

Town of West Yellowstone

Tuesday, September 5, 2023

West Yellowstone Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be conducted in person and virtually using ZOOM, connect at zoom.us or through the Zoom Cloud Meetings mobile app.

Meeting ID: 893 834 1297.

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- **Public Comment**
Dr. Debra Fountain, School Superintendent
- **Council Comments**

Treasurer's & Securities Reports

Purchase Orders: #6589 to Mountain West Precast, pre-fab restroom at tennis courts, \$71,236.00
#6604 to Sprinter Heating & Hydronics, insulation for roof at Town Hall, \$71,200.00

Claims

Business License Applications:

Consent Agenda

Minutes: **August 22, 2023 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

ACTION ITEMS

Marketing and Promotions Fund, Big Event Proposal	Discussion/Action
Resolution No. 796, Lift Open Container Ordinance at Casting Pond Fly casting event, September 10, 2023, 5 PM-10 PM	Discussion/Action
Site Plan, 321 Hayden, 2-story storage/residential	Discussion/Action
Site Plan, 17 Madison Avenue, drive-through	Discussion/Action
Correspondence/FYI/Meeting Reminder	



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 Town 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 prior to regular Tuesday meetings 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 (406) 646-7795 or eroos@townofwestyellowstone.com.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.



P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

1000 - 411250 -

920
930 kt

Date 8-03-23

Ship Via

Order No. 006604

Department PUBLIC WORKS

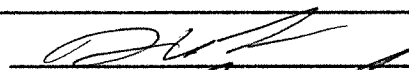
TO: SPRINTER HEATING & HYDRONICS

ADDRESS:

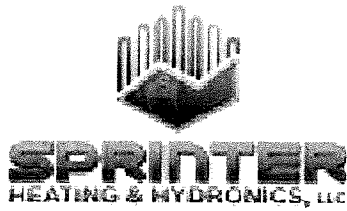
PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	spray closed cell insulation to help seal up town hall.

Estimated Cost \$ 71,200.⁰⁰

Authorized By 

Requested By: 



P. O. Box 810
Rigby, ID 83442

Estimate

Date	Estimate #
7/14/2023	51543

Name / Address
Town of West Yellowstone Jon Simms

Project
Lid Sealing

Description	Total
<p>Estimate to install 4 inches of foam to the lid of the town hall building includes; 4 inches of foam to the full lid and the air intake ducting down to the mechanical rooms, sealing the ends of the gables and air sealing the lid, labor to install</p> <p>*Sealing the roof area of the building will make the attic part of the building envelope and keep the heat from all the duct inside the envelope without heating the roof area and melting the snow and creating ice dams. The current ventilation system will still need to be operational to help regulate the attic temperature. 4 inches of foam has an R-value of 28</p> <p>**If there was 7 inches with an R-value of 49 to 50 that would seal the building even more and not rely on the current attic insulation as well. Either option will make a difference in building performance and help prevent the ice damming keeping the heat in the building and not bleeding over to the roof. The cost to foam 7 inches on the under roof area would be \$89,000</p>	71,200.00
<p>Thank You for the opportunity to bid this project, we look forward to working with you!</p>	<p>Total \$71,200.00</p>

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE
MONTANA

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

info@townofwestyellowstone.com

PURCHASE ORDER 4000-460430-920 KT

Date 8-24-23

Ship Via

Order No. 006589

Department PUBLIC WORKS

TO: Mountain West Precast

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Restrooms @ Tennis Courts

Authorized By

Requested By:

Estimated Cost \$ 71,236.⁰⁰

VENDOR COPY - White OFFICE COPY - Canary



1047 W 600 N, Suite B-1
Brigham City, Utah 84302
Phone (435) 730-1215
Fax (801) 732-9200
Bid prepared by: Darin Smith

Bid Date: 8/11/2023
Contact Person: Franklin
Address:

Bid #:
Telephone: 208-906-4205
Email: fcaseres@forgren.com

Project: West Yellowstone Conrad Unisex Flush

We wish to bid on the above project:

Item	Quantity	Unit	Description	Unit Price	Total
1	1	Bldg.	Conrad Flush Restroom	\$63,836	\$63,836
				Subtotal	\$63,836
			TAX	0.00%	\$0
	1	Ea.	Delivery to West Yellowstone	\$2,500	\$2,500
	1	Ea.	Crane For Setting Buildings	\$4,900	\$4,900
				TOTAL	\$71,236

Inclusions

- Submittals, shop drawings and engineering included.
- Engineering stamped by a licensed P.E.
- Building complete with walls, floor and roof, all precast concrete. Floor extent is the building footprint (No additional footage).
- Building Dimension 10'-8"x11'-1"x9'-8"(Total Height).
- 3" Walls, 4.5" floor, 4" roof
- 3'-0" x 6'-8" Opening Single Door with latch and deadbolt, door holder, threshold, door sweep/seal, weather strip.
- (1) 2'-8"x6'-8" Opening Single Door with latch and deadbolt, door holder, threshold, door sweep/seal, weather strip.
- (2) 10"x10" Aluminum Wall Louvers
- Electric Package (includes 4' LED light fixture, switch, 1 LED exterior light photocell controlled, 100-amp breaker panel, louvered exhaust fan and intake with hood, GFI)
- Block outs for any penetrations or anchoring included
- Area for building is to be at finished grade.
- 5,000 psi concrete and grade 60 non-epoxy reinforcement

- The exterior walls and roof have a **Barnboard Walls and Cedar Shake Roof**, unless another Option is selected (Upgrades below are dependent on the size of building. See Standards below)
 - Barnboard Walls
 - Rock Walls
 - Metal Walls
 - Shiplap Walls
 - CMU Walls
 - Cedar Shake Roof
 - Standing Seam Metal Roof
 - Wainscot, Desired Finish: Natural Stone
- Doors frames are cast into the walls. Doors and frames are painted steel with stainless steel hardware. Door color to be determined.
- Building finish to be standard finish unless stated in options.
- For Onsite Installation, access required for semi tractor and 48' trailer and a 200-ton mobile crane. Crane must be able to be positioned within 20' of Final Building Placement.
- Mountain West Precast is a NPCA Certified plant. Outside testing by others, if required.
- This is a multi-page proposal, our terms are a part of this proposal and cannot be severed.
- If Performance and Payment Bond is required, cost to be paid by the Customer. Bond Rate is 2.5%
- Crane and delivery scheduling requires a 10-Business day lead time.
- There is one mobilization included in this proposal.
- Costs are incurred after the Easi Set purchase has been awarded (such as drafting, submittal and production drawings, engineering).

Exclusions

- Mechanical, Plumbing, and Electrical drawings excluded.
- All pumping systems excluded.
- Barricades, flagmen, traffic control, if required, site preparation and compaction, site grading or setting lines and grades, site plans drawings, site utilities permits.
- Site repair, and re-grading from delivery.
- Site preparation
- **Building Permit**
- Final Utility Connection
- Final Grouting of floor drains/floor block-outs
- Epoxy floor coating (Epoxy paint to be provided upon delivery of building.)
- Taxes

Anticipated Schedule:

- Submittal Drawings will be delivered for approval by Owner within 30 calendar days of receipt and acceptance of purchase order. Owner has 5 business days to return Submittal.
- Any resubmittal will be returned to Owner with corrections within 10 calendar days.
- Building will be procured and manufactured for delivery to project site 120 calendar days from complete approval of submittals and a notice to proceed.
- If required, all warranty and As-build documentation will be delivered to Owner within four weeks of completion of the building.

Proposal: Proposal is valid for 30 days, based on Date shown above. By accepting this proposal and/or awarding a contract to Mountain West Precast, you agree that this proposal document will be a part of your formal contract whether or not such contract so provides or contains an integration clause.

Geotechnical Report: Owner to provide a site soils report prior to design or indicate agreement to direct us to use US Geological Standard Survey Map information with a soil bearing pressure of 1500 psi. www.usgs.gov/
Changes in the foundation requirements not previously known or available at time of bid will result in a change order.

Terms: Net 30 for product produced and stored in the Mountain West Precast yard. Payments on billing are to be current before delivery commences. No Retention. In the event that it becomes necessary to enforce the provisions of this agreement or to obtain redress for the breach or violation of any of its provisions, Mountain West Precast shall be entitled to recover from the other party all costs and expenses associated with such proceedings, including reasonable attorney's fees and interest.

Service Charge: Service Charge of 1.5% monthly will be assessed on all past due accounts.

Scheduling of delivery: Mountain West Precast may send a shipping confirmation for acceptance by the owner to be signed and returned three days prior to delivery. The shipping confirmation indicates that the site is prepared and compacted for acceptance of the building and that the crane and truck and trailer have proper and safe access to the site for unloading and setting the building.

Delivery Standby Time: One installation set up is included in this proposal. Should Mountain West Precast be delayed because of corrections needed due to misplaced utilities, improper site preparation, site obstructions, or extra work not in our scope, the crew will be charged at \$700. per hour. The crane will be charged at \$600 per hour and trucking standby is charged at \$175. per hour per truck.

Delivery and Crane Charges: Prices given are subject to change at time of shipping.

Dimensional/Structural Changes: This proposal assumes the above-mentioned building and panel dimensions. If different dimensional changes and/or specifications are required by the customer or engineer, may result in a change order.

Deposit: Mountain West Precast requires a 50% deposit at the time of signature. (Initial)_____ Date_____

Change Order Fee: Mountain West Precast will require a \$500 change order fee for ANY changes made after submittal drawings are signed by the customer (Initial)_____ Date_____

This proposal document must accompany all orders with the proper acknowledgement and acceptance of the above terms and conditions and are verified by the signature below. All precast products will be produced as per the approved Mountain West Precast shop drawings. It is the sole responsibility of the contractor to confirm that the Mountain West Precast shop drawings meet or exceed all plan and specification requirements. Should any terms of this proposal be changed in the customers proposed purchase order Mountain West Precast reserves the right to rescind the proposal.

Signature _____ Date _____

09/01/23
16:08:24

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/23

Page: 1 of 8
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50410		2575 WY Tourism Business Improvement	49,436.05					
	08/31/23	Collections in August 2023	49,436.05		TBID	7202 411800	540	101000
50412		2813 Century Link	1,557.68					
	08/19/23	E911 Viper 255-9710	987.16		E911	2850 420750	345	101000
	08/19/23	E911 Viper 255-9712	29.05		E911	2850 420750	345	101000
	08/19/23	E911 Viper 646-5170	121.86		E911	2850 420750	345	101000
	08/19/23	Alarm Lines 646-5185	101.10		TWNHLL	1000 411250	345	101000
	08/19/23	Police - 646-7600	318.51		POLICE	2850 420750	345	101000
50416		2088 Town West Yellowstone	1,203.27					
	08/31/23	utility chrgs, Chamber, 895	173.48		BLDGS	1000 411257	340	101000
	08/31/23	utility chrgs, UPDL, 892	118.04		BLDGS	1000 411252	340	101000
	08/31/23	utility chrgs, PS Shops, 884	52.85		BLDGS	1000 411253	340	101000
	08/31/23	utility chrgs. Povah Ctr, 887	284.55		BLDGS	1000 411255	340	101000
	08/31/23	utility chrgs, Police Dept, 886	67.11		BLDGS	1000 411258	340	101000
	08/31/23	utility chrgs, City Park, 885	187.13		BLDGS	1000 411253	340	101000
	08/31/23	utility chrgs, Library, 891	57.10		LIBBLD	1000 411259	340	101000
	08/31/23	utility chrgs, Twn Hall, 921	263.01		TWNHAL	1000 411250	340	101000
50418		2852 Blackfoot Communications	2,226.77					
	09/01/23	646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	09/01/23	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	09/01/23	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	09/01/23	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	09/01/23	646-7311, social services	23.96		SOCSRV	1000 450135	345	101000
	09/01/23	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	09/01/23	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	09/01/23	646-7609, public works	48.91		PUBSVC	1000 430200	345	101000
	09/01/23	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	09/01/23	646-7715, povah center	24.63		POVAH	1000 411255	345	101000
	09/01/23	646-7795, town hall	229.05		TWNHAL	1000 411250	345	101000
	09/01/23	646-7845, court clerk	213.87		COURT	1000 410360	345	101000
	09/01/23	646-9017, library	43.63		LIBRAR	2220 460100	345	101000
	09/01/23	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	09/01/23	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	09/01/23	ethernet, povah center	187.26		POVAH	1000 411255	345	101000
	09/01/23	ethernet, police station	350.00		POLICE	1000 411258	345	101000
	09/01/23	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	09/01/23	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	09/01/23	602-4909, town hall judge	13.99		COURT	1000 410360	345	101000
	09/01/23	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	09/01/23	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/01/23	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	09/01/23	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	09/01/23	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	09/01/23	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/01/23	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/01/23	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/01/23	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/15/23	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	09/01/23	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	09/01/23	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	09/01/23	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	09/01/23	6024044 Soc Ser Pantry	10.00		SOCSER	1000 450135	345	101000
50422		73 Westmart Building Center	1,513.22					
	08/27/23	Street Supplies	504.60		STREET	1000 430200	220	101000
	08/27/23	Street Buildings	-489.14		STREET	1000 430200	366	101000
	08/27/23	SewerSupplies	41.32		SEWER	5310 430600	220	101000
	08/27/23	Sewer Additional supplies	341.34		SEWER	5310 430630	220	101000
	08/27/23	Water Supplies	46.49		WATER	5210 430500	220	101000
	08/27/23	Water Additional Supplies	168.95		WATER	5210 430550	220	101000
	08/27/23	Water pumping Supplies	37.98		WATER	5210 430500	220	101000
	08/27/23	Police building Supplies	59.83		POLICE	1000 411258	366	101000
	08/27/23	Town Hall Building Supplies	117.24		TWNHLL	1000 411250	220	101000
	08/27/23	Chamber Building supplies	12.62*		CHMBR	1000 411257	220	101000
	08/27/23	Povah Building Supplies	53.18		POVAH	1000 411255	220	101000
	08/27/23	Parks Supplies	526.21		PARKS	1000 460430	220	101000
	08/27/23	Cemetary Supplies	92.60		CEMETR	2240 430900	220	101000
50423		3242 Fisher's Technology	14.10					
	1214203	08/25/23 copy fee	14.10		FINADM	1000 410510	356	101000
50425		42 Fall River Electric	7,718.73					
	08/21/23	PARK, old firehouse 2901001	42.08		PARK	1000 411253	341	101000
	08/21/23	povah comm ctr 4212001	227.98		POVAH	1000 411255	341	101000
	08/21/23	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	08/21/23	RR Well 4212005	210.46		WATER	5210 430500	341	101000
	08/21/23	SEWER LIFT STATION 4212006	310.95		SEWER	5310 430600	341	101000
	08/21/23	SEWER PLANT 4212007	1,431.38		SEWER	5310 430600	341	101000
	08/21/23	POLICE 4212008	141.31		POLICE	1000 411258	341	101000
	08/21/23	TOWN HALL 4212009	429.84		TWNHLA	1000 411250	341	101000
	08/21/23	ICE RINK 421010	65.13		PARKS	1000 411253	341	101000
	08/21/23	S Canyon XmasTree Light 421011	0.00		STLITE	1000 430263	341	101000
	08/21/23	South Iris Street Well 4212013	880.72		WATER	5210 430500	341	101000
	08/21/23	MAD SEWER LIFT 4212014	87.85		SEWER	5310 430600	341	101000
	08/21/23	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000
	08/21/23	911 Tower 4212016	114.30		911	2850 420750	341	101000

09/01/23
16:08:25

TOWN OF WEST YELLOWSTONE
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Report ID: AP100

FSB - Operating account
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	08/21/23	MADADD H20 Tower 4212017	54.61		WATER	5210 430500	341	101000
	08/21/23	SHOP 4212018	66.03		STREET	1000 430200	341	101000
	08/21/23	ANIMAL 4212029	49.67		ANIML	1000 440600	341	101000
	08/21/23	CLORINATOR 4212030	39.90		WATER	5210 430500	341	101000
	08/21/23	Electric Well 4212031	39.85		WATER	5210 430500	341	101000
	08/21/23	PARK 4212032	80.84		PARKS	1000 411253	341	101000
	08/21/23	UPDH 4212041	85.73		UPDH	1000 411252	341	101000
	08/21/23	SEWER TREAT SERV 4212046	1,707.29		SEWER	5310 430600	341	101000
	08/21/23	LIBRARY 23 dunraven 4212054	162.56		LIBR	1000 411259	341	101000
50426		95 Energy West-Montana	732.33					
	08/31/23	nat gas 210361788 updl	127.81		UPDH	1000 411252	344	101000
	08/31/23	nat gas 210360293 Police	27.78		POLBLD	1000 411258	344	101000
	08/31/23	nat gas 210361746 Pub Services	26.14		STREET	1000 430200	344	101000
	08/31/23	nat gas 210361811 old firehall	21.20		PARK	1000 460430	344	101000
	08/31/23	nat gas 210363966 old bld ins	21.20		STREET	1000 430200	344	101000
	08/31/23	nat gas 210360540 library	21.20		LIBBLD	1000 411259	344	101000
	08/31/23	nat gas 210364599 Povah	274.81		POVAH	1000 411255	344	101000
	08/31/23	nat gas 210361697 Iris Lift St	37.68		SEWER	5310 430600	344	101000
	08/31/23	nat gas 210365425 Twn Hall	146.73		TWNHAL	1000 411250	344	101000
	08/31/23	nat gas 210361655 Mad Add Sewe	27.78		SEWER	5310 430600	344	101000
50429		2421 NAPA Auto Parts	728.56					
	08/31/23	Street Supplies	359.90		STREET	1000 430200	220	101000
	08/31/23	Fuel/oil Supplies	38.48		STREET	1000 430200	231	101000
	08/31/23	Sewer Supplies	330.18		SEWER	5310 430600	220	101000
50434		1514 Verizon Wireless	1,034.32					
		21 Smartphones						
		5 laptops						
	08/20/23	640-0108, Police	39.72		POLICE	1000 420100	345	101000
	08/20/23	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	08/20/23	640-0141 Street SP	39.72		STREET	1000 430200	345	101000
	08/20/23	640-0159 Street SP	39.72		STREET	1000 430200	345	101000
	08/20/23	640-0606 911 Dispatch	39.72		911	1000 420160	345	101000
	08/20/23	640-1103, Operator SP	39.72		STREET	1000 430200	345	101000
	08/20/23	640-1460, Library Dir, SP	39.72		LIBRAR	2220 460100	345	101000
	08/20/23	640-1461, S & W operator, SP	39.72		SEWER	5310 430600	345	101000
	08/20/23	640-1462, S & W Super, SP	39.72		WATER	5210 430500	345	101000
	08/20/23	640-1463, Deputy PSS, SP Sspnd	39.72		PARKS	1000 460430	345	101000
	08/20/23	640-1472, Ops Mgr, SP	39.72		ADMIN	1000 410210	345	101000
	08/20/23	640-1676, Rec Coor, SP	39.72		REC	1000 460440	345	101000
	08/20/23	640-1754, COP, SP	39.72		POLICE	1000 420100	345	101000
	08/20/23	640-1755, Police	39.72		POLICE	1000 420100	345	101000
	08/20/23	640-1756, Police	39.87		POLICE	1000 420100	345	101000

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	08/20/23	640-1757, Police	39.72		POLICE	1000 420100	345	101000
	08/20/23	640-1758, Head Dispatcher	39.72		DSPTCH	1000 420160	345	101000
	08/20/23	640-1759, Police	39.72		POLICE	1000 420100	345	101000
	08/20/23	640-7547,WS Super	39.72		SEWER	5310 430600	345	101000
	08/20/23	640-9074, PSS, SP	39.72		STREET	1000 430200	345	101000
	08/20/23	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	08/20/23	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	08/20/23	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	08/20/23	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	08/20/23	640-2354 Social Services	39.72		SOCSEK	1000 450135	345	101000
	08/20/23	640-2629 City Judge	39.72		COURT	1000 410360	345	101000
50436		2789 WEX Bank	6,084.10					
	09/01/23	10 Ford Expedition 6-000046	0.00		SOCSEK	1000 450135	231	101000
	09/01/23	10 JD Backhoe 310SJ	0.00		STREET	1000 430200	231	101000
	09/01/23	91 Ford 6-582	0.00		STREET	1000 430200	231	101000
	09/01/23	SS Snow Blower Green	0.00		STREET	1000 430200	231	101000
	09/01/23	Grader	186.25		STREET	1000 430200	231	101000
	09/01/23	14 Water Truck	0.00		STREET	1000 430200	231	101000
	09/01/23	2010 JD 772 Grader	0.00		STREET	1000 420100	231	101000
	09/01/23	92 SS Blower-Yellow	0.00		STREET	1000 430200	231	101000
	09/01/23	02 Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	09/01/23	08 GMC Pickup 6-1484	652.32		STREET	1000 430200	231	101000
	09/01/23	JD Loader 624P	0.00		STREET	1000 430200	231	101000
	09/01/23	08 CAT 938H Loader	973.48		STREET	1000 430200	231	101000
	09/01/23	08 904B MiniLoader	0.00		STREET	1000 430200	231	101000
	09/01/23	15 Ford F-250	216.20		STREET	1000 430200	231	101000
	09/01/23	18 2018 Dodge Ram-PW	380.94		STREET	1000 430200	231	101000
	09/01/23	18 Dodge Ram-Police	68.27		POLICE	1000 420100	231	101000
	09/01/23	19 Dodge Durango	278.60		POLICE	1000 420100	231	101000
	09/01/23	Multi-Use Vehicle - Sienna	35.91		WATER	5210 430500	231	101000
	09/01/23	Multi-Use Vehicle - Sienna	39.02		POLICE	1000 420100	231	101000
	09/01/23	06 Dodge Durango 6-1374/6-2010	70.75		STREET	1000 430200	231	101000
	09/01/23	15 Sweeper	693.43		STREET	1000 430200	231	101000
	09/01/23	'00 FL Dumptrk 6-60700A	80.25		STREET	1000 430200	231	101000
	09/01/23	'14 Ford Intercep	427.68		POLICE	1000 420100	231	101000
	09/01/23	PD Dodge Ram#1	491.97		POLICE	1000 420100	231	101000
	09/01/23	PD Dodge Ram#2	322.97		POLICE	1000 420100	231	101000
	09/01/23	01 Frht truck #1	0.00		STREET	1000 430200	231	101000
	09/01/23	01 Frht truck #2	0.00		STREET	1000 430200	231	101000
	09/01/23	19 Dodge 5500	158.94		STREET	1000 430200	231	101000
	09/01/23	20 Dodge Ram (silver)	224.91		POLICE	1000 420100	231	101000
	09/01/23	'17 Chevy 3/4 ton white	382.87		WATER	5210 430500	231	101000
	09/01/23	'13 Chevy 3500	212.73		STREET	1000 430200	231	101000
	09/01/23	77 Int'l Dump 6-1368	113.04		STREET	1000 430200	231	101000

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	09/01/23	Pickup 6-1450	73.57		STREET	1000 430200	231	101000
50437		999999 SHAUNA MOFFATT	350.00					
	08/23/23	Povah Cleaning Deposit refund	350.00		POVAH	2210 214001		101000
50438		2507 Silvertip Pharmacy	298.10					
	050823-1	05/08/23 RX Voucher	53.06		HELP	7010 450135	358	101000
	070323-1	07/03/23 RX Voucher	54.50		HELP	7010 450135	358	101000
	081023-1	08/10/23 RX Voucher	141.12		HELP	7010 450135	358	101000
	082323-1	08/23/23 RX Voucher	49.42		HELP	7010 450135	358	101000
50439		3241 Bridger Analytical Lab	300.00					
	2308086	08/07/23 Aug water Testing Fees	300.00		WATER	5210 430500	348	101000
50440		3425 Bridger Built, LLC	25,429.06					
	Ennis-3305	08/24/23 Roofing Deposit	25,429.06		TWNHLL	1000 411250	920	101000
50441		171 Montana Food Bank Network	647.94					
	31042-1	08/24/23 Food Bank Supplies	647.94		HELP	7010 450135	220	101000
50442		1454 Bozeman Daily Chronicle/Big Sky	60.00					
	409626	08/22/23 NoticePubHearingBudget	60.00		ADMIN	1000 410210	327	101000
50443		3426 Old Hickory Sheds, LLC	4,792.75					
	OHS6730	07/05/23 10x10Shed-water dept	4,792.75		WATER	5210 430530	937	101000
50444		547 WY Chamber of Commerce	20,000.00					
	Twn23-24-1	08/25/23 VIC Support 23-24(firsthal	20,000.00		LEGIS	1000 410100	870	101000
50445		2948 Montana Department of	10.00					
	60030&31	08/28/23 PermitSignsforWelcomesigns	10.00		STREET	1000 430200	870	101000
50446		2751 Gallatin County Justice Court	455.00					
	08/28/23	PassThroughBond ALLEE	455.00		COURT	7469 213000		101000
50447		2500 Black Mountain Productions	8,000.00					
	565	08/30/23 Special Budgeted Request	8,000.00		LEGIS	1000 410100	870	101000
50448		3311 ClearGov Inc.	12,250.00					
	2023-13456	07/01/23 ClearGovCapBudgetingSteRen	5,250.00		FINADM	1000 410510	356	101000
	2023-10912	07/01/23 ClearGovDigitalBudgetBkSte	7,000.00		FINADM	1000 410510	356	101000

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50449		2099 Quick Print of West Yellowstone	36.75					
	18167	08/30/23 SelfCareEventFlyers	36.75		HELP	7010 450135	790	101000
50450		547 WY Chamber of Commerce	7,000.00					
	FW23-62	08/25/23 Fireworks Donation 2023	7,000.00		LEGIS	1000 410100	870	101000
50451		3427 Vine Enterprises, Inc-DBA Eagle	61.10					
	1975	08/23/23 Fencing Supplies	61.10		STREET	1000 430200	220	101000
50452		3428 ED CAISSEY, INC.	911.15					
	160768	08/25/23 Repairs on HobartDishwasherUPD	911.15		UPDL	1000 411252	357	101000
50453		3422 Sprinter Heating & Air LLC	1,100.00					
	20232	08/31/23 Replace Heaterin Chief'sOffice	1,100.00		POLICE	1000 411258	920	101000
50454		3429 BEHM ELECTRIC LLC	359.90					
	1015	08/26/23 CityParkLightPoleOutlets	359.90		PARK	1000 460430	369	101000
50455		2800 RDO Equipment Co.	1,037.00					
	0264416	08/28/23 Equipment repairs	1,037.00		STREET	1000 430200	220	101000
50456		3339 iWorQ	2,000.00					
	200168	04/03/23 CodeEnforcement	2,000.00		BULDNG	1000 420531	216	101000
50457		3332 YELLOWSTONE PAVEMENT SOLUTIONS	29,673.50					
	1657	08/28/23 StreetMaintenance/Striping	29,673.50		STREET	1000 430200	357	101000
50458		2586 Waxie Sanitary Supply	4,157.19					
	81823988	07/07/23 cleaning supplies	2,198.04		PARKS	1000 460430	220	101000
	81927116	08/23/23 bathroom supplies	717.00		PARKS	1000 460430	220	101000
	81931566	08/25/23 Cleaning supplies	139.55		PARKS	1000 460430	220	101000
	81931585	08/25/23 Cleaning supplies	1,102.60		PARKS	1000 460430	220	101000
50459		3391 TSC Corner Station, INC.	26.72					
		08/25/23 Fuel	26.72		STREET	1000 430200	231	101000
50460		3315 IAS EnviroChem	70.00					
	2305246	08/29/23 Testing	70.00		SEWER	5310 430600	348	101000

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50461		3066 Core & Main	71.90					
	358093	08/08/23 Sewer Supplies	71.90		SEWER	5310 430600	220	101000
		# of Claims	36	Total:				191,347.19

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
August 22, 2023

COUNCIL MEMBERS PRESENT: Travis Watt, Brian Benike, Lisa Griffith, Jeff McBirnie, and Jeff Mathews

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Katie Thompson, Public Services Superintendent Jon Simms, Town Clerk Liz Roos, Town Attorney Jane Mersen by Zoom

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

Portions of the meeting are being recorded, the meeting is being broadcast over the internet using a program called Zoom.

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

Carrie Coan reports to the Council that the WY Housing Coalition recently received a grant for the purpose of a housing needs assessment. She also invites everyone to attend and participate in the first annual Wild West Arts Fest this Saturday at Pioneer Park, which also includes a bike rodeo and the last Music in the Park, Christmas in August

Council Comments

Council Member Mathews thanks Carrie Coan for her participation on several boards, McBirnie comments that the streets look great. Mayor Watt mentions the upcoming Wretched Mess Arts Fest, high school volleyball and football games, and the last Music in the Park event for the season.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6586 to Swiss Precision landscaping to repair sprinkler heads at the parks for \$5065.09. (McBirnie, Griffith)
- 2) Motion carried to approve Purchase Order #6588 to Bridger Built LLC for repairs to the roof on the Town Hall for \$50,858.12. (McBirnie, Griffith)
- 3) Motion carried to approve the claims, which total \$363,194.84. (Mathews, McBirnie) McBirnie leaves the room, does not vote.
- 4) Motion carried to approve the minutes of the August 8, 2023, as amended to note that Mathews was also opposed to Motion #12. (Mathews, Watt) Griffith is opposed, McBirnie is still out of the room, does not vote.
- 5) Motion carried to adopt Resolution No. 794, a resolution setting the mill levy for FY 2024. (McBirnie, Mathews)
- 6) Motion carried to adopt Resolution No. 795, a resolution adopting the budget for FY 2024. (McBirnie, Mathews)
- 7) Motion carried to approve the bid recommendation for the Highway 20 Light Pole Replacement Project. (McBirnie, Mathews)

Public Hearing: FY 2024 Municipal Budget

Mayor Watt reads the hearing notice. The hearing was advertised in the Bozeman Daily Chronicle, online, and posted at the Post Office and Town Hall. No comments are received.

DISCUSSION

- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports that newly hired School Superintendent Debra Fountain will attend the meeting on September 5, 2023. He thanks Finance Director Katie Thompson for her efforts to put together the budget this year. He thanks Carrie Coan for her efforts as part of the WY Housing Coalition. He reports that DNRC notified the Town today that they have been approved for a \$33 million dollar loan for the wastewater treatment plant at 2.5% interest, of which \$750,000 of that will be forgiven. Walker thanks Public Services Director Jon Simms for accomplishing the recent sealing and striping of the streets. They have made employment offers to hire a 911 Telecommunicator in the Police Department and an Equipment Operator for Public Works. He reports that he attended a BBQ at the Police Department last week and thanks 911 Center Manager Brenda Martin and Chief of Police Mike Gavagan for their efforts to keep that department running smoothly. He mentions that they recently completed their review of the Personnel Policy Manual. He will review the suggested changes again tomorrow and then send it on to legal counsel. They are also reviewing the Safety Policy and will work on updating the Drug & Alcohol testing policies.
- B) **Advisory Board Reports:** Jeff Mathews reports on behalf of the Business Improvement Advisory Board. They board met last week and discussed improving pedestrian crossings at intersections. They are conducting a survey to determine which intersections need the most attention and working with a consultant to obtain funding and collaboration with Montana Department of Transportation.
- Brian Benike reports that the Parks & Recreation Advisory Board met and discussed reducing the size of the board and proceeding with the trail project. The Marketing and Promotions Fund Advisory Board also met to discuss supporting a “big event.”
- 5) Finance Director Katie Thompson explains that they are levying fewer mills this year because the value of their mills increased due to the increase in property values. She explains the calculation they must use to determine how many mills may be levied and how much property tax will therefore be generated.
- 6) Finance Director Katie Thompson explains that the presented budget includes funding for a 6th police officer, correction of a typo, inclusion of a pay increase for the Town Manager, adjusted for the mill levy values, loan payments, Town Hall, Museum, and Library roof repairs, and a contingency fund. She reports that the budget is balanced and thanks the Council and staff for their support as she worked through the process for the first time.
- 7) Public Services Director Jon Simms explains that the streetlight poles are in extreme disrepair and need to be replaced. The group discusses the necessity for the project and the expense. They anticipate the new lights will be installed next spring.

The meeting is adjourned at 8:05 PM. (McBirnle, Benike)

Mayor

ATTEST:

Town Clerk



Week of 08.28.2023

- Interviewed with Victoria from Montana PBS about our WWTP Funding.
- Met with Dan Semmens and Tricia from Dorsey and Whitney to work through more of the WWTP funding. Went over sewer collection revenue and our coverage requirements for the bonds.
- Prepared for the 09.05.2023 Town Council meeting.
- Reviewed status of budget on expenses already had for FY24.
- Attended the WW Collection System FPS weekly meeting to discuss forecasting financial situation.
- Began work on Annual Financial Report.



SEPTEMBER 1, 2023

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Recruiting and advertising for the following positions: police officer, equipment operator, 911 Telecommunicator. We have received 2 applications for police officer, closing date is October 6, 2023.
- Prepared agenda, minutes and packet for September 5, 2023 Town Council meeting
- Updated personnel files, onboarding for two new hires: Jose Canelas-Equipment Operator, Linda Wolf-911 Telecommunicator
- Submitted liability claim to MMIA for minor accident involving a parked car, no injuries



HIGHLIGHTS

SOCIAL SERVICE OFFICE

AUGUST 17-31, 2023

- This month our office has seen 348 individuals needing assistance with a variety of needs
- *Horseshoes for Heroes*, Steve Larson donated \$8000.00 to our food bank. Wooza!!!!
- We were able to attend the end-of-the-season picnic for the Summer Rec program. It is very quiet in our neighborhood now.
- We are busy planning for our September event "Self Care"
- The United Women donated 111 pounds of groceries to the Food Bank
- Two sizable cash donations have been made to the Help Fund
- Last Saturday, Vely and Deb attended the Bike Rodeo and served Snow Cones.
- Lots of people checking out the Lobby Food and Clothing Bank
- Job Duties/Procedures were completed
- Thanks to Public Works for moving shelves in the Clothing Bank.
- Dianna is picking up our food order from Bozeman
- Helping clients with Snap/Medicaid/Montana Healthy Kids renewals. This is the time of year that these programs need to be renewed.

Public Services Dept. Bi-Weekly Report: August 17th through August 31st, 2023

Work Performed

Interment: Jack Young. Roadways repainted after annual sealcoat application to north/ south streets throughout old town. Event Support: Wretched Mess Arts Festival, Bike Rodeo. Grading all alleyways. Vehicle and equipment maintenance: in-service the 904, replace booms and spray manifold on detachable hopper unit, problems with air relief valve on heat exchanger at Iris station, service generators, work on altitude valve at holding tank, replace spring, issues with transducer at Madison LS, begin upgrading parts for new Gorman Rupp pumps, once they're in begin replacing barrel and operating stem on fire hydrant #45, diagnose repairs to hydrant #55 that was struck by a vehicle this week along DeLacy Ave. Gate and fence repairs at PW shop, well #4 and Whiskey Spring. auxiliary drive seal leaking on 1999 rotary loader, needs to be replaced. We'll be pulling drum reels off of 92 rotary loader to rebore bushing/ shear pin housing and to reinforce reel teeth, then reface the unit. New sign installed at cemetery. New HVAC mini split installed in Chief of Police office, repaired old wall unit heater as well. Replaced booking room faucet at police department, get parts for replacing mainline water shutoff. Cross trained additional FT crew on street sweeper and seasonal staff on weekly problem area inspections. Currently performing manhole inspections for the facilities planning study. Continue filling in low spots within each snow storage area. Work on casting pond, continue cleaning up debris in pond, raking river rock back from the interior. The precast bases for the new kiosks are formed onsite. The foundation should be going in soon once Tri-States schedule allows. Street sweeping, brooming aprons in alleyways and sidewalks: ongoing. Signage updates and pole repairs: ongoing. Performed water samples. Rake off surface debris from Cell B at sewage lagoon, redirect flows within IP cells. Replace flush sensors, hand dryers, door handles, closers, doorway thresholds, wax rings on toilets, stall door hardware, light fixtures, and cadets in facilities as needed. Repairs at Little Rangers, exterior tile along pillars and fixed closer on west man door out to the play area. Water valve service requests: on-going. Water and SAS inspections: on-going. Continue installing utility locate whisks in all parkways. Exercise service and gate valves to be able to isolate town in case of major supply break (in many locations these valves were never turned or exercised in 40 years, so they'll need to be replaced, we'd recommend budgeting to replace 4-5 per year). Install risers and replace castings on SAS and STS manholes. Reset manhole castings to proper grade. Add material to berms at intersections where washouts have occurred. Continue fixing sprinkler systems, replace cracked pvc pipes, install new valves and heads. Continue mowing lawns, trimming and spraying weeds. Pothole repairs. Restock supplies at public works shop and reorganize our stock at town park. Continue to adjust and tighten hardware on all playground equipment, door closer and lavatory fixtures. PW crew has been hogging out material with payloaders from the IP cells at WW lagoon to allow for proper drainage. Clean out signage trailer and roll off container at PW shop. Sightline hazards and tree work. Continue to fill in potholes along town streets, alleyways and parking lots. Utility locate requests: as needed. Respond to flag lowering notifications. Cleanup graffiti and respond to vandalism: ongoing. Cleaned up debris blowing out of triple bin roll off containers and Abitibi's at PW shop. Adjust/ tighten face plates on all light poles in central business district. Disconnect and remove streetlight poles that continue to fall down along the highway (these poles are likely 40+ years old and have been crumbling for decades). Continue cleaning up loose tree limbs and brush around town. Working on intersection sightline hazards. Remove jagged fence posts along streets and alley ROW's. Pickup roadkill: as needed. Continue to fill in tree pits

throughout central business area to help mitigate tripping hazards. Replace broken swings at town park, fix doorway threshold and install new hardware on stall doors at the visitor's center, install new soap dispensers in park bathrooms. Collect grass clippings from town park and haul away. Trash route and litter collection: ongoing, things are finally lightening up. Onboarded new equipment operator, Jose Canales on August 28th. Stop and say hello when you see him around town. Crews continue to study and practice pre-trips for CDL's.

Administrative

Continue lining up projects and go over scheduling with contractors. Worked with Yellowstone Paving Solutions on traffic control markings. Coordinated HVAC services with Sprinter heating and cooling, inspections, and repairs, set up duct cleaning. We're discovering needed repairs and I'll be working with them on a routine service agreement. Planning Board Meeting: chaired the meeting and took minutes as secretary, I'll be getting those meeting minutes out when I find the time. Met with town manager and both deputy superintendents to look at salary adjustments, adapt rates that meet our town policy. Line up burial services for: Jack Young and Tom Koelzer. Meetings with DEQ and Engineers, Department Heads, Utility Providers. Met with Joe Moore regarding upcoming casting pond phasing. Met with Bridger Built general contractors to get the town hall building repaired where water intrusion has taken place over the years. Lined them up to replace the first 2 rows of wood sheathing, underlayment, and shingles on the north and east sides of town hall as well as the dormer on the south end. They are general contractors so they can also help with the interior repairs next season once we remedy the critical leaking. Met with multiple roofing contractors (Bridger, Briggs, Great White Construction) to also discuss reroofs at the museum, police department, dining lodge, etc. Reached out to Lindsay Trans at SHPO regarding material requirements on these projects (I've yet to hear back). Coordinate with Behm Electric to eliminate power supply to more of the streetlights along Highway 20 that are crumbling and falling down. Have Tyler Behm add additional service outlets at city park. Met with Ed Geiger regarding security camera needs to help mitigate vandalism. Met with contractor regarding sewer and water upgrades for property within the 400 block of Gibbon. Discussed PH and alkalinity readings with Forsgren regarding operational requirements that will be in place at the new mechanical treatment plant. Discussed access onto YNP property with Josh Erbe in order for the town to collect necessary SAS samples, we'll be doing this in the wet well prior to going out of the forced main. Met with Darren Williams, state commercial building inspector to discuss property, policy and permitting issues around town. Coordinate with John Deere on newly leased 772 grader and arrival time. Some mods are currently being made but we should see the unit here onsite in the coming weeks. Finalized the lighting project to replace all 58 poles along the highway and award bid to ES2 Engineering/ Rocky Mountain Electric. These poles originally went in, in 1988 and have been failing and falling into the road. Met with Steve Rowley at Ark Lock and Security to look at options for access controls/ software into town hall and the community center. Put together a signage order with Montana Correctional Enterprises to purchase a stock of road name signs. Almost every one of our street name signs we are out of stock. Discussed restroom project at tennis courts with Forsgren to get bid templates out as well as the drawings for the rough plumbing. Sent plans over to 3H and Sons Construction as well as Justin Johnson at Big Daddy Construction for bids. Met with Koch Tennis courts, as the courts have now been resurfaced. Thank you to Lindsey Charleton for helping the town lock in a contractor. Continue tracking bids for the installation of a new sidewalk on N. Electric St. from Alley D to the Madison Apartments. I've yet to hear back from

HK, more than likely this is not a big enough project for them and they're already busy enough in YNP. Haven't heard about a re-quote from Depatco either, whose proposal we received last year. I've also reached out to Wade Surey to pour the 450' stretch with no reply so far. I'll be reaching out to KM Construction, Tri-State and Yellowstone Construction as well. Met with Ed Geiger regarding security camera installations and updates. Coordinating the updates to strobes and radios on our fleet vehicles with our vendor, Jeff Gurr. Fill in shifts on equipment, trash route, litter collection and skimming suspended sewage from Cell B at WW lagoon as needed. Delco Western onsite rewiring the missions control unit to the new siemens meter at well #4. Rod's Diesel Service was here also putting together an annual service agreement proposal for all three of our towns generators: Police Department and both Iris and Madison lift pump stations. Review parts needed with vendors on heavy equipment. Met with Tim at Swiss Precision Nursery to look at damaged irrigation systems, backflow prevention inspection, problem tree's and also to discuss proposal for new aspens throughout the central business district. I've got him looking into getting us columnar aspens and modifying the tree grates to better meet the needs of our budget. Continued SAS line, field verification and manhole inspections for Forsgren Engineering. Dealt with staff issues, forwarded paperwork to the town attorney regarding personnel problems. Met with WY Foundation regarding event support for the arts festival. Continue to put out building cleaning and trash route rotation schedule for public works crew. Discuss utility locating call-out procedural issues with our local providers. Coordinate hauling abandoned vehicles for the Police Department, as needed. Continue to explore options for a used vactor truck, once again when the town has a major backup in any SAS mainline/ lift station and contractor is not available, or their equipment is down the town will run into problems (town staff continues to open problem areas on a weekly basis at intersecting SAS manholes where sanitary debris has potential of accumulating). Go over importance of water service requests, access dates for turning on & off curb stops with Jon Brown. Discussed encroachment issues with town residents and staff. Continue looking for utility locator training opportunities for public works crew. Continue meeting with public works staff to discuss ongoing laundry list items within the department and how we can work more effectively and improve our operations for next year. Discuss easement and setback requirements with business owners and residents, clarify municipal codes. Schedule parts orders and updates to town's fleet. Place orders for necessary O&M supplies, follow up with vendors on supply chain issues. Coordinate with staff at Forsgren and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Investigate weir levels on cells A & B at lagoon and adjust as needed. Coordinate monthly coliform/ bac- T samples with Jon Brown. Adjust water well pump outputs, accordingly, keep the distribution systems pressure regulated remotely. Follow up on proposals for CIP projects. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Evaluate 2024 budgetary needs, review purchase orders and submit weekly invoices. Enter timesheets and payroll for crew. Respond to WY pump status reports and dispatch to town as necessary. Ticket entry for 811's new "positive response" reporting software.

Proposal and Purpose: The MAP Fund Advisory Board is proposing to provide up to \$100K in funding for a new, multi-day event in 2025 and is requesting the approval of the Town Council to pursue such action

Preface: The Marketing and Promotion Fund and Town Advisory Board were established in 2007. Since then, the Fund's applicable resort tax remittances have allowed the Advisory Board and Town Council to approve approximately \$1,284,000 in funding for marketing and promotion events.

Currently, the Advisory Board has a maximum funding limit of \$40K/event. However, with the Fund's current balance at approximately \$233K (and to grow so much more by 2025), the Board wants to provide funding up to \$100K for a new, multi-day event in 2025.

Provisions: A higher amount of funding will help attract an event that will be:

1. Bigger or greater in scope, capacity, notoriety, talent, participants and entry fees, attendance and admissions, prizes and purses, etc.
2. Different in duration or frequency and increase the number of visitors, visitor stays and spending
3. Greater in opportunity to increase resort tax and economically impact and benefit visitors, residents, organizations, multiple types of businesses and other diverse interests
4. Greater in exposure and marketing for the town
5. Regenerating the funds that have been awarded
6. Successful, sustainable and in demand to become an annual event

Details of proposal and actions to be taken by MAP Fund Advisory Board:

OBJECTIVES

1. Establish details, qualifications, criteria, documentation for funding a new multi-day event up to \$100K
2. Present the above info to the Town Council for approval
3. Solicit/market for event applicants
4. Approve an applicant; provide funding; applicant follows procedures/ meets timelines up to event date
5. Applicant holds event

FUNDING

1. Up to \$100K of MAP Fund funds- Follow current and/or revised funding payment structure

QUALIFIED APPLICANTS

1. Any individual, group, organization, business- Bonded and insured

EVENT LOCATION

1. Within W. Yell. town limits or a 20 mile radius of town w/in the state of MT

EVENT TIME PERIOD

1. Any dates in 2025- Minimum 2 consecutive days

EVENT TYPE

1. Any event that meets and completes all qualifications, criteria, required documentation and agreements
2. Never funded before by MAP Fund. Substantial resort tax and economic impact, benefits and measures of success
3. Demonstrates the possibility/ ability/ strategy to sustain itself in future years

SOLICITATION/MARKETING FOR EVENT APPLICANTS BY MAPFAB

- 1. Solicit for applicants via numerous print and digital marketing methods, sources and partnerships

DOCUMENTS TO BE COMPLETED/REVISED/CREATED BY APPLICANT AND MAPFAB

- 1. Our current MAP Fund Information and Application
- 2. An “Addendum A” which includes additions, changes or exclusions to the current Info and App
- 3. Additional Contract/Investment Agreement w/ cancellation policy

TIMELINE/MILESTONES TO BE MET BY MAPFAB

- 1. End of Aug. 2023- Establish project structure/outline/info
- 2. End of Sept. 2023- Present event funding proposal to Town Council; Receive approval to pursue event
- 3. End of Nov. 2023- Establish/revise all applicant/event documentation
- 4. End of Dec. 2023- Decide methods to solicit/market for applicants
- 5. End of Jan. 2024- Engage all methods of marketing for applicants
- 6. End of May 2024- Deadline for applicants to submit applications
- 7. End of June 2024- Review applications
- 8. End of Aug. 2024 - Recommend an event application to Town Council for approval
- 9. End of Sept. 2024- Announce approved funding

TIMELINE/MILESTONES TO BE MET BY APPLICANTS

Applicants will be required to meet timelines/milestones and provide progress reports until event date

Proposal submitted by MAP Fund Advisory Board Members: Jerry Johnson- Chairperson, John Greve- Secretary, Brian Benike- Town Council Representative, Kim Howell, Steve Larson, Janna Turner, Katrina Weise

_____ This MAP Fund Advisory Board proposal is approved by the Town Council Date _____

_____ This MAP Fund Advisory Board proposal is not approved by the Town Council Date _____

Signature _____ Date _____
Mayor or Appointed Representative



To whom it may concern:

8/29/23

We are planning to hold a casting gathering at the new casting facility on September 10th, Sunday evening from 5pm-10pm. We would like to ask permission to have alcoholic open containers at the event. We will make sure there is no trash left on site. Look forward to your reply.

Sincerely,

Justin Spence/Big Sky Anglers owner

jspence@bigskyanglers.com

A handwritten signature in black ink, appearing to read 'Justin Spence', is written over the typed name and email address.

1-406-640-0420

Resolution No. 796

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA TO EXEMPT THE AREA SURROUNDING THE BOB JACKLIN CASTING POND, DIRECTLY SOUTH OF THE UNION PACIFIC DINING LODGE AT 220 YELLOWSTONE AVENUE, FROM SECTION 9.12.020 OF THE WEST YELLOWSTONE MUNICIPAL CODE, PUBLIC DRINKING PROHIBITED, FOR A FLY CASTING EVENT ON SEPTEMBER 10, 2023

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

WHEREAS, Big Sky Anglers will be hosting a fly casting event on September 10, 2023; and

WHEREAS, Big Sky Anglers desires to allow the consumption of alcoholic beverages in the area surrounding the Bob Jacklin Casting Pond between the hours of 5 PM and 10 PM ;

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

NOW THEREFORE BE IT RESOLVED THAT the Town Council of the Town of West Yellowstone, County of Gallatin, State of Montana, grants an exemption to the participants of the fly casting event from the Public Drinking Prohibition effective between the hours of 5 PM and 10 PM in the area surrounding the Bob Jacklin Casting Pond, directly south of the Union Pacific Dining Lodge at 220 Yellowstone Avenue on September 10, 2023.

PASSED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF WEST YELLOWSTONE THIS 5th DAY OF SEPTEMBER, 2023

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Town Clerk



DRG July 6-2023 McBarnie

received
June 26-2023 incomplete



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: Jeff & Karen McBarnie
 Mailing Address: P.O. Box 1716
 City/State/Zip: West Yellowstone, MT 59758 Phone: 360-850-3466
 Email: bt3vex@gmail.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].

Street Address: 321 Hayden St. Subdivision: _____
 Block: _____ Lot: _____ Lot Size and Dimensions : _____ Acres/Square Feet (circle)

- 4. USE AND OCCUPANCY:**

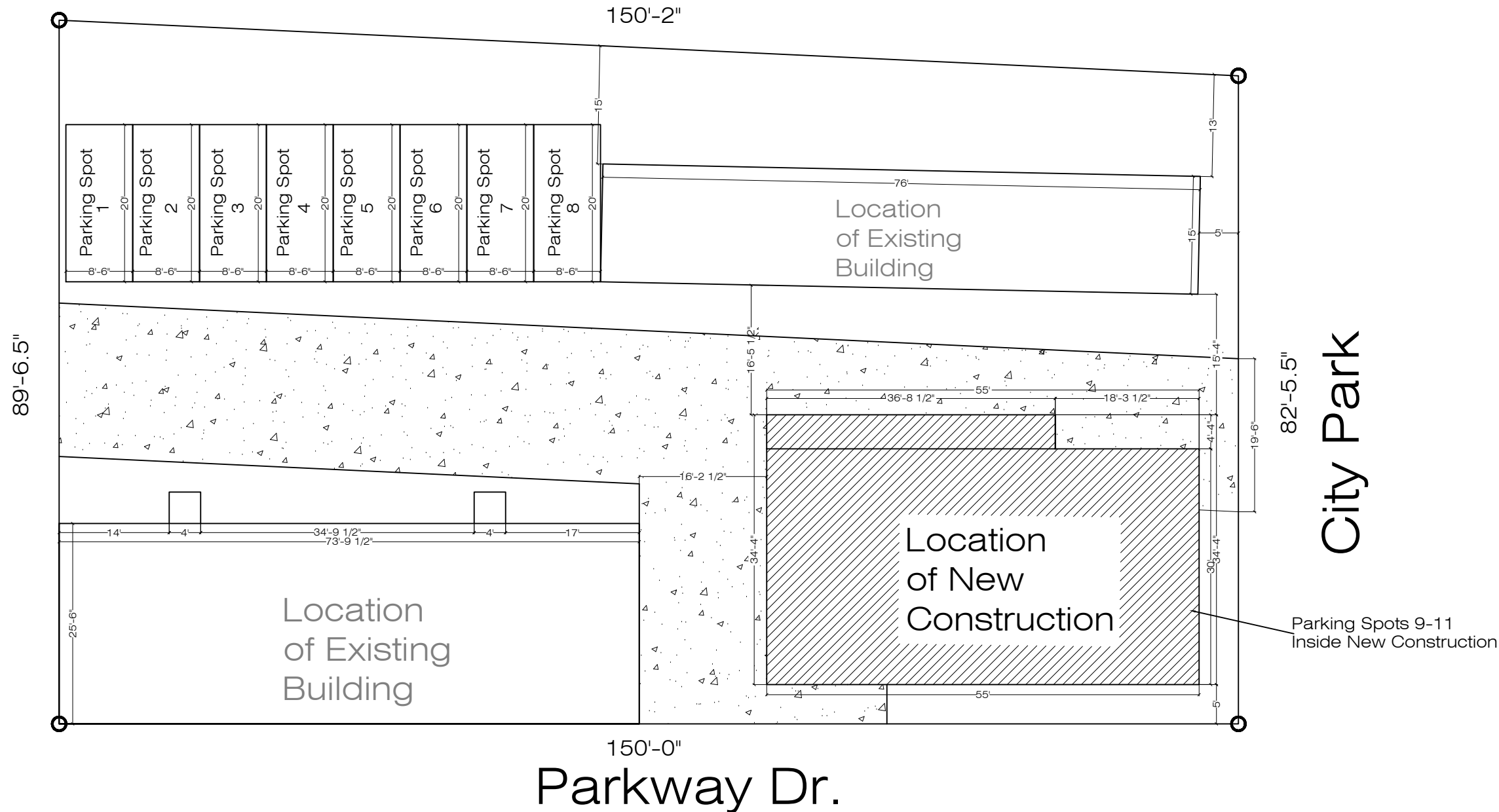
What is the use of the building or property? (list all) Long Term Rentals - Housing - Adding Triplex Studios
 Is this building or property mixed use? YES NO
 If more than one use, please describe: _____

What is the occupant load? _____ Number of parking spots on site? 12
 Number of buildings (Dwelling Units): 3 Number of Bedrooms (Sleeping Units): 10

WAS ALREADY APPROVED Just
 changing location of Building and
 parking spots.

MADISON ADD, S27, T13 S, R05 E, BLOCK
 6, Lot 2A, ACRES 0.282, PLAT J-160
 321 Hayden St.
 City of West Yellowstone,
 Gallatin County, Montana

Hayden St.



NORTH

City Park

Plot Plan

Scale: 1/8" = 1'-0" D Size Paper
 Scale: 1/16" = 1'-0" B Size Paper

BID SET
 Not for Construction

TOTAL SQ. FTG. =	0000
MAIN FLOOR =	000000000 INTERIOR
SECOND FLOOR =	0000
BASEMENT =	000000000 INTERIOR
GARAGE =	0000

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Big Set	07-27-2023
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 of
 A6

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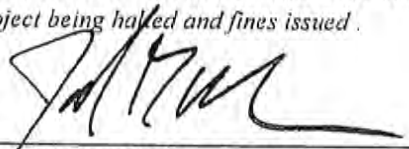
5. **ATTACHMENTS:** Please attach the following:

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


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

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

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



Applicant/Property Owner Signature



Date

Applicant/Property Owner Signature

Date


Attach additional signature pages if necessary

Re: 321 Hayden St apartment zoning DRG

Jeff McBirnie <bt3vex@gmail.com>

Fri 7/7/2023 4:09 PM

To: Kyle Tanner <ktanner@townofwestyellowstone.com>

 1 attachments (812 KB)

Site Plan 7-7-23.pdf;

Here is a revised one, I think this should work, it has all the prescribed changes.

On Fri, Jul 7, 2023 at 3:00 PM Kyle Tanner <ktanner@townofwestyellowstone.com> wrote:

Hello Jeff,

These are notes from our DRG meeting yesterday.

Redrawn site plan where the building will sit if the 10 foot off the snow yard is not correct. 5-foot set back is required for snow yard and 5-foot setback for alley.

I just noticed your parking spaces 1-4 won't be accepted by planning board because they are accessed from the street directly. Turn 3 and 4 like 5 thru 10 and move the whole row to the north so there is 25-foot lane to turn into spaces. Put 1 and 2 between mobile home and apartment. In previous site plans 22 feet between mobile home and garage.

Because these are apartments and not a triplex your building permit will be issued by the state.

If you have any question's reach out.

Thanks,

K.C. Tanner

Town Of West Yellowstone
Deputy Public Services Superintendent
Building Codes Inspector
Code Enforcement
Townofwestyellowstone.com

received
July-29-2023

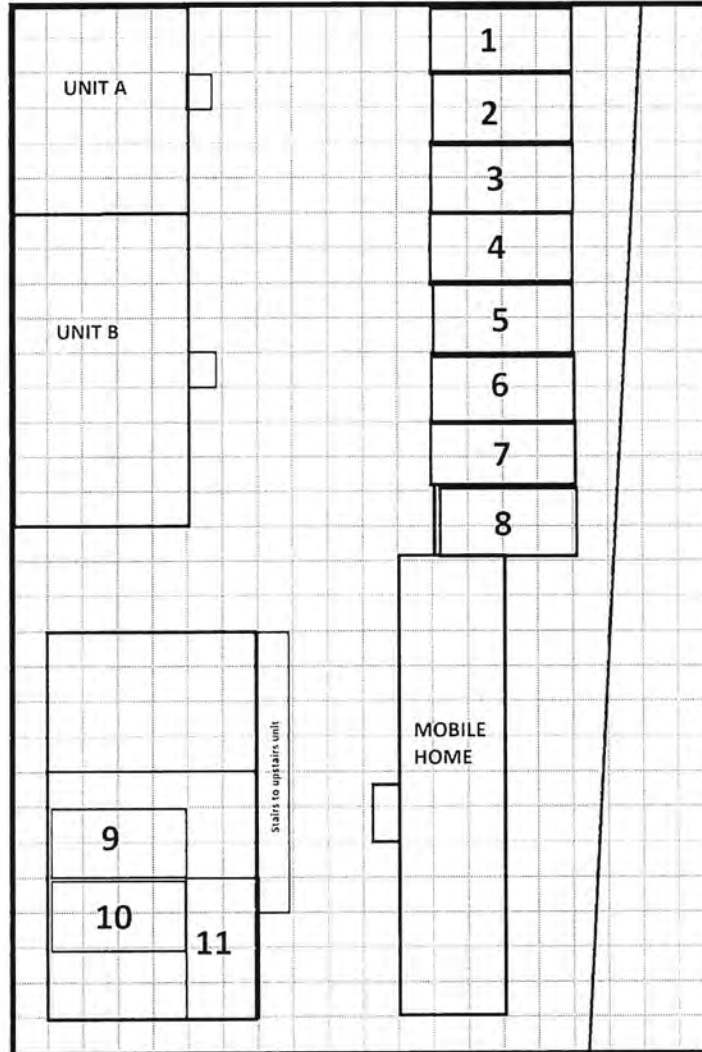
Site Plan

Business Name: 321 Hayden St.

Business Owner: Jeff & Karen McBirnie

Business Street Address: _____

Block: _____ Lot: _____ Subdivision: _____



Scale: 1 inch = 20 feet

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



ZONING SITE PLAN INFO

TOWN OF WEST YELLOWSTONE

Address _____

Name and Business _____

Zoning Block _____ Use Commercial OR Residential

Building Permit State OR Town of West Yellowstone

Units and Classification Use _____

Parking Existing _____ Required _____ Buy in lieu of _____

Drainage _____

SFE Existing _____ Required _____ Buy _____

Grease Trap _____

Units and Classification _____

Water and Sewer Connections Yes No # _____ Cost _____

Water Meter Size _____

Town Engineer Letter _____

Jon Brown Letter _____

Utility easements 10' off property line checked 2 front yards?

Locate 811 called

Set Back Required _____ Commercial _____ Residential _____ Street/Alley _____

Fire Wall Requirements Yes No Where 1hr 2hr

Sprinklers Yes No

County Requirements _____

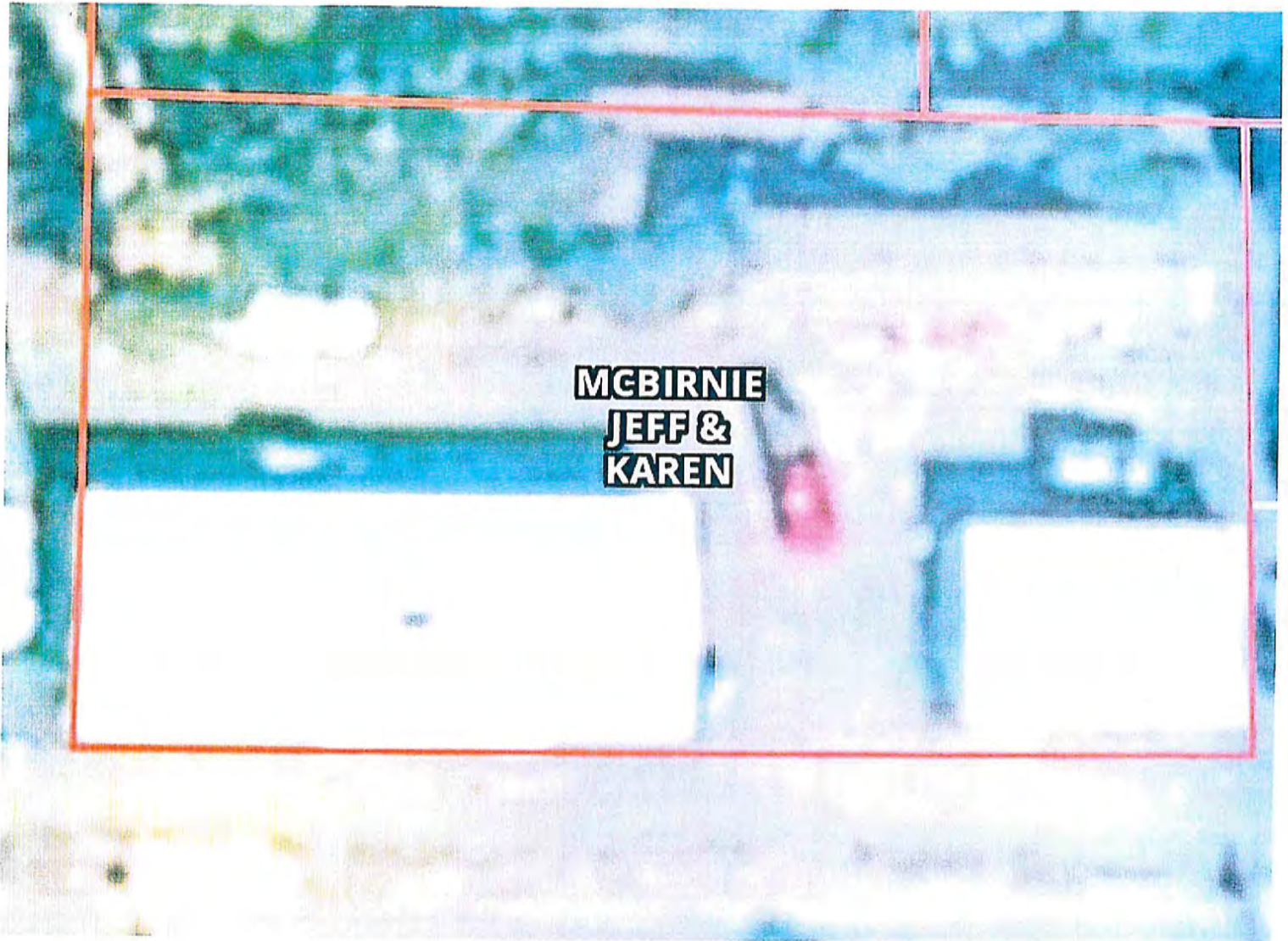
RV more than 1 DEQ Health Department Limited Service Campground

Use Town Property for Entrance Yes No

Stipulations _____

Existing Issues _____

3 single family 2 x 3 = 6
3 apartments 3 x 1.5 = 4.5
10.5
11 space



**MGBIRNIE
JEFF &
KAREN**

3. Up to fifty percent of the **parking** facilities required by this chapter for churches or auditoriums may be supplied by the **parking** facilities provided for uses primarily of a daytime nature.

B. Where joint uses are desired, an application shall be made to the town council. The application shall contain proof that there will be no substantial conflict in the principal operating hours of the two buildings or uses for which the joint use is proposed; that all other conditions within this chapter are met; and, legal documents executed by the parties involved in the joint use guaranteeing use by both parties. The legal documents shall be approved by the town attorney and recorded with the county clerk and recorder. (Ord. 164 (part), 1994)

17.42.090 Spaces required.

The following numbers of off-street **parking** spaces per use are required in all zoning districts:

A. Single and multifamily, **two spaces per unit** (one space as required may be within the driveway area);

B. Apartments, **one and one-half spaces** per unit;

C. Rooming and boarding houses, **two spaces per dwelling unit plus one space** per rooming unit;

D. Churches and chapels, one space per three and one-half church or chapel seats;

E. Hotels and motels, **1.075 spaces per each room for rent**, with the total rounded to the nearest whole number;

F. [Mobile home parks](#), in accordance with Section [17.36.180](#);

G. Snowmobile rental shops, the number derived by multiplying the total number of snowmobiles for rent by 0.3, rounded to the nearest whole number, and providing in addition at least thirty square feet of storage space for each rental snowmobile, which storage space may be provided in a separate storage structure. Space counted for **parking** shall not be counted as space used for storage and vice versa.

Example: Ninety-five snowmobiles for rent times 0.3 equals twenty-eight and one-half, or twenty-nine **parking** spaces;

H. Snowcoach operations, the number derived by dividing the number of rental seats by three and rounding to the nearest whole number, and providing in addition one ten-foot by twenty-foot **parking** space for each snowcoach, which **parking** space may be provided in a separate storage structure.

Example: Twenty-five snowcoach seats for rent divided by three equals 8.33, or eight **parking** spaces;

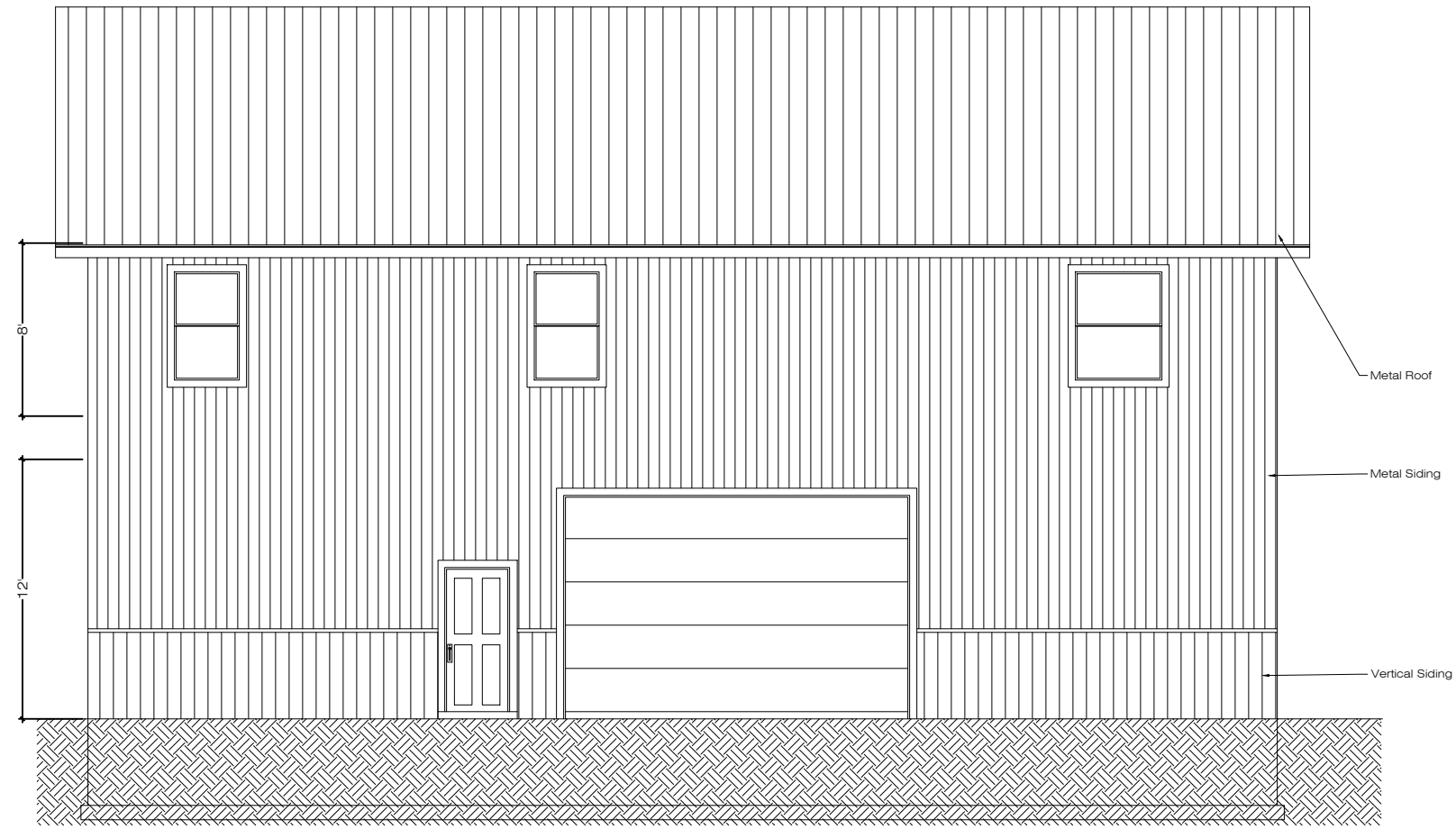
I. All commercial uses, the number derived by multiplying the factor in the **Parking** Factor Table (Table 17.42.090) by the total square footage divided by one thousand and then figured to the nearest single decimal place: "total square footage" means the total usable space in the structure or business less unused basements, attics and storage areas. When a building contains multiple uses, the building official may request the planning board to review the **parking** plan and make a recommendation regarding the number of **parking** spaces required by a new use; however, any new business shall provide at least one **parking** space.

Examples:

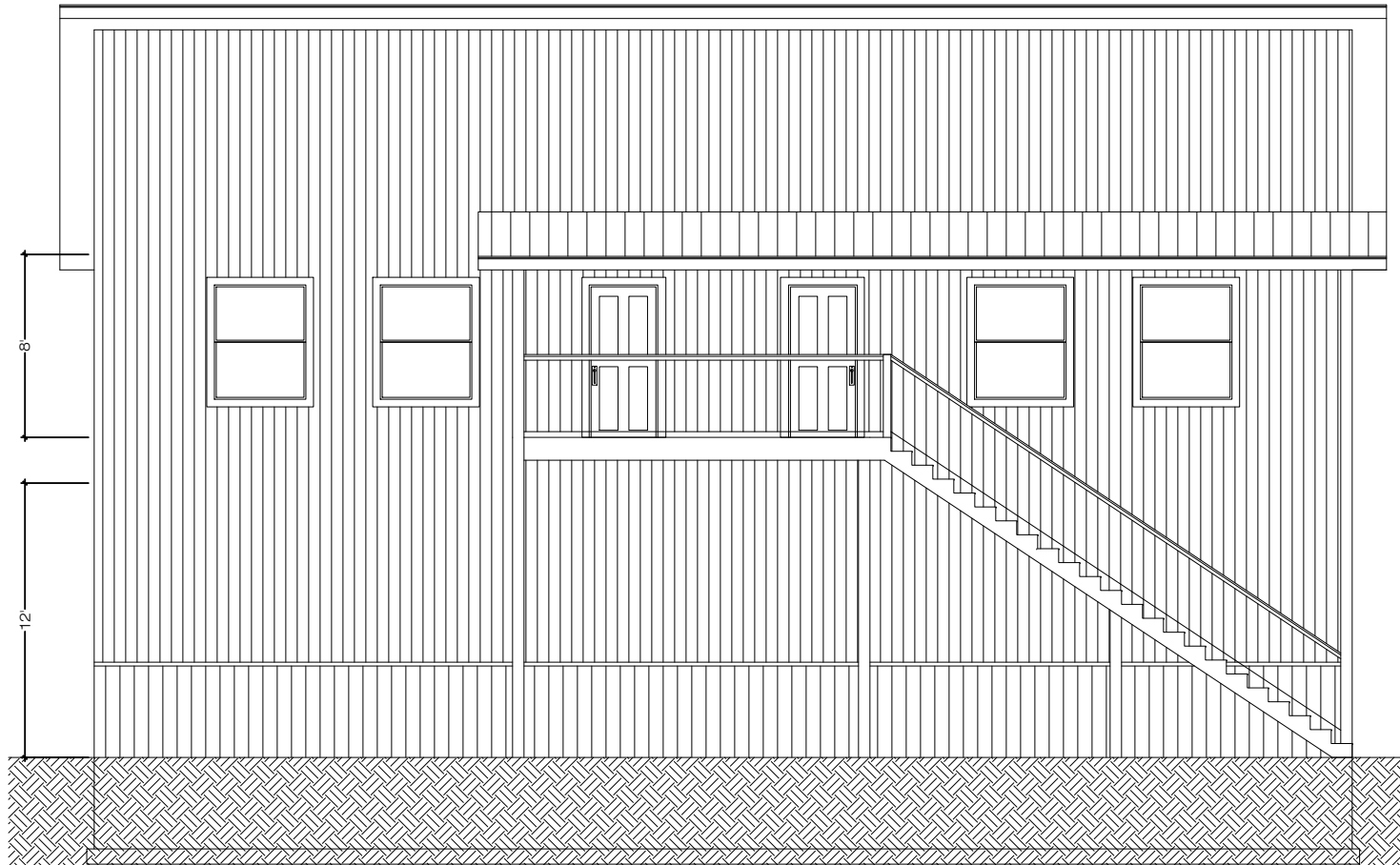
1. Bank building, two thousand two hundred fifty square feet (table factor is 4.5): 2.2 (square feet in thousands) times 4.5 (table factor) = 9.9, or ten **parking** spaces;

4:12 Pitch Main
 12' Main Walls
 8' Second Floor
 4' Foundation Walls
 Garage to Match Main TYP

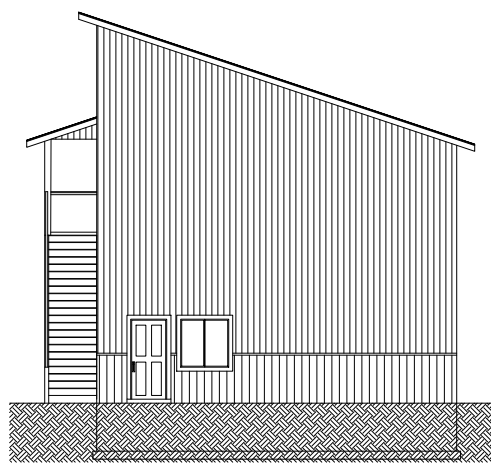
SEE GN NOTES PAGE FOR ALL
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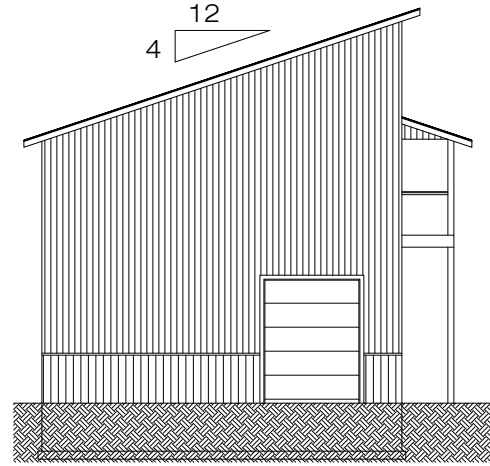
Front Elevation



Back Elevation



Left Elevation



Right Elevation

Elevations

Scale: 1/4" & 1/8" = 1'-0" on 36" x 24" Paper
 Scale: 1/8" & 1/16" = 1'-0" on 17" x 11" Paper

TOTAL SQ. FTG. = 0000
 MAIN FLOOR = 000000000 INTERIOR
 SECOND FLOOR = 0000
 BASEMENT = 000000000 INTERIOR
 GARAGE = 0000

McBirnie
 SHOP

NEEDAHOUSEPLAN.COM
 Sundance
 drafting & design
 208.524.2880

Plan# 23-150
 Start Date 06-02-2023
 Bid Set 07-27-2023
 Permit Set
 Rev.
 Rev.
 Rev.
 Drawn By: B. Stoddard
 Reviewed By: T. Stoddard

Scale
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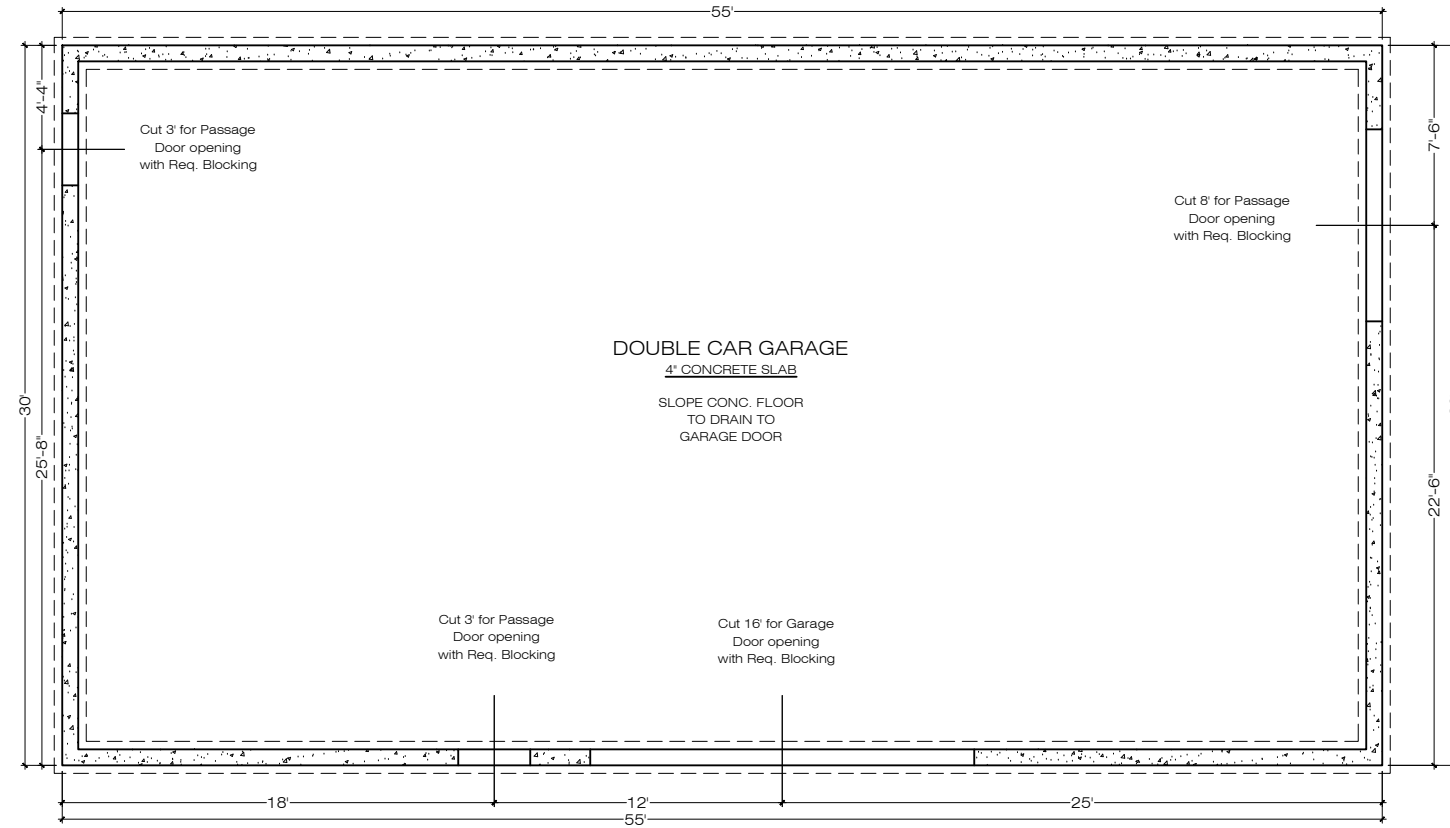
Sheet
 A1
 of
 A6

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12' Main Walls
 8' Second Floor
 4' STEM Foundation Walls
 Garage to Match Main TYP

SEE GN NOTES PAGE FOR ALL
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 DETAILS



Foundation Plan

Scale: 1/4"=1'-0" 36"x24" Size Paper
 Scale: 1/8"=1'-0" 17"x11" Size Paper

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TOTAL SQ. FTG. =	0000
MAIN FLOOR =	000000000 INTERIOR
SECOND FLOOR =	0000
BASEMENT =	000000000 INTERIOR
GARAGE =	0000

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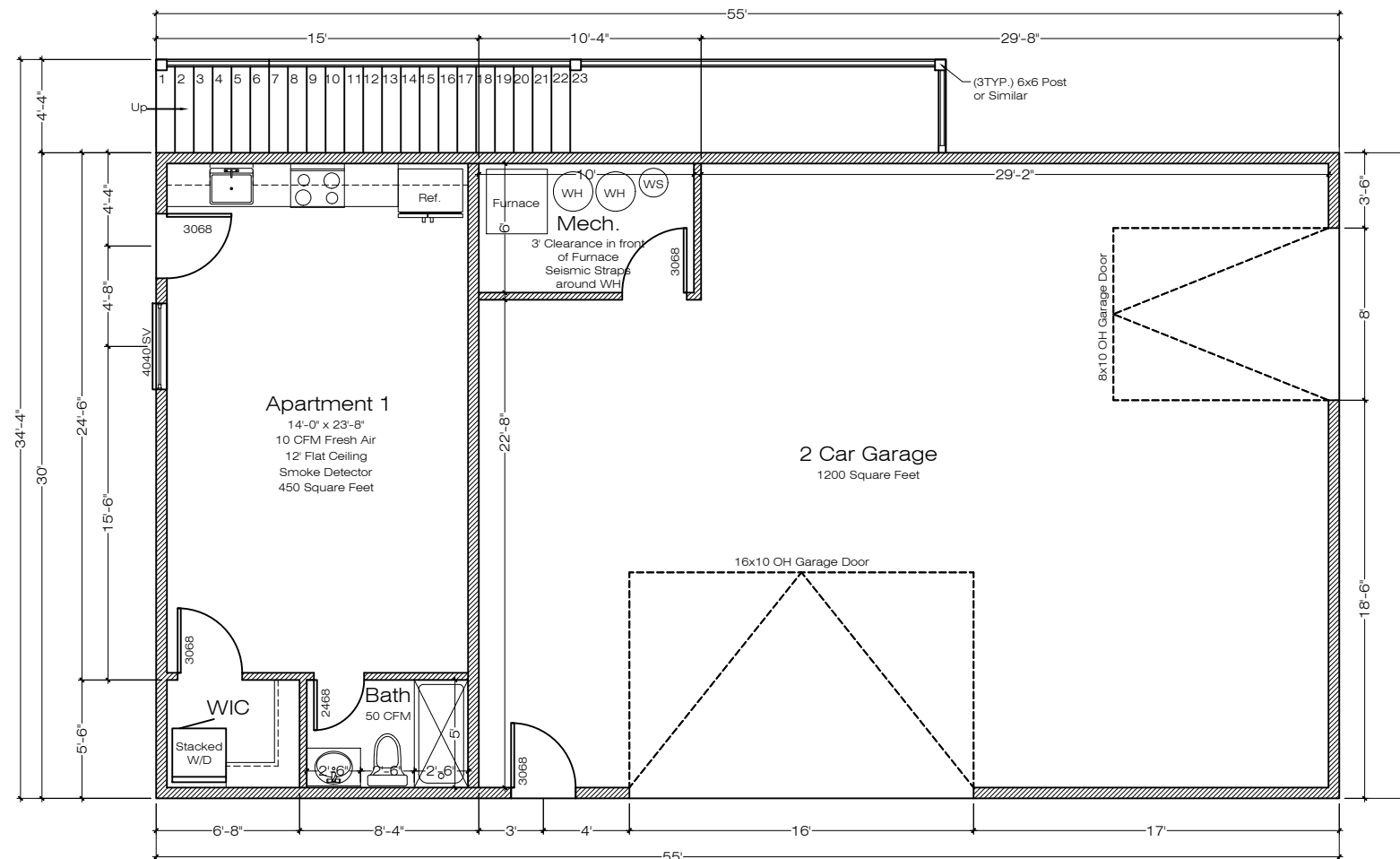
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A2
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A6

12' Main Walls
 8' Second Floor
 4' STEM Foundation Walls
 Garage to Match Main TYP

Window Callouts:
 Width x Height (ex. 3050 is 30" wide by 50" Tall) Door same
 SH is Single Hung DH is Double Hung
 SV is Side Vent F is Fixed or Picture
 T or Temp is Tempered Safety Glass
 Tra is Transom OBS Obscured

SEE GN NOTES PAGE FOR ALL
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 DETAILS



TOTAL SQ. FTG. = 0000
 MAIN FLOOR = 00000000 INTERIOR
 SECOND FLOOR = 0000
 BASEMENT = 00000000 INTERIOR
 GARAGE = 0000

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Main Floor

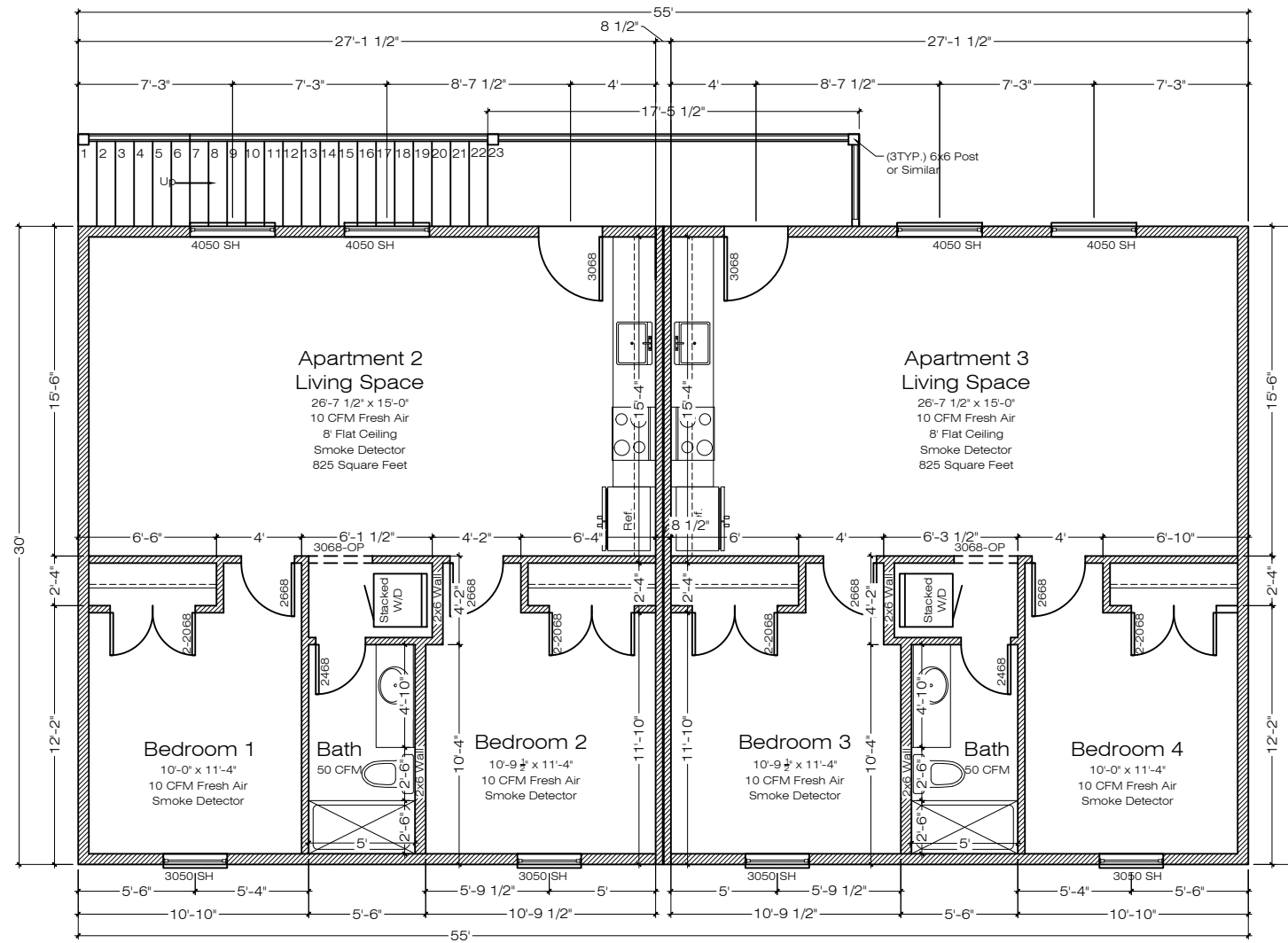
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Width x Height (ex. 3050 is 30" wide by 50" Tall) Door same
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 MAIN FLOOR = 0000 INTERIOR
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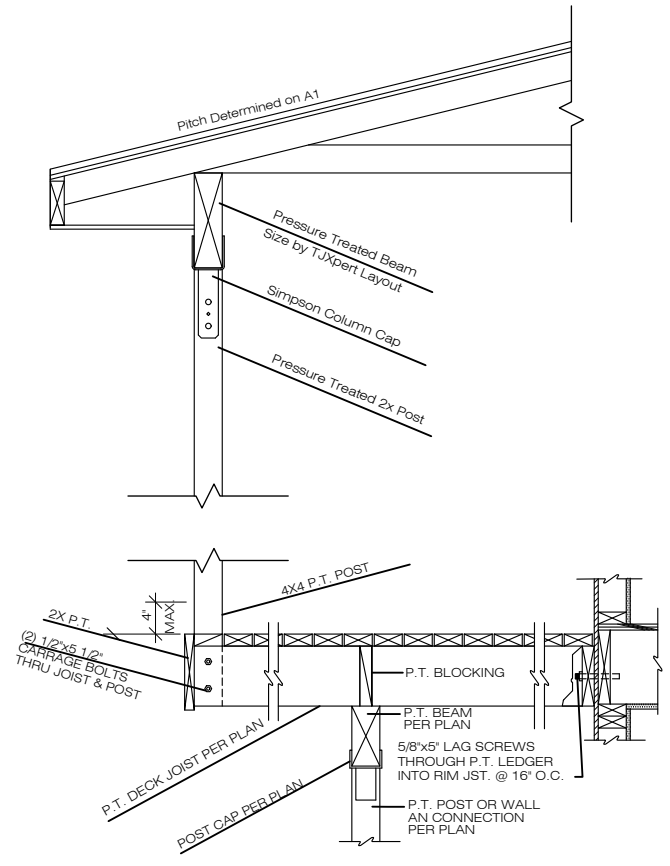
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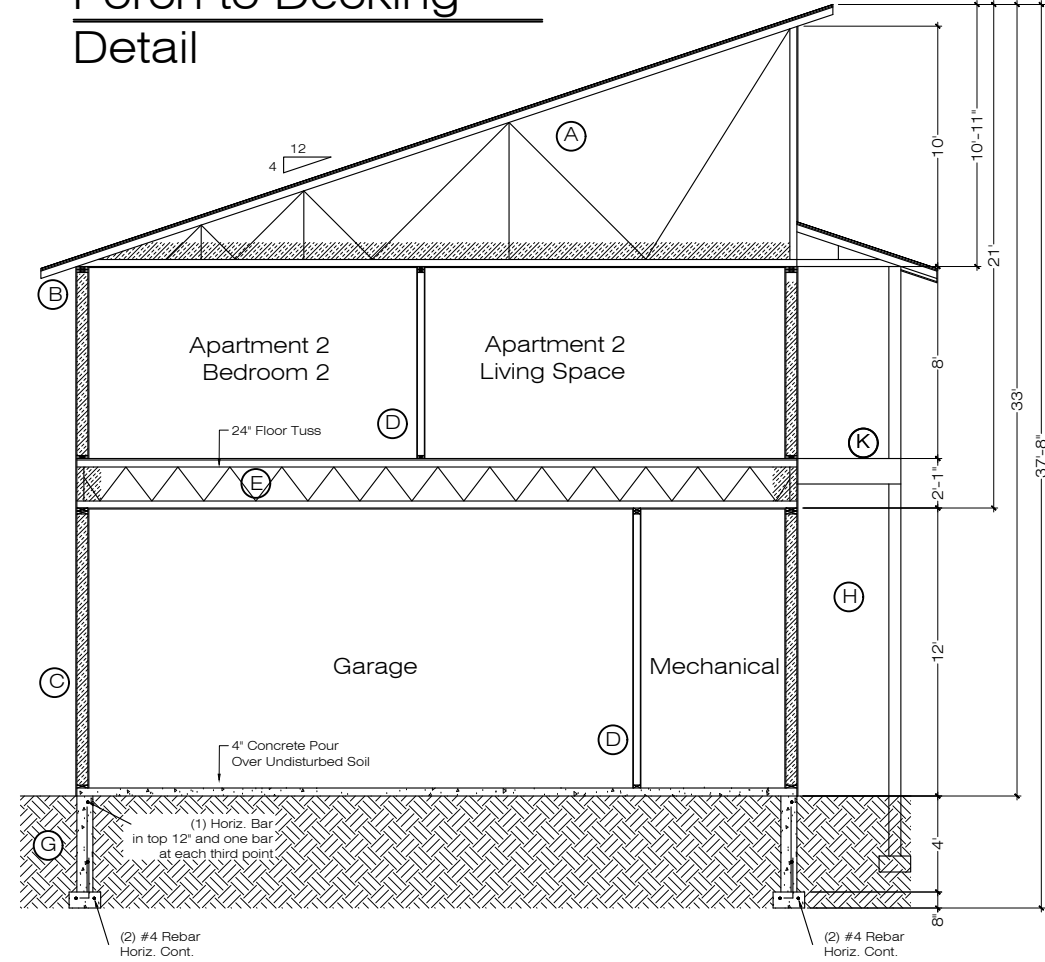
Second Floor

Scale: 1/4"=1'-0" 36"x24" Size Paper
 Scale: 1/8"=1'-0" 17"x11" Size Paper

Roof System: 2018 IRC Code Section R801, R901 Architectural Grade, 25 year Asphalt Shingles R905 over #15 building felt over 7/16" Ext. OSB roof sheathing w/Clips & nailed 6" O.C. -Edges, 10" O.C. -field over 4:12 Pitch Engineered Trusses @ 24" O.C. (Framed According to Engineered Truss Layout) with R-49 Blown in Attic Insulation with 5/8" Sheet Rock on Interior Side Taped Prep'd for Interior Finishes Contractor to indicate 22"x30" Attic Access Location 2018 IRC Ice Protection Ice Barrier consisting of 2 layers of cemented under-layment and extend from the eave's edge 24" min. from inside exterior wall	(A)
Soffit System: 2018 IRC Code 2x6 Fascia Board with style 'D' Metal Drip Edge with 3/8" Soffit Sheeting with 3" Continuous Soffit Venting with add'l 2x4 Support as Required	(B)
Exterior Walls: 2018 IRC Code R602, R608, R703 Metal Siding and Vertical Siding over Weather Resistant Barrier 7/16" APA OSB & Nailing Pattern 6"-edge 12"-field 2x6 Stud framed @ 24" O.C. UNO with (2) 2x6 Top Plates with (1) 2x6 Bottom Plate with min. R-21 Batt Insulation with 1/2" Sheetrock Inside Occupancy separation between between house, attic, and garage Taped Prep'd for Interior Finishes	(C)
Interior Walls: 2018 IRC Code 2x4 Stud framed @ 24" O.C. with (2) 2x4 Top Plates with (1) 2x4 Bottom Plate with 1/2" Sheetrock Both Sides Taped Prep'd for Interior Finishes	(D)
Floor System: 2018 IRC Code Section R502, R503, R504 3/4" T&G OSB Sub-floor Glued & Nailed over 11-7/8" TJI Engineered Floor Joist Series, Placement, & O.C. Spacing as determined & indicated on TJI Layout. (Version 6.0 or later) connected to Rim Joist, spliced using gal. metal ties not less than .058" x 1.5" wide fastened w/6 16d nails ea. side over 1/2" Sheetrock on Ceiling Side Taped and Prep'd for Interior Finishes	(E)
Foundation Wall System: (*USE IN SEISMIC D ZONE-BONNEVILLE COUNTY) 2x4 Treated Sill Plate over Foam Sill Sealer with 1/2" Anchor Bolts @ 72" ("32" O.C. 10" Long, 7" Embedded Max. 12" from all Corners or Splices Concrete Wall Greater than 9' need to have an Architects or Engineer Seal & under (1) Horiz. Bar in top 12" and one at mid-height 8'-11" to 9' (1) Horiz. Bar in top 12" & one bar at each third point Min. (2) Anchor Bolts per Sill Plate w/ nut & ROUND plate Washer 2 1/2" Ø x 1/2" Min. For each Bolt ("3"x3" SQUARE) over Concrete Foundation wall Consistent w/ 2018 IRC R401-403 With Asphalt Emulsion on Exterior Side over Continuous Concrete Footings Consistent w/ 2018 IRC Section R106.1 over Undisturbed Soil	(G)
Stair System: 2018 IRC R302.7, 311.7.2, R311.7 R312.1.3 Eq. Stair Risers 7 3/4" Max. height, Eq. Stair Treads 10" Min. depth over (3) 11.5" MIN. Stair Stringers bolted at bottom with P.T. 2x4 -3 places with 3" x 1/2" Ø bolt and top securely mounted to framing with Simpson A35 Connector at Stairs Stringer to Ledger or alternate approved connection. with Cont. Handrail System mounted 36" above stair plane. with Handrail return to wall. with a Min. 6'-8" Head Clearance above stair plane. with all other Railing System to be min. 42" above FFL & meet current building codes for vert. and horiz. loading. Slate Spacing to no more than 4" sphere to pass thru. 1/2" Gypsum Board under stairs 2% Slope Max 1 to 48	(H)
Decking System: 2018 IRC Code Section R507 Req. handrail at ext. steps over 2x4 floor decking with Required Spacing over 2x8 Deck Joist Stingers connected to house 2x10 rim-board with angle bolt 2 bolts need to be in top 4" of Ledger board over 2x10 ledger boards connected by Simpson Joist Hanger anchor over 80 x 24" deep conc. pier over 8x16x16 conc. footing with req. horizontal and vertical rebar over undisturbed soil. 4x4 Post 8' High or less 6x6 Post 8' High or Taller 36" High escape must be maintained for any Egress under decking	(K)



Porch to Decking Detail



Cross Section

Scale: 1/4"=1'-0" UNO on 36"x24" Size Paper
 Scale: 1/8"=1'-0" UNO on 17"x11" Size Paper

Table R403.1
 Min. Width of Conc. or Masonry Footings (inches)

Conventional Construction	Load-Bearing Value of Soil (psf)		
	1500	2000	3000
1-story	12	12	12
2-story	15	12	12
3-story	23	17	12

4" Brick Veneer over light frame

1-story	12	12	12
2-story	21	16	12
3-story	32	24	16

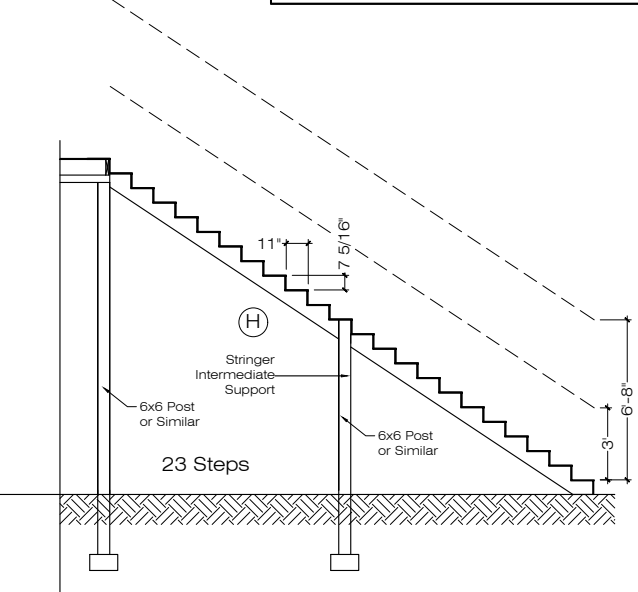
Alternate Reinforcing Bar Size and Spacing
 Vertical Rebar Only
 8" nominal wall thickness 72" Max rebar spacing

#4 @ 15"	is equal to	#5 @ 23"	or	#6 @ 32"
#4 @ 16"	is equal to	#5 @ 25"	or	#6 @ 32"
#4 @ 16"	is equal to	#5 @ 25"	or	#6 @ 36"

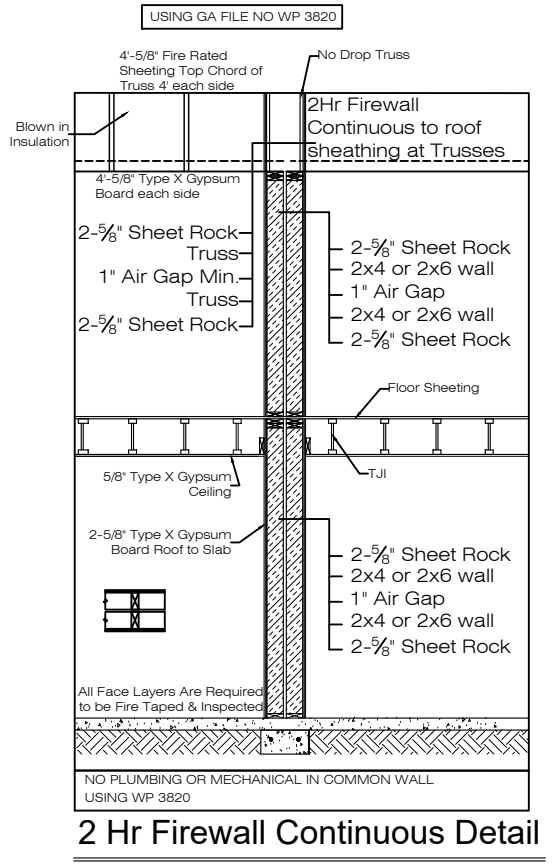
Table R404.1.2 (3)
 Reinforced Concrete Foundation Walls
 GM, GC, SM, SM-SC and ML Soils

45 Min. Vertical Reinforcement Size & Spacing		
Max. Wall Height	Max. Unbalanced Backfill Height	8" Conc. Walls
8'	5' or less 6' 7'	Not Required Not Required #6 at 36" O.C.
9'	5' or less 6' 7' 8'	Not Required Not Required #6 at 35" O.C. #6 at 32" O.C.
10'	7' or less 8' 9'	Not Required #6 at 35" O.C. #6 at 34" O.C.

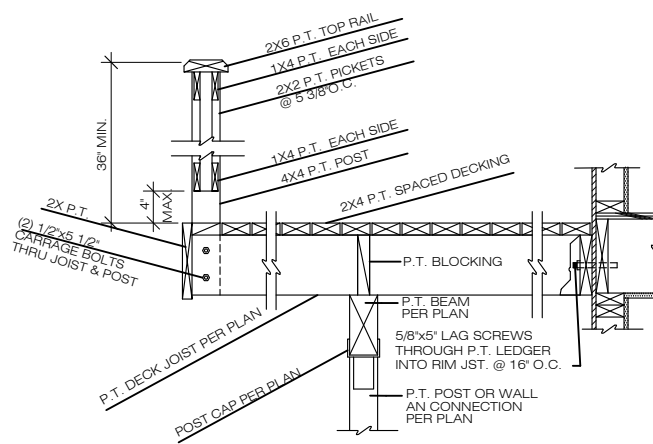
8' and Under (1) Horizontal Rebar in top 12" and one at mid-height
 8'-1" and Greater (1) Horizontal Rebar in top 12" and one bar at each third point



Stair Detail



2 Hr Firewall Continuous Detail



Deck Detail

TOTAL SQ. FTG. = 0000
 MAIN FLOOR = 0000
 SECOND FLOOR = 0000
 BASEMENT = 0000
 GARAGE = 0000

McBirnie
SHOP

NEEDAHOUSEPLAN.COM
 208.524.2880
Sundance
 drafting & design

Plan# 23-150
 Start Date 06-02-2023
 Bid Set 07-27-2023
 Permit Set
 Rev
 Rev
 Rev
 Rev
 Drawn By: B. Stodard
 Reviewed By: T. Stoddart

Scale
 1/4"=1'-0" UNO
 36"x24" Size Paper
 1/8"=1'-0" UNO
 17"x11" Size Paper

PAGE LAYOUT
 GN-General Notes & Codes
 A1-Elevations
 A2-Foundation/Basement
 A3-Main Floor
 A4-Second Floor
 A5-Cross Section
 A6-Plot Plan

Sheet
A5
 of
A6

BID SET
 Not for Construction

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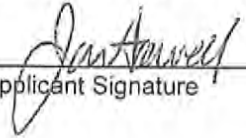
5. ATTACHMENTS: Please attach the following:

- Detailed site plan showing the lot dimensions, acreage, and location of the property lot. Include building and/or wall setbacks, building dimensions and parking spaces available.
- A detailed description of the project which must include a legal description of the property lot upon which the construction, addition, relocation of a structure, remodel or erection of fence will take place.
- A legal survey may be required if the setbacks are in question.

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

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

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


 Applicant Signature _____ Date 6-30-23

Applicant Signature _____ Date _____


 Property Owner Signature if different than Applicant _____ Date 7-5-23

Final Approval – Official Use Only

Town of West Yellowstone - Inspector _____ Date _____

Notes/Conditions

DRG _____

Planning Board _____

Town Council _____

Project Description

Please provide a detailed description of the project. Clarify whether this project is new construction or a remodel and if there are any existing structures, businesses, or uses that already exist on the property.

In 2020 we submitted paperwork to add a grill hood and dine thru window to the existing property @ 17 Madison Ave.

We were directed to get a State Building Permit as the City did not inspect commercial renovations only residential.

At the time we pulled the permit and started the renovations which included a dine thru window, menu board and speaker.

Everything was inspected and approved for use in the late summer of 2020.

We were unable to get all of the dine thru menu boards and items due to material shortages.

Shortly thereafter we had to dig this area up and replace all the old galvanized water lines with new. Then we were unable to get

concrete as there was a shortage of that

Anyway we are now in the process of finishing this dine thru for use.



HOWELL SEPTIC & EXCAVATING

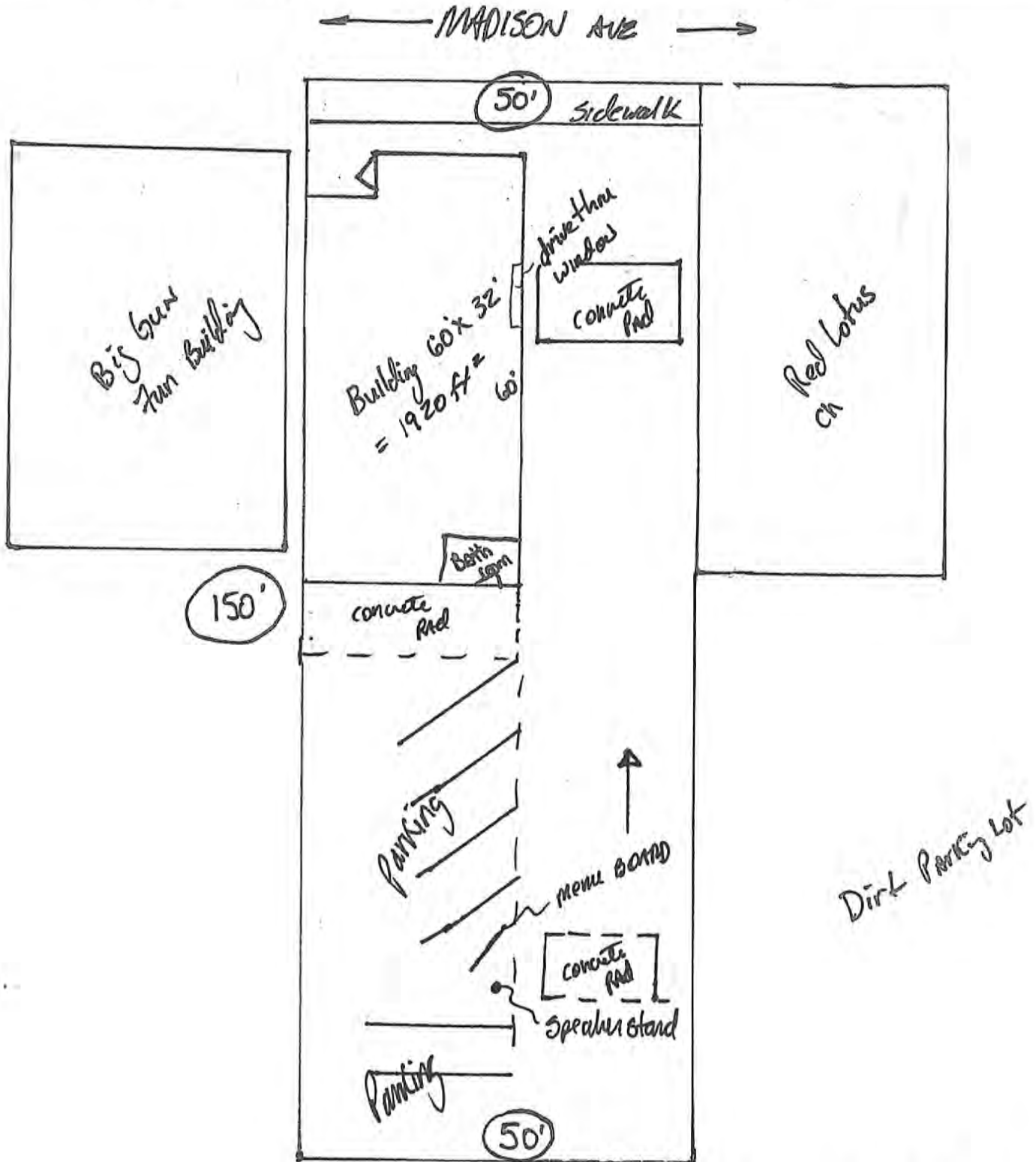
Cell 406-461-1023

PO Box 484

West Yellowstone, MT 59758

jhowell@yellowstonemt.com

PROJECT NAME Site Diagram 17 Madison Ave DATE _____



city property snow storage
allowed winter



ZONING SITE PLAN INFO

TOWN OF WEST YELLOWSTONE

Address 17 Madison Ave Mountain Mamas Cafe

Name and Business _____

Zoning Block 15 Use Commercial OR Residential

Building Permit State OR Town of West Yellowstone

Units and Classification Use _____

Publicating 8' x 625^{SqF} = 5,000 ÷ 1000 = 5

Parking Existing 5 Required 5 Buy in lieu of _____

Drainage _____

SFE Existing _____ Required _____ Buy _____

Grease Trap _____

Units and Classification _____

Water and Sewer Connections Yes No # _____ Cost _____

Water Meter Size _____

Town Engineer Letter need Daves approval

Jon Brown Letter _____

Utility easments 10' off property line checked 2 front yards?

Locate 811 called

Set Back Required _____ Commercial _____ Residential _____ Street/Alley

Fire Wall Requirements Yes No Where 1hr 2hr

Sprinklers Yes No

County Requirements _____

RV more than 1 DEQ Health Department Limited Service Campground

Use Town Property for Entrance Yes No

Stipulations _____

Existing Issues _____

From: [Jason Howell](#)
To: [Kyle Tanner](#)
Cc: [Elizabeth Roos](#); "[Dave Noel](#)"; [Jon Simms](#); [Dan Walker](#)
Subject: RE: 17 Madison Ave drive thru
Date: Thursday, July 27, 2023 7:19:51 AM
Attachments: [drive thru.pdf](#)

Greetings All,

I am not sure where we are with all of this as I spoke with Dave Noel last week and he was away on a family matter. At the time of talking with Dave he had not looked at the site plan or this e-mail in any detail. He was unsure of any of it. Therefore now that he is back I would like to follow up on the questions below and get the ball rolling again.

I am attaching what our ideas of signage would be to add the drive thru to the existing "drive way".

Questions:

#1 see attached signage that we would propose. The drive way in question has been there since the buildings have been built and has been an existing drive way for both directions of traffic. We are proposing for it to become a one way drive thru. We will add at our expense the "one-way" sign and the "enter from alley" signs along with 2 half dome traffic mirrors for both pedestrians and car to utilize for blind spots. We would also propose painting the sidewalk with a yellow cautionary color for the pedestrians to know there is a drive thru there.

#2 At the current time there is no dust abatement for the existing driveway. We would propose to spray it with a dust control solution until we could get it asphalted in the future.

#3 We would have no plan for directing traffic for the snow storage area (we would continue to plow it as it has been in the past and allow the snow to be plowed and stacked as needed). We will continue to plow an access drive way as we always have in the winter to allow access to and from the rear of the building/s through the town parkway. Again this is an existing driveway with no current traffic signage or directional control. We would not change this.

#4 Attached is the site plan with numbered parking spaces. The driveway is approximately 14' wide.

Any further questions please let me know. I would like to proceed with the finishing of this drive thru up which is on private land and is already an existing drive way.

Regards,
Jason Howell

From: Kyle Tanner <ktanner@townofwestyellowstone.com>

Sent: Friday, July 7, 2023 9:17 AM

To: jkhowell@yellowstonemt.com>

Cc: Elizabeth Roos <eroos@townofwestyellowstone.com>; Dave Noel <dnoel@forsgren.com>; Jon Simms <jsimms@townofwestyellowstone.com>; Dan Walker <dwalker@townofwestyellowstone.com>

Subject: 17 Madison Ave drive thru

Hello Jason,

We had a DRG meeting on 6/6/2023 to discuss your zoning application and here are a few things we need from you before taking it before the planning board.

#1 We will need a signage plan to address safety issues, such as stop signs, height/width limitations, pedestrian crossing signage, one-way signs, traffic mirrors at public right away/sidewalks, and traffic direction entering onto Madison Ave if left or right turn only signs are needed.

Our town's engineer, Dave Noel will look at this to get his approval. His email is above.

#2 Paving or dust control plan for drive thru.

#3 If you have a plan for directing traffic to or thru the snow storage area

#4 Need your site plan to number parking spaces and width of drive thru indicated.

If you have any questions reach out to me. I will be emailing our engineer with your site plan.

Thanks,

K.C. Tanner

Town Of West Yellowstone
Deputy Public Services Superintendent
Building Codes Inspector
Code Enforcement
Townofwestyellowstone.com

From: jkhowell@yellowstonemt.com
To: [Kyle Tanner](#)
Cc: [Elizabeth Roos](#); "[Dave Noel](#)"; [Jon Simms](#); [Dan Walker](#)
Subject: RE: 17 Madison Ave drive thru
Date: Monday, July 31, 2023 10:55:51 AM

Greetings Again,

I am in receipt of Dave Noel's e-mail dated July 27, 2023 with his 2 concerns regarding the drive thru:

Item 1: There will be **no off site signage** put up in regards to the drive thru in the alley. We are not expecting anything from the City in regards to maintenance or up keep of the city parkway due to the drive thru.

Item 2: We will install a "driveway exit alert system" such that when a vehicle leaves the drive thru window it will alert the pedestrians on the sidewalk of an on coming car with a flashing amber light. This will be similar to this system here [Cisco-Eagle Catalog - Yard Traffic Sensor Exterior - Weather Resistant Single Set](#)

If there is anything else that needs to be addressed please let me know.

Regards,
Jason Howell

From: Jason Howell <jkhowell@yellowstonemt.com>
Sent: Thursday, July 27, 2023 7:20 AM
To: 'Kyle Tanner' <ktanner@townofwestyellowstone.com>
Cc: 'Elizabeth Roos' <eroos@townofwestyellowstone.com>; 'Dave Noel' <dnoel@forsgren.com>; 'Jon Simms' <jsimms@townofwestyellowstone.com>; 'Dan Walker' <dwalker@townofwestyellowstone.com>
Subject: RE: 17 Madison Ave drive thru

Greetings All,

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#4 Attached is the site plan with numbered parking spaces. The driveway is approximately 14' wide.

Any further questions please let me know. I would like to proceed with the finishing of this drive thru up which is on private land and is already an existing drive way.

Regards,
Jason Howell

From: Kyle Tanner <ktanner@townofwestyellowstone.com>

Sent: Friday, July 7, 2023 9:17 AM

To: jkhowell <jkhowell@yellowstonemt.com>

Cc: Elizabeth Roos <eroos@townofwestyellowstone.com>; Dave Noel <dnoel@forsgren.com>; Jon Simms <jsimms@townofwestyellowstone.com>; Dan Walker <dwalker@townofwestyellowstone.com>

Subject: 17 Madison Ave drive thru

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If you have any questions reach out to me. I will be emailing our engineer with your site plan.

Thanks,

From: [Kyle Tanner](#)
To: [Elizabeth Roos](#)
Subject: Fwd: 17 Madison Ave drive thru
Date: Monday, August 7, 2023 10:04:56 AM
Attachments: [image001.png](#)

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Dave Noel <dnoel@forsgren.com>
Sent: Thursday, July 27, 2023 1:09:56 PM
To: Jon Simms <jsimms@townofwestyellowstone.com>; Kyle Tanner <ktanner@townofwestyellowstone.com>
Subject: RE: 17 Madison Ave drive thru

Jon, I have reviewed the general concept regarding a drive through window for Jason Howells project. Two concerns:

- How do customers get to the drive-up window? Jason has proposed that access to the drive though will be from the Alley B. While I understand the alley ways (park ways) are generally used by the public for business access, some caveats as to expected maintenance from the town may be appropriate. Also, close attention should be considered for signage. While the proposal only shows on site signage directing customers to the alley for access, it may be appropriate to note that off site signage, specifically at the alley entrance, is prohibited. This include both temporary and permanent signage.
- How do customers exit the drive-though safely; how do pedestrians traverse the sidewalk safely? Jason has proposed elevated dome mirrors to allow drivers in the drive though to observe traffic. However, due to the proximity of the building and sidewalk, vehicles will need to ease into the sidewalk and be looking up to observe traffic. This will jeopardize the safety of pedestrians using the sidewalk. One remedy could be to consider an alley exit alert system. Such a system includes sensors that the monitor activity on the sidewalk in the proximity to the alley exit. Sidewalk activity then triggers stop and look signage directed to the driver as well as caution signage and audio warnings for pedestrians.

Thank You

Dave Noel
Project Manager
[1137 Summers Dr.,](#)
[Rexburg, ID 83440](#)
208.356.9201 (O)
208.351.6114 (M)
208.356.0206 Fax

FORSGREN
Associates Inc.

From: Jason Howell <jkhowell@yellowstonemt.com>

Sent: Thursday, July 27, 2023 7:20 AM

To: 'Kyle Tanner' <ktanner@townofwestyellowstone.com>

Cc: 'Elizabeth Roos' <eroos@townofwestyellowstone.com>; Dave Noel <dnoel@forsgren.com>; 'Jon Simms' <jsimms@townofwestyellowstone.com>; 'Dan Walker' <dwalker@townofwestyellowstone.com>

Subject: RE: 17 Madison Ave drive thru

EXTERNAL MESSAGE

Greetings All,

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To: jkhowell <jkhowell@yellowstonemt.com>

Cc: Elizabeth Roos <eroos@townofwestyellowstone.com>; Dave Noel <dnoel@forsgren.com>; Jon Simms <jsimms@townofwestyellowstone.com>; Dan Walker <dwalker@townofwestyellowstone.com>

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Thanks,

K.C. Tanner

Town Of West Yellowstone
Deputy Public Services Superintendent
Building Codes Inspector
Code Enforcement
Townofwestyellowstone.com

- Half dome traffic mirrors -

CAUTION
SIDEWALK

Yellow Paint



Half dome traffic mirrors, for cars + Ped. to see sidewalk.



Signage

14'

Painted yellow w/ caution in it for pedestrians.

MOUNTAIN Coffee House and Alpine Cuisine

17

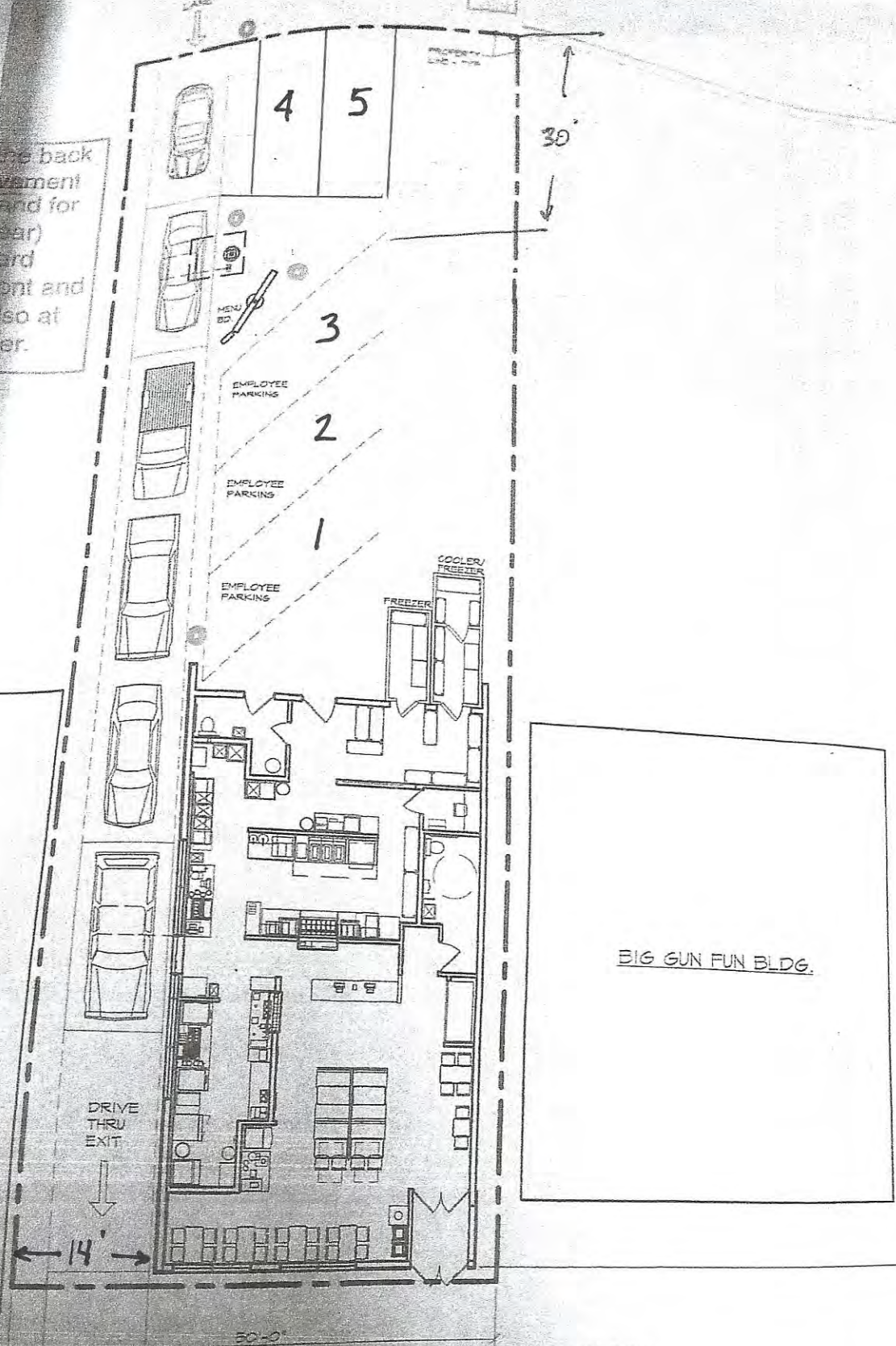
DELI SANDWICHES

Do Not Enter

Enter Drive thru from Alley

WE PROUDLY SERVE MOUNTAIN MAMA'S COFFEE HOUSE STARBUCKS MOUNTAIN MAMA'S CAFE 17 MADISON AVENUE

the back
movement
stand for
(rear)
ward
front and
also at
other.



BIG GUN FUN BLDG.

DRIVE
THRU
EXIT

EMPLOYEE
PARKING

EMPLOYEE
PARKING

EMPLOYEE
PARKING

COOLER/
FREEZER

FREEZER

EMPLOYEE
PARKING

30'

14'

50'-0"

CITY SIDEWALK

ON-STREET
PARKING

150'-0"

15'-0"