

Town of West Yellowstone

Tuesday, January 5, 2021

West Yellowstone Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be conducted virtually using ZOOM. The public may participate by connecting to zoom.us on the internet or through the Zoom Cloud Meetings app on a mobile device. Meeting ID: 893 834 1297. The meeting will open at 7:00 PM. Members of the public are requested to ensure their audio is muted during the meeting and may make comments using the “Chat” function.

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Election of the Mayor and Deputy Mayor for 2021

Discussion/Action ∞

Comment Period,

- Public Comment
- Council Comments

Purchase Orders

Claims ∞

Consent Agenda: **Minutes of November 17, 2020 Town Council Meeting ∞**
Minutes of the December 8, 2020 Town Council Meeting ∞
Minutes of the December 22, 2020 Town Council Meeting ∞

Town Manager & Staff Reports

NEW BUSINESS

Town Policy #8, Purchasing Procedures

Discussion/Action ∞

Advisory Board Appointments, Marketing & Promotions Advisory Board

Discussion/Action ∞

Site Plan Reviews

Discussion/Action

- Lot Aggregation, McLean, Madison Addition Block 8, Lots 6 & 7 ∞
- Mixed use development, McCray, Original Townsite Block 22, Lot 9 ∞
- Business License update, The Ranch Apartments, Original Townsite Block 14, Lot 2 ∞
- Grizzly & Wolf Discovery Center Employee Housing Project, Grizzly Park Block 3, Lot 2 ∞
- Employee Housing Project, McBirnie/Whitman, Original Townsite Block 6, Lot 2 ∞
- Subdivision, Seely/Young, Original Townsite Block 11, Lot 8 ∞

Correspondence/Meeting Reminders/FYI

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



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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



Town of West Yellowstone Oath of Office Mayor

I, _____, do solemnly swear that I will support,
protect, and defend the Constitution of the United States,
The Constitution of the State of Montana
and the Charter of the Town of West Yellowstone
and that I will discharge the duties
of my office with fidelity (So Help Me God).

January 5, 2021

Mayor



State of Montana
Gallatin County

Elizabeth Roos, Town Clerk
Notary Public
Residing in West Yellowstone
My Commission Expires August 9, 2023

12/31/20
13:20:48

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/21

Page: 1 of 5
Report ID: AP100

* ... Over spent expenditure

| Claim | Vendor #/Name/ | Document \$/ | Disc \$ | | | | | | Cash |
|----------|---------------------------------|--------------|---------|--------|---------------|-------------|---------|--|------|
| Check | Invoice #/Inv Date/Description | Line \$ | | PO # | Fund Org Acct | Object Proj | Account | | |
| 47632 | 1061 Lane and Associates | 606.10 | | | | | | | |
| 8299 | 12/21/20 Drug Test (7) | 471.10 | | ADMIN | 1000 410210 | 356 | 101000 | | |
| 8299 | 12/21/20 Breath Test (3) | 135.00 | | ADMIN | 1000 410210 | 356 | 101000 | | |
| 47635 | 95 Energy West-Montana | 3,012.19 | | | | | | | |
| 12/28/20 | nat gas 210361788 updl | 201.79 | | UPDH | 1000 411252 | 344 | 101000 | | |
| 12/28/20 | nat gas 210360293 Police | 31.03 | | POLBLD | 1000 411258 | 344 | 101000 | | |
| 12/28/20 | nat gas 210361746 Pub Services | 672.02 | | STREET | 1000 430200 | 344 | 101000 | | |
| 12/28/20 | nat gas 210361811 old firehall | 178.83 | | PARK | 1000 460430 | 344 | 101000 | | |
| 12/28/20 | nat gas 210363966 old bld ins | 118.83 | | STREET | 1000 430200 | 344 | 101000 | | |
| 12/28/20 | nat gas 210360540 library | 411.49 | | LIBBLD | 1000 411259 | 344 | 101000 | | |
| 12/28/20 | nat gas 210364599 Povah | 701.12 | | POVAH | 1000 411255 | 344 | 101000 | | |
| 12/28/20 | nat gas 210361697 Iris Lift St | 32.47 | | PUBSVC | 1000 430200 | 344 | 101000 | | |
| 12/28/20 | nat gas 210365425 Twn Hall | 633.61 | | TWNHAL | 1000 411250 | 344 | 101000 | | |
| 12/28/20 | nat gas 210361655 Mad Add Sewe | 31.00 | | SEWER | 5310 430600 | 344 | 101000 | | |
| 47641 | 2264 MORNING GLORY COFFEE & TEA | 32.50 | | | | | | | |
| 068047 | 12/21/20 Dispatch coffee | 32.50 | | DISP | 1000 420160 | 220 | 101000 | | |
| 47645 | 42 Fall River Electric | 8,923.45 | | | | | | | |
| 12/18/20 | PARK, old firehouse 2901001 | 275.29 | | PARK | 1000 411253 | 341 | 101000 | | |
| 12/18/20 | povah comm ctr 4212001 | 179.56 | | POVAH | 1000 411255 | 341 | 101000 | | |
| 12/18/20 | unmetered lights 4212004 | 1,451.25 | | STLITE | 1000 430263 | 341 | 101000 | | |
| 12/18/20 | RR Well 4212005 | 80.52 | | WATER | 5210 430500 | 341 | 101000 | | |
| 12/18/20 | SEWER LIFT STATION 4212006 | 186.96 | | SEWER | 5310 430600 | 341 | 101000 | | |
| 12/18/20 | SEWER PLANT 4212007 | 1,382.55 | | SEWER | 5310 430600 | 341 | 101000 | | |
| 12/18/20 | POLICE 4212008 | 418.65 | | POLICE | 1000 411258 | 341 | 101000 | | |
| 12/18/20 | TOWN HALL 4212009 | 396.58 | | TWNHLA | 1000 411250 | 341 | 101000 | | |
| 12/18/20 | ICE RINK 421010 | 39.00 | | PARKS | 1000 411253 | 341 | 101000 | | |
| 12/18/20 | South Iris Street Well 4212013 | 138.06 | | WATER | 5210 430500 | 341 | 101000 | | |
| 12/18/20 | MAD SEWER LIFT 4212014 | 193.87 | | SEWER | 5310 430600 | 341 | 101000 | | |
| 12/18/20 | Hayden/Grouse Well 4212015 | 43.44 | | WATER | 5210 430500 | 341 | 101000 | | |
| 12/18/20 | MADADD H2O Tower 4212017 | 52.78 | | WATER | 5210 430500 | 341 | 101000 | | |
| 12/18/20 | SHOP 4212018 | 265.13 | | STREET | 1000 430200 | 341 | 101000 | | |
| 12/18/20 | ANIMAL 4212029 | 176.69 | | ANIML | 1000 440600 | 341 | 101000 | | |
| 12/18/20 | CLORINATOR 4212030 | 84.84 | | WATER | 5210 430500 | 341 | 101000 | | |
| 12/18/20 | Electric Well 4212031 | 44.02 | | WATER | 5210 430500 | 341 | 101000 | | |
| 12/18/20 | PARK 4212032 | 313.99 | | PARKS | 1000 411253 | 341 | 101000 | | |
| 12/18/20 | UPDH 4212041 | 561.51 | | UPDH | 1000 411252 | 341 | 101000 | | |
| 12/18/20 | SEWER TREAT SERV 4212046 | 2,528.26 | | SEWER | 5310 430600 | 341 | 101000 | | |
| 12/18/20 | LIBRARY 23 dunraven 4212054 | 110.50 | | LIBR | 1000 411259 | 341 | 101000 | | |

12/31/20
13:20:48

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/21

Page: 2 of 5
Report ID: AP100

* ... Over spent expenditure

| Claim | Vendor #/Name/ | Document \$/ | Disc \$ | | | | | Cash |
|-------|---|--------------|---------|--------|---------------|-------------|---------|------|
| Check | Invoice #/Inv Date/Description | Line \$ | | PO # | Fund Org Acct | Object Proj | Account | |
| 47646 | 73 Westmart Building Center | 1,020.44 | | | | | | |
| | 12/27/20 Street Buildings | 63.16 | | BULDNG | 1000 430200 | 366 | 101000 | |
| | 12/27/20 Street Supplies | 75.02 | | STREET | 1000 430200 | 220 | 101000 | |
| | 12/27/20 Sewer Supplies | 56.18 | | SEWER | 5310 430630 | 220 | 101000 | |
| | 12/27/20 Sewer Supplies TreatmentDispos | 6.64 | | SEWER | 5310 430640 | 212 | 101000 | |
| | 12/27/20 Water Supplies | 188.65 | | WATER | 5210 430550 | 220 | 101000 | |
| | 12/27/20 Police Supplies | 15.16 | | POLICE | 1000 420100 | 220 | 101000 | |
| | 12/27/20 Library Supplies | 12.34* | | LIBRY | 2220 460100 | 220 | 101000 | |
| | 12/27/20 Town Hall Supplies | 121.54 | | TWNHAL | 1000 411250 | 220 | 101000 | |
| | 12/27/20 Chamber | 37.02 | | CHAMBR | 1000 411257 | 220 | 101000 | |
| | 12/27/20 Parks Buildings | 137.65 | | PARKS | 1000 411253 | 366 | 101000 | |
| | 12/27/20 Social Services Supplies | 17.54 | | SOCSRV | 1000 450135 | 220 | 101000 | |
| | 12/27/20 Rec. Dept Supplies | 194.71 | | REC | 1000 460440 | 220 | 101000 | |
| | 12/27/20 Learning Ctr Supplies | 94.83 | | SIEGEL | 1000 411254 | 220 | 101000 | |
| 47647 | 3242 Fisher's Technology | 13.84 | | | | | | |
| | 865331 12/24/20 copier maintenance fee | 13.84 | | FINADM | 1000 410510 | 356 | 101000 | |
| 47654 | 1514 Verizon Wireless | 1,003.19 | | | | | | |
| 21 | Smartphones | | | | | | | |
| 5 | laptops | | | | | | | |
| | 12/20/20 640-0108, Police | 38.24 | | POLICE | 1000 420100 | 345 | 101000 | |
| | 12/20/20 640-0121 Laptop | 40.05 | | POLICE | 1000 420100 | 345 | 101000 | |
| | 12/20/20 640-0141 Street SP | 38.24 | | STREET | 1000 430200 | 345 | 101000 | |
| | 12/20/20 640-0159 Street SP | 38.24 | | STREET | 1000 430200 | 345 | 101000 | |
| | 12/20/20 640-0606 911 Dispatch | 38.24 | | 911 | 2850 420750 | 345 | 101000 | |
| | 12/20/20 640-1103, Operator SP | 38.24 | | STREET | 1000 430200 | 345 | 101000 | |
| | 12/20/20 640-1460, Library Dir, SP | 38.24 | | LIBRAR | 2220 460100 | 345 | 101000 | |
| | 12/20/20 640-1461, S & W operator, SP | 38.24 | | SEWER | 5310 430600 | 345 | 101000 | |
| | 12/20/20 640-1462, S & W Super, SP | 38.24 | | WATER | 5210 430500 | 345 | 101000 | |
| | 12/20/20 640-1463, Deputy PSS, SP Sspnd | 38.24 | | PARKS | 1000 460430 | 345 | 101000 | |
| | 12/20/20 640-1472, Ops Mgr, SP | 38.24 | | ADMIN | 1000 410210 | 345 | 101000 | |
| | 12/20/20 640-1676, Rec Coord, SP | 38.24 | | REC | 1000 460440 | 345 | 101000 | |
| | 12/20/20 640-1754, COP, SP | 38.24 | | POLICE | 1000 420100 | 345 | 101000 | |
| | 12/20/20 640-1755, Police | 38.24 | | POLICE | 1000 420100 | 345 | 101000 | |
| | 12/20/20 640-1756, Police | 38.24 | | POLICE | 1000 420100 | 345 | 101000 | |
| | 12/20/20 640-1757, Police | 38.24 | | POLICE | 1000 420100 | 345 | 101000 | |
| | 12/20/20 640-1758, Police, SP | 38.24 | | POLICE | 1000 420100 | 345 | 101000 | |
| | 12/20/20 640-1759, Police | 38.24 | | POLICE | 1000 420100 | 345 | 101000 | |
| | 12/20/20 640-7547, Street SP | 38.24 | | PARKS | 1000 460430 | 345 | 101000 | |
| | 12/20/20 640-9074, PSS, SP | 38.24 | | STREET | 1000 430200 | 345 | 101000 | |
| | 12/20/20 640-2195 683 laptop | 40.03 | | POLICE | 1000 420100 | 345 | 101000 | |
| | 12/20/20 640-2551 COP laptop | 40.01 | | POLICE | 1000 420100 | 345 | 101000 | |
| | 12/20/20 641-0184 686 laptop | 40.01 | | POLICE | 1000 420100 | 345 | 101000 | |

12/31/20
13:20:48

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/21

Page: 3 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 |
|-------|-----------|--------------------------------|------------------------------------|-------------------------|---------|--------|---------------|-------------|-----------------|
| | 12/20/20 | 641.0207 | 681 laptop | 40.05 | | POLICE | 1000 420100 | 345 | 101000 |
| | 12/20/20 | 640-2354 | Social Services | 38.24 | | SOCSEK | 1000 450135 | 345 | 101000 |
| | 12/20/20 | 640-2629 | City Judge | 38.24* | | COURT | 1000 410360 | 345 | 101000 |
| 47657 | | | 3192 Floyd's Truck Center | 110.46 | | | | | |
| | 401149740 | 12/21/20 | Automatic Brake Adjuster | 110.46 | | STREET | 1000 430200 | 361 | 101000 |
| 47658 | | | 2854 Kenco Security and Technology | 100.50 | | | | | |
| | 2290226 | 01/01/21 | Alarm Monitoring TwnHll | 100.50 | | TWNHLL | 1000 411250 | 357 | 101000 |
| 47659 | | | 2404 Montana-Wyoming Systems | 300.00 | | | | | |
| | 36770 | 01/01/21 | Povah Fire Alarm 1/1-12/31/21 | 300.00 | | POVAH | 1000 411255 | 350 | 101000 |
| 47660 | | | 1566 Montana Security and | 61.50 | | | | | |
| | 64900 | 12/18/20 | UPDL Alarm Monitoring 3 months | 61.50* | | UPDL | 1000 411252 | 357 | 101000 |
| 47661 | | | 309 PJ's Plumbing & Heating | 140.00 | | | | | |
| | 99003892 | 12/18/20 | Furnace diagnostics | 140.00 | | LIBRY | 1000 411259 | 366 | 101000 |
| 47662 | | | 3004 Partsmaster | 158.23 | | | | | |
| | 23621753 | 12/11/20 | Crimp&shrink butt con/termin | 158.23 | | STREET | 1000 430200 | 220 | 101000 |
| 47663 | | | 3261 Targhee Services | 71.60 | | | | | |
| | 12/11/20 | 17 | Dodge Ram Oil change | 71.60 | | STREET | 1000 430200 | 361 | 101000 |
| 47664 | | | 65 T & E | 53.64 | | | | | |
| | 0448703 | 12/18/20 | Switch A & AS | 53.64 | | STREET | 1000 430200 | 361 | 101000 |
| 47665 | | | 3224 American Pump Co. | 1,130.92 | | | | | |
| | 033380 | 12/17/20 | Level Transducer | 1,130.92 | | SEWER | 5310 430630 | 369 | 101000 |
| 47666 | | | 3296 Rebecca Erwin | 169.12 | | | | | |
| | 12/23/20 | | Police Academy 11/29-12/12/20 | 169.12 | | DSPTCH | 1000 420160 | 380 | 101000 |
| 47667 | | | 2906 Anthony Kearney | 41.94 | | | | | |
| | 12/18/20 | | Duty Belt | 41.94 | | POLICE | 1000 420100 | 226 | 101000 |
| 47668 | | | 2635 Jake's Automotive and Tire | 617.70 | | | | | |
| | 25163 | 12/23/20 | 18 Durango-Trans Oil cooler | 617.70 | | STREET | 1000 430200 | 361 | 101000 |

12/31/20
13:20:48

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/21

Page: 4 of 5
Report ID: AP100

* ... Over spent expenditure

| Claim | Vendor #/Name/ Check Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|--|-------------------------------------|---------------|-------------------------|---|-------------|----------------------------|
| 47669 | 999999 PATRICK FRONTIN 12/23/20 Restitution Dsbrsmnt C Frontin | 570.33 570.33 | | COURT | 7469 212401 | | 101000 |
| 47670 | 23 Greg Johnson 12/18/20 DOT Physical | 116.00 116.00 | | SEWER | 5310 430600 | 351 | 101000 |
| 47671 | 2822 ClearBlu Business Services 1106 12/21/20 Sewer line Hydro Jetting Lift | 237.50 237.50 | | SEWER | 5310 430600 | 357 | 101000 |
| 47672 | 379 Energy Laboratories, Inc 365520 12/23/20 Floride-Analysis 365141 12/22/20 WW Effluent & Influent 364520 12/18/20 MW #8 and #11 Analysis | 822.00 64.00 434.00 324.00 | | WATER SEWER SEWER | 5210 430500 5310 430600 5310 430600 | 357 357 | 101000 101000 101000 |
| 47673 | 3241 Bridger Analytical Lab 2012225 12/16/20 Total Coliform/E.coli 12/20 B | 280.00 280.00 | | WATER | 5210 430500 | 357 | 101000 |
| 47674 | 3297 Vision West, Inc. 1392 12/21/20 ZoomIntvw/12MemPolice/Dsptch 1392 12/21/20 Summary/discuss w/Dan & Lisa | 1,700.00 1,500.00 200.00 | | ADMIN ADMIN | 1000 410210 1000 410210 | 380 380 | 101000 101000 |
| 47675 | 29 Terrell's Office Machines Inc 405734 12/22/20 Toner & Waste Toner Box | 300.00 300.00* | | LIBRY | 2220 460100 | 220 | 101000 |
| 47676 | 2537 Balco Uniform Co., Inc. 56079 11/06/20 Woolblend shirt/CrbnTac Courti | 215.00 215.00 | | POLICE | 1000 420100 | 226 | 101000 |
| | # of Claims | 27 | Total: | | | | 21,808.15 |

12/31/20
13:20:48

TOWN OF WEST YELLOWSTONE
Fund Summary for Claims
For the Accounting Period: 1/21

Page: 5 of 5
Report ID: AP110

| Fund/Account | Amount |
|--------------------------------|--------------------|
| 1000 General Fund | |
| 101000 CASH | \$13,168.33 |
| 2220 Library | |
| 101000 CASH | \$350.58 |
| 2850 911 Emergency | |
| 101000 CASH | \$38.24 |
| 5210 Water Operating Fund | |
| 101000 CASH | \$1,014.55 |
| 5310 Sewer Operating Fund | |
| 101000 CASH | \$6,666.12 |
| 7469 City Court - Judge Gibson | |
| 101000 CASH | \$570.33 |
| Total: | \$21,808.15 |

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
November 17, 2020

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

OTHERS PRESENT: Town Manager Daniel Sabolsky, Jan Neish (Island Park News), Denice Sabolsky, Lanie Gospodarek (Finance Director), Lewis Robinson III, Jane Mersen (Town Attorney), Pierre Martineau, Robert Yeakey

The meeting is called to order by mayor Jerry Johnson 5:15 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded.

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

WORK SESSION

Mayor Johnson calls the meeting to order and asks Daniel Sabolsky if he would like to conduct the meeting in Executive Session. Mr. Sabolsky replies that he would, and the public meeting is closed and it goes into Executive Session.

The Executive Session adjourns at 7:20 PM and the regular meeting begins at 7:30 PM.

Public Comment Period

Robert Yeakey posted a question asking Daniel Sabolsky when and how the Moonrise plans were forwarded to the Town's engineer. Mr. Sabolsky replied with the date that he recalled and noted that more conversations would be upcoming regarding the project.

Council Comments

Schmier mentions that no one answered the email he sent out about compression brakes in the Town limit. Sabolsky says he will do some research and get back to the council with an answer.

Watt noted that the community Thanksgiving dinner on November 19th will be a drive-through, although they will be making deliveries early on for the folks that can't get out. The in-person attendees will be limited to twenty-five persons.

Johnson noted that he was hoping to get a presentation from Matt Kelly to get details regarding the new mandate that has been enacted. Discussion regarding COVID impacts ensued.

ACTION TAKEN

- 1) Motion carried to approve the claims (Forsythe, Watt). Schmier abstains from claim #47541 to Jerry's Enterprises for \$60.00.
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the November 3, 2020 Town Council Meeting. (Forsythe, Watt)

DISCUSSION

- 3) Discussion was held regarding the Police Commission being involved in the selection of the Police Chief. Mathews indicated that the entire commission be in attendance and have votes. Sabolsky indicated that staff will ensure that the entire commission is included.
- 4) Mayor Johnson noted that the approval letter from the auditor, which he needs to sign, has not been received yet. There was discussion regarding going forward with Anderson ZurMuehlen this year. Costs and change order procedures were reviewed.

CORRESPONDENCE, CHATS

Jan Neish mentioned via Zoom Chat that she wrote an article about the health department actions in the Island Park News.

Sabolsky asked if there should be a special meeting to approve a new police chief if one is decided upon to help facilitate that person being able to be here by the beginning of the new year. Mathews asked if a salary examination had been performed. Sabolsky noted that comparisons had been made.

Schmier asked if the Town is going to do any kind of Christmas Party. Mayor Johnson suggested that maybe the Town could take the money that would have been spent and divide it up and give bigger gift certificates to the employees.

Denice Sabolsky mentioned via Zoom Chat that possibly the employees could agree to donate it to a charity. Johnspn said it would be the employees choice. Gospodarek indicated that she felt it it would be a good idea.

November 17, 2020
Town Council Meeting
Minutes, Page 3 of 3

The meeting is adjourned. (9:30 PM)

Mayor

ATTEST:

Executive Assistant

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
December 8, 2020

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

OTHERS PRESENT: Town Manager Daniel Sabolsky, Finance Director Lanie Gospodarek,,

Brenda Martin, Caitlyn Johnson, Jan Neish-Island Park News, Jane Mersen, John Gospodarek, Kaitlin Johnson, Lisa Johnson, Pierre Martineau, Randy Wakefield, Rob Yeakey, Shelley Johnson, Teri Gibson

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

Due to the impacts of COVID-19, the meeting is being broadcast over the internet using a program called Zoom. The meeting is being recorded.

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

Public Comment Period

No public comments are received.

Council Comments

Mayor Johnson says that as of right now, Yellowstone National Park is scheduled to open on December 15, 2020. They don't have enough snow for snowmobiles yet, but rubber-tired commercial vehicles will be allowed.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$66,189.00. (Schmier, Forsythe) Forsythe abstains from Claim #47471 to Westmart Building Center for \$2460.52. Schmier abstains from claim #47606 to Jerry's Enterprises for \$116.00.
- 2) Motion carried to approve Resolution No. 750, a resolution that amends the General Fund auditing budget by increasing it \$12,500.00. (Forsythe, Mathews) See next motion.
- 3) Secondary Motion carried to table Resolution No. 750. (Watt, Schmier)
- 4) Motion carried to approve the employee compensation proposal (Forsythe, Watt) Mathews is opposed.
- 5) Motion carried to adjourn into executive session to discuss the employee grievance based on the employee's right to privacy outweighing the public's right to know. (Watt, Schmier) (8:45 PM – 9:40 PM)
- 6) Motion carried that the Town Council finds, based on the investigation conducted by Amy Christensen of Christensen and Prezeau PLLP, although some misconduct did occur, the conduct did not rise to the level of a violation of the Employee Personnel Policy Manual and therefore the grievance is denied. (Watt, Forsythe)

Public Hearing: Budget Amendment, Resolution No. 750

Mayor Johnson opens the public hearing by reading the hearing notice. The hearing was advertised in the November 27, 2020 and December 4, 2020 editions of the Bozeman Daily Chronicle. Resolution No. 750 increases the General Fund auditing budget by \$12,500.00

- 1) Mathews points out that the fuel charge for the grader was billed to the police department and needs to be corrected. Schmier inquires about the bill to ClearBlu for trash pickup in September and October. Sabolsky explains that they were very short-handed in the public works department this fall and he contracted with ClearBlue to handle trash pickup from all town-owned trash receptacles.
- 3) The council opts to table approval of the resolution until the next meeting due to an incorrect date on the hearing notice in the Town Council packet. The public hearing was advertised correctly.
- 4) Town Manager Dan Sabolsky explains that the next topic covers employee compensation and some alternate ideas they have come up with to celebrate the holiday season. He says that since they cannot have a party due to restrictions, they want to increase the grocery store gift cards to \$120 value. Town Clerk Liz Roos also describes other holiday activities they intend to promote including a Christmas treat competition, window/office decorating, drawings, and an ugly Christmas sweater competition.

Sabolsky explains that due to the uncertainty surrounding the COVID-19 pandemic when the budget was adopted, the employees unit opted not to negotiate its contract. He says that there have been no increases granted to department heads this year, either. He recommends granting a \$.50 raise to current employees, equivalent to retroactive pay to July 1, 2020. He also explains he would like to grant the past due merit pay to the existing department heads. Sabolsky says that entire cost of the proposal is approximately \$30,000 for the fiscal year. The Council discusses the proposal, how it would be implemented, etc. Schmier says that he supports the employees, but also struggles with the other people in our community that have lost their jobs and are struggling to make ends meet.

- 5) The next item on the agenda is the status and outcome of the employee grievance filed by Lanie Gospodarek. The Council discusses with Town Attorney, Jane Mersen, whether it is appropriate to close the meeting to discuss the issue.
- A) **Town Manager & Department Head Reports:** Mayor Johnson inquires why the Recreation Coordinator is providing a Department Head report. Sabolsky says that he wanted to keep the Council updated about what is going on in the Recreation Department, same with Social Services, even though the employees are not department heads. He says maybe they should start calling them staff reports. Town Manager Dan Sabolsky says they have been working with Jeff Kadlec from the airport to order an appraisal. He says they are trying to schedule a Planning Board meeting for early next week to review multiple projects. He says they have a second interview scheduled next week for the Public Services Superintendent applicant. The Police Chief process is in motion and they are waiting for background check results on two applicants. There is discussion about notifying the applicants that have been eliminated from the search. Sabolsky summarizes grant funding the Town has received through the federal CARES Act due to impacts of COVID-19. He mentions progress on the casting pond project and fund-raising efforts. He says the Recreation Department is going to conduct "Christmas Camp," similar to Summer Rec and the day camp they ran last year during Christmas break.

The Council adjourns into Executive Session again to discuss a supplemental report from Amy Christensen at 9:45 PM-10:40 PM.

CORRESPONDENCE/CHATS

None

The meeting is adjourned. (10:50PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
December 22, 2020

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

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

The meeting is called to order by Mayor Jerry Johnson 12 Noon in the Town Hall, 440
Yellowstone Avenue, West Yellowstone, Montana.

Due to the impacts of COVID-19, the meeting is being broadcast over the internet using a
program called Zoom. The meeting is being recorded.

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

Public Comment Period

No public comment is received.

Council Comments

Mayor Johnson reports that Yellowstone National Park is open for the winter season, it's been a
gradual process and they're hoping for more snow.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$127,812.53. (Watt, Schmier)
- 2) Motion carried to approve Resolution No. 750, a resolution amending the budget for FY
2021 to cover costs incurred from Anderson ZurMuehlen & Co. P.C. for auditing services
for \$12,500 for FY 19. (Watt, Mathews)
- 3) Motion offered to approve the Town's contribution of \$91,732.04 To the Northern Rocky
Mountain Economic Development District to be used as matching funds for a grant from
the Economic Development District for funding for economic development projects in
the NRMEDD's district boundaries. (Watt, Schmier) Johnson, Watt, Schmier, and
Mathews are opposed, motion fails.

DISCUSSION

- 1) Gospodarek explains that the bill from Anderson Zurmuehlen is for the engagement and
initial work for the FY 20 and she recommends paying the bill. Johnson asks about a
payment for a new cabinet for the Social Services Department, buffing the side of one of
the police cars, and the payment to the Montana Department of Administration for the
filing fee for Annual Financial Report. Mathews inquires about a payment to Associated
Employers for management training for Ben Westphal and payment to Forsgren
Associates for \$54,467.00 for work on the waste water treatment plan.
- 2) Johnson clarifies that this amendment is to pay for expenses associated with the audit for
FY 2019.
- 3) Rob Gilmore of the Northern Rocky Mountain Economic Development District addresses
the Council regarding the commitment to use the money from the Town's CDBG money
to match funds for the Economic Development Application. The Town previously
agreed to commit the approximately \$90,000 from that fund to be utilized as matching
money to be used in the West Yellowstone community. Gilmore explains that when the
application was originally discussed, it was implied that the money would be reserved for
the exclusive use in the West Yellowstone revolving fund lending area. However, the
NRMEDD, as grantee of the EDA award, would need to demonstrate unrestricted access
to these matching funds. This means the money could possibly be used for other projects
in the NRMEDD's district boundaries, which include Gallatin, Park and Madison

Counties. The grant terms may not absolutely guarantee monies are reserved for use in West Yellowstone, but NRMEDD would endeavor to make sure it is only spent as such. Gilmore explains that the award from the EDA was based on a match of \$340,000, which includes the \$91,000 from the Town. He is not sure how it will play out if he goes back to the EDA and says that they only have \$250,000. It definitely threatens the award from the EDA. Gilmore explains that the other cities in the County already have revolving loan funds and it is unlikely there would be applicants from the larger communities seeking funding from this fund, but the risk is there. Sabolsky asks Gilmore if there is a way to go back to the EDA and inquire about protecting the Town's initial investment, not necessarily the grant award. Gilmore responds that the EDA is pretty insistent that all the money goes into a single fund to run the program, so he really doesn't think there is. Sabolsky asks what would happen if the Town only contributes \$50,000 instead of the \$91,000. Gilmore says he thinks that might work, as Belgrade is contributing the additional \$250,000 which would give them a match of \$300,000. The Council and Gilmore discuss the issue extensively. Watt makes a motion, seconded by Schmier to approve the use of the Town's \$91,000 to match the EDA grant. The Council votes on the motion and is unanimously opposed.

The meeting is adjourned. (1:15 PM)

Mayor

ATTEST:

Town Clerk

Policy #8

Purchasing Policy

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

General Provisions:

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

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

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

1. Items charged to credit card accounts are subject to all existing purchasing and approval requirements.
2. Cash advances are prohibited.
3. The Administrative staff is authorized to increase or decrease credit limits, and to issue or rescind cards to Town employees.

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

1. Non-Per Diem meal and food purchases must have itemized receipts and be authorized, in advance if possible, by the Town Manager **or designee**.
2. Per Diem amounts are established in the Travel & Training Policy, and don't require receipts. Only the Town Manager **or designee** may approve exceptions to the Per Diem amounts.
3. The purchase of alcohol and tobacco with Town funds is prohibited.

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

Purchasing Authority: shall be consistent with the following guidelines:

1. **Purchases up to \$2,500:** The Department Heads may authorize purchases up to \$2,500. **When possible, quotes, bids, or estimates should be obtained by Department Heads prior to purchasing goods or services.**
2. **Purchases between \$2,501 and \$5,000:** Purchase orders **\$2,501 up to \$5,000** must be approved by the Town Manager or designee. When possible, the Department Head shall submit any purchase order, along with two or more written quotes, bids, **estimates** or other documentation to the **Town Manager or their designee for approval.**
3. **Purchases between \$5,001 and \$79,999:** Purchase orders **\$5,001 up to \$79,999** must be approved by the Town Council. The Department Head must provide the Town Manager two or more quotes, bids, and other documentation along with an executed purchase order. Two or more bids must be solicited; if a contractor or vendor declines to bid, it shall be counted as one of the required bids. If no bids are submitted, new bids must be solicited. A completed purchase order and accompanying signed documentation shall be submitted to the Town Manager. The Town Manager will place the purchase order package on the agenda of the next scheduled **Town** Council meeting. The documentation will be presented to the **Town** Council and it will be certified by the Administrative staff that any such purchases were allocated in the budget or will demonstrate where the funding will come from.
4. **Purchases \$80,000 and over:** All purchases in this range must follow the formal bid advertisement process outlined in state law (MCA 7-5-4302).
5. **Contract Purchases:** Any purchase requiring a contract over \$5,000 shall be authorized by the Town Council and executed by the Town Manager. When possible, all contracts shall be for a fixed amount, include a specification of the hourly rate, and/or not to exceed specified limit. **For items or services secured by a duly authorized contract, do not require a purchase order.**
6. **Approved purchases:** All purchase orders must include all appropriate signatures and dates.

Local Business Preference: The Town Council has directed the Town staff to grant preference to Hebgen Basin area vendors (**59758 Area Code**) and businesses using the following guidelines:

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

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

When Bids or Quotes are not Required - Special Cases for Sole Source Purchases: **Bids or quotes are not required where it is in the best interest of the Town to maintain a compatible or reliable system provided by a single vendor or professional. Approval from the Town Manager or their designee must be obtained and documented PRIOR to purchase. This waiver may apply where:**

1. There is only one source for the item(s) or service, or
2. Only one source is acceptable or suitable, or
3. The item(s) or service must be compatible with current supplies or services, or

4. A collective bargaining agreement or other contract requires the utilization of a specific item or service.

Approval of Payment: Two (2) signatures, usually the Town Manager and Finance Director, are required to approve the final claim and payment for any goods or services purchased by the Town. The following must appear on each claim and payment request submitted to the Finance Department:

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

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

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

Approved and Passed by Town of West Yellowstone Council _____, 2021.

Marketing and Promotions Advisory Board

| NAME | CURRENT TERM | LENGTH |
|----------------------------|------------------|---------|
| Jerry Johnson, Chair/TC | 2019, 2020, 2021 | 3 years |
| Janna Turner | 2019, 2020, 2021 | 3 years |
| Gloria Evans | 2018, 2019, 2020 | 3 year |
| Marysue Costello (Chamber) | 2018, 2019, 2020 | 3 year |
| Steve Larson | 2018, 2019, 2020 | 3 years |
| Kim Howell | 2020, 2021, 2022 | 3 years |
| John Greve, Secretary | 2020, 2021, 2022 | 3 years |

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

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

Updated 1/17/20 er

West Yellowstone Montana Chamber of Commerce
Board of Director's Meeting Minutes: August 11, 2020: Virtual by Zoom

MEETING WAS CALLED TO ORDER: Garrett Ostler

ROLL WAS TAKEN: Quorum was present

MSP = (MOTION, SECOND & PASSED)

- Approval of June 9, 2020 Meeting Minutes
- Approval of 2020 Yellowstone Ski Festival/Ski Festival Race & Clinics Budget
- Approval of Appointing Wendy Swenson to the MAP Board as the Chamber Representative Seat

OFFICE REPORT: **KATRINA WIESE [HANDOUT]** Full written report on file

- Report on MT Adaptability Grant
 - Secured a total of \$10,000 in reimbursements for COVID approved purchases.
- ATV/OHV Maps are here and being delivered

REPORT FROM THE CHAIR: **GARRETT OSTLER**

TREASURES REPORT: **JANNA TURNER [HANDOUT]** July 2020 & FY 2020 Yearend Reports on File, Accepted

PUBLIC COMMENT:

- School Board Meeting tonight at 6:30pm. Virtually through Google Hangouts.
- Town Council Meeting August 18th at 7:00pm. Virtually through Zoom.

CORRESPONDENCE: **NONE**

GUEST PRESENTATION: **NONE**

OLD BUSINESS:

- Annual Meeting Reminder to Committees
 - Board Member positions are open, looking to fill those positions. We also need the Co-Chair position filled.
- RFP for Painting the Chamber/VIC building
 - Will put out for new bids later this winter, for the painting to be started Spring of 2021.
- Report on Chamber/VIC Flooring
 - Waiting on a quote from Westmart and for CARES Act grant funding to be approved from the State.

NEW BUSINESS:

- 2020 Yellowstone Ski Festival/Ski Festival Race & Clinics Budget: Discussion/Action: Vote **[MSP]**
- Report on Montana Safety Campaign **[HANDOUT]**
- MAP Board Appointment of Wendy Swenson to the Chamber Representative Seat: Discussion/Action: Vote **[MSP]**

COMMITTEE REPORTS:

- **BICYCLE:** RACHEL SPENCE
 - Mountain Bike Biathlon in July with 22 cyclists. The event went very well.
 - Cycle Tour canceled
 - Rail Trail Updates: Logo created! Recent fundraiser was very successful. More donations still needed for paving. Construction will start spring 2021.

- **SNOWMOBILE EVENTS:** TRAVIS WATT
 - No snowmobile races that the Chamber will be putting on. Possible races being put on by outside parties.
 - SnowShoot is still planning on happening, waiting on official word from manufacturers.
- **MARKETING:** WENDY SWENSON [**HANDOUTS**]
 - Overall marketing campaigns successful and social media numbers climbing, even with lower numbers.
 - We took control of the Visitor Information Center Google listing. The traffic through that listing is astronomical! We have found that we are getting a lot of direct search; i.e. “West Yellowstone”, “West Entrance Montana”.
 - Looking to possibly start a “Be Nice” campaign.
 - Ice Fishing Tournament has been approved.
 - Kids N Snow: Looking to do 2 weekends this year, more to come.
- **4TH OF JULY:** JANNA TURNER [**HANDOUT**]
 - Great fireworks!
 - Want to thank Travis and Greg for helping out with the fireworks trailer that broke down outside of Three Forks. Thank you to Katrina, Wendy and Kristy for all of the help this year.
 - \$14,950 donations collected! Approximately \$3,000 going into the reserves for next year.
- **MEMBERSHIP:** KATRINA WIESE [**HANDOUT**]
 - Total Members: 111 current members – that is 48.68% of rejoins completed!
- **SNOWMOBILE TRAIL GROOMING:** KATRINA WIESE
 - RFP Trail Grooming Grant Approved for 2020

COMMUNITY REPORTS:

- **VISITOR INFORMATION CENTER:** KATRINA WIESE [**HANDOUT**]
 - Updated hours after Labor Day: 7 days a week, 8:00am until either 5:00pm or 6:00pm, staff dependent and number of visitors through the doors.
 - Opened an individual VIC checking account to help streamline accounting processes.
 - Fully funded through June 30, 2021.
- **TBID:** KRISTY COFFIN
 - Next Meeting: 8/20/20 @ 1:00, TBID Office - Annual Meeting
 - Will be reviewing budget in September.
 - New TBID Board Member [At Large], Alma Clark

DIRECTORS PRESENT: TRISH BARNES, ALMA CLARK, KRISTY COFFIN, GARRETT OSTLER, JANNA TURNER, TRAVIS WATT

DIRECTORS ABSENT: LIAH ALLISON, CHRIS BALMER, ERIK DAWKINS, TREVOR OSTBERG, REX PORTMANN, MARK WALKUP

DIRECTORS PROXY:

DIRECTORS EXCUSED: MELISSA ALDER

STAFF PRESENT: KATRINA WIESE, RACHEL SPENCE, TRENT REDFIELD, WENDY SWENSON

COMMUNITY MEMBERS PRESENT: DREW BARNEY

NEXT MEETING: Annual Meeting: September 8th, 2020: Holiday Inn

Minutes Submitted: Katrina Wiese



APPLICATION FOR BOARDS AND COMMITTEES

Name Wendy Swenson Date 8/14/20

Address 92 Moose Dr

City West Yellowstone State MT Zip 59758

Phone (Home): 406-570-2417 (Work): 406-570-2417 (Cell/Other): 406-570-2417

E-Mail Address: marketing@destinationyellowstone.com or wswenson01@gmail.com

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

Board or Committee you are applying for: Marketing & Promotions Fund

Occupation: Marketing Director

Employer: Destination Yellowstone (West Yellowstone CVB)

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

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

Past Memberships and Associations: Emerald Park HOA (Belgrade) Board Pres - 2010-12

Current Memberships and Associations: Destination Marketing Association - West;
American Marketing Association; Hebgen Lake Estates HOA

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: Marketing Director for the West Yellowstone CVB since 2013.

Marketing and design for Big Sky Town Center and Big Sky Chamber.

Nearly 20 years experience in the graphic design, marketing and publishing industry.

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

The primary objective is to fulfill the Chamber representative seat as assigned
by the Chamber board. Secondly, is to help guides organizations and individuals who
may want to bring events and continue events promoting our town.

References (Individual or Organization):

Katrina Wiese, West Yellowstone Chamber/CVB Phone: 406-646-7701

Kristy Coffin, West Yellowstone TBID Phone: 406-640-0333

Mike Rey, Re-Advertising Phone: 406-539-1010

Signature:  Date: 08/14/20

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

From: [steve.larson](#)
To: [Elizabeth Roos](#)
Subject: requesting to be reappointed.
Date: Tuesday, December 29, 2020 3:08:53 PM

I Steve Larson am requesting to be reappointed to the MAP board. Thank you for the consideration

Steve Larson

Received
10/19/17
CAR



APPLICATION FOR BOARDS AND COMMITTEES

Name STEVE LARSON Date 10-16-17

Address PO Box 1241 110 HAYDEN

City W. Yellowstone State MT. Zip 59758

Phone (Home): 406-646-5152 (Work): 406-646-4437 (Cell/Other): 406-646-1433

E-Mail Address: SVENSA1@hotmail.com

Are you a resident of West Yellowstone? YES Length of residency in West Yellowstone: 33 years

Board or Committee you are applying for: MAP

Occupation: GAS TECH

Employer: ENERGY WEST

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

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

Past Memberships and Associations: _____

Current Memberships and Associations: _____

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

What are your primary objectives for serving on this board? To help W. Yellowstone continue

positive growth.

References (Individual or Organization):

EVAN Mathews Phone: 406-646-4437

Don Perry Phone: 406-640-086

Chip Smith Phone: 406-220-7778

Signature: [Signature] Date: 10/16/17

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

Planning Board Meeting

Minutes: December 14, 2020

Board Members in Attendance: Teri Gibson, Chipper Smith, John Costello & Jeff McBirnie

Others in Attendance: Dan Sabolsky, Lisa Johnson, Shane Grube, Clyde Seely & via zoom Ryan Barker.

Minutes from May 29, 2020 Planning Board Meeting: (John/Jeff) approved unanimously.

Public Comment Period: Teri Gibson requested that the Planning Board draft and/or approved minutes be added to the council packets prior to being emailed out.

Discussion Items & Findings:

McLean - Aggregation in Madison Addition

1. McLean aggregation of their two lots on the corner of Electric and Lamar, Block 8 Lots 6 & 7, 622 or 617 Electric.

PROJECT REVIEWED: We see no issues with zoning, setbacks & parking.

RECOMMENDATION: Outlined by zoning code it meets all requirements & standards.

Seely Subdivision of lot containing Yellowstone Arctic Yamaha and the Apartments on Electric Street

RECOMMENDATION: The Planning Board discussed the project & the town Manager will take it to the Town Attorney.

McCray "Snapdragon" Project - Parking

1. Needs 15 spaces, has 16. (3 apartments, 2 offices, shop/storage & RV).

PROJECT REVIEWED: We see no issues with zoning, setbacks & parking.

RECOMMENDATION: Outlined by zoning code it meets all requirements & standards.

Grizzly Wolf & Discovery Center - Parking

1. Needs 172 spaces, has 193 (after restriping in 2021 to 10' wide from 9' wide).

PROJECT REVIEWED: We see no issues with zoning, setbacks & parking.

RECOMMENDATION: Outlined by zoning code it meets all requirements & standards.

McBirnie - Parking

1. Addition of a single family (long term) mobile home on the Gooding property at 321 Hayden
2. Needs 2 spaces, has 4.

PROJECT REVIEWED: We see no issues with zoning, setbacks & parking.

RECOMMENDATION: Outlined by zoning code it meets all requirements & standards.

The Ranch - Parking

1. Needs 10 spaces, has 10. (3 nightly rentals & 4 monthly rentals. No parking needed for storage units).

PROJECT REVIEWED: We see no issues with zoning, setbacks & parking.

RECOMMENDATION: Outlined by zoning code it meets all requirements & standards.

Next Meeting: None at this time.

DRAFT



Application for Zoning Permit

| | | | |
|---------------------------------|--------------|--------------------------------|--------------------|
| <i>Town of West Yellowstone</i> | 406-646-7705 | Administrative Use Only | |
| 440 Yellowstone Avenue | | Date: _____ | Accepted by: _____ |
| PO Box 1570 | | Fee: \$ _____ | Cash/Check#: _____ |
| West Yellowstone, MT 59758 | | | |

***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: LARRY MCLEAN
 Mailing Address: P.O. Box 513
 City/State/Zip: FALL CITY, WA 98024 Phone: 406-640-0196
 Email: LARRY.MCLEAN77@GMAIL.COM

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

Name: Ryan Barker
 Mailing Address: 2847 E. 700 N.
 City/State/Zip: St. Anthony, Id. 83445 Phone: 208-569-3917

Email: ryan@tetonviewsurveying.com

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

Street Address: 622 ORBIT ELECTRIC ST. Subdivision: MADISON ADDITION
 Block: 8 Lot: 7 Lot Size and Dimensions: _____ Acres/Square Feet (circle)

4. USE AND OCCUPANCY:

What is the use of the building or property? (list all) HOME
 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? 2

Number of buildings (Dwelling Units): _____ Number of Bedrooms (Sleeping Units): 2



MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY
MUNICIPAL FACILITIES EXCLUSION

Subdivision Name: MADISON ADDITION Number of lots/parcels/units: 1/1

Geocode: (this can be found at http://svc.mt.gov/msl/mtcadastral)

Are main extensions necessary to serve the subdivision? Yes No If yes, have plans for the mains been submitted for review? Yes No

How will construction of the facilities be financed?

Owner Information:

Owner(s) Name: LARRY E MCLEAN Larry E McLean
Print name of owner(s) Signature of all owners of record

Address: P.O. Box 513 Fall City, WA 98024
Street or PO Box, City, State, Zip Code

Email: LARRY.MCLEAN 77 @GMAIL.COM Phone: 406-640-0196

Consultant Information:

Company and Address:

Email: Phone:

Eligibility Requirements:

All of the following criteria must be met:

- The project must be provided with adequate municipal water and sewer, solid waste disposal and the municipality must review storm water plans.
- All the mains necessary to serve the subdivision must be municipality owned, operated and maintained. Privately owned mains or lift stations make the project ineligible for this exemption.
- The municipality must be a 1st or 2nd class municipality as described in MCA 7-4-111 or covered under a growth policy pursuant to Title 76, chapter 1.

The project must be one of the following (check applicable box):

- A new division subject to review under the Montana Subdivision and Platting Act, or
- Previously divided parcels recorded with Sanitary Restrictions prior to July 1, 1973 or
- Divisions or parcels of land that are exempt from Montana Subdivision and Platting Act review under 76-3-203 or 76-3-207 (1) (a), (b), (d), (e), or (f)

Form continues on next page ->

Submittal Requirements:

All of the following items must be submitted:

AMENDED PLAT OF LOT 6 AND 7, BLOCK 8, A
SUBDIVISION PLAT OF THE MADISON ADDITION
LOCATED IN THE SW 1/4 OF SECTION 27, TOWNSHIP 13 SOUTH,
RANGE 5 EAST, P.M.M., GALLATIN COUNTY, MONTANA.

CERTIFICATE OF CORRECT:

WE, THE UNDERSIGNED PROPERTY OWNERS, DO HEREBY CERTIFY THAT WE HAVE CAUSED TO BE SURVEYED AND PLATTED THIS LOT, AND BLOCK, AS SHOWN BY THIS PLAT HEREIN INCLOSED, IN THE FOLLOWING DESCRIBED TRACT OF LAND, TO WIT:

LEGAL DESCRIPTION

LOCATED IN THE STATE OF MONTANA, COUNTY OF GALLATIN, BEING ALL OF LOTS 6 AND 7, BLOCK 8, A SUBDIVISION PLAT OF THE MADISON ADDITION, IN THE SW 1/4 OF SECTION 27, TOWNSHIP 13 SOUTH, RANGE 5 EAST, P.M.M.

SAID LOT CONTAINS 8.42 ACRES OF LAND, MORE OR LESS.

THE SAID DESCRIPTION WAS PREPARED BY JEFFERY M. ROME, P.L.S. 22115 IN OCTOBER 2020, AND IS SUBJECT TO EASEMENTS AND RIGHTS-OF-WAY OF RECORD.

THE SAID DESCRIBED TRACT OF LAND IS TO BE SHOWN AND DESIGNATED AS "AMENDED PLAT OF LOTS 6 AND 7, BLOCK 8, A SUBDIVISION PLAT OF THE MADISON ADDITION, TOWN OF WEST YELLOWSTONE, GALLATIN COUNTY, MONTANA."

DATED THIS _____ DAY OF _____, 20__.

IN WITNESS WHEREOF, I HEREBY SUBSCRIBE MY NAME:

LARRY E & BETTY V MCGLEAM TRUST DATED 1/28/2014

BY: LARRY E. MCGLEAM - TRUSTEE

BY: BETTY V. MCGLEAM - TRUSTEE

STATE OF _____

COUNTY OF _____

ON THIS _____ DAY OF _____, 20__ BEFORE ME THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF MONTANA, PERSONALLY APPEARED LARRY E. MCGLEAM AND BETTY V. MCGLEAM, BOTH OF WHOM TO ME AND THE PERSON WHO SUBSCRIBED TO THE ATTACHED PROPERTY DESCRIPTION AS THE TRUSTEES OF THE LARRY E & BETTY V MCGLEAM TRUST DATED 1/28/2014 TRUST AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME AS TRUSTEES.

NOTARY PUBLIC

My Commission Expires _____

CERTIFICATE OF EXCLUSION FROM MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY REVIEW: THE AMENDED PLAT OF LOTS 6 AND 7, BLOCK 8, A SUBDIVISION PLAT OF THE MADISON ADDITION, GALLATIN COUNTY, MONTANA, IS WITHIN THE TOWN OF WEST YELLOWSTONE AND WITHIN THE PLANNING AREA OF THE TOWN OF WEST YELLOWSTONE. SAID PLAT WHICH HAS ADORPTED PURSUANT TO SECTION 76-1-103 (1), M.C.A., AND CAN BE PROPOSED WITH ADOPTION IN THE CHANGE AND AMENDMENT MUNICIPAL FACILITIES. UNDER THE PROVISIONS OF SECTION 76-1-103 (1) (A), THE SUBDIVISION IS EXCLUDED FROM THE REQUIREMENT FOR MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY REVIEW.

76-1-103 (1) (A) APPROXIMATION OF PARCELS ON LOTS WITH CERTIFICATE OF SURVEY OR SUBDIVISION PLAT SHOWS THAT THE BOUNDARIES OF THE ORIGINAL PARCELS HAVE BEEN ELIMINATED AND THE REQUIREMENTS OF A LARGER ADEQUATE PARCEL ARE ESTABLISHED. A RESTRICTION OR REQUIREMENT ON THE ORIGINAL PLATTED LOT OR ORIGINAL UNPLATTED PARCEL CONTINUES TO APPLY TO SAID AREA.

76-1-103 (1) (B) PROVISION LOCATED WITHIN JURISDICTIONAL AREAS THAT HAVE ADOPTED ORDINANCES RELATED PURSUANT TO CHAPTER 1 OR 200 WYOMING FIRST-CLASS OR SECOND-CLASS MUNICIPALITIES FOR WHICH THE GOVERNING BODY CERTIFIES, PURSUANT TO 76-1-103, THAT ADEQUATE STORM WATER DRAINAGE AND ADEQUATE MUNICIPAL FACILITIES WILL BE PROVIDED.

MAJOR - TOWN OF WEST YELLOWSTONE DATE _____

CLERK - TOWN OF WEST YELLOWSTONE DATE _____

CERTIFICATE OF FINAL PLAT

THE COMMISSIONER OF THE TOWN OF WEST YELLOWSTONE, MONTANA, DOES HEREBY CERTIFY THAT HE HAS EXAMINED THE SUBDIVISION PLAT AND, HAVING FOUND THE SAME TO CONFORM TO LAW, APPROVES IT, AND HEREBY ACCEPTS THE OCCASION TO PUBLIC USE OF ANY AND ALL LOTS SHOWN ON THIS PLAT AS BEING DEDICATED TO SUCH USE.

MAJOR - TOWN OF WEST YELLOWSTONE DATE _____

CLERK - TOWN OF WEST YELLOWSTONE DATE _____

CERTIFICATE OF COUNTY TREASURER

I, _____ TREASURER OF GALLATIN COUNTY, MONTANA, DO HEREBY CERTIFY THAT THE ACCOMPANYING PLAT OF CERTIFICATE OF SURVEY HAS BEEN DULY EXAMINED AND THAT ALL REAL PROPERTY TAXES AND SPECIAL ASSESSMENTS ASSESSED AND LEVIED ON THE LAND TO BE SURVEYED HAVE BEEN PAID.

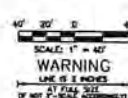
MEMBER OF GALLATIN COUNTY DATE _____

CERTIFICATE OF CLERK AND RECORDER

I, _____ THE CLERK AND RECORDER OF GALLATIN COUNTY, MONTANA, HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WAS FILED IN MY OFFICE AT _____ O'CLOCK _____ P.M. ON THE _____ DAY OF _____, A.D. _____ AND RECORDED AS AMENDED PLAT NO. _____

DOCUMENT NUMBER _____

CLERK & RECORDER OF GALLATIN COUNTY DATE _____



NOTES:
ALL IRON PINS SET ARE 5/8" x 24" REBAR WITH A PLASTIC CAP STAMPED "PLS 20215".

SURVEY WAS COMPLETED FOR LARRY MCGLEAM. THE REASON FOR THIS SURVEY WAS TO AGGREGATE TWO EXISTING LOTS INTO ONE LOT.

LEGEND

- SET 3/8" x 24" REBAR WITH A PLASTIC CAP STAMPED "PLS 20215"
- IRON IRON CAP FOUND
- IRON IRON CAP FOUND
- RIGHT OF WAY
- PROPERTY PROPERTY LINE
- LOT LINE BEING REMOVED

SURVEYOR'S CERTIFICATE
I, THE UNDERSIGNED, JEFFERY M. ROME, A REGISTERED LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE PERFORMED THIS SURVEY SHOWN ON THE ATTACHED AMENDED PLAT OF LOT 6 AND 7, BLOCK 8, A SUBDIVISION PLAT OF THE MADISON ADDITION AND PLATTED THE SAME AS SHOWN ON THE ACCOMPANYING PLAT AND AS DESCRIBED IN ACCORDANCE WITH THE PROVISIONS OF THE MONTANA SUBDIVISION AND PLATTING ACT, SECTION 76-3-101 THROUGH 76-3-423, M.C.A., AND THE TOWN OF WEST YELLOWSTONE SUBDIVISION REGULATIONS. THIS AMENDED PLAT WAS MADE IN OCTOBER 2020, THAT SAID AMENDED PLAT IS TRUE AND COMPLETE AS SHOWN AND THAT THE MONUMENTS FOUND AND SET ARE OF THE CHARACTER AND OCCUPY THE POSITIONS SHOWN THEREON.
DATE THIS _____ DAY OF NOVEMBER, 2020.
JEFFERY M. ROME 220215



AMENDED PLAT 4 LOTS 6 AND 7, BLOCK 8, A SUBDIVISION PLAT OF THE MADISON ADDITION
LITTLELAND TO BLDG. ON SEP. 27, 1935, P.M.M., P. 2461.
TETON VIEW SURVEYING
2417 East 7th Road
PO Box 1000
P.O. BOX 1000

Drawn By: JMR Date: 11/11/2020



Application for Zoning Permit

| | | |
|--|--------------|--|
| Town of West Yellowstone 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758 | 406-646-7795 | Administrative Use Only Date: <u>9/24/20</u> Accepted by: <u>LJ</u> Fee: \$ <u>200</u> Cash/Check#: <u>2277</u> |
|--|--------------|--|

****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: McCray Investments, LLC
Mailing Address: P.O. Box 798
City/State/Zip: West Yellowstone, MT 59758 Phone: 406 640-1370
Email: mccrayme@hotmail.com

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]: 22 Hayden - 608 Alley at ALY

Street Address: _____ Subdivision: West Yellowstone original
Block: 22 Lot: 9 Lot Size and Dimensions: 0.344 Acres Square Feet (circle) 344
Attach Property Record Card Flat, S 34, T 13, R 05 E

4. USE AND OCCUPANCY:

What is the use of the building or property? (list all) Mixed use, Multi-family, Single Family, RV
Is this building or property mixed use? YES NO Business office, garage, Industrial Shop Storage
If more than one use, please describe: Residential RM, Business/office, industrial/garage
What is the occupant load? _____ Number of parking spots on site? 16
Number of buildings (Dwelling Units): 2 Buildings, 4 Dwelling units Number of Bedrooms (Sleeping Units): See floor Plan



October 21, 2020

Town of West Yellowstone
Attn: Dan Sabolsky, Town Manager
440 Yellowstone Ave.
West Yellowstone, MT 59758

RE: Capacity Review: McCray Investments, LLD.

Dear Mr. Sabolsky,

This letter summarizes findings from our review of the McCray Investments Zoning Application regarding four residential hook ups, 5 office spaces, one RV space and one private laundry to the sewer and water.

An apartment unit intended for long-term rental is modeled as a single-family home. It is estimated that a single-family home demands 225 gallons per day of domestic water consumption and wastewater discharge. It is also estimated that an RV unit uses 100 gallons per day. It is further estimated that space for 5 professional offices with a maximum occupancy of 20 persons is equivalent to one residential unit and a private laundry used for the Slippery Otter linens is equivalent to one half of a residential unit. Based on this the estimated water demand and wastewater discharge impact to the existing Town facilities is represented by 5 ½ residential units and one RV unit. It is also understood that the McCray Investments property already possesses and uses an equivalent of four residential units, therefore the increase to the Towns facilities is calculated utilizing 1 ½ residential units and one RV unit.

225 gallons per day for 1 ½ residential units equates to 338 gallons per day demand and one RV unit is 100 gallons per day demand, for a total demand of 438 gallons per day. with an estimated peak hour water demand of less than 1 1/2 gpm. Results are summarized as follows:

Water

The Town has sufficient capacity to provide the proposed increased volume demand and associated peak hour demand.

Wastewater

The Town has sufficient capacity to provide sewer service for the proposed connection.

Approval of the McCray Investments residential apartments, office space, RV unit and private laundry will reduce available sewer capacity from 14,100 gallons per day to 13,662 gallons per day.

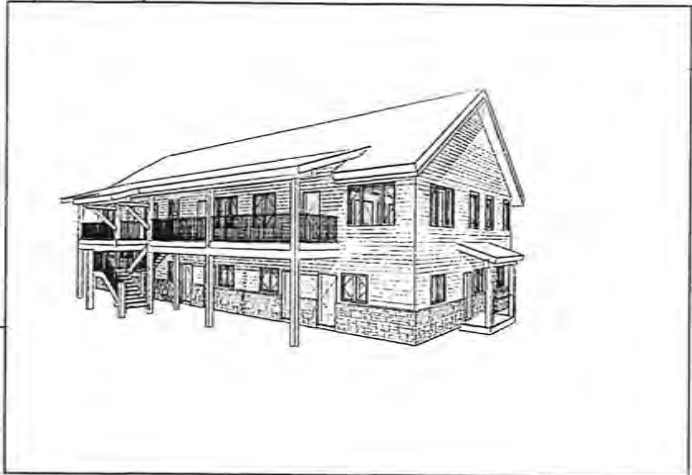
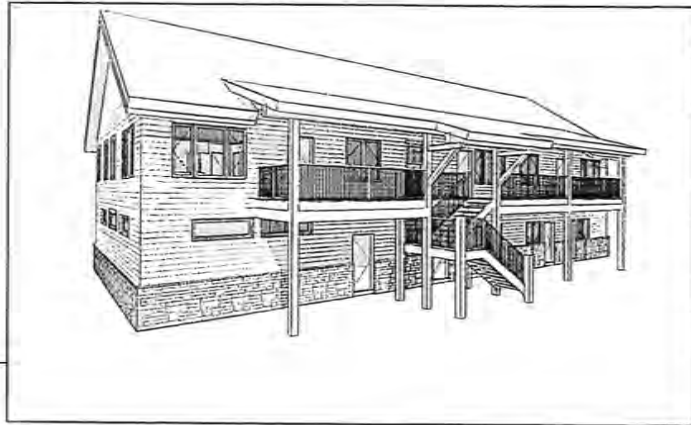
If you have any questions or concerns with these comments, please feel free to contact me at (208) 356-9201.

Respectfully,

A handwritten signature in blue ink, appearing to read "D. Noel".

Dave Noel, P.E.
Forsgren Associates, Inc.

Snapdragon



| SHEET INDEX | |
|-------------|-----------------------------|
| No. | Name |
| A-1 | COVER SHEET |
| A-2 | SURVEY |
| A-3 | SITE PLAN |
| A-4 | BASE LEVEL FLOOR PLAN |
| A-5 | UPPER LEVEL FLOOR PLAN |
| A-6 | ROOF PLAN |
| A-7 | BUILDING ELEVATIONS |
| A-8 | BUILDING SECTIONS |
| E-1 | BASE LEVEL ELECTRICAL PLAN |
| E-2 | UPPER LEVEL ELECTRICAL PLAN |

SJS ARCHITECTURE

480 CHOKECHERRY LANE
WEST YELLOWSTONE, MT 59758
PHONE 406-640-7505
SJSARCH@MAC.COM

Hayden Street
West Yellowstone, Montana 59758

DESIGN DEVELOPMENT

DATE OF ISSUE: 08.20.20

COVER SHEET

A-1



Snapdragon
Building Height: 32'-10"
10.20.20



1 East Elevation
SCALE: 1/4" = 1'-0"



2 South Elevation
SCALE: 1/4" = 1'-0"



SJS ARCHITECTURE
480 CHOCHEMERRY LANE
WEST YELLOWSTONE, MT 59075/08
PHONE 406-640-7503
SJSARCHITECT.COM

SNAPDRAGON
HAYDEN STREET
WEST YELLOWSTONE, MONTANA

REVISION DATE:

| | |
|---|--|
| ▲ | |
| • | |
| • | |
| • | |
| • | |

PROJECT NO.:
PROJECT:

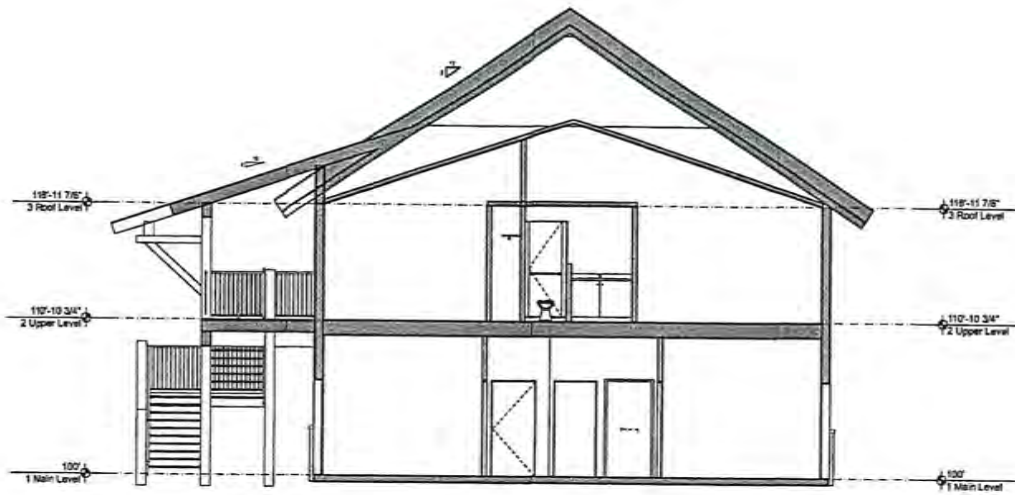
CAD DRAWING FILE:
SJS_ARCHITECTURE

DRAWN BY:
ARCHITECT/CHECKED BY:

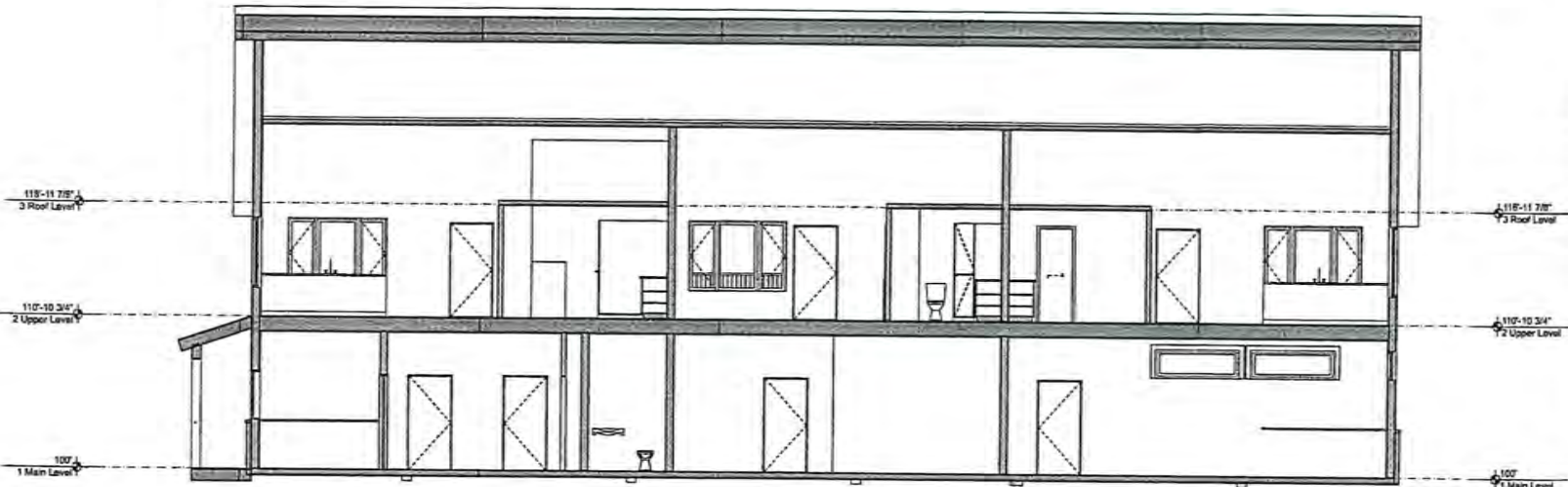
DATE OF ISSUE:
DESIGN DEVELOPMENT

BUILDING ELEVATIONS

A-8



(A) Section A
SCALE OF 1/8" = 1'-0"



(B) Section B
SCALE OF 1/8" = 1'-0"

SJS ARCHITECTURE
480 CHOKECHERRY LANE
WEST YELLOWSTONE, MT 59758
PHONE 406-640-7505
SJSARCHIT@MAC.COM

SNAPDRAGON
HAYDEN STREET
WEST YELLOWSTONE, MONTANA

REVISION DATE:

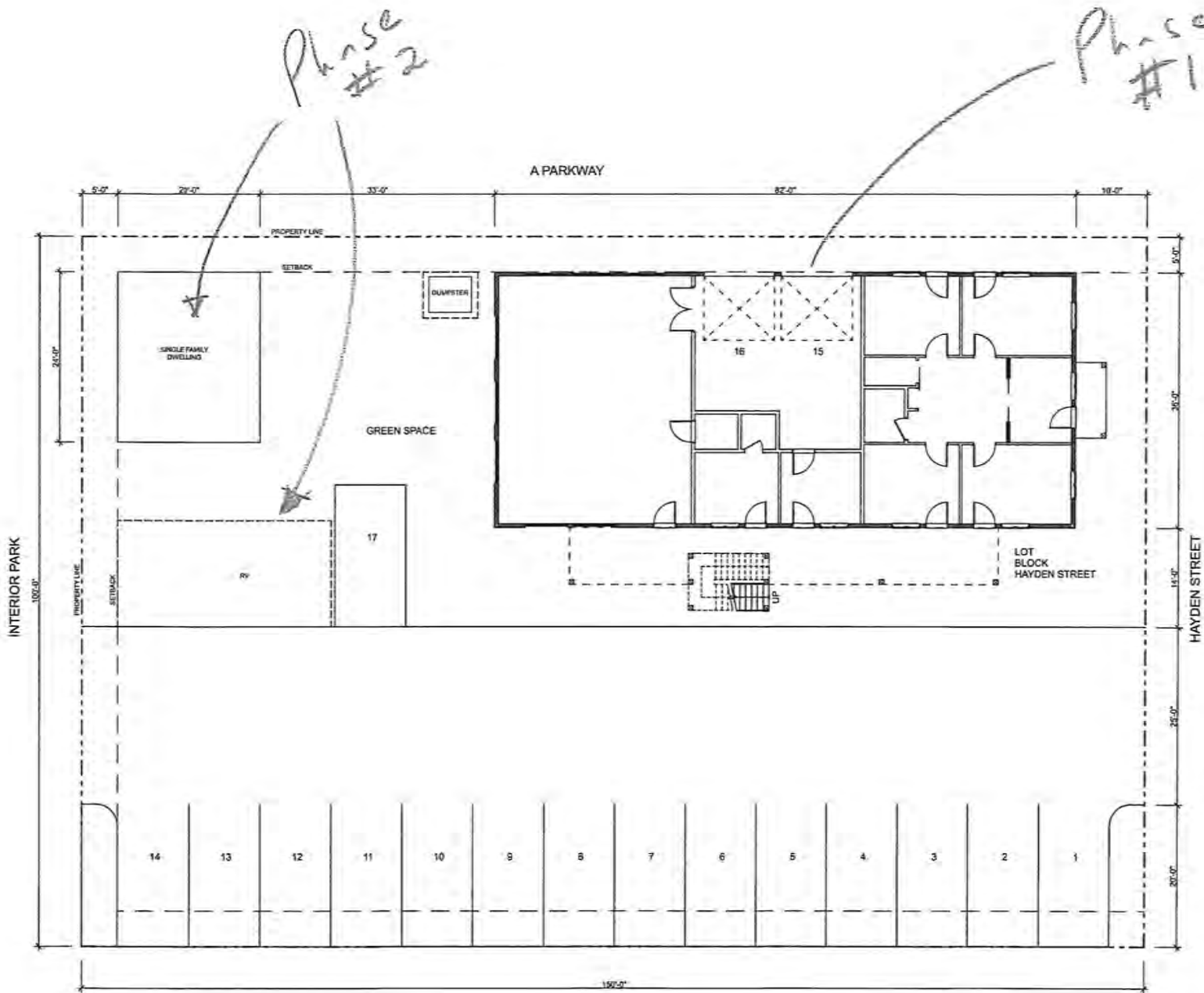
| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |

PROJECT NO. 11-000000
 CAD DRAWING FILE: 11-000000.dwg
 DRAWN BY: J.S.
 ARCHITECT/CHECKED BY: J.S.
 DATE OF ISSUE: 08.30.20
 DESIGN DEVELOPMENT

BUILDING SECTIONS

A-9

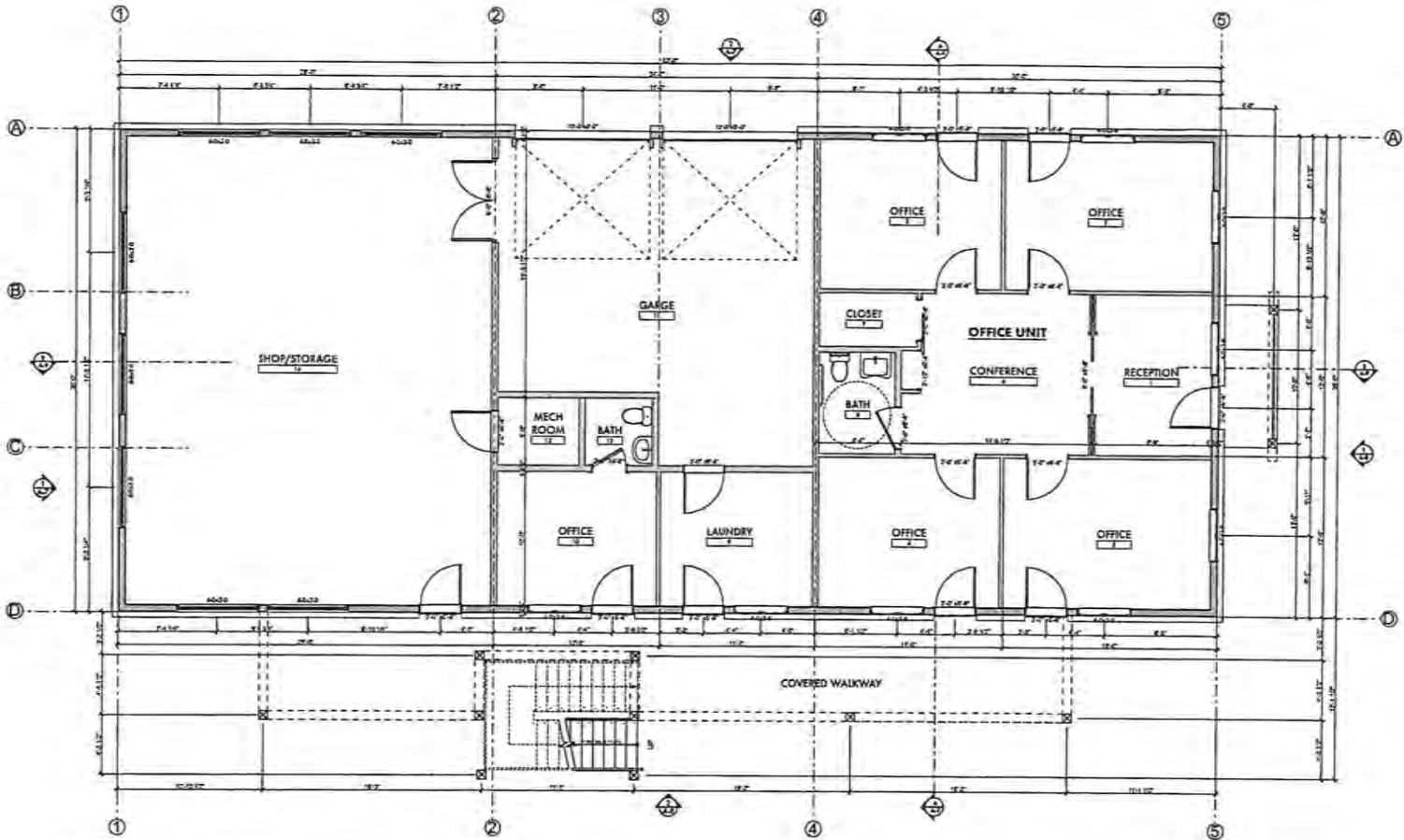
SNAPDRAGON ARCHITECTURE ARCHITECTURAL SECTIONS/SECTION A, AUGUST 31, 2020/04:54 PM



| PARKING CALCULATION | FACTOR | TOTAL |
|----------------------------|----------------------|-------|
| MULTI FAMILY/SINGLE FAMILY | 2 EACH X 4 | 8 |
| BUSINESS OFFICE | 4.5 X 1,042 SF/1,000 | 4.69 |
| KENNEDY'S OFFICE | 4.5 X 125 SF/1,000 | .56 |
| SHOP/STORAGE (INDUSTRIAL) | 1.5/EMPLOYEE | 1.5 |
| TOTAL PARKING REQUIRED | | 15 |

UNCLEAR WHAT RV FACTOR IS

PRELIMINARY
9.21.20



1 Main Level Floor Plan
SCALE 1/4" = 1'-0"

SJS ARCHITECTURE
480 CHOCHECHERRY LANE
WEST YELLOWSTONE, MT 59750
PHONE 406-640-7505
SJSARCH@MAC.COM

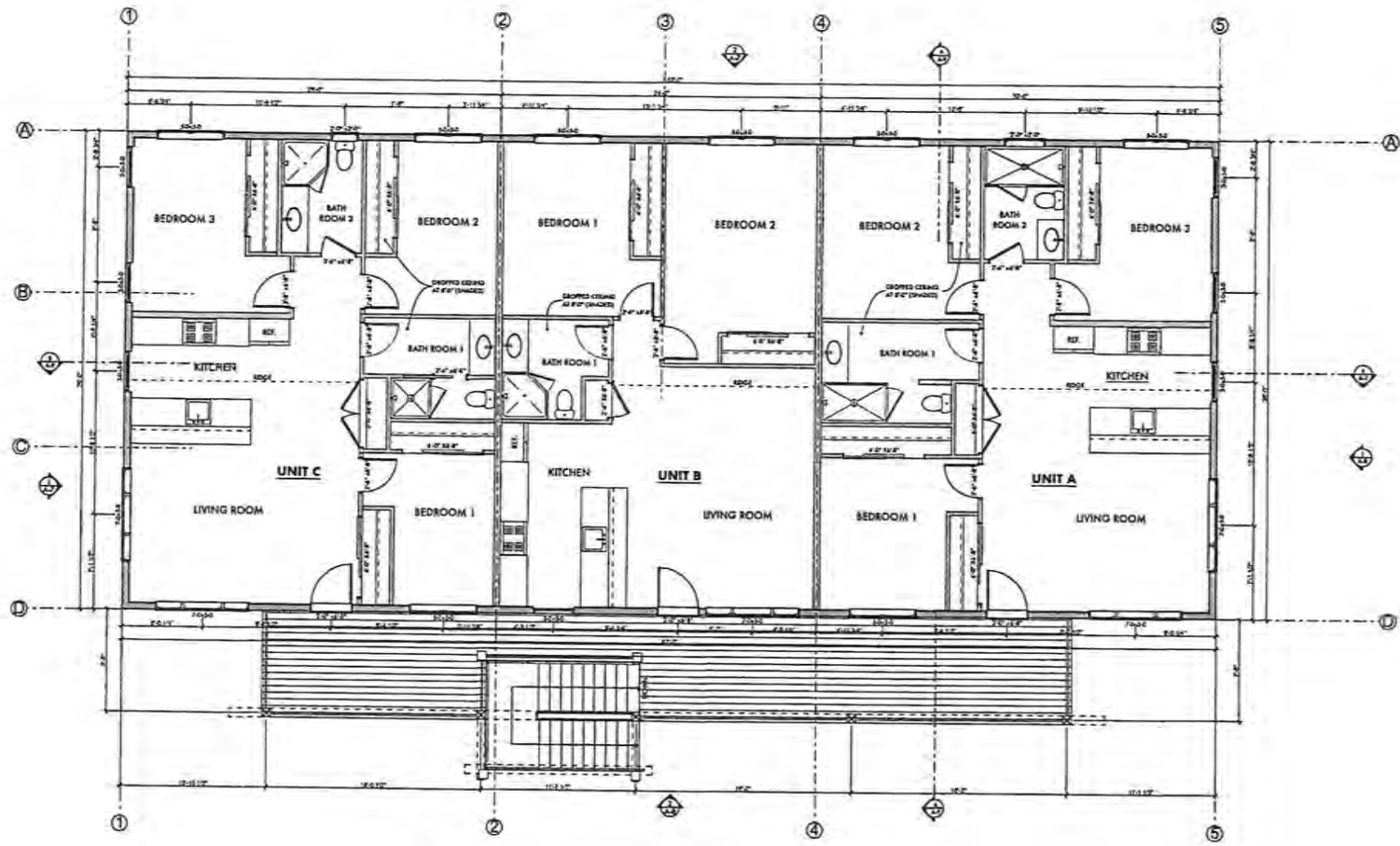
SNAPDRAGON
HAYDEN STREET
WEST YELLOWSTONE, MONTANA

REVISION DATE:
 *
 *
 *
 *
 *

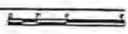
PROJECT NO:
 CAD DRAWING FILE:
 DRAWN BY:
 ARCHITECT/CHECKED BY:
 AN

DATE OF ISSUE:
 08.20.20
 DESIGN DEVELOPMENT
 MAIN LEVEL FLOOR
 PLAN
A-4

REGISTERED ARCHITECT DEVELOPMENT/MAIN LEVEL FLOOR PLAN/PROJECT NO. 11, 808844 P/N



1 Upper Level Floor Plan
SCALE: 1/8" = 1'-0"



SJS ARCHITECTURE
480 CHOCHEERRY LANE
WEST YELLOWSTONE, MT 59758
PHONE 406-640-7505
SJSARCH@MAC.COM

SNAPDRAGON
HAYDEN STREET
WEST YELLOWSTONE, MONTANA

| REVISION DATE: |
|----------------|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

PROJECT NO: 110001
PROJECT NAME: SNAPDRAGON
CAD DRAWING FILE: 110001.dwg
DRAWN BY: SJS
CHECKED BY: SJS

DATE OF ISSUE: 08.30.20
DRAWN DEVELOPMENT: SJS

UPPER LEVEL FLOOR PLAN
A-5

SNAPDRAGON DEVELOPMENT-UPPER LEVEL FLOOR PLAN/PRINT, AUGUST 31, 2009-14 PM

Town of West Yellowstone Business License Application

Business Name: The Ranch Apartments - CMRS Holdings LLC
 Applicant: Rod Sainsbury
 Contact Person: Sydney Delaney
 Mailing Address: PO box 1681 N. Yellowstone, MT 59758
 Physical Address of Business: 14 Gibbon Ave.
 Phone Number: 406-640-2867 Fax Number: N/A
 Email Address: Sydneyrs3@gmail Website: _____

Signature of Property Owner of Record: Sydney Delaney

Subdivision: Old Town
 Block: 14 Lot: 2

Zoning District, please mark one:

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

Change of use / additional short term rental

- New Business Transfer of Ownership
- Change of Location Name Change

- Is this business licensed by the State of Montana? Yes No
- Appropriate City/County/Health Dept approvals (if applicable) Yes No (please attach)
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)? Yes No

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

The Ranch has 7 apartments, 4 long term, 3 nightly. 3 night minimum. A & B sleep 2, C sleeps 4. Parking is available in the parking lot, aside building ~~to the street~~ parking for A & B & C

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

Sydney Delaney
 Signature of Applicant

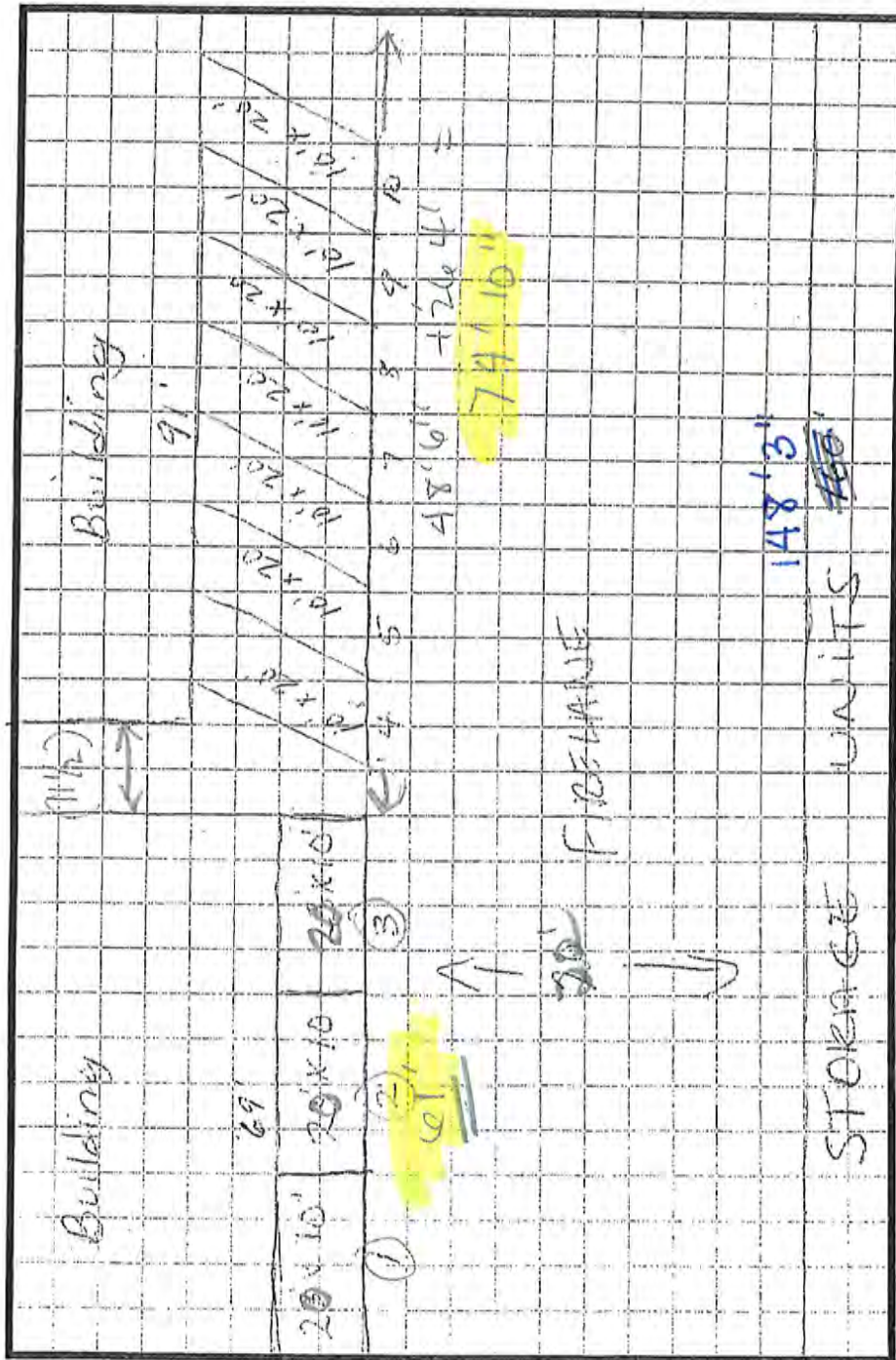
 Signature of Applicant
5-26-2020
 Date

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

Lisa Johnson
 Greg Johnson
 checked 12/11/2020

Site Plan

Business Name: CMRS Holdings
 Business Owner: Rod Sainsbury
 Business Street Address: 12 Gibbon Avenue
 Block: 14 Lot: 2 Subdivision: Old Town



Required:
 4 long term = 6
 3 nightly = 4
 10
 (apts = 1.5 ea
 nightly = 1.075 ea)
 Has 10

Scale: 1 inch = 20 feet
 Note: This grid represents a standard Town lot, 100 feet by 150 feet.

518-518-0610 - Deboney

Reduction in SFE'S

6/3/20



Application for Zoning Permit

| | | |
|--|--------------|--|
| Town of West Yellowstone 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758 | 406-646-7795 | Administrative Use Only 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 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: Rod Sainsbury
Mailing Address: PO Box 1681
City/State/Zip: W. Yellowstone, MT Phone: 640-2867
Email: Sydneyr53@gmail.com

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

Name: Sydney Sainsbury
Mailing Address: Box 1681
City/State/Zip: WY, MT 59758 Phone: 640-2867
Email: _____

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

Street Address: 12 Gibbon Ave Subdivision: Old Town
Block: 14 Lot: 2 Lot Size and Dimensions: _____ Acres/Square Feet (circle)

4. **USE AND OCCUPANCY:**

What is the use of the building or property? (list all) long term/short term *
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): _____

Apartments -

They are changing from 2⁻¹⁻ short term, 5 long term to 3 short term, 4 long term. Currently billed for 6 "SFE".



June 11, 2020

CMRS Holdings Rental
ATTN: Sydney Delaney
P.O. Box 1681
West Yellowstone, MT
59758

This document is **not a license**.
Please contact GCCHD to schedule
an inspection and formal

RE: Public Accommodation Plan Review of Tourist Home, CMRS Holdings Rental, located at 12 Gibbon Ave. Unit B, West Yellowstone, MT.

The Gallatin City-County Health Department (GCCHD) has reviewed the submitted public accommodation plans for the above referenced establishment. The plans appear to be in conformance with Title 37, Chapter 111, Subchapter 1, Administrative Rules of Montana and GCCHD Health Code Chapter 2, and are thus approved, with the following stipulations:

Additional reminders of requirements for Public Accommodations:

- Please reference ARM Title 37, Chapter 111, Subchapter 1 Rules for Public Accommodations, and review Sections specific to:
 - **37.111.107 (6)** Bathing facilities must be provided with anti-slip surfaces or mats.
 - **37.111.121 (7)** Handwashing sinks and bathing facilities must be provided with water at a temperature of at least 100°F and not more than 120°F;
 - **37.111.121 (2)** Clean laundry must be kept protected from contamination from soiled laundry and other sources by the following; **(c)** washing hands between touching soiled and clean laundry
 - **37.111.122 (15)** Glasses, pitchers, ice buckets, coffee pots, and other utensils used for food or drink provided for guests must be washed, rinsed, and sanitized or single-service items must be used.
 - Sanitizing solution must be approved for food contact surfaces (Chlorine at 100 ppm or Quaternary ammonia at 200 ppm)

The following action is required on your part:

- Please notify this office in order to schedule a pre-operational inspection and to complete licensure of your establishment with the Montana Department of Public Health and Human Services (MDPHHS).

In addition, regulations specific to the operation of a Public Accommodation, such as a tourist home, are referenced in the Administrative Rules of Montana (ARM's) Title 37, Chapter 110, Subchapter 1, and the Gallatin City-County (GCCHD) Health Code Chapter 2.

Notification of noncompliance from the building or fire authority may prevent a license from being issued by MDPHHS or validated by the local Health Officer.

Any deviations to the approved plans must be reapproved by GCCHD. Approval of these plans and specifications by GCCHD does not indicate compliance with any other federal, state, or local code, law or regulation that may be required. This approval does not constitute endorsement or acceptance of the completed establishment (structure or equipment).





Public Accommodation License Application

Montana Department of Public Health & Human Services
Food & Consumer Safety Section

Received \$40 (check #5663) as payment for MDPHHS 2020 state license fee

License Fees 1 – 10 rooms - \$40 11 – 25 rooms - \$80 26 or more rooms - \$160

**Make check payable to – Montana Department of Public Health & Human Services (MDPHHS)

Please Print

Licensee Name (Business Owner) CMRS Holdings, LLC

Establishment Name CMRS Holdings Rental

Establishment Location Address 12 Gibbon Avenue

City West Yellowstone Zip Code 59758 County Gallatin

Mailing Address (if different from above) (same) c/o Sydney Delaney & Rod Sainsbury

City _____ State _____ Zip Code _____

Establishment Telephone 406-640-2867 Owner/Corporate Telephone 406-640-2867

Establishment Fax _____ E-mail address sydneyrs3@gmail.com

I hereby certify that the information I have supplied above is true and correct.

Licensee Signature Sydney Delaney Date 6-19-2020

Regulatory authority must submit applications with fees to DPHHS/FCSS
DPHHS will not accept license applications directly from applicants

This section is to be completed and signed by the Regulatory Authority Only!

Type of Establishment (Check one or more – fee is determined by the total number of guest rooms available)

Hotel/Motel # of rooms _____ Bed & Breakfast # of rooms _____

Boarding House/Rooming House/Hostel # of rooms _____ Tourist Home / Vacation Home # of rooms 2

Water Supply

Public, PWSID # MT0003136

Private, Test Results Satisfactory? Yes No

Sewage Treatment

Public Town of WY (1964001)

Private, Permit # _____

Previously Licensed Yes No Former Name of Establishment _____

Previous License Number _____ Last Calendar Year Licensed _____

License Limitations and Restrictions _____

(The above statement will appear on the printed license identifying restriction with this license)

Signature of Regulatory Authority Cheryl Juergens
(Signature verifies compliance with applicable statutes and rules for this establishment)

Printed Name of Regulatory Authority Cheryl Juergens, PhD, RS Date 06-19-2020

Please do NOT staple check or money order to license application



CERTIFICATE OF OCCUPANCY

Facility Information

Occupant Name: The Ranch on Gibbon **Inspection Date:** 6/10/2020
Occupant Street Number: 12 **ISG:** R-1
Occupant Street Type: Avenue **City:** Town of West Yellowstone
Occupant Street Name: Gibbon **Postal Code:** 59758
Street Type: Street **State:** MT **Occupant Suite:** B
Street Name: Gibbon **Building:** Apartment
Street Number: 12 **Number:** B
Inspector: Jessop, James

Contact

First Name: Rod **Email:** rodsainsbury@aol.com
Last Name: Sainsbury **Cell Phone:** 406-640-2867
Work Phone:

Inspection Information

Inspection Type: Certificate Of Occupancy
Passed: Yes **Inspection Fee:** 25.00
Inspection Number: 200610042

Signatures

| Type | First Name | Last Name | Signature Date | Signature Graphic |
|------|------------|-----------|----------------|-------------------|
|------|------------|-----------|----------------|-------------------|

| | | | | |
|-----------|-------|--------|-----------|--|
| Inspector | James | Jessop | 6/10/2020 |  |
|-----------|-------|--------|-----------|--|

Inspection Notes

Everything looks good.

Location - ISG: Block-14, Lot-2

Occupant: The Ranch on Gibbon



CERTIFICATE OF OCCUPANCY

Facility Information

Occupant Name: The Ranch on Gibbon
Occupant Street Number: 12 **ISG:** R-4
Occupant Street Avenue Type: Avenue **City:** Town of West Yellowstone
Occupant Street Name: Gibbon **Postal Code:** 59758
Street Type: Street **State:** MT **Occupant Suite:** C
Street Name: Gibbon **Building Apartment Number:** C
Street Number: 12
Inspector: Jessop, James


Contact

First Name: Rod **Email:** rodsainsbury@aol.com
Last Name: Sainsbury **Cell Phone:** 406-640-2867
Work Phone:

Inspection Information

Inspection Type: Certificate Of Occupancy
Passed: Yes **Inspection Fee:** 0.00
Inspection Number: 200610043

Signatures

| Type | First Name | Last Name | Signature Date | Signature Graphic |
|-----------|------------|-----------|----------------|--|
| Inspector | James | Jessop | 6/10/2020 |  |

Inspection Notes

This apartment must be used as primarily permanent housing.
 Non-Transient use of 30 days or more, in order for the transient apartments in this building to comply with an occupancy load of 8 or less without proper fire separation or installation of a sprinkler system.



Application for Zoning Permit

| | | |
|--|--------------|--|
| Town of West Yellowstone 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758 | 406-646-7795 | Administrative Use Only Date: <u>7/2/15</u> Accepted by: <u>[Signature]</u> Fee: \$ <u>200.00</u> Cash/Check # <u>29499</u> |
|--|--------------|--|

****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: G W D C
 Mailing Address: 201 S canyon st
 City/State/Zip: West Yellowstone MT 59758 Phone: 406-646-7001
 Email: _____

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

Name: Lane McClure
 Mailing Address: 201 S canyon st
 City/State/Zip: WEST yellowstone MT 59758 Phone: 208-313-2715 cell
 Email: lane.m@gilzzy-discoveryctr.com

- 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) Gift Shop Salon / Future Housing for Seasonal Staff
 Is this building or property mixed use? YES NO

If more than one use, please describe: Gift Shop Salon

What is the occupant load? 6 Number of parking spots on site? 10

Number of buildings (Dwelling Units): _____ Number of Bedrooms (Sleeping Units): 3

THERE ARE NO APPLICABLE SETBACKS IN THE E-2 ZONING DISTRICT PER TOWN OF WEST YELLOWSTONE MUNICIPAL CODE SECTION 17.25.050 YARD REQUIREMENTS. "NO REQUIREMENTS FOR YARDS"

TOWN OF WEST YELLOWSTONE DRG MEETING 7/8/20.
172 SPACES REQUIRED PER JAMES PATTERSON
(202) 10' X 20' SPACES (including 6 handicapped)
(1) 11' X 20' VAN
(6) 12' X 39' RV SPACES
(12) 10' X 18' COMPACT



⤴ SITE

Subject: Buildings Use and SQ/FT Floor Areas.

- Gift Shop Total sq/ft = 8,045 Breakdown Retail = (public) 5,130. Tenant (salon) = 884. Proposed remodel = 884. Addition Administrative = 1,147
- Restaurant (tenant) Dining area only = 2,580 sq/ft
- Museum Total sq/ft = 6,480 Breakdown (Public) =5,976 of which exhibits account for 20% of this area. Administrative = 504.
- Naturalist Cabin (Public) = 1,045 sq/ft.
- Riparian Center (public) Main upper level = 4,320 of which aquarium exhibits account for 15% of this area. Lower level (public) = 1,742. Administrative = 2,016.

Lane B McClure
Project Manager
Grizzly&Wolf Discovery Center
Box 996/201 S. Canyon Street
West Yellowstone, Mt 59758
406-646-7001 Ext # 127
lanem@grizzlydiscoveryctr.com

$$26,228 \div 1000 = 26$$

$$26 \times 6.5 = \begin{array}{r} 169 \\ + 3 \text{ employee} \\ \hline 172 \text{ housing} \end{array}$$

202 spaces available, incl. handicap
= 172 total spaces required

December 29, 2020

Town of West Yellowstone
Attn: Dan Sabolsky, Town Manager
440 Yellowstone Ave.
West Yellowstone, MT 59758

RE: Capacity Review: GWDC

Dear Mr. Sabolsky,

This letter summarizes findings from our review of the GWDC Zoning Application regarding a commercial hook up for a gift shop and potential future housing to the sewer and water.

The application is vague and does not provide any information regarding the size of the gift shop or if the gift shop will provide public bathrooms but does indicated the future housing will be limited to three bedrooms. For this review it is estimated the gift shop will not provide public bathrooms and will employ fewer than 20 employees. It is estimated that commercial space with a maximum of 20 employees is equivalent to one residential unit. Additionally, three bedrooms intended for long-term rental is also modeled as a single-family home. It is estimated that a single-family home demands 225 gallons per day of domestic water consumption and wastewater discharge.

225 gallons per day for 2 residential units equates to 450 gallons per day demand with an estimated peak hour water demand of less than 1/2 gpm. Results are summarized as follows:

Water

The Town has sufficient capacity to provide the proposed increased volume demand and associated peak hour demand.

Wastewater

The Town has sufficient capacity to provide sewer service for the proposed connection.

Approval of the GWDC commercial and residential space will reduce available sewer capacity from 13,662 gallons per day to 13,212 gallons per day.

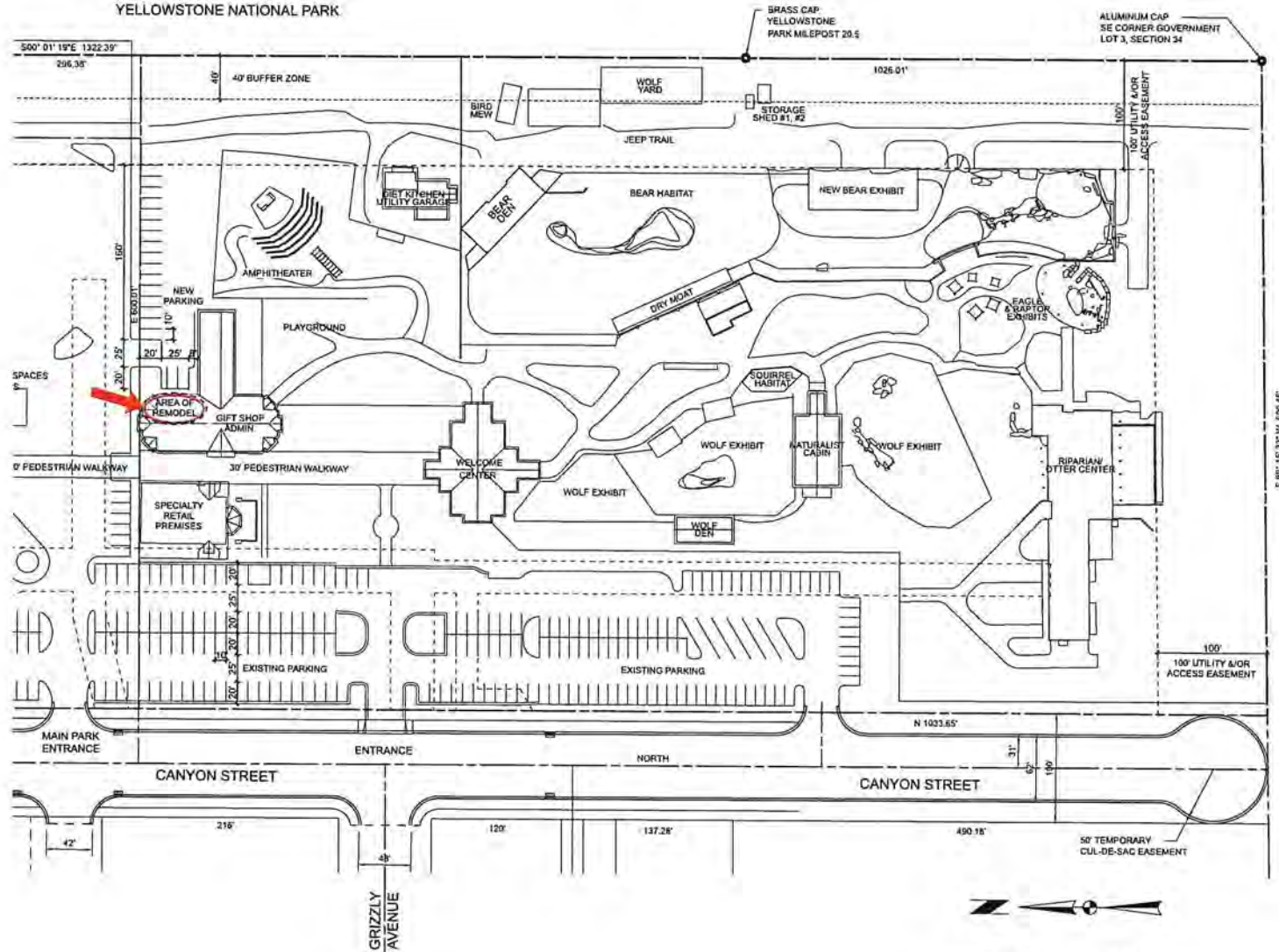
If you have any questions or concerns with these comments, please feel free to contact me at (208) 356-9201.

Respectfully,



Dave Noel, P.E.
Forsgren Associates, Inc.

YELLOWSTONE NATIONAL PARK



2 SITE PLAN 1:40
SCALE: 1" = 40'

SJS ARCHITECTURE
480 CHOCHEERRY LAKE
WEST YELLOWSTONE, MT 59758
PHONE: 406-848-7505
SJSARCHIT@GMAIL.COM

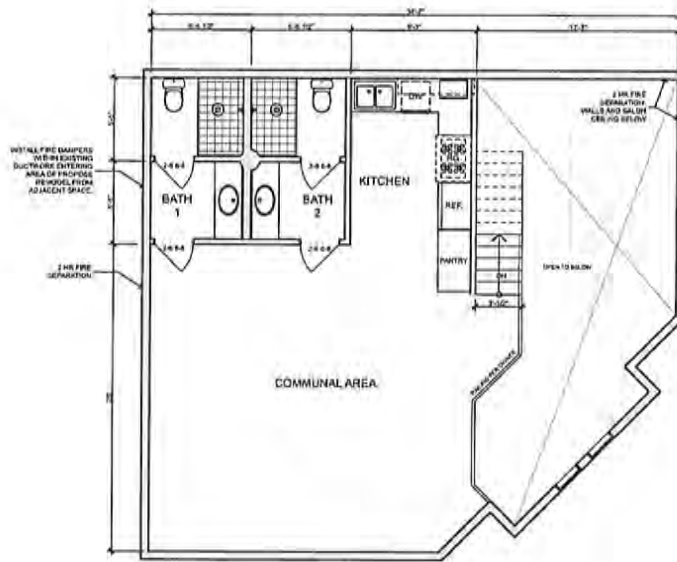
GRIZZLY & WOLF DISCOVERY CENTER
210 S. CANYON STREET
WEST YELLOWSTONE, MONTANA

CAD Drawings Prepared by: [Name]
Checked by: [Name]

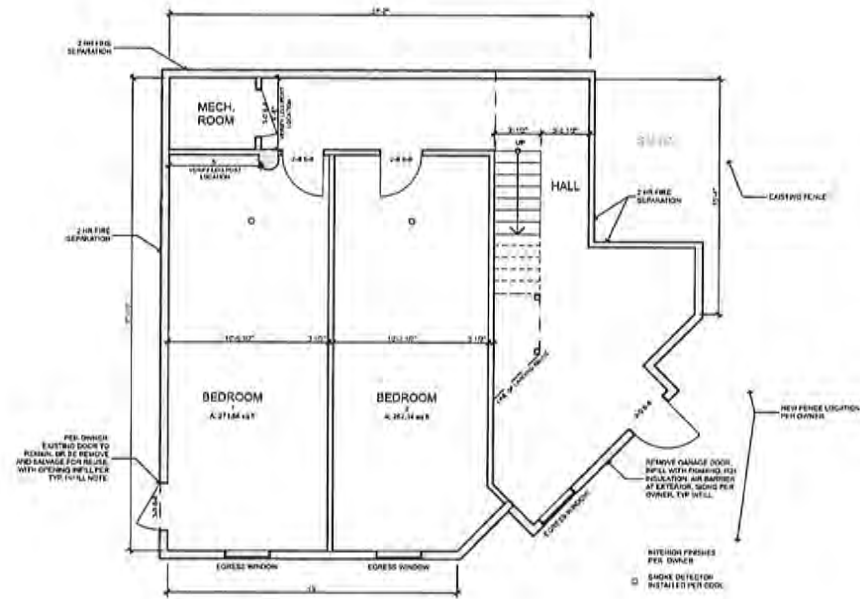
The information contained in this drawing is the property of SJS Architecture and is to be used only for the project and site identified herein. It is not to be used for any other project or site without the written consent of SJS Architecture. The drawings are prepared for the use of the client and are not to be used for any other purpose. The drawings are prepared for the use of the client and are not to be used for any other purpose. The drawings are prepared for the use of the client and are not to be used for any other purpose.

DATE OF REVISION: [Date]
BY: [Name]

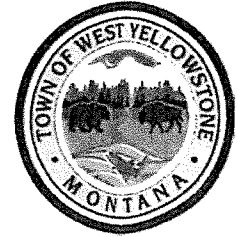
SITE PLAN
A1.1



2 UPPER LEVEL FLOOR PLAN
 SCALE: 1/4" = 1'-0"



1 MAIN LEVEL FLOOR PLAN
 SCALE: 1/4" = 1'-0"



Application for Zoning Permit

| | | |
|--|--------------|--|
| Town of West Yellowstone 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758 | 406-646-7795 | Administrative Use Only 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 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: K Quarter Circle LLC,
Mailing Address: c/o Kenny Whitman 10 McCollum Rd.
City/State/Zip: Whitehall, MT 59759 Phone: _____
Email: _____

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

Name: Jeff McBirnie
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: 321 Hayden Subdivision: Old Town
Block: 6 Lot: 2 Lot Size and Dimensions: _____ Acres/Square Feet (circle)

see attached - "odd" shaped

- 4. USE AND OCCUPANCY:**

What is the use of the building or property? (list all) residential rentals
Is this building or property mixed use? YES NO
If more than one use, please describe: _____

What is the occupant load? 12 Number of parking spots on site? 7

Number of buildings (Dwelling Units): 2 Number of Bedrooms (Sleeping Units): 6

+ 2 baths each

November 6, 2020

West Yellowstone Planning & Zoning Board

Members of the West Yellowstone Planning & Zoning Board:

I, Kenneth Whitman, as the sole proprietor of K Quarter Circle LLC, authorize Jeff McBirnie as my agent/representative to submit an application for zoning permit for your review.

The proposed application is to consider a 3 bed/2 bath single family mobile home 15'x76' at 321 Hayden Street, West Yellowstone, Montana

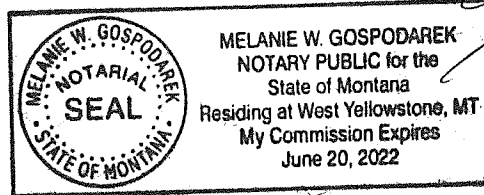
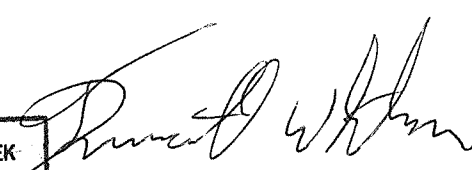
Thank you for your consideration in this matter.

Sincerely,



Kenneth Whitman

406-640-1360



personally appeared before me, Kenneth Whitman,
on 11/30/2020. Melanie Gospodarek
residing in West Yellowstone
County of Gallatin, MT
Melanie W. Gospodarek
my commission expires 6/20/2022

December 29, 2020

Town of West Yellowstone
Attn: Dan Sabolsky, Town Manager
440 Yellowstone Ave.
West Yellowstone, MT 59758

RE: Capacity Review: K Quarter Circle LLC, 321 Hayden, West Yellowstone.

Dear Mr. Sabolsky,

This letter summarizes findings from our review of the K Quarter Circle LLC. Zoning Application regarding the addition of a manufactured home hook up for residential housing. The existing property located at 321 Hayden, Old Town subdivision Block 6 Lot 2 utilizes a private well for water service and is proposing to use this service for the additional manufactured home. This application is for sewer connection only.

It is estimated that a single-family home demands 225 gallons per day of domestic wastewater discharge. I have used this value to assess the wastewater discharge impact to the existing Town facilities.

225 gallons per day for 1 single-family home equates to 225 gallons per day demand. Results are summarized as follows:

Water

No service requested.

Wastewater

The Town has sufficient capacity to provide sewer service for the proposed connection.

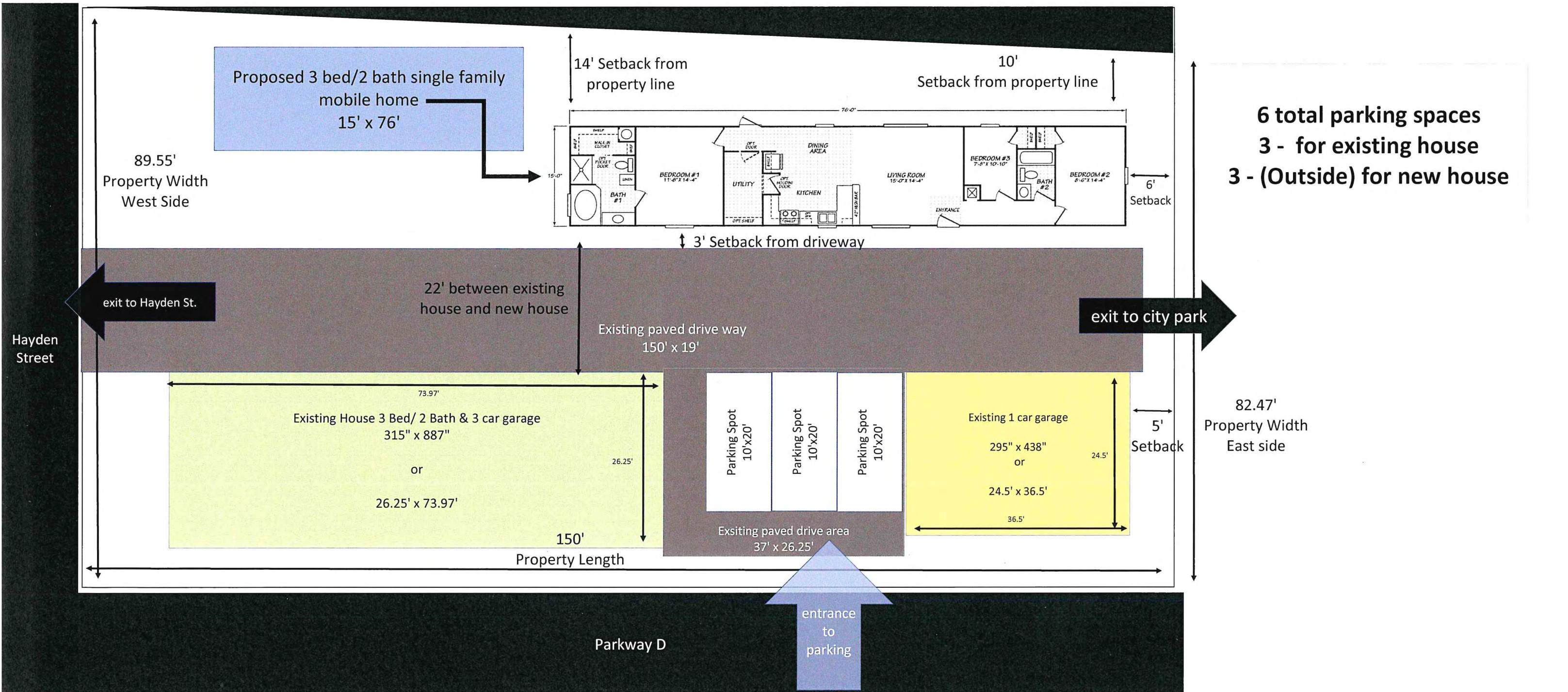
Approval of the K Quarter Circle LLC. residential manufactured home will reduce available sewer capacity from 13,212 gallons per day to 12,987 gallons per day.

If you have any questions or concerns with these comments, please feel free to contact me at (208) 356-9201.

Respectfully,



Dave Noel, P.E.
Forsgren Associates, Inc.



6 total parking spaces
3 - for existing house
3 - (Outside) for new house



HEBGEN BASIN RURAL FIRE DISTRICT

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

06/16/2020

RE: Fire Access & Suppression

To Those Concerned:

This letters intent is to provide guidance and potential vision for fire department access and fire suppression enhancements for the GWDC.

I have attached a copy of an aerial plan. This plan displays what we deemed as the most practical locations for access roads and new hydrant placement.

All sides of any commercial structure must be able to be reached with 150 ft of fire hose from where the fire engine is located. Additionally, fire hydrants are required to be within 250 ft from any point on an access road. Access roads must be a minimum of 20 ft wide for engine access, and 26 ft wide for ladder truck access, they must also have a 28 ft radius on corners. See 2012 International Fire Code, Appendix D.

After looking at the existing gates and current access, we feel that the layout we provided we satisfy fire code and if maintained properly it will provide the GWDC with valuable infrastructure for emergency needs.

Please contact us if you have any questions on layout, or if you have any other ideas that may work better, and satisfy fire code.

Thank You.

James Jessop
HBFD Asst. Chief
406-646-9094
jjessop@hbrfd.com



Subdivision Pre-Application Request

| | | |
|---|--------------|--|
| Town of West Yellowstone 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758 | 406-646-7795 | Administrative Use Only Date: <u>11-10-20</u> Accepted by: <u>AK</u> Fee: \$ <u>350.00</u> Cash/Check#: <u>6757</u> |
|---|--------------|--|

Submit this application and all required information to the Town Offices
 Fees shall be paid according to the current fee schedule

OWNER(S) OF RECORD

Name: Clyde & Linda Seely Family Limited Partnership
 Mailing Address: P.O. Box 1590
 City/State/Zip: West Yellowstone MT 59758 Phone: 406-640-1700
 Email: clyde@threebearlodge.com

APPLICANT (person(s) authorized to represent the owner(s) of record and to whom copies of all correspondence are to be sent)

Name: Clyde Seely
 Mailing Address: _____ City/State/Zip: _____
 Phone: _____ Above
 Email: _____

AGENT/REPRESENTATIVE (list of all agents to whom copies of all correspondence are to be sent)

Name: Merrick Young
 Mailing Address: _____
 City/State/Zip: West Yellowstone MT 59758 Phone: 406-640-1704
 Email: Merrick_Young@photos.com

LEGAL DESCRIPTION OF PROPERTY

Street Address: 304 Parkway C Section 34 Township 13 Range 5 East P.M.M.
 Subdivision/Survey: 06 Lot/Tract 8 Block 11
 Assessor's Number or Geocode: 06-0062-34-2-21-01 Lot Size: _____ Acres/Sq Ft.

PROPOSAL

Description: Subdivide Block 11
 Number of Lots or Units 2
 Check if any of the following apply: _____ Condominiums of Townhouses _____ RV/Mobile Home Park
 Uses: _____ Single-family _____ Townhouse _____ Duplex _____ Multifamily _____ Commercial _____ Industrial

6. ATTACHMENTS: Please attach the following when applicable to the subdivision:

____ Vicinity map showing site location *See Teton View Survey map.*

____ Sketch map or drawing showing:

- Approximate boundaries of the existing tract of record proposed for subdivision
- Proposed lot boundaries
- General description of terrain and vegetation
- Natural features including water bodies, wetlands and slopes
- Existing structures and improvements pertinent to the proposed subdivision
- Existing utility lines and facilities serving the area to be subdivided
- Existing easements and rights-of-way
- Proposed parks, open space, and conservation easements related to the proposed subdivision

____ Provide information on:

- Existing covenants, deed restrictions and conservation easements
- Documentation on the current status of the site, including:
 - Ownership information, such as a deed and any buy-sell agreements or similar contracts
 - A copy of the effective certificate of survey or subdivision plat(s) pertaining to the subject parcel
 - Water rights
 - Any special improvement districts
- Proposed public improvements, private improvements, utility lines, easements and rights-of-way proposed to serve the subdivision
- Proposed parks, open space, and conservation easements related to the proposed subdivision

I hereby certify that the information submitted herein and 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 prior to the pre-application meeting.

[Handwritten Signature]

Applicant Signature

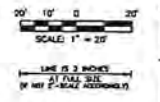
11/9/20

Date

Owner(s) Signature (at least one owner must sign)

Date

CERTIFICATE OF SURVEY NO. _____
 AMENDED PLAT
 LOT 8, BLOCK 11 OF THE TOWNSITE OF
 WEST YELLOWSTONE
 LOCATED IN THE NW 1/4 OF SECTION 34, TOWNSHIP 13 SOUTH,
 RANGE 5 EAST, P.M.M., GALLATIN COUNTY, MONTANA



CERTIFICATE OF CONSENT

WE, THE UNDERSIGNED PROPERTY OWNERS, DO HEREBY CERTIFY THAT WE HAVE CAUSED TO BE SURVEYED AND PLATTED WITH LOTS, AND BLOCKS, AS SHOWN BY THIS PLAT HEREBY INCLOSURE, THE FOLLOWING DESCRIBED TRACT OF LAND, TO WIT:

LEGAL DESCRIPTION

SITUATED IN THE STATE OF MONTANA, COUNTY OF GALLATIN, BEING ALL OF LOT 8, BLOCK 11, OF THE TOWNSITE OF WEST YELLOWSTONE, IN SW 1/4 OF SECTION 34, TOWNSHIP 13 SOUTH, RANGE 5 EAST, P.M.M.

SAID LOT CONTAINS 0.34 ACRES OF LAND, MORE OR LESS.

THE ABOVE DESCRIPTION WAS PREPARED BY JEFFREY M. ROME, P.L.S. 2019 IN OCTOBER 2020, AND IS SUBJECT TO EASEMENTS AND RIGHTS-OF-WAY OF RECORD.

THE ABOVE DESCRIBED TRACT OF LAND IS TO BE SHOWN AND DEMONSTRATED AS "AMENDED PLAT OF LOT 8, BLOCK 11, A SUBDIVISION PLAT OF THE TOWNSITE OF WEST YELLOWSTONE, TOWN OF WEST YELLOWSTONE, GALLATIN COUNTY, MONTANA."

DATED THIS _____ DAY OF _____, 20____.

IN WITNESS WHEREOF, I HEREBY SUBSCRIBE MY NAME:

THE CLYDE & LINDA SEELY FAMILY LIMITED PARTNERSHIP

BY: _____

STATE OF _____

COUNTY OF _____

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED, CLYDE S. SEELY, AND LINDA C. SEELY MEMBERS OF THE CLYDE & LINDA SEELY FAMILY LIMITED PARTNERSHIP KNOWN TO ME TO BE THE SAME PERSON WHO IS DESCRIBED IN THE ABOVE INSTRUMENT, WHO EXECUTED THE SAME, AND ACKNOWLEDGED THAT THEY EXECUTED THE SAME.

NOTARY PUBLIC

RESIDING AT _____

BY COMMISSION EXPIRES _____

CERTIFICATE OF EXCLUSION FROM MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY REVIEW
 THE AMENDED PLAT OF LOTS 15 AND 16, BLOCK 26, A SUBDIVISION PLAT OF THE TOWNSHIP OF GALLATIN COUNTY, MONTANA, IS WITHIN THE TOWN OF WEST YELLOWSTONE AND WITHIN THE PLANNED AREA OF THE TOWN OF WEST YELLOWSTONE ORDINANCE POLICY WHICH HAS ADOPTED PARAGRAPHS 78-3-101 ET. SECT. 8-2.1, AND CAN BE PROVIDED WITH ADEQUATE WATER DRAINAGE AND NECESSARY MANHOLE FACILITIES, THEREFORE, UNDER THE PROVISIONS OF SECTION 78-3-103(2)(A), THE SUBDIVISION IS EXCLUDED FROM THE REQUIREMENT FOR MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY REVIEW.

78-3-103 (2) (A) ADOPTION OF PARCELS OR LOTS WHICH CONSTITUTE A SURVEY OR SUBDIVISION PLAT SHALL BE THE RESPONSIBILITY OF THE ORIGINAL PARCELS OWNER. THE ESTABLISHMENT AND THE MAINTENANCE OF A LARGE ADEQUATE PARKING ARE ESTABLISHED, A RESTRICTION OR REQUIREMENT ON THE ORIGINAL PLATTED LOT OR ORIGINAL UNPLATTED PARCELS CONTIGUOUS TO SAID LOT SHALL BE 78-3-101 (1) (2) PARCELS LOCATED WITHIN ADDITIONAL AREAS THAT HAVE ADOPTED ORDINANCE POLICIES PERTINENT TO ZONING FOR A USE WITHIN PART-CITIES OR SECOND-CLASS MUNICIPALITIES FOR WHICH THE GOVERNING BODY CONSIDERS PARAGRAPHS 78-3-101 THAT ADEQUATE STORM WATER DRAINAGE AND NECESSARY MANHOLE FACILITIES WILL BE PROVIDED.

MAJOR - TOWN OF WEST YELLOWSTONE _____ DATE _____

CLERK - TOWN OF WEST YELLOWSTONE _____ DATE _____

CERTIFICATE OF FINAL PLAT

BEFORE ME, THE TOWN OF WEST YELLOWSTONE, MONTANA, DOES HEREBY CERTIFY THAT THIS AMENDED PLAT HAS BEEN EXAMINED AND FOUND TO BE IN ACCORDANCE WITH THE ORDINANCE POLICY, AND HEREBY ACCEPTS THE DEDICATION TO PUBLIC USE OF ANY AND ALL LAND SHOWN ON THIS PLAT AS BEING DEDICATED TO SUCH USE.

MAJOR - TOWN OF WEST YELLOWSTONE _____ DATE _____

CLERK - TOWN OF WEST YELLOWSTONE _____ DATE _____

CERTIFICATE OF COUNTY FILE NUMBER

I, _____ RECORDER OF GALLATIN COUNTY, MONTANA, DO HEREBY CERTIFY THAT THE ACCOMPANYING PLAT OF CERTIFICATE OF SURVEY HAS BEEN DULY EXAMINED AND THAT ALL NECESSARY TAXES AND SPECIAL ASSESSMENTS ASSIGNED AND LIEVED ON THE LAND TO BE SURVEYED HAVE BEEN PAID.

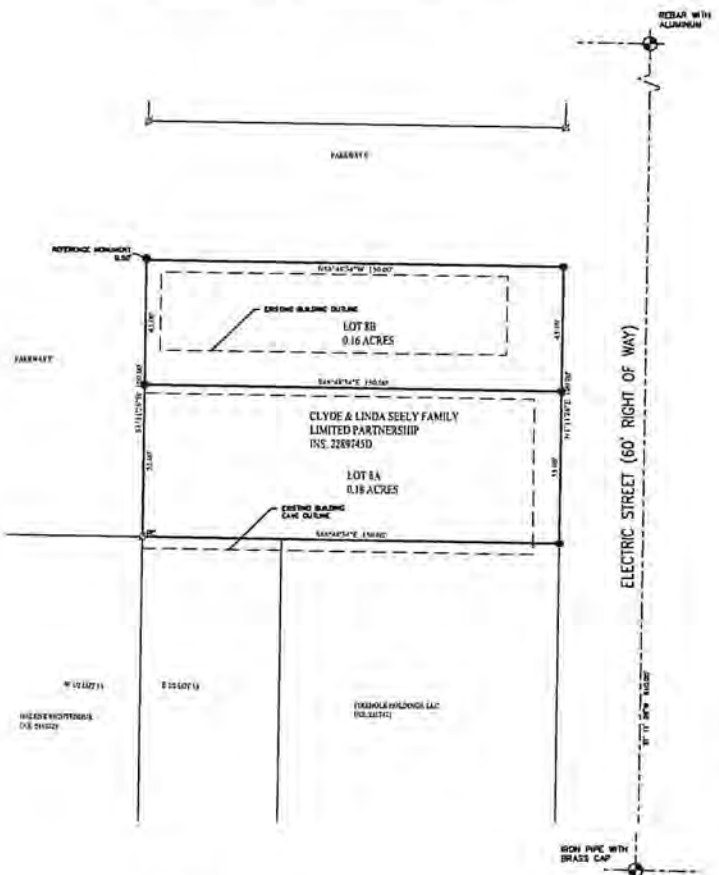
RECORDER OF GALLATIN COUNTY _____ DATE _____

CERTIFICATE OF CLERK AND RECORDER

I, THE CLERK AND RECORDER OF GALLATIN COUNTY, MONTANA, HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT HAS BEEN FILED IN MY OFFICE AS AMENDED PLAT NO. _____ ON THE _____ DAY OF _____, 20____, AND RECORDS AS AMENDED PLAT NO. _____ RECORDS OF THE CLERK AND RECORDER OF GALLATIN COUNTY, MONTANA.

INSTRUMENT NUMBER _____

CLERK & RECORDER OF GALLATIN COUNTY _____



NOTES:
 BEARINGS ARE BASED ON MONTANA STATE PLAINS COORDINATE GRID NORTH;
 THIS AMENDED PLAT IS CREATING TWO LOTS OUT OF ONE LOT, LOT 8A AND 8B.
REFERENCE MATERIAL:
 STATE OF MONTANA RIGHT OF WAY PLAN OF STATE PROJECT NO. F 12-1(23)
 TOWN OF WEST YELLOWSTONE PLAT
 AMENDED PLAT B-17411 INT. 2626472 (RIGHT-OF-WAY) HELENE

SURVEYOR'S CERTIFICATE
 I, THE UNDERSIGNED, JEFFREY M. ROME, A REGISTERED LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE PERFORMED THIS SURVEY SHOWN ON THE ATTACHED AMENDED PLAT OF LOT 8, BLOCK 11, OF THE ORIGINAL TOWNSITE OF WEST YELLOWSTONE AND PLATTED THE SAME AS SHOWN ON THE ACCOMPANYING PLAT AND AS DESCRIBED IN ACCORDANCE WITH THE PROVISIONS OF THE MONTANA SUBDIVISION AND PLATTING ACT, SECTION 78-3-101 THROUGH 78-3-103, M.C.A. AND THE TOWN OF WEST YELLOWSTONE SUBDIVISION REGULATIONS. THIS AMENDED PLAT WAS MADE IN OCTOBER 2020. THAT SAID AMENDED PLAT IS TRUE AND COMPLETE AS SHOWN AND THAT THE MONUMENTS FOUND AND SET ARE OF THE CHARACTER AND OCCUPY THE POSITIONS SHOWN THEREON.
 DATE THIS _____ DAY OF OCTOBER, 2020

JEFFREY M. ROME (20215)



- LEGEND**
- ⊙ 1/2" IRON PIPE SET
 - ⊙ CENTERLINE CONTROL
 - ⊙ 3/4" IRON PIPE CAP SET PLUS 20215
 - ⊙ IRON PIPE CAP FOUND
 - ⊙ 1/2" IRON PIPE CAP FOUND
 - ⊙ IRON PALLETT/BOX CAP FOUND
 - ⊙ RIGHT OF WAY
 - PROPERTY LINE

LOT 8, BLOCK 11, PLAT OF THE TOWNSITE OF WEST YELLOWSTONE.
 UPPER MOUNTAIN TRAIL, MT. PALM
 Teton View Surveying
 315 E. 10th Street
 St. Anthony, MT 59401
 P. 406-214-4477

Drawn By: JMR Date: 10/15/2020 Sheet No.: 101 of 101