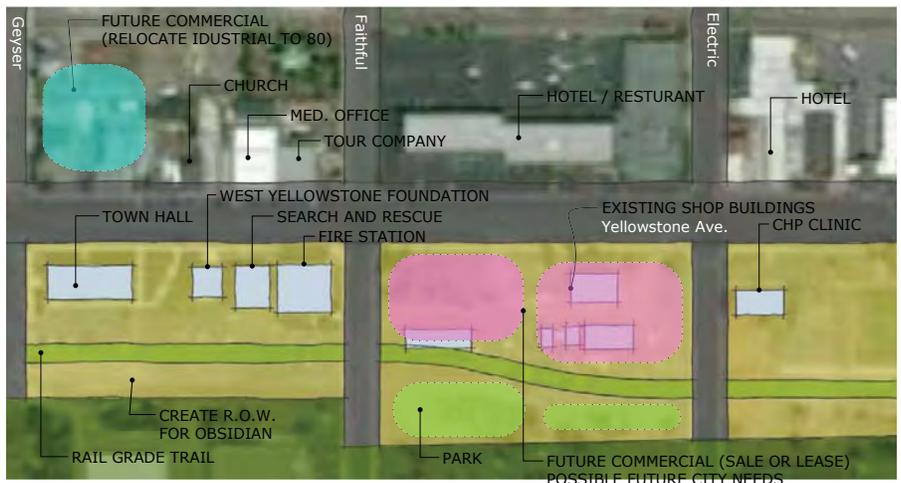


- INFILL DEVELOPMENT
- COMMERCIAL
- SALE
- LEASE
- MUSEUM
- CITY NEEDS

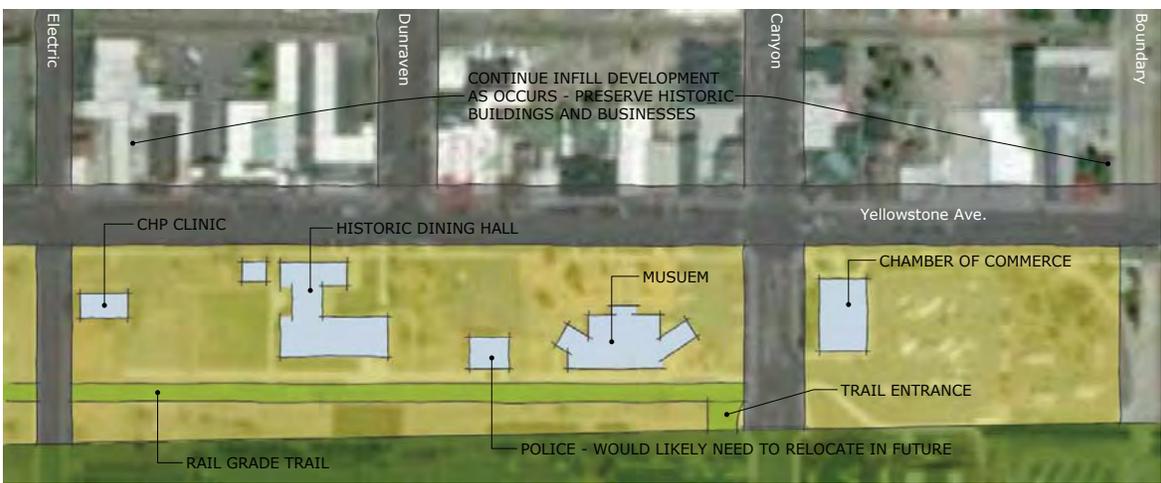
**A**



**B**



**C**





10/05/18  
11:11:08

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 10/18

Page: 2 of 10  
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
	09/27/18	nat gas 210365425 Tw n Hall		203.75		TWNHAL	1000 411250	344	101000
	09/27/18	nat gas 210361655 Mad Add Sewe		49.26		SEWER	5310 430600	344	101000
44936		42 Fall River Electric		8,237.58					
	09/20/18	UPDH 4212041 elec service		564.66		UPDH	1000 411252	341	101000
	09/20/18	POLICE 4212008 elec service		120.17		POLICE	1000 411258	341	101000
	09/20/18	shop 4212018 elec service		82.66		STREET	1000 430200	341	101000
	09/20/18	ANIMAL 4212029 elec serv		53.61		ANIMAL	1000 440600	341	101000
	09/20/18	PARK 4212032 Elec ser		85.22		PARK	1000 411253	341	101000
	09/20/18	PARK, old firehouse 2901001 e		50.23		PARK	1000 411253	341	101000
	09/20/18	CLORINATOR 4212030 elec serv		39.22		WATER	5210 430500	341	101000
	09/20/18	MADADD H20 Tower 4212017		55.18		WATER	5210 430500	341	101000
	09/20/18	RR Well 4212005 elec serv		242.97		WATER	5210 430500	341	101000
	09/20/18	SEWER LIFT STATION 4212006		285.29		SEWER	5310 430600	341	101000
	09/20/18	SEWER PLANT 4212007 elec ser		1,401.47		SEWER	5310 430600	341	101000
	09/20/18	MAD SEWER LIFT 4212014 elec		263.68		SEWER	5310 430600	341	101000
	09/20/18	SEWER TREAT SERV 4212046 ele		2,546.51		SEWER	5310 430600	341	101000
	09/20/18	library 23 dunraven 4212054		159.83		LIBRY	1000 411259	341	101000
	09/20/18	povah comm ctr 4212001		245.74		POVAH	1000 411255	341	101000
	09/20/18	unmetered lights 4212004		1,451.25		STLITE	1000 430263	341	101000
	09/20/18	Town Hall 4212009		472.23		TWNHAL	1000 411250	341	101000
	09/20/18	Ice Rink 421010		39.22		PARKS	1000 411253	341	101000
	09/20/18	Hayden/Grouse Well 4212015		39.28		WATER	5210 430500	341	101000
	09/20/18	Electric Well 4212031		39.16		WATER	5210 430500	341	101000
44938		2813 Century Link		1,533.84					
	09/19/18	Police 646-7600		334.47		POLICE	1000 420160	345	101000
	09/19/18	E911 Viper 646-5170		98.34		E911	2850 420750	345	101000
	09/19/18	E911 255-9710		998.92		E911	2850 420750	345	101000
	09/19/18	E911 255-9712		24.51		E911	2850 420750	345	101000
	09/19/18	Alarm Lines, 646-5185		77.60		TWNHAL	1000 411250	345	101000
44939		2546 Century Link QCC		13.07					
	09/23/18	long dist chg 406-646-7600		13.07		DISPAT	1000 420160	345	101000
44940		1514 Verizon Wireless		1,560.93					
		18 Smartphones							
		1 regular phones							
		5 laptops							
	09/20/18	640-0108, Police		60.04		POLICE	1000 420100	345	101000
	09/20/18	640-0121 Laptop		40.01		STREET	1000 420100	345	101000
	09/20/18	640-0141 Street SP		60.04		STREET	1000 430200	345	101000
	09/20/18	640-0159 Street SP		60.04		STREET	1000 430200	345	101000
	09/20/18	640-1103, Operator SP		60.04		STREET	1000 430200	345	101000
	09/20/18	640-1438, SS Director		30.04		SOCSER	1000 450135	345	101000

10/05/18  
11:11:08

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 10/18

Page: 3 of 10  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	09/20/18	640-1460, Library Dir, SP	60.04		LIBRAR	2220 460100	345	101000
	09/20/18	640-1461, Street, SP	60.04		WATER	5210 430500	345	101000
	09/20/18	640-1462, Operator, SP	60.04		WATER	5210 430500	345	101000
	09/20/18	New phone, 640-1462	249.99			5210 430500	212	101000
	09/20/18	640-1463, Deputy PSS, SP	60.04		SEWER	5310 430600	345	101000
	09/20/18	640-1472, Ops Mgr, SP	60.17		ADMIN	1000 410210	345	101000
	09/20/18	640-1676, Rec Coord, SP	60.04		REC	1000 460440	345	101000
	09/20/18	640-1754, COP, SP	60.04		POLICE	1000 420100	345	101000
	09/20/18	640-1755, Police	60.04		POLICE	1000 420100	345	101000
	09/20/18	640-1756, Police	60.04		POLICE	1000 420100	345	101000
	09/20/18	640-1757, Police	60.04		POLICE	1000 420100	345	101000
	09/20/18	640-1758, Police, SP	60.04		POLICE	1000 420100	345	101000
	09/20/18	640-1759, Police	60.04		POLICE	1000 420100	345	101000
	09/20/18	640-7547, Street SP	60.04		PARKS	1000 460430	345	101000
	09/20/18	640-9074, PSS, SP	60.04		SEWER	5310 430600	345	101000
	09/20/18	683 laptop	40.01		POLICE	1000 420100	345	101000
	09/20/18	COP laptop	40.01		POLICE	1000 420100	345	101000
	09/20/18	686 laptop	40.01		POLICE	1000 420100	345	101000
	09/20/18	681 laptop	40.01		POLICE	1000 420100	345	101000
44941		2789 WEX Bank	3,547.72					
	10/01/18	07 Ford Expedition 6-54563A	130.43		SS	1000 450135	231	101000
	10/01/18	06 Dodge Durango 6-1374	126.14		PUBSER	1000 430200	231	101000
	10/01/18	17 Dodge Ram #1	202.02		POLICE	1000 420100	231	101000
	10/01/18	17 Dodge Ram #2	204.85		POLICE	1000 420100	231	101000
	10/01/18	10 Ford Expedition 6-000046	218.37		POLICE	1000 420100	231	101000
	10/01/18	18 Dodge Ram Police	241.37		POLICE	1000 420100	231	101000
	10/01/18	10 JD Backhoe	106.99		STREET	1000 430200	231	101000
	10/01/18	77 Int'l Dumptruck	139.49		STREET	1000 430200	231	101000
	10/01/18	Snow Blower	0.00		STREET	1000 430200	231	101000
	10/01/18	Tractor	36.36		STREET	1000 430200	231	101000
	10/01/18	140 G Grader	278.98		STREET	1000 430200	231	101000
	10/01/18	CAT 936 Loader	0.00		STREET	1000 430200	231	101000
	10/01/18	91 Ford 6-582	100.73		STREET	1000 430200	231	101000
	10/01/18	15 Sweeper	0.00		STREET	1000 430200	231	101000
	10/01/18	97 Athey Sweeper	0.00		STREET	1000 430200	231	101000
	10/01/18	14 Water Truck	258.93		STREET	1000 430200	231	101000
	10/01/18	00 Freightliner Dump 6-60700A	0.00		STREET	1000 430200	231	101000
	10/01/18	2010 JD 772 Grader	0.00		POLICE	1000 420100	231	101000
	10/01/18	02 Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	10/01/18	08 Ford Pickup 6-1450	123.20		STREET	1000 430200	231	101000
	10/01/18	08 GMC Pickup 6-1484	75.75		STREET	1000 430200	231	101000
	10/01/18	08 CAT 938H Loader	243.76		STREET	1000 430200	231	101000
	10/01/18	08 904B MiniLoader	64.98		STREET	1000 430200	231	101000
	10/01/18	01 FRHT Trk 2	139.49		STREET	1000 430200	231	101000

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	10/01/18 01	FRHT Trk 1		139.49		STREET	1000 430200	231	101000
	10/01/18 08	Ford Escape (multi-use)		105.63		DISPAT	1000 430200	370	101000
	10/01/18 14	Police Interceptor		130.83		POLICE	1000 420100	231	101000
	10/01/18 15	Ford F-250		212.57		STREET	1000 430200	231	101000
	10/01/18 18	Dodge Ram-PW		267.36		STREET	1000 430200	231	101000
44943		2852 Blackfoot Communications		2,000.09					
		602-4908, povah center		0.00		POVAH	1000 411255	345	101000
	09/15/18 646-5106,	fax soc svc		40.53		SOCSRV	1000 450135	345	101000
	09/15/18 646-5119,	police station		40.53		POLICE	1000 420160	345	101000
	09/15/18 646-5141,	sewer plant alarm		40.53		SEWER	5310 430600	345	101000
	09/15/18 646-5185,	town hall alarm		40.53		TWNHAL	1000 411250	345	101000
	09/15/18 646-7311,	social services		61.71		SOCSRV	1000 450135	345	101000
	09/15/18 646-7481,	povah elevator		41.67		POVAH	1000 411255	345	101000
	09/15/18 646-7511,	town hall fax		40.53		TWNHAL	1000 411250	345	101000
	09/15/18 646-7609,	public works		32.62		SEWER	5310 430600	345	101000
	09/15/18 646-7650,	police station fax		40.53		POLICE	1000 420160	345	101000
	09/15/18 646-7715,	povah center		31.85		POVAH	1000 411255	345	101000
	09/15/18 646-7795,	town hall		235.24		TWNHAL	1000 411250	345	101000
	09/15/18 646-7845,	court clerk		39.44		COURT	1000 410360	345	101000
	09/15/18 646-9017,	library		41.85		LIBRAR	2220 460100	345	101000
	09/15/18 646-9027,	sewer plant alarm		40.53		SEWER	5310 430600	345	101000
	10/15/18 ethernet,	library		300.00		LIBRAR	2220 460100	345	101000
	10/15/18 ethernet,	povah center		310.00		POVAH	1000 411255	345	101000
	10/15/18 ethernet,	police station		350.00		POLICE	1000 411258	345	101000
	10/15/18 ethernet,	town hall		272.00		TWNHAL	1000 411250	345	101000
44944		1331 West Yellowstone Foundation		837.50					
	09/20/18 MAP 2018	Ice Fish balance		837.50		MAP	2101 410130	398	101000
44945		3167 Stillwater County Justice Court		500.00					
	09/28/18 Warrant	pass thru: P Herman		500.00		COURT	7469 213000		101000
44946		3086 Golf Digest		19.97					
	10/01/18 subscription	renew, 1 year		19.97		LIB	2220 460100	215	101000
44947		2942 New York Times		198.90					
	09/09/18 subscription	901380634		198.90		LIB	2220 460100	215	101000
44948		951 Barnes & Noble		244.20					
	3720155 09/06/18	books		244.20		LIB	2220 460100	215	101000

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44949	183 Traveler's Lodge	112.00					
	09/29/18 help fund room	56.00		HELP	7010 450135	370	101000
	09/24/18 help fund room	56.00		HELP	7010 450135	370	101000
44950	473 MT Rural Water System	200.00					
	2018071612 09/15/18 membership dues fy 19	200.00*		WATER	5210 430500	335	101000
44951	497 MT Dept Environmental Quality	998.00					
	5I1901936 09/24/18 connection fee 2019	998.00*		WATER	5210 430500	335	101000
44952	3004 Partsmaster	374.88					
	23330145 09/12/18 tools	187.44		STREET	1000 430200	220	101000
	23322669 08/22/18 tools	187.44		STREET	1000 430200	220	101000
44953	2883 Rocky Mountain Truck Center	2,012.69					
	C001119023 09/17/18 parts	64.70		STREET	1000 430200	220	101000
	C001119158 09/18/18 parts	15.76		STREET	1000 430200	220	101000
	R001042303 09/04/18 02 FTL, hole in fuel line	1,355.49		STREET	1000 430200	369	101000
	C001119023 09/24/18 parts	341.15		STREET	1000 430200	369	101000
	C001119316 09/21/18 parts	235.59		STREET	1000 430200	369	101000
44954	1226 A-Core	5,150.00					
	289011 09/07/18 approaches	1,850.00		SDWLKS	2820 430262	365	101000
	289032 09/14/18 approaches + travel	2,500.00		SDWLKS	2820 430262	365	101000
	289062 09/20/18 approaches	800.00		SDWLKS	2820 430262	365	101000
44955	3066 Core & Main	4,439.24					
	J480811 09/18/18 28 tactile domes	4,289.04		SDWLKS	2820 430262	365	101000
	J511410 09/18/18 hose	150.20		STREET	1000 430200	220	101000
44956	2937 CINTAS First Aid & Safety	338.35					
	5011710404 09/14/18 first aid supplies	338.35		STREET	1000 460430	220	101000
44957	2586 Waxie Sanitary Supply	4,126.08					
	77728703 09/14/18 supplies	4,126.08		PARKS	1000 460430	220	101000
44958	2800 RDO Equipment Co.	12,042.48					
	W07692 09/26/18 RSS1000 Snow Blower repairs	11,212.78		STREET	1000 430200	369	101000
	P38485 09/27/18 parts	829.70		STREET	1000 430200	220	101000

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44959		1864 Loomis Family Limited		25.00					
	091718-01	09/17/18 help fund fuel		25.00		HELP	7010 450135	231	101000
44960		2991 West Yellowstone Star		39.00					
	10/03/18	subscription-WY Library		39.00		LIB	2220 460100	215	101000
44961		2898 TransUnion Risk and Alternative		38.60					
	10/01/18	backgrounds, Acct 1856110		38.60		POLICE	1000 420100	398	101000
44962		2360 Altius Handcrafted Firearms		130.00					
	5038 09/27/18	repairs to AR-15, N. Curtis		130.00		POLICE	1000 420100	220	101000
44963		2896 Montana Occupational Health		756.00					
	8454 09/27/18	physical, J. Trujillo		756.00		POLICE	1000 420100	351	101000
44964		1031 Murdoch's Ranch & Home Supply		179.98					
	09/02/18	boots-J. VanLeeuwen		179.98		STREET	1000 430200	226	101000
44965		3165 Robert Gotshall		200.00					
	09/12/18	weed spraying		200.00		SEWER	5310 430600	357	101000
44966		2894 Brannon & Brannon Psychological		400.00					
	09/20/18	psych review, J. Trujillo		400.00		POLICE	1000 420100	351	101000
44967		29 Terrell's Office Machines Inc		1,473.00					
	INV360532 08/31/18	Kyocera color copier		1,295.00		SOCSER	1000 450135	212	101000
	INV361583 09/14/18	toner		178.00		SOCSER	1000 450135	220	101000
44968		3168 COACHDECK		208.00					
	1066 09/17/18	5 Soccer, 5 BB coachdecks		208.00		REC	1000 460440	220	101000
44969		2977 Staples Credit Plan		578.89					
	09/11/18	supplies		183.60		JAIL	1000 420230	220	101000
	09/11/18	supplies		310.53		COURT	1000 410360	220	101000
	09/11/18	supplies		84.76		DISPAT	1000 420160	220	101000
44970		3169 Anderson Zurmuehlen & Co., P.C.		1,000.00					
	361848 09/27/18	contract for audit services		1,000.00		FINADM	1000 410530	353	101000

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44971		10/03/18 refund PCC deposit	3006 KARLA SALINAS	350.00 350.00		POVAH	2210 214001		101000
44972	52488	09/24/18 supplies	2264 MORNING GLORY COFFEE & TEA	33.75 33.75		DISPAT	1000 420160	220	101000
44973		1809055 10/02/18 water sample testing	3107 MarCom, LLC	1,958.00 274.00		WATER	5210 430500	357	101000
		1808111 09/28/18 wastewater sample testing		1,684.00		SEWER	5310 430600	357	101000
44974	9	10/01/18 clean park bathrooms Sept 18	2822 ClearBlu Cleaning Services	740.00 740.00		PARKS	1000 460430	398	101000
44975		10/01/18 resitution 110-2015-407 & 408	999999 CARLOS ORTEGA	3,552.62 3,552.62		COURT	7469 212401		101000
44976		10/02/18 M Moulton, MHP bench warrant TK-2014-68254 & TK-2014-68170	3170 MISSOULA COUNTY JUSTICE COURT	2,000.00 2,000.00		COURT	7469 213000		101000
44977		10/01/18 restitution TK-110-2018-402	999999 LEE POWELL	292.50 292.50		COURT	7469 212401		101000
44978		10/01/18 restitution, TK-110-2016-661 Ostler	377 Smith and Chandler, Inc	100.00 100.00		COURT	7469 212401		101000
44979		10/01/18 restitution TK-110-2017-306	3094 Lori Hurst	20.00 20.00		COURT	7469 212401		101000
44980		10/01/18 resitution TK-110-2018-42	999999 PATRICK FRONTIN	575.00 575.00		COURT	7469 212401		101000
44981		09/13/18 refund PCC deposit	999999 KATHERINE BRACKETT	350.00 350.00		POVAH	2210 214001		101000
44982		33919 09/05/18 IT managed services	2952 DIS Technologies	557.99 540.00		IT	1000 410580	355	101000
		3816 09/13/18 adapter- Liz's computer		17.99		FINADM	1000 410510	216	101000

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44983		1454 Bozeman Chronicle/Big Sky 09/05/18 Public Hearing, Ord 257		48.00 48.00			1000 410210	327	101000
44984		2507 Silvertip Pharmacy		162.98					
	083118/01	08/31/18 Rx		15.00		HELP	7010 450135	358	101000
	091418/04	09/14/18 Rx		52.37		HELP	7010 450135	358	101000
	092218/01	09/14/18 Rx		21.76		HELP	7010 450135	358	101000
	091418/03	09/14/18 Rx		30.32		HELP	7010 450135	358	101000
	091818/01	09/18/18 Rx		43.53		HELP	7010 450135	358	101000
44985		65 T & E BLCS068727 09/12/18 parts		85.71 85.71			1000 430200	369	101000
44986		2762 Mission Communications, LLC		3,440.40					
	1023505	09/10/18 annual service, utility alarm		1,720.20		WATER	5210 430500	357	101000
	1023505	09/10/18 annual service, utility alarm		1,720.20		SEWER	5310 430600	357	101000
44987		3171 KARA VAZQUEZ		15.00					
	10/03/18	court interpreter		15.00		COURT	1000 410360	394	101000
44988		999999 STACEY D. MCCREA		400.00					
	10/03/18	bond refund TK-110-2018-38		400.00		COURT	7469 212401		101000
44989		2993 Land Solutions, LLC		8,190.00					
	08/31/18	zoning update		1,202.50		PLAN	1000 411000	357	101000
	08/31/18	Moonrise Meadows		2,303.00		PLAN	1000 411000	398	101000
	08/31/18	HRDC development		282.00		PLAN	1000 411000	398	101000
	08/31/18	Misc		305.50		PLAN	1000 411000	398	101000
	08/31/18	zoning update		2,405.00		PLAN	1000 411000	398	101000
	10/01/18	Moonrise meadows		1,645.00		PLAN	1000 411000	398	101000
	10/01/18	Misc		47.00		PLAN	1000 411000	398	101000
44990		2925 Daniel Sabolsky		62.00					
	10/03/18	meals-MLCT conf		62.00		ADMIN	1000 410210	370	101000
44991		3172 WCP Solutions		226.70					
	10842640	09/12/18 commercial detergent		226.70		POVAH	1000 411255	220	101000
44992		2099 Quick Print of West Yellowstone		70.36					
	10/01/18	shipping - samples		70.36		SEWER	5310 430600	357	101000

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44993		533 Market Place		122.86					
	09/30/18	grocery supplies		91.94		LEGIS	1000 410100	220	101000
	09/30/18	grocery supplies		9.38		DISPAT	1000 420160	220	101000
	09/30/18	grocery supplies		21.54		JAIL	1000 420230	220	101000
44994		1770 Melanie Gospodarek		100.00					
	10/01/18	reimb meals, MLCT		100.00		FINADM	1000 410510	370	101000
44995		73 Westmart Building Center		2,524.33					
	09/27/18	Street Buildings		423.68		STREET	1000 430200	366	101000
	09/27/18	Street Supplies		91.12		STREET	1000 430200	220	101000
	09/27/18	Sewer Supplies		146.12		SEWER	5310 430600	220	101000
	09/27/18	Water Supplies		85.62		WATER	5210 430500	220	101000
	09/27/18	UPDL - Supplies		55.26		UPDL	1000 411252	220	101000
	09/27/18	Town Hall Buildings		44.62		TWNHL	1000 411250	366	101000
	09/27/18	Parks - Grounds		1,469.65*		PARKS	1000 460430	365	101000
	09/27/18	Parks - Supplies		117.40		PARKS	1000 460430	220	101000
	09/27/18	Parks - Buildings		48.21		PARKS	1000 411253	366	101000
	09/27/18	Safety		42.65		STREET	1000 430200	229	101000
44996		2991 West Yellowstone Star		227.00					
	2018ci-881 09/30/18	equipment operator x 2		45.00		ADMIN	1000 410210	327	101000
	2018ci-881 09/30/18	Advisory Boards ad x 2		182.00		ADMIN	1000 410210	327	101000
44997		3173 JEFF CLEMENTS ROOFING		18,500.00					
	10/04/18	re-roof north side Town Hall		18,500.00		TWNHAL	4000 411240	920	101000
44998		2421 NAPA Auto Parts		1,353.36					
	09/29/18	automotive supplies		1,353.36		STREET	1000 430200	220	101000
44999		764 General Distributing Co.		49.80					
	682965 09/30/18	compressed O2		49.80		STREET	1000 430200	220	101000
45000		2908 Frontline Ag Solutions, LLC		121.14					
	575444 08/16/18	U-bolt, V-belt		161.80		PARKS	1000 460430	220	101000
	06/13/18	credits		-40.66		PARKS	1000 460430	220	101000
		# of Claims	70	Total:	161,409.26				

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Fund/Account	Amount
1000 General Fund	
101000 CASH	\$60,751.61
2101 Marketing & Promotions (MAP)	
101000 CASH	\$837.50
2102 TBID (Tourism Business Improvement	
101000 CASH	\$47,691.02
2210 Parks & Recreation	
101000 CASH	\$700.00
2220 Library	
101000 CASH	\$903.96
2820 Gas Tax Apportionment	
101000 CASH	\$9,439.04
2850 911 Emergency	
101000 CASH	\$1,121.77
4000 Capital Projects/Equipment	
101000 CASH	\$18,500.00
5210 Water Operating Fund	
101000 CASH	\$4,063.70
5310 Sewer Operating Fund	
101000 CASH	\$8,614.56
7010 Social Services/Help Fund	
101000 CASH	\$299.98
7458 Court Surcharge HB176	
101000 CASH	\$350.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	\$350.00
7468 Public Defender Fee	
101000 CASH	\$0.00
7469 City Court - Judge Brandis	
101000 CASH	\$7,440.12
7699 Victims Assistance Program	
101000 CASH	\$346.00
Total:	\$161,409.26

WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**September 18, 2018**

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

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

Judge Kathleen Brandis, Court Clerk Kerry Parker, Officer Anthony Kearney, Officer Sabrah Van Leeuwen, Fire Chief Shane Grube, Helene Rightenour, Richard & Teri Gibson, Li Zhang, Tom Cherhoniak, Jeff Schoenhard, Chris Talbot, Cynthia Knapp, Moira Dow, John McLaughlin, Kyle Burden, Randy Wakefield

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

Portions of the meeting are being recorded.

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

### **WORK SESSION**

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Mayor Schmier calls the work session to order and explains that the purpose of the work session is to discuss the grant for the Yellowstone National Park (YNP) Westgate Project through the - Northern Rocky Mountain Economic Development District (NRMEDD). Rob Gilmore, Executive Director, explains that the district is comprised of a 27-member board, the majority of which are elected officials, which focuses on economic development in the region. About a year ago, they became aware of the fact that YNP was conducting transportation studies and saw an opportunity to participate. Working with YNP with the support of the Montana congressional delegation, they were able to obtain a \$50,000 grant from the Economic Development Administration, which will be matched by \$50,000 of local monies to fund the project. The study will focus on access to Yellowstone through the Westgate entrance and the increase in visitation to the park over the past ten years. Of the \$50,000 matching funds, \$25,000 will come from YNP and the Town and possibly other entities will provide the other \$25,000. Gilmore explains that the project is scheduled to be completed by the fall of 2019. Sabolsky explains that they did put money into the budget for this purpose and points out several places in the budget that could be used. He recommends that the Town spend \$12,500 in this fiscal year and \$12,500 in the next fiscal year to match the grant. Sabolsky says that this is a unique opportunity to cooperate with YNP and watch out for the interests of the Town. Gilmore explains that this project is in its infancy, but they expect to work through the next year to identify strategies to alleviate traffic issues surrounding access to the park through the west gate. Mayor Schmier encourages Gilmore to hold as many meetings as possible in West Yellowstone to gather comments from the public.

### **ACTION TAKEN**

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- 1) Motion carried to approve the Treasurer's and Securities Reports dated September 6, 2018. (Johnson, Martineau)
- 2) Motion carried to approve the claims, which total \$1320.00 (Martineau, Burke)
- 3) Motion carried to approve the claims, which total \$167,533.86. (Forsythe, Martineau) Schmier abstains from claims #44914 and #44916 to Jerry's Enterprises.
- 4) Motion carried to approve the Consent Agenda, which includes the minutes of the September 5, 2018 Town Council Meeting. (Forsythe, Johnson)

- 5) Motion carried to deny the Application to Maintain an Encroachment Application made by Chris Talbot/Innovative Construction. (Johnson, Burke) Forsythe abstains, Schmier is opposed, Johnson, Burke and Martineau vote in favor, motion passes.
- 6) Motion carried to support the grant from the Economic Development Administration/Small Business Administration for the Yellowstone Westgate Project through the Northern Rocky Mountain Economic Development District (NRMEDD) up to \$25,000 over the course of two budget years. (Forsythe, Burke)
- 7) Motion carried to reappoint Kathleen Brandis to the position of City Judge. (Johnson, motion fails for lack of a second.) See next motion.
- 7a) Motion carried to appoint Richard Gibson to position of City Judge for a term of four years beginning in January of 2019. (Martineau, Burke) Johnson is opposed, Forsythe abstains, Martineau, Burke and Schmier are in favor, motion passes.
- 8) Motion carried to approve Resolution No. 718, a resolution requesting the distribution of bridge and road safety and accountability program funds from the State of Montana Department of Transportation in the amount of \$10,970. (Forsythe, Martineau)
- 9) Motion carried to approve Resolution No. 719, a resolution expanding the size of the Parks & Recreation Advisory Board to nine individuals. (Burke, Martineau)

#### **Public Comment Period**

Randy Wakefield thanks the Police Department, Fire Department, and the Forest Service for their assistance to Fall River Electric in repairing the pole that was damaged last week.

#### **Council Comments**

Council Member Jerry Johnson reminds everyone that this is Homecoming Week at the West Yellowstone School. He says that they have invited all the players from the first West Yellowstone football team in 1968 to appear at the game on Saturday. Kyle Burden also announces that the high school team will play White Sulphur Springs on Saturday as will the Junior High team. The volleyball team will host Harrison that evening and the State Champion Cross Country team will run in Butte on Thursday. Johnson also mentions the recent passing of Susie Whitman and asks everyone to keep the family in their thoughts. Schmier says that the Gallatin County Health Department is seeking support to include the prohibition of e-cigarettes in the Clean Indoor Air Act. Everyone on the Council received a letter from Matt Kelley of the health department requesting support. Johnson suggests that each council member respond to the email and share their thoughts. Sabolsky says he can put together a letter of support. Chris Burke mentions that he attended The Happening on behalf of the WY Foundation last weekend and thanks the Town and staff for supporting it.

#### **DISCUSSION**

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- 3) Schmier asks about the claim to purchase grills for the park. Sabolsky explains that they purchased three outdoor grills for Pioneer Park and they will be installed in the picnic area next spring.
- 5) Mayor Schmier explains that at the previous meeting, there was an Application to Maintain an Encroachment made by Chris Talbot of Innovative Construction to use a portion of the interior park to store construction materials during the building process for a new hotel. Talbot provided a basic map showing the location they would like to use to store the materials. Schmier explains that there were concerns from the neighbors about use of that property that were expressed at the last meeting. Talbot was present at the meeting but left due to a family emergency. Sabolsky says that as he understood it, the request was to store the large beams and materials until they could get the building shelled in for the winter. Cynthia Knapp says that she was paid this afternoon by Talbot

for the damage to her property earlier this year. The Council briefly discusses a similar permit issued to the Days Inn last year when that motel was under construction.

- 7-7a) Mayor Schmier explains that the current appointment of the Judge will expire at the end of the year. He says that the sitting judge must attend training in the fall so they deemed it appropriate to make this appointment before the term is up. Forsythe says he will abstain from voting on this decision. Martineau says he has always like Judge Brandis but was impressed with the presentation made by Richard Gibson. Burke says that he was also most impressed with Richard Gibson. Johnson says that after listening to the presentations at the previous meeting and reviewing their qualifications, he thinks Brandis is hands above. Schmier says that Brandis has done a lot for the court here in West Yellowstone over the last 12 years. He says it is a difficult decision to make because of a sitting judge with all those qualifications and another that has never sat in that chair.
- 8) Mayor Schmier explains that Resolution No. 718 is a resolution that allows the Town to apply for reimbursement for funds that were used on the slurry seal street project last year.
- 9) The Council discusses the proposed resolution to expand the Parks & Recreation Advisory Board. Johnson asks if the existing board is in favor of expanding the board. Sabolsky says that the majority of the board was present at the last meeting when it was discussed, but it has not actually been presented to the board. Moira Dow, chair for the Parks & Recreation Advisory Board, addresses the Council and expresses frustrations that stem from serving on the board. She says that the board has made multiple recommendations and requests but they have ignored or told that they are just an advisory board.
- A) **Advisory Board Reports:** Mayor Schmier reports that the Health Care Services Advisory Board met last Friday. He reports that Buck Taylor of Community Health Partners was present as well as the local dentist, Dr. Davies. They are going to work on an arrangement that would enable clients of CHP to get care from the dentist. He says they also discussed a request from the Gallatin County Health Department to include electronic cigarettes (e-cigarettes) to the list of substances/activities that are prohibited in public buildings.

Chris Burke requests that advisory board meetings such as the Planning Board and Health Care Services share their meeting dates with the clerk so they can be posted on Facebook.

- B) **Town Manager/Department Head Reports:** Town Manager Dan Sabolsky reports that they have put an application before the Montana DNRC to transfer water rights. He says there are concerns about taking water from the Madison River, based on data collected in 1980 and a masters thesis. DNRC has recommended that the Town meet with MT Fish, Wildlife & Parks to work on an agreement to transfer water rights, which will take several months. Fish, Wildlife & Parks has junior water rights from the Madison River. Sabolsky says that this is a new process for the staff at DNRC. He explains that the other option is to attempt to prove that there is more water flowing through the Madison River than their data suggests by doing stream flow studies or hire a hydrologist to interpret the data using a different model. He says that they are going to consult with a water rights attorney to get advice on how to proceed, but they expect to pursue the first option first. Sabolsky reports that they are planning to replace the liners in the cells A & B at the lagoon. He says that by the next council meeting, they should have a good idea of what the capacity is and how much development can they support at this time. He also explains that they intend to install a valve at the water tank to control water flow, they are measuring the flow through the chlorine building every day, and monitoring one of the wells in the Madison Addition-which is flowing better than expected. They also installed some metering equipment in one of the pumphouses to monitor flow to the lagoon. Sabolsky reports that they have been seeking referrals for a lobbyist to work on

increasing the resort tax by 1%. He says he will work on making some connections and support at the Montana League of Cities & Towns conference next week in Butte. There is a meeting scheduled later this week with the group that wants to improve the casting pond behind the Union Pacific Dining Lodge. They have two police officer vacancies and one in Public Services for an equipment operator.

Finance Director Lanie Gospodarek reports on submitting the 911 Expenditure Report, purchasing two investment CDs through Buchanan Capital, preparing for the renewal of the TBID, resort tax audits, and installing a meter at the YNP compound. Social Services Director Kathi Arnado reports on her recent trip to Washington DC to testify regarding the US Farm Bill, which directly affects the SNAP (Supplemental Nutrition Assistance Program) and food assistance programs. Chief of Police Scott Newell reports that it has been a very busy September. He thanks the WY Foundation for the donation towards purchasing AEDs for the police department, and utilized one last week on a call. He reports that Officer Dan Palmer tendered his resignation this weekend and gave two weeks notice. The Police Commission and hiring committee met last week and recommended continuing the recruitment process and background investigation with the top candidate. They are going to meet again and discuss the candidate that came in second and how to proceed.

- C) Mayor Schmier explains that there has been significant discussion over the past couple of months about the zoning or changing the zoning for the area known as Washburn Circle in the Madison Addition. Sabolsky says that there are two options to accomplish the change, either the Council initiates the change or the process is initiated by the property owners. Johnson says that he thinks the Town should initiate the process because he thinks it was the intent of the Town and the requestor to zone that area as R-2. Sabolsky says that if the Town initiates the process, they must be very careful considering that they already know that HRDC bought a lot with the intention of developing it under R-3 zoning. Kyle Burden addresses the Council and presents a petition from property owners in Block 22, 23, and 24 as well as other property owners in the Madison Addition. Burden passionately encourages the Council to take the lead and handle the issue. He says that there are property owners that have paperwork that indicate the lots were sold under the premise of being zoned R-2. The Council discusses the issue at length. Sabolsky says that he will work with the attorney to develop a process they can work through to ensure they follow the proper procedure and make sure all the necessary public notices and hearings are held.

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Mayor

ATTEST:

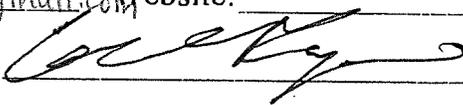
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Town Clerk

# Town of West Yellowstone Business License Application

RECEIVED SEP 28 2018

Business Name: Layna Polansky Personal Training Bare Strength Personal training  
 Applicant: Layna Polansky  
 Contact Person: Layna Polansky  
 Mailing Address: PO Box 2107 West Yellowstone MT 59758  
 Physical Address of Business: 123 Madison Ave West Yellowstone MT 59758  
 Phone Number: (406) 552-2862 Fax Number: \_\_\_\_\_  
 Email Address: laynapersonaltraining@gmail.com Website: \_\_\_\_\_

Signature of Property Owner of Record: 

Subdivision: \_\_\_\_\_  
 Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Zoning District, please mark one:

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

- Is this business licensed by the State of Montana?  Yes  No
- Appropriate 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.

I'll be an independant contractor for personal training. My sessions will take place in the Maddison Crossing Gym and potentially an individuals home or place of work. All equipment used are already located inside the gym or small enough to fit inside my vehicle. No customers coming to home.

Business License Fee: \$ 50  
 Resort Tax Bond: \$ —  
 Total Amount Due: \$ 50.00

Layna Polansky  
 Signature of Applicant  
Layna Polansky  
 Signature of Applicant

\_\_\_\_\_  
 Date

**FOR OFFICE USE ONLY**

Approved by Town Council: _____			
Check # _____	Amount \$ _____	License # _____	
BLP _____	STX _____	BLC _____	RDX _____

**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 Marketing Comm.  
Event or Project Name:                        Kids ‘N’ Snow Event Series 2018/19  
Date Submitted:                                8.24.18  
Date Approved by MAP Fund Advisory Board:   9.13.18  
Requested Amount:                            \$6500  
Approved Amount:                            \$6500  
Exceptions:                                    None  
Comments:                                     None

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

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

Comments:

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

# **MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE**

## **Applicant Information**

*Applicant Individual or Organization:*

West Yellowstone Chamber of Commerce Marketing Committee

*Event or Project Contact Person:* Wendy Swenson or Kristy Coffin (Chair)

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

*Phone:* 406-570-2417 *Fax:* 406-646-9691

*Email:* marketing@destinationyellowstone.com

*Application Submission Date:* August 24, 2018

## **Event or Project Information**

*Event or Project Name:* Kids'N'Snow event series 2018/19

*Location of Event or Project:*

West Yellowstone Visitor Center & various locations in and around West Yellowstone

*Date(s) of Event or Project:*

- Dec. 15-16, 2018
- Jan. 19-20, 2019
- Feb. 2-3, 2019
- March 2-3, 2019

*Estimated Total Event or Project Cost:* \$40,315.00

*MAP Fund Amount Requested:* \$6,500.00

## **Section 1. Proposed Event or Project Summary**

Kids'N'Snow is a developing program in West Yellowstone, MT that connects kids & families to nature. A partnership between the Grizzly & Wolf Discovery Center, the WY Chamber, TBID, & other community organizations & individuals seeks to offer winter-friendly, family-centered, process-based programming one weekend per month December-March. By achieving this goal, we meet community and organizational objectives of increasing room nights and attracting visitors to West Yellowstone consistent with our long-term vision of West Yellowstone as a vacation destination.

The mission of the program is to offer an opportunity for all kids, both from our community and winter visitors, the chance to try new things in a safe and fun hands-on learning environment. It's a chance to develop lifelong healthy habits as well as instill a reason to return over and over again in the winter. Scheduled opportunities to connect & learn more about nature include ice fishing, Nordic skiing, snowmobiling, sled dog rides, geo-caching and snowshoeing. Meeting a live raptor, learning winter snow safety, discovering the magic of hibernation, and tracking wildlife in the snow are other activities.

After six years, the program has expanded to over 1,000 participants spanning more than ten states and several countries over the four weekends each winter. We are always researching ways to expand the outdoor programming, & significantly increase the nature play experiences for children of all ages and their families.

As the West Entrance to Yellowstone National Park, we have the unique opportunity to work with local Park staff when creating activities for Kids'N'Snow. Activities offered include ranger-led talks and snowshoe hikes, and much more.

In 2012, the program received the "Tourism Event of the Year" from the Montana Office of Tourism and in 2014, we were awarded an AZA Nature Grant, recognizing us as an AZA Nature Play Site.

In 2017/18, Yellowstone National Park granted approval for snowcoach samplers to resume.

Receiving financial, logistical, and creative support for Kids'N'Snow would allow a sustainable boost to this program which would benefit thousands of children and family members for years to come.

## Section 2 Proposed Timeline

### **November:**

Finalize marketing budget  
Outline press/media plan  
December advertising placement & creative  
December media & publicity  
Creative & produce print pieces  
Website updates & refresh launch  
Social Media focus  
Set-up Kids'N'Snow Patrol

### **December:**

#### **December 15-16, 2018 – Event Weekend**

Finalize and publicize December event schedule  
December advertising & publicity  
January advertising placement & creative  
January media & publicity  
Create & print signage  
Update & print passports  
Create & setup Kids Headquarters  
Schedules for paid and volunteer participants  
Event management  
Survey of attendee's  
Website updates  
Social Media updates  
Administrative (billing, communications)

### **January:**

#### **January 19-20, 2019 – Event Weekend**

Finalize and publicize January event schedule  
January advertising & publicity  
February advertising placement & creative  
February media & publicity  
Update & print passports  
Setup Kids Headquarters & signage  
Coordination with schedules & partners  
Event management  
Website updates  
Social Media updates  
Administrative (billing, communications)

### **February:**

#### **February 2-3, 2019 – Event Weekend**

March advertising placement & creative  
March media & publicity  
Setup Kids Headquarters & signage  
Coordination with schedules & partners  
Event management  
Update & print passports  
Survey of attendee's  
Website updates  
Social Media updates  
Administrative (billing, communications)

### **March:**

#### **March 3-4, 2-3, 2019 – Event Weekend**

Media updates  
Setup Kids Headquarters & signage  
Coordination with schedules & partners  
Event management  
Administrative (billing, communications, final reports)

*Please see detailed schedule of activities attache*

### Section 3. Proposed Budget

#### 2018/19 Preliminary Budget:

<b>Marketing</b>	Print/Online/Social Media	\$12,500.00
	Print: posters, Passports, flyers, banners	\$500.00
	Website Updates	\$2000.00
		(added funds for website refresh)
<b>Staffing</b>	Marketing & Project Management	\$3,500.00**
	Visitor Center Staff support	\$250.00**
	Volunteer Organize/supervise individual activities (XC ski games, snowshoe hikes, XC trails, ice skating, etc)	\$6,300.00*
	Event Coordinator (Admin & Reg. Desk)	\$4,000.00
<b>Event supplies, equipment, insurance, etc.</b>		
	Event signage	\$200.00
	Snow Patrol (hats/prize)	\$200.00
	S'mores supplies	\$500.00*
	Supplies/Equipment for Activities	\$1,000.00
	Insurance (\$250 per event x 4)	\$1,000.00
	Event Permit -City	\$25.00
	Music for S'mores (\$85.00 x 4)	\$340.00
	Activities (sled dog, snowcoach, snowshoe, etc)	\$8,000.00*
	<b>Total</b>	<b>\$40,315.00</b>
	<b>Est. In-Kind</b>	<b>- \$15,000.00</b>
	<b>Marketing &amp; Operating</b>	<b>\$25,315.00</b>

\* Partial Costs are covered by in-kind donations

\*\* Chamber & Accommodations also cover partial Marketing/Project Mgmt and VIC Staff costs

#### Estimated Matching Funding Sources – 2018/19

<b>Committed: State Accommodations (Marketing)</b>	\$7,500.00
<b>Committed: Remaining from 2016/17 (Sponsorships/Donations - Unrestricted)</b>	\$8,000.00
<b>MAP Grant (Marketing)</b>	\$6,500.00
	<b>\$22,000.00</b>

See marketing breakout attached.

## Section 4. Publicity, Promotion, Marketing

Marketing will be directed towards our winter drive markets in Idaho, Wyoming, Utah, and Montana. The website, Facebook, and Twitter pages are Internet-based and we are working to increase their visibility and followers on a regional and national level. Each season, we strive to reach new markets.

Geographically, our audiences are predominantly from Idaho, WY, UT, ND, SD & MT, but we see participants from as far away as FL & TX. Our website, Facebook, & Twitter pages are Internet-based & help to increase our visibility on a regional & national level. Our local lodging partners, Ski & Snowmobile Events Committees include program information in their promotions, further enhancing our regional & national reach.

- **Adventure traveler**, identified as the primary target market at a state strategic level. Adventure travelers are represented by a variety of age groups & income ranges, & we believe include a special niche of family-based travelers looking for new experiences & in the context of outdoor activities.
- **Family travelers** identified as the #1 target market in the FY18 CVB/Chamber Marketing Plan. They want a quality experience, to create memories & family traditions, & to satisfy the spirit of shared adventures. This group includes a subset of non-traditional family travelers such as those who are home-schooled, families with children in year-round school & under school-age children.
- **Active Mature Travel** market, primarily intergenerational travelers. Intergenerational travel focuses on the idea of families traveling together utilizing itineraries designed to appeal to family members of all ages. This could be an extended family unit or grandparents & grandchildren. Grandparents (especially newly retired boomers) have the time, resources, & interest in traveling that parents may not.

On a local level, we plan to ask businesses to help support Kids'N'Snow through their own advertising and promotional efforts. We will again be working with media partners for matching advertising programs, editorial and no-charge publicity across multiple media streams including radio, television, magazines, and web. We are partnering with other events to share ad space and stretch our advertising dollars.

We will use as many mediums as possible including, but not limited to, press releases, print and web advertising, and radio. This synergistic campaign will mesh various media types to increase the probability of response. The number of partners we are able to include will determine the final depth of the campaign. We also want to broaden the scope of media coverage to portray West Yellowstone as a *complete winter destination with a full range of activities for anyone of any ability.*

## Section 5. Application Review Criteria

**1. What are the economic, cultural, social and/or aesthetic impacts and benefits of your event or project on visitors, residents, businesses, organizations, or other interests in the community and surrounding area?**

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. Kids'N'Snow will directly benefit the entire gamut of business in West Yellowstone: lodging, restaurants, activities, attractions, retail stores, service businesses, gas station operators, etc.

We have designed Kids'N'Snow to be a multi-day event encouraging families to spend one or more nights. We work with local lodging properties to include this information on their websites and in their own promotion efforts, as well as offer packages or specials that would encourage an overnight stay.

The social benefits of Kids'N'Snow will be both immediate and long-term. It will immediately raise awareness of kids and winter activities as well as provide an immediate opportunity for local kids to do something at little or no cost. Many national organizations have recognized the importance of responsible outdoor recreation and education for our youth, much like that of AZA/Disney in 2014. We are hopeful that these organizations will award our program with grants this year that will allow us to continue to develop Kids'N'Snow into the future.

Indirectly, the publicity leading up and following this campaign will benefit the entire West Yellowstone winter community. Future winter visitors will become aware, or more informed, about the family-friendly nature of our community in the winter and the wealth of activities for all ages and abilities.

**2. If not answered in the previous question, then please list the methods and estimates by which you'll determine or measure the success of your event or project, i.e. increased, additional, new or different attendance, admissions, registrations, hotel stays, marketing, website hits, partnerships and sponsorships, fund raising, aesthetic appeal etc.**

We plan to use a number of metrics for evaluating the Kids'N'Snow project and continuing improvements:

- We can use monthly resort tax and TBID collections in a year-over-year comparison.
- We plan to continue the registration process. We are asking each child/family to register and receive a *Kids'N'Snow Passport* at the Kids Headquarters located in the Visitor Center. This registration process gathers information regarding numbers of family groups and lodging nights.
- We have an email address which will be used in all marketing efforts. This will allow us to track the number and type of requests. We keep a Kids'N'Snow email list with leads we gather through registration and pre-registration and inquiries through the website.
- We use analytics from the [www.kidsnsnow.org](http://www.kidsnsnow.org) website to track the number of visitors. We will continue to offer a pre-event on-line registration through the website, which often fills within a week of posting.
- We will also track resulting articles and media coverage, and any direct inquiries from publicity efforts.
- Our partners like GWDC and Yellowstone Giant Screen provide coupons with specific codes to track use.

The following general objectives are incorporated into the West Yellowstone Chamber/CVB State Accommodations Marketing Plan and carry through to all of our marketing projects:

- 2% increase (from July 2018- June 2019) in West Yellowstone Resort Tax Collections over the previous fiscal year.
- 1% increase in occupied room nights (from July 2018- June 2019) over the previous fiscal year, as reported by West Yellowstone TBID collections.
- 0.5% increase in recreational visitors using the west entrance to Yellowstone Park over a 5-year rolling average of west entrance visitation as reported by the National Park Service.
- 10% increase (from July 2018- June 2019) over the previous fiscal year for online campaign landing page as entry point.
- 2% increase in mobile traffic (from July 2018- June 2019) over the previous fiscal year.
- 6% increase in social media followers (from July 2018- June 2019) over the previous fiscal year.

**3. Has your organization received MAP funding in the past? If so, how many times and for what event(s) or project (s)? Have all vendors been paid associate with the event(s) or project(s)?**

The Chamber Marketing Committee has received the following MAP funding in the past:

- \$3,3830.00 for Kids’N’Snow (2010 – pilot program with limited activities)
- \$1,550.00 for Earth Day (April 2011)
- \$7,299.00 Kids’N’Snow (Nov 2011)
- \$5,985.00 Kids’N’Snow (Nov 2012)
- \$5,000.00 Kids’N’Snow (Nov 2013)
- \$5,000.00 Kids’N’Snow (Oct 2014)
- \$3,000.00 Kids’N’Snow (Sept 2015)
- \$5,000.00 Kids’N’Snow (Oct. 2016)
- \$5,000.00 Kids’N’Snow (Sept. 2017)

**4. Can this event or project proceed without MAP Funds?**

Kids’N’Snow can proceed without MAP Funds. However, it would reduce the amount of marketing and publicity locally (signage), near-by communities, and destination family markets. We would reduce the event, marketing, or promotion as needed to compensate.

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

We will include the appropriate verbiage and image on all event signage, advertising, promotional, and publicity efforts. We have made it a point to include West Yellowstone Montana on all promotional materials and encourage all organizations to do the same for community branding.

## **Section 6. Application Supporting Documentation**

All vendors associated with these projects have been paid. Final reports for all of these projects have been submitted.

## Schedule of Activities:

	Chamber & Other Local Events	USFS - Hebgen Lake District	Yellowstone National Park	Other organizations and businesses:
December 15-16, 2018	S'mores, Skating & Sledding; Snow Art	Snowshoe hike with a ranger, winter games,	Snowcoach Samplers* Snowshoe hike with a ranger; Junior ranger snow program	SPAM Cup, Christmas for the Critters, Christmas Bird Count, "Yellowstone" Giant Screen Movie; M120 Snowmobile Demo Rides, "Animal Tracks" & "Owl Pellets" GWDC
January 19-20, 2019	NAIFC Kid's Ice Camp (free clinic & fishing rod); S'mores, Skating & More; Snow Art	Snowshoe hike with a ranger, winter games,	Snowcoach Samplers* Snowshoe hike with a ranger; Junior ranger snow program; Yellowstone Ranger Talks	"Yellowstone" Giant Screen Movie; M120 Snowmobile Demo Rides, "Animal Tracks" & "Owl Pellets" GWDC, Snow games; Learn to Ski; Sled Dog
February 2-3, 2019	S'mores, Skating & More; Snow Art	Snowshoe hike with a ranger, winter games,	Snowcoach Samplers* Snowshoe hike with a ranger; Junior ranger snow program; Yellowstone Ranger Talks	Sled Dog Rides; "Yellowstone" Giant Screen Movie; M120 Snowmobile Demo Rides, "Animal Tracks" & "Owl Pellets" GWDC; Snow games; Learn to Ski
March 2-3, 2019	Rendezvous Ski Race, S'mores, Skating & More; Snow Art	Snowshoe hike with a ranger, winter games,	Snowcoach Samplers* Snowshoe hike with a ranger; Junior ranger snow program; Yellowstone Ranger Talks	Sled Dog; "Yellowstone" Giant Screen Movie; M120 Snowmobile Demo Rides, "Animal Tracks" & "Owl Pellets" GWDC; Snow games; Learn to Ski

**Addendum #1 - Budget Breakout**

	<b>Budgeted</b>
<b>KidsNSnow MAP Grant (\$6,500)</b>	
<b>Idaho Falls Post Register</b>	
- Print Ads Main Paper & FR	<b>\$1,200.00</b>
- Online Ads Dec, Jan, Feb	
<b>Magic Valley Twin Fall, ID</b>	<b>\$1,150.00</b>
- 3x4 print ad - 4x	
- Online Ads Dec, Jan, Feb (300x250)	
<b>Signage (Posters, passports, flyers, banners)</b>	<b>\$500.00</b>
- Quick Print	
<b>Website Updates Monthly &amp; Refresh</b>	<b>\$2,000.00</b>
- Quick Print	
<b>West Yellowstone Star</b>	<b>\$500.00</b>
- 1/4 pg x 4	
<b>Big Sky Weekly</b>	<b>\$500.00</b>
- 1/4 pg x 4	
<b>Creative</b>	<b>\$650.00</b>
	<b>\$6,500.00</b>

**Addendum #1 - Budget Breakout**

**Accommodations - KidsNSnow Advertising 2018-19**

<b>Website/Publication</b>	<b>Cost</b>
<b>Idaho Falls Post Register</b>	
- Holiday Happenings Winter Guide	\$400.00
<b>Teton Valley News (Driggs)</b>	
- online banner - Dec, Jan, Feb, Mch	\$400.00
- Get Out Winter Edition FP	\$150.00
- 1/4 pg Print Dec, Jan, Feb - bw	\$500.00
<b>Madisonian (Ennis)</b>	
- FP - Winter Times w/editorial	\$250.00
- Monthly Ad (Dec-Mch)	\$500.00
<b>Idaho Standard Journal (Rexburg)</b>	
- 6x2 print banner + 1 day online (Jan/Feb/Mch)	\$600.00
- online pencil ad (Jan/Feb/Mch)	\$375.00
<b>Island Park News</b>	
1/4 pg - 4x	\$400.00
<b>Big Sky Publishing Online Pkg Dec-Feb</b>	\$1,400.00
- 300x250 & 728x90	
<b>Destination Split with other segments</b>	
- print & online - UT, MT, NW	\$2,275.00
<b>Magic Valley (split with MAP)</b>	\$250.00

**\$7,500.00**

# Certification

Applicant Individual or Organization:

Event or Project Name:

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: Wendy Juenson Name (printed): Wendy Juenson  
Title: Marketing Director Date: 8/23/18

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For Office Use Only

Application approved by MAPFAB for total requested amount of \_\_\_\_\_ Date: \_\_\_\_\_

Application approved by MAPFAB for only \_\_\_\_\_ of total requested amount Date: \_\_\_\_\_

Application not approved by MAPFAB Date: \_\_\_\_\_

Reason:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **REZONING PROCESS**

- 1) Staff reviews submittal and verifies the petition, application, and map showing the parcels involved in the rezoning.
- 2) At the request of Council, the rezoning packet is submitted to the Planning Board.
- 3) Planning Board holds a Public Meeting: Adjacent property owners notified and a notice is placed in local newspaper at least fifteen (15) days prior to the meeting.
- 4) Planning Board reports its findings to Council through the Town Staff.
- 5) Town Council hosts Public Hearing: Adjacent property owners notified and a notice is placed in local newspaper of general circulation at least fifteen (15) days prior to the Public Hearing.
- 6) Town Council approves/denies/or tables the rezoning request.
- 7) Town Staff notifies property owners of Council's decision.
- 8) Zoning map is modified to reflect the rezoning and the necessary signatures are obtained.

## MEMORANDUM

TO: Dan Sabolsky, Town Manager  
RE: Process to Amend Zoning Ordinance  
FROM: Jane Mersen, Town Attorney   
DATE: October 4, 2018

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**Question/Issue:** What is the appropriate process for the Town to use when a property owner requests to change the zoning on their property located within the Town.

**Answer:** To answer your question, I have reviewed the West Yellowstone Municipal Code (the “Code”) and the Montana statutes on Municipal Zoning.

The Code provides that the council may amend, supplement or change the zoning title and the regulation of maps. The property owner requesting the zone change must submit a verified petition requesting the amendment.

Once the Town receives a petition the town council shall order an investigation of the facts bearing on the proposed change to provide the necessary information to assure that the action of each petition is consistent with the intent and the purpose of the Code. I interpret this provision as allowing the Town Council to direct the planning board to investigate the proposal. The Planning Board would then hold meetings (should probably be at least one duly noticed public hearing) to hear from proponents of the amendment and to hear from neighbors and others in the Town as to any facts they may have related to the proposed amendment. The Planning Board would then report its findings to the council.

Upon receipt of the report from the Planning Board, the Town Council must hold at least one public hearing on the proposed amendment. The hearing must be noticed/published for at least 15 days prior to the hearing date. If there is a protest of 20% or more of the property owners in the area to be changed against the proposed change, a vote in favor of the change must be by three fourths vote of the council members.

The statutes have similar provisions however in the event of a protest signed by the owners of 25% or more of the area of lots included in the proposed change, or those lots or units within 150 feet from the lot included in the proposed change, the amendment may only be approved with a favorable vote of 2/3 of the present and voting member of the Town Council. Generally, when there is a conflict between the Code and the statutes, the more restrictive governs over the general. It is therefore my opinion that in the event of a protest by 20% of the property owners, any approval of the proposed amendment would have to be by three fourths vote of the council members.

When faced with the decision on whether to approve an amendment, the Council should consider the facts determined by the planning board and the criteria set out in **Section 76-2-304 MCA**, which I have attached for your reference.

If you have any questions about this matter, please do not hesitate to contact me.

MCA Contents / TITLE 76 / CHAPTER 2 / Part 3 / 76-2-304 Criteria and g...

# Montana Code Annotated 2017

TITLE 76. LAND RESOURCES AND USE  
CHAPTER 2. PLANNING AND ZONING  
Part 3. Municipal Zoning

## Criteria And Guidelines For Zoning Regulations

**76-2-304. Criteria and guidelines for zoning regulations.** (1) Zoning regulations must be:

- (a) made in accordance with a growth policy; and
- (b) designed to:
  - (i) secure safety from fire and other dangers;
  - (ii) promote public health, public safety, and the general welfare; and
  - (iii) facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements.
- (2) In the adoption of zoning regulations, the municipal governing body shall consider:
  - (a) reasonable provision of adequate light and air;
  - (b) the effect on motorized and nonmotorized transportation systems;
  - (c) promotion of compatible urban growth;
  - (d) the character of the district and its peculiar suitability for particular uses; and
  - (e) conserving the value of buildings and encouraging the most appropriate use of land throughout the jurisdictional area.

**History:** En. Sec. 3, Ch. 136, L. 1929; re-en. Sec. 5305.3, R.C.M. 1935; R.C.M. 1947, 11-2703; amd. Sec. 17, Ch. 582, L. 1999; amd. Sec. 6, Ch. 87, L. 2003; amd. Sec. 11, Ch. 446, L. 2009.

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Created by **LAWST** 

# TOWN OF WEST YELLOWSTONE

## PUBLIC NOTICE

### Advisory Board Vacancies

Cemetery Board of Trustees

Parks & Recreation Advisory Board

Board of Appeals (Building Construction)

Library Board of Trustees

The West Yellowstone Town Council is seeking interested individuals to serve on the Cemetery Board of Trustees, Parks & Recreation Advisory Board, Board of Appeals for Building Construction and the Library Board of Trustees. Advisory board members are appointed by the Mayor and Town Council for varying lengths of time.

The Cemetery Board of Trustees is responsible for oversight and preparing recommendations for the Town Council pertaining to the care, upkeep, and regulations at the Fire Ridge Cemetery. There is one vacant position on the Cemetery Board at this time.

The Parks & Recreation Advisory Board advises and makes recommendations to the Town Council and staff regarding park and recreation policies, programs, facilities, maintenance, development, funding, and other related needs of the community. There are four vacancies on this board as it was recently expanded by the Town Council.

The Board of Appeals for Building Construction is charged with determining the suitability of alternate materials and methods of construction and reasonable interpretations of the building code. This board has been inactive for several years but is being revitalized in accordance with state law. There are five vacancies on this board.

The Library Board of Trustees responsibilities include control of expenditure of the public library fund and operation and care of the library. There are two available positions on this board.

Interested individuals should complete and return the 'Application for Boards and Committees' which is available from the Town Offices, 440 Yellowstone Avenue, West Yellowstone, MT or on the Town website: [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com). For more information please contact the Town Offices at 646-7795 or by email to: [info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com).

440 Yellowstone Avenue \* PO Box 1570 \* West Yellowstone, MT 59758 \* (406) 646-7795  
[www.townofwestyellowstone.com](http://www.townofwestyellowstone.com)



# Parks & Recreation Advisory Board

BOARD MEMBER	APPOINTED	E-MAIL ADDRESS
Moira Dow	3/17/15	<a href="mailto:meander81@yahoo.com">meander81@yahoo.com</a>
Liz Watt	12/8/15	<a href="mailto:mtrealtor@wyellowstone.com">mtrealtor@wyellowstone.com</a>
Jennifer Jordan	3/17/15	<a href="mailto:Jenny@lonepeakpt.com">Jenny@lonepeakpt.com</a>
<del>Don Perry</del>	<del>3/1/16</del>	<del><a href="mailto:yellowstoneautomotive@yahoo.com">yellowstoneautomotive@yahoo.com</a></del>
Greg Forsythe, Town Council		<a href="mailto:gforsythe@townofwestyellowstone.com">gforsythe@townofwestyellowstone.com</a>

4 new positions added 9/23/18

## **Staff Support**

James Patterson, Public Services Superintendent	<a href="mailto:jpatterson@townofwestyellowstone.com">jpatterson@townofwestyellowstone.com</a>
Brandy Holland, Recreation Coordinator	<a href="mailto:bholland@townofwestyellowstone.com">bholland@townofwestyellowstone.com</a>

*Reorganized by the Town Council 2/1/11 via Resolution No. 591, 4-year terms.*



RECEIVED SEP 24 2018

APPLICATION FOR BOARDS AND COMMITTEES

Name BRANDI BROWN Date 9/25/18

Address PO BOX 735

City WEST YELLOWSTONE State MT Zip 59758

Phone (Home): N/A (Work): (406) 640-9355 (Cell/Other): (406) 640-2603

E-Mail Address: BNS174@MSN.COM

Are you a resident of West Yellowstone? 4 Length of residency in West Yellowstone: 25 yr 3 MONTH

Board or Committee you are applying for: PARKS & REC

Occupation: ACCOUNTANT

Employer: RUDD + COMPANY

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

If so, which board, and for how long?

Past Memberships and Associations: WEST YELLOWSTONE PTA

Current Memberships and Associations: WEST YELLOWSTONE ATHLETIC BOOSTER CLUB

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: BEING A LOCAL OF 25 YEARS I HAVE A UNIQUE PERSPECTIVE HAVING EXPERIENCED WEST YELLOWSTONE AS BOTH A CHILD AND AN ADULT.

What are your primary objectives for serving on this board? TO LEND MY IDEAS & DREAMS TO THE COMMUNITY THAT HELPED RAISE ME, IN AN EFFORT TO HELP OUR LITTLE TOWN BE ALL THE THINGS WE KNOW IT CAN BE.

References (Individual or Organization): JENNIFER JORDAN Phone: 363-968-4196 BARBETT DIT Phone: 406-640-1752 JAMIE MCCRAY Phone: 406-640-1370

Signature: Brandi Brown Date: 9/25/18

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



## APPLICATION FOR BOARDS AND COMMITTEES

Name Neil Courtis Date 9/26/18  
 Address 14 Valentine Ln P.O. Box 1717  
 City West Yellowstone State MT Zip 59758  
 Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell/Other): (406) 640-1759  
 E-Mail Address: treadandcast@gmail.com  
 Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 15  
 Board or Committee you are applying for: Parks and Recreation Board  
 Occupation: Police Officer  
 Employer: Town of West Yellowstone  
 Have you previously served on a County or City board? West Yellowstone Foundation Board  
 If so, which board, and for how long? one year Safety Committee  
 Past Memberships and Associations: \_\_\_\_\_

Current Memberships and Associations: \_\_\_\_\_

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: Recreation Management degree from University of Montana  
+ Rock & Ice Climbing Instructor, Wilderness Survival Instructor, Whitewater Guide, Mountaineering Instructor. Played hockey (18), football, and baseball + tennis.

What are your primary objectives for serving on this board? To improve the recreational opportunities for all residents of the West Yellowstone area.

References (Individual or Organization):

Scott Newell Phone: (406) 640-1754  
Kelli & Melissa Phone: (406) 646-7744  
Rachel Spence Phone: (406) 640-0266

Signature: Neil Courtis Date: 9/26/18

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



RECEIVED SEP 24 2010

APPLICATION FOR BOARDS AND COMMITTEES

Name RACHEL SPENCE Date 9/26/18

Address P.O. BOX 1643 / 633 Parkway A

City WEST YELLOWSTONE State MT Zip 59758

Phone (Home): 640-0264 (Work): 646-7744 (Cell/Other): 640-0264

E-Mail Address: rachela.spence@hotmail.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 15 yrs

Board or Committee you are applying for: PARKS AND RECREATION BOARD

Occupation: Sales FREEHEEL & WHEEL Exercise Instructor

Employer: FREEHEEL and WHEEL / SELF

Have you previously served on a County or City board? CHAMBER BOARD

If so, which board, and for how long? 1 year

Past Memberships and Associations: High School Basketball Coach at West Yellowstone School.

Current Memberships and Associations: play basketball, tennis, knowledge of football, soccer, "most sports"

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: Degree in Exercise Science from University of New Mexico. Played Division I Basketball at the University of New Mexico.

What are your primary objectives for serving on this board? My goals are to explore ways to improve recreational activities for all residents of West Yellowstone.

References (Individual or Organization):  
Kelli HART / MELISSA Alder Phone: 406-646-7744  
Moira Dow Phone: 406-617-697-4104  
Neil Courts Phone: 406-640-1759

Signature: Rachel Spence Date: 9/26/2010

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



9-27-18  
AK

APPLICATION FOR BOARDS AND COMMITTEES

Name Amy Freed Date 9-27-18

Address P.O. Box 1562

City West Yellowstone State MT Zip 59758

Phone (Home): \_\_\_\_\_ (Work): 406-646-7617 (Cell/Other): 406-565-1090

E-Mail Address: amy.freed15@gmail.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 7 years

Board or Committee you are applying for: Parks & Rec

Occupation: Teacher

Employer: West Yellowstone School

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

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

Past Memberships and Associations: YNC Board Member - Education Chair

Current Memberships and Associations: YNC Board Member - Education Chair

Kids N Snow Volunteer Coordinator

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: I have worked with a few organizations in town to

complete events. Examples are Grizzly & Wolf DC w/ ~~Safe~~ Bear Safe

Community projects, organizing events for KNS & YNC.

What are your primary objectives for serving on this board? My primary objectives for serving

on the Parks & Rec Board is to work with a team to

provide quality programs and events for locals to form

a tight community.

References (Individual or Organization):

AJ Chlebnik - GWDC - PAWs Phone: 801-241-7123

Denice Sabolsky - West Yellowstone School Phone: 440-281-6030

Wendy Swenson - Chamber of Commerce Phone: 406-570-2417

Signature: Amy Freed Date: 9-27-18

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

Received  
10/3/18  
AK



APPLICATION FOR BOARDS AND COMMITTEES

Name BRUCE McPHERSON Date 3 Oct 18

Address 25 ROCKY RD S

City CAMERON State MT Zip 59720

Phone (Home): 640-1460 (Work): \_\_\_\_\_ (Cell/Other): \_\_\_\_\_

E-Mail Address: aussie.the.reece@gmail.com

Are you a resident of West Yellowstone? No Length of residency in West Yellowstone: \_\_\_\_\_

Board or Committee you are applying for: SUMMER REC BOARD

Occupation: LIBRARY DIRECTOR

Employer: TOWN OF W. YELLOWSTONE

Have you previously served on a County or City board? \_\_\_\_\_

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

Past Memberships and Associations: \_\_\_\_\_

Current Memberships and Associations: \_\_\_\_\_

\_\_\_\_\_

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: EDUCATION OUTWARD BOUNDS LLC

\_\_\_\_\_

\_\_\_\_\_

What are your primary objectives for serving on this board? HELP INTEGRATE LIBRARY & ITS RESOURCES IN PROGRAM.

\_\_\_\_\_

\_\_\_\_\_

References (Individual or Organization):

Greg Forsythe Phone: \_\_\_\_\_

Pierre Martineau Phone: \_\_\_\_\_

Dan Salsbery Phone: \_\_\_\_\_

Signature: BMcPherson Date: 3 Oct 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.



RECEIVED OCT 05 2018

APPLICATION FOR BOARDS AND COMMITTEES

Name Lindsay Chariton Date 10-4-18

Address PO Box 1607

City West Yellowstone State MT Zip 59758

Phone (Home): 931-551-1520 (Work): 406-646-9094 (Cell/Other):

E-Mail Address: CHARITON5126@gmail.com

Are you a resident of West Yellowstone? YES Length of residency in West Yellowstone: 2 yrs

Board or Committee you are applying for: Parks & Recreation Advisory Board

Occupation: Administrative Assistant

Employer: Helgen Basin Fire District

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

If so, which board, and for how long?

Past Memberships and Associations:

Current Memberships and Associations:

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

I AM A parent of 2 boys that have been involved in many years of recreational activities. I have participated as a volunteer for different sports, fundraisers and special occasions pertaining to recreational activities.

What are your primary objectives for serving on this board?

Help create new ideas to make the park/recreation programs more successful and to draw a wider range of participants.

References (Individual or Organization):

CARRIE DUPE (WYF) Phone: 406-640-2140

Megan HodgeKISS Phone: 678-462-1501

SHANE Grube Phone: 406-640-0301

Signature: [Signature] Date: 10-4-18

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



RECEIVED OCT 05 2018

APPLICATION FOR BOARDS AND COMMITTEES

Name TOM CHERHONIAK Date 10-4-18

Address POB 1165, 420 MADISON AV.

City WEST YELLOWSTONE State MT Zip 59758

Phone (Home): 406-646-7447 (Work): (Cell/Other):

E-Mail Address: 136TOMYC@GMAIL.COM

Are you a resident of West Yellowstone? YES Length of residency in West Yellowstone: 17 YEARS

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

Occupation: FRONT DESK / YELLOWSTONE VACATIONS (DNC)

Employer: HIBERNATION STATION / CLOTHING ATTENDANT

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

If so, which board, and for how long? HEALTH CARE SERVICES ADVISOR BOARD, 5 YEARS  
TOWN COUNCIL, 11.5 MONTHS

Past Memberships and Associations: TOWN HALL DESIGN AND CONSTRUCTION ADVISOR BOARD  
NONE 1 YEAR

Current Memberships and Associations: EAGLE SCOUT, SAN FRANCISCO STATE ALUMNI

ASSOCIATION, COMMUNITY HEALTH PARTNERS, BOARD MEMBER  
BOARD OF DIRECTORS, 8 YEARS

List any relevant qualifications and/or related experience? Attach any additional information or a resume, if you prefer: I HAVE PARTICIPATED IN A GREAT NUMBER OF RECREATIONAL ACTIVITIES IN AND AROUND OUR TOWN MOSTLY AS A VOLUNTEER.

What are your primary objectives for serving on this board? I WOULD LIKE TO SEE MORE ACTIVITIES FOR EVERY AGE GROUP. I FEEL THERE IS A GREAT NEED FOR MANY MORE EVENTS OR TEAMS FOR OUR YOUNGER PEOPLE. SUCH AS AN ICE HOCKEY TEAM.

References (Individual or Organization):  
PIERRE MARTINEAU Phone: 406-640-0241  
KELLI HART Phone: 406-646-7744  
MARK WALKUP Phone: 406-580-3637

Signature: [Signature] Date: 10-5-18

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

## MEMORANDUM

TO: Dan Sabolsky, Town Manager  
RE: Building Permit Review Process  
FROM: Jane Mersen, Town Attorney  
DATE: October 4, 2018

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**Question/Issue:** What is the Town Council's responsibility to review and approve building permits for construction within the Town.

**Short Answer:** The Town Council has no responsibility to review building permits- that is left solely to the building official, unless the application for the permit is requesting a variance or a conditional use permit. I base my answer on the following:

I have reviewed the West Yellowstone Municipal Code, (the "Code"), chapters 12, 13, 15 and 17. Any structure built in the Town must comply with the building code set out in Chapter 15 and the zone code found in Chapter 17. Within the perimeters of the building permit review, the application must comply with the driveway regulations in Chapter 12 and the requirements to connect to the water system as set out in Chapter 13.

Section 15.04.040, provides that it is the responsibility of the building official for building plan review coordination and for issuance of building permits. The building official may request review of the plan by other officials such as fire or planning but if the proposed plan meets all requirements, the building official must issue the permit.

Section 17.04.080 provides that the building official is responsible for accepting, reviewing and approving or rejecting plans for buildings and occupancy. Section 17.08.020 provides that no building will be allowed in the town unless it conforms with the zoning regulations. If the proposed building is a permitted use in the district in which the property is located, meets all setbacks, lot coverage, parking and all other applicable development standards, it can be approved by the building official.

Further, Section 17.48.010 requires the building official to administer and enforce the zone code.

The only references I see to the Town Council participating in the process of a building permit application is if the approval of the application would require a conditional use permit or when acting as the Board of Adjustments the Town Council hears requests for variances.

If you have any questions about this matter, please do not hesitate to contact me.

Town of West Yellowstone MAP Fund Advisory Board

2017 - 2018 Fiscal Year End Advisory Report

Submitted 9/13/18

1. Revised both the MAP Fund Policies and Procedures and Application documents.
2. Assured that completed events submitted Outcome Reports.
3. With the assistance of the town's Finance Dept., maintained a Budget of Committed Funds to monitor committed and available funds and funds not used by completed events.

5. Total amount of resort taxes contributed to the Fund this year: \$105,264

6. Approved funds for the following 10 events July 2017 - June 2018

- 07/17	Cowboy Mounted Shoot	\$ 5,000
- 08/17	Yellowstone Ski Festival	\$ 2,500
- 08/17	Yellowstone Rendezvous Race	\$ 4,211
- 09/17	Kids 'N' Snow	\$ 5,000
- 09/17	NAIFC Ice Fishing	\$ 3,500
- 09/17	Snowmobile and Power Sports Expo	\$17,750
- 01/18	Snow Shoot	\$15,000
- 05/18	Music in the Park	\$17,500
- 05/18	Marc Willson Seminars	\$ 1,200
- 06/18	Cowboy Mounted Shoot	<u>\$ 5,000</u>
Total		\$76,661

\$76,661 in Funds were awarded to 9 events this year. This was the same number of events as last fiscal year, but \$5939 less or a 7.19% decrease from last year.

The MAP Fund Advisory Board (MAPFAB) received Outcome Reports from all the completed events and projects awarded funds in 2017-2018. Based upon each events' or projects' measurable criteria for success, the Board concluded that they were successful.

The 2017-2018 fiscal year was the 11<sup>th</sup> year of the Fund. In the 11 years, the Fund has awarded approximately \$764,271 to events and projects.

Four goals for the new fiscal year:

- 1) Establish 2018-2019 Budget
- 2) Market the Fund; Identify methods by which to attract new events/projects for funding
- 3) Award funds equal to the amount remitted to the Fund
- 4) Revise Policies and Procedures, Application and other Fund documents as necessary

Submitted by John Greve, MAPFAB Secretary on behalf of the Board:

Jerry Johnson- Chairperson, Marysue Costello, Kay Mathews, Gloria Evans, Kim Howell, Steve Larson