

Town of West Yellowstone

Tuesday, June 7, 2022

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.

WORK SESSION

5:00 PM

Water & Sewer Rates

Discussion ∞

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Report

Purchase Orders #6458 to Asphalt Systems, Inc., emulsion seal coat for streets, \$13,320.00 ∞

Claims ∞

Business License Applications

Consent Agenda: **Minutes of the May 17, 2022 Town Council Meeting** ∞

Minutes of the May 24, 2022 Local Government Center Training Session ∞

Town Manager & Staff Reports ∞

Advisory Board Reports

ACTION ITEMS

Markov Cabins, site plan review

Discussion/Action ∞

Altitude Restaurant & Bar, LLC

Discussion/Action ∞

- Site plan review, request to purchase 4 parking spaces
- Business License

Event Permits

Discussion/Action ∞

- 4th of July Parade & Fireworks, Outside Amplification Permit
- Yellowstone Rod Run, Outside Amplification Permit, Resolution #775-Lift Open Container Ordinance
- Music in the Park, Outside Amplification Permit, Resolution #776-Life Open Container Ordinance
- FYI Events – Buffalo Chip Chuck, July 4, 2022

Task Order #13, Forsgren Associates, Pavement Management Plan

Discussion/Action ∞

Madison Valley Bank Documents, Change Authorized Signers, Line of Credit

Discussion/Action

Correspondence/FYI/Meeting Reminders

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



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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



Possible Rate Scenarios - Sewer Only

Resort Tax	SFE (hotel rooms)	Rate (SFE/month)
\$1M	current	\$ 51.62
\$1M	0.6	\$ 44.17
\$1M	0.8	\$ 38.60
\$1M	1	\$ 34.28
\$1.2M	current	\$ 45.27
\$1.2M	0.6	\$ 40.70
\$1.2M	0.8	\$ 33.86
\$1.2M	1	\$ 30.06
\$1.4M	current	\$ 38.93
\$1.4M	0.6	\$ 33.31
\$1.4M	0.8	\$ 29.11
\$1.4M	1	\$ 25.85

WITH 5 YEAR GROWTH		
Resort Tax	SFE (hotel rooms)	Rate (SFE/month)
\$1M	current	\$ 43.53
\$1M	0.6	\$ 37.86
\$1M	0.8	\$ 33.49
\$1M	1	\$ 30.03
\$1.2M	current	\$ 38.74
\$1.2M	0.6	\$ 33.21
\$1.2M	0.8	\$ 29.37
\$1.2M	1	\$ 26.34
\$1.4M	current	\$ 32.83
\$1.4M	0.6	\$ 28.55
\$1.4M	0.8	\$ 25.26
\$1.4M	1	\$ 22.65

Water & Sewer Rate Increase Plan

Water Rates	Current	2016	2017	2018	2019	2020	2021	Change
Base	\$10.15	\$11.48	\$12.63	\$13.89	\$15.28	\$16.81	\$18.49	\$8.34
Per 1000 gallons	\$0.40	\$0.55	\$0.60	\$0.65	\$0.70	\$0.75	\$0.80	\$0.40
Projected Annual Revenues	\$218,350	\$265,405	\$291,028	\$318,199	\$347,198	\$378,166	\$411,243	\$192,894
Sewer Rates								
Base	\$13.50	\$15.00	\$16.50	\$18.15	\$19.97	\$21.97	\$24.17	\$10.67
Projected Annual Revenues	\$410,184	\$455,760	\$501,336	\$551,470	\$606,768	\$667,536	\$734,381	\$324,197



**TOWN OF WEST YELLOWSTONE
SEWER DEVELOPMENT FEE STRUCTURE**

CUSTOMER:
Contact:
Street Address
City, State, Zip
Phone No.

SFE SCHEDULE AND SFE CALCULATOR					
USER TYPE	DESCRIPTOR	EVALUATION UNIT	NUMBER OF UNITS PROPOSED	SINGLE FAMILY EQUIVALENT 2021 SFE	CALCULATED SINGLE FAMILY EQUIVALENT 2021
Residential Dwelling					
Single Family		Single Home		1.000	0
Mobile Home		Single Mobile Home		1.000	0
Multiple Residential					
Apartment		Single Apartment		1.000	0
Multiplex Unit		Single Living Unit		1.000	0
Time Share	hotel w/ full kitchen & W/D	Room		0.830	0
Boarding/Rooming House/Bed & Breakfast	With Bathroom	Room		0.200	0
Boarding House		Bed space		0.500	0
Rooming House		Resident		0.250	0
Institutional					
Assembly Hall/ Meeting House		(Base)		1.000	0
Assembly Hall/ Meeting House	Kitchen	(Seat)		0.030	0
Church	Single Congregation	Congregation		2.000	0
Church	Each additional	Congregation		1.000	0
Church	Sunday only meetings	Congregation		1.000	0
Church	Kitchen	Seat		0.030	0
Clinic/Massage/Spa		Establishment		1.000	0
Hospital or clinic				3.000	0
	Additional	Bed space		0.500	0
Hospital		Bed space		1.000	0
Hospital	Kitchen	Bed space		1.070	0
Hospital	Laundry	Bed space		1.195	0
Nursing Home/ Rest Home		Bed space		0.500	0
Nursing Home/ Rest Home	Base Rate			1.000	0
Nursing Home/ Rest Home	Additional	Resident		0.300	0
School	with Cafeteria and Gym	Student		0.170	0
School	with Cafeteria only	Student		0.030	0
School	no Cafeteria or Gym	Student		0.020	0
Hotel		Room		0.200	0
Hotel	With Kitchen	Room		0.200	0
Boarding/Rooming House/Bed & Breakfast	With Bathroom	Room		0.200	0
Employee		Person		0.067	0
Food Service					
Restaurant - Seating	up to 50 seats	Seat		2.000	0
	For Each additional 25 seats	Seat		1.000	0
Restaurant - Seating		Seat		0.050	0
Restaurant - Drive In	<20 inside seats	Seat		2.000	0
	Each additional 20 inside	seat		1.000	0
Service Station		Restroom		2.000	0
Service Station/C-Store	no public restroom	Establishment		2.000	0
Service Station/C-Store	with public restrooms	Restroom		2.000	0
Service Station/C-Store	with food prep facilities	Establishment/additive		1.000	0
Service Station/C-Store		Employee		0.080	0
Drinking Establishment		Seat		0.060	0
Employee		Employee		0.067	0
Commercial and Industrial					
Bowling Alley		Lane		0.200	0
Barber/Beauty Shop		Seat		0.200	0
Laundry Self Service	up to 10 washers			2.000	0
Laundry Self Service		Washer		0.100	0
Garage or Maintenance Shop		Bay		1.000	0
Car Wash		Bay		2.000	0
Grocery Store		Base		2.000	0
Grocery Store		Employee		0.070	0
Grocery Store	additive	Butcher Shop		1.000	0
Grocery Store	Additive	Bakery		1.000	0
Shopping Center (No food or laundry)		Parking Space		0.010	0
Store or Business (up to 20 employees)		Base		1.000	0
Store or Business	Additive	Employee		0.030	0
Theatre - Auditorium		Seat		0.030	0
Warehouse		Base		1.000	0
Warehouse		Employee		0.090	0
Warehouse	Showers/additive	Employee		0.270	0
Offices	Up to 20 Employees			1.000	0
Offices		Employee		0.030	0
Employee		Employee		0.087	0
Seasonal and Recreational					
Fairground (peak day attendance)		Person		0.010	0
Long Term RV Camp		Space		0.970	0
Short Term RV site		Space		0.500	0
RV Facility		Space		0.600	0
RV Facility	Dump Station	Establishment		2.000	0
Swimming Pool		Person		0.070	0
Bathhouse	Toilets & Showers	Unit		1.000	0
Bathhouse	Additional shower	Unit		0.500	0
Bathhouse	Additional Toilet	Unit		0.200	0
Employee		Employee		0.067	0
Misc. Category					
Designed or Calculated flow	volume	SFE value 225 gpd			
			225	0.00	0.00
TOTAL CALCULATED SFE VALUE					0.00

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE
MONTANA (FY 2023)

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

info@townofwestyellowstone.com

PURCHASE ORDER # 4075 - 430230 - 931

Date 6-02-22

Ship Via

Order No. 006458

Department PUBLIC WORKS

TO: ASPHALT SYSTEMS INC.

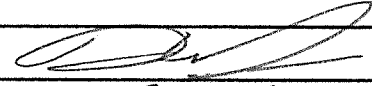
ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

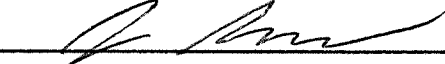
Quantity	Description
	Apply 1200 gallons of emulsion seal coat to said streets.

Estimated Cost \$ 13,320.⁰⁰

Authorized By



Requested By:



VENDOR COPY - White OFFICE COPY - Canary



www.asphaltsystemsinc.com

GSB-88® Quote For Agency Project

Date	Expires*	Prepared By	Quote ID #
5/30/2022	7/30/2022	Name: Jess Miller Signature: Jess Miller Phone: (208) 431-1669	

* PRICE QUOTED IS FOB PLANT AND IS VALID FOR 60 DAYS. AFTER 60 DAYS, ASI MAY INCREASE PRICE IF REQUIRED BY INCREASED COSTS TO ASI. SEE ADDITIONAL CONDITIONS BELOW, INCLUDING REQUIRED SIGNATURE BY CUSTOMER.

Company Name	West Yellowstone City
Contact Name	Jon Simms
Contact Phone	(406) 640-9074
Contact Email	jsimms@townofwestyellowstone.com
Project Name	West Yellowstone City GSB-88 Seal 2022
Project Address	West Yellowstone City, MT
Estimated Project Date	August 4 th
Estimated Gallons	1,200
ATTACH PROJECT SPECIFICATION	

Item	GSB-88 Concentrate Emulsion
Price	\$ Gallon
Item	<p>GSB-88 Emulsion Diluted 2:1, w/2% polymer & sand. Price Includes all: GSB-88 oil, sand, freight & spreading for one day, "in place on the ground".</p> <p>West Yellowstone City will provide all: traffic control, sweep/clean roads prior to application, notify residents in project area, restripe roads, cover manholes prior to application, backhoe/forklift to unload/load sandbags.</p>
Price	\$11.10 Per Gallon Grand Total = \$13,320.00
Item	GSB-88 Emulsion Diluted 1:1
Price	\$ Gallon
Polymer Add	\$ Gallon
Totes	

IT IS THE CUSTOMER'S RESPONSIBILITY TO ORDER SUFFICIENT MATERIAL TO COVER THE APPLICATION RATES FOR THE PROJECT. THIS ORDER WILL NOT BE ACCEPTED IF IT APPEARS INSUFFICIENT TO COVER THE APPLICATION RATES FOR THE PROJECT.

All pricing above is FOB plant and subject to the following:

1. Price quoted is valid for 60 days. ASI will seek to maintain price for longer than 60 days but may increase price after 60 days if required by increased costs to ASI.
2. Customer will provide ASI a minimum of 10 working days between the date of the order and the date of pickup. Delivery of orders with less than 10 working day's notice may be subject to delayed shipment due to production schedules.
3. Product is sold FOB ASI's production facility.
4. Assignment and transfer of legal title to the product from ASI to customer is immediate upon product transfer from plant to customershipping container.
5. Freight: Shipping, handling and storage is the responsibility of the customer/contractor.
6. All short- and long-term product storage is the responsibility of the customer/contractor.
7. ASI will only certify products manufactured, at our designated facilities.
8. Customers storing products in bulk or diluting and mixing them for specific projects are responsible for material certifications.
9. The performance and safety of ASI Products is dependent upon shipping, handling, storage and application in strict compliance with the SDS and technical data sheet, ASI's Best Practices Manual and the particular project specifications. Customer certifies that it has read and understood these documents and their requirements for shipping, handling, storage and application of all ASI Products.
10. While ASI will assist in facilitating the resolution of any disputes about the performance of services by the freight company and/or the applicator company, it is understood and agreed that the freight company and/or the applicator company and not ASI will be liable for all costs arising from or related to any deficiency in performance of their services.
11. If performance by ASI is prevented, restricted, or interfered with by causes beyond ASI's reasonable control ("Force Majeure"), ASI's obligations shall be suspended to the extent caused by such event. Force Majeure shall include, without limitation, acts of God, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages, supply chain interruptions and disruptions to required transportation.
12. ASI may retain a de minimis sample of ASI's product immediately prior to application for future reference.
13. It is understood that decisions concerning the use and application of ASI's product are the responsibility of the owner's inspector/engineer.
14. ASI welcomes participation in objective, well designed product evaluations. However, to ensure the integrity and usefulness of formal trials, demonstrations or evaluations, Customer is responsible for notifying ASI's tech and manufacturing function and enabling ASI to participate in and approve the design and performance of the trial, demonstration, or evaluation.
15. ASI's manufacturer's representative is available to participate in a pre-project meeting with the applicator and the inspector/engineer in person or remotely. ASI recommends that such a meeting be scheduled.
16. Customer is not licensed to re-brand or re-name this product. Product must be provided to all third parties under ASI name specified on this document.

Terms: Net 30. In the event the full amount of the Purchase Price is not paid in full in accordance with the terms set forth herein, Purchaser agrees to pay interest on the unpaid balance at the rate of 1.5% per month or the maximum amount allowed by applicable law if such amount is less than 1.5% per month.

THIS ORDER CANNOT BE FILLED BEFORE THE ABOVE QUOTE AND TERMS ARE ACCEPTED BY RETURN OF THIS QUOTE FORM TO ASI BEARING THE SIGNATURE OF AN AUTHORIZED REPRESENTATIVE OF THE CUSTOMER


Terms Understood and Accepted By:



ASPHALT SYSTEMS INC.



www.asphaltsystemsinc.com

Name:	JON SIMMS	Signature:	
Customer:	TOWN OF WEST YELLOWSTONE	Date:	6/02/22

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
49081	95 Energy West-Montana	2,319.53							
	05/25/22 nat gas 210361788 updl	116.50		UPDH	1000 411252	344		101000	
	05/25/22 nat gas 210360293 Police	28.81		POLBLD	1000 411258	344		101000	
	05/25/22 nat gas 210361746 Pub Services	543.50*		STREET	1000 430200	344		101000	
	05/25/22 nat gas 210361811 old firehall	128.01		PARK	1000 460430	344		101000	
	05/25/22 nat gas 210363966 old bld ins	83.07*		STREET	1000 430200	344		101000	
	05/25/22 nat gas 210360540 library	302.03*		LIBBLD	1000 411259	344		101000	
	05/25/22 nat gas 210364599 Povah	561.25*		POVAH	1000 411255	344		101000	
	05/25/22 nat gas 210361697 Iris Lift St	36.35*		PUBSVC	1000 430200	344		101000	
	05/25/22 nat gas 210365425 Twm Hall	487.42*		TWNHAL	1000 411250	344		101000	
	05/25/22 nat gas 210361655 Mad Add Sewe	32.59		SEWER	5310 430600	344		101000	
49082	2853 Two Seasons Recycling	850.00							
	05/31/22 monthly recycling	850.00		PARKS	1000 460430	534		101000	
49085	2264 MORNING GLORY COFFEE & TEA	33.75							
	760986 05/29/22 Dispatch coffee	33.75		DISP	1000 420160	220		101000	
49086	2575 WY Tourism Business Improvement	7,048.99							
	06/02/22 Collections for	7,048.99		TBID	7202 411800	540		101000	
49088	3242 Fisher's Technology	21.12							
	1026644 05/25/22 copier maintenance fee	21.12		FINADM	1000 410510	356		101000	
49091	2546 Century Link QCC	11.78							
	294076279 05/24/22 long dist chg 406-646-7600	11.78		DISPAT	1000 420160	345		101000	
49092	2813 Century Link	1,537.18							
	05/19/22 E911 Viper 255-9710	985.84*		E911	2850 420750	345		101000	
	05/19/22 E911 Viper 255-9712	29.31*		E911	2850 420750	345		101000	
	05/19/22 E911 Viper 646-5170	112.24*		E911	2850 420750	345		101000	
	05/19/22 Alarm Lines 646-5185	91.48		TWNHLL	1000 411250	345		101000	
	05/19/22 Police - 646-7600	318.31*		POLICE	2850 420750	345		101000	
49095	151 Gallatin County WY TS/Compost	1,139.00							
	05/31/22 Household waste	1,139.00		PARKS	1000 460430	534		101000	
49096	2088 Town West Yellowstone	677.61							
	06/01/22 utility chrgs, Chamber, 895	69.59		BLDGS	1000 411257	340		101000	
	06/01/22 utility chrgs, UPDL, 892	92.72*		BLDGS	1000 411252	340		101000	
	06/01/22 utility chrgs, PS Shops, 884	42.80		BLDGS	1000 411253	340		101000	
	06/01/22 utility chrgs. Povah Ctr, 887	80.37		BLDGS	1000 411255	340		101000	
	06/01/22 utility chrgs, Police Dept, 886	54.68		BLDGS	1000 411258	340		101000	
	06/01/22 utility chrgs, City Park, 885	136.68		BLDGS	1000 411253	340		101000	

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	06/01/22	utility chrgs, Library, 891		43.34*		LIBBLD	1000 411259	340	101000
	06/01/22	utility chrgs, Twn Hall, 921		157.43*		TWNHAL	1000 411250	340	101000
49098		1514 Verizon Wireless		1,021.55					
		21 Smartphones							
		5 laptops							
	05/20/22	640-0108, Police		39.10		POLICE	1000 420100	345	101000
	05/20/22	640-0121 Laptop		40.01		POLICE	1000 420100	345	101000
	05/20/22	640-0141 Street SP		39.12*		STREET	1000 430200	345	101000
	05/20/22	640-0159 Street SP		39.12*		STREET	1000 430200	345	101000
	05/20/22	640-0606 911 Dispatch		39.12		911	1000 420160	345	101000
	05/20/22	640-1103, Operator SP		39.12*		STREET	1000 430200	345	101000
	05/20/22	640-1460, Library Dir, SP		39.12		LIBRAR	2220 460100	345	101000
	05/20/22	640-1461, S & W operator, SP		39.12		SEWER	5310 430600	345	101000
	05/20/22	640-1462, S & W Super, SP		39.12		WATER	5210 430500	345	101000
	05/20/22	640-1463, Deputy PSS, SP Sspnd		39.12		PARKS	1000 460430	345	101000
	05/20/22	640-1472, Ops Mgr, SP		39.12		ADMIN	1000 410210	345	101000
	05/20/22	640-1676, Rec Coord, SP		39.12		REC	1000 460440	345	101000
	05/20/22	640-1754, COP, SP		39.12		POLICE	1000 420100	345	101000
	05/20/22	640-1755, Police		39.12		POLICE	1000 420100	345	101000
	05/20/22	640-1756, Police		39.12		POLICE	1000 420100	345	101000
	05/20/22	640-1757, Police		39.12		POLICE	1000 420100	345	101000
	05/20/22	640-1758, Head Dispatcher		39.12		DSPTCH	1000 420160	345	101000
	05/20/22	640-1759, Police		39.12		POLICE	1000 420100	345	101000
	05/20/22	640-7547, Street SP		39.12		PARKS	1000 460430	345	101000
	05/20/22	640-9074, PSS, SP		39.12*		STREET	1000 430200	345	101000
	05/20/22	640-2195 683 laptop		40.01		POLICE	1000 420100	345	101000
	05/20/22	640-2551 COP laptop		40.01		POLICE	1000 420100	345	101000
	05/20/22	641-0184 686 laptop		40.01		POLICE	1000 420100	345	101000
	05/20/22	641.0207 681 laptop		40.01		POLICE	1000 420100	345	101000
	05/20/22	640-2354 Social Services		39.12		SOCSER	1000 450135	345	101000
	05/20/22	640-2629 City Judge		39.12		COURT	1000 410360	345	101000
49105		2789 WEX Bank		3,777.82					
	06/01/22	17 Dodge Ram #2		756.25*		POLICE	1000 420100	231	101000
	06/01/22	10 Ford Expedition 6-000046		152.31		SOCSER	1000 450135	231	101000
	06/01/22	10 JD Backhoe 310SJ		143.83		STREET	1000 430200	231	101000
	06/01/22	91 Ford 6-582		327.56		STREET	1000 430200	231	101000
	06/01/22	14 Water Truck		234.05		STREET	1000 430200	231	101000
	06/01/22	2010 JD 772 Grader		0.00*		STREET	1000 420100	231	101000
	06/01/22	02 Freightliner Dump 6-54564A		0.00		STREET	1000 430200	231	101000
	06/01/22	08 GMC Pickup 6-1484		89.02		STREET	1000 430200	231	101000
	06/01/22	08 CAT 938H Loader		180.85		STREET	1000 430200	231	101000
	06/01/22	08 904B MiniLoader		46.87		STREET	1000 430200	231	101000
	06/01/22	15 Ford F-250		252.80		STREET	1000 430200	231	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	06/01/22	18	2018 Dodge Ram-PW	204.20		STREET	1000 430200	231	101000
	06/01/22	18	Dodge Ram-Police	321.21*		POLICE	1000 420100	231	101000
	06/01/22	19	Dodge Durango	356.04*		POLICE	1000 420100	231	101000
	06/01/22		Multi-Use Vehicle - Sienna	114.43*		POLICE	1000 420100	231	101000
	06/01/22	06	Dodge Durango 6-1374/6-2010	31.60		STREET	1000 430200	231	101000
	06/01/22	15	Sweeper	435.40		STREET	1000 430200	231	101000
	06/01/22	'00	FL Dumptrk 6-60700A	131.40		STREET	1000 430200	231	101000
49106			42 Fall River Electric	7,485.82					
	05/20/22		PARK, old firehouse 2901001	377.51		PARK	1000 411253	341	101000
	05/20/22		povah comm ctr 4212001	199.42		POVAH	1000 411255	341	101000
	05/20/22		unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	05/20/22		RR Well 4212005	68.74*		WATER	5210 430500	341	101000
	05/20/22		SEWER LIFT STATION 4212006	323.02		SEWER	5310 430600	341	101000
	05/20/22		SEWER PLANT 4212007	1,150.31		SEWER	5310 430600	341	101000
	05/20/22		POLICE 4212008	327.21		POLICE	1000 411258	341	101000
	05/20/22		TOWN HALL 4212009	345.77		TWNHLA	1000 411250	341	101000
	05/20/22		ICE RINK 421010	51.27		PARKS	1000 411253	341	101000
	05/20/22		South Iris Street Well 4212013	279.20*		WATER	5210 430500	341	101000
	05/20/22		MAD SEWER LIFT 4212014	518.50		SEWER	5310 430600	341	101000
	05/20/22		Hayden/Grouse Well 4212015	41.23*		WATER	5210 430500	341	101000
	05/20/22		911 Tower 4212016	39.11		911	2850 420750	341	101000
	05/20/22		MADADD H20 Tower 4212017	52.54*		WATER	5210 430500	341	101000
	05/20/22		SHOP 4212018	170.91		STREET	1000 430200	341	101000
	05/20/22		ANIMAL 4212029	121.73		ANIML	1000 440600	341	101000
	05/20/22		CLORINATOR 4212030	59.34*		WATER	5210 430500	341	101000
	05/20/22		Electric Well 4212031	48.61*		WATER	5210 430500	341	101000
	05/20/22		PARK 4212032	194.28		PARKS	1000 411253	341	101000
	05/20/22		UPDH 4212041	484.35		UPDH	1000 411252	341	101000
	05/20/22		SEWER TREAT SERV 4212046	1,074.55		SEWER	5310 430600	341	101000
	05/20/22		LIBRARY 23 dunraven 4212054	106.97		LIBR	1000 411259	341	101000
49107			1992 Big Sky Journal	30.00					
	summer 202	05/18/22	1 yr subscription	30.00		LIBRY	2220 460100	215	101000
49108			999999 CROSSWINDS INN	135.33					
	05/20/22		Town Cleanup BBQ Supplies	135.33*		LEGIS	1000 410100	220	101000
49109			2531 Briggs Roofing Company	25,337.72					
	20211384-2	05/26/22	Replace the roofing on the	25,337.72		LIBRY	1000 411259	920	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49110		2822 ClearBlu Business Services		250.00					
	1490	05/26/22 Manhole cleaning	Hayden/Appolin	250.00		SEWER	5310 430600	357	101000
49111		2897 Radar Shop, The		420.00					
	14136	05/17/22 Recertified 6 Radar Units		420.00*		POLICE	1000 420100	357	101000
49112		1061 Lane and Associates		179.60					
	9217	05/16/22 Drug & Breath Tests Random 2		179.60*		ADMIN	1000 410210	351	101000
49113		2952 DIS Technologies		1,119.95					
	9131	02/21/22 Trend MicroSecLiclyr 1 users		7.95		LIBRY	2220 460100	216	101000
	9131	02/21/22 Trend MicroSecLiclyr 9 users		72.00		IT	1000 410580	355	101000
	9308	03/23/22 2yr starndardSSLrenewal		200.00		DSPTCH	1000 420160	216	101000
	9493	04/25/22 NetmotionWirelessAnnualRenewal		840.00		DSPTCH	1000 420160	216	101000
49114		999999 MAXWELL JAMISON		50.00					
	05/23/22	ExoneratedBonddoublePymnt	Jamis	50.00		COURT	7469 212401		101000
49115		999999 TOWN OF WEST YELLOWSTONE		5.00					
	05/17/22	OvrpymntofCCfees	Stowell	5.00		COURT	1000 351033		101000
49116		2099 Quick Print of West Yellowstone		110.00					
	16111	05/18/22 Court Envelopes 500 count		110.00		COURT	1000 410360	321	101000
49117		2537 Balco Uniform Co., Inc.		263.91					
	70264-1	04/29/22 Hats, Mag, Shirts		110.92*		POLICE	1000 420100	226	101000
	70151-3	05/20/22 Cuffs - Griffel		23.99*		POLICE	1000 420100	226	101000
	70577-1	05/10/22 Tactical flashlight		129.00*		POLICE	1000 420100	226	101000
49118		3021 MSU Local Government Center		604.14					
	2250	05/26/22 Mayor-CouncilTrainingbyDanClar		604.14		LEGIS	1000 410100	380	101000
49119		3315 IAS EnviroChem		1,052.00					
	2202351	05/19/22 SewerTesting		1,052.00		SEWER	5310 430600	348	101000
49120		999999 YELLOWSTONE RENDEZVOUS RACE		9,239.15					
	22-05	05/16/22 MapFunds for RendezvousRace		9,239.15		MAP	2101 410130	398	101000
49121		2893 Wild Bill Productions, LLC		7,937.96					
	WildBillDa	06/01/22 MapFunds for Wild Bill Day		7,937.96		MAP	2101 410130	398	101000

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49122	40 Jerry's Enterprises	135.60					
	050422-01 05/04/22 Help Fund Fuel Voucher	28.77*		HELP	7010 450135	231	101000
	050522-01 05/05/22 Help Fund Fuel Voucher	20.00*		HELP	7010 450135	231	101000
	051722-01 05/17/22 Help Fund Fuel Voucher	58.20*		HELP	7010 450135	231	101000
	052622-01 05/26/22 Help Fund Fuel Voucher	30.00*		HELP	7010 450135	231	101000
	05/27/22 Discount	-1.37*		HELP	7010 450135	231	101000
49123	3356 Platinum Chemicals Inc.	1,716.00					
	060122 06/01/22 Hand Sanitation Wipes 4 cases	1,716.00		STREET	1000 430200	220	101000
49124	3309 AQUAPRO	4,391.67					
	A22-128 05/20/22 CompressionxMaleIronPipethrea	1,026.00		WATER	5210 430530	212	101000
	A22-115 04/13/22 2FlipCoupling&2"meterFlangeKi	2,486.63		WATER	5210 430500	930	101000
	A22-129 05/20/22 PortableElectricPipeThreader	276.26		WATER	5210 430530	212	101000
	A22-122 05/10/22 60cnt6"x4"valveBoxplug	442.82		WATER	5210 430500	220	101000
	A22-124 05/12/22 4cnt Wrench,sprSprnrHydrantcou	159.96		WATER	5210 430500	220	101000
49125	379 Energy Laboratories, Inc	406.00					
	474538 05/26/22 Well4 Testing	406.00*		WATER	5210 430500	348	101000
49126	3261 Targhee Services	77.90					
	05/13/22 Oil change '17DodgeRam	77.90		STREET	1000 430200	361	101000
49127	307 Summit Fire & Security	1,064.00					
	510101306 05/20/22 UPDL-Fire ExtinguisherAnnlI	201.00		UPDL	1000 411252	357	101000
	510101308 05/20/22 Libry-Fire ExtinguisherAnnl	200.00*		LIBRY	1000 411259	357	101000
	510101307 05/20/22 Povah-Fire ExtinguisherAnnl	133.00*		POVAH	1000 411255	350	101000
	510101337 05/20/22 Povah-Fire ExtgusherPreAnnl	327.00*		POVAH	1000 411255	350	101000
	510101263 05/20/22 police-Fire ExtinguisherAnn	203.00		DSPTCH	1000 420160	398	101000
49128	1864 Loomis Family Limited	26.87					
	05/16/22 Diesel for 904Loader	26.87		STREET	1000 430200	231	101000
	# of Claims 34	Total: 80,476.95					

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
May 17, 2022

COUNCIL MEMBERS PRESENT: Travis Watt, Brian Benike, Jeff McBirnie, and Jeff Mathews, Lisa Griffith is present at the meeting by Zoom

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Lanie Gospodarek, Public Town Attorney Jane Mersen, Acting Chief of Police Neil Courtis, Town Clerk Liz Roos, Marc Hanna, Hannah Shirkey-Billings Clinic, Shane Brown, Sam Moldenhauer, Kyle Goltz, Fire Chief Shane Grube, Jason Howell, Jon Brown, Kenny Jones, Greg Forsythe, Jim and Robin Eyman, Camille Miller-Forsgren Associates, Jenny Jordan, Kevin Harris-Forsgren Associates, John Greve

The meeting is called to order by Mayor Travis Watt at 5:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded. Due to the worldwide pandemic caused by COVID-19, 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.

WORK SESSION

Mayor Watt calls the meeting to order and explains the first topic of discussion is water and sewer rates. Camille Miller and Kevin Harris of Forsgren Associates are present at the meeting to discuss the rates and payment for the proposed wastewater treatment plant. Camille Miller explains that the Town currently charges \$42.66/month per connection for water and sewer services combined. She explains that the design for the new plant is complete and the next step is figuring out how to pay for it. She summarizes some of the funding sources available to the Town including grants and loan options from public and private agencies. Some of the public funding options require a target rate based on the median household income for Gallatin County. The target rate for water and wastewater to qualify for an Montana Coal Endowment Program (MCEP) grant is \$73.42. The maximum grant they can receive from MCEP is \$750,000 and they must be 150% of the target rate to be eligible for the grant. Miller explains that the total project cost for the new plant is just over \$33,000,000. They have already received some money from American Rescue Plan Act (ARPA) through the federal government, which leaves a needed loan balance just shy of \$29,000,000. Town Manager Dan Walker explains that they have put together different scenarios based on a 20-year bond for the Council to consider different options and to balance how much comes from resort tax and raising rates. Miller displays a spreadsheet that breaks down the estimated gross revenue, operations and maintenance costs, resort tax contributions, and loan repayment. Miller also presents options to increase revenue by increasing the amount of SFE (single family equivalency) charged to certain types of uses, such as hotels. She presents more scenarios to increase revenue by increasing SFEs or increasing the amount of resort tax contributed per year. Miller also points out that the Town has two large applications that are waiting to connect: Moonrise Meadows will have as many as 416 units, the Hampton Inn will have up to 120 rooms, so the Town could have 516 more connections within five years. The council considers increasing the SFEs for hotel rooms from .4 SFE to 1.0 SFE. Jason Howell says that he agrees that the brunt of the increase should be put on the commercial users in town. Town Manager Dan Walker explains that it was not their intent to ask the Council to make a decision on the rates this evening, but to get feedback so they can prepare to move forward. Mathews says that they've only looked at increasing SFEs for hotels, but they should look at other uses. He would prefer to keep sewer rates around \$33/month. Jeff McBirnie says that increasing to \$35 or \$40 would probably be acceptable and incremental increases so they don't fall behind inflation. Miller points out that when they reviewed the SFE schedule a couple months ago, Forsgren did make recommendations for increasing SFEs for some uses and they could redistribute that. Griffith says she would like to review the numbers presented and clarifies that the \$72.42 target rate was water and sewer together. Gospodarek explains that number is an aggregate of the rates together. Griffith also indicates that she would favor reviewing the SFE structure and using resort tax to offset expenses. Walker says that this is good direction and they will work on finding the right combination of a rates increase, adjusting the

SFE structure, and resort tax to fund the project. Greg Forsythe says that from the perspective of a customer, he just looks at the bottom line or the total amount of the bill. He says they need to move forward and get the plant built. Gospodarek points out that when they take out the bond, they have to be at the rates necessary to make the bond payments. Miller summarizes that Forsgren is currently working on the equipment specs for the project, the design will be sent to DEQ, and once it is approved they can bid the project. They still anticipate completing the project by the end of 2024.

Mayor Watt announces the next agenda item is a discussion about a moratorium on new connections to the wastewater treatment system. Walker explains that they have prepared a moratorium resolution but they can also choose to discontinue accepting septage discharge or continue to allow connections in direct conflict with their permit. McBirnie asks if they looked into any other options like only accepting septage during off-season. Walker says that idea would not actually reduce the amount of septage in the lagoon. He says that the staff would support establishing a permit system to track septage discharge activities. He says they have been accepting the septage without permit, although a business license has been issued since 2008 to the one active business. Griffith says there was discussion at the last meeting about allowing the dumping outside of the peak season as a solution. Watt says that wasn't presented as a solution, but they did ask if that was a possibility. Jason Howell says that he recently took his own tests to measure the strength of the septage from three different locations. He says that he just received those test results today. Mathews points out that the moratorium resolution that is on the agenda tonight is for one year and questions the process to review the capacity that is available. Mersen says that once the project is underway, they would likely be able to lift the moratorium. Griffith questions the language in the resolution and suggests revisions. The group discusses whether projects should be allowed to proceed before the Town can guarantee sewer capacity. Griffith says the process is unclear and has personally been frustrated by it. She says that citizens should be clear what their rights are and be able to take risks on their own property.

Public Comment

Marc Hanna addresses the Council and says that he has been coming through West Yellowstone for 40 years and has lived here for 20 years. He is very proud of this Town and this area, but he is offended by the t-shirt racks that are all over the sidewalks. He says he understands the businesses have a right to advertise their products but the practice is a detraction.

Taylor Rose speaks on behalf of Bozeman Health. He thanks the Council for their devotion to health care in West Yellowstone. He says it has been an honor for Bozeman Health to subsidize health care in West Yellowstone since 2014. He encourages the Health Services Advisory Board and Town Council to ensure that if Billings Clinic is selected this evening, that they follow through with the promises made in their response to the RFP.

Council Comments

Mayor Watt thanks Town Manager Dan Walker and the staff for their timely staff reports.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$133,125.54. (McBirnie, Benike)
McBirnie abstains from #49007 to Pete's Pizza for \$89.70.
- 2) Motion carried to approve the new business license application for Rusty Bison made by Kristy Coffin to operate a retail store at 27 Gibbon and waive the resort tax bond.
(Mathews, Benike)
- 3) Motion carried to approve the new business license application for Island BBQ LLC to operate as a mobile food vendor from 11 Yellowstone Avenue, contingent upon approval from Gallatin County Health and the West Yellowstone Fire Department. (McBirnie, Benike)

- 4) Motion to approve the minutes from the May 3, 2022 Town Council Meeting as amended to include that Lisa Griffith was present as a council member and to replace a sentence under Council Comments as follows: “Griffith requests that Town Staff could do some research about whether other municipalities in the state are paying for health care service providers.” (Griffith, Benike)
- 5) Motion carried to approve the minutes from the May 10, 2022 Health Care Presentations. (Benike, Mathews)
- 6) Motion carried to select Billings Clinic as the health care services provider for the Town of West Yellowstone, conditional upon both parties entering into a mutually acceptable contract(s). (Griffith, McBirnie)
- 7) Motion carried to approve Resolution No. 773, a resolution referring to the voters the question of whether adult use marijuana businesses should be allowed within the limits of the Town of West Yellowstone. (Benike, Mathews) See next motion.
- 8) Secondary motion carried to approve Resolution No. 773, a resolution referring to the voters the question of whether adult use marijuana businesses should be allowed within the limits of the Town of West Yellowstone and to fill in the missing dates in the Whereas clauses of Exhibit A which is the proposed ordinance, fill in the missing resolution number, fill in the missing date in Section 5, remove the number “10” in Section 1. (Griffith, Benike) Mathews is opposed.
- 9) Motion carried to accept the letter from Forsgren Associates dated April 4, 2022 that outlines three options to curb additional loading at the current sewer lagoon. (McBirnie, Mathews)
- 10) Motion carried to approve Resolution No. 774, amended to state that there are three pending applications for sewer connections and to correct the date on the last page, provided by Town Attorney. (McBirnie, Benike) Griffith is opposed.
- 11) Motion carried to accept the recommendation from the Marketing and Promotions Advisory Board to award \$14,900 to the 2022 Music in the Park Event. (McBirnie, Benike)
- 12) Motion carried to waive the \$1500 resort tax bond for the West Yellowstone Market event for 2022. (McBirnie, Benike)
- 13) Motion carried to approve Town Policy #45, Whistleblower Policy. (Mathews, McBirnie)
- 14) Motion carried to approve Town Policy #46, Conflict of Interest Policy and amended to include the term “domestic partner” in the definition of related party in Appendix A. (McBirnie, Mathews)
- 15) Motion carried to approve amended Task Order #10 to Forsgren Associates for additional funding assistance applications up to \$10,000. (Benike, McBirnie)

DISCUSSION

- 2) Mayor Watt confirms with Finance Director Lanie Gospodarek that the applicant for Rusty Bison, Kristy Coffin, has a satisfactory resort tax payment history for her other businesses.
- 3) Jason Howell asks where the business will discharge their wastewater. Watt answers that is part of the Health Department review.

- 5) Hannah Shirkey comments regarding the minutes. She says that in reference to an earlier comment, Billings Clinic did not promise to build a new hospital. She says they would be incredibly honored to provide health care services in West Yellowstone and will work with the community to improve health care in this area.
- 6) Kyle Goltz, Chair for the Health Care Services Advisory Board, addresses the Town Council. He reports that the board has actively worked through the process and participated in the presentations last week. He says that the RFP included a scoring process to score the applications. Goltz says that the board voted 6 to 1 to recommend Billings Clinic. He says they agreed that Billings Clinic had very relevant experience, has committed to recruit a doctor for West Yellowstone, has a sliding fee scale, more desirable operating hours, but is also requesting \$50,000 more per year than Community Health Partners.

McBirnle asks if the risk share agreement for \$200,000 with Billings Clinic is a flat fee. Griffith says that Billings Clinic indicated that if they are unable to find a doctor for the clinic they would reduce the risk share agreement. She also points out in year three of their projections, their loss would be less than \$200,000 and they would not ask for more than the loss for that year. Griffith says she was super impressed with all of the providers and their willingness to work together. She says that Premier Health was the only responder that would truly provide urgent care 7 days a week. She says that their nationwide model is based on a minimum of a licensed nurse practitioner and the cost to the Town was approximately \$600,000 plus a 10% surcharge. Griffith states that she conducted a poll on Facebook to find out how the community felt about the applicants. She says that the results of her poll favored Billings Clinic. She says that good health care costs money and none of these providers were willing to provide these services without a financial contribution. She says that the representatives from Eastern Idaho Regional Medical Center suggested that if they formed a non-profit organization they could contribute to it, so perhaps they should consider that idea. She also mentions that transportation seems to be an obstacle for people that need to seek health care. After further discussion, Griffith amends her motion to include a statement about entering into a mutually acceptable contract between the Town and Billings Clinic. McBirnle seconds the motion. Jeff Mathews comments that the Council makes decisions based on feedback from the community. Kenny Jones says that they should get away from using the term "risk share" and just characterize the payment as a subsidy. Greg Forsythe asks about the x-ray machine that is in the clinic, points out that the x-ray machine was paid for by the Town and a donation. Walker says that he is going to meet with Buck and Lander from CHP on Friday and they will discuss the transition. He says that there is a maintenance agreement for the x-ray machine and they will discuss taking that over. Brad Schmier expresses support for Billings Clinic. Jim Eyman says that if a business is stagnant, then they need to make changes to move forward.

- 7-8) McBirnle says that he thinks this resolution is just passing the buck because recreational marijuana has already passed in the state. Griffith says that they already talked about establishing regulation in the zoning revisions, regardless of whether the businesses are allowed in Town. Walker says that was discussed at the Planning Board meeting last Friday so the code will be ready if it passes this fall. Griffith adds that Gallatin County is also seeking a 3% tax on marijuana sales and asks if that is on the ballot that was just sent out. Mersen responds that it is on the ballot that just went out. She also says if they will refer to the ordinance that is attached as Exhibit A, it amends multiple sections of the municipal code. Griffith points out a couple deficiencies in the exhibit.
- 9) Town Manager Dan Walker summarizes that the sewer capacity options outlined in a letter from Forsgren Associates dated April 4, 2022. He explains that DEQ has informed the Town that additional loading at the sewer lagoon should be curbed. He says that Forsgren has provided three options: temporarily discontinue accepting septage from out of town dischargers which would make approximately 40 SFEs available, place a

moratorium on all new connections, or continue to allow connections in direct conflict with guidance received from DEQ.

- 10) Mayor Watt reads proposed Resolution No. 774, a resolution that issues a moratorium on connections or new uses of the Town's wastewater treatment system until the moratorium is no longer needed or for a period of one year, whichever comes first. Griffith says that she thinks they need to clarify portions of the resolution. The issue is discussed at length, Town Attorney Jane Mersen suggests alternate language, Griffith suggests tabling, Mathews and Benike indicate they are comfortable with the resolution as written. Griffith makes a secondary motion to clarify the resolution to include additional language changes, motion dies for lack of a second. Griffith makes a secondary motion to clarify to include "for applications filed after May 17, 2022" motion dies for lack of a second. Mersen clarifies that the business that already has a business license to discharge septage into the system is a current use and should be allowed to continue to operate.
 - 11) John Greve, Secretary for the Marketing and Promotions Advisory Board, reports that they did approve the application from the Music in the Park organization but the amount was reduced from \$15,000 to \$14,900 in order to comply with the regulations of the MAP Fund.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports that the Health Care Services Advisory Board will present a recommendation tonight for selecting a provider. The Planning Board met last Friday, May 13, 2022, with Marty Matsen to present a scope of work and timeline for updating the zoning code. He will start working on a revision to the zoning code for the Board to review by the end of June. Walker says that they have received some very nice donations for Social Services over the last couple of months including a donation of over \$12,000 from the West Yellowstone Endowment. He reports that they started reviewing applications for Chief of Police this morning. They have 11 complete applications and anticipate finishing the review this week and setting up interviews in the near future. He reports that he and Finance Director Lanie Gospodarek met today with Representative Jane Gillette and representatives from MDT regarding the sewer lagoon lease and moving forward towards building the wastewater treatment facility. Town Clean Up is this week. The community event is this Saturday from 9 AM-Noon to be followed by a BBQ of burgers and dogs at Pioneer Park. Curbside pickup is taking place all this week. Jim Eyman comments that he picks up a lot of trash on the alleys and encourages private property owners to clean up their property, especially empty lots.
- B) **Advisory Board Reports:** Jeff Mathews reports that the Business Improvement Advisory Board met and discussed parking issues and plans to improve the areas around the Welcome signs. Mayor Watt reports that the Cemetery Board met last week and discussed a new sign at Fir Ridge Cemetery, markers for lots, and efforts to maintain the natural state but keep it under control. Fire Chief Shane Grube reports that Carrie Egging has been hired as Assistant Fire Chief.

CORRESPONDENCE

Mayor Watt reads an email from Rob Yeakey that contends that the Town does not need to build a wastewater treatment facility to treat 1.5 million gallons per day as is being planned and recommends expanding the existing lagoon system to accommodate 1 million gallons.

Mayor Watt makes the finding that the Moonrise Litigation Strategy agenda item is confidential and outweighs the public right to know. 9:55 PM

The meeting reconvenes at 11:09 PM.

Motion carried to adjourn at 11:10 PM

Mayor

ATTEST:

Town Clerk

DRAFT

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
May 24, 2022

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

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Lanie Gospodarek, Town Attorney Jane Mersen, Town Clerk Liz Roos, Dan Clark-Montana State Local Government Center

The meeting is called to order by Mayor Travis Watt at 5:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Mayor Watt calls the meeting to order. The purpose of the meeting is to discuss roles and responsibilities for the Town Council and staff, moderated by Dan Clark of the Montana State Local Government Center. Walker asks the council members to think about how to address sensitive or complicated issues. Mayor Watt asks Clark to discuss the “lanes” for council members and the staff as well as communication between the council, staff, and the public. Mathews asks Clark to clarify the council’s responsibilities. Benike explains that when he came onto the Council, we did not have a Town Manager so he was involved in a lot of things that he no longer needs to be involved with. Griffith expresses frustration with the Council and the Town Attorney. She says that she is discouraged and feeling pushback when she asks questions. She describes the last council meeting as very difficult and says that they should be able to engage and have a discussion in an open meeting. She emphasizes that she is just trying to do the right thing and follow the laws and policies. Mathews says that he doesn’t feel it is his responsibility to oversee the performance of public employees. He says he has 30 years experience as a law enforcement officer, but that doesn’t mean he needs to oversee how the police department operates-even when he wants to. He says council members may have a level of expertise in certain areas, but that doesn’t mean they need to control that aspect of the city. Clark says that managing expectations and establishing a productive work flow is determined by style. He says he has observed this with other councils where one member separates from the rest based on style. Griffith shares examples from the previous council meeting that frustrated her. McBirnie says that he feels like Griffith gets caught up on the details and they lose sense of the big picture. Mathews says that he understands Griffith’s frustration to some degree, but nothing is going to get done by tomorrow. He says that critique of employees is not the role of a council member. Griffith clarifies that she does not view the Town Attorney as an employee but rather as an independent service provider. Clark explains that the local government system is not designed to be fast, and it was designed that way deliberately. Clark suggests evaluating the scope of the council and the employees. He says that council members need to learn to work together and let some things go so they can focus on what is really important to them. The group discusses how to establish priorities and effectively move forward. They discuss what is the appropriate way for a council member to propose an item to be on the agenda or for a work session. Clark encourages the council to think about both changing the culture and establishing good will before creating rules and ordinances. He emphasizes that the council members are the policy makers and they can change policies if they want to be more involved in particular areas. The group discusses to what extent information about current litigation should be shared between the administration and the council. Clark encourages the council to determine a policy on that issue and keep their budget and priorities in front. Griffith says she would like to see more openness and transparency so she doesn’t have to constantly ask for information. Clark responds that what she is really asking for is a reallocation of time, money and resources to achieve a higher level of transparency. He says that if that is a priority for the majority of the council, then they budget so that can be achieved. Griffith explains that she feels the rest of the Council is willing to just “rubber stamp” an ordinance or resolution that has been prepared by legal counsel, but she is not willing to do that if she believes it needs to be edited. Clark encourages her to use her position to make changes and work with the other council members, not just have her comments reflected in the minutes. The group discusses how to address difficult issues directly and allow enough time to work through a process. Clark encourages the council to maintain the relationships they need in the community. He points out that West Yellowstone is very isolated and they need to get along with other entities such as the Fire Department.

Break

Clark refers to the West Yellowstone Charter and points out that all the powers of the Town are vested with the Town Council. He explains that the council then distributes that authority, mostly by hiring a Town Manager. He encourages the council to work towards being competent, trustworthy, and capable. Griffith inquires whether the council can assign responsibilities to the Town Manager and therefore be absolved. Clark responds that council members are not personally responsible. He explains that the Charter outlines the authority granted to the Town Manager and is a little ambiguous on purpose. He says that if the Town Manager isn't getting it done, then it is the Council's responsibility to find someone that can. Town Manager Dan Walker explains that he has been here longer than six months, so he can't blame the previous manager any longer, but sometimes he is cleaning up a mess that he didn't create. He says that the Council made it clear what the priorities are, so that is what he is focusing on. Clark explains that there are six components that make good public policy including: best science available, sufficient resources, political will, public support. He reminds the Council that just because there are a couple people pushing for a particular item, doesn't mean it's the best thing for the entire community. Mayor Watt asks about the role of the mayor versus the rest of the Council and his relationship with the Town Manager. Clark says that it is not inappropriate to build that relationship. He says that according to the charter, the Mayor only has a couple more executive duties than the other council members. Walker adds that he realizes that the mayor is often a representative of the rest of the council and can provide feedback and political support when necessary. Clark agrees that the figurehead role of the Mayor is important and must be acknowledged. The group discusses making motions, pointing out that making a motion or seconding a motion does not obligate the member to vote in favor of it. Clark also encourages the council members to always make affirmative motions, even if they intend to vote against the proposal. He also points out that if a motion passes on a split vote, it still passes and the Town Manager will implement it 100%. The group also discusses engaging the public as they move forward with planning the new 80 acres.

The meeting is adjourned. (9:40 PM)

Mayor

ATTEST:

Town Clerk

Finance Department – Week of 5/23/2022

Worked with Dan to submit 2nd BaRSAA request for distribution on crack sealing project

Made revisions to budget calendar and sent it out to staff and council

Worked with staff/departments on budget

Worked on payroll section of Budget preparation

Covered authorized signatures with Madison Valley Bank

Updated SAM.gov account necessary for ARPA funds

Posted public hearing notice for water/sewer rate adoption for June 21, 2022 meeting

Provided Salary Survey information for the position of Finance Director

Meetings: Met with Dan Clark, Liz and Dan Walker

Dept. Staff meeting

Met with ClearGov on capital budgeting software

Enjoyed a staff bbq on Wednesday – best 15 minutes of my day!

Finance Department – Week of 5/30/2022

Worked on budget data entry – met with different departments with questions

Posted Resort Tax information to council and interested parties

Monthly balancing for Court

MAP Fund reconciliation for MAP fund board members

Highway Streetlight billing to the state MDOT

Provided Budget queries to Library for their Trustee meeting

Meetings: Met with Dave Noel and Dan Walker on water rates and Procurement RFP

Met via phone conference with funding agencies on WWTP update

Attended the Municipal Summit in Belgrade 6/2/22

HIGHLIGHTS

MAY 27-JUNE 2, 2022

SOCIAL SERVICE OFFICE

- Assisted client with gather furniture for her new home after fire.
- Bus Voucher for individual wanting to go to Bozeman Warming Hut
- Gas Voucher to homeless man wanting to get to Bozeman
- Shower is being used on a regular basis
- Monthly Reports to the state are completed
- Monthly Client Activity sheet prepared
- Senior Food renewal applications given out and 2 Senior Food boxes prepared
- Lots of individuals are checking the job board, mostly wanting housing
- Office computers are being used for job hunting
- Donations of Food and Clothing still coming into the office

Debbi Paisley

Dianna Hansen

5/30/22

Public Works Department: Weekly Update

- Had centerlines and fog lines painted throughout town.
- Discussed results of town wide Pavement Assessment with Town Engineer.
- Scheduled Magnesium Chloride/ dust control application for Tuesday 6/07.
- Lined up consultation with arborist from Swiss Precision to look at replacing aspens along canyon street with a hardier option, replacing dead trees in pioneer park and tree risk assessments for several problem areas in town.
- Project site visit and casting pond progress meeting with town engineer.



Application for Zoning Permit

Town of West Yellowstone 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758 info@townofwestyellowstone.com	406-646-7795	Administrative Use Only Date: <u>2-1-22</u> Accepted by: _____ Fee: \$ <u>200.00</u> Cash/Check#: _____ Zoning Permit # _____
--	--------------	---

****A Zoning Permit is required for all new construction (residential or commercial), additions, renovations, relocation of a structure, or erection of a fence 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 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: Maritza Markov
 Mailing Address: P.O. Box 995
 City/State/Zip: West Yellowstone MT 59758 Phone: 406-640-1199
 Email: maritza.markov@hotmail.com

2. OWNER OF RECORD (If different from Applicant):

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: 15 Hayden Street Subdivision: WEY
 Block: 23 Lot: 9 Lot Size and Dimensions: _____ Acres/Square Feet (circle)
100 ft x 150 ft = 15,000 sq feet

4. USE AND OCCUPANCY:

What is the use of the building or property? (list all) 8 nightly Rental Cabins, 1 laundry cabin
 Is this building or property mixed use? YES NO
 If more than one use, please describe: _____
 What is the occupant load? 2 per cabin / 16 total Number of parking spots on site? 10
 Number of buildings (Dwelling Units): 9 Number of Bedrooms (Sleeping Units): 8

Current: 4SFE

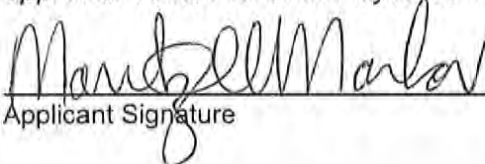
5. ATTACHMENTS: Please attach the following:

- 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 .


2-1-22

Applicant Signature Date

Applicant Signature Date

Property Owner Signature if different than Applicant Date

Final Approval – Official Use Only

Town of West Yellowstone - Inspector Date

Notes/Conditions

DRG 3/17/22

Planning Board 4/8/22

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.

This project will be a new construction.

There is an existing building that will be torn down to accommodate this new build.

This will be a commercial nightly rental operation. Each cabin will have 1 King bed, 8 cabins for guests ~~total~~ plus 1 laundry cabin for administrative use.

-ALL of the required plans have already been submitted.



ZONING SITE PLAN INFO

TOWN OF WEST YELLOWSTONE

Address 15 Hayden

Name and Business Maritza Markov

Zoning Block B-3 Use Commercial OR Residential

Building Permit State OR Town of West Yellowstone

Units and Classification Use 8 cabins + laundry nightly rental

Parking Existing 10 Required 10 Buy in lieu of 0

Drainage _____

SFE Existing 4 Required 6.8 Buy 2.8

Units and Classification _____

Water and Sewer Connections Yes No # _____ Cost \$10,640

paid 5/18/22 GR

Town Engineer Letter

Madison Addition Assoc. Letter NA

Set Back Required _____ Commercial Residential _____

Fire Wall Requirements Yes No Where 1hr 2hr

Sprinklers Yes No

County Requirements _____

Use Town Property for Entrance Yes No

Stipulations _____

Existing Issues _____

March 16, 2022

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

RE: Reissue Capacity Review: Maritza Markov; 15 Hayden Street, West Yellowstone.

Dear Mr. Sabolsky,

This letter summarizes findings from our review of the Maritza Markov Commercial Zoning Application regarding Sewer and Water capacity for 8 nightly rental cabins located on lot 9 block 23 of Old Town West Yellowstone.

It is estimated that each nightly rental will demand 185 gallons per day of domestic water consumption and wastewater discharge. I have used these values to assess the water demand and wastewater discharge impact to the existing Town facilities.

185 gallons per day for 8 nightly rentals equates to 1,480 gallons per day increase on the Town facilities with an estimated peak hour water demand of less than 8 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 Maritza Markov commercial application will reduce available sewer capacity from 12,145 gallons per day to 10,665 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.

**TOWN OF WEST YELLOWSTONE
WATER AND SEWER HOOKUP/USAGE FEES**

PO Box 1570
440 Yellowstone Avenue
West Yellowstone, MT 59758



Date:	8-Apr-22		
Project:	Markov Guest Cabins, 15 N Hayden Street		
Feature:	8 guest cabins + laundry		

WATER

Existing .75" water line to be replaced with 1.5" water line

Volume Ratio Unit (VRU) factor for 3/4" line = 1

Volume Ratio Unit (VRU) factor for 1.5" line = 2.4

Base Water Connection Fee = \$1600

$$2.4 - 1 = 1.4 \text{ VRU}$$

$$1.4 \text{ VRU} \times \$1600 = \$2240.00$$

WATER CONNECTION FEE \$2,240.00

SEWER

Existing: 2 houses, 2 trailers to be replaced with 8 guest cabins and laundry

Site currently has 4 SFE

New project requires 6.8 SFE

Base sewer connection fee = \$3000

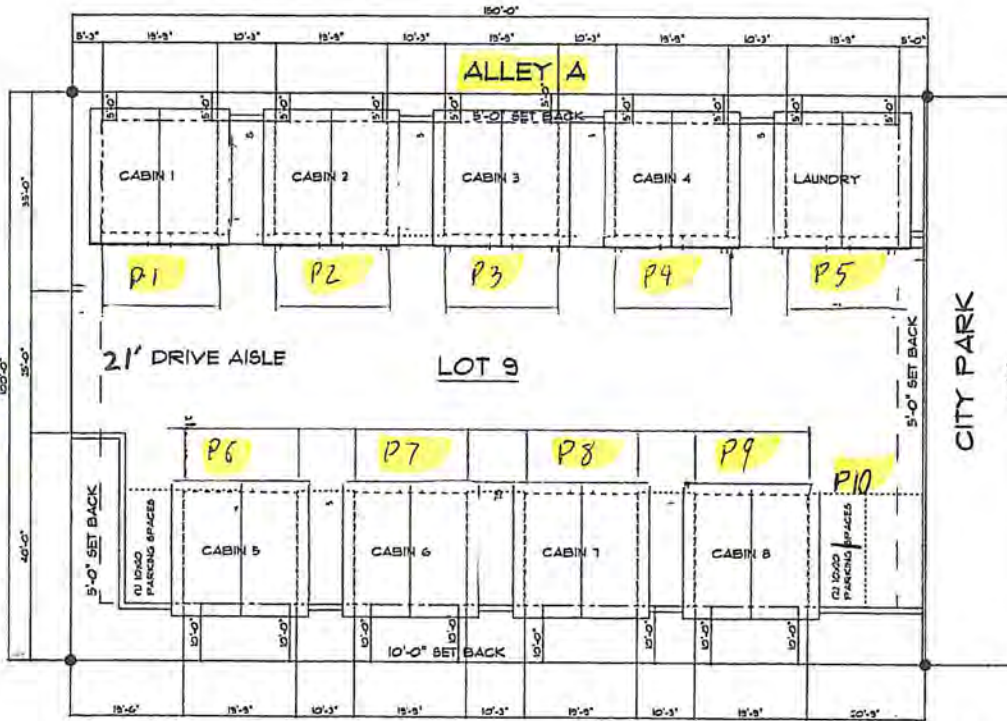
$$6.8 - 4 = 2.8$$

$$2.8 \text{ SFE} \times \$3000 = \$8400.00$$

SEWER CONNECTION FEE \$8,400.00

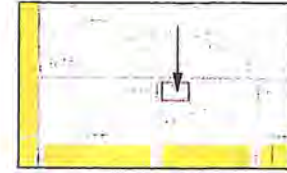
TOTAL \$10,640.00

HAYDEN ST.



SITE PLAN

SCALE 1" = 10'-0"



VICINITY MAP

LEGAL DESCRIPTION

LOT 9, BLOCK 33,
TOWN OF WEST TELLUSTONE,
GALLATIN COUNTY, MONTANA

- PARKING
- (1) PARKING SPACES REQUIRED.
 - (2) PARKING SPACES PROVIDED INCLUDING.
 - (3) 10X20 PARKING SPACES

CONTRACTOR'S RESPONSIBILITY

IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL ASPECTS OF THESE EXISTING ARCHITECTURAL AND STRUCTURAL PLANS TO CONSTRUCTION. ANY CORRECTIONS SHALL BE REPORTED TO THE ENGINEER FOR CORRECTIONS. CHANGES MAY BE PROVIDED BY THE CONTRACTOR IN HIS FIELD THE CHANGE IS IN THE BEST INTEREST OF THE PROJECT. CORRECTIONS SHALL BE FORWARDED TO THE ENGINEER HAVING FOR APPROVAL PRIOR TO CONSTRUCTION.

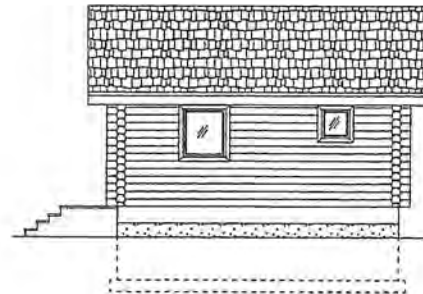
CONSULT SEE SPECIFICATIONS AS SUPPLEMENT BY PROFESSIONAL ENGINEER 8745-12 JAY AND SHALL BE PROPERTY OF DESIGN INTELLIGENCE, LLC. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSE UNLESS THEY ARE APPROVED BY THE PROFESSIONAL AUTHORITY OF DESIGN INTELLIGENCE, LLC.

	DATE	10/14/2018
	SCALE AS NOTED	AS NOTED
DESIGN INTELLIGENCE, LLC 1321 BRICKSON DR. BOZEMAN, MONTANA 59717 PHONE: (406) 399-1444 FAX: (406) 395-0740 EMAIL: JORDAN@DESIGNINTELLIGENCE.COM	COUNTY	NEW
	PROJECT NO.	2019-1444
		CI



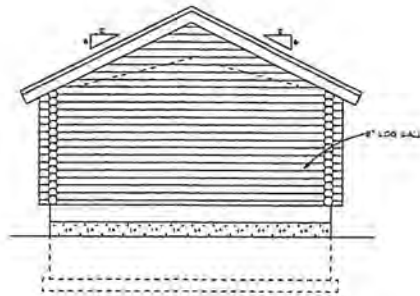
FRONT ELEVATION

1/4" = 1'-0"



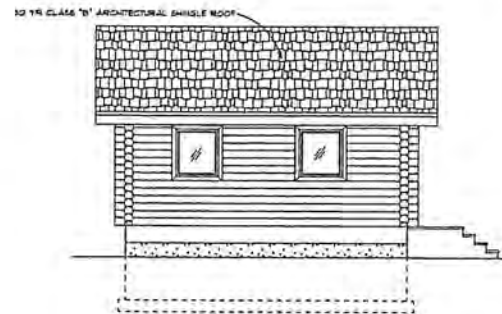
RIGHT ELEVATION

1/4" = 1'-0"



REAR ELEVATION

1/4" = 1'-0"



LEFT ELEVATION

1/4" = 1'-0"

CONTRACTOR RESPONSIBILITY

IT IS THE CONTRACTOR'S RESPONSIBILITY TO REVIEW ALL ASPECTS OF THESE CHANGES AND MATERIALS PRIOR TO CONSTRUCTION. ANY CHANGES SHALL BE REPORTED TO THE PROVIDER FOR CORRECTIVE CHANGES THAT BE PROVIDED BY THE CONTRACTOR IN THE BEST INTEREST OF THE CLIENT. CHANGES SHALL BE FORWARDED TO THE ENGINEER IN WRITING FOR APPROVAL PRIOR TO CONSTRUCTION.

DRAWING & SPECIFICATION ARE INSTRUMENTS OF PROFESSIONAL SERVICE AND SHALL REMAIN PROPERTY OF DESIGN INTELLIGENCE, LLC. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSE WITHOUT THE WRITTEN APPROVAL OF DESIGN INTELLIGENCE, LLC.

DESIGN INTELLIGENCE, LLC 1001 BRIMCOMB DR. BOZEMAN, MONTANA, 59717 PH: (406) 552-3446 EMAIL: JON@DESIGNINTELLIGENCE.COM	DATE: 8/10/2019 DRAWN BY: JON CHECKED BY: JON		A1
	SCALE: AS NOTED PROJECT NO.: NW 2019-144A	A1	

20x20 CABIN KING BED
 TOWN OF WEST YELLOWSTONE, GALLATIN COUNTY, MONTANA

Planning Board Meeting

Minutes: April 8, 2022

Board Members in Attendance: Jon Simms, Chipper Smith, John Costello, Jeff Mathews, Rob Klatt, & Jeff McBirnie

Others in Attendance: Liz Roos, Chris Kachure, Kyle Tanner, Dan Walker

Public Comment Period: None

Discussion Items & Findings:

Unfinished Business:

Previous Meeting Minutes 3/11/22:

Chip/Rob (Passes Unanimously)

New Business:

Eagles: 3 N Canyon

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

RECOMMENDATION: Outlined by zoning code it meets all requirements & standards (Rob K. / Jeff Mc.) Passed: Unanimously

Markov: 15 Hayden

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

RECOMMENDATION: Outlined by zoning code it meets all requirements & standards. (Jeff Mc. / Jeff Ma.) Passed: Unanimously

Tristate: RV Spots Conditional Use

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

RECOMMENDATION: Outlined by zoning code it meets all requirements & standards, in addition a condition of only being used for employee housing not overnight rentals. (Jeff Mc. / Chipper.) Passed: Unanimously

Zoning Code Update:

Talking with Intrinsic about zoning code proposal.

Next Meeting: None at this time.



Application for Zoning Permit

Town of West Yellowstone 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758 info@townofwestyellowstone.com	406-646-7795	Administrative Use Only Date: <u>1/26/22</u> Accepted by: <u>ER</u> Fee: \$ <u>200.00</u> Cash/Check#: <u>1472</u> Zoning Permit # _____
--	--------------	--

****A Zoning Permit is required for all new construction (residential or commercial), additions, renovations, relocation of a structure, or erection of a fence 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 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: Altitude Properties LLC
 Mailing Address: PO Box 1448
 City/State/Zip: W. Yellowstone MT 59758 Phone: 701-300-3655
 Email: westyellowstoneconstruction@gmail.com

2. OWNER OF RECORD (If different from Applicant):

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: 221 N Canyon 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) Bar/Restaurant
 Is this building or property mixed use? YES NO
 If more than one use, please describe: _____
 What is the occupant load? ~~210~~ 185 Number of parking spots on site? 22
 Number of buildings (Dwelling Units): _____ Number of Bedrooms (Sleeping Units): _____

6. 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

1/26/22
Date

Applicant Signature

Date

Property Owner Signature if different than Applicant

Date

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.

Remodeling the existing Jakes Automotive building at 221 N Canyon into a bar and restaurant. Adding on approx 16' x 74' across the rear of the building. The building was operated as Jakes Automotive and we are currently using back shop for towing operations which will be moved to 4420 turghee pass hwy when the remodel/addition is completed.



ZONING SITE PLAN INFO

TOWN OF WEST YELLOWSTONE

Address 221 N Canyon

Name and Business Altitude bar + restaurant

Zoning Block B-3 Use Commercial OR Residential

Building Permit State OR Town of West Yellowstone

Units and Classification Use _____

Parking Existing 19 Required 23 Buy in lieu of 4 x \$1200 = \$4,800

Drainage X

SFE Existing 1 Required 7.4 Buy 6.4 =

Units and Classification NA

Water and Sewer Connections Yes No # _____ Cost \$27,040

Town Engineer Letter ✓

Madison Addition Assoc. Letter NA

Set Back Required _____ Commercial X Residential _____

Fire Wall Requirements Yes No Where 1hr 2hr

Sprinklers Yes No

County Requirements _____

Use Town Property for Entrance Yes No

Stipulations _____

Existing Issues _____



February 18, 2022

Town of West Yellowstone
Attn: Liz Roos, Town Clerk
440 Yellowstone Ave.
West Yellowstone, MT 59758

RE: Capacity Review: Altitude Properties LLC, 221 N Canyon Street, Bar and Restaurant

Dear Mrs. Roos,

This letter summarizes findings from our review of Altitude Properties LLC application regarding Sewer capacity for a new bar and restaurant. The facility is located at 221 N Canyon Street.

I have evaluated the sewer discharge demand in accordance with the SFE calculator. The proposed 185 seat facility is equivalent to 7.4 residential homes. An evaluation of historic flows during the peak months from June through August 2013 through 2015 show that similar residential units demand 225 gallons per unit per day of wastewater discharge. I have used these values to assess the wastewater discharge impact to the existing Town facilities in gallons per day. Please note that wastewater discharge from a bar and restaurant will be much higher in fats, oils, and grease than a residential home, it will be imperative that the grease interceptor requirements are met.

225 gallons per day for 7.4 SFE's would result in a total change in demand for the property of 1,665 gallons per day. Results are summarized as follows:

Wastewater

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

Approval of the new bar and restaurant at 221 Canyon Street will reduce available sewer capacity from 4,440 gallons per day to 2,775 gallons per day.

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

Respectfully,

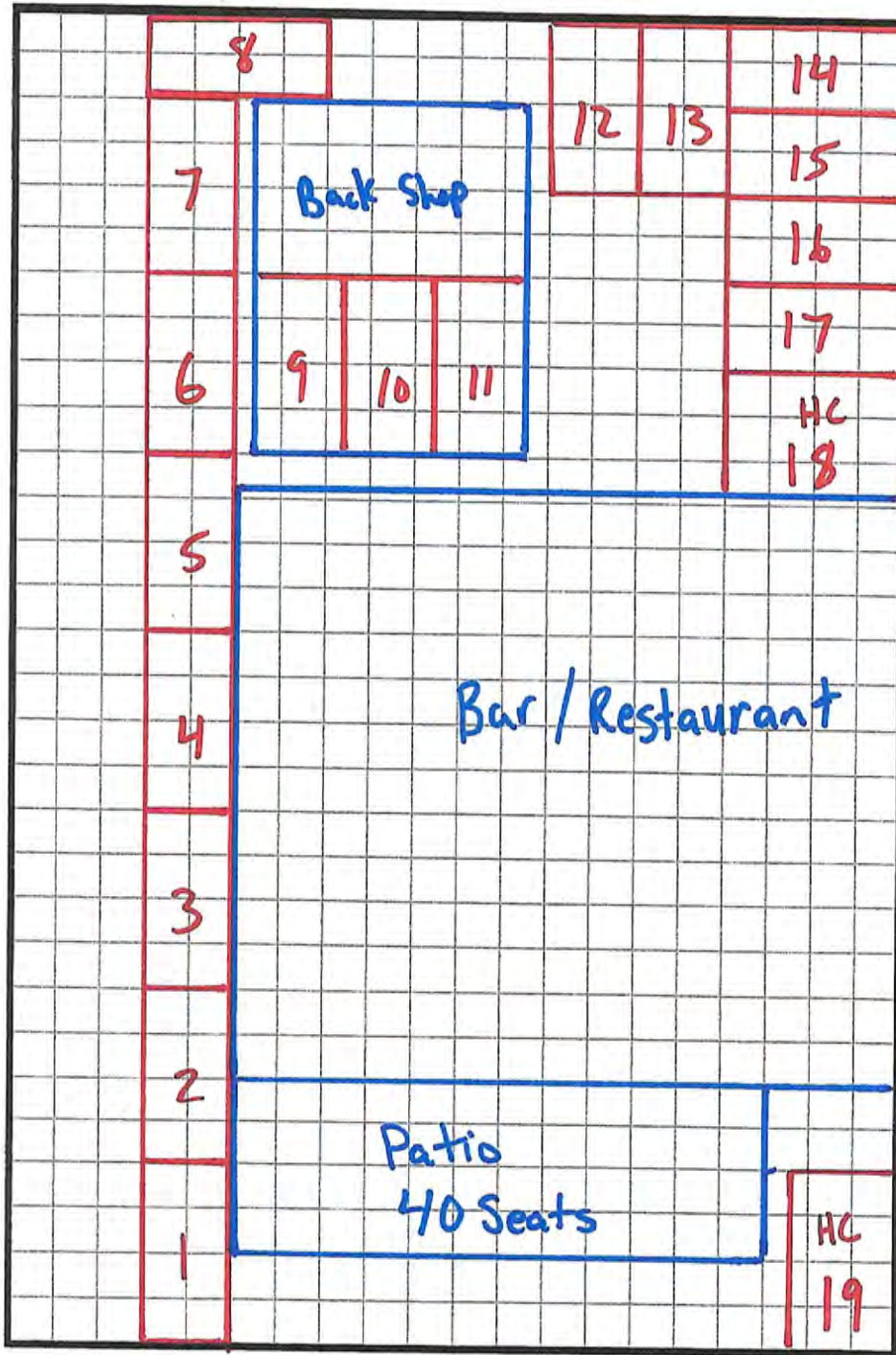
A handwritten signature in blue ink, appearing to read "D. Noel".

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

Planning board
approved
date 3/11/22

Site Plan

Business Name: Altitude Bar
Business Owner: Nick Hendrickson
Business Street Address: 221 N Canyon St.
Block: _____ Lot: _____ Subdivision: _____



Scale: 1 inch = 20 feet

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

Planning Board Meeting

Minutes: March 11, 2022

Board Members in Attendance: Jon Simms, Chipper Smith, John Costello, Jeff Mathews, Rob Klatt, & Jeff McBirnie

Others in Attendance: Liz Roos, Keith Hendrickson, Kyle Tanner, Dan Walker, Joe Dorich

Public Comment Period: None

Discussion Items & Findings:

Unfinished Business:

Approval of meeting minutes: 12/15/22 & 10/4/21
(Chip/Rob) Passes

New Business:

221 Canyon St.

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

RECOMMENDATION: Outlined by zoning code it meets all requirements & standards, in addition will purchase of 4 parking spots in leu of. (Jeff Ma. / Jeff Mc.) Passed: Unanimously

Zoning Code Update:

Talking with intrinsic about zoning code proposal. Presentation to council on the 3/22/22 meeting.

Next Meeting: None at this time.

June 3, 2022

Town of West Yellowstone
PO Box 1570
West Yellowstone, MT 59758

RE: Cash-in-lieu parking spaces

To Whom it May Concern,

On behalf of the Altitude Bar & Restaurant, I request permission to purchase four parking spaces through the cash-in-lieu process in order to comply with the parking requirements for the property. I understand that each parking space is \$1200.00, total cost will be \$4800.00.

Sincerely,

Nick Hendrickson
Owner

TOWN OF WEST YELLOWSTONE
WATER AND SEWER HOOKUP/USAGE FEES
 PO Box 1570
 440 Yellowstone Avenue
 West Yellowstone, MT 59758



Date:	8-Apr-22			
Project:	Altitude Bar & Restaurant			
Feature:	bar & restaurant			

WATER	
Existing .75" water line to be replaced with 2" water line	
Volume Ratio Unit (VRU) factor for 3/4" line = 1	
Volume Ratio Unit (VRU) factor for 2" line = 5.9	
Base Water Connection Fee = \$1600	
$2.4 - 1 = 4.9 \text{ VRU}$ $4.9 \text{ VRU} \times \$1600 = \7840.00	
WATER CONNECTION FEE	\$7,840.00

SEWER	
Existing: autobody shop with 1 SFE, new development requires 7.4 SFE	
Site currently has 1 SFE	
New project requires 7.4 SFE	
Base sewer connection fee = \$3000	
$7.4 - 1 = 6.4$ $6.4 \text{ SFE} \times \$3000 = \$19,200.00$	
SEWER CONNECTION FEE	\$19,200.00

TOTAL \$27,040.00

*paid
5/11/22
[Signature]*

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Fourth of July Parade & Fireworks

Sponsor Organization: Destination Yellowstone - West Yellowstone Chamber of Commerce

Sponsor Address: 30 Yellowstone Ave West Yellowstone MT 59758

Contact Person: Janna Turner or Katrina Wiese

Contact Phone: 406-641-0096 / 406-646-7701 Fax: 406-646-4977

E-mail Address: Janna.Turner@ourbank.com / president@destinationyellowstone.com

Date(s) of Event: 7/2/2022 - 7/5/2022

Location of Event: See Site Plan

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code (www.codepublishing/MT/WestYellowstone.html). The sponsor and vendors must collect 4% on all resort tax applicable sales and remit to the Town by the 20th of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

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

pd
5/26/22

Janna Turner
Signature of Applicant
5/25/2022
Date

Date Received by the Town: 5/26/22 CR

Event Detail

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

Destination Yellowstone - West Yellowstone Chamber of Commerce's Fourth of July Committee would like to submit this Special Event Permit Application for the Annual Fourth of July Celebration. We are requesting the following permissions, accommodations, and assistance from the Town and it's respective departments:

1. Use of Town Recreation Park located at the west end of Yellowstone Ave and south end of Iris for setup and firework launch area. Metal grate for shells will be delivered to this area on July 2nd and removed July 5th by Big Sky Fireworks Company.

2. Town's Public Works to fence off Town Recreation Park at Little Range's Building to Obsidian St as early as July 2nd in order to provide for the required safety zone for firework setup and launch area.

3. Post NO PARKING signs on Yellowstone Ave between Geyser St and Iris St by 9am on July 4th to ensure adequate time to clear streets of vehicles before firework launch time.

4. Close off Grizzly Ave beginning at 4pm on July 4 for parade line up.

5. Participate and lead parade. Provide road blocks and traffic control. See proposed parade route on Site Plan.

6. Water the ground located immediately to the north, south, east, and west of launch zone.

7. Stand ready to extinguish any firework debris or hot spots.

8. Provide street sweeper on July 5 to clean up on Iris, Yellowstone, and Obsidian Streets.

9. Waive outside sound and amplification ordinances on July 4 during parade and fireworks.

Outside Amplification Permit Application is included with Event Permit Application packet.

4th of July 2022

Event Map



FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
H20/Sewer			
Fire			
Police			
Finance			
Administration			

Notes/Conditions: _____

Approved

Denied

Town Clerk

Date

ATTACHMENTS

- Liability Insurance Yes ___ No ___ Waived
- Outside Amplification Permit Yes ___ No ___ NA
- Encroachment Application ___ Yes ___ No NA
- Open Container Resolution Yes ___ No NA
- Resort Tax Bond ___ Paid ___ Surety NA



Outside Amplification Permit Application Town of West Yellowstone

Event: Fourth of July Parade & Fireworks

Contact Person: Janna Turner or Katrina Wiese

Mailing Address: PO Box 2184 West Yellowstone MT 59758

Email Address: janna.turner@ourbank.com or president@destinationyellowstone.com

Phone Number: 406-641-0096 or 406-646-7701

Signature of Property Owner of Record: _____

Date(s) of Event: 07/04/2022

Location: See Site Plan Attached

Amplification between the hours of: 5pm and 11pm

Description of Event: Annual Fourth of July Celebration including Parade and Firework Show.

Janna Turner
Signature of Applicant

Date

5/25/2022

FOR OFFICE USE ONLY

Decision by Town Council:

Approved

Disapproved

Conditions: _____

Signature of Mayor/Town Manager: _____

Date

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Yellowstone Rod Run
 Sponsor Organization: West Yellowstone Events Association
 Sponsor Address: P.O. Box 1646, West Yellowstone, MT 59758
 Contact Person: Travis Watt
 Contact Phone: 406-646-9759 Fax: _____
 E-mail Address: yellowstonerodrun@gmail.com
 Date(s) of Event: August 5-6, 2022
 Location of Event: City Park, Holiday Inn

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code (www.codepublishing/MT/WestYellowstone.html). The sponsor and vendors must collect 4% on all resort tax applicable sales and remit to the Town by the 20th of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

Event Fee: \$ 25 pd #1226 6-3-22
 Resort Tax Bond: \$ WYED Bond
 Vendor(s) Fee: \$ TBD
 Total Due: \$ 25⁰⁰

Travis Watt
 Digitally signed by Travis Watt
 Date: 2020.06.11 09:37:10 -0600

 Signature of Applicant
 May 19, 2022
 Date

Date Received by the Town: 5/25/22

Event Detail

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

After a hugely successful 50th Anniversary of the Yellowstone Rod Run,

we are continuing the great event on August 5-6, 2022!

This Rod Run will be similar to the last few years,

with some minor changes. We hope to have up to 300 cars!

Friday morning will start off with registration at the City Park and a Poker Run with lunch.

Friday evening will be a participants BBQ at the Holiday Inn.

Saturday morning will start off with registration at the City park.

Our famous 'Show and Shine' will take place from 10am to 3pm.

This is a free event for the public! Locals and visitors can walk around and enjoy

beautiful cars and great people. There will be food and retail vendors and music.

The 'Show and Shine' will then end with an awards ceremony at 3pm.

We will work with Music in the Park as they will have music on Friday and Saturday nights.

We request help from the town and law enforcement for the poker run on Friday.

We request help from the town and law enforcement for the parade on Saturday.

We are requesting assistance from the town's public works in logistics of the park,

the use of the trash trailer, traffic cones and electric hookup needs.

We would request permission to have amplification during the daytime hours

on Friday and Saturday, from 8am to 10pm.

The Buffalo Bar will also be providing drink libations and a request to lift the open container

for the event is included with this application.



Friday – August 5th

Events for 2022 Rod Run

REGISTRATION:

- Registration will be open Friday August 5th from 8am to 7pm
- *Participant Registration ([Click here to register early online](#)) and Check-In is located at the Town Park, Dunraven Street.*

POKER RIDE:

- The Poker Ride will be Friday At 11am.
- Check in is Friday at 10am at the Town Park.
- Participation is limited to the first 100 participants to register. ([Click here to register early online](#))
- The Participation Fee is \$18 per person and includes a stop for lunch.
- The Poker Ride will leave town from the Town Park.
- The cut off date for Registration for the Poker Run will be July 20th. Be sure to register BEFORE July 20th if you would like to participate.

BBQ DINNER:

- The BBQ Dinner is now schedule for the night of Friday August 5th.
- The location this year is the Holiday Inn.
- Space is limited so be sure to sign up early ([Click here to register early online](#))

[Home](#)[About Us](#)[Contact Us](#)[Registration](#)[Sponsors & Specials](#)[Schedule of Events](#)[Login](#)

Don't miss out on this great opportunity to socialize with great people!

Disclaimer: Events subject to change.

Saturday – August 6th

ALL DAY - Music, Vendors, Food and Fun for all - TOWN PARK

Please note that due to high traffic volume in town on a day-to-day basis with all travelers trying to get in Yellowstone National Park, the Parade is cancelled this year. Yellowstone National Park is celebrating the 150th Anniversary in 2022.

8:00am - Noon:

- Participant Registration (Click here to register early online) and Check-In at the Town Park, Dunraven Street

10:00am:

- Start of Show-N-Shine in Town Park

11:00am - 1:00pm:

- Participant Poker Walk - One Poker Card per Registered Car
- Extra cards can be purchased for additional \$\$ - Winners awarded at Award Ceremony

3:00pm:

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

Event: Yellowstone Rod Run

Date(s) August 5-6, 2022

Attach additional sheets as necessary.

Primary Sponsor: Buffalo Bar

Contact Person: Sydney Delaney

Address: _____

Phone: _____

Type of sales: beer/alcoholic beverages

Resort Tax applicable: YES NO

Vendor Name: Hotwheels and gifts

Contact Person: _____

Address: _____

Phone: _____

Type of sales: _____

Resort Tax applicable: YES NO

Vendor Name: Kettle Korn

Contact Person: _____

Address: _____

Phone: _____

Type of sales: _____

Resort Tax applicable: YES NO

Vendor Name: Yellowstone T-Shirts

Contact Person: _____

Address: _____

Phone: _____

Type of sales: _____

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____

Type of sales: _____

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____

Type of sales: _____

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____

Type of sales: _____

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____

Type of sales: _____

Resort Tax applicable: YES NO

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
H2O/Sewer			
Fire			
Police			
Finance			
Administration			

Notes/Conditions: _____

Approved

Denied

Town Clerk

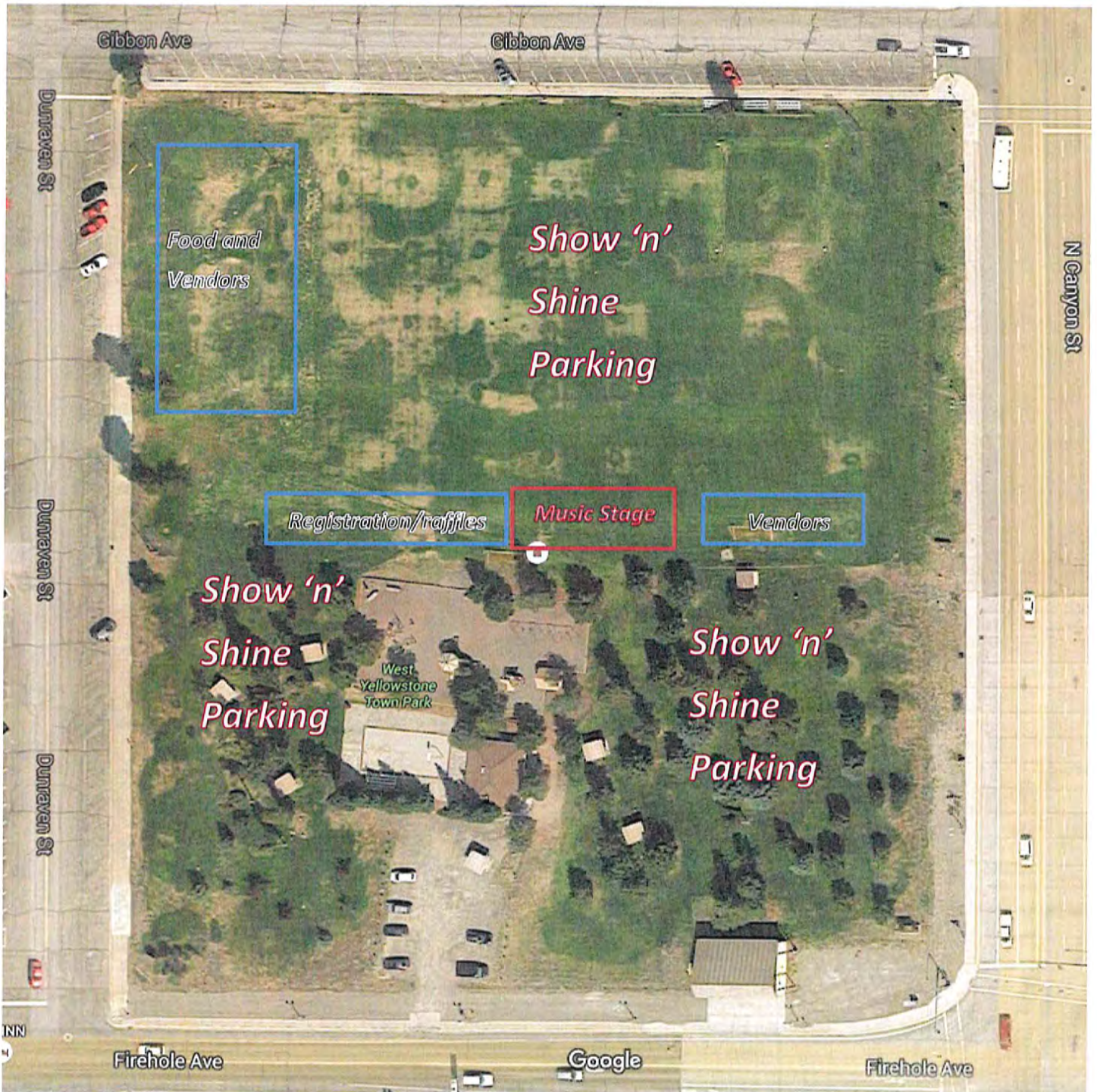
Date

ATTACHMENTS

Liability Insurance	___ Yes	___ No	___ Waived
Outside Amplification Permit	✓ Yes	___ No	___ NA
Encroachment Application	___ Yes	___ No	✓ NA
Open Container Resolution	✓ Yes	___ No	___ NA
Resort Tax Bond	WYED Paid	___ Surety	___ NA

YELLOWSTONE ROD RUN 2022

CITY PARK LAYOUT





May 18, 2022

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

We are asking for your permission and a resolution to lift the open container ordinance as a variance for Friday and Saturday August 5-6, 2022 on the City Park during the Yellowstone Rod Run for the hours of 10:30am –10:00pm.

With the permission and blessing of the Rod Run Committee, it is our intent to have a Beer Garden on the City Park property adjacent to the food booth that will be operated by a local non-for-profit.

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

Thank you for your time and consideration.

Sincerely,

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

Sydney Delaney,

Buffalo Bar



Outside Amplification Permit Application Town of West Yellowstone

Event: Yellowstone Rod Run

Contact Person: Travis Watt

Mailing Address: P.O. Box 1646, West Yellowstone, MT 59758

Email Address: yellowstonerodrun@gmail.com

Phone Number: 406-646-9759

Signature of Property Owner of Record: Town of West Yellowstone

Date(s) of Event: August 5-6, 2022

Location: City Park, Holiday Inn

Amplification between the hours of: 8am and 6pm

Description of Event: The Yellowstone Rod Run would like to play music and an MC for awards and announcements during the days of our event. We would like to use the town's stage and speakers during this time. The Music in the Park will take place on the same stage and both evenings as well. This should be a great weekend!

Travis Watt
Signature of Applicant
May 26, 2022
Date

FOR OFFICE USE ONLY

Decision by Town Council: Approved Disapproved

Conditions: _____

Signature of Mayor/Town Manager: _____

_____ Date

Request for Payment of West Yellowstone Resort Tax Bond for Special Events

In support of its mission, YSCF will consider partnering with an individual or organization sponsoring a special event in the Town of West Yellowstone or the surrounding Hebgen Lake Basin. YSCF will pay the required \$1500 West Yellowstone Resort Tax Bond. In return, the sponsor individual or organization will pay YSCF an amount of 10% of the Bond (\$150) for the use of the funds and complete or fulfill all other documentation or requirements of the Town to sponsor this event. Both payments will be made at the same time that an event's Exposition License Application is submitted to the town.

Date: May 27, 2022

Applicant/Sponsor Individual or Organization: West Yellowstone Events Association, dba Yellowstone Rod Run

Event Name: Yellowstone Rod Run

Event date: August 5-6, 2022

Event location: City Park, Holiday Inn

Contact person: Travis Watt

Email: travis@threebearlodge.com

Phone: 406-640-0393

Please complete the above and email this request to the YSCF Secretary: jmg533g@gmail.com

The YSCF Board will review your request at its next monthly meeting. Upon receipt of the request, the YSCF Secretary will notify you of the Board's next meeting date. If you choose, you may also address your request in person at the meeting. The YSCF Secretary will notify you of the Board's decision within 3 days after the meeting.

For Office Use Only

This request IS approved by the YSCF Board Date:

This request IS NOT approved by the YSCF Board Date:

Applicant/Sponsor check made payable to YSCF for \$150 attached

Copy 1: YSCF Board

Copy 2: Applicant

Town Exposition License Application attached

Copy 3: Town Clerk

Resolution No. 775

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA TO EXEMPT PIONEER PARK FROM SECTION 9.12.020 OF THE WEST YELLOWSTONE MUNICIPAL CODE, PUBLIC DRINKING PROHIBITED, AUGUST 5-6, 2022 DURING THE YELLOWSTONE ROD RUN

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

WHEREAS, the Yellowstone Rod Run is an annual special event held in Pioneer Park in the Town of West Yellowstone; and

WHEREAS, the Buffalo Bar, desires to sell and allow the consumption of alcoholic beverages in Pioneer Park on August 5 and 6, 2022 between the hours of 10:30 AM and 10 PM; and

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 of 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 Buffalo Bar and the participants at the Yellowstone Rod Run from the Public Drinking Prohibition in Pioneer Park, effective only August 5 and 6, 2022 between the hours of 10:30 AM and 10:00 PM.

PASSED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF WEST YELLOWSTONE THIS 7th DAY OF JUNE 2022.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:



Town Clerk

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Music in the Park Series

Sponsor Organization: Black Mountain Productions

Sponsor Address: PO Box 1313 West Yellowstone, MT 59758

Contact Person: Katrina Wiese or Doug Schmier

Contact Phone: 406-539-1713 (Katrina) 406-640-1344 (Doug) Fax: _____

E-mail Address: president@destinationyellowstone.com (Katrina) jdschmier.wyyellowstone@gmail.com

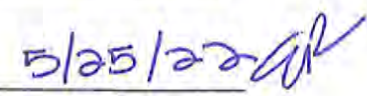
Date(s) of Event: July 4, August 5 & 6 & September 3

Location of Event: Pioneer Park

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code (www.codepublishing/MT/WestYellowstone.html). The sponsor and vendors must collect 4% on all resort tax applicable sales and remit to the Town by the 20th of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

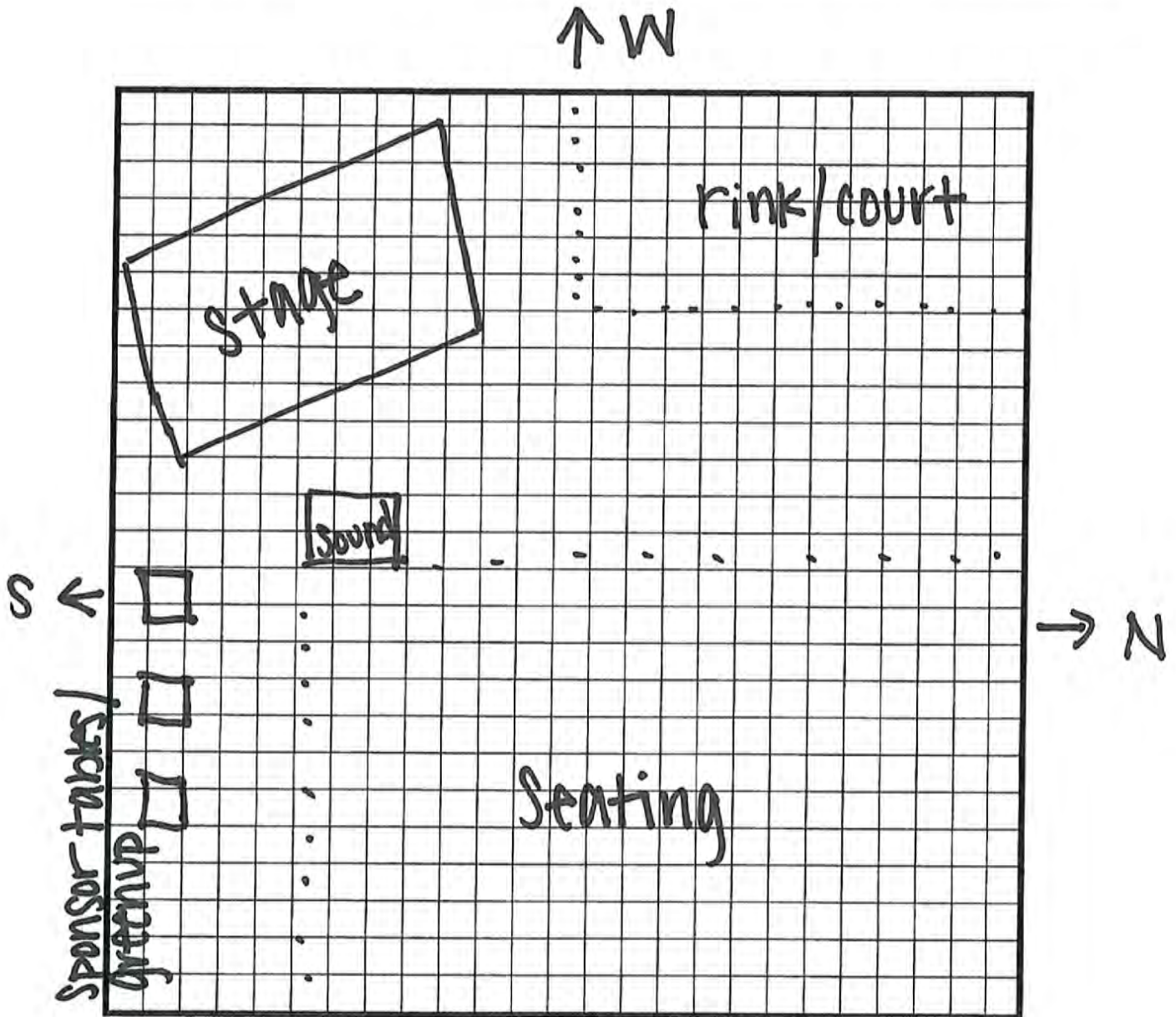
Event Fee: \$ 25.00
Resort Tax Bond: \$ NA
Vendor(s) Fee: \$ NA
Total Due: \$ 25.00

5/19/22 
Signature of Applicant
5/25/2022
Date

Date Received by the Town: 5/25/22 

SITE PLAN

Event: Black Mountain Productions: Music in the Park Series



Please indicate direction

Pioneer Park

VENDING AND SALES

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
H20/Sewer			
Fire			
Police			
Finance			
Administration			

Notes/Conditions: _____

Approved

Denied

Town Clerk

Date

ATTACHMENTS

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



Outside Amplification Permit Application Town of West Yellowstone

Event: Music in the Park Concert Series

Contact Person: Katrina Wiese OR Doug Schmier, Black Mountain Productions

Mailing Address: PO Box 1313 West Yellowstone MT 59758

Email Address: jdschmier.wyellowstone@gmail.com OR president@destinationyellowstone.com

Phone Number: 406-640-1344 (Doug) OR 406-539-1713 (Katrina)

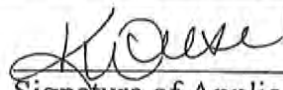
Signature of Property Owner of Record: _____

Date(s) of Event: July 4, August 5 & 6, September 3, 2022

Location: Pioneer Park

Amplification between the hours of: 4pm and 10pm

Description of Event: Music in the Park concerts, produced by Black Mountain Productions in conjunction with the Town and partner organizations, provides free public concerts throughout the summer for residents and visitors. Many of the concerts are part of larger events like the community 4th of July Celebrations and Rod Run. The fourth concert will take place on Labor Day Weekend as a season end celebration.



Signature of Applicant
5/25/2022
Date

FOR OFFICE USE ONLY

Decision by Town Council:

Approved

Disapproved

Conditions: _____

Signature of Mayor/Town Manager: _____

Date

April 25, 2022

Dear West Yellowstone Town Council,

Black Mountain Productions is planning to host a series of concerts in Pioneer Park again during the summer of 2022. The dates for the concerts are: July 4th Aug 5th and 6th and Sept. 3rd 2022.

We would like to make the following requests of the Council:

- 1) In accordance with section 8.16.020 of the West Yellowstone Municipal Code, we would like the Council to approve our application for outside amplification during each of the concerts listed above.
- 2) Black Mountain Productions would like to allow the consumption of alcoholic beverages in the concert area (see attached diagram) of Pioneer Park one hour prior to the start of each show, during each show and one hour after each show. Therefore, we are applying to the town council for an exemption to section 9.12.020 of the West Yellowstone Municipal Code. Specifically, we are asking that the Town Council pass a resolution to exempt the concert area of Pioneer Park from the prohibition on public display or public drinking of alcoholic beverages contained in section 9.12.020 of the West Yellowstone Municipal Code on the dates specified above. We do not want to sell alcohol and we do not plan on advertising that open containers will be allowed.
- 3) Finally, we would like to allow the bands that perform in the concerts to sell their CD's and other related items during and after their shows. In accordance with section 5.20.030 of the West Yellowstone Municipal Code, we would also like to ask the Council to grant permission to allow us to sell CD's and other related items in the Park during the concerts listed above.

Thank you for your consideration and please contact me if you have any questions.

Sincerely,

Doug Schmier

Doug Schmier
Black Mountain Productions

Common Policy Declarations

E&S Package Primary Policy

Policy No.:	CS21004976-01	Renewal of Policy No.:	Not Applicable
-------------	---------------	------------------------	----------------

Issuing Company:	Capitol Specialty Insurance Corporation
------------------	---

In return for payment of the premium, and subject to all terms and conditions of this policy, We agree with the First Named Insured listed in the Declarations to provide the insurance as stated in this policy.

Item 1. First Named Insured and Mailing Address:	BLACK MOUNTAIN PRODUCTIONS PO Box 1313 West Yellowstone, MT 59758-1313
---	--

Item 2. Other Named Insured(s):	None
--	------

Item 3. Policy Period:	Effective Date	Expiration Date
	07/02/2021	07/02/2022

12:01 a.m. standard time at the mailing address of the First Named Insured first listed in Item 1. above.

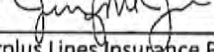
Producing Agent:	Erickson-Larsen, Inc. 6425 Sycamore Court North Maple Grove, MN 55369-6028	Agency Code:	07309
-------------------------	--	---------------------	-------

Business Description
SPECIAL EVENTS
Entity Type
C Corporation

NOTICE: This coverage is issued by an unauthorized insurer that is an eligible surplus lines insurer. If this insurer becomes insolvent, there is no coverage by the Montana Insurance Guaranty Association under the Montana Insurance Guaranty Association Act.
Jennifer Jensen

Printed Name of Surplus Lines Insurance Producer
723226

Montana License Number


Signature of Surplus Lines Insurance Producer

Item 4. Coverage Part(s) Purchased:	General Liability Inland Marine
--	------------------------------------

Item 5. Policy Premium and Applicable Taxes / Fees:
--

General Liability	\$500.00
Inland Marine	\$358.00
Total Advance Premium	\$858.00
SURPLUS LINES TAX	\$23.60
FIRE TAX	\$5.37
Grand Total	\$886.97

Policy Coverage Part Form Schedule

Policy No.:	CS21004976-01
First Named Insured:	BLACK MOUNTAIN PRODUCTIONS

Form Number	Title
CGE 112 03 15	Important Notice
N-200 (09/16)	WHAT TO DO IF YOU HAVE A CLAIM OR POTENTIAL CLAIM OR INCIDENT
CGE 1000 06 20	Common Policy Declarations
CGE 1001 06 20	Locations Schedule
IL 00 17 11 98	Common Policy Conditions
CGE 071 03 15	Service of Suit
CGE 263 03 15	Policyholder Audit Information
CGE 126 05 20	Minimum Earned Premium
CGE 517 09 18	Auditable Policy with Minimum Premium
IL 02 43 09 07	Montana Changes
CGL 408 08 13	Exclusion - Firearms and Weapons
IL 00 21 09 08	Nuclear Energy Liability Exclusion Endorsement (Broad Form)
IL 09 35 07 02	Exclusion of Certain Computer-Related Losses
CG 21 73 01 15	Exclusion of Certified Acts of Terrorism
CG 21 87 01 15	Conditional Exclusion of Terrorism (Relating to Disposition of Federal Terrorism Risk Insurance Act)
IL 09 53 01 15	Exclusion of Certified Acts of Terrorism
IL 09 95 01 07	Conditional Exclusion of Terrorism Relating to Disposition of Federal Terrorism Risk Insurance Act

Resolution No. 776

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA TO EXEMPT THE CONCERT AREA OF PIONEER PARK FROM SECTION 9.12.020 OF THE WEST YELLOWSTONE MUNICIPAL CODE, PUBLIC DRINKING PROHIBITED, FOR THE MUSIC IN THE PARK EVENTS DURING THE SUMMER OF 2022

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

WHEREAS, Black Mountain Productions will be hosting a series of concerts in Pioneer Park on July 4, 2022, August 5 & 6, 2022, and September 3, 2022; and

WHEREAS, the Black Mountain Productions desires to allow the consumption of alcoholic beverages in the designated concert area one hour prior to the start of each show, during each show, and one hour after each show;

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 Black Mountain Productions from the Public Drinking Prohibition effective one hour prior to the start of each show, during each show, and one hour after each show as part of the Music in the Park series on July 4, 2022, August 5 & 6, 2022, and September 3, 2022.

PASSED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF WEST YELLOWSTONE THIS 7th DAY OF JUNE 2022

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Town Clerk



EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Buffalo Chip Chuck fundraiser

Sponsor Organization: West Yellowstone Library Foundation (non-profit)

Sponsor Address: POB 1179; West Yellowstone, MT 59758

Contact Person: Julie Hannaford

Contact Phone: 406-640-4116 Fax: N/A

E-mail Address: JAHannaford8@gmail.com

Date(s) of Event: Monday July 4, 2022

Location of Event: Town Park. baseball diamond

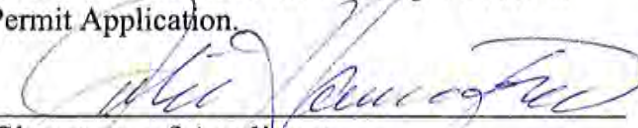
- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code (www.codepublishing/MT/WestYellowstone.html). The sponsor and vendors must collect 4% on all resort tax applicable sales and remit to the Town by the 20th of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

Event Fee: \$ _____

Resort Tax Bond: \$ NA

Vendor(s) Fee: \$ NA

Total Due: \$ _____



 Signature of Applicant

05/30/22

 Date

Date Received by the Town: 6/1/22 EP

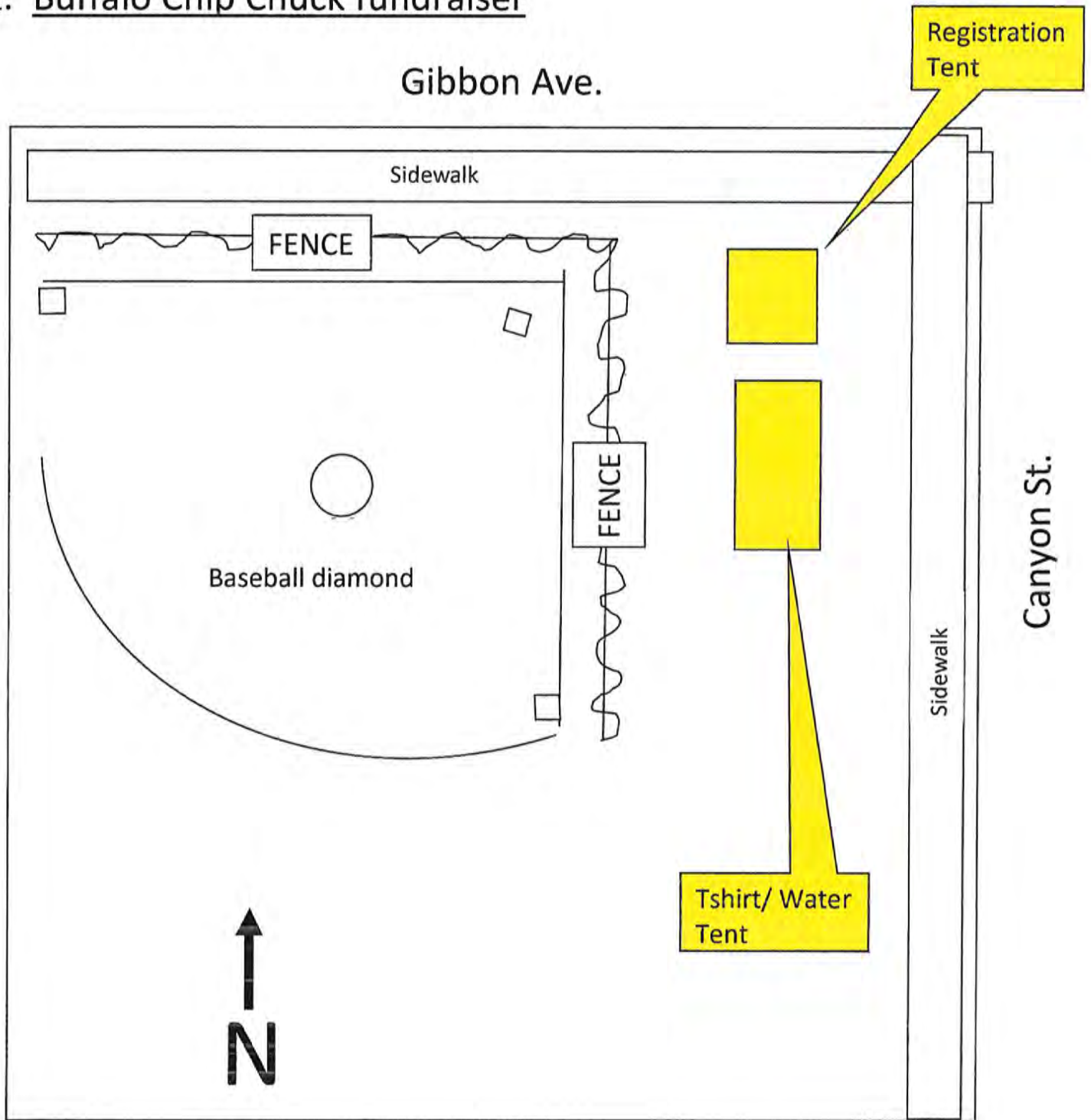
The Buffalo Chip Chuck is an annual event (in its 10th year) to raise money for the West Yellowstone Public Library. The event is sponsored by the non-profit West Yellowstone Library Foundation. The event generally takes place from 3pm -5pm with set-up from 1pm-3pm and take-down from 5pm-6pm.

This event takes place at the City Park baseball diamond. Participants donate \$5 to choose 3 dried bison patties (buffalo chips) and toss them, one at a time, from the home plate into the outfield. The person with the farthest toss is the winner. There are multiple categories of participants, based on gender and age. We choose a winner from each category and the winners each receive a prize of some type. The winners are announced and prizes distributed at the end of the event.

During the event, we will be using an electronic, single-speaker microphone to announce each participant to the crowd of on-lookers. There will be 2 tables with awnings set up outside of the baseball diamond – 1 table for participant registration and 1 table for distribution of Buffalo Chip Chuck tshirts and bottled water. For a donation, people can have a tshirt and/or water. We will hang a few banners advertising the West Yellowstone Library Foundation. We will also hang a variety of posters with bison pictures and bison facts to entertain people standing in line, waiting for their turn to throw.

SITE PLAN

Event: Buffalo Chip Chuck fundraiser



FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
H20/Sewer			
Fire			
Police			
Finance			
Administration			

Notes/Conditions: _____

Approved Denied _____ Town Clerk

 _____ Date

ATTACHMENTS

Liability Insurance	____ Yes	____ No	____ Waived
Outside Amplification Permit	✓ Yes	____ No	____ NA
Encroachment Application	____ Yes	____ No	✓ NA
Open Container Resolution	____ Yes	____ No	✓ NA
Resort Tax Bond	____ Paid	____ Surety	✓ NA



**Outside Amplification Permit Application
Town of West Yellowstone**

Event: Buffalo Chip Chuck fundraiser

Contact Person: Julie Hannaford

Mailing Address: POB 1179; West Yellowstone, MT 59758

Email Address: JAHannaford8@gmail.com

Phone Number: 406-640-4116

Signature of Property Owner of Record: _____

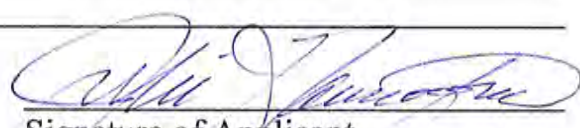
Date(s) of Event: July 4, 2022

Location: Town Park baseball diamond

Amplification between the hours of: 3:00pm and 5:15pm

Description of Event: See attached sheet.

Amplification will be a single speaker microphone system for announcing participants in the event.



Signature of Applicant
05/30/22

Date

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

Signature of Mayor/Town Manager:	_____	

	Date	

BASE AGREEMENT
“TASK ORDER 13”

This Task Order pertains to the Base Agreement by and between Town of West Yellowstone, Montana (“Owner”), and Forsgren Associates, Inc. (“Engineer”), dated March 19, 2019, (“Base Agreement”). ENGINEER shall perform services related to Task Order 13 (“Project”) described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the Project described below.

PROJECT NUMBER:01-22-0046 013-0001

PROJECT NAME:..... Task Order 13 – Pavement Management Plan

PART 1.0 PROJECT DESCRIPTION:

Provide a pavement management plan for selected roads within the Town of West Yellowstone limits.

PART 2.0 SCOPE OF SERVICES

200 — Engineering Services

- Prepare GIS Mapping of paved road system in Town of West Yellowstone limits
- Conduct in situ pavement assessments utilizing Army Corps of Engineers PCI method
- Prepare itemized evaluation report for pavement conditions
- Prepare recommendations for repair procedures based on pavement condition assessment
- Prepare recommendation for repair priority
- Prepare cost estimates for recommended repairs in 2022 dollars
- Provide 3 copies of the pavement management plan report in printed format, and an electronic copy

PART 3.0 ADDITIONAL SERVICES, NOT PART OF BASIC SERVICES:

Other services as requested by Owner throughout this project shall be performed upon agreement of the scope of services and issuance of a written notice to proceed. The Engineer shall be compensated for such services based on a lump sum basis including overhead and profit or by other means as agreed in writing.

PART 4.0 OWNER'S RESPONSIBILITIES:

The Owner is providing access to the streets within the Town limits for slow moving vehicles and pedestrian activities specifically associated with in situ data collection and pavement assessment. Owner will review preliminary GIS mapping to confirm assessment areas prior to in situ activities. Owner will review final document and make comments as necessary to limit review comments to a single revision.

PART 5.0 PERIOD OF SERVICE:

Upon receipt of written authorization to proceed, Engineer agrees to perform the services as requested by the Town staff. GIS mapping is anticipated in mid-May with repair recommendations and cost estimates provided by end of May, 2022. Final report will be completed within 30 days of Town staff comments.

It is understood the Engineer has limited control of the length of time for review by the Owner or other regulatory agency. If delays in the project are experienced due to review by the Owner or any regulatory agency, the Engineer will not be held responsible for those delays, nor will the period of service apply to that time.

Compensation for ENGINEER'S services under this Agreement shall be lump sum. The effort for this Task Order is \$8,000 including previously expended efforts. In the event additional effort beyond this level is necessary, additional authorization will be required.

ordinary Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for travel, subconsultants, subcontractors, equipment rental, shipping, and express, and other incurred expense.

Unless otherwise stated in this Agreement, the rates of compensation for ENGINEER'S services have been agreed to in anticipation of the orderly and continuous progress of the project through completion. If changes in the specified dates for completion are attributable to the OWNER, the time for performance of those services shall be automatically extended for a period which may be reasonably required for their completion and all rates, measures and amounts of ENGINEER'S compensation shall be equitably adjusted through negotiation by the OWNER and the ENGINEER.

IN WITNESS WHEREOF, the parties have executed this Task Order as of the day and year first written above.

FORSGREN ASSOCIATES, INC.
"FORSGREN"

BY: 

NAME: David Noel

TITLE: Project Manager

DATE: 5/12/2022

TOWN OF WEST YELLOWSTONE, MT
"OWNER"

BY: 

NAME: Jon Simms

TITLE: Public Services Superintendent

DATE: 5-12-22

May 16, 2022

WEST YELLOWSTONE CITY COMMISSION
PO BOX 1570
WEST YELLOWSTONE MT 59758-1570

Subject: 2022–2026 Draft Statewide Transportation Improvement Program

The Project Analysis Bureau of the Montana Department of Transportation (MDT) will soon publish the draft 2022–2026 Statewide Transportation Improvement Program (STIP), a list of transportation improvements planned for Montana during the next five years. Federal law requires MDT to present the draft STIP to the public and consider all comments.

In an effort to reduce costs, we are offering you the opportunity to review and comment on the draft STIP on-line. To view this document electronically, go to <http://www.mdt.mt.gov/pubinvolve/stip.shtml>.

If you would like a hard copy, simply write your name and address on the enclosed postage-paid card and mail it to us as soon as possible. We will be happy to send you the printed version. If you want us to remove your name from the notification list, check the "remove" box and fill in your address.

Please review the draft STIP and send us your comments, especially for projects in your area. If you send in your comments electronically, address them to paujohnson@mt.gov. The comment period runs through **June 15, 2022** - so be sure to submit any comments prior to that date, so we can consider them for the final document.

Once the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) approve the final STIP, we will notify you that copies are available. If you have any questions or comments, feel free to call me at (800) 714-7296 or (406) 444-7259.

Thank you for your assistance,



Paul Johnson, Manager
Project Analysis
Rail, Transit and Planning Division

Enclosure

Budget Calendar 2022

May						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 3 TC Meeting
- 17 TC Meeting & Distribution of Budget Calendar;
- 14 Department Budgets due to Lanie
- 26 Data entry due to be completed

June						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 7 TC Meeting & Distribution of General Fund (packet)
- 10 Notice of Preliminary Budget
- 17 Notice of Preliminary Budget
- 21 Work Session on General Fund Budget & TC Meeting
- 21 Adoption of Preliminary Budget
- 28 Work Session - Special Revenue and Debt Service Funds

July						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 5 TC Work Session - Enterprise Funds / Special Requests & TC Meeting
- 12 TC Work Session - Capital Improvement Plan
- 19 TC Work Session - Capital Improvement & TC Meeting
- 26 TC Work Session - Budget Revision/Review

August						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 3 Work Session Budget Revision/Review & TC Meeting
- 5 Final Budget Hearing Notice Posted
- 12 Final Budget Hearing Notice Posted
- 16 TC Meeting, Public Hearing & Budget Adoption

 Town Council Meeting
 Work Session Only