

Town of West Yellowstone

Tuesday, January 22, 2019

West Yellowstone Town Hall, 440 Yellowstone Avenue

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Purchase Orders #6683 to Intelli Choice, Inc., DBA E-Force, annual license & support, \$20,800.60

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of January 3, 2019 Town Council Meeting** ∞

Minutes of January 15, 2019 Town Council Work Session ∞

Business License Applications ∞

- The Aspen – business transfer, name change, resort tax bond waiver request
- Jennifer L. Martinez – new business license application

Advisory Board Report(s)

Town Manager & Department Head Reports

Comment Period

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

Public Hearing: **Human Resource Development Council (HRDC), District IX** ∞

Conditional Use Application/Planned Unit Development,

Community Land Trust Townhome Development, 316 Washburn Circle

NEW BUSINESS

Community Land Trust Townhome Development, 316 Washburn Circle Discussion/Action ∞

Casting Pond Update, Justin Spence-Big Sky Anglers Discussion ∞

Engineering Contract Award Discussion/Action ∞

Emergency Calls for Service Update, Fire Chief Shane Grube Discussion ∞

Draft Resort Tax Increase Legislation Discussion ∞

Marketing and Promotions Fund Award Recommendation Discussion/Action ∞

- Snowmobile Expo 2019, Power Sports and Race Event, additional \$4000

Advisory Board/Commission Appointments Discussion/Action ∞

- Police Commission - 5 year term
- Marketing and Promotions Fund Advisory Board - non-Chamber representative, 3-year term
- Marketing and Promotions Fund Advisory Board - Town Council Representative, 3 year term

Correspondence/FYI/Meeting Reminders



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

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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

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

info@townofwestyellowstone.com

PURCHASE ORDER

Date 01/07/2019

Ship Via

Order No. **006683**

Department Police

TO: Intelli Choice, Inc DBA E Force

ADDRESS: 1047 South 100 West Suite #130 Logan UT 84321
Attn: Michon Covington 888-570-4943

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
<u>1</u>	<u>Annual license and support fee</u>
	<u>2 year forward</u>
	<u>due 3/01/2019</u>
	<u>2850-420750-398</u>

Estimated Cost \$ 20,800⁰⁰

Authorized By



Requested By:

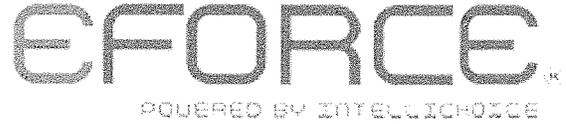
Scott Newell

2850-420750-398

Scott Newell 1/07/19

IntelliChoice, Inc.

1047 S 100 W Suite 130
Logan, UT 84321
1-888-570-4943



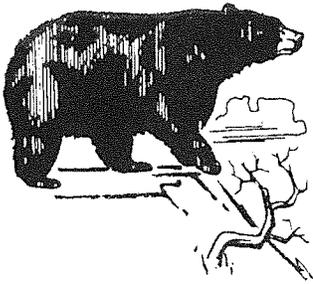
Bill To
West Yellowstone Police Department 110 S. Faithful St. West Yellowstone, MT 59758

INVOICE

Terms	Date	P.O. No.	Invoice #	Due Date
Due on receipt	3/1/2019		1229341	3/1/2019

Quantity	Description	Amount
1	2nd Year forward: Annual License and Support Fee	20,800.60

Total	\$20,800.60
Payments/Credits	\$0.00
Balance Due	\$20,800.60



TOWN OF WEST YELLOWSTONE

MONTANA
Naturally inviting!

POLICE DEPARTMENT

MEMORANDUM

To: Daniel Sabolsky
Town Manager

From: Scott Newell
Chief of Police

Re: Purchase Order
E Force Software, Annual license and support fee.

Date: January 7, 2019

The West Yellowstone Police Department uses a computer aided dispatch and record management system (CAD/RMS) supplied by E Force Software of Logan, Utah. The system was purchased following a *request for proposal* in March 2017 and implemented in May 2017.

The contract between the Town of West Yellowstone and *IntelliChoice*, DBA *E Force Software*, provides for annual licensing and support beginning on March 1 of each calendar year. The licensing and support fees are paid in advance, so this bill is for the period of March 1, 2019 to February 28, 2020.

This item was discussed and provided for in the fiscal year 2018-2019 budget. It is budgeted under the special revenue funds and the object code is 2850-420750-398. This special revenue fund receives funds from the 9-1-1 public safety mil collected by Gallatin County and the 9-1-1 cell phone fee collected by the Montana Department of Administration. The estimated revenue for this fund for fiscal year 2018-2019 was \$110,000.00.

If you or any town council members have any questions regarding this invoice and/or the operation of the CAD/RMS, please don't hesitate to give me a call.

Respectfully Submitted,

Scott Newell

Scott Newell
Chief of Police



West Yellowstone Police Department

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

01/18/19
13:55:17

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/19

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* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45230	42 Fall River Electric	9,312.87					
	12/20/18 UPDH 4212041 elec service	579.19		UPDH	1000 411252	341	101000
	12/20/18 POLICE 4212008 elec service	410.67		POLICE	1000 411258	341	101000
	12/20/18 shop 4212018 elec service	366.17		STREET	1000 430200	341	101000
	12/20/18 ANIMAL 4212029 elec serv	247.98		ANIMAL	1000 440600	341	101000
	12/20/18 PARK 4212032 Elec ser	266.03		PARK	1000 411253	341	101000
	12/20/18 PARK, old firehouse 2901001 e	452.99		PARK	1000 411253	341	101000
	12/20/18 CLORINATOR 4212030 elec serv	80.92		WATER	5210 430500	341	101000
	12/20/18 MADADD H20 Tower 4212017	51.57		WATER	5210 430500	341	101000
	12/20/18 RR Well 4212005 elec serv	229.53		WATER	5210 430500	341	101000
	12/20/18 SEWER LIFT STATION 4212006	198.95		SEWER	5310 430600	341	101000
	12/20/18 SEWER PLANT 4212007 elec ser	1,281.44		SEWER	5310 430600	341	101000
	12/20/18 MAD SEWER LIFT 4212014 elec	209.72		SEWER	5310 430600	341	101000
	12/20/18 SEWER TREAT SERV 4212046 ele	2,358.20		SEWER	5310 430600	341	101000
	12/20/18 library 23 dunraven 4212054	119.52		LIBRY	1000 411259	341	101000
	12/20/18 povah comm ctr 4212001	324.54		POVAH	1000 411255	341	101000
	12/20/18 unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	12/20/18 Town Hall 4212009	556.05		TWNHAL	1000 411250	341	101000
	12/20/18 Ice Rink 421010	42.60		PARKS	1000 411253	341	101000
	12/20/18 Hayden/Grouse Well 4212015	42.60		WATER	5210 430500	341	101000
	12/20/18 Electric Well 4212031	42.95		WATER	5210 430500	341	101000
45231	2853 Two Seasons Recycling	500.00					
	2018324 12/31/18 monthly recycling	500.00		PARKS	1000 460430	534	101000
45232	2813 Century Link	1,597.48					
	12/28/18 DSL Pub Serv Office 646-7949	62.00		BLDINS	1000 430200	345	101000
	12/28/18 Police 646-7600	334.55		POLICE	1000 420160	345	101000
	12/28/18 E911 Viper 646-5170	98.86		E911	2850 420750	345	101000
	12/28/18 E911 255-9710	999.44		E911	2850 420750	345	101000
	12/28/18 E911 255-9712	24.51		E911	2850 420750	345	101000
	12/28/18 Alarm Lines, 646-5185	78.12		TWNHAL	1000 411250	345	101000
45233	2546 Century Link QCC	9.03					
	12/23/18 long dist chg 406-646-7600	9.03		DISPAT	1000 420160	345	101000
45234	1514 Verizon Wireless	1,364.66					
	19 Smartphones						
	1 regular phones						
	5 laptops						
	01/20/19 640-0108, Police	59.81		POLICE	1000 420100	345	101000
	01/20/19 640-0121 Laptop	40.00		STREET	1000 420100	345	101000
	01/20/19 640-0141 Street SP	59.81		STREET	1000 430200	345	101000
	01/20/19 640-0159 Street SP	59.81		STREET	1000 430200	345	101000

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	01/20/19	640-1103,	Operator SP	59.81		STREET	1000 430200	345	101000
	01/20/19	640-1438,	SS Director	28.27		SOCSEK	1000 450135	345	101000
	01/20/19	640-1460,	Library Dir, SP	59.81		LIBRAR	2220 460100	345	101000
	01/20/19	640-1461,	Street, SP	59.81		WATER	5210 430500	345	101000
	01/20/19	640-1462,	Operator, SP	59.81		WATER	5210 430500	345	101000
	01/20/19	640-1463,	Deputy PSS, SP	59.81		SEWER	5310 430600	345	101000
	01/20/19	640-1472,	Ops Mgr, SP	59.81		ADMIN	1000 410210	345	101000
	01/20/19	640-1676,	Rec Coord, SP	59.81		REC	1000 460440	345	101000
	01/20/19	640-1754,	COP, SP	59.81		POLICE	1000 420100	345	101000
	01/20/19	640-1755,	Police	59.81		POLICE	1000 420100	345	101000
	01/20/19	640-1756,	Police	59.81		POLICE	1000 420100	345	101000
	01/20/19	640-1757,	Police	59.81		POLICE	1000 420100	345	101000
	01/20/19	640-1758,	Police, SP	59.81		POLICE	1000 420100	345	101000
	01/20/19	640-1759,	Police	59.81		POLICE	1000 420100	345	101000
	01/20/19	640-7547,	Street SP	59.81		PARKS	1000 460430	345	101000
	01/20/19	640-9074,	PSS, SP	59.81		SEWER	5310 430600	345	101000
	01/20/19	683	laptop	40.00		POLICE	1000 420100	345	101000
	01/20/19	COP	laptop	40.00		POLICE	1000 420100	345	101000
	01/20/19	686	laptop	40.00		POLICE	1000 420100	345	101000
	01/20/19	681	laptop	40.00		POLICE	1000 420100	345	101000
	01/20/19	640-2354	Exec Assistant	59.81		ADMIN	1000 410210	345	101000
45235		2558	Hebgen Basin Fire District	53,517.41					
	01/01/19	January 2019		46,184.08		FIRE	1000 420400	357	101000
	01/01/19	employee grant	January 2019	7,333.33		FIRE	1000 420471	140	101000
45237		266	Utilities Underground Location	1.57					
	8125327	01/31/19	excavation notifications	0.78		WATER	5210 430500	357	101000
	8125327	01/31/19	excavation notifications	0.79		SEWER	5310 430600	357	101000
45238		2789	WEX Bank	5,969.72					
	01/01/19	07	Ford Expedition 6-54563A	70.40		SS	1000 450135	231	101000
	01/01/19	06	Dodge Durango 6-1374	124.19		PUBSER	1000 430200	231	101000
	01/01/19	17	Dodge Ram #1	233.88		POLICE	1000 420100	231	101000
	01/01/19	17	Dodge Ram #2	346.95		POLICE	1000 420100	231	101000
	01/01/19	10	Ford Expedition 6-000046	196.82		POLICE	1000 420100	231	101000
	01/01/19	11	Ford Expedition 6-21425A	418.73		POLICE	1000 420100	231	101000
	01/01/19	10	JD Backhoe	0.00		STREET	1000 430200	231	101000
	01/01/19	77	Int'l Dumptruck	298.70		STREET	1000 430200	231	101000
	01/01/19	02	Snow Blower	267.18		STREET	1000 430200	231	101000
	01/01/19	02	Freightliner	0.00		STREET	1000 430200	231	101000
	01/01/19	140	G Grader	34.53		STREET	1000 430200	231	101000
	01/01/19	CAT	936 Loader	105.32		STREET	1000 430200	231	101000
	01/01/19	91	Ford 6-582	39.90		STREET	1000 430200	231	101000
	01/01/19	15	Sweeper	0.00		STREET	1000 430200	231	101000

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	01/01/19	SS Snow Blower Green		196.07		STREET	1000 430200	231	101000
	01/01/19	14 Water Truck		0.00		STREET	1000 430200	231	101000
	01/01/19	00 Freightliner Dump 6-60700A		191.30		STREET	1000 430200	231	101000
	01/01/19	2010 JD 772 Grader		707.46		POLICE	1000 420100	231	101000
	01/01/19	02 Freightliner Dump 6-54564A		164.76		STREET	1000 430200	231	101000
	01/01/19	08 Ford Pickup 6-1450		278.28		STREET	1000 430200	231	101000
	01/01/19	08 GMC Pickup 6-1484		122.25		STREET	1000 430200	231	101000
	01/01/19	08 CAT 938H Loader		1,031.72		STREET	1000 430200	231	101000
	01/01/19	08 904B MiniLoader		97.75		STREET	1000 430200	231	101000
	01/01/19	01 Freightliner		145.07		STREET	1000 430200	231	101000
	01/01/19	01 Freightliner		54.95		STREET	1000 430200	231	101000
	01/01/19	08 Ford Escape (multi-use)		53.09		DISPAT	1000 420160	370	101000
	01/01/19	14 Police Interceptor		30.60		POLICE	1000 420100	231	101000
	01/01/19	15 Ford F-250		162.50		STREET	1000 430200	231	101000
	01/01/19	18 Dodge Ram-PW		275.13		STREET	1000 430200	231	101000
	01/01/19	18 Dodge Ram-Police		322.19			1000 420100	231	101000
45239		2952 DIS Technologies		5,074.24					
	34079	01/05/19 IT support/mail accounts-Town		712.00		IT	1000 410580	355	101000
	34227	01/05/19 IT support-police department		595.00		SEWER	1000 420160	398	101000
	4101	12/20/18 computer + install		900.00		POLICE	1000 420100	216	101000
	4101	12/20/18 computer + install		2,867.24		DISPAT	1000 420160	216	101000
45268		2421 NAPA Auto Parts		3,186.82					
	137100122	01/01/18 Vehicle parts/accessories		3,186.82		STREET	1000 430200	220	101000
45269		2932 OverDrive, Inc.		760.20					
	CD01526181	06/26/18 MT library to go, annual f		760.20		LIB	2220 460100	398	101000
45270		2833 Cold Creek Cabinets, Inc.		3,995.80					
	10/04/18	cabinets-UPDL		3,995.80		UPDL	1000 411252	366	101000
45271		999999 LEO SHANE BROWN		350.00					
	01/14/19	bond refund TK-110-2018-350		350.00		COURT	7469 212401		101000
45272		2558 Hebgen Basin Fire District		97.65					
	190117	01/17/18 7 EMPLOYEE CPR CLASSES		97.65		EMPL	1000 410800	380	101000
45273		153 IIMC		110.00					
	01/17/19	assoc membership, Gospodarek		110.00		FINADM	1000 410510	335	101000

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45274	2099 Quick Print of West Yellowstone	401.82					
	12/10/18 shipping-samples	33.66		SEWER	5310 430600	357	101000
	12/11/18 shipping-samples	30.50		WATER	5210 430500	357	101000
	12/12/18 shipping-samples	34.28		SEWER	5310 430600	357	101000
	11241 01/07/19 signs	84.00		PARKS	1000 460430	220	101000
	11256 01/09/19 window envelopes	65.51		FINADM	1000 410510	220	101000
	11266 01/11/19 signs	5.03		PARKS	1000 460440	321	101000
	11201 12/24/18 planner	13.89		STREET	1000 430200	220	101000
	11185 12/14/18 ink	134.95		STREET	1000 430200	220	101000
45275	3142 Unified Distribution	433.00					
	R811 01/30/18 toner	433.00*		LIB	2220 460100	220	101000
45276	65 T & E	573.65					
	12/28/18 cutting edge	670.65		STREET	1000 430200	220	101000
42CS0436839	12/31/18 pin - return	-119.04		STREET	1000 430200	369	101000
42CR0385633	01/09/19 seal-o-ring	22.04		STREET	1000 430200	369	101000
42CS0436994							
45277	3183 VAN DYKEN DRILLING, INC.	425.00					
	12845 01/11/19 pump system labor/travel	425.00		WATER	5210 430550	369	101000
45278	1140 Sagebrush Floral	50.00					
	779547 12/21/18 flowers-M. Desrochers	50.00		DISPAT	1000 420160	870	101000
45279	29 Terrell's Office Machines Inc	490.00					
	368032 01/14/19 toner, Kyocera copier	490.00		DISPAT	1000 420160	220	101000
45280	1194 Montana Historical Society	35.00					
	01/18/19 renew subscription	35.00		LIB	2220 460100	215	101000
45281	151 Gallatin County WY TS/Compost	483.55					
	113157 01/02/19 Trash disposal	483.55		PARKS	1000 460430	534	101000
45282	40 Jerry's Enterprises	613.76					
	4123 12/31/18 Diesel Fuel	613.76		STREET	1000 430200	231	101000

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Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
45283	2507 Silvertip Pharmacy	120.80							
	12122018-1 12/12/18 help fund pharmacy voucher	20.10		SOCSRV	7010 450135	358	101000		
	12142018-1 12/14/18 help fund pharmacy voucher	64.92		SOCSRV	7010 450135	358	101000		
	12272018-1 12/28/18 help fund pharmacy voucher	15.00		SOCSRV	7010 450135	358	101000		
	12312018-1 12/31/18 help fund pharmacy voucher	20.78		SOCSRV	7010 450135	358	101000		
45284	3176 Magda Nelson - Local Government	35.00							
	25 01/06/19 Consulting Services	35.00		FINANC	1000 410510	356	101000		
45285	2898 TransUnion Risk and Alternative	25.00							
	01/01/19 background check	25.00		POLICE	1000 420100	398	101000		
45286	2635 Jake's Automotive and Tire	1,224.17							
	21937 12/24/18 Impound Jeep, PD investigation	225.00		POLICE	1000 420100	317	101000		
	20762 12/18/18 Plow repair '11 Ford	999.17		STREET	1000 430200	220	101000		
45287	29 Terrell's Office Machines Inc	344.80							
	365062 11/18/18 11/18/18-12/17/18 base contrac	60.00		POLICE	1000 420100	398	101000		
	365062 11/18/18 10/18/18-11/17/18 overage	41.08		POLICE	1000 420100	398	101000		
	366616 12/17/18 11/18/18-12/17/18 overage	89.72		POLICE	1000 420100	398	101000		
	365301 11/27/18 Toner, waste toner box	154.00*		LIBRAR	2220 460100	220	101000		
45288	1674 Madison Crossing	384.00							
	162 12/31/18 6 months membersh, 2 officers	384.00		POLICE	1000 420100	130	101000		
45289	E 2673 First Bankcard	550.05							
	1501515 10/01/18 Kenko - Town Hall alarm monit	85.50		TWNHAL	1000 411250	357	101000		
	6042588 12/18/18 Home Depot, Police Station	268.41		POLICE	1000 411258	920	101000		
	12/17/18 ebay - Dump truck switch	12.84		STREET	1000 430200	220	101000		
	0147411 12/20/18 amazon - batteries	96.20		TWNHAL	1000 411250	366	101000		
	7818632 12/06/18 amazon - print paper lg forma	88.96*		BLDINS	1000 420531	220	101000		
	311102MT0K 12/04/18 Knox Company - lock box Po	323.00		POVAH	1000 411255	366	101000		
	311102MT0K 12/04/18 Knox Company - lock box ch	323.00		CHAMBE	1000 411257	366	101000		
	311102MT0K 12/04/18 Knox Company - lock box li	323.00		LIBRAR	1000 411259	366	101000		
	311102MT0K 12/04/18 Knox Company - lock box UP	323.00		UPDL	1000 411252	366	101000		
	311102MT0K 12/04/18 Knox Company - lock box Mu	323.00		MUSEU	1000 411252	366	101000		
	311102MT0K 12/04/18 Knox Company - lock box Tw	385.00		TWNHAL	1000 411250	366	101000		
	12/27/18 Credit, Pd prev month bill 2X	-385.00		TWNHA	1000 411250	366	101000		
	12/27/18 Credit, Pd prev month bill 2X	-646.00		UPDLMU	1000 411252	366	101000		
	12/27/18 Credit, Pd prev month bill 2X	-323.00		LIBRAR	1000 411259	366	101000		
	12/27/18 Credit, Pd prev month bill 2X	-323.00		CHAMBE	1000 411257	366	101000		
	12/27/18 Credit, Pd prev month bill 2X	-323.00		POVAH	1000 411255	366	101000		
	12/27/18 Credit, Pd prev month bill 2X	-1.86		STREET	1000 430200	220	101000		

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45290	E	2673 First Bankcard		210.95					
		12/06/18 Balco uniform - Trujillo		403.99		POLICE	1000 420100	226	101000
		12/12/18 Wild West, staff mtg		40.57		DISPAT	1000 420160	220	101000
		12/17/18 PoliceOne.com, subscription		655.20		POLICE	1000 420100	380	101000
		12/06/18 credit		-403.99		POLICE	1000 420100	226	101000
		12/17/18 credit		-484.82		POLICE	1000 420100	380	101000
45291		2906 Anthony Kearney		420.00					
		11/26/18 SHOT SHOW REG. VANLEEUWEN		210.00		POLICE	1000 420100	380	101000
		11/26/18 SHOT SHOW REG, KEARNEY		210.00		POLICE	1000 420100	380	101000
45292		3184 Bureau of Business and Economic		180.00					
		01/14/19 seminar regis, Big Sky, Sabols		90.00		ADMIN	1000 410100	380	101000
		01/14/19 sem regis, Big Sky, Martineau		90.00		LEGIS	1000 410100	380	101000
45293		1955 Dellinger & Gallagher, Inc.		14,293.35					
		147788 01/10/19 RT Tax procedures audit		10,000.00		AUDIT	2100 410532	353	101000
		147788 01/10/19 TBID procedures audit		400.00		AUDIT	2100 410532	353	101000
		147787 01/10/19 Assist w/annual report FY18		3,300.00		AUDIT	1000 410530	353	101000
		147788 01/10/19 Travel & costs		593.35		AUDIT	2100 410532	353	101000
45294		3185 Jeannette Swanson		185.00					
		01/07/19 Exon Bond tk-110-2019-7		185.00		COURT	7469 212401		101000
45295		2264 MORNING GLORY COFFEE & TEA		33.75					
		370760 01/04/19 supplies		33.75		DISPAT	1000 420160	220	101000
45296		3186 Associated Employers		650.00					
		01/18/19 Membership Fee		650.00		ADMIN	1000 410210	335	101000
45297		1493 Crimestar		900.00					
		9326 02/07/19 annual support renewal		900.00		DISPAT	1000 420160	398	101000
45298		2937 CINTAS First Aid & Safety		33.01					
		5012381789 01/02/19 supplies		33.01		JAIL	1000 420230	351	101000
45299		1098 Buffalo Services		3,000.00					
		1/19 01/10/19 12/9 - 1/9/19 Consultation		1,500.00		WATER	5210 430500	354	101000
		1/19 01/10/19 12/0 - /19/19 Consultation		1,500.00		SEWER	5310 430600	354	101000

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Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45300	533 Market Place	637.02					
	12/31/18 supplies	37.02		JAIL	1000 420230	220	101000
	12/31/18 Xmas gift certs x 12	600.00		LEGIS	1000 410100	220	101000
45301	73 Westmart Building Center	2,157.03					
	12/27/18 supplies, street	309.52		STREET	1000 430200	366	101000
	12/27/18 supplies, street	102.87		STREET	1000 430200	220	101000
	12/27/18 supplies, water	34.64		WATER	5210 430500	220	101000
	12/27/18 supplies, police	568.16		POLICE	1000 411258	366	101000
	12/27/18 supplies, library	125.77*		LIB	2220 460100	220	101000
	12/27/18 supplies, Town Hall	92.10		TWNHAL	1000 411250	366	101000
	12/27/18 supplies, Povah	32.19		POVAH	1000 411255	220	101000
	12/27/18 supplies, parks	154.83*		PARKS	1000 460430	365	101000
	12/27/18 supplies, Povah	643.98		POVAH	1000 411255	366	101000
	12/27/18 supplies, sewer	92.97		SEWER	5310 430600	220	101000
45302	2942 New York Times	198.90					
	12/02/18 11/30 - 12/27 subscription	198.90		LIBRAR	2220 460100	215	101000
45303	951 Barnes & Noble	271.96					
	3777058 12/24/18 library books	31.98		LIBRAR	2220 460100	215	101000
	3777167 12/26/18 library books	38.15		LIBRAR	2220 460100	215	101000
	3768094 12/05/18 library books	113.95		LIBRAR	2220 460100	215	101000
	3771896 12/13/18 library books	87.88		LIBRAR	2220 460100	215	101000
45304	2993 Land Solutions, LLC	5,499.00					
	12/29/18 moonrise meadows	4,982.00		PLAN	1000 411000	398	101000
	12/29/18 HRDC	517.00		PLAN	1000 411000	398	101000
45305	2905 OC Rugged Laptops	1,436.00					
	3271672 05/31/18 toughbook, bldg dept	1,436.00		BLDG	1000 420531	212	101000
45306	2268 Myslik, Inc.	2,497.24					
	010819 01/08/19 Shear Pins, Bushings	2,497.24		STREET	1000 430200	220	101000
45307	764 General Distributing Co.	51.46					
	711332 12/31/18 compressed O2	51.46		STREET	1000 430200	220	101000
45308	135 Food Roundup	217.13					
	691273 12/14/18 Food, Work Session	17.13		LEGIS	1000 410100	220	101000
	01/01/19 4 Xmas gift certificates	200.00		LEGIS	1000 410100	220	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45309		12/22/18	3115 Spiffy Biffy portable toilet, tennis courts	350.00 350.00*		PARKS	1000 460430	365	101000
			# of Claims	57	Total:				147,089.95
			Total Electronic Claims	761.00	Total Non-Electronic Claims				146328.95

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
January 3, 2019

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

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

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

Portions of the meeting are being recorded.

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

ACTION TAKEN

- 1) Motion carried to elect Brad Schmier as the Mayor for 2019 and Greg Forsythe as the Deputy Mayor for 2019. (Martineau, Burke) Town Clerk Liz Roos administers the oaths of office.
- 2) Motion carried to approve the claims, which total \$90,898.85 (Forsythe, Martineau)
- 3) Motion carried to approve the Consent Agenda, which includes the minutes of the December 18, 2018 Town Council Meeting. (Martineau, Burke)
- 4) Motion carried to approve the Governmental Affairs Contract between the Big Sky Resort Area District, the Town, and the Taylor Luther Group, PLLC not to exceed \$30,000 (\$25,000 plus expenses). (Forsythe, Martineau)
- 5) Motion carried to approve Resolution No. 722, a resolution recreating the Tourism Business Improvement District for ten years. (Burke, Forsythe)
- 6) Motion carried to approve the Purchase Order #6769 with HydroSolutions for \$7900 and Water Rights Change Application and Attorney Agreement. (Forsythe, Martineau)

Public Comment Period

Marysue Costello, Executive Director for the Chamber of Commerce, thanks the Council and staff for all the support during the Christmas Stroll event. Newly elected senator, Pat Flowers, addresses the Council and introduces himself as the senator for District 32. He says he knows the next four months will be very busy during the legislative session, but he hopes to get down this way more often throughout the year. He indicates that he will support efforts to increase the resort tax authority in the legislature and mentions that he has been appointed to the Montana Fish & Game committee. Marysue Costello also reminds the Council that they Chamber recently released a survey and they are asking everyone to respond.

Council Comments

Mayor Schmier thanks the council and staff for all the support over the past year as the Mayor and he's looking forward to the upcoming year. Johnson asks who is part of the water & sewer group, Sabolsky responds and names all the staff members and consultants. Johnson says that he heard several comments about the fact that Little Rangers was closed during the entire Christmas week. He said he thought the learning center was going to run like a business and there were a lot of people in town that were in a tough spot during a busy week. He says that as they start the new year, he encourages the Council to be more transparent and emphasizes that when a meeting is over, it's over. He also says that he would like them to avoid surprises at Council meetings, information should be distributed ahead of time and not at the meeting. Martineau says that two community members recently received awards. Amy Freed was awarded the Cross Country Coach of the Year and Chris Kachur was recognized on television on KZBK. Forsythe says that

he was concerned about advertising that the Town and council approved the fireworks for New Years Eve. The Council agrees that the ordinance allows the fireworks but the advertising was misleading. Forsythe also says he was approached about a couple businesses that are operating without the proper permits and water/sewer permits and wants to make sure those businesses are not allowed to reopen this summer without the necessary permits. Arnado responds and explains that he is still working on some of those issues and will be sending letters to those business owners this week. Burke says that he would like to thank Sabolsky for his leadership on the water and sewer issues they have dealt with this year.

DISCUSSION

- 2) The Council discusses the claim to Saurey Construction for installation of the ADA ramps on the sidewalks in town for \$74,000. Martineau asks if there is a purchase order for that project. Forsythe recalls that they allocated \$70,000 for the project in the budget but that they also discussed the possibility that it would run over budget to finish it. Johnson says that he remembers advising that they just budget enough to finish it, but he doesn't think they put enough money in to do that because they didn't think the project would be finished in this fiscal year anyway. He also agrees that they should see a purchase order for any large purchases or projects. Sabolsky says that they need to tighten up their purchasing procedures and he has Officer Kearney working on that.
- 4) Town Manager Dan Sabolsky explains that under consideration is a Governmental Affairs Contract between the Big Sky Resort Area District, the Town, and Taylor Luther Group, PLLC. The contract is for up to \$25,000 from the Town and \$25,000 from Big Sky to hire the Taylor Luther Group to lobby on their behalf at the legislature to increase the resort tax authority. Johnson says that he thinks they are way late on this topic and they should have had this contract signed months ago. He thinks it is fruitless at this point and they are well behind Kerry White's proposal for a 2.5% option tax and the 4% gateway communities tax proposal. Burke says that he thinks they are somewhat behind, but doesn't think it is hopeless at this point. He says that he doesn't think the other tax proposals will affect their proposal since they already have the taxing authority. Schmier says that he thinks the other tax proposals will be much harder to get through the legislature and they are merely asking for permission to seek a 1% increase. Steve Johnson and Mike Scholtz of the Big Sky Resort Tax Area District are in attendance at the meeting and encourage the Council to approve the agreement. Steve Johnson explains that the bill only failed by one vote last time around and they feel that with some of the changes in the legislature they can prevail this time. He says there are a lot of legislators that don't understand tourism and the lobbyist will help with that. Scholtz says that there is a general distaste in the state for a general sales tax but extending an existing tax authority should be easier to sell. Forsythe says that he understands that Big Sky is a unique community and asks if they really believe they can go to the legislature as a unified group. Steve Johnson responds that although they had some issues in the past, they have worked out most of them and believe that they can. Schmier asks if anyone knows anything about the Taylor Luther Group. Steve Johnson explains that they used this group two years ago when the proposal failed on a tie vote.
- 5) Johnson explains that they have an even greater percentage of the business owners that support the TBID this time around and can't think of any reason not to approve it.
- 6) Town Manager Dan Sabolsky explains that due to some of the water issues they had this year, it was determined that in order to bring the new well online, they needed to transfer water rights. Since the output at the spring rebounded, they took the time to develop another approach that would allow them to retain the water rights for the wells in the Madison Addition but also challenge the antiquated data the State was using to establish water rights from the Madison River. He explains that the purpose behind hiring this company, HydroSolutions, is to conduct a hydrology study to determine water rights. He says that it will likely take a year to finish this, but there is the possibility of getting it

done faster. He says the new well is nearing completion, but it will be held as a backup until they get everything approved.

- A) **Advisory Board Reports:** Mayor Schmier reports that he met yesterday with Ray Stinnett on behalf of the **Cemetery Board**. The Stinnetts are the owners of the parcel adjacent to the Fir Ridge Cemetery. The Stinnetts were receptive to the idea of selling, donating, or trading property for the purpose of expanding the cemetery and they will continue to have discussions with them on that topic. Sabolsky adds that he is going to meet tomorrow with Ken Davis and then they will talk to the State about it as well.
- B) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky reports that ThinkTank will attend a work session on January 15 to discuss the final draft of the conceptual plan for the 80 acres. If there are no major changes, they will present it for adoption at the meeting on the 22nd of January. They are working on updating the zoning code with Land Solutions and anticipate a draft by the middle of the month. Land Solutions has also prepared a first draft of the subdivision regulations and they are working through that. Gallatin County has contributed \$5000 towards the Yellowstone Westgate Project and another \$25,000 is coming from Yellowstone National Park. A meeting was scheduled for January 7 to discuss the project, but due to the federal government shut down it has been cancelled. The water and sewer committee is meeting again tomorrow with representatives from Advanced Pump & Equipment to discuss some of the issues at the spring. The letter to Montana DEQ regarding the proposed solutions for the sewer lagoon has been delivered but they are still waiting for a response. Greg Johnson and Josh VanLeeuwen have been taking readings and preparing to submit the end of the year report. The Moonrise Project has been submitted and the developer has indicated that he will apply for a height variance. The group that is working on improving the casting pond has prepared a basic plan, are starting to raise money for the project, and intend to approach fly fishing vendors for sponsorship. The Big Sky Resort District is meeting next week to work on lobbying the legislature to increase the resort tax. He invites any council members or community members that would like to assist to be involved. The application to rezone Washburn Circle has been received and they are working on the request. They have open positions in Public Services, Police, and Dispatch. Mayor Schmier asks how long the contracts are with Buffalo Services and Forsgren Associates. Sabolsky responds that they were both for one year with the intention of revisiting them and possibly extending for another year. Forsythe asks if they have received any bills from The Dyer Group since September. Gospodarek says that they have not and Forsythe requests that they follow up and request more detail.

Chief of **Police** Scott Newell reports on a busy New Years Eve, a new generator for the police department, and the application process for the vacancy. Assistant **Public Services** Superintendent David Arnado reports that they have been busy remodeling at the Povah Center and the Police Department and keeping the streets clear. Forsythe requests that they make sure there are benches and shovels at the ice skating rink. Johnson requests that they also remember that Electric Street is the trailhead to the South Plateau snowmobile trail and they need to keep snow on it, at least on the shoulder. **Social Services** Director Kathi Arnado reports that Christmas was a great success and they administered the Christmas Star program to assist low income families with Christmas gifts. She also announces new parenting classes that will be available in combination with Community Health Partners. She also reports on end of the year statistics. **Finance** Director Lanie Gospodarek reports that the annual financial report was submitted before she left on vacation and audit preparations have begun. She mentions that there are rumors in the legislature that the funding for cities and towns through HB 124 could be cut and they have been encouraged to contact local legislators to ensure that doesn't happen. That bill currently provides over \$260,000 annually for the Town.

The meeting is adjourned, 9:00 PM.

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Work Session
June 5, 2018

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

OTHERS PRESENT: Town Manager Daniel Sabolsky, Katie Moen-WY Star, Forsgren Associates, Stahly Engineering, Erik Nelson-Think Tank Design, Fire Chief Shane Grube, District Ranger Jason Brey, Tom Cherhoniak, Grant Jackson, Rachael and Kyle Burden, Steve Larson, Dave Magistrelli-Habitat for Humanity

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.

Public Comment Period/Council Comments

No public or council comments are received.

Engineering Services Proposals

Stahly Engineering

Greg Benjamin, President of Stahly Engineering, introduces himself as well as Theron Thompson-customer liaison and contact, and Ryan Rittal-head of the water and wastewater department. Benjamin emphasizes that Stahly Engineering has been in business in Montana for 50 years and believe their strength is serving smaller communities. Thompson addresses the Council and explains that if Stahly is selected, he would be the primary point of contact and points out positive reviews from other clients in the state. He explains that they understand the challenges in West Yellowstone including street maintenance, tourism impacts, development and growth challenges, and the effect of snow on the community. He explains that Stahly recently set up the GIS and PASER systems in West Yellowstone and they are familiar with the infrastructure. Rittal explains that Stahly is knowledgeable and experienced with funding strategies and planning for major projects. He also explains that they are experienced and understand that water and sewer infrastructure is a top priority. He says they have developed and maintained good relationships with the regulators at Montana DEQ. They understand that there are water capacity concerns in West Yellowstone but are very familiar with what it takes to find water, test the wells, and get them permitted. He says they are experienced with grant agencies and programs for funding long-term projects. He says they have in-house grant and application writers that can help them apply correctly. He briefly addresses grant programs including the Treasure State Endowment Program (TSEP), Renewable Resource Grant and Loan Program, Community Development Block Grant (CDBG) Program, State Revolving Loan Fund, and USDA Rural Development. Rittal briefly mentions some other funding options explains that Stahly is the right fit for West Yellowstone, emphasizing that they are a mid-sized firm with the expertise and personal service the Town needs, they value and prioritize their client relationships, know and understand community needs and are available and desire to build a productive partnership with West Yellowstone. Mayor Schmier asks for clarification about Stahly's in-house grant writing staff. Rittal explains that the grant writer will work with the community to complete the applications, noting that some communities like to be more involved than others but some information must come from the Town. He says that their grant writer is very familiar with the applications and can be very helpful. Martineau points out that they have a ways to go as far as their water and sewer rates go to qualify for TSEP funding. Thompson says that they do, but they are very experienced working with communities to structure those rate increases. Thompson also explains that they have offices throughout the state, but their largest office is in Bozeman and he is the office manager. Forsythe asks what the steps would be to start working with Stahly. Benjamin explains that they would schedule a kick off meeting to determine what the needs of the Town are and establish solid communication and methods. Thompson explains that they would establish what level of communication and frequency the Town needs and plan to meet those expectations. Forsythe says that his biggest concern is

planning for the growth and development of the Town. Forsythe asks what kind of a role would Stahly take for a development such as the 80 acres. Thompson says that it just depends on what the Town wants, but says they have the capacity to do everything in-house from site plan review, design, subdivision review, etc. Benjamin adds that they do a lot of reviews for other subdivisions and developments through the state. Burke asks about experience and the Stahly team answers, pointing out involvement with multiple local projects and their familiarity with the Town's Capital Improvement Plan (CIP). Johnson asks for references for clients that may have had challenges with their projects or projects that they found challenging. He also asks if they would have a primary point of contact or would it be on a project basis. Thompson explains he would be the client liaison and would be the first call for everything, but he would assign project managers for each issue but would remain involved. Benjamin says he will send them a list of clients that they call for references. The Council thanks Stahly for their presentation and for coming this evening.

Forsgren Associates, Inc.

Ryan Barker, Dave Noel, and Kevin Harris of Forsgren Associates address the Council. They were founded in Rexburg, ID in 1962 and started working in West Yellowstone in the 1970s. He says that they have grown over the years to 12 offices in 10 states and have over 100 professional employees. He explains that they have always focused on small to medium municipalities and offer full service engineering ranging from planning and reviews to testing and mapping. Dave Noel explains that their focus has always been full-service engineering services for small municipalities. Noel hands out business cards for the core people they have identified to work with West Yellowstone. Noel introduces Kevin Harris, Division Manager for the Rexburg, ID, and Ryan Barker, CAD/Design, pointing out that Barker has been attending meetings in West Yellowstone for years and grew up in the area. Noel explains that if Forsgren is selected, he would be the primary point of contact. He says that he would work with the Town to select the individuals and project managers for each project. He emphasizes that they have a stable and consistent group of professionals that will be able to work with the Town long-term. Noel explains that they are already familiar with the challenges the Town is facing regarding water source and testing as well as wastewater disposal and treatment, noting that they are already working with Montana DEQ on a solution. He reports that they had a call with DEQ today and they indicated appreciation of the thorough letter sent by the Town and they expect a response next week. He also points out that they are already providing operation support for the Town's water and wastewater systems and have provided a guide for the staff to ensure they stay in compliance. Noel explains that his expertise is with water, wastewater and parks projects as well as operations. Kevin Harris would be the secondary point of contact for the Town, Harris specializes in plan review and operations. Noel also describes Aaron Swenson, a project manager for the Rexburg office, pointing out that he specializes in civil site design and is currently over 50 developments and is very experienced from the municipal side of development review. Swenson is currently serving as the chair for the Planning Board for Madison County, ID. Swenson is also experienced with ADA sidewalk projects. Noel also briefly describes Kylie Anderson, who specializes in water and wastewater systems and Ryan Barker, who specializes in survey, mapping, and design. He points out that they have regional staff that specializes in historic building restoration and quality assessment (QA) and quality control (QC). Noel says that their office is not far away, they will be available on-site frequently and always available by phone. They are prepared to work with town staff and the council, regulatory agencies, and whatever is necessary. Schmier asks Noel about grant writing. Noel says they do offer grant writing assistance in-house and are experienced and trained. Schmier asks if they have an office in West Yellowstone. Noel responds that they do have a satellite office here in West Yellowstone, but it is staffed intermittently. The recently lost their primary surveyor, Jeff Rowe, who left to start his own company, but they still work with him and are working towards hiring a new surveyor. Johnson asks Noel to provide a list of clients and/or projects that would more difficult to work on and he would like to make some calls and reference checks. Noel indicates that he would be happy to do that and will send a list tomorrow.

80 Acres Conceptual Plan, Think Tank Design Group

Erik Nelson of Think Tank Design Group addresses the Town Council. Nelson explains that since the first draft of the plan was present in October, they have collected public comment and incorporated that into the plan. Nelson explains that the intent of the report is 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. Nelson presents a site plan study of the 80 acres parcel that presents three separate zoning types: M1-mixed use industrial and residential apartments, R4-higher density housing, and R3-low and medium density housing. Nelson explains that the roads and transportation routes can be adjusted as the annexation and official zoning is developed. Schmier asks if R4 zoning allows uses such as hospitals and community use. Nelson says that it would be based on site plan reviews. Johnson asks if manufactured housing is allowed anywhere in the plan. Nelson answers that at this time, manufactured housing and RVs are not allowed in the R4, but that could be considered and added. Johnson emphasizes that the original push to find more land happened when the original part of town started to sell, and manufactured housing got pushed out. He says that he thinks the plan shows too much M1 and not enough entry level housing. Nelson says a solution to that could be to provide more R4 on the southern end of the parcel and less R3, but they could also zone the entire housing area as R4. Forsythe clarifies that Johnson thinks they need to allow trailer homes, mobile homes and manufactured homes. Johnson agrees and says that a home on a metal frame should be allowed. Burke says he likes the balance and different levels of zoning and believes they need more M1. He says that they need to encourage housing that can be owned and financed as an entry level or affordable. Johnson states that Grizzly Park had a M1 zoning area and it failed, so they eventually had to change it to attract other commerce. He says that they had several families that lived here in manufactured homes and when they were pushed out, the entire family left. Nelson encourages them to retain the M1 zoning around Highway 20 due to noise and impact from the highway. Burke also questions whether they need to provide space for a grammar school in the new parcel. He says that developers will look for these types of services in the vicinity of where people live when deciding what to develop. Schmier says that based on growing up here, there are people in this town that own their manufactured home but are being forced to leave because they have nowhere to put their home. The group discusses at length the allowance of trailer homes in the 80 acres and a suitable location. Nelson says they could amend the zoning to allow trailer homes as a conditional use in the 80 acres. Martineau says that their goal is to move people into better housing, not to move old trailers onto new lots. Forsythe says that maybe they should consider zoning the property on the north side of Highway 20 for trailers and that way it would be separate. Nelson also presents proposed changes to the M1 zoning to include additional uses such as home-based businesses, banks, and community centers. He also suggests a high emphasis on manufactured uses providing housing as well. Nelson also addresses the relocation of the city shops and the Council discusses multiple options. They debate whether it is appropriate to move the city shops adjacent to residential areas, historic district or just leave it where it is. Nelson discusses site development strategies for the 80 acres including the creation of a 5-lot minor subdivision which will provide for easy transfer of land, flexibility, phasing of costs, and response to future conditions. The next step could be to subdivide those five lots into blocks and proceed from there. Nelson also addresses redevelopment potential of prime commercial sites, specifically along Yellowstone Avenue. Also included in Nelson's report is a summary of the public comments received on the plan and Nelson's responses as to how they were considered when developing the plan. Nelson asks the Council to review those comments and let him know if changes need to be made.

Mayor Schmier asks the public for comments on the conceptual plan. Kyle Burden encourages the Town to "take care of our own." He says that there are a lot of people that have been displaced by housing turning into nightly rentals. He says they have a lot of people that own mobile homes with no place to go. He says that he watched his parents move up through mobile homes and upgrade and still put money aside to eventually buy a stick-built house. He says they need to make affordable housing available and make it available to the people that already live here. David Magistrelli of Habitat for Humanity addresses the Council and reminds them that they would love to work with the Town to offer affordable housing in West Yellowstone. He mentions examples in Gallatin County that they have been able to build very affordably and says

they have the capacity to produce affordable housing. He says that what they need is land. He says they can develop land trusts so the homeowner still builds equity in the home but can afford to live in the house. He says they have a proven model for home ownership and would be very happy to use it in West Yellowstone. He says they would like the opportunity to work with the Town and provide housing to the community. The Council thanks Magistrelli for his comments. Burke thanks him for attending and says that is exactly what he has been talking about for a couple years and would really like to develop housing using such a proven model. Magistrelli also comments that they operate a critical repair program and unfortunately, practically 95% of the repairs are to trailer homes because they just require more maintenance and repairs.

Mayor

ATTEST:

Town Clerk

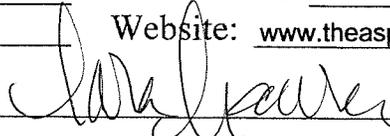
Town of West Yellowstone Business License Application

Previously
Pine Shadows

Business Name: The Aspen
Applicant: The Aspen, LLC
Contact Person: Sara Maurer
Mailing Address: PO Box 1835 West Yellowstone MT 59758
Physical Address of Business: 229 N. Hayden West Yellowstone MT
Phone Number: 406.646.1162 Fax Number: _____
Email Address: sara@theevergreenmotel.com Website: www.theaspenatw

Evergreen has
excellent RT
record.

- Lisa

Signature of Property Owner of Record: 

Subdivision: B-3 - Old Town
Block: 9 Lot: 9, 10 & 11

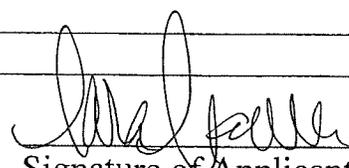
Zoning District, please mark one:

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

- Is this business licensed by the State of Montana? Yes No
- Appropriate 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.
8 Condos 8 Motel rooms

Business License Fee: \$ 25
Resort Tax Bond: \$ _____
Total Amount Due: \$ 25


Signature of Applicant

Signature of Applicant
Date 1/9/19

FOR OFFICE USE ONLY			
Date Approved by Town Council:	<u>Finance office</u>	<u>1/9/19</u>	
Date	<u>1/9/19</u>	Check # <u>cc</u>	Amount \$ <u>25-</u> License # _____
SCN _____	BLP <input checked="" type="checkbox"/>	STX _____	BLC _____ RDX _____

January 8, 2019

The Aspen, LLC requests a Resort Tax Bond waiver for the motel located at 229 N. Hayden, The Aspen. Members of this corporation separately own a combined total of 5 additional lodging properties in town and have been in good standing with Resort Tax reporting and payments for 10 years.

Thank you,



Sara Maurer

The Aspen, LLC

Town of West Yellowstone Business License Application

Business Name: Jennifer L Martinez
 Applicant: Jennifer Martinez
 Contact Person: Jenn Martinez
 Mailing Address: PO Box 1235 WYS MT 59758
 Physical Address of Business: 485 Aspen Loop Rd WYS
 Phone Number: 406 570 7156 Fax Number: _____
 Email Address: Jenn-aa Website: _____
Jenn_mwys@jchoco.com

Signature of Property Owner of Record: _____

Subdivision: _____
 Block: _____ Lot: _____

Zoning District, please mark one:

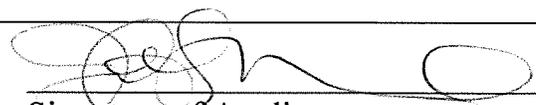
- B-3 Central Business District (Old Town)
- B-4 Expanded Business District (Grizzly Park)
- E-2 Entertainment District (Grizzly Park)
- PUD Planned Unit Development (Grizzly Park)
- Residential Districts, Home Occupations Only (Mad Add)
- New Business
- Change of Location
- Transfer of Ownership
- Name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

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

Caregiver for Seniors - Companion, take to doctors appt, get groceries, ~~take~~ light cleaning. No one will be going directly to my home.

Business License Fee: \$ 50
 Resort Tax Bond: \$ _____


 Signature of Applicant

Total Amount Due: \$ 50

Signature of Applicant _____
7/14/2019
 Date

FOR OFFICE USE ONLY				
Date Approved by Town Council: _____				
Date _____	Check # _____	Amount \$ _____	License # _____	
SCN _____	BLP _____	STX _____	BLC _____	RDX _____



MONTANA SECRETARY OF STATE

Return Method: Email

November 20, 2018

SWYFT FILINGS
12605 EAST FREEWAY SUITE 509
HOUSTON TX 77015

CERTIFICATION LETTER

I, COREY STAPLETON, Secretary of State for the State of Montana, do hereby certify that

Jennifer L Martinez

filed its Registration of an Assumed Business Name with this office and has fulfilled the applicable requirements set forth in law. By virtue of the authority vested in this office, I hereby issue this certificate evidencing the filing is effective on the date shown below.

Certified File Number: A1100733 - 6782304

Effective Date: November 20, 2018

Expiration Date: November 20, 2023

Approval Reason: Approved

Thank you for the opportunity to serve you.

Handwritten signature of Corey Stapleton.

Corey Stapleton
Montana Secretary of State

TOWN OF WEST YELLOWSTONE

PUBLIC HEARING

CONDITIONAL USE APPLICATION

PLANNED UNIT DEVELOPMENT (PUD)

Human Resource Development Council, District IX

Community Land Trust Townhome Development

NOTICE IS HEREBY GIVEN that the Human Resource Development Council, District IX, is seeking a planned unit development conditional use permit to create three townhome lots and build a residential structure with three townhome units on a vacant parcel of land located at along the southeastern portion of Washburn Circle within the Town of West Yellowstone, MT. The lots would be owned by a community land trust and leased to purchasers of the townhomes. The ground leases are intended to limit price appreciation utilizing a formula that allows for a reasonable return while preserving affordability for future buyers. The homes would be targeted to buyers earning 80% of the area median income. The property can be described as Lot 15, Block 22, Tract 8A of the Amended Plat of Tracts 3, 4, 5, 6, 8 and 9 and portions of Block 17 and 20 of the Madison Addition Subdivision located in the SW ¼ of Section 27, Township 13 South, Range 5 East. Complete copies of the application, plans, and the Town of West Yellowstone's zoning code are available at the Town Offices, 440 Yellowstone Avenue, West Yellowstone, Montana. The Town's zoning code, Chapter 17 of the West Yellowstone Municipal Code, may be accessed on the Town's website: www.townofwestyellowstone.com.

The public hearing will be held during the Town Council Meeting at 7:00 PM on January 22, 2019. The public hearing will be held at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana. Written testimony may be submitted until 5:00 PM on the date of the hearing to the Town Clerk at the Town Offices, 440 Yellowstone Avenue, by mail to PO Box 1570, West Yellowstone, MT 59758, or by email to info@townofwestyellowstone.com. For further information, please contact the Town Clerk by email or at 406-646-7795.

Elizabeth Roos
Town Clerk





West Yellowstone Community Land Trust at Washburn Circle

An Affordable Housing Demonstration Project

CUP/PUD Application
November 2018



Town of West Yellowstone

Townhome/Planned Unit Development/Conditional Use Permit Application

This application is used for townhome/PUD/CUP requests. The application must be approved prior to any land development activity.

Office Use Only

Date: _____ Accepted by: _____
Fee: \$ _____ Cash/Check #: _____

1. Project Name and Description: West Yellowstone Community Land Trust at Washburn Circle - this application proposes to develop three affordable townhomes on an existing property on Washburn Circle. The townhomes lots will be created as a COS under the townhome exemption. This project is proposed as an affordable housing demonstration project and partnership between the HRDC and the Town of West Yellowstone. No relaxations are being requested with this application.

2. Owner(s) of Record:

Name: Human Resource Development Council (Contact: Brian Guyer)
Mailing Address: 32 South Tracy Avenue
City/State/Zip: Bozeman MT 59715
Phone: 406.585.4840
Email: bguyer@hrdc9.org

3. Person(s) authorized to represent the owner(s), their role (e.g. developer, engineer) and to whom copies of all correspondence is to be sent:

Name: GroundPrint, LLC (Contact: Susan Riggs, AICP) (Planner)
Mailing Address: 1262 Stoneridge Drive, Bozeman, MT 58718
Phone: 406-579-5844
Email: sriggs@groundprint.com

Name: TD&H Engineering (Contact: Kyle Scarr, PE) (Engineering & Surveying)
Mailing Address: 234 E Babcock St., #3, Bozeman MT 59715
Phone: 406.586.0277
Email: kyle.scarr@tdhengineering.com

Name: Intrinsik Architecture, Inc. (Contact: Henri Foch, AIA) (Architect)
Mailing Address: 111 North Tracy Avenue, Bozeman, MT 58715
Phone: 406-581-9889
Email: hfoch@intrinsikarchitecture.com

4. Legal Description of Property (Refer to Property Records)

Street Address: TBD Washburn Circle

Legal Description: Lot 15, Block 22, Tract 8A of the Amended Plat of Tracts 3, 4, 5, 6, 8 and 9 and portions of Block 17 and 20 of the Madison Addition Subdivision located in the SW ¼ of Section 27, T13 S, R5E

Lot Size: 13,528 SF / 0.31 acres

Zoning District: R-3

5. Submittal Requirements

See letter from Land Solutions, LLC to HRDC dated March 23, 2018

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other forms, documents, plans or any other information submitted as a part of this application to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand any approval based thereon may be rescinded and other appropriate action taken. The signing of this application signifies approval for representatives of the Town of West Yellowstone to be present on the property for routine monitoring and inspection during the approval and development process.

Applicant Signature

Date

Project Narrative

West Yellowstone Community Land Trust at Washburn Circle

This Planned Unit Development/Conditional Use Permit Application proposes to develop one existing vacant lot located on the southwest portion of Washburn Circle into three modest affordable townhomes in a community land trust. All the homes will have one-car garages and one parking space in the driveway. Two of the homes are proposed to have three bedrooms while the center home is designed with two bedrooms. The property is owned by the Human Resource Development Council, District IX (HRDC) and is intended to be set up as a community land trust to ensure permanent affordability for the West Yellowstone community. The homes will be targeting to qualified individuals and families earning 80 percent of the Area Median Income (AMI). All three homes in the land trust will have ground leases limiting appreciation utilizing a formula that allows for a reasonable return while preserving affordability for future buyers.

During the PreApplication review, it was determined that the three townhomes, with the PUD/CUP, would generally conform to the R-3 zoning requirements therefore creation of the lots is proposed through the Certificate of Survey (COS) process using the Montana Code Annotated Section 76-3-203 exemption.

This project is proposed as **an affordable housing demonstration project** and partnership between the HRDC and the Town of West Yellowstone. We hope to add additional community partners as the project moves forward.

No Planned Unit Development relaxations are requested with this project.

HRDC and our project team (contact information is listed on the application form) are available for any questions. We look forward to working together on this important community project.

The following information was requested with the PreApplication review:

1. An application form.
See attached.
2. A project narrative describing the purpose of the project, why the townhome form of ownership is proposed, and any requested relaxations of the zoning.
See previous page. No relaxations are being requested with this project.

3. Distance from the property to the closest fire hydrant. (See WYZO Section 17.40.240 and 17.40.260)

The nearest fire hydrant is located on Washburn Circle just to the southeast of the subject property. The distance is estimated to be less than 100 feet. See photo below.



4. A draft certificate of survey in compliance with the Uniform Standards for Certificates of Survey (Administrative Rules of Montana 24.138.1104) that cites the appropriate exemption from subdivision.
See attached draft drawing prepared by TD&H.
5. Draft community land trust documents and/or documents that will be used to govern future development, ownership and maintenance of the homes and lots, including how the dwellings will be kept 'affordable' in the future.
See attached draft documents prepared by HRDC.
6. A preliminary landscape and site improvement plan as described in WYZO Section 17.04.040 and 17.40.210.
See attached preliminary landscape plan prepared by Design 5 Landscape Architecture and preliminary site plan prepared by Intrinisk Architecture, Inc.
7. At least one building elevation demonstrating compliance with WYZO Section 17.40.070 and the building height limitation of the R-3 district.
See attached preliminary architectural drawing set prepared by Intrinisk Architecture, Inc.



Subject Property



Tim Whitman
PO Box 841
West Yellowstone, MT 59758

Blaize & Donna Stewart
PO Box 2034
West Yellowstone, MT 59758

Brenda Holland
PO Box 1055
West Yellowstone, MT 59758

Tim Morris
PO Box 1018
West Yellowstone, MT 59758

Janis Collins
PO Box 1702
West Yellowstone, MT 59758

Matt & Kelly Burden
PO Box 674
West Yellowstone, MT 59758

Jeremy & Sabrian Roberson
PO Box 1813
West Yellowstone, MT 59758

Kyle & Rachael Burden
PO Box 1733
West Yellowstone, MT 59758

Mike & Pilar Collins
PO Box
West Yellowstone, MT 59758

John McLaughlin
PO Box 303
West Yellowstone, MT 59758

Don & Patsy Detonancour
PO Box 2045
West Yellowstone, MT 59758

West Development LLC
PO Box 1159
West Yellowstone, MT 59758

Ridgetop Ranch Properties, Inc.
PO Box 160545
Big Sky, MT 59716-0545

HRDC Application 1-22-19 TC Mtg
Adjacent Properties - Owners
Notice mailed 1-10-19 

STAFF REPORT

for the

WEST YELLOWSTONE COMMUNITY LAND TRUST AT WASHBURN CIRCLE

I. INTRODUCTION

Application Type: Conditional Use Permit and Planned Unit Development

Applicant and Landowner: Human Resource Development Council, District IX (HRDC)

Project Description: HRDC intends to build a residential structure with three townhome units on a vacant parcel of land located at the southeastern portion of Washburn Circle. Each townhome unit would be built on an individual townhome lot, with one common area lot to be used as open space for the development. The townhome units would be sold while the townhome lots would be owned by a community land trust and leased to the unit purchasers. The homes would be targeted to buyers earning 80% of the area median income. The differences between the current proposal and the one submitted by HRDC in May of 2018 are 1) a common area lot is proposed for the residents and 2) one driveway entrance to the property is proposed instead of three separate ones. *No deviations or relaxations from the zoning ordinance are requested or required.*

Legal Description: Lot 15, Block 22, Tract 8A of the Amended Plat of Tracts 3, 4, 5, 6, 8 and 9 and portions of Block 17 and 20 of the Madison Addition Subdivision located in the SW ¼ of Section 27, Township 13 South, Range 5 East

Lot Size: 13,528 square feet / 0.31 acres

Zoning District: R-3 Residential – Medium Density

Application Received: November 9, 2019

Town Council Hearing Date: January 22, 2019 at 7:00 p.m.

Legal Notice Published: January 4, 11, and 18, 2019

Planner's Recommendation: Adopt this report as findings of fact and approve the conditional use permit subject to conditions.

Submitted by:



January 9, 2019

Dave DeGrandpre, AICP

Land Solutions, LLC

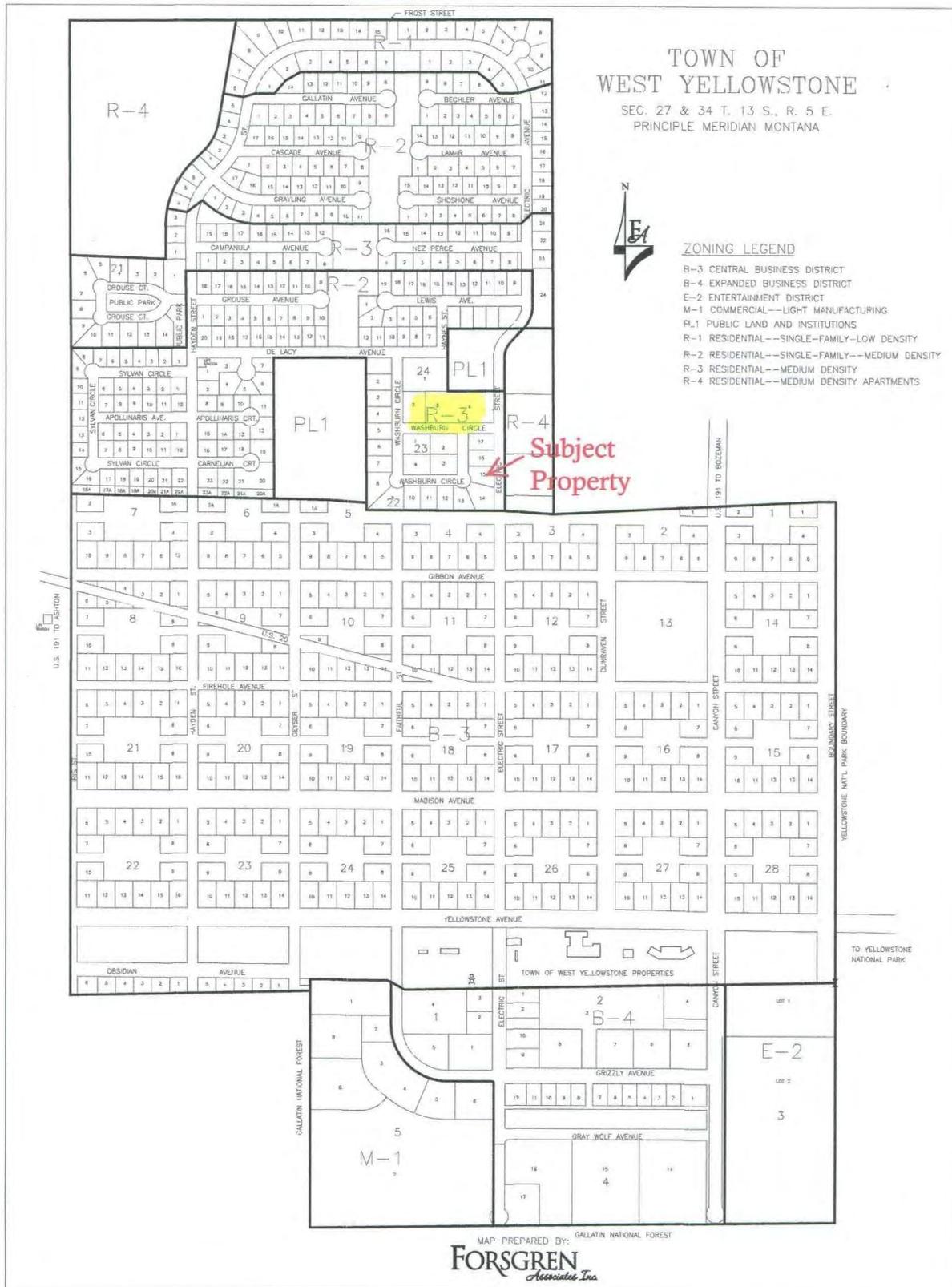
Contract Planner for the Town of West Yellowstone

Date

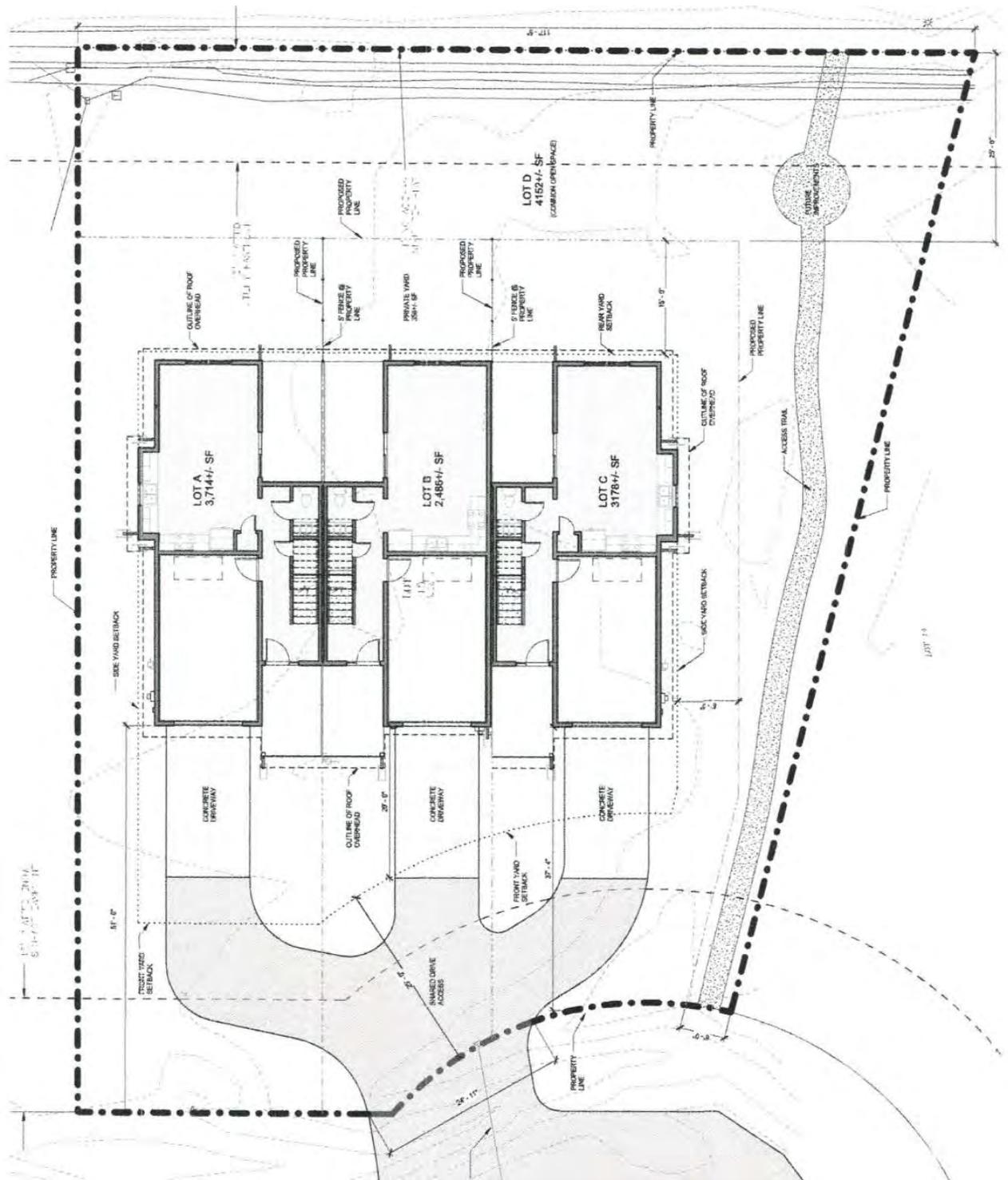
II. MAPS



Map 1. Aerial photo and vicinity map



Map 2. Zoning map showing the property in the R-3 district



Map 4. Site plan

III. ZONING AND SUBDIVISION CONSIDERATIONS

- A. Under the Town of West Yellowstone Zoning Ordinance (WYZO), the subject property is located in the R-3 Residential – Medium Density district. This district is intended to provide for the development of one to four-family structures and a variety of housing types.
- B. Townhouse developments are allowed in the R-3 district as per WYZO Section 17.40.020(B). Under the zoning, a townhouse is defined as a one-family dwelling unit which is part of a group of two or more such units separated by a common party wall, having no doors, windows, or other provisions for human passage or visibility.

Montana Code Annotated defines a townhome or townhouse as property that is owned subject to an arrangement under which persons own their own units and hold separate title to the land beneath their units, but under which they may jointly own the common areas and facilities. [MCA 70-23-102(15)]

- C. As per WYZO Section 17.40.050, the approval of a townhouse project adds a townhouse overlay district onto the existing zone. In this case, if approved, the West Yellowstone Zoning Map would be updated to include hatching or another notation indicating a PUD has been approved on the subject property.
- D. Both the R-3 district and the Townhouse Development Standards in Chapter 17.40 apply to the proposed townhome development. Where differences occur, the Townhouse Development Standards prevail. [WYZO 17.40.10(A)] Table 1 below shows standards that apply to this development and how the townhome proposal complies with the standards.

Table 1. Evaluation of Zoning Compliance

Standard	WYZO	Proposed Townhomes
Minimum lot area/density	3,000 square feet per residence	4,509 square feet per residence
Minimum lot size	1,600 square feet	2,486 square feet (Lot B)
Minimum lot and building width	20 feet	22 feet (Lot B)
Minimum size of the development site	5,000 square feet	13,528 square feet
Maximum lot coverage	40%	35% (Lot B)
Minimum floor area	750 square feet	1,512 square feet (Lot B)
Maximum building height	32 feet	27 feet, 6 inches
Architectural treatments	Varied front facades with at least a 4-foot protrusion, varied materials, design and roof lines	Varied front façade (porches) with 4-foot protrusions, varied materials, colors and roof lines
Maximum number of attached units	6	3
Landscape plan	Required	Submitted
Minimum common open space	30%	30.6% (Lot D)
Minimum front yard	25 feet	37 feet, 4 inches
Minimum rear yard	15 feet	15 feet
Minimum private yard	320 square feet per unit	356 square feet in the rear of the smallest lot (Lot B), plus front yard
Minimum side yard	8 feet	8 feet to the closest lot boundary (Lot A and C)
Minimum off-street parking spaces	2	2+ (garage and driveway)
Fire hydrant distance	No more than 400 feet from a hydrant to the furthest part of any building	Estimated at 250 feet to the furthest part of the building

E. Planned Unit Developments

According to WYZO Section 17.40.020(G), townhouses are considered planned unit developments (PUDs). Approval of a PUD is obtained through the conditional use permit procedures and by following the adopted subdivision regulations when applicable (discussed below). The intent of the PUD zoning chapter is to encourage better land use development by relaxing the strict mechanical regulations of the zoning and providing a method and standards whereby structures and uses can be designed and developed as a unit instead of

the traditional lot-by-lot method, yet carrying out the intended purposes of the zoning. (Section 17.34.010)

F. Requested relaxations from requirements of the WYZO

None. The previous submittal (May 2018) did not include a common area as required by WYZO Section 17.40.90. The revised plan includes Lot D, a 4,152 square foot common open space to be leased to and used by the unit owners, with ongoing maintenance provided by the unit owners as required by WYZO Section 17.34.050. The previous submittal also included separate driveways from Washburn Circle to each unit. The driveways were proposed to be built less than 50 feet apart, the minimum curb cut distance under the zoning. The applicant has re-designed the site plan to have one main driveway that splits like a trident, providing access to each of the units. With these changes, no relaxations of the zoning are necessary.

G. Creation of Lots A, B, C and D

Normally a division of land occurs through the subdivision application and review process, which includes several procedural steps as well as evaluation of the proposal under the local subdivision regulations and Montana Subdivision and Platting Act. However, there are exemptions from the requirement for subdivision review.

Montana Code Annotated Section 76-3-203 provides an exemption for condominium and townhome projects when the lot is in a subdivision such as the Madison Addition or within an incorporated city or town; and the approval of the original subdivision of land expressly contemplated the development of condominiums or townhomes; OR the proposal is in conformance with applicable zoning regulations. In this case, the proposed townhome project is located within the Town of West Yellowstone, townhomes are allowed in the R-3 district, and as shown in Table 1, the proposal complies with the WYZO. Therefore, the creation of lots can be accomplished through recording an amended plat that cites the subdivision exemption mentioned above.

IV. REVIEW CRITERIA

Below are the criteria for conditional use permits and an evaluation of the proposal under the criteria. According to WYZO Section 17.32.020(B), conditional use permits shall be granted only by the Town Council when their findings are:

A. The use conforms to the objectives of the master plan (growth policy) and the intent of this title (the zoning ordinance).

One of the key issues discussed in the 2017 West Yellowstone Growth Policy Update is the lack of available and affordable owner-occupied and rental housing for year-round residents and summer employees. Related goals and objectives include:

Goal 1: Increase the supply of affordable and workforce housing.

Objective 1.1: Support non-profit efforts to build affordable housing.

The applicant intends to form a community land trust (CLT), which is a non-profit entity created “exclusively for charitable purposes, including the purpose of providing homeownership opportunities for low and moderate-income people who would otherwise be unable to afford homeownership.” The CLT plans to sell the homes and lease the lots to West Yellowstone residents earning not more than 80% of the area’s median income. Section 4.4 of the draft ground lease contract document submitted with the application states the homeowner must occupy the home for at least 10 months each year, meaning the homes are planned to be sold to permanent residents. Section 10.2 of the ground lease contract says homeowners may transfer homes only to the CLT or persons who qualify for the program due to limited income.

The overall intent of the zoning is to provide for the public health, safety, morals, or the general welfare of the community. (76-2-301, MCA) Based on the factors cited above, the proposed use conforms to the objectives of the growth policy and the intent of the zoning.

B. Such use will not adversely affect nearby properties or their occupants.

The subject property is located in the R-3 zoning district. “The intent of the R-3 district is to provide for the development of one to four family residential structures.” (WYZO 17.40.010) Surrounding properties are developed primarily with single- and two-family residences, with some vacant or undeveloped lots nearby. The proposed three-family structure would not result in undue traffic, noise, glare, fumes or other impacts that would be incompatible with the

neighborhood. It has been designed with architectural treatments to be attractive and durable. The applicants have proposed an appropriate landscaping plan designed to increase the attractiveness of the site and neighborhood. The proposal complies with all setbacks. Two parking spaces meets the zoning requirement, so vehicles will not regularly have to be parked in the street. Based on the above, the use of the property for three townhomes as proposed will not adversely affect nearby properties or their occupants.

C. Such use meets density, coverage, yard, height, and all other regulations of the district in which it is to be located, unless otherwise provided for in this title.

As shown in Table 1, the proposed lots and structures meet the density, lot coverage, yard, height, and all other requirements of the zoning. No relaxations are necessary. The proposal will help meet the affordable housing needs of the community by providing three high quality, attractive and cost-controlled homes to year-round residents and uphold the intent of the zoning. Therefore, this proposal complies with the zoning.

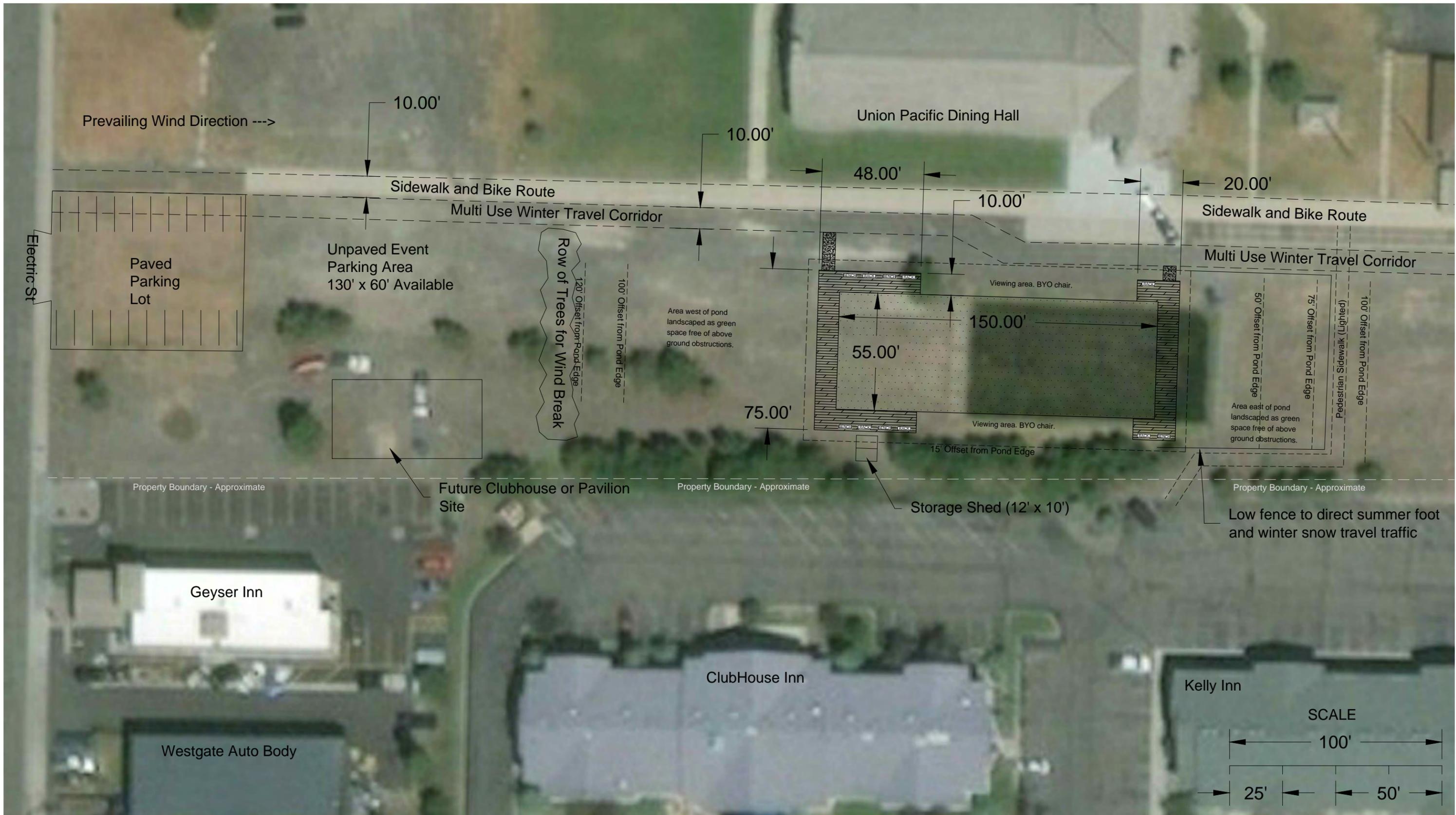
D. Public hearings have been held, after the required legal notices have been given and the public has been given a chance to be heard upon the matter.

For a conditional use to be approved, the Town Council must hold a public hearing on the application and take testimony from interested parties following legal notice of not less than 10 days. Legal notice was published in the West Yellowstone Star on January 4, 2019 and is scheduled to also be published on January 11 and 18, 2019. The Town Council public hearing is scheduled for January 22, 2019, during which the public will be given a chance to be heard on the matter.

V. RECOMMENDATION

Based on the findings contained in this report and an evaluation of the proposal under the WYZO and the Montana Subdivision and Platting Act, the reviewer recommends Town Council approve the West Yellowstone Community Land Trust at Washburn Circle Conditional Use Permit/PUD application for the creation and development of three townhome units and four townhome lots on Lot 15, Block 22 of the Amended Plat of the Maddison Addition subject to the conditions listed below. All conditions must be met prior to a certificate of occupancy being issued for the units.

1. Lot development and construction will substantially comply with all plans submitted with the application, including architectural design, landscaping, structural setbacks and other zoning requirements.
2. The applicant shall file an amended plat with the Gallatin County Clerk and Recorder citing the townhome exemption from the Montana Subdivision and Platting Act (76-3-203, MCA) and shall submit a copy of the recorded plat along with the application for a building permit.
3. Prior to issuance of a building permit, the applicant shall submit to the Town for review and approval a draft final version of the ground lease contract documents to be used with home purchasers, which include provisions for common open space use and maintenance in accordance with WYZO Section 17.34.050.



WEST YELLOWSTONE CASTING POND CONCEPTUAL DESIGN (11/28/2018)

SCALE: NTS

PLANS NOT SUITABLE FOR CONSTRUCTION

NOTES:

1. ALL FEATURES, LOCATIONS, AND DIMENSIONS ARE CONCEPTUAL AND OPEN TO REVISION OR MODIFICATION.
2. CONCEPTUAL DRAWINGS BY MATT KLARA OF BIG SKY ANGLERS - MKLARA@BIGSKYANGLERS.COM



ENGINEERING SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2015, by and between the **TOWN OF WEST YELLOWSTONE, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 1570, West Yellowstone, Montana 59758, hereinafter referred to as “Town,” and _____, hereinafter referred to as “Engineer.”

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. **Purpose:** Town agrees to hire Engineer as an independent contractor to perform engineering services as requested by the Town. This Agreement is not exclusive and is not intended to in any way limit the ability of the Town to employ other engineers as needed.

2. **Term of Agreement:** This Agreement is effective _____, 2015, through _____, 20___. Both parties reserve the right to cancel this Agreement by providing a written thirty (30) day notice to the other party.

3. **Scope of Work:** Engineer will perform the work and provide the services in accordance with the requirements of the Town.

4. **Payment:** Town agrees to pay Engineer pursuant to the schedule of fees and costs attached hereto as **Exhibit A**. Exhibit A may be amended from time to time upon written agreement by the parties. The parties must agree to any extra charges in writing.

5. **Independent Contractor Status:** The parties agree that Engineer is an independent contractor for purposes of this Agreement and is not to be considered an employee of the Town for any purpose. Engineer is not subject to the terms and provisions of the Town’s personnel policies handbook and may not be considered a Town employee for workers’ compensation or any other purpose. Engineer is not authorized to represent the Town or otherwise bind the Town in any dealings between Engineer and any third parties unless specifically authorized in writing to do so.

Engineer shall comply with the applicable requirements of the Workers’ Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Engineer shall maintain workers’ compensation coverage for all members and employees of Engineer’s business, except for those members who are exempted by law.

Engineer shall furnish the Town with copies showing one of the following: **(1)** a binder for workers’ compensation coverage by an insurer licensed and authorized to provide workers’

EXHIBIT A

compensation insurance in the State of Montana; or (2) proof of exemption from workers' compensation granted by law for independent contractors.

6. Indemnification: To the fullest extent permitted by law, Engineer shall fully indemnify, defend, and save Town, its agents, representatives, employees, and officers harmless from and against any and all claims, actions, costs, fees, losses, liabilities or damages of whatever kind or nature arising from or related to Engineer's performance of this Agreement.

7. Insurance: Engineer shall purchase and maintain insurance coverage as set forth below. The insurance policy must, unless not available from the insured, name the Town, (including its elected or appointed officers, officials, employees, or volunteers), as an additional insured and be written on a "primary—noncontributory basis." Engineer will provide the Town with applicable additional insured endorsement documentation. Each coverage shall be obtained from an insurance company that is duly licensed and authorized to transact insurance business and write insurance within the state of Montana, with a minimum of "A.M. Best Rating" of A-, VI, as will protect the Engineer, the various acts of subcontractors, the Town and its officers, employees, agents, and representatives from claims for bodily injury and/or property damage which may arise from operations and completed operations under this Agreement. All insurance coverage shall remain in effect throughout the life of this Agreement and for a minimum of one (1) year following the date of expiration of Engineer's warranties, if any. All insurance policies must contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least forty-five (45) days prior written notice has been given to Engineer, Town, and all other additional insureds to whom a certificate of insurance has been issued. All insurance documentation shall be in a form acceptable to the Town.

Insurance Coverage at least in the following amounts is required:

1.	Commercial General Liability (bodily injury and property damage)	\$ 750,000 per occurrence \$1,000,000 aggregate
2.	Products and Completed Operations	\$1,000,000
3.	Automobile Liability	\$1,500,000 combined single limit
4.	Workers' Compensation	Not less than statutory limits
5.	Employers' Liability	\$1,000,000
6.	Professional Liability (E&O) (only if applicable)	\$1,000,000 per occurrence \$2,000,000 aggregate

Engineer may provide applicable excess or umbrella coverage to supplement Engineer's existing insurance coverage, if Engineer's existing policy limits do not satisfy the coverage requirements as set forth above.

EXHIBIT A

8. Professional Service: Engineer agrees that all services and work performed hereunder will be accomplished in a professional manner and in accordance with all standards that apply to profession engineers.

9. Compliance with Laws: Engineer agrees to comply with all federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, MCA.

10. Nondiscrimination: Engineer agrees that all hiring by Engineer of persons performing under this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, national origin, or other class protected by state and/or federal law.

11. Default and Termination: If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party, at its option, may terminate this Agreement and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

12. Modification and Assignability: This document contains the entire agreement between the parties and no statements, promises or inducements made by either party or agents of either party, which are not contained in this written Agreement, may be considered valid or binding. This Agreement may not be enlarged, modified or altered except by written agreement signed by both parties hereto. The Engineer may not subcontract or assign Engineer's rights, including the right to compensation or duties arising hereunder, without the prior written consent of Town. Any subcontractor or assignee will be bound by all of the terms and conditions of this Agreement.

13. Ownership and Publication of Materials: All reports, information, data, and other materials prepared by the Engineer pursuant to this Agreement are the property of the Town, unless the parties have agreed in writing that the information shall remain the property of the Engineer. The Town has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. Any re-use without written verification or adaptation by the Engineer for the specific purpose intended will be at the Town's sole risk and without liability or legal exposure to the Engineer. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the Town.

EXHIBIT A

14. **Liaison:** The Town's designated liaison with Engineer is James Patterson and Engineer's designated liaison with Town is _____.

15. **Applicability:** This Agreement and any extensions hereof shall be governed and construed in accordance with the laws of the State of Montana.

16. **Equal Opportunity:** Pursuant to Sections 49-2-303 and 49-3-207, MCA no part of this contract may be performed in a manner which discriminates against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by person performing the contract. Any hiring must be on the basis of merit and qualifications directly related to the requirements of the particular position being filled.

17. **Prevailing Wage Rates:** Engineer must pay the standard prevailing wage rates, including fringe benefits for health and welfare and pension contributions and travel allowance provisions in effect and applicable to the Town when required. Any questions concerning prevailing wages should be directed to the Montana Department of Labor and Industry, Labor Standards Bureau, Capitol Station, Helena, Montana, 59620, Phone: 444-5600. Engineer shall post in a prominent and accessible site on the project or work area, not later than the first day of work, a legible statement of all wages to be paid to the employees employed on the site or work area. Section 18-2-406, MCA

The current standard prevailing wage rates published by the Montana Department of Labor and Industry for each relevant job classification necessary to complete the Scope of Work are incorporated by reference into this Agreement.

18. **New Laws and Regulations:** If during the term of this Agreement new laws or regulations become applicable, Engineer shall also comply with them without notice from TOWN.

19. **Waiver and Indemnification:** Engineer waives any and all claims and recourse against TOWN or its officers, agents or employees, including the right of contribution for loss or damage to person or property arising from, growing out of or in any way connected with or incident to the performance of this Agreement except claims arising from the intentional acts or concurrent or sole negligence of Town or its officers, agents or employees.

Engineer will indemnify, hold harmless, and defend the Town and its agents, principals, and employees from and against any and all claims, demands, damages, costs, expenses, losses, liability (including liability where activity is inherently or intrinsically dangerous), judgments, defense expenses, and attorney's fees rising out of or resulting from Engineer's wrongful acts, errors, omissions, or negligence, or from Engineer's failure to comply with the requirements of this Agreement or with federal, state and local law applicable to the performance under this Agreement. Town may elect to represent itself and incur all costs and expenses of suit which

EXHIBIT A

shall be subject to reimbursement by Engineer.

20. Attorney's Fees: If it is necessary for either party to bring an action to enforce the terms, covenants, or conditions of this Agreement, the prevailing party shall be entitled to reasonable attorney fees to be set by the appropriate court, including fees of the Town Attorney.

21. Notice: All notices and certifications made pursuant to this agreement shall be delivered to the address above by first class mail, certified mail or personal delivery in care of the person set forth in Section 14 of this Agreement. A party shall give the other notice of any change in address.

22. Non-Waiver: The waiver or failure to enforce any provision of this Agreement shall not operate as a waiver of any future breach of any such provision or any other provision.

23. Entire Agreement: This document represents the entire and integrated Agreement between the Town and Engineer and supersedes all prior negotiations, agreements or representations, either written or oral. This Agreement may be amended only by written instrument signed by both Town and Engineer.

24. Non-Assignment: Town and Engineer, respectively, bind themselves, their successors, assigns and legal representatives to the other party with respect to all covenants, terms, or conditions of this Agreement. Neither Town nor Engineer shall assign this Agreement without the written consent of the other. Such consent shall not be unreasonably withheld.

25. Execution of Agreement: The Clerk/Treasurer of the Town of West Yellowstone will keep the original Agreement. An exact unaltered copy of the original Agreement has the same force and effect as the original.

These obligations shall survive termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

**TOWN OF WEST YELLOWSTONE
MONTANA**

ENGINEER

By _____

By _____

Title: _____

EXHIBIT A

ATTEST:

(Seal of the Town)

Elizabeth Roos, Town Clerk

APPROVED AS TO FORM:

By _____
Jane Mersen, Town Attorney



Hebgen Basin Fire District

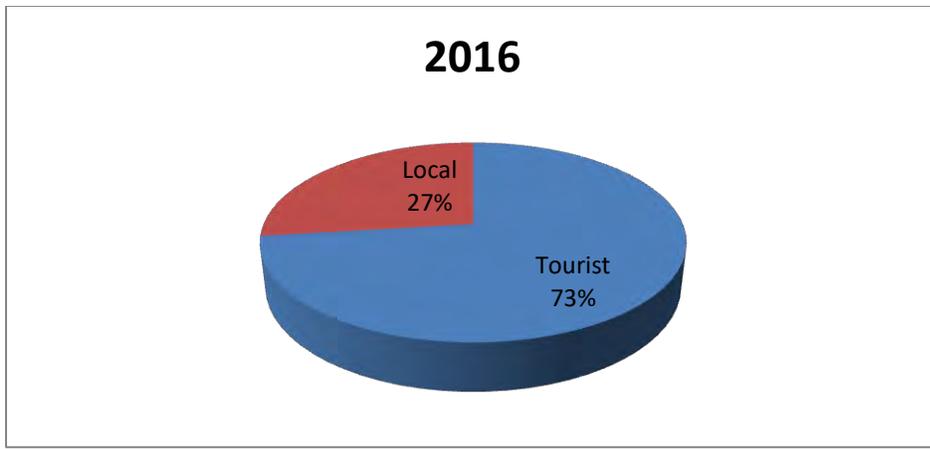
P.O. Box 1508 • West Yellowstone, Montana 59758 • Phone: (406) 646-9094 • Fax: (406) 646-9090

Call Volume Location and Patient Demographics

Patient Demographics

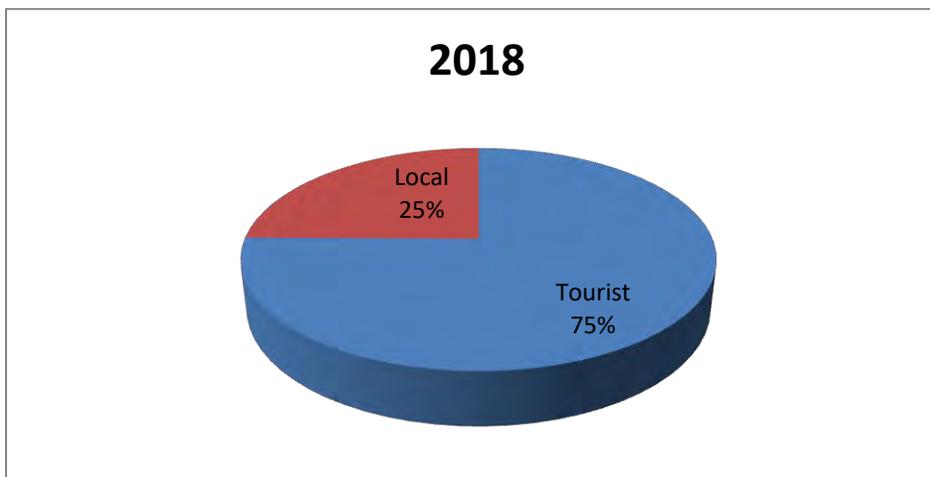
2016

- 73.1% of our patients are tourists
- 26.9% of our patients live within the District



2018

- 75.2% of our patients are tourists
- 24.8% of our patients live within the District





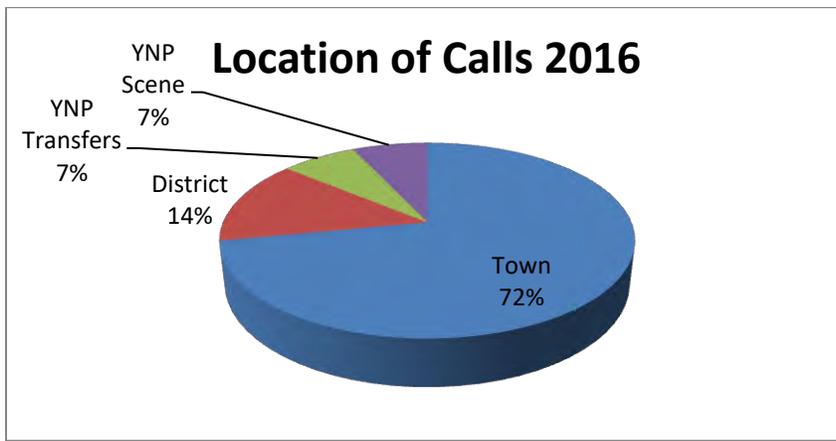
Hebgen Basin Fire District

P.O. Box 1508 • West Yellowstone, Montana 59758 • Phone: (406) 646-9094 • Fax: (406) 646-9090

Location of Calls

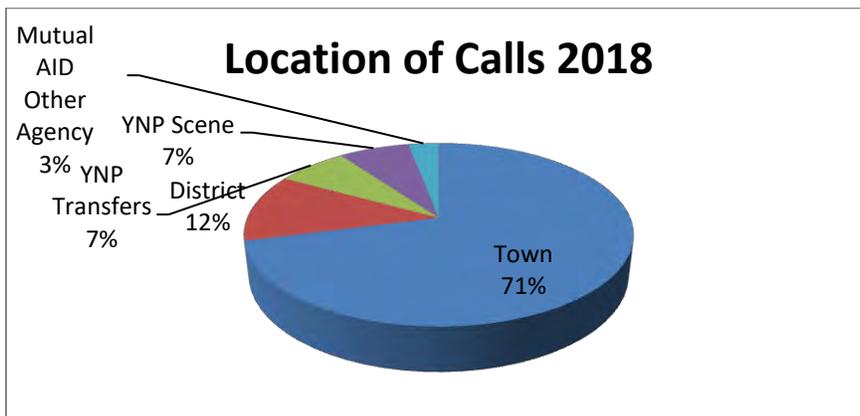
2016

- 72% of our calls are in Town
- 14% of our calls are in the District
- 7% of our calls our YNP Transfers
- 7% of our calls our YNP Scene Calls



2018

- 71% of our calls are in Town
- 12% of our calls are in the District
- 7% of our calls are YNP Transfers
- 7% of our calls are YNP Scene Calls
- 3% of our calls are Mutual Aid Other Agencies





Hebgen Basin Fire District

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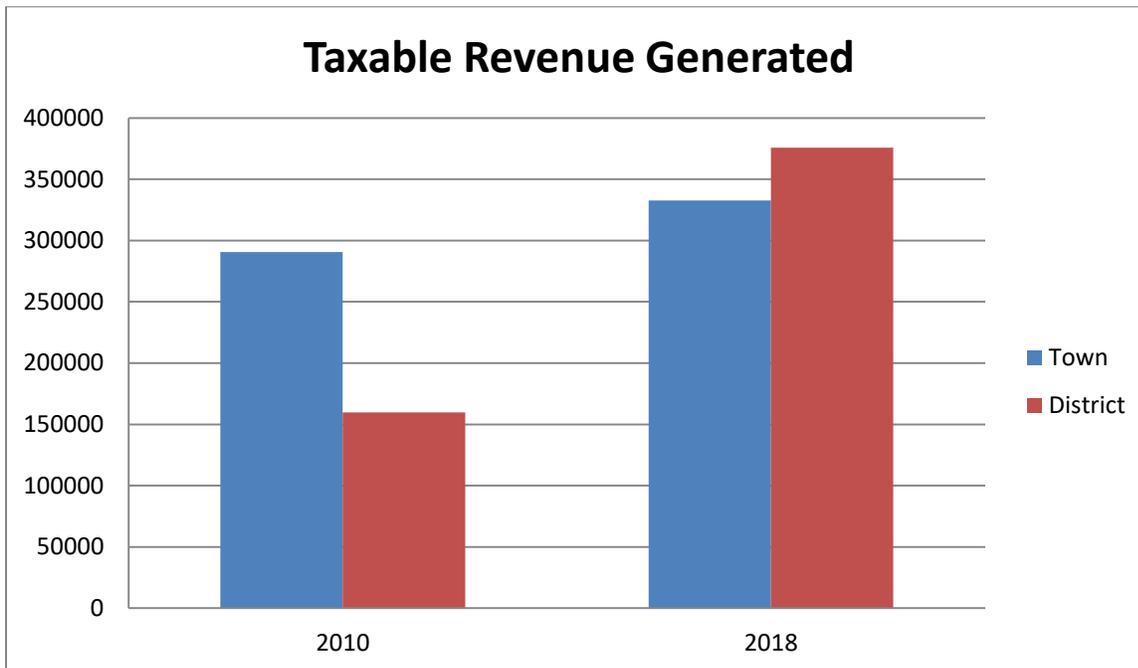
TaxableValue/Revenue Generated

2010

District	Town		
Mill Value	2923	5320	
Revenue	\$159,712	\$290,684	Total \$450,396
Percentage	35%	65%	

2018

District	Town		
Mill Value	6671	5935	
Revenue	\$375,644	\$332,679	Total \$708,323
Percentage	53%	47%	

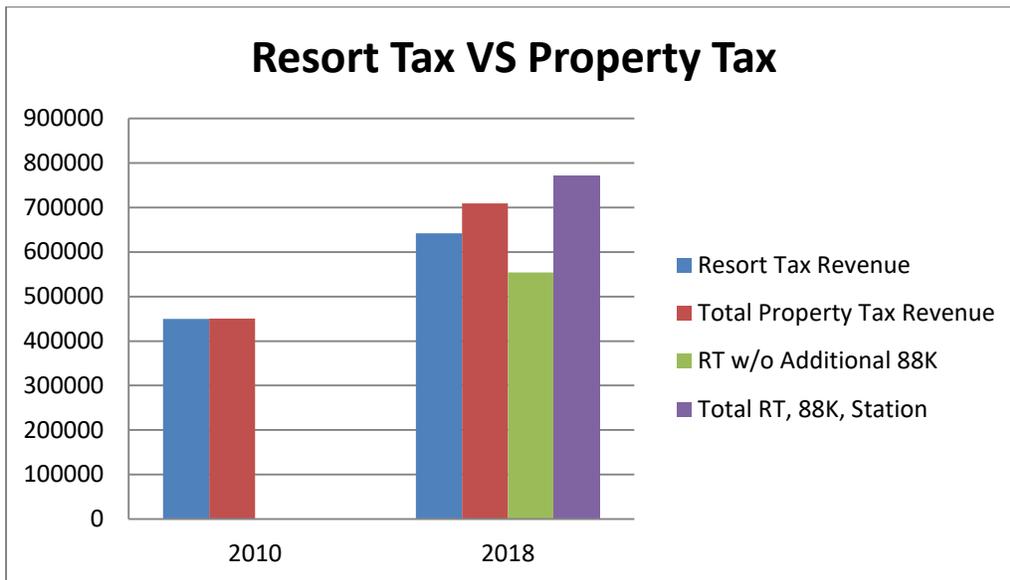




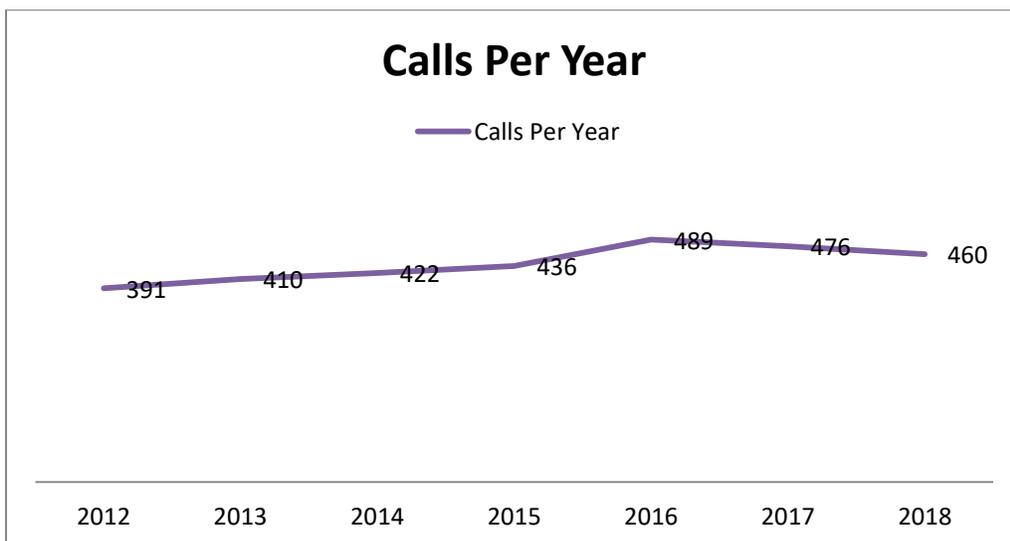
Hebgen Basin Fire District

P.O. Box 1508 • West Yellowstone, Montana 59758 • Phone: (406) 646-9094 • Fax: (406) 646-9090

Resort Tax Revenue	2010	\$450,000
Resort Tax Revenue	2018	\$642,029
Total Tax Revenue	2010	\$450,396
Total Tax Revenue	2018	\$708,323



Call Volume

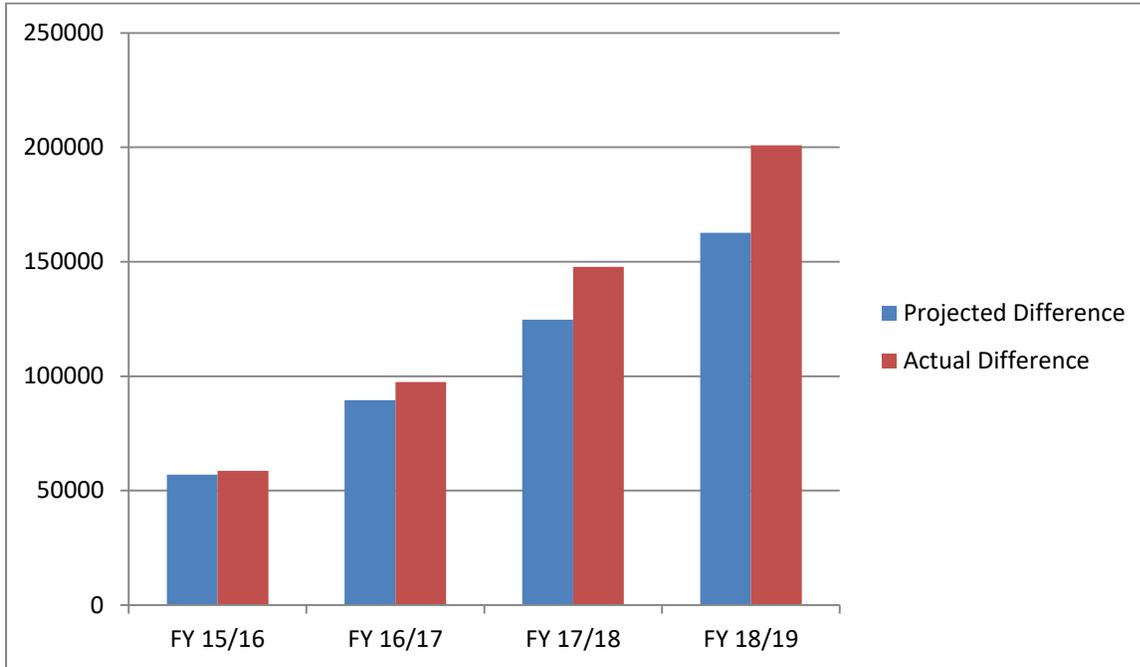




Hebgen Basin Fire District

P.O. Box 1508 • West Yellowstone, Montana 59758 • Phone: (406) 646-9094 • Fax: (406) 646-9090

Interlocal Agreement Debt Forgiveness on Station 1 Building



FY 2015/16 \$58,641

FY 2016/17 \$97,431

FY 2017/18 \$147,817

FY 2018/19 \$200,865 Balance of Building for FY 2018/19 \$129,111

A BILL FOR AN ACT ENTITLED: "AN ACT ALLOWING AN ADDITIONAL RESORT TAX OF UP TO 1% TO BE DESIGNATED FOR INFRASTRUCTURE; REQUIRING THE ADDITIONAL RESORT TAX TO BE APPROVED BY THE QUALIFIED ELECTORS; PROHIBITING A TAX INCREASE FOR A RESORT COMMUNITY WITH A POPULATION IN EXCESS OF THE AMOUNT REQUIRED FOR FORMATION OF A RESORT COMMUNITY; AMENDING SECTIONS 7-6-1501, 7-6-1503, 7-6-1504, 7-6-1541, AND 7-6-1542, MCA; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. Section 7-6-1501, MCA, is amended to read:

"7-6-1501. Definitions. As used in this part, the following definitions apply:

(1) "Board of directors" means the board of directors of the resort area district.

(2) "Infrastructure" has the meaning specifically provided in the petition or resolution submitting the question of the additional resort tax to qualified electors as required by 7-6-1504(4)(e).

~~(2)~~(3) "Luxuries" means any gift item, luxury item, or other item normally sold to the public or to transient visitors or tourists. The term does not include food purchased unprepared or unserved, medicine, medical supplies and services, appliances, hardware supplies and tools, or any necessities of life.

~~(3)~~(4) "Medical supplies" means items that are sold to be used for curative, prosthetic, or medical maintenance purposes, whether or not prescribed by a physician.

~~(4)~~(5) "Medicine" means substances sold for curative or remedial properties, including both physician prescribed and over-the-counter medications.

~~(5)~~(6) "Qualified elector" means a person who is qualified to vote under 13-1-111 and is a resident of a resort community, resort area, or proposed or established resort area district.

~~(6)~~(7) "Resort area" means an area that:

(a) is an unincorporated area and is a defined contiguous geographic area;

(b) has a population of less than 2,500 according to the most recent federal census;

(c) derives the major portion of its economic well-being from businesses catering to the recreational and personal needs of persons traveling to or through the area for purposes not related to their income production; and

(d) has been designated by the department of commerce as a resort area prior to its establishment by the county commissioners as provided in 7-6-1508.

~~(7)~~(8) "Resort area district" means a district created under 7-6-1532 through 7-6-1536, 7-6-1539 through 7-6-1544, 7-6-1546 through 7-6-1548, and 7-6-1550 that has been established as a resort area under 7-6-1508.

~~(8)~~(9) "Resort community" means a community that:

(a) is an incorporated municipality;

(b) has a population of less than 5,500 according to the most recent federal census;

(c) derives the primary portion of its economic well-being related to current employment from businesses catering to the recreational and personal needs of persons traveling to or through the municipality for purposes not related to their income production; and

(d) has been designated by the department of commerce as a resort community.

Section 2. Section 7-6-1503, MCA, is amended to read:

"7-6-1503. Limit on resort tax rate -- goods and services subject to tax. (1) The (a) Except as provided in subsection (1)(b), the rate of the resort tax must be established by the election petition or resolution provided for in 7-6-1504, but the rate may not exceed 3%.

(b) (i) Subject to subsection (1)(b)(ii), an election petition or resolution may provide for an additional resort tax at a rate of up to 1%. The revenue from the additional resort tax must be used to provide infrastructure.

(ii) A resort community with a population of more than the amount provided in 7-6-1501(9)(b) may not levy an additional resort tax under the provisions of subsection (1)(b)(i) of this section.

(2) (a) The resort tax is a tax on the retail value of all goods and services sold, except for goods and services sold for resale, within the resort community or area by the following establishments:

(i) hotels, motels, and other lodging or camping facilities;

(ii) restaurants, fast food stores, and other food service establishments;

(iii) taverns, bars, night clubs, lounges, and other public establishments that serve beer, wine, liquor, or other alcoholic beverages by the drink; and

(iv) destination ski resorts and other destination recreational facilities.

(b) Establishments that sell luxuries shall collect a tax on such luxuries."

Section 3. Section 7-6-1504, MCA, is amended to read:

"7-6-1504. Resort tax -- election required -
- amendment procedure -- notice. (1) A resort community,
~~or resort area, or resort area district~~ may not impose or, except
as provided in 7-6-1505, amend or repeal a resort tax unless the
resort tax question has been approved by a majority of the
qualified electors voting on the question.

(2) The resort tax question may be presented to the qualified
electors of:

(a) a resort community by a petition of the electors as
provided by 7-5-131, 7-5-132, 7-5-134, 7-5-135, and 7-5-137 or by
a resolution of the governing body of the resort community; or

(b) a resort area by a resolution of the board of county
commissioners, following receipt of a petition of electors as
provided in 7-6-1508.

(3) If a resort area is in more than one county, the resort
tax question must be presented to and approved by the qualified
electors in the resort area of each county.

(4) The petition or resolution referring the taxing question
must state:

(a) the rate of the resort tax;

(b) the duration of the resort tax;

(c) the date when the tax becomes effective, which date may
not be earlier than 35 days after the election; and

(d) the purposes that may be funded by the resort tax
revenue.

(e) If the petition or resolution presented to the qualified
electors designates up to 1% of resort tax revenue for
infrastructure, as provided in 7-6-1503(1)(b), the revenue raised
must be appropriated and expended only to provide infrastructure.

(5) On receipt of an adequate petition, the governing body shall hold an election in accordance with Title 13, chapter 1, part 5.

(6) Notice of the election must be accomplished as provided in 13-1-108 and include the information listed in subsection (4) of this section.

(7) The question of the imposition of a resort tax may not be placed before the qualified electors more than once in any fiscal year.

(8) Subject to 7-6-1503(1)(b)(II), a resort community, resort area, or resort area district may amend the rate of a resort tax to designate up to an additional 1% over what was previously approved by the qualified electors by submitting the question of the additional resort tax directly to the qualified electors in an election conducted in accordance with 13-1-501 through 13-1-505. The revenue raised from the additional resort tax may be used only to provide infrastructure."

Section 4. Section 7-6-1541, MCA, is amended to read:

"7-6-1541. General powers of resort area district. (1) A resort area district may:

- (a) have perpetual succession;
- (b) sue and be sued in any court of competent jurisdiction;
- (c) acquire by any legal means real and personal property necessary to the full exercise of its powers;
- (d) make contracts, employ labor, and do all acts necessary for the full exercise of its powers; and
- (e) issue and repay bonds as provided in 7-6-1542.

(2) (a) Subject to subsection (2)(b), ~~the~~ a board of directors ~~for a resort area district~~ that does not have perpetual succession may submit the question of extension of the term of the

resort area district directly to the qualified electors in an election conducted in accordance with Title 13, chapter 1, part 5. If the electorate extends the term of the resort area district, the provisions of this part continue to apply.

(b) The board of directors may not submit a question to the qualified electors to extend the term of a resort area district until the expiration of at least one-half of the existing term of the resort tax, as provided for in 7-6-1504. If a vote to extend the term fails, successive votes to extend the term may be taken no more than once each year.

(3) The board of directors shall exercise the powers described in 7-6-1533 through 7-6-1536, 7-6-1539 through 7-6-1544, 7-6-1546 through 7-6-1548, and 7-6-1550.

(4) The board of directors may amend by petition or resolution the rate of the resort tax to designate up to an additional 1% over what was previously approved by the qualified electors by submitting the question of the additional resort tax directly to the qualified electors in an election conducted in accordance with 13-1-501 through 13-1-505. The revenue raised from the additional resort tax may be used only for infrastructure. If the qualified electors approve the petition or resolution, the provisions of this part continue to apply."

Section 5. Section 7-6-1542, MCA, is amended to read:

"7-6-1542. Resort area district board powers related to resort tax revenue -- bonds -- election -- restrictions. (1) The board of directors ~~of a resort area district~~ may:

(a) appropriate and expend revenue from a resort tax for any activity, undertaking, or administrative service authorized in the resolution creating a resort area and adopting a resort tax;

(b) adopt administrative ordinances necessary to aid in the collection or reporting of resort taxes and in the expenditure of resort tax revenue; ~~and~~

(c) except as provided in subsection (2), if approved by four of the five board members, issue bonds to provide, install, or construct any of the public facilities, improvements, or capital projects authorized as provided in subsection (1)(a) and pledge for repayment of the bonds the revenue derived from the resort tax; and

(d) amend the rate of the resort tax to designate up to an additional 1% over what was previously approved by the qualified electors by submitting the question of the additional resort tax directly to the qualified electors in an election conducted in accordance with 13-1-501 through 13-1-505. The revenue raised from the additional resort tax may be used only to provide infrastructure.

(2) A Except for bonds pledging proceeds of resort tax revenue raised from up to an additional 1% resort tax designated for infrastructure as provided in 7-6-1503(1)(b), a resort area district may not issue bonds to construct any single-purpose public facility, improvement, or capital project in an amount exceeding \$500,000 without the approval of a majority of the qualified electors voting at an election conducted in accordance with Title 13, chapter 1, part 5.

(3) The provisions of 7-6-1506(3) apply to the issuance of bonds by a resort area district, and the board of directors shall conclude that the projected useful life of the public facilities, improvements, or capital projects will be greater than the term of the bonds that were issued to construct the public facilities, improvements, or capital projects.

(4) Resort tax revenue that is pledged by a resort area district to the repayment of bonds must be sufficient to pay the principal and interest on the bonds in each year when the principal and interest is due. Bonds do not constitute debt for the purpose of any statutory debt limitation. A Except for bonds pledging proceeds of resort tax revenue raised from up to an additional 1% resort tax designated for infrastructure as provided in 7-6-1503(1)(b), a resort area district may not issue bonds pledging proceeds of the resort tax for repayment unless the board of directors in the resolution authorizing issuance of the bonds determines that the annual principal and interest payment on the bonds issued will not cumulatively exceed 25% of the average of resort tax revenue received by the district during the preceding 5 years. Bonds may not be issued for a term longer than the remaining duration of the resort area district.

(5) A resort area district may not commit cumulative annual debt service payments to exceed 70% of the revenue raised from up to an additional 1% resort tax designated for infrastructure. Debt service payments do not constitute debt for the purpose of any statutory debt limit. When the bonded obligation ceases, the collection and appropriation by the board for up to the additional 1% resort tax shall also cease until another qualifying project is approved by the board and submitted to the qualified electors.

(6) Debt service payments may not be issued for a term longer than the remaining duration of the resort area district."

NEW SECTION. Section 6. Effective date. [This act] is effective on passage and approval.

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

Event or Project Applicant: W. Yell. C of C Snowmobile Events Comm.

Event or Project Name: W. Yell. Snowmobile Expo 2019, Power Sports and Race Event

Date Submitted: 12.27.18

Date Approved by MAP Fund Advisory Board: 1.10.19

Requested Amount: \$4000

Approved Amount: \$4000

Exceptions: None

Comments: On 10.23.18, Council approved MAP Fund Board's recommendation to fund \$13,000 of \$17,000 requested by Expo 2019. Since then, Snowmobile Events Comm. has fulfilled a request by the Board to add a new Expo event in order to receive this recommendation to award the remaining \$4000.

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

TOWN OF WEST YELLOWSTONE

PUBLIC NOTICE ADVISORY BOARD VACANCIES

Police Commission Marketing & Promotions Fund Advisory Board Building Construction Board of Appeals

The West Yellowstone Town Council is seeking interested individuals to serve on the Police Commission, Marketing & Promotions Fund Advisory Board, and Board of Appeals for Building Construction. Advisory board members are appointed by the Mayor and Town Council for varying lengths of time.

The West Yellowstone Town Council is seeking an interested individual to serve on the **Police Commission**. Duties of a Police Commissioner include screening police officer applicants and hearing/deciding upon appeals brought by a police officer that has been disciplined, suspended, removed, or discharged. Police Commissioners are appointed by the Town Council for a term of five years. There is one vacancy on this commission.

The West Yellowstone Town Council is seeking an interested individual to serve on the **Marketing and Promotion (MAP) Advisory Board** in accordance with Section 3.12.140 of the West Yellowstone Municipal Code. Board members are appointed by the Mayor, subject to the consent of the Town Council, for a term of three years. The board's responsibilities include the development of a general marketing plan, the creation of annual budgets, and the establishment of criteria by which specific marketing projects are selected and funded. There is one vacancy on this board for a member of the business community that is not affiliated with the Chamber of Commerce.

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.

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. Priority consideration will be given to applications received prior to January 4, 2018. For more information please contact the Town Offices at 646-7795 or by email to: info@townofwestyellowstone.com.

440 Yellowstone Avenue * PO Box 1570 * West Yellowstone, MT 59758 * (406) 646-7795
www.townofwestyellowstone.com



Police Commission

<u>NAME</u>	<u>DATE APPOINTED</u>	<u>TERM EXPIRES</u>
Don H. "Doc" DeTonancour (5 year term) PO Box 2045 West Yellowstone, MT 59758 (406) 640-0063 Doc_detonancour@live.com	12/3/13 8/7/18	12/3/17 8/6/23
Richard Gibson (5 year term) PO Box 8 West Yellowstone, MT 59758 (406) 646-1139 (530) 906-8856 pahasap1@syix.com	12/3/13 2/7/17	12/3/16 2/7/22
Bill Howell (5 year term) PO Box 337 West Yellowstone, MT 59758 (406) 640-7475 bill@yellowstonemt.com	12/3/13	12/3/18

Revised 8/8/18, er



Received
12-11-18 *CR*

APPLICATION FOR BOARDS AND COMMITTEES

Name Cole Parker Date 12/11/2018

Address 24 Boundary Street.

City WYS. State MT Zip 59758

Phone (Home): _____ (Work): _____ (Cell/Other): 406-640-0565

E-Mail Address: cole_parker@hotmail.com

Are you a resident of West Yellowstone? YES Length of residency in West Yellowstone: 18+ years

Board or Committee you are applying for: Police Commission

Occupation: Business Owner

Employer: Park Edge

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

If so, which board, and for how long? Health Advisor / Planning and Zoning / Town Council

Past Memberships and Associations: West Yellowstone Chamber of Commerce
TBIO

Current Memberships and Associations: W.Y. Chamber of Commerce TBIO

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

What are your primary objectives for serving on this board? To support the W.Y. Police Department. PLEASE SEE ATTACH PAPER.

References (Individual or Organization):

Travis Watt Phone: 406-640-0393

Glean Hales Phone: 801-360-7473

John Costello Phone: 406-646-7575

Signature: _____ Date: 12/11/2018

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 DEC 11 2018
JR

12/11/2018

Dear Council Members of The Town of West Yellowstone

It is with pleasure to write this letter, expressing my sincere desire in becoming an appointed member of the Police Commission. As a year round resident living within the city limits since 2000, and before that spending nearly ever summer expect 2, I feel that I would make a great addition to this Board.

In the past I have served on the Health Advisor Board and the Planning and Zoning Board. I have also been an elected member of the Town Council serving a 4 year term. The experience, knowledge and understanding that I have acquired while serving on these committees, boards and quorums has given me a great working knowledge of what my role would be as a Police Commissioner. That is to help support and serve the local police department and work closely with other board members to ensure all are protected and served equally in our community.

I remember as a young child when the Town had reserved police officers that were brought on to help in times of high visitation and other needs. If my memory serves me right these men rode on horses. It was at this time when I developed a since of pride and respect for the police officers. I am now too old to be a police officer, but my fascination and respect for them and all they do has never wavered.

My support for local as well as county and federal law enforcement agencies has always been strong. I don't know all that they go through, witness and experience on a day to day bases or even the toll and demands that the job places on them. However, I know that they have the best interest and safety of community members always in mind.

It is for this reason I wish to be considered for the opening. I want to be able to help support them and ensure they have the necessary, knowledge, skills, equipment and ability to perform at the top of their levels This way, they, their families, community members as well as the visitors that come here know that they are safe and protected and will return home without incident.

Thank you for your consideration.

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke.



Received
1-15-19
ek

APPLICATION FOR BOARDS AND COMMITTEES

Name JULIE HANNAFORD Date 01/12/19

Address POB 1550

City WEST YELLOWSTONE State MT Zip 59758

Phone (Home): 406-640-4116 (Work): 307-250-2671 (Cell/Other): _____

E-Mail Address: JAHANNAFORD8@GMAIL.COM

Are you a resident of West Yellowstone? YES Length of residency in West Yellowstone: 20 YRS
(I LIVE IN YELLOWSTONE N.P. HOUSING ADJACENT TO THE TOWN)

Board or Committee you are applying for: POLICE COMMISSION

Occupation: PARK RANGER

Employer: YELLOWSTONE NATIONAL PARK

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

If so, which board, and for how long? N/A

Past Memberships and Associations: _____

Current Memberships and Associations: FRATERNAL ORDER OF POLICE (FOP),

FEDERAL LAW ENFORCEMENT OFFICERS ASSOC. (FLEOA), WEST

YELLOWSTONE LIBRARY FOUNDATION BOARD OF DIRECTORS
List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: _____

SEE ATTACHED

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

SEE ATTACHED

References (Individual or Organization):

BRUCE MCPHERSON, LIBRARY DIRECTOR Phone: 406-646-9017

PETE WEBSTER, YELLOWSTONE CHIEF Phone: 406-581-6547

MARK WODZNIAK, A.T.F. SPECIAL AGENT Phone: 406-437-1194
(FORMER CO-WORKER)

Signature: [Signature] Date: 01/12/19

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.

Relevant qualifications and/or related experience –

Current employment as a Federal Law Enforcement Officer with Yellowstone National Park. Twenty-eight years of field-level law enforcement patrol experience. Daily duties of area patrol and responding to a variety of incidents such as motor vehicle crashes, domestic disputes, fights, alcohol violations and disturbances, controlled substance violations, trespassing, building alarms. Participate in community policing efforts with local businesses and schools. Active participation in multi-agency cooperative agreements with local, county and federal jurisdictions. Planned retirement from current LE position October 2019.

Sixteen years of operational management experience with the Federal Government. Daily supervision of 3 permanent and up to 14 seasonal employees and 10 volunteers. Responsible for hiring, managing, counseling, disciplining and firing both permanent and seasonal employees in the operation. Yearly operational budget of up to \$328,000.

Thirty years of daily application of both discretion and professionalism in public and professional contacts when dealing with difficult, awkward and potentially high-profile situations.

Objectives –

Assist in the screening of Police Officer applicants by providing insight into recognizing key applicant performance assets as well as potential areas of concern.

Assist in Officer disciplinary actions by providing a balance of understanding of objective reasonableness for Law Enforcement Officer actions and performance/ conduct concerns for operational management.

January 15, 2019

To Whom It May Concern,

I am writing in support of Julie Hannaford's application to be a member of the West Yellowstone Police Commission.

Julie has been a member of the West Yellowstone Public Library Foundation for 6 years and I have seen how thoughtful and effective she has been in a role serving the public.

Here are her credentials that more than qualify her for the Police Commission:

- 28 years in National Park Service law enforcement.
- 16 years in a leadership role when she was responsible for hiring, firing, and managing law enforcement officers.
- Selection and appointment of officers.
- Disciplinary action as needed.
- Years of service in EMS and Search & Rescue.

Clearly, Julie would be a tremendous resource for the local police, especially in a formal position on the Police Commission. She knows the business inside and out and is eager to share her experience and professionalism.

Some may think that because she has frequently worked with the town law enforcement officers that she would have a conflict of interest. That would apply only if you ignore her professionalism and that of the town officers. Policing is, and should be, a self-policing business, and the dedication of officers to their code and professionalism transcends any conflicts such as personal loyalty and overlooking errors. Julie's professional career is a testimony to that ethos. She would bring that set of values to the police Commission. In addition, in October of this year she is retiring from law enforcement and would not be in a day-to-day situation with local officers. In the meantime, her professionalism will prevail.

She is an ideal candidate and will bring professional heft and experience to the Commission.

Bruce McPherson

A handwritten signature in black ink, appearing to read "Bruce McPherson", with a long horizontal flourish extending to the right.

West Yellowstone Public Library Director

Marketing and Promotions Advisory Board

NAME	APPOINTED	EXPIRES	LENGTH
Jerry Johnson, Chair/TC	1/19/16	12/31/18	3 years
Gloria Evans	1/2/1	12/31/20	3 year
Marysue Costello (Chamber)	1/2/18	12/31/20	3 year
Kay Matthews (Non-Chamber)	1/19/16	12/31/18	3 years
Steve Larson	1/2/18	12/31/20	3 years
Kim Howell	1/4/17	12/31/19	3 years
John Greve, Secretary	1/4/17	12/31/19	3 years

Official terms began 1/1/08 as decided by the board at its first meeting 10/22/07. Term length is three years, but in order to provide for staggered terms, some initial appointments were for only one or two years.

According to Resolution No. 515, composition of the board shall include one sitting member of the Town Council or the Town Council's designee, one member of the WY Chamber of Commerce Marketing Committee, and one member from the business community who does not belong to the Chamber of Commerce.

Updated 1/11/18 er



Received
12/21/18

APPLICATION FOR BOARDS AND COMMITTEES

Name Janna Turner Date 12/21/2018

Address PO Box 2184 510 Firehole

City West Yellowstone State MT Zip 59758

Phone (Home): 406-641-0096 (Work): 406-646-5211 (Cell/Other): _____

E-Mail Address: turnerjanna@gmail.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 25 years

Board or Committee you are applying for: Marketing and Promotion Fund Advisory Board (MAP)

Occupation: Banker

Employer: First Security Bank

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 Chamber of Commerce, Yellowstone Historic Center
WY Economic Development, WY Breast Cancer Fund, Big Brothers Big Sisters

Current Memberships and Associations: WY Chamber of Commerce, WY Breast Cancer Fund

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: I have served on several boards and volunteered for many other organizations since moving to West Yellowstone.

On many of these boards, I served as the Secretary/Treasurer, and have experience in analyzing budgets and operational aspects. My employment experience with First Security Bank is also an asset.

What are your primary objectives for serving on this board? I have made West Yellowstone my home. I have raised my daughter here, and am still raising my son. I am invested in this community and want to see it's continued success and growth.

- References (Individual or Organization):
- Maggie Anderson Phone: 406-640-1343
 - Glenn Hales Phone: 801-360-7473
 - Jackie Lafever Phone: 406-640-1063

Signature: Janna Turner Date: 12/21/18

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.

Town of West Yellowstone
MAP Fund Advisory Board Meeting Minutes
11.1.18 at 12pm at the Povah Center

Present: John, Gloria, Kay, Steve, Marysue

Also present: Brian Giordano and Ashley Schools- Skijor West Finals; Marge Wanner- Snow Shoot 2020

Phone conference: Nika Hambly- Rodeo Run Sled Dog Race

Agenda:

1. Public Comment
2. Approve 10.18.18 Meeting Minutes
3. Review Financials
4. 12:10pm Review Skijor West National Championship Finals (con't)- \$15,400
5. 12:35pm Review Snow Shoot 2020 (Held in 2019)- \$16,500
6. 1:00pm Review Rodeo Run Sled Dog Race- \$1,925
7. Updates/ New Business
8. Next Proposed Meeting: Thurs. 12.13.18

Action items in red

Meeting called to order 12:03pm

Public Comment- None

Approved 10.18.18 Meeting Minutes (Gloria, Kay) **John will email Minutes to Liz.**

Reviewed Financials

1. No updated Financials to review since the 10.18.18 meeting. Funds available at that time: \$89,508.30
2. John reviewed the approved event amounts from the 10.11.18 and 10.18.18 meetings (\$47,169). Also, the amounts requested at this meeting (\$33,825). Possible total \$80,994 + possibly \$4,000 more for Expo.
3. Financial report approved. (Steve, Kay)

12:08pm Reviewed Skijor West National Championship Finals App- \$15,400

1. Brian and Ashley presented a new marketing and promotion budget request for MAP funds- \$13,033.60.
2. They presented previously requested info from the Board- Exhibit A Course construction and location map, additional detail of marketing and promotion expenses, event income budget and estimated resort tax expense.
3. We discussed the \$10,000 purse and impacts on lodging, restaurants, etc., although comparisons from previous events in larger populated towns is difficult to accurately scale down to the size of W. Yellowstone.
4. With the acknowledgement of Brian and Ashley, Marysue made a motion to recommend approval of \$13,100 in MAP funding. Gloria seconded the motion. Motion passed 5-0.
5. Board member responsible for overseeing event: Marysue
6. **John will email Recommendation for Approval of \$13,100 to Liz and ask her to add it to the Council's 11.6.18 agenda.**

12:45pm Reviewed Snow Shoot 2020 (Held in 2019) App- \$16,500

1. Marge discussed the App, the economic impact of the event on the town and the difficulty in obtaining trailers to rent.
2. Requesting \$3500 for 1 reception, \$2000 for media marketing tools, \$8000 in support toward the office, lunch and avalanche training trailer, and \$3000 toward the main event, office, registration, community info, command center trailer.

3. The Board discussed the merits of support funding for the trailers, but the majority felt the media, and this is solely a media event promoting snowmobiles and snowmobiling, winter sports and West Yellowstone, can't perform their media related functions without the trailers.
4. Board voted to recommend approval of the requested \$16,500 in MAP funding. (Kay, Gloria). Marysue recused herself from the vote.
5. Board member responsible for overseeing event: Steve
6. John will email Recommendation for Approval to Liz and ask her to add it to the Council's 11.6.18 agenda.

1:15pm Reviewed Rodeo Run Sled Dog Race Additional Funding Request- \$1,925

1. Phone conference w/ Nika- Due to additional musher registrations (30+ now), she's requesting additional funding: +\$800 for sweatshirts and additional promotion, +\$300 for the musher banquet. +\$825 for the purse to pay to 5th place finishes instead of only 3rd place finishes.
2. Board voted to recommend approval of the additional \$1,925 in funding. (Marysue, Kay)
3. Board member previously determined to be responsible for overseeing event: Kim
4. John will email Recommendation for Approval to Liz and ask her to add it to the Council's 11.6.18 agenda.

Updates/New Business- None

Next meeting Thurs. 12.13.18 at noon at the Povah Center. John will notify Liz and Brandy.

Adjourned 1:30pm

Meeting Minutes approved on 1.10.19 as submitted by John Greve, MAPFAB Secretary

Dellinger & Gallagher, Inc.

Certified Public Accountants

P.O. Box 660

11 Moreland Court

Manhattan, MT 59741

Phone (406) 284- 6068

Fax (406) 284- 6691

To the Town Council
West Yellowstone, Montana 59758

We have applied agreed-upon procedures to the schedules of sales for eleven randomly selected businesses with calendar or fiscal years ended in 2017. These schedules are the responsibility of each company's management. Those schedules show the total sales and sales subject to resort taxes and reconciliation of our findings.

This engagement was solely to assist the Town of West Yellowstone in determining compliance with Ordinance 3.12 Resort tax. Our engagement to apply agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified parties of the report. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose.

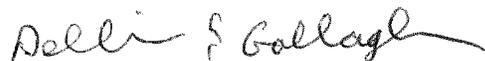
We have issued a separate report and accountant's report for each of the eleven companies completed. These reports and accountant's reports are in the possession of the finance director for the town of West Yellowstone. The reports and accountant's reports are not part of the public record due to the sensitive and detailed financial data included in each.

A summary of the findings are as follows:

Four companies were in compliance with Ordinance 3.12 Resort Tax or had only minor differences of amounts reported to the Town of West Yellowstone.

We found under reported sales in the amount of \$7,373 for four companies and over reported sales of \$4,115 for three companies.

This report is intended solely for the information and use by management of the Town of West Yellowstone, and is not intended to be and should not be used by anyone other than the specified party.



January 8, 2019