

Town of West Yellowstone

Tuesday, March 3, 2020

West Yellowstone Town Hall, 440 Yellowstone Avenue

TOWN COUNCIL WORK SESSION

6:00 PM

Development Review Group (DRG) Procedures

Discussion ∞

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

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

Purchase Orders

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of the February 18, 2019 Town Council Meeting** ∞

Business License Applications

Advisory Board Report(s)

Town Manager & Department Head Reports

NEW BUSINESS

Revised Revolving Loan Fund Program Guidelines

Discussion/Action ∞

Cemetery Ordinance, WYMC 12.28 Revisions, 1st Reading

Discussion/Action ∞

Intermountain Spring Fling 2020

Discussion/Action ∞

- Outside Amplification Permit
- Resolution No. 739, Lift open container ordinance during event
- Event Permit

Correspondence/Meeting Reminders/FYI

- Yellowstone Rendezvous Race Event Permit
- Yellowstone Harley-Davidson Business License Transfer

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.

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





Zoning Permit Process

1. Administration Department will receive all zoning applications whether commercial or residential.
2. A completed zoning application shall contain the following items:
 - a. Completed Application
 - b. Six copies of the site plans plus all documents must be provided in a digital format acceptable to the Town.
 - c. Application Fee (Residential \$70.00 and Commercial \$200.00)
 - d. Approval Letter from the Madison Addition Homeowner's Association or the Grizzly Park Architectural Committee if applicable and
 - e. If the applicant is not the owner of the property, then a notarized letter from the owner authorizing the application.
3. The Administration Department shall check to ensure that a completed application has been submitted by the applicant. The Zoning Application will be signed and dated by a member of the Administration Department staff certifying that a completed application was submitted.
4. The Administration Department will forward the zoning application packets to the Code Enforcement Officer and note the date of delivery on the application.
5. For commercial applications, which includes nightly rentals and apartments, refer to the document entitled Commercial Site Plan Review.
6. For residential applications, the Code Enforcement Officer will review these applications. If complete, the Code Enforcement Officer will issue the zoning permit. If not complete or not in conformance, the Code Enforcement Officer will work with the applicant to achieve compliance with all Town regulations and codes.
7. Once the zoning permit has been issued, the Code Enforcement Officer will coordinate issuance of residential building permits and inspections with the applicant. These permits can be obtained from the Code Compliance Officer and have their own fee schedules.
8. A copy of all submitted applications and materials will be retained and filed in the Code Enforcement Officer's office and the originals will be retained by the Administration Department.



Application for Zoning Permit

<p>Town of West Yellowstone 406-646-7795</p> <p>440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758</p>	<p>Administrative Use Only</p> <p>Date: _____ Accepted by: _____</p> <p>Fee: \$ _____ Cash/Check#: _____</p>
--	---

***A zoning permit is required for all new construction (residential or commercial), additions, renovations, relocation of a structure, or erection of a fence or sign within Town limits*

Submit this application and all required information to the Town Offices.

Fees shall be paid according to the current schedule - contact Town Offices for fee information.

- 1. APPLICANT(S)/OWNER(S) OF RECORD** [owner of land or building, or person(s) authorized to represent the entity that is the owner of record, and to whom copies of all correspondence are to be sent]:

Name: _____

Mailing Address: _____

City/State/Zip: _____ Phone: _____

Email: _____

- 2. AGENT/REPRESENTATIVE** [list all agents to whom copies of all correspondence are to be sent]:

Name: _____

Mailing Address: _____

City/State/Zip: _____ Phone: _____

Email: _____

- 3. LEGAL DESCRIPTION OF PROPERTY:** [the land or building that the petition is applicable to for this property owner/applicant]:

Street Address: _____ Subdivision: _____

Block: _____ Lot: _____ Lot Size and Dimensions : _____ Acres/Square Feet (circle)

- 4. USE AND OCCUPANCY:**

What is the use of the building or property? (list all) _____

Is this building or property mixed use? YES NO

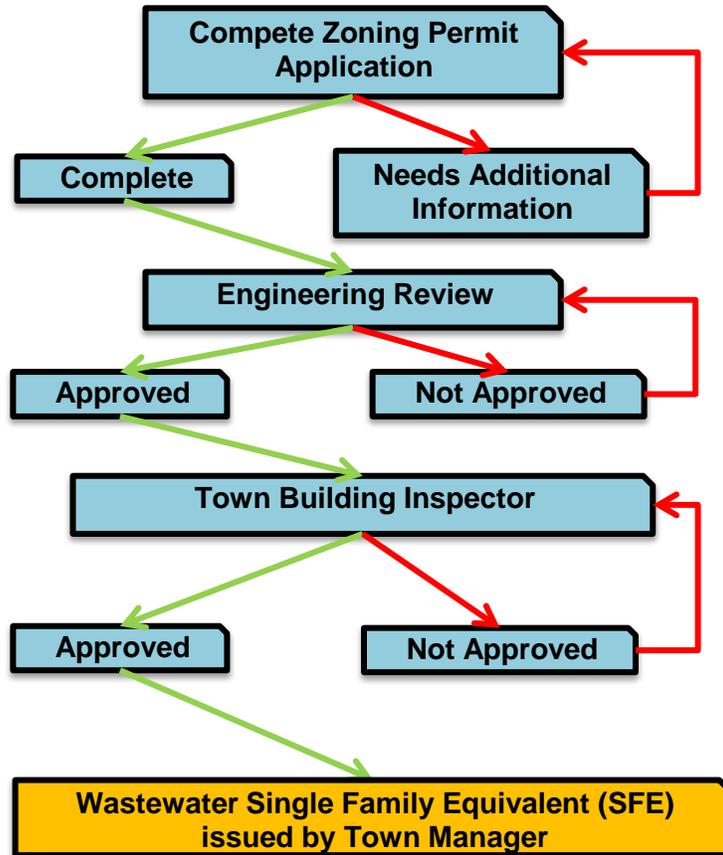
If more than one use, please describe: _____

What is the occupant load? _____ Number of parking spots on site? _____

Number of buildings (Dwelling Units): _____ Number of Bedrooms (Sleeping Units): _____



RESIDENTIAL ZONING PERMIT APPLICATION PROCESS





Commercial Site Plan Review

- 1) Code Enforcement Officer (CEO) transmits a copy of the site plan and all relevant documents (see Commercial Site Plan checklist for list), including the zoning permit application, to the Town Engineer, Town Manager, Fire Chief of Hebgen Basin Fire District, Town Planning Consultant, Local Utility Companies, and the Superintendent of Public Works. These people make up the Development Review Group (hereinafter referred to as "DRG").
- 2) The Town will submit the completed zoning permit application and associated documentation to the engineering firm for review.
- 3) Within five (5) business days, when possible, the Code Enforcement Officer will schedule a meeting with the (DRG). The meeting, when possible, will be held within ten (10) business days from the date of submission of a completed application. The applicant and/or his architect/engineer will be available by phone during the meeting to answer any questions the DRG may have.
- 4) The DRG will develop a detailed list of concerns, modifications, and questions within ten (10) business days of reviewing the application and site plan. A letter or email outlining these concerns will be sent to the applicant by the CEO. If the DRG approves the submitted site plan, it then moves to the Planning Advisory Board (See step #5);
- 5) Once any additional information required is received by the DRG, then another meeting will be held within ten (10) business days to continue the review. A site plan will not be submitted to the Planning Advisory Board without the approval of the DRG. Therefore, the DRG will repeat the above review process steps until the site plan receives their approval.
- 6) The Code Enforcement Officer will transmit the DRG-approved site plan to the Town Clerk. The Town Clerk will schedule a meeting with the Planning Advisory Board within ten (10) business days. The Town Clerk will coordinate the scheduling of the meeting, the public notification, and distribution of the site plan and materials.
- 7) The Planning Advisory Board will review the DRG-approved site plan and relevant materials. The applicant and/or their authorized representative will attend the meeting in person or via technology of the Town's choice. The Planning Advisory Board can only provide a recommendation to the Town Council. Therefore, if the PAB provides a positive recommendation, it will be transmitted to the Town Manager along with any stipulations, conditions, or relevant documentation. If the PAB cannot provide a positive recommendation, the Code Enforcement Officer will provide written notification within five (5) business days, preferably via email, to the applicant. The applicant will have to continue to work with the PAB

until their site plan receives a positive recommendation or Town staff transmits the site plan to Council with a negative recommendation.

- 8) The Town Manager will place the site plan with the PAB's recommendation on the Town Council's Agenda at the next regularly scheduled meeting. Council may take one of four actions:
 - a) Approve as presented;
 - b) Approve with conditions;
 - c) Deny; or
 - d) Table their decision until additional information is obtained.
- 9) The Town Manager will transmit the decision of Council to the Code Enforcement Officer. It is the Code Enforcement Officer's responsibility to notify the applicant of the decision and to issue a zoning permit if approval was obtained. A copy of the Zoning Permit will be sent to the State Building Inspection Department. The Code Enforcement Officer will work with the applicant to guide them through the rest of the process - including any required letters to DEQ, State Building permits, water and sewer hook-ups, and fire department inspections.
- 10) The Code Enforcement Officer will periodically contact the State to get update on the applicant's permits and inspections. Any updates will be provided to the DRG.



COMMERCIAL ZONING PERMIT APPLICATION PROCESS



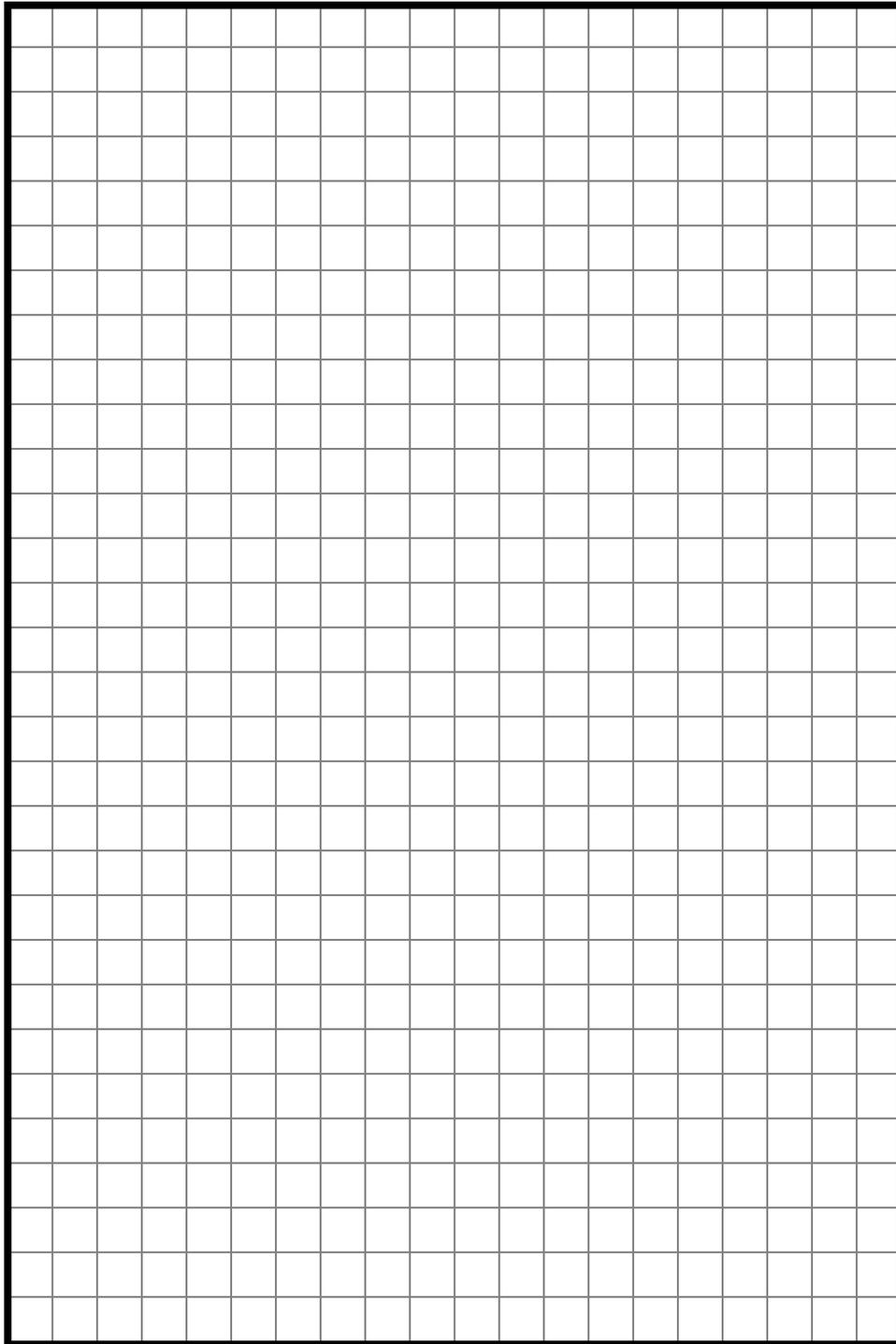
Site Plan

Business Name: _____

Business Owner: _____

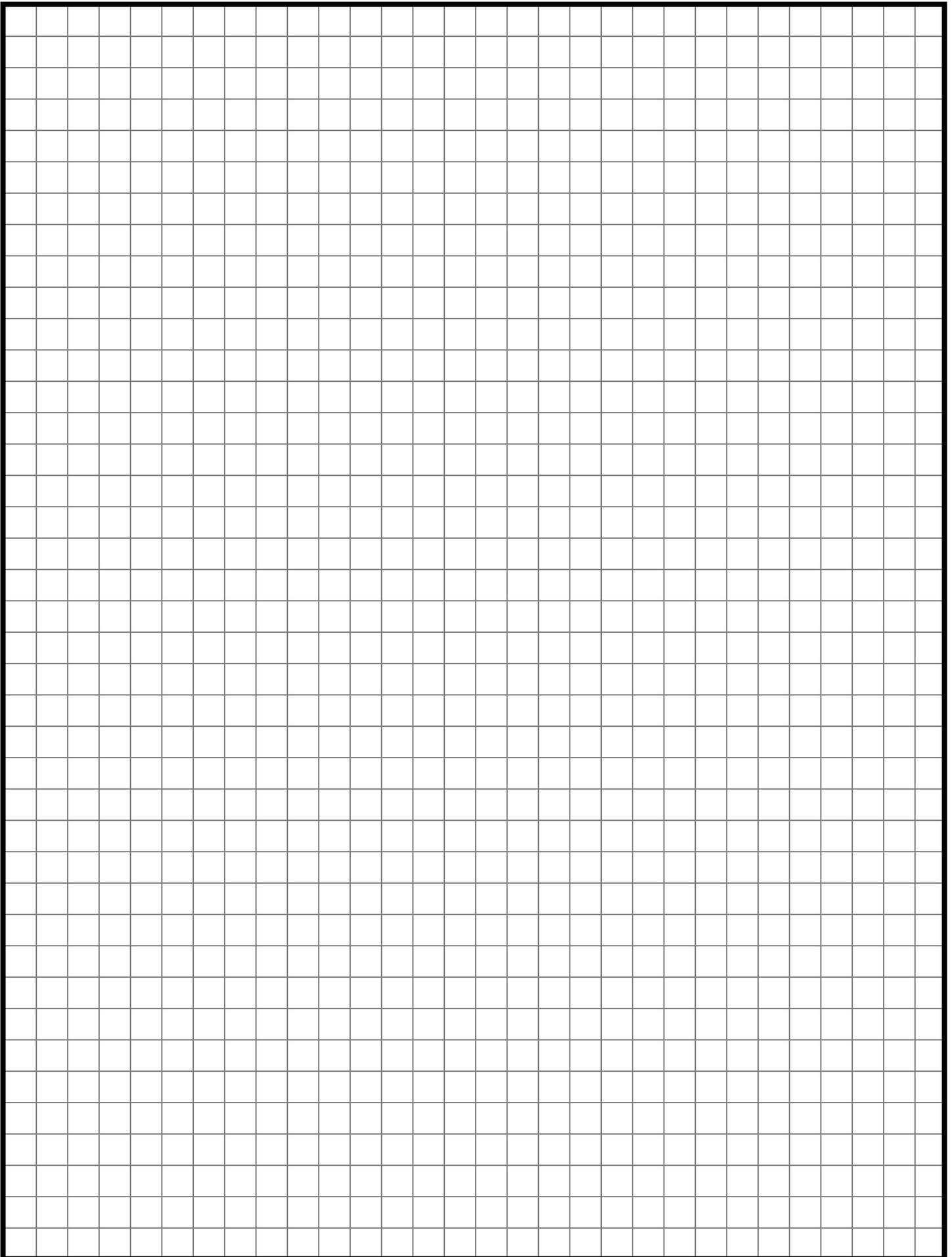
Business Street Address: _____

Block: _____ Lot: _____ Subdivision: _____



Scale: 1 inch = 20 feet

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





Zoning Permit Process

1. ~~Administration Department~~The Town's Administration Department will receive all zoning applications whether commercial or residential.

2. A completed residential zoning application shall contain the following items:

~~a-~~ Completed Application

~~b-~~ Six-Seven copies of the site plans (including one large copy and one electronic version on a flash drive plus all documents must be provided in a digital format acceptable to the Town.

~~c-~~ Application Fee (Residential \$100.00 ~~and Commercial \$200.00~~)

~~d-~~ Approval Letter from the Madison Addition Homeowner's Association or the Grizzly Park Architectural Committee if applicable and

If the applicant is not the owner of the property, then a notarized letter from the owner authorizing the application.

3. A completed commercial zoning application shall contain the following items:

a) Completed Application

b) Seven copies of the site plans with drainage plan indicated (including two large copies and one electronic version on a flash drive)

c) Application Fee (Commercial \$200.00)

d) Two sets of full engineered drawings plus one electronic version on a flash drive

e-e) Information to determine water and sewer usage (including connections)

3.4. The Administration Department shall check to ensure that a completed application has been submitted by the applicant. The Zoning Application will be signed and dated by the Town Manager's office a member of the Administration Department staff certifying that a completed application was submitted.

4.5. The ~~Administration Department~~Town Manager's office will forward the zoning application packets to the Code Enforcement Officer and note the date of delivery on the application.

5.6. For commercial applications, which includes nightly rentals and apartments, refer to the document entitled Commercial Site Plan Review.

6.7. For residential applications, the Code Enforcement Officer will review these applications. If complete, the Code Enforcement Officer will issue the zoning permit. If not complete or not in conformance, the Code Enforcement Officer will work with the applicant to achieve compliance with all Town regulations and codes.

7.8. Once the zoning permit has been issued, the Code Enforcement Officer will coordinate issuance of residential building permits and inspections with the applicant. These permits can be obtained from the Code Compliance Officer and have their own fee schedules.

8.9. A copy of all submitted applications and materials will be retained and filed in the Code Enforcement Officer's office and the originals will be retained by the ~~Administration Department~~Town Manager's office.



Application for Zoning Permit

Town of West Yellowstone	406-646-7795	Administrative Use Only	
440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758		Date: _____	Accepted by: _____
		Fee: \$ _____	Cash/Check#: _____

***A zoning permit is required for all new construction (residential or commercial), additions, renovations, relocation of a structure, or erection of a fence or sign within Town limits*

Submit this application and all required information to the Town's Administration Offices.

Fees shall be paid according to the current schedule - contact Town's Administration Offices for fee information.

- 1. APPLICANT(S)/OWNER(S) OF RECORD** *[owner of land or building, or person(s) authorized to represent the entity that is the owner of record, and to whom copies of all correspondence are to be sent]:*

Name: _____
Mailing Address: _____
City/State/Zip: _____ Phone: _____
Email: _____

- 2. AGENT/REPRESENTATIVE** *[list all agents to whom copies of all correspondence are to be sent]:*

Name: _____
Mailing Address: _____
City/State/Zip: _____ Phone: _____
Email: _____

- 3. LEGAL DESCRIPTION OF PROPERTY:** *[the land or building that the petition is applicable to for this property owner/applicant]:*

Street Address: _____ Subdivision: _____
Block: _____ Lot: _____ Lot Size and Dimensions : _____ Acres/Square Feet (circle)

- 4. USE AND OCCUPANCY:**

What is the use of the building or property? (list all) _____

Is this building or property mixed use? YES NO

If more than one use, please describe: _____

What is the occupant load? _____ Number of parking spots on site? _____

Number of buildings (Dwelling Units): _____ Number of Bedrooms (Sleeping Units): _____



Commercial Site Plan Review

- 1) Code Enforcement Officer (CEO) transmits a copy of the site plan and all relevant documents (see ~~Commercial Site Plan checklist~~Zoning Permit Process for commercial checklist for list), including the zoning permit application, to the Town Engineer, Town Manager, Fire Chief of Hebgen Basin Fire District, Town Planning Consultant, Local Utility Companies, and the Superintendent of Public Works. These people make up the Development Review Group (hereinafter referred to as "DRG").
- 2) The Town will submit the completed zoning permit application and associated documentation to the Town's engineering firm for review.
- 3) ~~Within five (5) business days, when~~When possible, within five (5) business days after receipt of approval from the engineering firm, the Code Enforcement Officer will schedule a meeting with the (DRG). The meeting, when possible, will be held within ten (10) business days from the date of submission of a completed application. The applicant and/or his architect/engineer will be available by phone during the meeting to answer any questions the DRG may have.
- 4) The DRG will develop a detailed list of concerns, modifications, and questions within ten (10) business days of reviewing the application and site plan. A letter or email outlining these concerns will be sent to the applicant by the CEO. If the DRG approves the submitted site plan, it then moves to the Planning Advisory Board (See step #5).
- 5) Once any additional information required is received by the DRG, then another meeting will be held within ten (10) business days to continue the review. A site plan will not be submitted to the Planning Advisory Board without the approval of the DRG. Therefore, the DRG will repeat the above review process steps until the site plan receives their approval.
- 6) The Code Enforcement Officer will transmit the DRG-approved site plan to the Town Clerk. The Town Clerk will schedule a meeting with the Planning Advisory Board within ten (10) business days. The Town Clerk will coordinate the scheduling of the meeting, the public notification, and distribution of the site plan and materials.
- 7) The Planning Advisory Board will review the DRG-approved site plan and relevant materials. The applicant and/or their authorized representative will attend the meeting in person or via technology of the Town's choice. The Planning Advisory Board can only provide a recommendation to the Town Council. Therefore, if the PAB provides a positive recommendation, it will be transmitted to the Town Manager along with any stipulations, conditions, or relevant documentation. If the PAB cannot provide a positive recommendation, the Code Enforcement Officer will provide written notification within five (5) business days, preferably via email, to the applicant. The applicant will have to continue to work with the PAB until their site plan receives a positive recommendation or Town staff transmits the site plan to Council with a negative recommendation.
- 8) The Town Manager will place the site plan with the PAB's recommendation on the Town Council's Agenda at the next regularly scheduled meeting. Council may take one of four actions: a) Approve as presented; b) Approve with conditions; c) Deny; or d) Table their decision until additional information is obtained.

- 9) The Town Manager will transmit the decision of Council to the Code Enforcement Officer. It is the Code Enforcement Officer's responsibility to notify the applicant of the decision and to issue a zoning permit if approval was obtained. A copy of the Zoning Permit will be sent to the State Building Inspection Department. The Code Enforcement Officer will work with the applicant to guide them through the rest of the process – including any required letters to DEQ, State Building permits, water and sewer hook-ups, and fire department inspections.
- 10) ~~The~~The Code Enforcement Officer will periodically contact the State to get update on the applicant's permits and inspections. Any updates will be provided to the DRG.

NOTE: Applicant will be responsible for any engineering review costs incurred with their project.



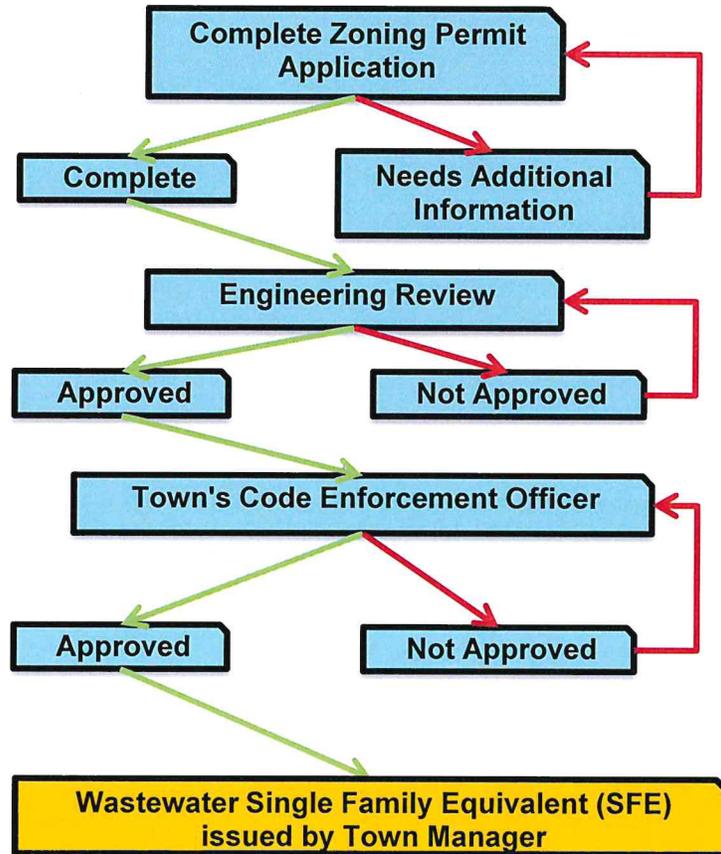
Zoning Permit Process

1. The Town's Administration Department will receive all zoning applications whether commercial or residential.
2. A completed residential zoning application shall contain the following items:
 - Completed Application
 - Seven copies of the site plans (including one large copy and one electronic version on a flash drive)
 - Application Fee (Residential \$100.00)
 - Approval Letter from the Madison Addition Homeowner's Association or the Grizzly Park Architectural Committee if applicable and
 - If the applicant is not the owner of the property, then a notarized letter from the owner authorizing the application.
3. A completed commercial zoning application shall contain the following items:
 - a) Completed Application
 - b) Seven copies of the site plans with drainage plan indicated (including two large copies and one electronic version on a flash drive)
 - c) Application Fee (Commercial \$200.00)
 - d) Two sets of full engineered drawings plus one electronic version on a flash drive
 - e) Information to determine water and sewer usage (including connections)
4. The Administration Department shall check to ensure that a completed application has been submitted by the applicant. The Zoning Application will be signed and dated by the Town Manager's office certifying that a completed application was submitted.
5. The Town Manager's office will forward the zoning application packets to the Code Enforcement Officer and note the date of delivery on the application.

6. For commercial applications, which includes nightly rentals and apartments, refer to the document entitled Commercial Site Plan Review.
7. For residential applications, the Code Enforcement Officer will review these applications. If complete, the Code Enforcement Officer will issue the zoning permit. If not complete or not in conformance, the Code Enforcement Officer will work with the applicant to achieve compliance with all Town regulations and codes.
8. Once the zoning permit has been issued, the Code Enforcement Officer will coordinate issuance of residential building permits and inspections with the applicant. These permits can be obtained from the Code Compliance Officer and have their own fee schedules.
9. A copy of all submitted applications and materials will be retained and filed in the Code Enforcement Officer's office and the originals will be retained by the Town Manager's office.



RESIDENTIAL ZONING PERMIT APPLICATION PROCESS





Application for Zoning Permit

<i>Town of West Yellowstone</i>	406-646-7795	Administrative Use Only	
440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758		Date: ____	Accepted by: ____
		Fee: \$ ____	Cash/Check#: ____

***A zoning permit is required for all new construction (residential or commercial), additions, renovations, relocation of a structure, or erection of a fence or sign within Town limits*

Submit this application and all required information to the Town's Administration Office.

Fees shall be paid according to the current schedule - contact Town's Administration Office for fee information.

- 1. APPLICANT(S)/OWNER(S) OF RECORD** *[owner of land or building, or person(s) authorized to represent the entity that is the owner of record, and to whom copies of all correspondence are to be sent]:*

Name: _____
Mailing Address: _____
City/State/Zip: _____ Phone: _____
Email: _____

- 2. AGENT/REPRESENTATIVE** *[list all agents to whom copies of all correspondence are to be sent]:*

Name: _____
Mailing Address: _____
City/State/Zip: _____ Phone: _____
Email: _____

- 3. LEGAL DESCRIPTION OF PROPERTY:** *[the land or building that the petition is applicable to for this property owner/applicant]:*

Street Address: _____ Subdivision: _____
Block: ____ Lot: ____ Lot Size and Dimensions : ____ Acres/Square Feet (circle)

- 4. USE AND OCCUPANCY:**

What is the use of the building or property? (list all) _____
Is this building or property mixed use? YES NO
If more than one use, please describe: _____
What is the occupant load? _____ Number of parking spots on site? _____
Number of buildings (Dwelling Units): _____ Number of Bedrooms (Sleeping Units): _____

5. ATTACHMENTS: Please attach the following:

- Detailed site map showing the lot dimensions, acreage, and location of the property lot. Include building and/or wall setbacks, building dimensions and parking spaces available.
- A legal and general description of the property lot upon which the construction, addition, relocation of a structure, or erection of fence or sign will take place.
- A legal survey may be required if the setbacks are in question.
- Commercial applications must include all documentation indicated in the Zoning Permit Process.

If your proposed building project does not meet the requirements as set forth above, you must apply for a variance. A separate variance application is available from the Town's Administration Office.

Submit this completed application and accompanying documentation to the Town's Administration Office along with the application fee.

I hereby certify that the information submitted herein, on all other submitted 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. The signing of this application signifies permission for the Town of West Yellowstone officials and representatives to visit the property during the review. I understand that upon issuance of the Zoning Permit, any modifications to the project must be re-submitted to the Town for approval. Failure to do so may result in the project being halted and fines issued.

Applicant/Property Owner Signature

Date

Applicant/Property Owner Signature

Date

Attach additional signature pages if necessary



Commercial Site Plan Review

- 1) Code Enforcement Officer (CEO) transmits a copy of the site plan and all relevant documents (see Zoning Permit Process for commercial checklist), including the zoning permit application, to the Town Engineer, Town Manager, Fire Chief of Hebgen Basin Fire District, Town Planning Consultant, Local Utility Companies, and the Superintendent of Public Works. These people make up the Development Review Group (hereinafter referred to as "DRG").
- 2) The Town will submit the completed zoning permit application and associated documentation to the Town's engineering firm for review.
- 3) When possible, within five (5) business days after receipt of approval from the engineering firm, the Code Enforcement Officer will schedule a meeting with the (DRG). The meeting, when possible, will be held within ten (10) business days from the date of submission of a completed application. The applicant and/or his architect/engineer will be available by phone during the meeting to answer any questions the DRG may have.
- 4) The DRG will develop a detailed list of concerns, modifications, and questions within ten (10) business days of reviewing the application and site plan. A letter or email outlining these concerns will be sent to the applicant by the CEO. If the DRG approves the submitted site plan, it then moves to the Planning Advisory Board (See step #5).
- 5) Once any additional information required is received by the DRG, then another meeting will be held within ten (10) business days to continue the review. A site plan will not be submitted to the Planning Advisory Board without the approval of the DRG. Therefore, the DRG will repeat the above review process steps until the site plan receives their approval.
- 6) The Code Enforcement Officer will transmit the DRG-approved site plan to the Town Clerk. The Town Clerk will schedule a meeting with the Planning Advisory Board within ten (10) business days. The Town Clerk will coordinate the scheduling of the meeting, the public notification, and distribution of the site plan and materials.
- 7) The Planning Advisory Board will review the DRG-approved site plan and relevant materials. The applicant and/or their authorized representative will attend the meeting in person or via technology of the Town's choice. The Planning Advisory Board can only provide a recommendation to the Town Council. Therefore, if the PAB provides a positive recommendation, it will be transmitted to the Town Manager along with any stipulations, conditions, or relevant documentation. If the PAB cannot provide a positive recommendation, the Code Enforcement Officer will provide written notification within five (5) business days, preferably via email, to the applicant. The applicant will have to continue to work with the PAB until their site plan receives a positive recommendation or Town staff transmits the site plan to Council with a negative recommendation.
- 8) The Town Manager will place the site plan with the PAB's recommendation on the Town Council's Agenda at the next regularly scheduled meeting. Council may take one of four actions: a) Approve as presented; b) Approve with conditions; c) Deny; or d) Table their decision until additional information is obtained.
- 9) The Town Manager will transmit the decision of Council to the Code Enforcement Officer. It is the Code Enforcement Officer's responsibility to notify the applicant of the decision and to issue a zoning permit if

approval was obtained. A copy of the Zoning Permit will be sent to the State Building Inspection Department. The Code Enforcement Officer will work with the applicant to guide them through the rest of the process – including any required letters to DEQ, State Building permits, water and sewer hook-ups, and fire department inspections.

- 10) The Code Enforcement Officer will periodically contact the State to get update on the applicant's permits and inspections. Any updates will be provided to the DRG.

NOTE: Applicant will be responsible for any engineering review costs incurred with their project.



COMMERCIAL ZONING PERMIT APPLICATION PROCESS



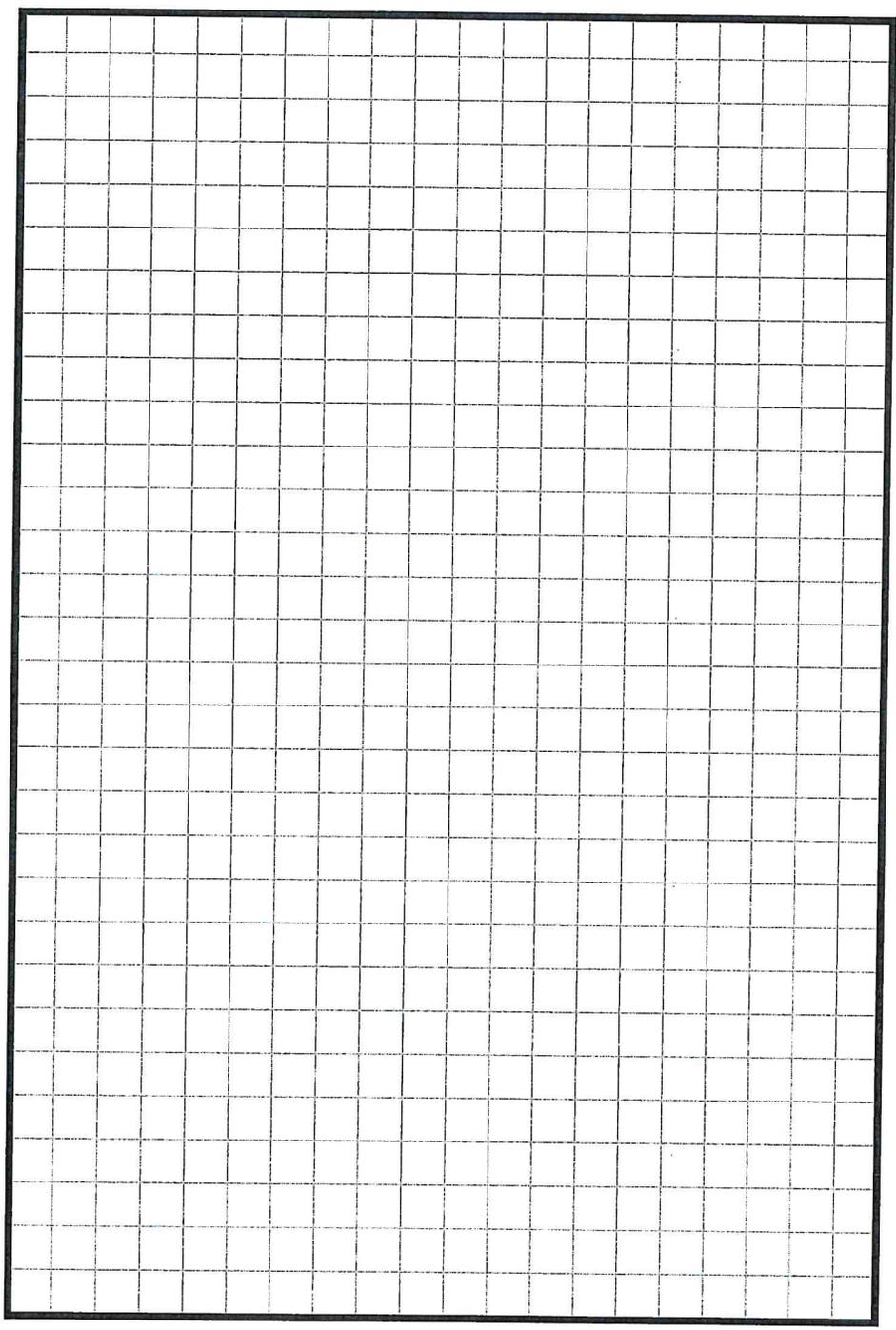
Site Plan

Business Name: _____

Business Owner: _____

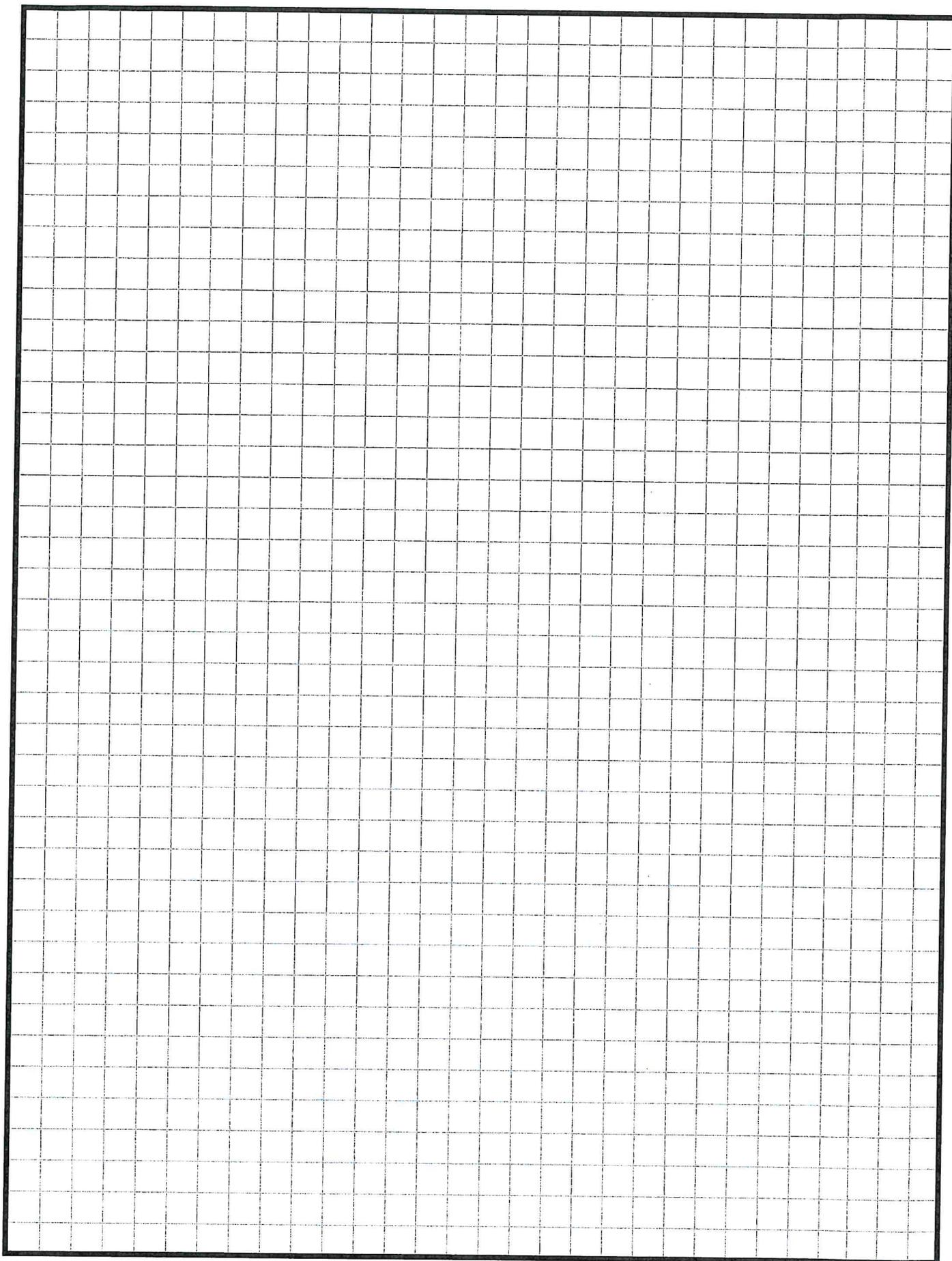
Business Street Address: _____

Block: _____ Lot: _____ Subdivision: _____



Scale: 1 inch = 20 feet

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



02/28/20
09:53:14

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 3/20

Page: 1 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46719		2845 Kastings, Kauffman & Mersen, PC		9,634.85					
	02/13/20	legal services		9,486.60		LEGAL	1000 411100	352	101000
	02/13/20	postage/copies		46.70		LEGAL	1000 411100	870	101000
	02/13/20	phone/fax		0.00		LEGAL	1000 411100	345	101000
	02/13/20	travel		101.55		LEGAL	1000 411100	373	101000
46726		266 Utilities Underground Location		1.57					
	15356 01/31/20	excavation notifications		1.57		WATER	5210 430500	357	101000
	01/31/20	excavation notifications		0.00		SEWER	5310 430600	357	101000
46734		2852 Blackfoot Communications		2,048.06					
	02/15/20	646-5106, fax soc svc		40.53		SOCSRV	1000 450135	345	101000
	02/15/20	646-5119, police station		40.53		POLICE	1000 420160	345	101000
	02/15/20	646-5141, sewer plant alarm		40.53		SEWER	5310 430600	345	101000
	02/15/20	646-5185, town hall alarm		40.53		TWNHAL	1000 411250	345	101000
	02/15/20	646-7311, social services		70.88		SOCSRV	1000 450135	345	101000
	02/15/20	646-7481, povah elevator		40.53		POVAH	1000 411255	345	101000
	02/15/20	646-7511, town hall fax		40.53		TWNHAL	1000 411250	345	101000
	02/15/20	646-7609, public works		43.36		PUBSVC	1000 430200	345	101000
	02/15/20	646-7650, police station fax		40.53		POLICE	1000 420160	345	101000
	02/15/20	646-7715, povah center		35.52		POVAH	1000 411255	345	101000
	02/15/20	646-7795, town hall		254.58		TWNHAL	1000 411250	345	101000
	02/15/20	646-7845, court clerk		4.34		COURT	1000 410360	345	101000
	02/15/20	646-9017, library		45.52		LIBRAR	2220 460100	345	101000
	02/15/20	646-9027, sewer plant alarm		40.53		SEWER	5310 430600	345	101000
	02/15/20	ethernet, library		300.00		LIBRAR	2220 460100	345	101000
	02/15/20	ethernet, povah center		310.00		POVAH	1000 411255	345	101000
	02/15/20	ethernet, police station		350.00		POLICE	1000 411258	345	101000
	02/15/20	ethernet, town hall		272.00		TWNHAL	1000 411250	345	101000
	02/15/20	602-4909, town hall judge		13.32		COURT	1000 410360	345	101000
	02/15/20	602-4894 Town hall Court Clerk		1.10		COURT	1000 410360	345	101000
	02/15/20	602-4897 town hall		1.10		TWNHAL	1000 411250	345	101000
	02/15/20	602-4898 town hall		1.10		TWNHAL	1000 411250	345	101000
	02/15/20	602-4900 town hall		1.10		TWNHAL	1000 411250	345	101000
	02/15/20	602-4901 town hall		1.10		TWNHAL	1000 411250	345	101000
	02/15/20	602-4902 town hall		1.10		TWNHAL	1000 411250	345	101000
	02/15/20	602-4903 town hall		1.10		TWNHAL	1000 411250	345	101000
	02/15/20	602-4904 town hall		1.10		TWNHAL	1000 411250	345	101000
	02/15/20	602-4905 town hall		1.10		TWNHAL	1000 411250	345	101000
	02/15/20	602-4906 Library Main desk		1.10		LIBRY	2220 460100	345	101000
	02/15/20	602-4907 Library Director		1.10		LIBRY	2220 460100	345	101000
	02/15/20	602-4908 Povah Ctr		1.10		POVAH	1000 411255	345	101000
	02/15/20	602-4949 Town Hall		11.10		TWNHAL	1000 411250	345	101000

02/28/20
09:53:14

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 3/20

Page: 2 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46736		2558 Hebgen Basin Fire District		54,210.00					
	03/01/20	February 2020		46,877.00		FIRE	1000 420400	357	101000
	03/01/20	employee grant February 2020		7,333.00		FIRE	1000 420471	140	101000
46742		3192 Floyd's Truck Center		144.16					
	X401137832	02/18/20 Repair Parts-Tailgate cyli		144.16		STREET	1000 430200	369	101000
46743		160 Utility Specialties Inc		114.99					
	7146	02/14/20 In house calibration service		114.99		WATER	5210 430500	357	101000
46744		3004 Partsmaster		15.65					
	23513172	02/07/20 Combination Wrench 25mm		15.65		STREET	1000 430200	220	101000
46745		2537 Balco Uniform Co., Inc.		140.00					
	55428	02/20/20 Uniform-Lionel		25.00		POLICE	1000 420100	226	101000
	56988	02/20/20 Uniform-Courtis		115.00		POLICE	1000 420100	226	101000
46746		3241 Bridger Analytical Lab		56.00					
	2001120	01/10/20 Total Coliform/E. coli		56.00		WATER	5210 430500	357	101000
46747		65 T & E		2,068.30					
	42CS044359	02/15/20 Cutting Edge (10)		1,921.17		STREET	1000 430200	220	101000
	BLCS072554	02/21/20 Equipment repair supplies		147.13		STREET	1000 430200	369	101000
46748		3116 R & R Lock and Key, LLC		620.00					
	02/16/20	Povah Ctr Locks		206.66		POVAH	1000 411255	366	101000
	02/16/20	Police Station/Jail Locks		206.67		POLICE	1000 411258	920	101000
	02/16/20	CHP Locks		206.67		CHP	1000 411251	366	101000
46749		3037 White Buffalo		112.00					
	01212020-1	01/21/20 Help fund voucher		112.00		HELP	7010 450135	370	101000
46750		171 Montana Food Bank Network		393.82					
	AOR-19012-	02/20/20 Food bank supplies		393.82		HELP	7010 450135	220	101000
46751		29 Terrell's Office Machines Inc		444.00					
	387917	01/14/20 Toner Soc Serv (2)		184.00		SOCSEH	1000 450135	220	101000
	389812	02/18/20 Toner Dispatch (2) waste box		260.00		DSPTCH	1000 420160	220	101000

02/28/20
09:53:14

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 3/20

Page: 3 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46753		2854 Kenco Security and Technology		100.50					
	1976922	01/01/20 Alarm Services		100.50*		TWNHLL	1000 411250	366	101000
46754		3189 Skijor West		2,000.00					
	02/20/20	Addnl Participant winnerpyout		2,000.00		MAP	2101 410130	398	101000
46755		2977 Staples Credit Plan		1,042.55					
	2427833701	01/21/20 Police supplies		4.34		POLICE	1000 420230	220	101000
	2428102591	01/22/20 Police supplies		7.86		POLICE	1000 420230	220	101000
	2428183561	01/22/20 Police supplies		4.72		POLICE	1000 420230	220	101000
	2428206371	01/22/20 Copy paper		131.96*		ADMIN	1000 410210	220	101000
	2428208941	01/22/20 Police supplies		37.52		POLICE	1000 420230	220	101000
	2428448111	01/22/20 Police supplies		21.54		POLICE	1000 420160	220	101000
	2429888911	01/24/20 Admin supplies		21.99*		ADMIN	1000 410210	220	101000
	2429907851	01/24/20 Admin supplies		21.66*		ADMIN	1000 410210	220	101000
	2432517201	01/29/20 Finance supplies		144.76		FINANC	1000 410510	220	101000
	2432517201	01/29/20 Finance supplies		79.99		FINANC	1000 410510	212	101000
	2434180131	01/31/20 Soc Serv supplies		361.85		SOCSER	1000 450135	220	101000
	2434180181	01/31/20 Soc Serv supplies		27.74		SOCSER	1000 450135	220	101000
	2432747481	02/01/20 Soc Serv supplies		150.45		SOCSER	1000 450135	220	101000
	2434844941	02/01/20 Soc Serv supplies		16.59		SOCSER	1000 450135	220	101000
	2435313721	02/03/20 Soc Serv supplies		9.58		SOCSER	1000 450135	220	101000
46756		3200 Yellowstone Log Chinking		4,950.00					
	8 02/26/20	Town Hall		750.00		TWNHL	1000 411250	357	101000
	8 02/26/20	UPDH		1,500.00		UPDH	1000 411252	357	101000
	8 02/26/20	Museum		1,650.00		UPDH	1000 411250	357	101000
	8 02/26/20	CHP Clinic Building		450.00*		CLINIC	1000 411251	357	101000
	8 02/26/20	Povah Center		600.00		POVAH	1000 411255	366	101000
46757		3212 Mike's Mobile Auto and Diesel		329.90					
	27 02/26/20	PW Ford F350,fuel pump,filter		329.90		STREET	1000 430200	361	101000
46758		3245 4 Corners Recycling LLC		585.10					
	2300 01/28/20	Plastic Processing		605.40		PARKS	1000 460430	534	101000
	2300CM 01/28/20	purchased mixed cans		-20.30		PARKS	1000 460430	534	101000
46759		999999 SABRAH VAN LEEUWEN		306.00					
	02/22/20	FTO Training		306.00		POLICE	1000 420100	370	101000

02/28/20
09:53:14

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 3/20

Page: 4 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46760		999999 ANTHONY KEARNEY		80.00					
	02/23/20	Training course ID Falls		80.00		POLICE	1000 420100	370	101000
		# of Claims	22	Total:	79,397.45				

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
February 18, 2020

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

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

Richard & Teri Gibson, CHP Executive Director Buck Taylor and CEO Laner Cooney, Fire Chief Shane Grube, Gallatin County Sheriff Brian Gootkin, Tom Cherhoniak, Randy Wakefield – Fall River Electric, Ben Westphal, Kaitlyn Johnson, Lisa Johnson, Shane Brown, Tom Cherhoniak

The meeting is called to order by Deputy 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.

Public Comment Period

Buck Taylor of Community Health Partners announces a Secondary Trauma session that is being provided through their organization on March 4-5, 2020 to assist members of the community with coping with a recent tragedy.

Council Comments

No comments are received.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$75,952.51. (Forsythe, Watt) Schmier abstains from #46683 and #46709 to Jerry's Enterprises for fuel.
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the February 5, 2020 Town Council Meeting and Work Session. (Watt, Mathews)
- 3) Motion carried to approve the new business license application for Exhale Body Therapy to operate a massage therapy and retail sales business at 103 South Canyon Street. (Forsythe, Watt)
- 4) Motion carried to approve business license transfer for Two Top Snowmobile Rentals & Tours and resort tax bond waiver request made by Delaware North Parks & Resorts Yellowstone Adventures, Inc. (Forsythe, Watt)
- 5) Motion carried to allocate the \$100,000 risk-share to Community Health Partners as budgeted in the FY 2020 budget. (Forsythe, Mathews)

DISCUSSION

- 2) The minutes are corrected to reflect that absence of James Patterson and Kathi Arnado.
- 5) Mayor Schmier explains that Community Health Partners (CHP) has requested \$100,000 from the Town for calendar year 2019 as part of the Risk Share Agreement between the Town and CHP. Lander Cooney, CEO for CHP, addresses the Council to answer questions posed by the Council about the operation of the medical clinic. Cooney explains that she received their questions by email and is prepared to answer them. She first addresses questions about charges for services and contractual adjustments. She explains that most healthcare facilities have contracts with insurance providers and

Medicare/Medicaid. She explains that their charges are based on prevailing norms, but existing contracts establish how much money they will receive for a certain service. Cooney addresses the administrative overhead expense, which includes human resources, information technology and support staff. She explains that this overhead cost is spread across all of CHP's locations throughout Gallatin County. Cooney also emphasizes that if she doesn't answer their questions adequately tonight, they are open to setting up a meeting with their Chief Financial Officer in Bozeman. Cooney explains that Bozeman Health is a separate entity, and they do partner with Bozeman Health on multiple projects, but they operate independently. She says that a few years ago, the Town felt strongly that they needed a licensed physician to come to West Yellowstone. Bozeman Health has licensed physicians at the Big Sky Medical Center that do come to West, which is an in-kind contribution of approximately \$60,000 a year. Buck Taylor adds that Bozeman health also picks up their medical waste. Taylor specifically addresses a question that came from a Latina obstetrician in Bozeman who wanted to assist Latina women in West Yellowstone. They did work with this physician to provide training and education in West last year, but they have not been approached about her providing services at the clinic. She has approached the Gallatin County Health Department about providing volunteer services to Latina women in West Yellowstone, but there are issues involving insurance and coverage that would need to be worked through and she has not approached CHP directly. Cooney answers additional questions about the administrative overhead and explains how those costs are spread over all of their locations. Schmier asks Cooney what could CHP do to provide better urgent care services in West Yellowstone. Cooney answers that all they can really do is add staff, which increases costs. She explains they have made measured steps to improve better response to unexpected issues. She says they would really have to add another medical team, which would be very expensive, but they do strive to provide enhanced medical services. Buck Taylor explains that during the summer months, they only take four appointments per day and everything else is walk-in traffic. He says that in the winter months, they take mostly appointments and try to squeeze walk in patients in where they can. Watt asks if Cooney can share financial statements from their other clinics and locations. Cooney responds that they are more than willing to share statements from the other clinics. Mathews inquires if their patient load increases, will CHP have to ask for more money from the Town. Cooney explains that the risk share agreement is in place for that reason and they do not intend to ask for more than \$100,000. Forsythe asks that they reflect the \$100,000 risk share contribution be reflected on the profit and loss statement. He points out that has been contributed every year but isn't reflected. Cooney also points out that part of the challenge of operating a year round clinic in West Yellowstone is low demand in the winter although they need to retain staff. Taylor addresses a question that came from Council Member Watt regarding mental health services. Taylor explains that they have a behavioral health therapist that comes to West every Thursday. He says that once a month on Fridays, they have another therapist that comes but is also available through tele-health. He says that starting next week, they are adding another therapist that will come here physically once a month but will be available by tele-health three other days a month. Cooney adds that they have a psychiatric nurse practitioner that is also available through tele-health. Schmier asks for public comments but no comments are received.

- A) **Advisory Board Reports:** Town Manager Dan Sabolsky reports that the Parks & Recreation Advisory Board met last week and discussed recreation capital improvements, improvements in Pioneer Park as well as Dunbar Park. He also reports on the Rails to Trails group that is fundraising to complete the trail from Ashton, Idaho to the edge of West Yellowstone which follows the historic railway path. He reports that they have the most recent drawings for the casting pond they are planning to rebuild behind the Union Pacific Dining Lodge and pave the trails in that area.

- B) **Town Manager & Department Head Reports:** Town Manager Daniel Sabolsky reports that the Safety Committee is continuing to work on signage and safety checks, plans to meet again before the end of the month, and preparing for an official audit from MT Department of Labor and Industry. Sabolsky says that they are still working on signing the mitigation agreement with DNRC regarding the new well. They are working with Engineer Dick Dyer to finish up payment for his services and receipt of the approval letter for the new well from Montana DEQ. They are working on the design and construction administration contract with Forsgren Associates for the wastewater treatment facility and addressing issues such as insurance. Forsgren Associates was in Town today and evaluated the UPDL, they will prepare the documents to rebuild the roof of that building. Sabolsky says that he visited Forsgren's office in Rexburg last Friday and they discussed multiple other projects as well. Sabolsky says they are preparing to enter into discussions and/or negotiations with the Montana Aeronautics Division for water and sewer services to the airport property. He also reports that he has been working with community members to organize a memorial for James Alex Hurley this next Sunday, February 23, 2020, in Pioneer Park. Sabolsky says that they still have one open position in Public Services and have started advertising for Summer Recreation Counselors. Assistant Superintendent of Public Works, David Arnado, has tendered his resignation effective February 24, 2020.

Public Services Superintendent James Patterson reports that he met with representatives of the Skijor event that is later this month and John Wilkes, who is planning a snowmobile event next month. They have the track for the Skijor event mostly ready and will also work with the snowmobile event organizers. He says he also met with engineers from Forsgren Associates about the roof for the UPDL. They are moving a lot of snow from the streets, too.

Social Services Director Kathi Arnado reports that she is also planning to move with her husband, David Arnado, but at this point intends to stay through the end of the school year with her daughter. Social Services Assistant Dianna Hansen attended Crisis Intervention Training last week and found it to be very educational. She is also planning to attend Manager Food Handling training later this week.

Finance Director Lanie Gospodarek reports that they are still working on wrapping up the financial audit, responding to the Council with questions about claims, an investment policy, tax collections for nightly rentals. She explains that she is still serving on the MMIA Board of Directors and attended a board meeting last week.

Chief of Police Scott Newell thanks the Gallatin County Sheriff's Office for their professionalism while investigating the recent unfortunate death of a 12 year old child in the community. He says they have been very aware of the impact of such a traumatic event on emergency responders. They are working with the local pastors to organize the memorial this Sunday for James Alex Hurley. He also reports that he is working with the school on a Memorandum of Understanding for the school resource officer. He says they are having a squad meeting later this week to discuss scheduling.

- C) Town Clerk Liz Roos explains the Revolving Loan Fund, a fund established in 1989 from the repayment of Community Development Block Grant (CDBG) loans that were funded by the US Department of Housing & Urban Development through the Montana Department of Commerce. The fund currently has just over \$90,000 and has not been loaned out for about ten years. The program has not been reviewed for about ten years and they have been working with Rob Gilmore of the Northern Rocky Mountain Economic Development District to update the regulations and work towards putting this money to work in the community. The Council asks multiple questions about the program and what kind of projects the money can be used for. Schmier asks for comments from the public on the subject, no comments are received.

The meeting is adjourned. (9:15 PM)

February 18, 2020
Town Council Meeting
Minutes, Page 4 of 4

Mayor

ATTEST:

Town Clerk

The West Yellowstone Revolving Loan Fund

The West Yellowstone Revolving Loan Fund (WYRLF) provides capital to local West Yellowstone entities to further economic expansion, improve housing and employment conditions, and provide essential community service support. Typically, these loans are made to local projects that cannot attract sufficient private financing or fully satisfy a commercial lender's credit requirements.

The WYRLF is administered by the Town of West Yellowstone. All lending decisions are made by a Loan Review Committee. The Loan Review Committee includes representatives from the Town of West Yellowstone as well as local business and community leaders.

The WYRLF was originally established with the repayment of Community Development Block Grant (CDBG) loans (funded by the U.S. Department of Housing and Urban Development (HUD) through the Montana Department of Commerce) dating back to 1989. All loan principal and interest payments are "recycled" and "revolve" back into the Fund to be re-lent to other entities.

The WYRLF is an excellent option for borrowers that may not fully satisfy the lending requirements or credit policies of a commercial lender. As such, the WYRLF is also a good source for "gap financing" to participate in a project with a commercial bank (the RLF would take a secondary position on collateral).

ELIGIBLE ENTITIES

Eligible entities must be located within the West Yellowstone town limits. Interested entities should discuss their project with Town of West Yellowstone staff to determine eligibility prior to submitting an application.

ELIGIBLE ACTIVITIES

WYRLF loan funds can be used for most typical business start-up and expansion activities including: land purchase; construction, rehabilitation, expansion or installation of commercial and industrial buildings or facilities; purchase of machinery or equipment; and working capital. The funds may also be used as a match to other funding sources, as long as they are contingent upon approval of the other funding source.

GENERAL LOAN TERMS

The maximum loan amount shall not exceed \$25,000. The WYRLF loan amount must be matched on a one-to-one basis from another source, i.e. bank loan, owner investment equity, private funds, SBA, grants, or a combination of sources. Specific loan terms (including the interest rate) will be determined by the Loan Review Committee after review of the application and will be based on the specific project needs. In general, the minimum allowable interest rate will not be less than 3%. All loans must be secured with a personal guarantee and other reasonable sources of available collateral. The WYRLF will take a secondary position on collateral behind a commercial lender. The term for a loan for working capital will be limited to between 5 and 7 years. The term for a loan for machinery or equipment will be limited to 10 years. The term for a loan for land and buildings will be limited to 15 years.

APPLICATION REVIEW

Completed loan applications will be reviewed by the Loan Review Committee within 30 days of submission to the Town of West Yellowstone. The applicant will receive written notification of the Committee's decision within 15 days of completion of the application review.

Loan applications are evaluated on the following criteria:

- Project feasibility, potential for business growth and expansion
- Experience and qualifications of applicant business ownership and management team
- Economic impact of project (increased revenues from outside the area, job creation, etc.)
- Demonstration of need for a loan from the WYRLF (not able to secure necessary financing from a commercial lender)
- Degree of leverage with other investment, including public and private sources (at least a 1:1 match)

A completed loan application will include a signed and dated application form (applicant and business information, employment projections, source and use of funds, other sources of financing, references, explanation of need for loan); a written business plan; and required supporting documentation. Required supporting documentation includes: personal financial statements (signed and dated); personal and business federal income tax returns (last 3 years); historical balance sheets, profit & loss statements and cash flow statements (3 most recent years); current balance sheets and profit & loss statements (within 30 days); monthly projected cash flows (1st year); annual projected cash flows (2nd and 3rd year); and resumes of owners/managers and key personnel. Additional documents may be requested by Town of West Yellowstone staff and the Loan Review Committee.

Questions? Or to request an application, contact:

Town of West Yellowstone
ATTN: Finance Administrator
PO Box 1570
440 Yellowstone Avenue
West Yellowstone, MT 59758

Email: info@townofwestyellowstone.com

Phone: 406-646-7795

West Yellowstone Revolving Loan Fund
Loan Application

This application is intended to provide the West Yellowstone Revolving Loan Fund Loan Review Committee with preliminary information regarding the applicant's eligibility and suitability for financing through the West Yellowstone Revolving Loan Fund. Additional information will be required to complete the financing package.

Applicant Business

Business Name:
Business Address:
Contact Name:
Telephone:
Cell phone
Fax:
Email:
Business Website:
Federal Tax ID:
Form of Business Organization: (circle one) C Corporation S Corporation Partnership Sole Proprietor LLC Other:
Date Established:
Current Number of Employees:
Average Gross Annual Revenues (last 3 years):
List All Subsidiary and/or Affiliated Companies:
Description of Business History:

Business Ownership

Provide the following information for all principals of the business (individuals, corporations, partnerships, etc. owning 10% or more of the company). Attach an additional sheet if necessary

Name, Home Address, Title	SS# or Tax ID #	Ownership %	Investment \$

Total Project Financing

Provide the total current capital needs of the business (total use of funds). Specify how the West Yellowstone RLF loan funds will be used. In addition, specify the amounts of other new sources of funding and how they will be used. Attach letters of commitment from all proposed sources of new funds.

Use of Funds	West Yellowstone RLF	Commercial Lender/Bank	Owner Equity	Other:	Total Use of Funds:
Land Purchase					
Land Improvement					
Building Purchase					
Building Improvement					
Equipment/Machinery					
Furniture/Fixtures					
Working Capital					
Employee Training					
Other:					
Total Source of Funding					

Participating Lenders and Other Sources of Financing

Lender:
Amount:
Contact:
Address:
Telephone:

Other Lender or Source of Financing:
Amount:
Contact:
Address:
Telephone:

References (Financial and Trade)

Company:
Contact:
Address:
Telephone:
Business Relationship Since:

Company:
Contact:
Address:
Telephone:
Business Relationship Since:

Company:
Contact:
Address:
Telephone:
Business Relationship Since:

Additional Information to be Provided

Provide narrative explanations that address the following:

1. Specify the amount of the loan requested, the interest rate requested and the loan term requested.
2. Explain how the applicant business will further economic expansion, improve housing and employment conditions, or provide essential community service support in West Yellowstone RLF.
3. Describe the applicant's need for a loan from the West Yellowstone RLF. Explain why a commercial bank loan or other source of funding cannot meet the current capital needs of the business.
4. Describe how the funds will be used and their significance to the growth and expansion of the business.
5. Describe the projected economic impact of this loan, including projected job creation and projected job retention. Be sure to provide the number of existing positions, the number of projected new positions to be created in each year over the term of the loan and describe salaries, wages and employment benefits.
6. Describe the property proposed as collateral to secure this loan, include the value and any liens on the property (if applicable).
7. Has the company or any of its principals ever filed for bankruptcy protection? If yes, please explain.
8. Describe and explain any outstanding debts between the company and related parties such as owners or relatives of the owners. Describe and explain any other sorts of related party transactions, if any.
9. Is the company or any of its principal officers or shareholders involved in any litigation, either as a plaintiff or defendant? If so, please explain.
10. Has the company or any of its principals ever been under indictment, on parole, on probation, charges with or convicted of any criminal offense other than a minor vehicle violation? If yes, please explain in detail.

Business Plan

Provide a written business plan which addresses the following:

- Business Description (products and/or services offered, ownership and management, legal structure, etc.)
- Marketing Plan: description of current or proposed market (customers, competitors, etc.)
- Growth Plan: describe the proposed use of funds and how this is significant to the future growth of the business
- Financial Plan: based on the growth plan, formulate revenue and expense projections for the next three years (cash flow)
- Supporting documentation: financial statements (balance sheets, profit and loss statements and cash flow statements) for last 3 years plus current year to date (within 30 days), business and personal income tax returns for last 3 years, resumes, etc.

Application Terms and Conditions

1. The West Yellowstone Revolving Loan Fund Loan Review Committee shall maintain in confidence all personal, business, trade, commercial and financial information provided in this loan application including attachments.
2. Applications for funding will be approved or rejected at the sole discretion of the West Yellowstone Revolving Loan Fund Loan Review Committee.
3. The undersigned acknowledges and agrees that the West Yellowstone Revolving Loan Fund Loan Review Committee will investigate the creditworthiness of the applicant business and its owners, including review of credit histories and verification of tax information.
4. The undersigned authorizes the West Yellowstone Revolving Loan Fund Loan Review Committee to contact the applicant's existing lender (or lenders) for loan payoff information and credit reference (if applicable).

Certification of Application

The statements and information contained in this application, including all attachments, are warranted to be true, full and complete and present fairly the condition of the applicant business and describe accurately the intended operations for the period set forth in the application. I have read, understand and agree to comply with all terms and conditions set forth in this application.

Authorized Signature:
Print Name and Title:
Date:

Questions, completed loan applications and supporting documents should be submitted to:

Town of West Yellowstone
ATTN: Finance Director
PO Box 1570
10 S. Faithful Street
West Yellowstone, MT 59758

Email: info@townofwestyellowstone.com

Phone: 406-646-7795

Section 2 – Note Payable to Bank and Others (Use attachments as necessary. Each attachment must be identified as part of the statement, signed and dated.)

Name and Address of Noteholders (s)	Original Balance	Current Balance	Payment Amount	Payment Frequency	How Secured or Endorsed & Type of Collateral

Section 3 – Stocks and Bonds (Use attachments as necessary. Each attachment must be identified as part of the statement, signed and dated.)

Number of Shares	Name of Securities	Cost	Market Value Quotation or Exchange	Date of Quotation or Exchange	Total Value

Section 4 – Real Estate Owned (List each parcel separately. Each attachment must be identified as part of the statement, signed and dated.)

Type of Property Address of Property	Date Purchased	Original Cost	Present Market Value	Mortgage Balance	Monthly Payments	Monthly Rental Income	Name & Address of Mortgage Lender

Section 5 – Other Personal Property & Other Assets including business investments not described above (Describe, and if any is pledged as security, provide details of debt in Section 2 above. If assets are pledged for the debt of others, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency.)

Section 6 – Unpaid Taxes (Describe in detail: type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7 – Other Liabilities (Describe in detail.)

Section 8 – Life Insurance Held (Give face amount and cash surrender value of policies, name of insurance company and beneficiaries.)

I authorize the West Yellowstone Revolving Loan Fund Loan Review Committee to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify that the statements contained in the attachments and above are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand false or misleading statements may result in rejection of the loan application and shall constitute a default of the loan agreement.

Have you ever filed for bankruptcy? _____ Yes _____ No

Do you have a will? _____ Yes _____ No

Do you have life insurance? _____ Yes _____ No

Do you have disability insurance? _____ Yes _____ No

Signature:

Date:

Social Security #:

Signature:

Date:

Social Security #:

Town of West Yellowstone Revolving Loan Fund Management Plan

1. Purposes of the Revolving Loan Fund

- a) To promote the economic wellbeing of the Town of West Yellowstone by helping to finance projects which maximize private sector investment;
- b) To stimulate job creation, job retention, housing and expand business ownership opportunities in the Town of West Yellowstone;
- c) To encourage maximum utilization of existing vacant and underutilized buildings;
- d) To stimulate investment in the renovation and conservation of small business space;
- e) To supplement traditional bank financing, business owner investment, and other business loan and investment instruments; and
- f) To increase the workforce housing opportunities within the Town of West Yellowstone.

2. Administration

A. The Contractor, hereafter defined as the Northern Rocky Mountain Economic Development District (NRMEDD), shall provide the day-to-day management of the West Yellowstone Revolving Loan Fund, including:

- a) Be responsible for the overall Revolving Loan Fund administration;
- b) Assist Revolving Loan Fund applicants with packaging of loan development proposals;
- c) Recommend amount and terms of the Revolving Loan Fund and owner participation for each project;
- d) Seek new loan candidates when directed by the Town;
- e) NRMEDD shall review preliminary proposals for basic consideration and either recommend to approve or recommend to deny;
- f) The NRMEDD Loan Advisory Committee shall include staff or support that is professionally trained and competent to analyze loan applications;
- g) The Loan Advisory Committee will review and recommend applications regarding their compliance with the Town's Revolving Loan Fund standards and objectives;
- h) Evaluating and determining completed loan applications, and preparing a business and credit presentation for the Town's Loan Review Board;
- i) The Loan Advisory Committee will forward approved applications to the Town's Loan Review Board where the final loan recommendation will be made;
- j) If appropriate, NRMEDD shall prepare closing documents and facilitate the loan closing;
- k) Servicing the loan portfolio;
- l) Processing monthly loan payments; if any (note the Town may opt to receive any loan payments).
- m) Communicating with the Loan Review Board, and the Town including coordinating Loan Advisory Committee and Town's Loan Review Board meetings.

B. The Loan Review Board

The West Yellowstone Loan Advisory Board shall consist of three (3) members who are appointed by the Town Council;

- 1) The term of each Board member shall be three (3) years, and the members shall serve until successors are appointed and sworn in.
- 2) Utilizing the directives of this management plan and the recommendations of the NRMEDD Loan Advisory Committee, the Loan Review Board will review and vote to recommend approving or vote to recommend to deny loan applications received from the Loan Advisory Committee. Approved loan applicants by the Loan Advisory Committee will be forwarded to the Town Council for their approval.
- 3) For transition purposes the initial terms shall be staggered. Initial appointment shall be one member for one year, one member for two years, and one member for three years.

C. Eligibility Criteria

- 1) The West Yellowstone Revolving Loan Fund will provide financing only for projects located in or around the Town of West Yellowstone including areas deemed to be within the Town's immediate impact area. All benefiting businesses must remain in the project area for the life of the loan or agree to an accelerated loan repayment; the Town has the right to immediately demand payment in full if the borrower closes the business or moves out of town.
- 2) The applicant must supply the required loan application documents.

D. Eligible Projects

Eligible project activities include loans for:

- 1) Business start-ups, expansion, building improvements, renovations, capital equipment, housing, public facilities and/or other economic development activities.
- 2) The goal of the West Yellowstone Revolving Loan Fund is the creation and retention of quality jobs, housing and sustaining or enhancing the real value of the Town's commercial and industrial sector.
- 3) Eligible uses of West Yellowstone Revolving Loan Fund loan funds include but are not limited to: land or building purchases, housing related projects, construction, rehabilitation, expansion, or installation of commercial and industrial buildings or public facilities; purchase of machinery or equipment; working capital; inventory; and employee training.

E. Ineligible Loans

Loans secured by out-of-state real estate, assets, and/or equipment

F. Revolving Loan Fund Terms and Conditions

- 1) No loan shall exceed the maximum length of 10 years.
- 2) Interest rates will be a fixed rate between 4% to 8%, or other rates as deemed reasonable for the borrower and the Town.
- 3) No loan shall exceed the amount of \$80,000 without Town council approval.
- 4) Typically loan re-payments will be made on a monthly basis and due on the 1st of each month; however, terms and payment schedules will be at the discretion of the

- Town and approved by the Loan Advisory Board.
- 5) Loans will be evidenced and documented and may be subordinated to the primary lender/s liens.
 - 6) Before any Revolving Loan Fund funds are disbursed, all necessary Town, State, or Federal Permits must be obtained.
 - 7) The Loan Review Board may establish other customary conditions to complete and service the loan.
 - 8) There is no prepayment penalty provision on any loan.

G. Fees

- 1) All costs associated with legal documentation preparation and review, recordings and filings shall be borne by the applicant and shall be payable before or at the closing of the loan.
- 2) As appropriate, NRMEDD may charge a loan closing fee not to exceed 1% of the loan amount as a cost of loan closing. These fees will offset the attorney costs related to document preparation and review.
- 3) Applications must include a non-refundable \$100.00 loan application fee that is paid to the administrator.

H. Loan Closing Document Package

Applications will be processed and presented by NRMEDD to the Revolving Loan Fund Loan Review Board. The following is a list of documents often included in a loan application. Each loan is different, but NRMEDD will advise the applicant as to which documents are required in their loan package which may include:

- Loan Application Form (signed and dated)
- Written Business Plan
- Explanation of Need for Loan
- Employment Projections
- Source and Use of Funds Statement
- Personal Financial Statement (signed and dated)
- Personal Federal Income Tax Returns (last 3 years)
- Authorization to Release Information (signed and dated)
- Business Financial Statements: Income Statement (last 3 years)
- Cash Flow Projections (3 years)
- Business Federal Income Tax Returns (last 3 years)
- Resumes of Key Personnel
- Vehicle Title(s)
- Lease Agreement(s)
- Buy/Sell Agreement(s)
- Inventory List (list the amount owed on each item).
- Copies of Valid Bids for Construction Projects.
- Written Cost Estimates for Machinery, Equipment, Furnishings & Fixtures Purchases
- Commitment Letter from Bank or Other Lender
- Corporate Documents (By-Laws, Articles of Incorporation, Certificate of Existence)
- Business Licenses
- Bonding Information

- Verification of Hazard Insurance
- Verification of Life Insurance

I. Loan Review and Screening

Completed loan applications will be reviewed and presented to Loan Review Board within thirty (30) days of it being deemed complete by the Contractor. Due diligence, credit presentation and underwriting will not commence until a completed loan application is received. Each loan application must be supported by the applicable due diligence/verifications that needs to be completed within thirty (30) days of receipt of the completed application and all the required attachments:

- Title reports and lien searches for all proposed collateral
- Verification of legal entity's status
- Borrower(s) Credit Report
- Verification of deposits reported on financial statements
- Verification of loans with lending institutions
- Borrowers with significant accounts payables and receivables must provide aging reports

Applications that do not pass this preliminary due diligence phase will be declined prior to presentation to the Loan Review Board.

Secondary due diligence will involve verification of borrower projections, investigation of market, collateral values, and underlying contracts. Each application will require a different scope of investigation. However, the primary focus of investigation will be on factors that impact the borrower's projected cash flow and ability to repay the loan.

J. Collateral Requirements

The Loan Review Board will consider the merits and potential economic benefits of each request. To encourage the participation of other lenders, the Town's Revolving Loan Fund monies may be subordinated to liens securing other loans made in connection with the project.

When appropriate, liens, assignments, and personal guarantees will be secured in accordance with the following principles:

- 1) Collateral for working capital loans will normally be liens on inventories, receivables, realty, fixed assets or other available assets of the borrower.
- 2) Security in the form of assignment of patents, licenses, and other assets with a realizable value may also be required.
- 3) Life and/or disability insurance may be required on each owner or key person(s) of the business or corporation with twenty percent (20%) or more ownership. Such policies will have the Town of West Yellowstone listed as collateral assignee.
- 4) Hazard or liability insurance may be required on all businesses and policies will have Town of West Yellowstone listed as loss payee.
- 5) Liens on personal or other non-business assets, co-signers, personal guarantees, or other forms of additional security may be required as determined by the Loan Review Board. Personal guarantees will be required for any person owning twenty percent (20%) of a corporation and who will be listed as a borrower. If the collateral for the loan is jointly owned, all the parties with ownership exceeding 20% must execute the loan agreement and loan closing documents.

ORDINANCE No. _____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AMENDING CHAPTER 12, PART 28 OF THE WEST YELLOWSTONE MUNICIPAL CODE TO UPDATE THE PROVISIONS ON CEMETERIES AND TO RENAME THE CEMETERY “FIR RIDGE CEMETERY”.

WHEREAS, the Town Council of the Town of West Yellowstone believes that it is in the best interests of the health, safety and welfare of the citizens of West Yellowstone to provide for the burial of the human dead; and

WHEREAS, the Town Council of the Town of West Yellowstone believes that a cemetery must be governed and maintained in order to provide for the permanent care and funding of the cemetery; and

WHEREAS, in 1978, the Town adopted an Ordinance to provide for the administration of the West Yellowstone Cemetery, which was codified at Chapter 12, part 28 of the West Yellowstone Municipal Code, (the “Cemetery Ordinance”); and

WHEREAS, the Cemetery Board has proposed several amendments to the Cemetery Ordinance which are meant to clarify the rules and regulations for the administration of the cemetery, such amendments being set out in Exhibit A attached hereto; and

WHEREAS, the Cemetery Board has proposed to change the name of the cemetery from the West Yellowstone Cemetery to the Fir Ridge Cemetery; and

WHEREAS, the Town considered the amendments to the Cemetery Ordinance on first reading at a public meeting duly noticed and held on _____, at which time it heard public input regarding the proposed changes to the ordinance; and,

WHEREAS, the Town consider the amendments to the Cemetery Ordinance on Second Reading on _____; and find that the proposed amendments are in the best interests of the cemetery and of the welfare of the citizens of the Town of West Yellowstone and that all citizens will benefit from the amendments as proposed.

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of West Yellowstone that the following amendment be made to the municipal code of the Town of West Yellowstone, effectively amending Chapter 12, Part 28 as set out in the attached Exhibit A.

REPEALER: All ordinances and parts of ordinances in conflict with provisions of this ordinance, except as provided above, are hereby amended or repealed.

EFFECTIVE DATE: This Ordinance shall be in full force and effect thirty (30) days after final adoption by the Town Council of the Town of West Yellowstone.

SEVERABILITY: If any portion of this Ordinance or the application therefore to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this Ordinance which may be given effect without the invalid provisions or application and, to this end, the provisions of this ordinance are declared to be severable.

PASSED BY the Town Council and approved by the Mayor of the Town of West Yellowstone, Montana, this _____ day of _____, 2020.

Jerry Johnson, Mayor

Brad Schmier, Councilperson

Greg Forsythe, Councilperson

Travis Watt, Councilperson

Jeff Mathews, Councilperson

ATTEST:

Town Clerk

EXHIBIT "A" TO CEMETERY ORDINANCE

Chapter 12.28

ARTICLEArticle I. ADMINISTRATION--GENERAL PROVISIONS

12.28.010 Established.

The Town of West Yellowstone is established a cemetery for the burial of the human dead to be known as the West Yellowstone-Fir Ridge Cemetery, and control thereof is assumed by the Town, and the same shall be governed, managed and controlled as provided by this Chapter. (Ord. 76 §1, 1978)

12.28.020 Boundaries.

The ~~West Yellowstone cemetery~~Fir Ridge Cemetery shall be composed of that certain tract or tracts of land lying north of the Ttown now owned, controlled and used by the Town for the burial of the human dead, together with such other tracts of land as the Town may hereafter acquire. IA plat of the tract being attached to this eChapter and by this reference made an integral part of the ordinance codified in this Chapter.]^[M1](Ord. 76 §2, 1978)

~~12.28.030 Establishing separate cemetery unlawful.~~

~~It is unlawful for any person to establish and maintain a cemetery within the limits of the town or within three miles of the limits of the town. (Ord. 76 §15, 1978)~~

12.28.040 Deposits for ornamentation.

Any person may deposit funds with the ~~Town Clerk~~ Town's Finance Department ~~any sum not less than one dollar~~ for the purpose of being used and expended by the Board of Trustees ~~or the Town~~ in and about the care or ornamentation of the cemetery. (Ord. 76 §14, 1978)

12.28.050 ~~Town clerk~~ Town's Finance Department--Duties--Accounts.

It shall be the duty of the ~~town clerk~~ Finance Department to receive moneys payable to the cemetery, from whatever sources derived, ~~and the clerk shall account to the town treasurer for all moneys received and pay same over to the town treasurer at least once each month all such moneys taking a receipt for the same.~~ (Ord. 76 §3, 1978) (Ord. 76 §3, 1978)

12.28.060 Cemetery Superintendent--Duties--Burial register.

It is the duty of the Cemetary Superintendent ~~of the cemetery~~ and Town Clerk to keep a register of and to make out a-burial permits, The in which register and the on such-burial permits he they shall enter

indicate the date of each interment in the cemetery, the ~~number of the grave,~~ lot and block in which such interment is made, and when ~~he~~ they can obtain the same, the name, age, sex, and time and place and ~~cause~~ of death ~~and the next of kin or the administrator of the estate,~~ of the person interred. ~~He shall deliver one copy of the burial permit to the secretary of the board.~~ (Ord. 76 §4, 1978)

12.28.070 Cemetery Superintendent—Activity Report.~~Report to board.~~

It shall be the duty of the ~~Cemetery Superintendent or Town Clerk~~ superintendent of the cemetery, at any regular meeting of the ~~B~~board, to make a report to the Board of Trustees of the number of all interments or disinterments made in the cemetery during the time for which such report is made, and this report shall be recorded in the minutes of the meeting. (Ord. 76 §5, 1978)

12.28.080 Purchase of lots--Application.

Whenever any person shall desire to purchase any lot in the Town cemetery, ~~he or she~~ they shall make application ~~therefore~~ thereof to the ~~Town Clerk Cemetery Superintendent~~ superintendent of the cemetery, who shall, without fee or charge, ~~forthwith~~ deliver to such person a copy of the application stating the grave lot and block ~~to be purchased, and that the~~ The person named in the application will be ~~intitled~~ entitled to a conveyance of such lot upon payment of the designated value of the lot within thirty (30) days ~~form from~~ the date of such application to the Town Clerk. The Town Clerk shall transmit such funds to the Finance Department. Said value is to be set by resolution of the Town Council. (Ord. 76 §6, 1978)

12.28.090 Purchase of lots--Receipts.

Upon receipt of payment of the designated value of the cemetery lot stated in the application, the Town Clerk shall issue a receipt in duplicate. One copy of the receipt shall be retained, and the other copy shall be delivered to the person presenting such application. All collected funds shall be transmitted to the Finance Department. ~~The~~ The Town Clerk shall within thirty (30) days from the date of the above-named receipt, present a conveyance describing the grave, lot, and block. ~~as shown on such receipt to the mayor of the town, who~~ The Town Clerk shall execute the same and mail to the person named on the conveyance. A separate record shall be kept on all conveyances executed stating the purchaser's name, the grave lot and block and the amount paid for the same. (Ord. 76 §7, 1978)

ARTICLEArticle II. FUNDS

12.28.100 Cemetery fund.

~~All moneys appropriated by the Town Council to the use of the Board of Trustees, a~~ All moneys received from the sale of lots in the cemetery and all moneys received from all other sources in any manner connected with such cemetery or cemetery property, or from taxes levied for cemetery purposes, shall be ~~paid over~~ transmitted to the ~~Finance Department treasurer,~~ and shall be deposited into ~~constitute~~ a fund

to be known as the ~~cemetery fund~~ Cemetery Fund. ~~Additional funds can may also be appropriated from the Town's general fund for cemetery purposes. Such fund~~The Cemetery Fund shall not, nor any part thereof, be loaned to any other fund of the Town, nor used or appropriated ~~for to~~ any purpose whenever, other than in and about the care, management and improvement of the cemetery and cemetery property of the Town. (Ord. 76 §8, 1978)

12.28.110 ~~Permanent care~~Perpetual Care fund--Created.

In addition to the regular cemetery fund, there is created a fund which shall be known as the ~~permanent care~~Perpetual Care fund. (Ord. 76 §9, 1978)[JM2]

12.28.120 ~~Permanent care~~Perpetual Care fund--Use of monies moneys.

A. The money in the ~~permanent care~~Perpetual Care fund, or ~~monies moneys~~ received from investments of the ~~permanent care~~Perpetual Care fund, shall be used for the care, ~~and~~-maintenance ~~and expansion~~ of the Town cemetery, and ~~then than~~ only after all other ~~monies moneys~~ in the regular cemetery fund are exhausted, and only when, in the opinion of the ~~B~~board of ~~T~~rustees it shall be necessary to so use the ~~monies moneys~~.

B. ~~Funds Moneys~~ placed in the ~~permanent care~~Perpetual Care fund shall not, nor shall any part thereof, be loaned to any other fund of the Town, nor used or appropriated to any purpose whatever other than for cemetery purposes, and then only as the ~~Board of~~ Trustees shall direct. (Ord. 76 §10, 1978)

12.28.130 ~~Permanent~~Perpetual care fund--Deposits.

The ~~permanent care~~Perpetual Care fund shall be made up of all ~~monies moneys~~ deposited in the fund by the ~~Finance Department treasurer~~, and the ~~Board of~~ Trustees are authorized to direct the ~~Finance Department treasurer~~, from time to time, to deposit in the ~~permanent care~~Perpetual Care fund such ~~funds moneys~~ as shall remain in the regular cemetery fund over and above the current needs of the ~~Board~~ in the operation of the cemetery. (Ord. 76 §11, 1978)

12.28.140 ~~Permanent care~~Perpetual Care fund--Investments.

The ~~Board of Trustees~~-Town shall have the full right and privilege, with the ~~approval consent~~ of the ~~Town Council~~ Board of Trustees, to invest ~~all money in~~ ~~monies for~~ the ~~permanent care~~Perpetual Care fund ~~in any time or savings deposits~~, in any solvent ~~financial institution bank, building and loan association or savings and loan association~~ operating in the county where the Town is located. ~~At the time of the purchase the investment must be stamped in boldface type, substantially as follows: "Property of the West Yellowstone Cemetery~~Fir Ridge Cemetery Permanent CarePerpetual Care Fund." (Ord. 76 §12, 1978)

12.28.150 Accounts of cemetery funds.

It shall be the duty of the ~~Finance Department treasurer~~ of the ~~Town of West Yellowstone board of trustees~~ to keep an accurate account of the funds of the cemetery, crediting them with all ~~monies moneys~~ received and charging them with all payments made on their account. (Ord. 76 §13, 1978)

ARTICLE III. RULES AND REGULATIONS

12.28.160 Generally.

The rules and regulations in this ~~Article~~ are established for the ~~Town of government of the grounds of the Fir Ridge West Yellowstone's Cemetery and interments.~~ (Ord. 76 §16(part), 1978)

12.28.170 Purpose of cemetery.

The grounds of the ~~Fir Ridge Town Cemetery~~ are ~~sacredly~~ devoted to the interment of the human dead, and a strict observance of the decorum which should characterize such a place will be required. All lots are held as burial places for the human dead and for no other purpose, and the entire cemetery, excluding roadways shall be left in a natural condition, ~~in keeping with the surrounding environment.~~ (Ord. 76 §16(1), 1978)

12.28.180 Hours.

The hours of ~~visitations and burials admission to the cemetery~~ shall be from sunrise to sunset. There may be limited access to the cemetery during the winter months. (Ord. 76 §16(2), 1978)

12.28.190 Roadway regulations.

~~A. The following shall not be allowed on the cemetery grounds: horses, snowmobiles, cross-country skiers, ATVs/UTVs and off-road motorcycles shall be on established roadways.~~

~~B. All vehicles including street legal motorcycles must not be driven at a speed exceeding ten (10) miles per hour. Motorized vehicles pulling trailers exceeding a total length of thirty-five (35) feet will not be allowed within the cemetery grounds. All other vehicles/modes of travel including, but not limited to, horses, snowmobiles, cross-country skis, ATV/UTVs and on/off-road motorcycles shall be restricted to established roadways and shall not exceed a speed of ten (10) miles per hour.~~ (Ord. 76 §16(3, 4), 1978)

12.28.200 Dogs at large.

~~No u~~Unleashed dogs ~~running at large, or persons accompanying such dogs,~~ will not be allowed within the cemetery grounds. (Ord. 137 §7(part), 1989; Ord. 76 §16(5), 1978)

12.28.210 ~~Picnics and liquors~~Alcoholic Beverages.

~~No c~~Consumption of alcoholic beverages picnic refreshments or liquors of any kind will not be allowed within the cemetery. (Ord. 76 §16(6), 1978)

12.28.220 Firearms.

Possession or discharge of firearms ~~Persons with firearms~~ will not be ~~permitted~~ ~~admitted~~ except at military funerals or approved events. (Ord. 76 §16(7), 1978)

12.28.230 Employee gratuities prohibited.

~~Town e~~Employees and attendants of the cemetery are not permitted to receive gratuities from visitors. (Ord. 76 §16(8), 1978)

12.28.240 Damaging property.

All persons are prohibited from ~~disturbing or damaging graves or gravesites, including any flowers, vegetation, or ornaments. touching any object not their own, plucking any flowers, shrubs or plants, wild or cultivated, or injuring anything upon any part of the grounds.~~ (Ord. 76 §16(9), 1978) (Ord. 76 §16(9), 1978)

12.28.250 Expulsion from grounds.

A.—The ~~Cemetery Superintendent~~ superintendent of the cemetery or designated Town employee may expel or refuse the admission into the grounds any of persons who may violate any of the rules of the cemetery.

B.—~~The superintendent is a duly appointed special policeman of the town for the maintenance of order and the arrest of trespassers and offenders on the cemetery grounds.~~ (Ord. 137 §7(part), 1989; Ord. 76 §16(10,-11), 1978)

12.28.260 Right of entry.

The ~~Board of Trustees~~ or the Town shall have the right to enter in or upon any lot and make such improvements as they may deem for the best advantages of the ~~grounds~~ cemetery. Lot owners shall not change the grade of lots or interfere in any way with the general plan of ~~improvement directed by the Board~~ the cemetery. (Ord. 76 §12, 1978)

12.28.270 Ornamentation, decoration and shrubbery.

A. No tree or shrub within the border of any lot or lots shall be planted, removed or destroyed without the consent of the ~~Board of Trustees Town, and the~~ The Board or Town shall have the right at any time to enter upon any lot and cut down or remove any such tree, shrub, or parts thereof, as they may deem detrimental to the grounds, unsightly or inconvenient to the public or to the adjacent lots ~~or avenues~~.

B. ~~After the first frost,~~ flowers and plants that have become deteriorated will be removed, ~~after the first frost.~~

- C. ~~Due to breakage~~, the use of glass jars or glass vases are prohibited, ~~due to the breakage~~. Flower boxes ~~are~~ shall also be prohibited.
- D. ~~Floral Flower~~ designs or other decorations will be removed from lots as soon as they ~~flowers~~ become wilted or unsightly.
- E. Artificial decorations will be permitted, but shall be removed within seven (7) days of placement in the cemetery. (Ord. 76 §16(13--17), 1978)

12.28.280 Monuments.

~~If any monument, effigy, inscription or any structure be placed in or upon any lot, which shall by vote be duly taken, be determined by the board of trustees to be offensive or improper, or injurious to the surrounding grounds, the board shall have the right to correct or remove the same. (Not legal!)~~

AB. In keeping with the natural surroundings and environment, all monuments shall not exceed the ground level in height. No ~~above ground~~ vaults, crypts, or mausoleums shall be allowed.

BC. Before any monument, headstone, or marker is set or erected at the ~~West Yellowstone Cemetery~~ Fir Ridge Cemetery, a permit shall be secured from the Town ~~Clerk~~ office for a fee ~~as determined by a resolution of the Town Council of five dollars~~. Separate permits shall be secured for each monument, headstone or marker to be erected. Before any work commences on placement of said monument, headstone or marker, the permit must be presented for review and approval by an authorized representative of the Town government ~~or trustee of the cemetery board~~. Site location of said monument, headstone or marker must be approved and verified before placement by the Cemetery Superintendent. Cemetery personnel must be given a period of at least ~~fourtyforty-eight (48) twenty-four~~ hours in which to verify and mark the location of the monument, headstone or marker at the ~~West Yellowstone Cemetery~~ Fir Ridge Cemetery.

CD. All monuments, headstones or markers shall be properly encased in a six (6) inch concrete ring so that the dimensions of the finished size of the monument are as follows: Each monument, headstone or marker shall not exceed a maximum of three (3) feet in length by thirty (30) inches in width per lot; provided, however, that no more than two (2) adjoining lots may be represented by one monument, headstone or marker not exceeding in size six (6) feet long by thirty (30) inches wide; provided, further, that in cases provided for in Section 12.28.300(G), monuments, headstones or markers may be up to fifty-four four feet six (54) inches long and thirty (30) inches wide. The head of the north/south aligned lots shall be at the north end. Monuments, headstones or markers will be placed so that a person reading the monument, headstone or marker is facing north. The head of all east/west aligned lots shall be at the west end. Monuments, headstones or markers shall be placed so that a person reading the monument,

headstone or marker is facing west; except that in blocks 28 through 32 of the east/west aligned lots, monuments, headstones or markers shall be placed so that a person reading the monument, headstone or marker is facing east. Only one monument, headstone or marker will be permitted on an owner's lot and such monument, headstone or marker shall be placed at the head of the lot and centered as nearly as practicable. ~~Each monument, headstone or marker shall not exceed a maximum of three (3) feet in length per lot; provided, however, that no more than two (2) adjoining lots may be represented by one monument, headstone or marker not exceeding in size six (6) feet long by thirty (30) inches wide; provided, further, that in cases provided for in Section 12.28.300(G), monuments, headstones or markers may be up to fifty four four feet six (54) inches long and thirty (30) inches wide. All such monuments, headstones or markers shall be properly encased in a six (6) inch concrete ring so that the dimensions specified above represent the finished size of the monument.~~ (Ord. 157 (part), 1993; Ord. 104 §1, 1984; Ord. 76 §16(18, 19, 20), 1978)

~~12.28.290 Transmission and reception of messages.~~

~~The cemetery will not be responsible for any mistake or error in the transmission or reception of messages by telephone. Every such message should be confirmed immediately in writing. (Ord. 76 §16(21), 1978)~~

12.28.300 Arrangements for interments.

- A. Arrangements for an interment shall be made at least forty-eight (48) hours in advance of the time set for the funeral service, otherwise the management cannot guarantee to have the grave ready for burial. In all cases, ~~the box or vault to enclose the casket, with specifications of its exact size, the specifications of the box or vault to enclose the casket~~ must be sent ~~at once~~ to the ~~cemetery~~ Town Clerk ~~at least forty-eight (48) hours prior to interment~~. The ~~time hour~~ for the funeral must be so arranged that the grave may be properly filled and all surplus ground removed, ~~before five p.m. An extra charge will be made for an interment if the funeral enters the grounds after four p.m.~~
- B. No interments will be permitted on ~~any~~ Sunday or on any legal holiday ~~as determined by the Town~~.
- C. The law requires a ~~burial transit~~ burial permit if the deceased has crossed state lines or is not a resident of Montana in order to be interred, ~~permit from the board of health to be~~ This permit must be presented to the Cemetery Superintendent before interment. The burial permit will be required for all interments and or for the deposit of ashes of cremated bodies or for the burial of cremains.
- D. The purchase price of the ~~lot~~ Lotgrave being used and the cost of preparing the grave for burial must be paid in advance to the ~~Town Clerk~~ clerk. Directions for all interments will be forwarded to the Cemetery

Superintendent by the Town Clerk.- Directions for all interments should be given to the Cemetery Superintendent.

E. ~~Plot owners Proprietors~~ shall not allow interments to be made in their lots for ~~remuneration~~ renumeration.

F. All interments and disinterments shall be made only by authorized representatives of the Town Cemetery Board the regular employees of the cemetery, and all graves must be dug a maximum of five (5) four (4) not less than five feet deep, except as otherwise permitted in this Cchapter.

G. No double burials will be allowed, nor two in the same grave, except in the case of a mother and infant child, two infants or two members of an immediate family when one body has been cremated.

H. The Town and Board of Trustees may designate particular lots or blocks in the cemetery for the exclusive interment of cremated remains. Lots and blocks so designated may contain the cremated remains of either one person or two immediate family members, but shall have only one monument, headstone, or marker in accordance with Section 12.28.280.

I. No disinterments shall be made except by permission granted by the Board of Trustees Town, based on a request from and either the lot owner, or the next of kin of the deceased, or a Court Order.

J. Ashes of cremated bodies shall be placed in suitable containers and buried not less than two (2) feet deep. (Ord. 217 §1, 2005; Ord. 76 §16(22), 1978)

ARTICLEArticle IV. BOARD OF TRUSTEES

12.28.310 Established--Composition--Term--Oath--Vacancy.

A. There is created and established a Board of Trustees of the West Yellowstone Cemetery Fir Ridge Cemetery composed of the Mayor and four (4) other persons to be appointed by the Mmayor and approved-confirmed by the Town Council. The four (4) appointed members shall be residents of reside in School District No. 69.

B. The term of office of each Trustee of the Board shall be two (2) years, except that the members first appointed, two (2) shall be appointed for a period of one year and two (2) for a period of two years, their term commencing May 1st of the year in which they are appointed.

C.—Before entering upon the discharge of his or her duties, each trustee of the Board shall take and subscribe the oath provided by the laws of the state for Town officials, which oath shall be filed wit in the office of the Town Clerk.

DC. If any vacancy occurs in the Board of Trustees at any time, such vacancy shall be filled by appointment by the Mayor with the approval confirmation of the Town Council, and such other person appointed to fill a vacancy shall hold office for the unexpired term. (Ord. 157 (part), 1993; Ord. 76 §17, 1978)

12.28.320 Removal from office.

The Town Council may at any time by a vote of not less than two-thirds of all members of the Council remove from office any member of the Cemetery Board. (Ord. 76 §18, 1978)

12.28.330 Election of officers--Quorum.

The Board of Trustees of the cemetery shall organize on the second Monday in May, of each year, by electing one of their members number, other than the Mayor, as president, ~~one~~ vice president, and ~~one~~ secretary, and such officers shall hold office for one (1) year and until their successors are elected and shall qualify. Three (3) members of the Board of Trustees shall constitute a quorum for the transaction of business at any special or regularly called meeting. (Ord. 76 §19, 1978)

12.28.340 Meetings--Special meetings--Notice.

- A. The Cemetery Board shall hold meetings at such times as it shall by resolution or otherwise appoint.
- B. Special meetings may be called by the president, and must be called ~~by him~~ upon the written request of three (3) or more members of the Board of Trustees.
- C. Notice of all special meetings must be served personally upon each and every member of the Board, or by written notice, which could be an including e-mail, from signed by the president or secretary, directed to each member, ~~and deposited in the post office of the town~~, at least ~~twenty-four (24)~~ forty-eight (48) hours ~~previous-prior~~ to any special meeting. Any special meeting of the Cemetery Board, organized when ~~all~~ the required number of members are present and participate in the business transacted, shall be a legal meeting of the ~~b~~Board.
- D. The Board may adopt such rules to govern its deliberations and the manner of transacting its business as it shall be determined upon; and may amend, change or repeal the same in such manner as it may determine.
- E. As directed by Montana Law, aAll meetings shall be open to the public. (Ord. 76 §16(20), 1978)

12.28.350 Management of cemetery grounds--Records--Appointments.

A. The Board of Trustees of the Cemetery, subject to the ~~control~~ approval of the Town Council, shall have the full charge, control, custody, management, and supervision of the cemetery grounds and places of burial that are now or may hereafter be in any manner owned, held or controlled by the Town. Also, of all property, real, personal, and mixed which is now or may hereafter in any manner be used, occupied or possessed in connection with any such cemetery grounds or places of burial. Also, of all books, plats, records, and other papers to any such property in any manner belonging, appertaining or used in connection therewith.

B. The ~~Board Board~~ shall have power to make, subject to the approval of Town Council, such rules and regulations for the care, management, preservation and improvements of such cemetery grounds, places of burial and property as they may deem necessary and proper, and to enforce the same.

C. ~~According to Town Policies and Collective Bargaining Agreements, Town The Town Council or their designee Board shall also have has~~ the right to appoint a Cemetery Superintendent ~~town sexton with the approval of the Board Town Council~~, and such other employees as they may deem necessary, ~~and to~~ prescribe their duties, ~~and to remove at pleasure any employee by them appointed.~~ ~~Also, to The Cemetery Superintendent may also~~ designate and fix, subject to the approval of the Town Council, ~~and in conformance with any Town policies and collective bargaining agreements~~, the compensation of all persons so employed. (Ord. 76 §16(21), 1978)

12.28.360 ~~Audits Review~~ of claims.

The ~~Board of Trustees Finance Department~~ shall ~~audit review~~ all claims against the ~~West Yellowstone cemetery Fir Ridge Cemetery~~, and such claims when allowed by the Board of Trustees, shall be given to the Town Council for appropriate action. (Ord. 76 §16(22), 1978)

12.28.370 Records open to public.

The books and papers of the Board of Trustees of the cemetery and of the secretary thereof, shall at all times be open to the examination of the Town Council, or any of its committees or any person for that purpose appointed by the Town Council. (Ord. 76 §16(23), 1978)

12.28.380 Secretary of the board--Record of meetings.

It shall be the duty of the secretary, under the direction of the Board, to keep ~~minutes a set of books~~ in which shall be made a full and complete record of all proceedings of such ~~B~~board, and ~~they he or she~~ shall also perform such other duties as may be required of ~~them him or her~~ by the Board. (Ord. 76 §16(24), 1978)

12.28.390 Secretary of the board--Record of cemetery lots.

The ~~secretary of the Board of Trustees~~ Town Clerk shall keep for each cemetery owned, held or controlled by the **T**own, a separate record under the proper designated name of each such cemetery, in which record ~~they he or she~~ shall enter in the proper order a description by its number of every lot in the cemetery. And whenever a conveyance of any lot shall be executed, ~~they he or~~ shall enter ~~opposite the~~ descriptions of the lot conveyed, the name of the grantee, the date of conveyance and amount paid for each lot. (Ord. 76 §16(29), 1978)

12.28.400 Annual financial statement.

~~The board of trustees of the cemetery shall, on the first regular town council meeting in May of each year, make and deliver to the council an annual financial statement; and, shall also on~~ The Board of Trustees, ~~on the first Monday in May of each year during their May meeting,~~ shall make a report to the Council of the proceedings of the Board for the previous ~~preceding~~ year, and of the conditions of and in the cemetery, and of cemetery property in the charge of the Board, and shall also make, and at any time may make, such recommendations as they may deem proper. (Ord. 76 §16(25), 1978)

12.28.410 Proposed fiscal budget.

In consultation with ~~T~~he **B**oard of **T**rustees, the Finance Department shall, in accordance with the budget laws, report to the Town Council an estimate of the receipts and the amount of money funds required by the **B**oard for use in and about the care and management of the West Yellowstone Cemetery Fir Ridge Cemetery, and other cemetery property, if any, for the ensuing year. (Ord. 76 §16(26), 1978)

12.28.420 Contracts.

The **B**oard shall not enter into any contract involving the expenditure of any sum of money greater than ~~one five thousand two hundred~~ (\$1,000.00) dollars without first having submitted such proposed contract to the **T**own ~~Manager council~~ and obtained ~~their-its~~ approval thereof. (Ord. 76 §16(27), 1978)

12.28.430 Report of lot values and conveyances.

A. The ~~Board of Trustees of the Town~~ Town Clerk ~~Cemetery~~ shall annually, after November 1st and before January 1st of each year, submit to the **T**own **C**ouncil, for approval, a report of all unsold lots designating the value of each and every unsold lot in the Fir Ridge ~~Town~~ Cemetery, and when so approved by the **T**own **C**ouncil, any person may purchase any lot, ~~not to exceed one in number, in such cemetery,~~ at the price so designated designated by Council resolution. at that time., and the same shall be conveyed to such purchaser. This report shall also be distributed to the Board for review.

B. All conveyances of any of such lots shall be executed and acknowledged by the **T**own **M**anager ~~Mayor of the Town~~ and attested by the **T**own **C**lerk; provided that no lot in the cemetery shall be

conveyed until the designated value thereof is paid ~~to into the treasury of the board of trustees of the Town and deposited into the Cemetery Fund~~ by the Finance Department. ~~cemetery of the town.~~

C. All conveyances of the cemetery lots shall have the following restrictions placed on the conveyance:

This conveyance is subject to the following restrictive ~~con~~venant. The ~~lot land and~~ subject ~~ofto~~ this conveyance shall not be sold by the grantee or grantees named herein to any person, firm, or corporation, other than the Town of West Yellowstone. In the event the grantee or grantees named herein desire to sell the ~~land-lot~~ the subject of this conveyance then and in that event they shall notify the Cemetery Board, who shall purchase same, at the then market value at the time of the purchase as determined by the Cemetery Board in accordance with Ordinance No. 76 of the Town of West Yellowstone. Ord. 76 §16(28), 1978)

~~(Ord. 76 §16(28), 1978)~~

12.28.440 File of permits for burials and disinterments.

The ~~Town Clerk~~ secretary of the board of trustees shall keep a numerical file of a copy of all the permits issued for burials and disinterments. (Ord. 76 §16(30), 1978)

12.28.450 Treasurer designated--Duties.

A. The ~~Finance Director~~ treasurer of the ~~T~~town shall be ex officio treasurer of the ~~B~~oard of ~~T~~rustees of the ~~West Yellowstone Cemetery~~ Fir Ridge Cemetery.

B. The ~~Finance Director~~ treasurer of the board of trustees shall receive all ~~funds moneys~~ which may be appropriated to, or in any manner come into control or possession of, the ~~B~~oard. ~~They~~ He or she shall pay all orders drawn on ~~them~~ him or her by the ~~B~~oard, or by the Town, and all such orders shall be signed by the president, ~~and~~ the secretary, ~~or a board member~~ or by the Cemetery Superintendent. (Ord. 76 §16(31, 32), 1978)



Outside Amplification Permit Application
Town of West Yellowstone

Event: Intermountain Extreme Spring Fling

Contact Person: Ron Wilkes

Mailing Address: PO Box 321, Island Park, Idaho 83429

Email Address: imrsmocross@gmail.com

Phone Number: 406-599-5991

Signature of Property Owner of Record: _____

Date(s) of Event: March 13, 14, 15, 2020

Location: Iris Street, Old Airport, West Yellowstone

Amplification between the hours of: 8 am and 7 pm

Description of Event: Snocross racing, Vintage oval racing,
Vintage rodeo, snobike racing

Ron Wilkes
Signature of Applicant
2-25-20
Date

FOR OFFICE USE ONLY		
Decision by Town Council:	Approved	Disapproved
Conditions:	_____	

Signature of Mayor/Town Manager:	_____	

	Date	

February 25, 2020

To the Town of West Yellowstone, Honorable Mayor, and Town Council:

We are asking for your permission to lift the open container ordinance as a variance for Friday, Saturday and Sunday, March 13-15, 2020 on the Old Airport property adjacent to Iris Street during the Intermountain Extreme Snowmobile Races for the hours of 10:30am –10:00pm.

It is our intent to have a Beer Garden adjacent to the food booth that will be operated in conjunction with the races.

We will supply you with the necessary paperwork as requested, including proof of insurance with additionally insured to include the Town of West Yellowstone.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Sydney Delaney". The signature is written in a cursive, flowing style.

Sydney Delaney, for Rod Sainsbury

Owner, Buffalo Bar

Resolution No. 739

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA TO EXEMPT THE BEER GARDEN AREA FROM SECTION 9.12.020 OF THE WEST YELLOWSTONE MUNICIPAL CODE, PUBLIC DRINKING PROHIBITED, ON MARCH 13-15, 2020 DURING THE 2020 INTERMOUNTAIN EXTREME SPRING FLING

WHEREAS, the Town Council of the Town of West Yellowstone desires to support and encourage events that bring visitors to the Town; and

WHEREAS, the 2020 Intermountain Extreme Spring Fling is a special event that will be held on public property; and

WHEREAS, the organizers and sponsors of the event desire to sell and allow the consumption of alcoholic beverages in the beer garden area, exhibition area, and race area as shown in Exhibit A, March 13-15, 2020 between the hours of 10:30 AM and 10:00 PM; and

WHEREAS, in accordance with Section 9.12.020, Part B of the West Yellowstone Municipal Code, the Town Council may exempt a specific area of a public place where an event or activity will be held from the prohibition on public drinking of alcoholic beverages;

NOW THEREFORE BE IT RESOLVED THAT the Town Council of the Town of West Yellowstone, County of Gallatin, State of Montana, grants an exemption to the organizers and the participants of the 2020 Intermountain Extreme Spring Fling from the Public Drinking Prohibition in the beer garden area, exhibition area, and race area, effective only on March 13-15, 2020 between the hours indicated above.

PASSED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF WEST YELLOWSTONE THIS 3rd DAY OF MARCH 2020.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Town Clerk



EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Intermountain Extreme Spring Fling
Sponsor Organization: Intermountain SnoCross and XMR
Sponsor Address: PO Box 321, Island Park, ID 83429
Contact Person: Ron Wilkes
Contact Phone: 406-589-5991 Fax: _____
E-mail Address: imrsmocross@gmail.com
Date(s) of Event: March 13, 14, 15, 2020
Location of Event: Iris Street, Old Airport, West Yellowstone

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code (www.codepublishing/MT/WestYellowstone.html). The sponsor and vendors must collect 3% on all resort tax applicable sales and remit to the Town by the 20th of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

Event Fee: \$ 25.00
Resort Tax Bond: \$ 1500.00
Vendor(s) Fee: \$ 100.00
Total Due: \$ 1625.00

Ron Wilkes
Signature of Applicant
2-25-20
Date

Date Received by the Town: 2/25/20
ER

Event Detail

Please use this sheet to describe your event in detail including expected sales, type of sales, layout, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the Town. Please also address parking, trash collection and disposal, expected number of participants and spectators, signs, alcohol use, and amplified sound (if applicable).

Snowcross Races - 2 days with 30 participants each day

Oval vintage races - 2 days with 40 participants each day

Vintage rodeo - 1 day with 20 participants

Snowbike races - 1 day with 30 participants

Food sales on all 3 days

Clothing sales on all 3 days

No fencing - city has large burms; parking available ~~by~~ Old Airport site.

Garbage sponsored by Buffalo Bar

Parkers Septic with toilets in pit area and vendor area.

Security by Tri-State Excavation

Seating available on snow burms/landing

Amplified sound for announcer and music

Ambulance provided by Heppen Fire District

VENDING AND SALES

Complete this section if the event includes sales of any kind.

Event: Intermountain Extreme Spring Fling

Date(s) March 13-15, 2020

Attach additional sheets as necessary.

Primary Sponsor: IMR Snocross

Contact Person: Ron Wilkes

Address: PO Box 321

Island Park, ID 83429

Phone: 406-599-5991

Type of sales: None

Resort Tax applicable: YES NO

Vendor Name: Arctic Cat

Contact Person: _____

Address: _____

Phone: _____

Type of sales: Demo Rides

Resort Tax applicable: YES NO

Vendor Name: Ballz Racing

Contact Person: _____

Address: _____

Phone: _____

Type of sales: Retail Clothing

Resort Tax applicable: YES NO

Vendor Name: Polaris

Contact Person: _____

Address: _____

Phone: _____

Type of sales: Snowmobile Exhibit

Resort Tax applicable: YES NO

Vendor Name: Frost Top

Contact Person: _____

Address: _____

Phone: _____

Type of sales: Food

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____

Type of sales: _____

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____

Type of sales: _____

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____

Type of sales: _____

Resort Tax applicable: YES NO

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	<i>JSP</i>	<i>2-26-20</i>	
Fire	<i>JSB</i>	<i>2-26-20</i>	Have not talked about closing IRIS street NA
Police	<i>SN</i>	<i>2/26</i>	
Finance	<i>JG</i>	<i>2/26/20</i>	Outside Amp work required. Alcohol will be requested too
Administration	<i>JG</i>	<i>2/26/20</i>	

Notes/Conditions: _____

Approved

Denied

E. Root

 Town Clerk
2/26/2020

 Date

ATTACHMENTS

- | | | | |
|------------------------------|--|---------------------------------|--|
| Liability Insurance | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Waived |
| Outside Amplification Permit | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| Encroachment Application | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| Open Container Resolution | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| Resort Tax Bond | <input checked="" type="checkbox"/> Paid | <input type="checkbox"/> Surety | <input type="checkbox"/> NA |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/05/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fall River Insurance 1152 Bond Ave Rexburg, ID 83440		CONTACT NAME: Kelly Turman	
		PHONE (A/C, No, Ext): (208)359-8018	FAX (A/C, No): (208)356-6487
		E-MAIL ADDRESS: kelly@fallriverins.com	
		INSURER(S) AFFORDING COVERAGE	
INSURED Intermountain SnowCross Racing DBA Intermountain Snowmobile Races Po Box 321 Island Park, ID 83429		INSURER A: Scottsdale Insurance Company	NAIC #
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 00002017-0 **REVISION NUMBER:** 22

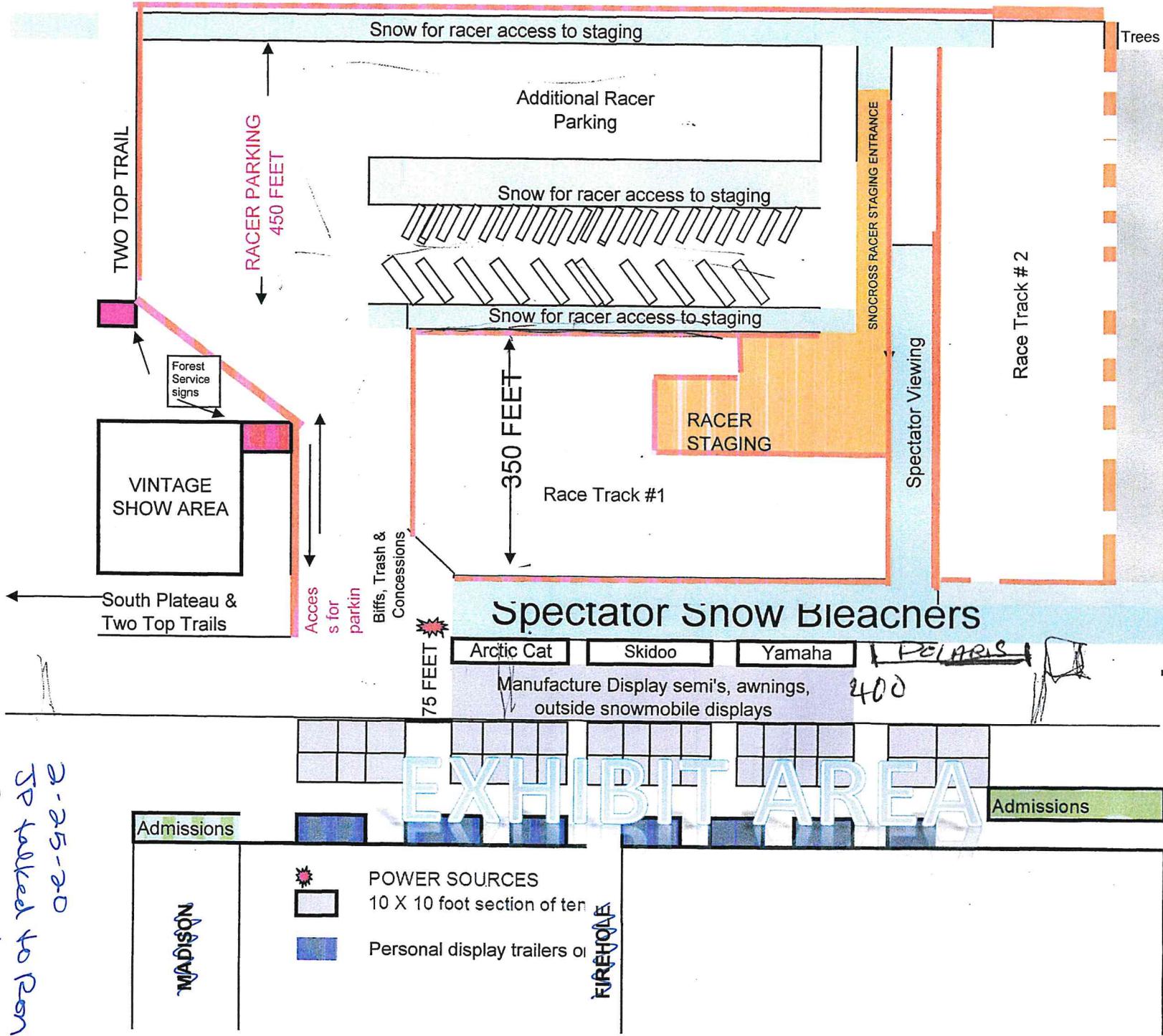
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Spectators Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	APP15415231	03/13/2020	03/15/2020	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COM/PROP AGG	\$ 2,000,000
							\$
						COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
						EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
						PER STATUTE	
						OTH-ER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Spectator's Liability Coverage for Snowmachine Races at the following Location:
Location 3: 136 Irish Street Old Airport Road West Yellowstone MT 59758
Coverage Dates for this location: March 13th, 14th & 15th, 2020.

Town of West Yellowstone is listed as Additional Insured for this location/races.

CERTIFICATE HOLDER Town of West Yellowstone Po Box 1570 440 Yellowstone Ave WEST YELLOWSTONE, MT 59758	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE (KRT)
---	---



2-25-20
 SP talked to Ron Wilkes
 Street will not be
 blocked. SK

Admissions

MADISON

-  POWER SOURCES
-  10 X 10 foot section of tent
-  Personal display trailers or

KIRKHOPE

Admissions

HIGHWAY 20 TO IDAHO FALLS

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Yellowstone Rendezvous Race

Sponsor Organization: Race Inc.

Sponsor Address: PO Box 65, West Yellowstone, MT

Contact Person: Toni Brey

Contact Phone: (307) 899-3367

Fax: _____

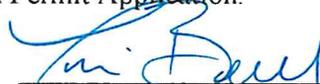
E-mail Address: info@skirunbikemt.com

Date(s) of Event: Saturday, March 7, 2020

Location of Event: Area South of the Povah and Siegel Learning Center, Iris Street/South Plateau and Rendezvous Ski Trails

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code (www.codepublishing/MT/WestYellowstone.html). The sponsor and vendors must collect 3% on all resort tax applicable sales and remit to the Town by the 20th of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

Event Fee: \$25
Resort Tax Bond: \$
Vendor(s) Fee: \$
Total Due: \$ 25.00



Signature of Applicant
February 25, 2020

Date

Date Received by the Town: 2/25/2020

Special Event Permit Application

Town of West Yellowstone
Gallatin County, Montana

Event Details

2020 Yellowstone Rendezvous Race – March 7, 2020

The Yellowstone Rendezvous Ski Race consists of five separate races on race day: 2k, 5k, 10k, 25k, and 50k events. 500 to 800 participants are expected to attend the event with up to 200 spectators. Yellowstone's Cross-Country Ski Race, Inc (Race, Inc), in cooperation with many West Yellowstone organizations and volunteers, operate all aspects of the race. Race set-up will begin the day prior to the race and will be completely taken down by the following evening. Porta-potty vendor may deliver the 8 portable toilets as early as a week prior to the event. All porta-potties will be located to the west of the stop sign in the Povah Center parking lot and will be locked until race morning. One to two days before the event, Doug Edgerton and Yellowstone Track Systems will begin moving snow from the piles surrounding the Povah Center Parking lot to create the race stadium and course. During the event, the Povah Center parking lot will be closed to public parking. Event personnel will park by the Siegel Learning Center. The majority of the snow will be removed from Obsidian Street on Saturday night and the remainder will be removed on Sunday night.

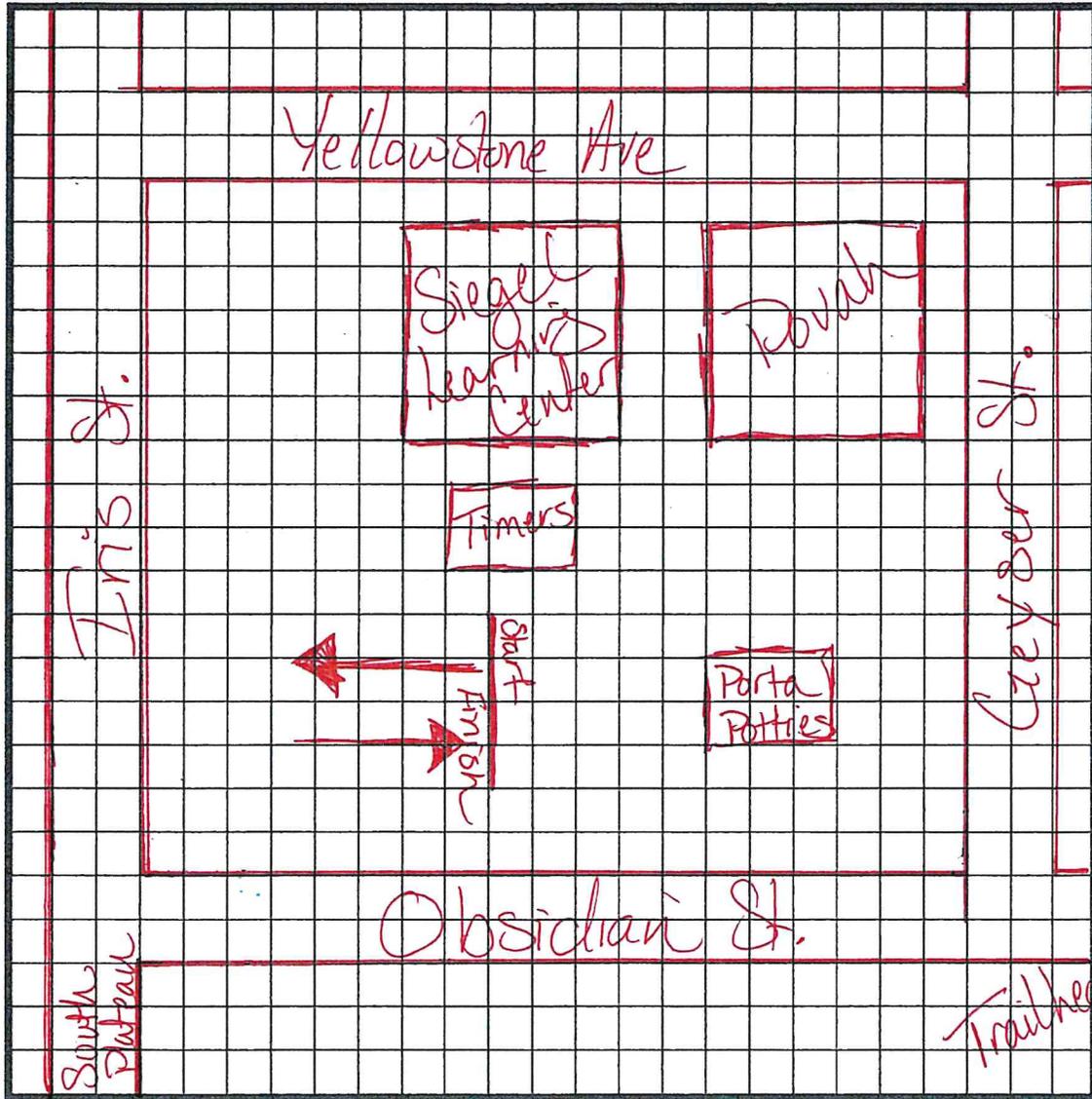
The races begin at the Povah Center and utilize the old railroad right-of-way to Iris Street, and the section of Iris Street where it enters USFS property to the south. The Iris Street access to Obsidian Street will be closed from 8:00am to 3:00pm with one lane left open for Emergency service to access the residences and buildings. Obsidian Street residents will be able to travel east by the Rendezvous Trail arch. Access will remain open, but with heavy pedestrian traffic we have asked residents of Obsidian Street to be aware and limit use of Obsidian Street when possible.

Parking for participants will be along Yellowstone Avenue and the surrounding streets. Fire lanes and all signage allowances will be maintained to the best of our ability. Race, Inc requests help from the WYPD informing participants who are parked in illegal zones.

Race, Inc requests use of the Povah Center beginning Friday afternoon and ending late evening on Saturday, race day. Timing operations will be held outside of the Seigel Learning Center. The Povah Center will be used as the "Final Feed" location, previously held in the Fire Station. Temporary carpets will be laid out on the floors to protect the hard woods and the existing carpets. Skiers will not have access to the lower level or the Board Room. The building will be professionally cleaned following the event.

SITE PLAN

Event: 2020 Yellowstone Rendezvous Race



Please indicate direction

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	JS	2-26-20	
Fire	SL	2/26/20	
Police	SN	2/26	
Finance	ly	2/26/20	
Administration	DS	2/26/20	
Notes/Conditions: _____			

<input checked="" type="radio"/> Approved		<input type="radio"/> Denied	_____ Town Clerk 2/25/2020 _____ Date

ATTACHMENTS

Liability Insurance	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Waived
Outside Amplification Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> NA
Encroachment Application	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> NA
Open Container Resolution	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> NA
Resort Tax Bond	<input type="checkbox"/> Paid	<input type="checkbox"/> Surety	<input checked="" type="checkbox"/> NA

Town of West Yellowstone Business License Application

Business Name: Yellowstone Harley-Davidson
 Applicant: Josh Fry
 Contact Person: Josh Fry
 Mailing Address: 540 Alaska Frontage Rd. Belgrade, MT 59714
 Physical Address of Business: _____
 Phone Number: 406-388-7684 Fax Number: 406-388-4056
 Email Address: josh@yellowstoneharley.com Website: www.yellowstoneharley.com

Signature of Property Owner of Record: _____

Subdivision: 36 N. Canyon St. Old Town
 Block: 27 Lot: 1

Zoning District, please mark one:

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

Retail clothing sales

Business License Fee: \$ 50
 Resort Tax Bond: \$ 500.00
 Total Amount Due: \$ 550.00

Josh Fry
 Signature of Applicant

 Signature of Applicant
received 2/21/2020

 Date

FOR OFFICE USE ONLY			
Date Approved by Town Council:	<u>Transfer of Ownership / Name Change - No change of used</u>		
Date <u>2/21/20</u>	Check # <u>26098</u>	Amount \$ <u>50.00</u>	License # _____
SCN _____	BLP _____	STX _____	BLC _____ RDX _____