

Town of West Yellowstone

Tuesday, May 4, 2021

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

TOWN COUNCIL MEETING

7:00 PM

Comment Period,

- Public Comment
- Council Comments

Claims ∞

Business License Applications:

Consent Agenda: **Minutes of April 20, 2021 Town Council Meeting** ∞

Town Manager & Staff Reports

Advisory Board Reports

Public Hearing: Resolution No. 752, Budget Amendment

Resolution No. 752, Budget Amendment

Discussion/Action ∞

UNFINISHED BUSINESS

430 Gibbon Sewer Connections, Herman

Discussion/Action ∞

NEW BUSINESS

Casting Pond Project, Phase I

Discussion/Action ∞

Madison Crossing Project

Discussion/Action ∞

Wild West Express Project, business license application, Resort Tax Bond waiver

Discussion/Action ∞

Application to Maintain an Encroachment, Mitch Tuttle, 633 Madison Ave.

Discussion/Action ∞

Letter of Support, FLAP Grant Match

Discussion/Action ∞

Tourism Business Improvement District, Board Appointments

Discussion/Action ∞

Marketing and Promotions Fund, Procedures and Documents Updates

Discussion/Action ∞

Correspondence/Meeting Reminders/FYI

- Yellowstone Airport, Environmental Assessment Comment Period, Terminal Improvements

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



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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

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WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
April 20, 2021

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

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent Jon Simms, Town Engineer Dave Noel, Ellen Butler, Jan Neish-Island Park News

The meeting is called to order by Mayor Jerry Johnson 7:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana. The meeting is being recorded and broadcast over the internet using Zoom.

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

Public Comment Period

Jan Neish of the Island Park News thanks the Town for including the department reports in the packet.

Council Comments

Council Member Watt mentions the recent loss of community member Carl Mock due to a bear attack. He had lived in the community for several years and was known by many, there will be a celebration of life on Saturday, April 24, 2021 at the Union Pacific Dining Lodge. He also thanks the staff for all their efforts during this time of transition. He also mentions meeting with representatives from the Northern Rocky Mountain Economic Development District to apply for a FLAP grant to fund the proposed bike trail.

Mayor Johnson thanks all the agencies that responded to the emergency for Carl Mock last week and expresses appreciation for their assistance.

Presentation: Joe Moore addresses the Town Council regarding the **casting pond** project to be built behind the Union Pacific Dining Lodge. Moore reports that they have been working on this project for several years and are excited to get started as soon as the snow melts. Mayor Johnson reports that the State Historic Preservation Office (SHPO) has approved the first phase of the project, which is construction of the pond. Moore describes some of the details of the project, the plan has been prepared by Forsgren Associates. He also mentions that they have fundraising commitments from multiple donors. Moore says that some of the donors do want some recognition. He says the rod racks and benches will have names on them and will be sold for \$20,000 and \$10,000 respectively. He says they also intend to sell bricks with names on them for \$500/each. He says all the fly shops in town are also going to be collecting donations. Mayor Johnson requests that they provide examples of the fundraising options so they can share it with the Historic Center people and make sure everyone is comfortable as they move forward. Schmier asks about the proposed clubhouse/museum and paved parking lot on the west end of the pond. Moore explains that they added those to the plan about two years ago and that is something they will plan for down the road.

Presentation: West Yellowstone Chamber of Commerce Annual Marketing Report, FY 2022 Wendy Swenson of the Chamber of Commerce presents a preview of the annual marketing report. Swenson highlights the annual collection of the lodging tax and how the money is distributed throughout the state. She reports that due to the pandemic, they knew collections would be down and their measurable objectives show that, but they are also confident that the numbers will rebound. She reports that they received \$286,955 from the CARES Act through the Montana Board of Tourism. She says that they had four months to spend the money, which was challenging but was used for marketing, distribute information, supplies and operating costs. She also highlights the recovery marketing campaign they put out last summer to regional markets to advertise the fact that Yellowstone was open. Swenson also describes the FY 2021 marketing budget and the preliminary marketing budget for FY 2022. She reports that they are also looking to the future and trends in travel. She says there will be three new flights a day at the Yellowstone Airport this summer, direct from Denver.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$230,982.11. Schmier abstains from Claim #47916 to Jerry's Enterprises for fuel in the amount of \$68.60. (Watt, Benike)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the April 6, 2021 Town Council Meeting. (Schmier, Benike)
- 3) Motion carried to table the consideration of the sewer connections at 430 Gibbon Avenue until a site inspection can be performed by the Town and representation of the Herman family. (Watt, Mathews)
- 4) Motion carried to approve the will-serve letter for the Yellowstone Airport for water and sewer connections. (Watt, Benike)
- 5) Motion carried to approve the recommendations from the Marketing and Promotions Fund Advisory Board to award \$15,000 to the 2022 Music in the Park and \$7495 to the Big Sky Roundup. (Mathews, Watt)

DISCUSSION

- 3) The Council discusses a request from Sandi Pepler, the realtor on behalf of the Herman Family, to evaluate the existence of RV sites at 430 Gibbon. In 2017, at the request of the property owner, the Town inspected the property and determined that there were two active sewer connections on the property. It was also determined that the property was being over-billed and a refund was granted. Pepler maintains that there are three RV hookups on the property that have been in existence for many years and belong to the Hermans. The Council discusses the sewer inventory form that was submitted in November 2020 and the revised sewer inventory form that was submitted in February 2021. The Council acknowledges that both the Town and the Hermans made errors in this process.
- 4) The Council discusses the prepared will-serve letter for the Yellowstone Airport, which guarantees connection to the Town's water and sewer services when the capacity is available. Town Engineer Dave Noel points out that the letter is a non-transferable commitment specifically for the airport property. Jeff Kadlec, manager for the Yellowstone Airport, comments that they were anticipating a financial structure or formula for connection to the system in the letter. Kadlec requests that they outline those details in the next couple of weeks. The Council discusses the infrastructure that will need to be built to accomplish the connecting of the airport property to the Town system. The Council, along with Kadlec, Town Engineer Dave Noel and Airport Engineer Travis Eickmen discuss the will-serve letter at length. The letter, as written, only applies to the airport property and does not include the smokejumper base that is on US Forest Service property.
- 5) Mayor Johnson explains that the Big Sky Roundup applied for funding for uses that do not currently fit the guidelines for MAP funding, so those uses were not approved. However, the MAP Fund Advisory Board has presented revised guidelines for that will be considered by the Town Council on May 6. If they adopt those guidelines, Big Sky Roundup's request may be considered again.
- A) **Town Manager & Department Reports:** The department reports were distributed by email at the end of last week. Schmier notes that the reports from the Police Department and Public Services Department were some of the best they've ever seen. The Council briefly discusses the schedule provided by Prothman for the recruitment process for the town manager position. Town Clerk Liz Roos reports that ten applications have been received so far. Mayor Johnson also thanks the staff for their hard work, he says they have been offered some housing in the smokejumper buildings by the Chamber for Town

employees, and he also mentions a proposal to build housing by Yellowstone National Park.

- B) **Advisory Board Reports:** Brian Benike reports that the Parks & Recreation Advisory Board met last week and established a priority list of five projects: the casting pond, the Rails to Trails project, volleyball court in Pioneer Park, resurfacing the tennis courts, and a skatepark. Jeff Mathews reports that the Planning Board met today and discussed the remodeling projects at Madison Crossing and Wild West Express. Both projects were approved and will be presented to the Council at the next meeting.

The meeting is adjourned. (9:15 PM)

Mayor

ATTEST:

Town Clerk

04/30/21
16:01:11

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 5/21

Page: 1 of 5
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
47935		2264 MORNING GLORY COFFEE & TEA		32.50					
	04/21/21	Dispatch coffee		32.50*		DISP	1000 420160	220	101000
47939		42 Fall River Electric		10,226.46					
	04/20/21	PARK, old firehouse 2901001		420.77		PARK	1000 411253	341	101000
	04/20/21	povah comm ctr 4212001		216.41		POVAH	1000 411255	341	101000
	04/20/21	unmetered lights 4212004		1,451.25		STLITE	1000 430263	341	101000
	04/20/21	RR Well 4212005		85.13		WATER	5210 430500	341	101000
	04/20/21	SEWER LIFT STATION 4212006		202.47		SEWER	5310 430600	341	101000
	04/20/21	SEWER PLANT 4212007		1,460.00		SEWER	5310 430600	341	101000
	04/20/21	POLICE 4212008		387.57		POLICE	1000 411258	341	101000
	04/20/21	TOWN HALL 4212009		314.96		TWNHLA	1000 411250	341	101000
	04/20/21	ICE RINK 421010		61.83		PARKS	1000 411253	341	101000
	04/20/21	South Iris Street Well 4212013		126.64		WATER	5210 430500	341	101000
	04/20/21	MAD SEWER LIFT 4212014		163.83		SEWER	5310 430600	341	101000
	04/20/21	Hayden/Grouse Well 4212015		42.17		WATER	5210 430500	341	101000
	04/20/21	MADADD H2O Tower 4212017		54.34		WATER	5210 430500	341	101000
	04/20/21	SHOP 4212018		186.67		STREET	1000 430200	341	101000
	04/20/21	ANIMAL 4212029		276.76		ANIML	1000 440600	341	101000
	04/20/21	CLORINATOR 4212030		79.42		WATER	5210 430500	341	101000
	04/20/21	Electric Well 4212031		42.29		WATER	5210 430500	341	101000
	04/20/21	PARK 4212032		260.70		PARKS	1000 411253	341	101000
	04/20/21	UPDH 4212041		1,557.26*		UPDH	1000 411252	341	101000
	04/20/21	SEWER TREAT SERV 4212046		2,720.88		SEWER	5310 430600	341	101000
	04/20/21	LIBRARY 23 dunraven 4212054		115.11		LIBR	1000 411259	341	101000
47940		73 Westmart Building Center		2,091.02					
	04/27/21	Street Supplies		1,613.03		STREET	1000 430200	220	101000
	04/27/21	Street other operating supplie		140.00		STREET	1000 430200	229	101000
	04/27/21	Water Small Equipment T&D		199.03		WATER	5210 430550	212	101000
	04/27/21	Town Hall Supplies		123.31		TWNHAL	1000 411250	220	101000
	04/27/21	Povah Ctr. Suuplies		15.65		POVAH	1000 411255	220	101000
47941		3242 Fisher's Technology		11.42					
	04/23/21	copier maintenance fee		11.42		FINADM	1000 410510	356	101000
47946		2813 Century Link		1,546.14					
	05/19/21	E911 Viper 255-9710		1,002.74		E911	2850 420750	345	101000
	05/19/21	E911 Viper 255-9712		24.51		E911	2850 420750	345	101000
	05/19/21	E911 Viper 646-5170		110.46		E911	2850 420750	345	101000
	05/19/21	Alarm Lines 646-5185		89.72		TWNHLL	1000 411250	345	101000
	05/19/21	Police - 646-7600		318.71		POLICE	2850 420750	345	101000

04/30/21
16:01:11

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Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
47947	1514 Verizon Wireless	926.26					
21	Smartphones 726.21/21 = 34.58 except for 3 numbers which are at 34.59						
5	laptops 200.05/5= 40.01						
	05/20/21 640-0108, Police	34.58		POLICE	1000 420100	345	101000
	05/20/21 640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	05/20/21 640-0141 Street SP	34.58		STREET	1000 430200	345	101000
	05/20/21 640-0159 Street SP	34.58		STREET	1000 430200	345	101000
	05/20/21 640-0606 911 Dispatch	34.58		911	2850 420750	345	101000
	05/20/21 640-1103, Operator SP	34.58		STREET	1000 430200	345	101000
	05/20/21 640-1460, Library Dir, SP	34.58*		LIBRAR	2220 460100	345	101000
	05/20/21 640-1461, S & W operator, SP	34.58		SEWER	5310 430600	345	101000
	05/20/21 640-1462, S & W Super, SP	34.58		WATER	5210 430500	345	101000
	05/20/21 640-1463, Deputy PSS, SP Sspnd	34.58		PARKS	1000 460430	345	101000
	05/20/21 640-1472, Ops Mgr, SP	34.58		ADMIN	1000 410210	345	101000
	05/20/21 640-1676, Rec Coord, SP	34.58		REC	1000 460440	345	101000
	05/20/21 640-1754, COP, SP	34.58		POLICE	1000 420100	345	101000
	05/20/21 640-1755, Police	34.58		POLICE	1000 420100	345	101000
	05/20/21 640-1756, Police	34.58		POLICE	1000 420100	345	101000
	05/20/21 640-1757, Police	34.58		POLICE	1000 420100	345	101000
	05/20/21 640-1758, Police, SP	34.58		POLICE	1000 420100	345	101000
	05/20/21 640-1759, Police	34.58		POLICE	1000 420100	345	101000
	05/20/21 640-7547, Street SP	34.58		PARKS	1000 460430	345	101000
	05/20/21 640-9074, PSS, SP	34.59		STREET	1000 430200	345	101000
	05/20/21 640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	05/20/21 640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	05/20/21 641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	05/20/21 641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	05/20/21 640-2354 Social Services	34.59		SOCSEK	1000 450135	345	101000
	05/20/21 640-2629 City Judge	34.59*		COURT	1000 410360	345	101000
47951	3308 Lance Steele	153.69					
	04/18/21 Boots	153.69*		STREET	1000 430200	226	101000
47952	2375 OCLC NETLIBRARY	690.74					
	1000054495 07/01/20 Group contract 7/20-6/30/2	690.74		LIBRY	2220 460100	398	101000
47953	171 Montana Food Bank Network	75.00					
	AIV-1282 04/15/21 Partner Agency AnnualMembers	75.00		HELP	7010 450135	335	101000

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47954			3309 AQUAPRO	375.51					
	21014	04/12/21	OaktonPortableMeterKit	375.51		SEWER	5310 430600	212	101000
47955			547 WY Chamber of Commerce	14,506.00					
	Launch20-2	11/12/20	242-Relaunch Campaign MAP	14,506.00		MAP	2101 410130	398	101000
47956			3261 Targhee Services	76.60					
	04/11/21		Oil change for '18DodgeRam1500	76.60*		STREET	1000 430200	240	101000
47957			2907 Prothman Company	9,270.67					
	2021-7350	04/14/21	Job Listing for Town Manage	3,104.00*		ADMIN	1000 410210	356	101000
	2021-7336	04/05/21	Town Manager Search 1 of 3	6,166.67*		ADMIN	1000 410210	356	101000
47958			1331 West Yellowstone Foundation	10.00					
	031121-1	03/11/21	Bus Voucher	10.00		HELP	7010 450135	370	101000
47959			2099 Quick Print of West Yellowstone	10.00					
	14626	04/23/21	Spiralbined"CommunitiesAftrDis	10.00		SOCSEER	1000 450135	220	101000
47960			3310 Maria Jinete	350.00					
	04/26/21		Refuns of Povah CleaningDep	350.00		POVAH	2210 214001		101000
47961			332 Allegra	36.42					
	278643	04/26/21	Perforated BL paper	36.42		FINADM	1000 410510	220	101000
47962			1864 Loomis Family Limited	35.00					
	041321-1	04/13/21	Help fund Voucher for Fuel	35.00*		HELP	7010 450135	231	101000
47963			2561 ESRI	400.00					
	94024132	04/14/21	ArcGISSingle use Primary mai	400.00		IT	1000 410580	355	101000
47964			3192 Floyd's Truck Center	822.90					
	401153488	04/13/21	Freightliner Dumptruck part	549.65		STREET	1000 430200	369	101000
	401153526	04/14/21	Freightliner Dumptruck part	273.25		STREET	1000 430200	369	101000
47965			309 PJ's Plumbing & Heating	525.00					
	99004965	04/15/21	Furnace troubleshooting Pova	210.00		POVAH	1000 411255	350	101000
	99004966	04/21/21	Repairs to Toilet	315.00		POVAH	1000 411255	350	101000

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47966		2500 Black Mountain Productions		3,750.00					
	MITP42821	04/28/21 Music in the Park-MAPF Adva		3,750.00		MAP	2101 410130	398	101000
47967		2937 CINTAS First Aid & Safety		62.88					
	9115018903	12/28/20 First Aide supplies for PD		62.88		POLICE	1000 420230	351	101000
47968		2977 Staples Credit Plan		408.32					
	2798036231	03/12/21 Tape - Library		17.29		LIBRY	2220 460100	220	101000
	2798401961	03/13/21 pushpins,paperclip,tape Li		30.57		LIBRY	2220 460100	220	101000
	2799900961	03/16/21 Prong fasteners,dryerase,s		45.23		POLICE	1000 420230	220	101000
	2802227071	03/18/21 Ribbon Cartridge Library		24.88		LIBRY	2220 460100	220	101000
	2802740941	03/19/21 Court Supplies		39.86		COURT	1000 410360	220	101000
	2802883741	03/19/21 Court Supplies		44.94		COURT	1000 410360	220	101000
	2803541121	03/20/21 Paper rolls library		29.01		LIBRY	2220 460100	220	101000
	2813846411	04/03/21 Index cards, files Admin		48.99		ADMIN	1000 410210	220	101000
	2817915881	04/09/21 Registerrolls,BL supplies		68.86		FINADM	1000 410510	220	101000
	2818043661	04/09/21 BL supplies Paper		58.69		FINADM	1000 410510	220	101000
47969		1796 Barta Electric, Inc.		528.47					
	5849	04/21/21 Work on Bath fans for Dsptch		528.47*		DSPTCH	1000 411258	366	101000
47970		3306 Jon Simms		124.26					
		04/29/21 PW Supplies		124.26		STREET	1000 430200	229	101000
47971		3241 Bridger Analytical Lab		280.00					
	2104321	04/22/21 Total coliform/e. coli		280.00		WATER	5210 430550	220	101000
47972		3066 Core & Main		215.18					
	0093617	04/21/21 Soilprobe,manhlecvrhook,digba		215.18		STREET	1000 430200	229	101000
47973		999999 WYOMING DESPERADOS MOUNTED		2,500.00					
	21-03	04/29/21 Big Sky Roundup Advance reques		2,500.00		MAP	2101 410130	398	101000
			# of Claims	29	Total:	50,040.44			

Finance Department Report

April 16– April 29, 2021

- Attended MMIA Origami tutorial meeting 4/15/21
- Attended NLC conference call on ARPA and FEMA funds
- Worked with webpage host on PHP updates of website.
- Provided CIP to new council member/Dept. Head
- Met with Lisa Ledoux and Jackie Haines at NRMEDD re; funding programs for WWTP
- Attended WWTP meeting on 4/8/21.
- Worked with Rob Cromwell and Rick Miller on EDA grant/loan funding for WWTP
- Reviewed payroll 4/23/21
- Submitted Corrective Action Plan response to LGSB
- Followed up on AAA grant food storage project at the Povah. June 15th is new completion date extended for this project
- Called Blackfoot to address non-working phone line in Povah Center elevator
- Worked with Mountain Alarm and Avant Guard re: Social Services alarm system
- Fielded phone call from Rob Gilmore regarding FLAP grant issues.
- Attended NLC meeting re: ARPA funds
- Provided monthly Budget Queries for departments
- Worked on RFP for Auditing services
- Attended Community Land Trust Meeting on 4/28/21
- Reached out to Dam Semmens as potential bond counsel for WWTP
- Attended WWTP weekly meeting on April 29, 2021.
- Met with Dave Noel & Kevin on Frontier Trail, UPDH project, WWTP funding
- Met with Connor Ronan of Cleargov for set up of trial run on Budget Book
- Engaged Blackfoot Communications to get phone in elevator at Povah back on line
- Followed up on security/alarm system for social services staff
- Reviewed budget query for all funds
- Reviewed purchasing practices with new dept. heads and provided copies of the policy.

Public Services Dept. Bi-weekly Report: April 14th to April 29th 2021

Work performed

Memorial service and cremation: Carl Mock (4/24/21). Snow removal and cleanup, haul piles and spread snow to assist in melting. Equipment maintenance/scheduled PM services. Trash Route and litter collection, service refuse/ recycling receptacles throughout central business district and city parks. Haul cardboard and recycling from town stations to Two Seasons recycling facility. Replace street signs and posts. Respond to flagpole lowering/ raising notifications. Run both city street sweepers throughout town and cleanup, as necessary. Perform various locates as they come in and respond to water service shutoffs. Grade alleyways, locate valve boxes and SAS manhole castings and mark accordingly. Asphalt patch work. Change furnace filters in basement at town hall. Install riser blocks and soap dispenser for social services office. Begin removing trees at Fir ridge cemetery to allow for future graveside services. Remove Xmas lights throughout town. Remove perimeter boards at ice rink in Pioneer Park. Cleanup picnic pavilion at park. Haul abandoned vehicle in alley B to shop for police department.

Administrative

Attend bi-weekly town council meeting, rec & parks commission meeting, planning advisory board. Review city policies, procedures, and safety protocols. Familiarize myself w/ town budget, organizational structure, permit processes, codified ordinances and "as built" drawings. Look at FT and seasonal staffing plan for springtime. Locate several gravesites and schedule services for Leonard Hodo, Elizabeth King and Melvin Maxwell. Anticipate needs for upcoming events, coordinate with event support contacts, order materials and supplies, as necessary. Schedule diagnostic testing to resolve code/ regen. & emissions issues within the towns fleet. Reached out to contractors for proposals on replacing asphalt shingles, sheathing and underlayment above library entranceway. Coordinate w/ Greg Johnson and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Review Blu Cleaning services contract and grease trap preventative maintenance program. Schedule deep cleaning of #1 and 2 lift stations and 550' of STS along Gibbons Ave.

From: [Jon Brown](#)
To: [Elizabeth Roos](#); [Jon Simms](#)
Subject: Bi-Weekly report
Date: Thursday, April 29, 2021 10:09:06 PM

Hello,

I was cleaning outside the #1 blower building now that the snow had melted. I stumbled on a weathered, old, beat up box. I opened it up and found a brand new Roots blower which I installed on 04/17/21 to replace the #3 damaged blower.

In my last bi-weekly update I had mentioned a blower that was sitting outside. I asked Greg if he knew the condition of the blower. Greg stated that he was not sure what shape it was in. I sent the blower to Mountain Valley Pump so it could be inspected. If it is salvageable for a low cost we will have them fix it so there is a spare. This is not the blower that was in the box.

04/17: Between Dunraven and Gibbons Ave there is a section of the storm drain line that needs to be cleaned. I measured and found that 855 ft needs to be cleaned and we have Edstrom Construction scheduling a time to clean it. We also have Edstrom schedule the lift pump station on Iris and the lift pump station on Madison to be cleaned. Edstrom Construction had the best priced quote so Jon Simms approved the cleanings.

I changed the oil and serviced blowers #1 and #2 in the big blower room.

04/18: I did rounds. Greg explained that A & B lines need to be cleaned and video inspected. In order to request a quote I need to obtain the footage on A & B sewer lines all the way to Iris lift station. While I was taking the measurement I also located and marked all the sewer manholes and water service valves.

I started researching utility cleaning companies for quotes.

Edstrom Construction gave a quote for cleaning and a separate quote for video inspecting 9000 ft of line on A & B allys to the Iris lift station.

I called Montana Underground Construction. I spoke with Mike the owner and found out that they had done quite a bit of cleaning and videoing lines for the town in 2016. Mike informed me that A & B lines are old clay pipe and were installed backwards.. The deflection and the pipe condition was in very bad shape at that time and there is a 100 ft section in ally A that needs to be replaced. Mike was extremely helpful in giving me information and sent me an email about the lines which I forward to Jon and Greg. I spoke with Jon to let him know about the issues Mike informed me about.

These lines need to be addressed in the near future and I think it would be good to speak with the city engineer (Dave Noel) since there are several ways to address and fix the issues.

CIPP out of Helena, MT sent over preliminary pricing on slip lining the pipe.

I am speaking with Edstrom Construction to give some preliminary pricing on pipe bursting.

Greg and I have the opinion that A & B lines need to be cleaned and video inspected to have a better understanding of the lines.

04/21: I inspected the building, wells, lagoons and lift stations.

04/23: I met with Jon to download mapping information on a thumb drive.

04/24: I started out the day by doing rounds, cleaned out the septic dump station to remove the debris and around the lagoons now that the snow is gone.

The #2 injection well lid was damaged so I removed the lid so I could repair it and temporarily replaced it with a manhole lid. I will have this repaired and back in place on 05/01/21.

Changed the air filters on #1 and #2 blowers in the big blower building.

04/25: I did rounds and cleaned up more debris around the lagoons.

04/28: I inspected the building, wells, lagoons and lift stations.

If you have any questions, please feel free to contact me.

Thank you and have a great day.

Jon


RECREATION DEPARTMENT

April 30, 2021

- HELPED LINDSEY SIGN PEOPLE UP FOR NEXT VACCINE
- HELP WITH VACCINATION CLINIC
- MAKING RESERVATIONS FOR PCC AND PAVILION
- HELP WITH SENIOR LUNCH
- HELP PIERRE SET UP FOR MEETING
- TRANSLATING
- UNEMPLOYMENT
- MEDICAID AND SNAP
- FINISHED SUMMER REC BROCHURES AND TOOK THEM TO SCHOOL
- HELP PEOPLE SIGN UP FOR SUMMER REC
- WE WERE ABLE TO SET UP BREAKFAST, LUNCH AND SNACKS FOR THE SUMMER REC KIDS THRU GALLATIN COUNTY FOOD BANK.
- WE GOT OUR 4 COUNSELORS HIRED FOR SUMMER REC
- TALKING WITH SALVATION ARMY TO SEE IF WE CAN GET FIRST AID KITS DONATED FOR SUMMER REC

VELY VAZQUEZ

Job and Social Services
Summary for April 15-30 2021

-  Doors to the office are now open
-  Food Bank hours changed 9-2 Monday – Friday
-  23 Food Boxes given to Clients/Summer Employees
-  Food Bank Application translated to Spanish- Thanks Vely!
-  9 Computer Usages
-  8 Clients needing items from Clothing Bank
-  1 SNAP application Completed and Faxed
-  5 Individuals looking for Employment
-  Updating the Job Listing Board
-  4 Diaper Depot
-  Purchased Pet Food / Pad for Paws Foundation Grant
-  Interviews for Summer Rec Counselors/Laborers
-  Donations from local Businesses
-  8 inquiries regarding Housing
-  Updating Social Services Town Services Directory Brochure
-  Consolidating Office Files
-  Babysitting/Red Cross Class Preparation
-  Order 6 week Food for Food Bank
-  Researching USDA Rural Development Grant
-  Assist Client with Education Plan at local school
-  Restocking/Rotation of Food Bank items
-  Researching Spanish/English Translators
-  Family Celebration at Library – Red Cross Babysitting Presentation
-  End of Month Reports to State Agencies
-  Coordinating with School/MFVB about Kid Pack distribution
-  Food Bank Food Recall – Destroyed Recalled Food

Dianna Hansen

Debbi Paisley

West Yellowstone Police Department: April 30, 2021

These past few weeks have been remarkably busy. Many of the event ending up on national news. I have written several letters of commendation that I will be issuing out on our monthly staff meeting held May 5th at 1800 hours. Your all invited if you would like to attend.

First, as mentioned earlier, I have met with each employee one on one. Slow adjustments are being made to improve quality of service as well as morale within the department. As I have stated prior, we have a great team of hard-working people. We are working hard to get up to full staffing allowing our employees the ability to take time off and relax. After these last few weeks, I believe everyone can understand why that is important.

Second Polices, while the evaluation of our policies and procedures is ongoing, I have been able to adjust in our policies to fix week spots. We are moving forward with securing our evidence room. I have a company out of Rexburg Idaho that is willing to come here and make the chain link wall for us. Many of the other companies would not come to West Yellowstone without a contract for at least 100 yards of fencing.

Third is equipment, we have documented aged out equipment. Police Executive Research Forum (PERF) provides national best practice standards. Officer Juan Trujillo, our current armorer, has identified a rifle and shotgun platform to replace our current aged one. We are moving forward in performing what is needed to approve the purchase of these new platforms.

Our Tasers, a critical piece of equipment in our use of force continuum, has expired last year. Taser will no longer support our town in the event a lawsuit in the event a taser is used and a bad outcome occurs. A replacement plan has been put in place and would allow our office to replace all tasers right now, while paying for them over a five-year period.

Fourth, reviewing the calls over the last week, I see we are at average for this time, although, the types of calls were significantly more stressful and taxing on our officers and dispatchers. Counselling was offered and I took time to drive around with some of those involved allowing them time to vent.

We are attempting to finish the hiring of an individual from North Dakota but have been running into pay issues. What we advertised as a pay range and what we are really wanting to accept are two differing numbers.

I have included a copy of our calls over the past week for your viewing. Anything else I can do to keep you informed as to what is going on in this beautiful town, let me know.

Best

Chief Richardson

Quick Search Results

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Call Number	Case No	Date	Call Type	Street	How Reported	Disposition
21001233		04/30/2021 1 13:09:36	CIVIL	310 N BOUNDARY	RADIO	PUBLIC ASSIST
21001232		04/30/2021 1 12:57:35	TRAFFIC STOP	US HIGHWAY 20 AND FAITHFUL	RADIO	CLEAR WITH WARNING
21001231		04/30/2021 1 12:31:01	TRAFFIC COMPLAINT	US HIGHWAY 191	911	CLEAR WITH WARNING
21001230		04/30/2021 1 11:36:29	OUT WITH INDIVIDUAL (S)	BISON CROSSING	RADIO	CLEAR WITH WARNING
21001229		04/30/2021 1 08:49:36	WELFARE CHECK	411 N GEYSER	PHONE	FOR INFORMATION ONLY
21001228		04/30/2021 1 03:35:10	TRAFFIC STOP	500 BLK HIGHWAY 20	RADIO	CITATION ISSUED
21001227		04/30/2021 1 02:10:06	PARKING	BOUNDARY ST / FIREHOLE	RADIO	CITATION ISSUED
21001226	210072	04/29/2021 1 21:58:58	CRASH	HIGHWAY 191 MM-5	911	REFERRED TO RESPONDING AGENCY
21001225		04/29/2021 1 20:47:33	TRAFFIC STOP	1200 BLOCK HIGHWAY 20	RADIO	CLEAR WITH WARNING
21001224		04/29/2021 1 20:35:36	TRAFFIC STOP	HIGHWAY 20 / IRIS ST	RADIO	CLEAR WITH WARNING
21001223		04/29/2021 1 20:10:37	TRAFFIC STOP	BOUNDARY ST / YELLOWSTONE AVE	RADIO	CLEAR WITH WARNING
21001222		04/29/2021 1 20:01:27	TRAFFIC STOP	BOUNDARY ST / INSIDE WEST GATE	RADIO	CLEAR WITH WARNING
21001221		04/29/2021 1 18:33:27	TRAFFIC STOP	CANYON AND YELLOWSTONE	RADIO	CLEAR WITH WARNING
21001220		04/29/2021 1 18:19:34	TRAFFIC STOP	US HIGHWAY 20 AND IRIS	RADIO	CLEAR WITH WARNING
21001219		04/29/2021 1 16:33:54	BURN PERMIT	604 GROUSE COURT	PHONE	FOR INFORMATION ONLY
21001218		04/29/2021 1 15:59:32	TRAFFIC STOP	50 BLOCK OF US HIGHWAY 20	RADIO	CLEAR WITH WARNING
21001217		04/29/2021 1 15:22:48	OUT WITH INDIVIDUAL (S)	SOUTHFORK BRIDGE	RADIO	CLEAR WITH WARNING
21001216		04/29/2021 1 14:20:39	OUT WITH A VEHICLE	1000 TARGEE PASS MM 1	RADIO	PUBLIC ASSIST

Quick Search Results

Date Range: 4/19/2021 - 4/30/2021

Call Number	Case No	Date	Call Type	Street	How Reported	Disposition
21001215	1	04/29/2021 13:32:04	OUT WITH A VEHICLE	DUNRAVEN TRAIL	RADIO	CLEARED NO REPORT
21001214	1	04/29/2021 12:58:29	TRAFFIC - RECKLESS	US HIGHWAY 191 MM 37	PHONE	UNABLE TO LOCATE
21001213	1	04/29/2021 10:47:16	TRAFFIC STOP	HWY 20 TRUCK PULLOUT	RADIO	CLEAR WITH WARNING
21001212	1	04/29/2021 10:04:26	TRANSPORT/ PRISONER IN TRANSIT	124 YELLOWSTONE AVE	PHONE	FOR INFORMATION ONLY
21001211	1	04/29/2021 03:53:05	SUSPICIOUS CIRCUMSTANCES	251 S ELECTRIC ST	911	CLEARED NO REPORT
21001210	1	04/29/2021 01:44:09	TRAFFIC STOP	CANYON ST / HIGHWAY 20	RADIO	CLEAR WITH WARNING
21001209	1	04/29/2021 00:52:38	AMBULANCE REQUEST	MADISON AVE / CANYON ST	911	CLEAR/SIGNED REFUSAL
21001208	1	04/28/2021 23:58:07	TRAFFIC STOP	HIGHWAY 191 MM-1	RADIO	CLEAR WITH WARNING
21001207	1	04/28/2021 23:40:34	ILLEGAL CAMPING	PIONEER PARK	RADIO	CLEAR WITH WARNING
21001206	1	04/28/2021 23:18:39	TRAFFIC STOP	US HIGHWAY 20 AND IRIS	RADIO	CITATION ISSUED
21001205	1	04/28/2021 22:59:22	TRAFFIC COMPLAINT	US HIGHWAY 20	RADIO	FOR INFORMATION ONLY
21001204	1	04/28/2021 22:11:49	ILLEGAL CAMPING	30 YELLOWSTONE AVE	RADIO	FOR INFORMATION ONLY
21001203	1	04/28/2021 21:51:41	ILLEGAL CAMPING	100 BLOCK OF PARKWAY D	RADIO	FOR INFORMATION ONLY
21001202	1	04/28/2021 21:27:06	TRAFFIC STOP	OLD AIRPORT	RADIO	CLEAR WITH WARNING
21001201	1	04/28/2021 19:34:56	SUSPICIOUS CIRCUMSTANCES	AIRPORT ROAD	PHONE	REFERRED TO RESPONDING AGENCY
21001200	1	04/28/2021 18:23:48	TRAFFIC STOP	OLD RAILROAD GRATE	RADIO	CLEAR WITH WARNING
21001199	1	04/28/2021 18:22:00	TRAFFIC COMPLAINT	US HIGHWAY 191	RADIO	REFERRED TO RESPONDING AGENCY
21001198	1	04/28/2021 17:58:23	TRAFFIC STOP	PARKWAY D AND FAITHFUL	RADIO	CLEAR WITH WARNING

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Date Range: 4/19/2021 - 4/30/2021

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Call Number	Case No	Date	Call Type	Street	How Reported	Disposition
210011 97		04/28/2021 16:55:35	TRAFFIC COMPLAINT	441 GEYSER	PHONE	FOR INFORMATION ONLY
210011 96		04/28/2021 15:23:33	FINGERPRINTS	124 YELLOWSTONE AVE	IN PERSON	PUBLIC ASSIST
210011 95		04/28/2021 09:21:02	WELFARE CHECK	530 MADISON AVE	PHONE	CLEARED NO REPORT
210011 94		04/28/2021 01:20:30	TRAFFIC STOP	DUNRAVEN ST / MADISON AVE	RADIO	CLEAR WITH WARNING
210011 93		04/27/2021 22:08:31	TRAFFIC STOP	CANYON ST AND YELLOWSTONE AVE	OFFICER OBSERVED VIOLATION	CITATION ISSUED
210011 92		04/27/2021 16:53:47	BURN PERMIT	604 GROUSE COURT	PHONE	FOR INFORMATION ONLY
210011 91		04/27/2021 14:42:37	WELFARE CHECK	HWY 191 MM 10-14	PHONE	REFERRED TO RESPONDING AGENCY
210011 90	2100 71	04/27/2021 13:32:59	SUICIDE	250 S CANYON CABIN #35	911	REPORT TAKEN
210011 89		04/27/2021 13:22:57	FRAUD	204 WHISKEY JUG RD	PHONE	REFERRED TO RESPONDING AGENCY
210011 88		04/27/2021 13:20:50	ABANDONED/JUNK VEHICLES	600 BLOCK OF PKWY B	RADIO	FOR INFORMATION ONLY
210011 87		04/27/2021 12:45:47	VEHICLE INSPECTIONS	604 OBSIDIAN AVE	PHONE	PUBLIC ASSIST
210011 86		04/27/2021 11:38:05	AMBULANCE REQUEST	518 MADISON AVE #3	911	TRANSPORTED PATIENT
210011 85		04/27/2021 11:15:52	AMBULANCE REQUEST	110 GRAYWOLF AVE #112	911	TRANSPORTED PATIENT
210011 84		04/27/2021 10:41:07	TRUANCY	433 ELECTRIC ST APT 29	PHONE	PUBLIC ASSIST
210011 83		04/27/2021 09:08:31	ALARM - KEYPAD CANCEL	14 MADISON AVE	PHONE	CANCELED
210011 82		04/27/2021 08:44:47	TRUANCY	308 LEWIS AVE	PHONE	PUBLIC ASSIST
210011 81		04/27/2021 05:52:00	BURGLARY	8054 GALLATIN RD, DUCK CREEK DOT	PHONE	REFERRED TO RESPONDING AGENCY

Quick Search Results

Date Range: 4/19/2021 - 4/30/2021

Call Number	Case No	Date	Call Type	Street	How Reported	Disposition
210011 80		04/26/2021 1 23:53:37	TRAFFIC STOP	600 BLOCK HIGHWAY AVE	OFFICER OBSE RVAT ION	CITATION ISSUED
210011 79		04/26/2021 1 21:12:18	FIRE ALARM	14 MADISON AVE, WILD WEST	PHONE	PUBLIC ASSIST
210011 78		04/26/2021 1 16:49:23	ANIMAL - AT LARGE	UNIT BLOCK OF PKWY C	PHONE	CLEARED NO REPORT
210011 77		04/26/2021 1 16:00:58	TRAFFIC STOP	600 HWY 20	RADIO	CLEAR WITH WARNING
210011 76		04/26/2021 1 08:35:07	WELFARE CHECK	312 N CANYON ST	PHONE	UNABLE TO LOCATE
210011 75		04/26/2021 1 02:12:42	OUT WITH A VEHICLE	191 MM 1	RADIO	CLEARED NO REPORT
210011 74		04/25/2021 1 22:22:35	OUT WITH A VEHICLE	PIOEER PARK	RADIO	CLEAR WITH WARNING
210011 73		04/25/2021 1 16:57:35	INFORMATION ONLY	620 FIREHOLE AVE #1C	PHONE	FOR INFORMATION ONLY
210011 72	2100 70	04/25/2021 1 15:21:42	WARRANT	30 S CANYON ST	PHONE	SUBJECT ARRESTED
210011 71		04/25/2021 1 13:32:23	TROUBLE WITH INDIVIDUAL	136 N CANYON ST	PHONE	REFERRED TO RESPONDING AGENCY
210011 70		04/25/2021 1 11:07:59	CITIZEN ASSISTANCE	HIGHWAY 191 MM-1	RADIO	FOR INFORMATION ONLY
210011 69		04/25/2021 1 01:19:25	TRAFFIC HAZARD	191 MM 5	911	PUBLIC ASSIST
210011 68		04/25/2021 1 00:39:53	NOISE - PARTY	10 S GEYSER ST, POVAH CENTER	PHONE	CLEARED NO REPORT
210011 67	2100 69	04/24/2021 1 21:16:56	MISSING PERSON	WEST YELLOWSTONE AREA	PHONE	REPORT TAKEN
210011 66	2100 68	04/24/2021 1 19:08:46	WELFARE CHECK	310 N BOUNDARY ST	PHONE	REPORT TAKEN
210011 65		04/24/2021 1 18:16:59	VALIDATIONS	124 YELLOWSTONE AVE	BY MAIL	FOR INFORMATION ONLY
210011 64		04/24/2021 1 15:48:39	WELFARE CHECK	104 S CANYON ST	PHONE	REPORT TAKEN

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Call Number	Case No	Date	Call Type	Street	How Repor ted	Disposition
210011 63		04/24/202 1 13:47:17	VEHICLE INSPECTIONS	124 YELLOWSTONE AVE	RADI O	PUBLIC ASSIST
210011 62		04/24/202 1 11:03:44	TRAFFIC COMPLAINT	HWY 191 MM-48	PHO NE	REFERRED TO RESPONDING AGENCY
210011 61		04/24/202 1 08:22:06	OUT WITH A VEHICLE	OLD AIRPORT RD	RADI O	CLEAR WITH WARNING
210011 60		04/24/202 1 02:56:20	TRAFFIC STOP	US HIGHWAY 20 AND DUNRAVEN	RADI O	CLEAR WITH WARNING
210011 59		04/24/202 1 02:43:17	TRAFFIC STOP	US HIGHWAY 20 AND IRIS	RADI O	CLEAR WITH WARNING
210011 58		04/24/202 1 01:38:37	TRAFFIC STOP	600 BLOCK OF US HIGHWAY 20	RADI O	CLEAR WITH WARNING
210011 57		04/23/202 1 23:49:49	BICYCLE - ABANDONED	US HIGHWAY 20 AND ELECTRIC	RADI O	FOR INFORMATION ONLY
210011 56		04/23/202 1 23:15:13	AMBULANCE REQUEST	318 GEYSER STREET APT 12	911	REFUSED MEDICAL TREATMENT OR TRANSPORT
210011 55		04/23/202 1 21:46:58	SLIDE OFF	OLD US HIGHWAY 20 AND DENNY CREEK	PHO NE	FOR INFORMATION ONLY
210011 54		04/23/202 1 21:15:03	SUSPICIOUS PERSON	138 FIREHOLE AVE	RADI O	CLEARED NO REPORT
210011 53		04/23/202 1 18:46:56	ANIMAL - WILDLIFE AT LARGE	HIGHWAY 191 MM-5	PHO NE	CLEARED NO REPORT
210011 52		04/23/202 1 18:42:53	TRAFFIC STOP	PARKWAY D / CANYON ST	RADI O	CLEAR WITH WARNING
210011 51		04/23/202 1 18:30:02	TRAFFIC STOP	N IRIS ST & HIGHWAY AVE	RADI O	CLEAR WITH WARNING
210011 50		04/23/202 1 18:11:53	TRAFFIC STOP	600 BLOCK HIGHWAY 20	RADI O	CLEAR WITH WARNING
210011 49		04/23/202 1 17:51:18	TRAFFIC STOP	YELLOWSTONE AVE / CANYON ST	RADI O	CLEAR WITH WARNING
210011 48		04/23/202 1 17:42:29	TRAFFIC STOP	100 N CANYON ST	RADI O	CLEAR WITH WARNING
210011 47		04/23/202 1 16:34:11	TRAFFIC STOP	HIGHWAY 20 MM-8.5	RADI O	CLEAR WITH WARNING
210011 46		04/23/202 1 16:28:54	PARKING	100 BLK GRIZZLY AVE	RADI O	CLEARED NO REPORT

Quick Search Results

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Call Number	Case No	Date	Call Type	Street	How Reported	Disposition
210011 45		04/23/2021 16:08:35	TRAFFIC STOP	400 BLOCK HIGHWAY 20	RADIO	CLEAR WITH WARNING
210011 44		04/23/2021 15:48:58	OUT WITH INDIVIDUAL (S)	HIGHWAY 191 / DUCK CREEK	RADIO	REPORT TAKEN
210011 43		04/23/2021 13:38:12	TRUANCY	312 N CANYON STREET	PHONE	CLEARED NO REPORT
210011 42		04/23/2021 12:44:45	OUT WITH INDIVIDUAL (S)	HIGHWAY 191 / MADISON RIVER	RADIO	CLEARED NO REPORT
210011 41	2100 67	04/23/2021 10:00:54	ANIMAL BITE	125 MADISON AVE APT 122	PHONE	REPORT TAKEN
210011 40		04/23/2021 09:04:54	AMBULANCE REQUEST	315 YELLOWSTONE AVE	PHONE	UNABLE TO LOCATE
210011 39		04/23/2021 03:05:27	ABANDONED/JUNK VEHICLES	100 N DUNRAVEN	RADIO	CLEAR WITH WARNING
210011 38		04/23/2021 02:58:18	PARKING	200 BLOCK OF N GEYSER	RADIO	CITATION ISSUED
210011 37		04/23/2021 01:08:14	TRAFFIC STOP	335 HIGHWAY AVE	RADIO	CITATION ISSUED
210011 36		04/22/2021 23:44:36	TRAFFIC STOP	500 BLOCK US HIGHWAY 20	RADIO	CLEAR WITH WARNING
210011 35		04/22/2021 23:17:19	ILLEGAL CAMPING	N IRIS ST & FIREHOLE AVE	RADIO	CLEAR WITH WARNING
210011 34		04/22/2021 23:08:44	ILLEGAL CAMPING	236 DUNRAVEN STREET	RADIO	CITATION ISSUED
210011 33		04/22/2021 22:58:48	ILLEGAL CAMPING	236 DUNRAVEN STREET	RADIO	CITATION ISSUED
210011 32		04/22/2021 10:08:57	VEHICLE INSPECTIONS	124 YELLOWSTONE AVE	IN PERSON	PUBLIC ASSIST
210011 31		04/22/2021 08:30:27	SUSPICIOUS CIRCUMSTANCES	HWY 191 MM 4	PHONE	CITATION ISSUED
210011 30		04/22/2021 06:22:13	ANIMAL - WILDLIFE AT LARGE	HORSE BUTTE	PHONE	REFERRED TO RESPONDING AGENCY
210011 29		04/22/2021 00:21:28	ILLEGAL CAMPING	30 YELLOWSTONE AVE	RADIO	CLEAR WITH WARNING
210011 28	2100 66	04/21/2021 21:49:53	SUSPICIOUS CIRCUMSTANCES	212 GRAY WOLF AVE	911	REPORT TAKEN

Quick Search Results

Date Range: 4/19/2021 - 4/30/2021

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Call Number	Case No	Date	Call Type	Street	How Repor ted	Disposition
210011 27		04/21/202 1 19:14:33	TRAFFIC HAZARD	HWY 191 N OF 18	911	REFERRED TO RESPONDING AGENCY
210011 26		04/21/202 1 16:22:49	TRAFFIC STOP	YELLOWSTONE BOUNDARY	RADI O	CLEAR WITH WARNING
210011 25		04/21/202 1 15:38:36	FINGERPRINTS	124 YELLOWSTONE AVE	IN PERS ON	PUBLIC ASSIST
210011 24		04/21/202 1 13:25:00	ANIMAL LICENSE	124 YELLOWSTONE AVE	IN PERS ON	PUBLIC ASSIST
210011 23		04/21/202 1 12:51:18	TRUANCY	411 N GEYSER ST	PHO NE	CLEARED NO REPORT
210011 22		04/21/202 1 12:28:52	AMBULANCE REQUEST	136 CANYON ST	911	CLEAR/SIGNED REFUSAL
210011 21		04/20/202 1 23:38:51	TRAFFIC STOP	400 BLOCK OF US HIGHWAY 20	RADI O	CLEAR WITH WARNING
210011 20		04/20/202 1 23:19:01	TRAFFIC STOP	300 BLOCK OF YELLOWSTONE	RADI O	CLEAR WITH WARNING
210011 19		04/20/202 1 22:55:23	TRAFFIC STOP	600 BLOCK OF US HIGHWAY 20	RADI O	CLEAR WITH WARNING
210011 18		04/20/202 1 22:19:03	TRAFFIC STOP	MC DONALDS	RADI O	CLEAR WITH WARNING
210011 17		04/20/202 1 18:09:08	OUT WITH A VEHICLE	DUCK CREEK	RADI O	CLEAR WITH WARNING
210011 16		04/20/202 1 17:32:13	TRAFFIC STOP	300 OF YELLOWSTONE AVE	RADI O	CLEAR WITH WARNING
210011 15		04/20/202 1 05:45:54	AMBULANCE REQUEST	419 GIBBON AVE AMBASSADOR APT #217	911	CLEAR/SIGNED REFUSAL
210011 14		04/20/202 1 05:36:56	BUSINESS ALARM	310 FIREHOLE	PHO NE	CLEARED NO REPORT
210011 13		04/19/202 1 19:02:54	ANIMAL - AT LARGE	MADISON ADDITION INTERIOR TRAIL	PHO NE	FOR INFORMATION ONLY
210011 12		04/19/202 1 17:46:38	TRAFFIC STOP	300 BLOCK OF HWY AVE	RADI O	CLEAR WITH WARNING
210011 11	2100 65	04/19/202 1 14:45:58	TROUBLE WITH INDIVIDUAL	630 FIREHOLE	PHO NE	REPORT TAKEN
210011 10		04/19/202 1 13:23:01	SUSPICIOUS CIRCUMSTANCES	QUAKE LAKE	PHO NE	REFERRED TO RESPONDING AGENCY

Quick Search Results

Date Range: 4/19/2021 - 4/30/2021

Call Number	Case No	Date	Call Type	Street	How Reported	Disposition
21001109		04/19/2021 12:37:50	INFORMATION ONLY	239 FIREHOLE AVE	PHONE	FOR INFORMATION ONLY
21001108		04/19/2021 11:38:35	AMBULANCE REQUEST	629 YELLOWSTONE AVE	911	CLEAR/SIGNED REFUSAL
21001107	210064	04/19/2021 09:24:06	THREATS	411 N GEYSER ST	IN PERSON	REPORT TAKEN



NOTICE OF PUBLIC HEARING

The Town Council of the Town of West Yellowstone will hold a formal budget amendment hearing for the fiscal year 2020-2021 budget. Said hearing will be held during the regular Town Council meeting, Tuesday, May 4, 2021, which begins at 7:00 PM. The hearing will be held in the Town Hall located at 440 Yellowstone Avenue and by Zoom meeting.

The public hearing will address changes to the Resort Tax Fund, The Tourism Business Improvement District (TBID) Fund, the Capital Fund and the Library Fund for Fiscal year 2020-2021. The Public is invited to attend, and any taxpayer or resident may be heard, for or against, any portion of the proposed budget changes.

The proposed budget amendment resolution is available for public review at the Town Offices, located at 440 Yellowstone Avenue, West Yellowstone, Montana. Personnel at the Town Offices can be reached at 406-646-7795

The West Yellowstone Town Council will consider adoption of the budget amendment resolution and during a regular meeting of the Town Council on May 4, 2021 held at 7:00 PM at the Town Hall, located at 440 Yellowstone Avenue, West Yellowstone, Montana and by Zoom meeting (8938341297). The Public is invited to attend.

RESOLUTION NO. 752

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, IN THE COUNTY OF GALLATIN AND STATE OF MONTANA TO AMEND THE BUDGET FOR THE FISCAL YEAR 2020-2021

WHEREAS the Town is required to reflect changes to the budget by resolution and,

WHEREAS the Resort Tax Special Revenue fund has received more revenues than anticipated for the Additional 1% resort tax collected and,

WHEREAS the amount of transferred funds has exceeded projected totals and therefore the total authorization of expenditure for the fund has been exceeded.

BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA:

1. That the fiscal year 2020-2021 Resort Tax fund revenue budget be amended to reflect a total projected revenue amount of \$5,566,666
2. That the fiscal year 2020-2021 Resort Tax fund expenditure budget account (2100-521002-820) be increased by \$850,000 to reflect a total authorization of \$1,516,666.00

WHEREAS the Town is required to reflect changes to the budget by resolution and,

WHEREAS the Tourism Business Improvement District (TBID) fund (7202) has received more revenues than anticipated and,

WHEREAS the amount of funds has exceeded projected expenditure totals and therefore total authorization of expenditure for the fund.

BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA:

1. That fund number 7202 show projected revenues of \$270,000 in account line 7202-315101 and,
2. That the expenditure account line 7202-411800-540 will be increased to reflect \$270,000 in appropriations for FY 21.

WHEREAS the Town is required to reflect changes to the budget by resolution and,

WHEREAS the historic restoration project in Capital Improvement Fund (4000) has exceeded anticipated costs through the bidding process and,

WHEREAS the total expenditures of the entire fund by statute, cannot be exceeded and,

WHEREAS the total amount to be transferred to the General Fund (1000) from the Capital Fund (4000) is not required, as anticipated, to cover operational expenses in the General Fund.

**BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF WEST YELLOWSTONE, MONTANA:**

1. That the expenditure account line 4000-460460-920 will be increased to reflect \$269,804 in appropriations for FY 21 and,
2. That transfers from the Capital Fund to the General Fund will be reduced by \$91,278.00 to cover additional expenditures in the Capital Fund.

WHEREAS the Library Fund (2220) has received a grant from the West Yellowstone Public Library Foundation to purchase furniture and,

WHEREAS the Library has made the purchase that corresponds with this grant and,

WHEREAS the Library would like to amend the budget to reflect the purchase in the authorized expenditure line.

**BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF WEST YELLOWSTONE, MONTANA:**

1. That the fiscal year 2020-2021 Library Fund expenditure budget account (2220-365020) be amended to reflect an increase of \$3,468.32 for a total revenue of \$222,487.32
2. That the fiscal year 2020-2021 Library Fund expenditure budget account (2220-460100-364) be amended to reflect an increase of \$3,468.32 for a total expenditure budget of \$228,707.32

**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WEST
YELLOWSTONE, MONTANA, THIS 4th DAY OF MAY 2021 AND APPROVED
BY THE MAYOR OF THE TOWN OF WEST YELLOWSTONE.**

Mayor Jerry Johnson

Council Member Brian Benike

Council Member Brad Schmier

Council Member Travis Watt

Council Member Jeff Matthews

ATTEST:



Town Clerk Elizabeth Roos

From: [Jon Simms](#)
To: [Travis Watt](#); [Jerry Johnson](#); [Brad Schmier](#); [Jeff Mathews](#); [Brian Benike](#)
Cc: [Elizabeth Roos](#)
Subject: New Business: RV connections (430 Gibbons Ave.)
Date: Friday, April 30, 2021 8:59:16 AM
Attachments: [430 Gibbon.msg](#)

Good morning,

I've attached some documentation for the RV sites in question at Dorothy Herman's residence, 430 Gibbons Ave. Travis and I were on site yesterday and from what we gathered there appears to be two, full hookup RV sites on the east end of the property, near the new apartment building. Along with a 4" sewer cleanout in between the north and the south sites. The third site in question appears to just be a ¾" water service, along w/ supplied 110 inside of what Dave Herman described as the "boat shed".

Hopefully this helps clarify some of the fogginess on the updated sewer inventory form recently submitted by Sandi Pepler.

Jon Simms

Public Services Superintendent

Town of West Yellowstone

406-640-9074

jsimms@townofwestyellowstone.com







P:\West Yellowstone\01-19-0046 West Yellowstone Engineering\300-0007 Casting Pond Design\CAD\Sheets\03\Civil\Casting Pond\300-0007 C-100 SITE PLAN.dwg - 12/14/2020 10:58 AM

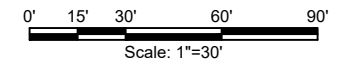


CONSTRUCTION NOTES

- # KEYED NOTES:
1. CONTRACTOR TO REMOVE EXISTING CASTING POND, AND BOARD DECKING.
 2. CONTRACTOR TO INSTALL CONCRETE DRIVEWAY APPROACH PER MDT STANDARD DRAWING 608-05.
 3. CONTRACTOR TO INSTALL 55' X 150' CASTING POND (8250 SQ.FT.) FILLED WITH SAND, 9 INCH WATER DEPTH.
 4. CONTRACTOR TO INSTALL 6' WIDE CONCRETE SIDEWALK, PER DETAIL 9/C003
 5. LIGHTING ALONG SIDEWALK AND CASTING POND BY OTHERS.
 6. 15' OFFSET FROM POND EDGE.
 7. 110' OFFSET FROM POND EDGE.
 8. 120' OFFSET FROM POND EDGE.
 9. CONTRACTOR TO INSTALL SPRINKLER SYSTEM AND SOD AREA, AS GREEN. SPACE FREE OF ABOVE GROUND OBSTRUCTION.
 10. PROTECT EXISTING LIGHT AND POWER POLES IN-PLACE.
 11. CONTRACTOR TO PLACE PICNIC TABLES LOCATION VARIES.
 12. CONTRACTOR TO INSTALL 12'X10' STORAGE SHED.
 13. CONTRACTOR TO INSTALL (2) 4 FOOT GATES TO ACCESS STORAGE SHED.
 14. CONTRACTOR TO PROTECT EXISTING 6"Ø WATER LINE IN-PLACE.
 22. CONTRACTOR TO INSTALL 810 L.F OF FENCING. FENCING TO BE SELECTED BY OWNER



GRAPHIC SCALE



ATTENTION
 LINE IS 2 INCHES
 AT FULL SIZE
 (IF NOT 2" SCALE ACCORDINGLY)

PRELIMINARY

#	REVISIONS	BY	DATE

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350 NORTH 2ND EAST, REXBURG, ID 83440
 PH: 208.356.9201 FAX: 208.356.9206

FORSGREN
Associates Inc.

PRELIMINARY DRAWING NOT FOR CONSTRUCTION

PROJECT NO.	01-19-0046
DRAWN	S. JACOBSON
DESIGNED	D. NOEL
APPROVED	D. NOEL
DATE	

CITY OF WEST
 YELLOWSTONE

Bob Jacklin Casting Pond
OVER ALL SITE PLAN

SHEET NO:	C100
DATE:	APRIL 2020
PAGE NO:	4 OF 10

Item	Description	Unit	Quantity	Estimated Price
1	Provide all Mobilization, Staging, Bonds, Insurance, Demobilization, Other Incidentals, and Cleanup Necessary to Perform the Work	LS	1	\$ 22,600.00
2	Provide Storm Water and Erosion Control (Self Perform)	LS	1	\$ -
3	Fill in Existing Casting Pond (Self perform)	LS	1	\$ -
4	Excavate and Final Subgrading for Proposed Casting Pond (Self Perform)	CY	625	\$ -
5	Supply Pond Liner (Donated by Casting Group)			\$ -
6	Install Pond Liner	LS	1	\$ 2,000.00
7	Install 3'x3' Concrete Vault	LS	1	\$ 500.00
8	Install 4" Perforated Drainage Pipe	LF	175	\$ 4,000.00
9	Install 4'x4' Concrete Vault	LS	1	\$ 500.00
10	Install 4" Gate Valve	LS	1	\$ 1,000.00
11	Supply and Place Sand to Final Grade in Casting Pond	CY	175	\$ 2,000.00
12A	Install Slab on Grade Concrete Decking (4" with #4 @ 18" O.C.E.W; 6" overhang edge of pond)	SF	3400	\$ 30,000.00
13	Install Concrete Sidewalk (6' wide, 4" no reinforcing)	LF	235	\$ 10,000.00
21	Electrical to algae control, and parimeter loop	LS	1	\$ 6,000.00
22	Install algae control unit (Self Perform)	LS	1	\$ -
23	Supply Algae Control Unit (Self Perform)	LS	1	\$ -
24	Temporary Toilet (UPDL Building)	LS	1	\$ -
25	Install Temporary Fencing (Self Perform)	LS	1	\$ -
Total Base Bid				\$ 78,600.00

Planning Board Meeting

Minutes: April 20, 2021

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

Others in Attendance: Liz Roos, Misty & Aaron Hecht & Brian Benike.

Minutes from January 27, 2021 Planning Board Meeting: (McBirnie/Mathews) approved unanimously.

Public Comment Period: None.

Discussion Items & Findings:

Wild West Pizza Take Out and Delivery Operation Application

1. Additional Location.

RECOMMENDATION: The Planning Board recommends the approval of the application based on old retail space being filled by this retail space application. No increase in parking demand. No additional parking is needed. (Gibson/Mathews) approved unanimously.

Homeroom Remodel Application

1. Remodeled Space.

RECOMMENDATION: Based on the staff report parking figures that were calculated by Liz Roos, Jerry Johnson & Brian Benike, the Planning Board recommends the approval of the application. (Costello/Mathews) approved unanimously (Chipper abstained).

Planning Board Chair / Vice-Chair– Motion carried to appoint Jon Simms Chair & Chipper Smith back to Vice-Chair (Gibson/Mathews), Passes unanimously.

Next Meeting: None at this time.



Application for Zoning Permit

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

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

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

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

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

Name: Andrea (Andie) Withner
Mailing Address: P O Box 1330/ 121 Madison Avenue
City/State/Zip: West Yellowstone MT 59758 Phone: 406 2093145
Email: longpine@wyellowstone.com

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

Name: same as above
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: 121 Madison Avenue Subdivision: Town of West Yellowstone
Block: 16 Lot: 11-13 Lot Size and Dimensions: 1.033 Acres/Square Feet (circle)

- 4. USE AND OCCUPANCY:**

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

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

Number of buildings (Dwelling Units): 1 Number of Bedrooms (Sleeping Units): _____

5. ATTACHMENTS: Please attach the following:

D Detailed site map showing the lot dimensions, acreage, and location of the property lot. Include building and/or wall setbacks, building dimensions and parking spaces available.

D A legal and general description of the property lot upon which the construction, addition, relocation of a structure, or erection of fence or sign will take place.

D A legal survey may be required if the setbacks are in question.

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

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

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

Andrea Withner
Applicant/Property Owner Signature

3/4/2021
Date

Applicant/Property Owner Signature

Date

Attach additional signature pages if necessary

From: [Andie Withner](#)
To: [Elizabeth Roos](#)
Subject: Fwd: application for zoning permit
Date: Thursday, March 4, 2021 1:43:03 PM
Attachments: [Cikan Revised Sheet A1.pdf](#)
[floor plan seating.pdf](#)
[application for zoning permit.pdf](#)

Liz-

Attached is a zoning permit form, and the floor plan of the interior space of the Madison Crossing Building to be remodeled. This is an interior remodel only. The plan is to use 80% of what is currently the Homeroom space(former gymnasium) for a new business which will have a taproom bar/ casual food focus. It will be under the same business entity as Madison Crossing Lounge which is Horizon Holdings LLC. The name of the new venue will be Yellowstone Brewing Company. *(We will not be brewing onsite)* The store will occupy approximately 20% of the space.
CS Construction will be overseeing the interior remodel.

We will be adhering to requirements for a sprinkler system and fire doors etc. Shane Grube is aware of our intentions. Frank Cikan is the Architect involved. Dave Noel with Forsgren knows of the project and has informally stated that the water usage for the type of business and estimated number of seats (110) we are proposing is tentatively available. There is a floor plan of the Space attached as well as a second copy of the floor plan with casual layout of the seating.

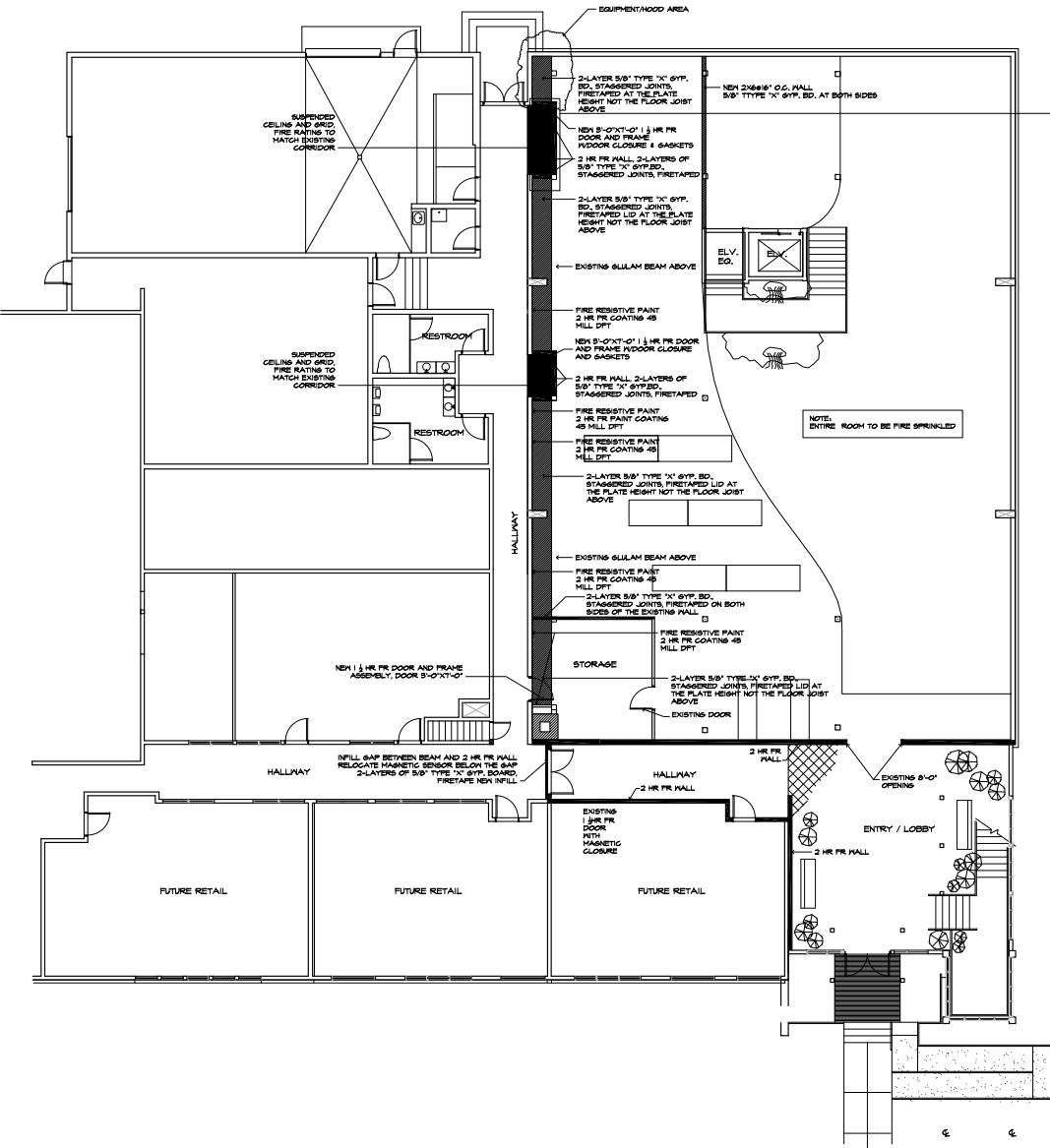
Gary and I would be fine with submitting request for business license whenever needed. I will bring a copy on Monday or Tuesday of some of the past paperwork on Parking with the Town of West Yellowstone. We realize we may need to pay for additional parking however we paid for additional parking in the past for the Pinecone Playhouse which of course is no longer functional so assume those spaces can apply to Parking for the new business. To assist- it was April 2010 when parking was last addressed for the Madison Crossing building according to the paperwork I have.

We are hoping to have the remodel and infrastructure completed by the end of June 2021 and to be open and operational in June- July at latest. Please advise on any additional information needed

Thank you for your assistance with this process!

Best, Andie

Subject: application for zoning permit
Date: March 4, 2021 at 10:48:13 AM MST
To: "Withner, Andie " <mtidbroker@wyellowstone.com>
Reply-To: mtlc@wyellowstone.com



1
A1 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

WALL CONSTRUCTION DETAIL
WOOD STUDS

Wood Framed

Construction Detail	Description	Test Method	ASTM / ULC Test Number	ASTM Performance	Reference
W-12	5/8" Type X Gypsum Board on 2x4 wood studs with 1/2" gasket joint sealant at top and bottom joints.	ULC SDR 107	ULC SDR 107	ULC SDR 107	A-60
W-13	5/8" Type X Gypsum Board on 2x4 wood studs with 1/2" gasket joint sealant at top and bottom joints.	ULC SDR 107	ULC SDR 107	ULC SDR 107	A-60



Selection & Specification Data

Generic Type A water-based intumescent coating that consists of a vinyl acetate resin.

Description A decorative, thin-film intumescent coating designed for fire protection of Gypsum/Sheetrock and Wood applications for interior use requiring ASTM E119, ASTM E84, NFPA 251, ULC CAN S-101.

Features

- Certified to ASTM E119/UL 263
- Decorative aesthetic coating - provides a hard, durable, architectural finish.
- Well suited for residential and commercial applications
- Space saving - ideal for applications when additional layers of gypsum cannot be installed
- Compatible with most topcoats (though not required)
- Thin film coating - offers an economical solution to alternative fireproofing
- Low VOC, LEED compliant
- Easy repair - if damaged, product can be patched easily

Color White

Finish Smooth

Primer Wood: Recommended but not required
Gypsum: Not required
**Some non-multiphase products will first receive intumescent primer if first primed*

Topcoat For interior conditioned space, topcoating is not required but may be applied for aesthetic purposes.

Product must be topcoated if there are environmental exposure requirements. Refer to FlameOFF® Coatings, Inc. technical support.

Thickness Per Coat Recommended 20-35 Mils WFT
**Range: 15-45 Mils WFT. Maximum thickness per coat depends upon applicator experience, substrate, and job site conditions.*

Solids Content By Volume 71%

Theoretical Coverage Rates 1075 sq ft/gallon at 1 mil (1002 m / at 25 microns)
36 sq ft/gallon at 30 mils (3.32 m / at 750 microns)

VOC Values As Supplied 0.06 lbs/gal (7 g/l)

Testing / Certification

Listing This product is ICC-ES Listed and UL Classified for various applications. It has been tested at Underwriters Laboratories in accordance with ASTM E119/UL 263 Fire Endurance requirements to meet the Full Scale requirement of IBC/NFPA Building Codes.

ICC-ES LISTED
UL CLASSIFIED

*See ICC Reports Directory
*See UL Fire Resistance Directory R38327

Required DFT

Required Dry Film Thickness & Corresponding Coverage Rate

Substrate	2 Hours*	1 Hour*	Class A**
5/8" Type X Gypsum	45 Mils DFT 25 sq ft/gal	30 Mils DFT 37 sq ft/gal	15 Mils DFT 75 sq ft/gal
1/2" Regular Gypsum	X	30 Mils DFT 37 sq ft/gal	15 Mils DFT 75 sq ft/gal
Wood	X	35 Mils DFT 37 sq ft/gal	10 Mils DFT 110 sq ft/gal

*ASTM E119 1 and 2 Hour ratings
**ASTM E84 Class A flame spread and smoke development rating

Packaging, Handling & Storage

Shelf Life 12 Months
Shelf life when kept at recommended storage conditions and in original unopened containers.

Shipping Weight 64 lbs per 5 gal pail

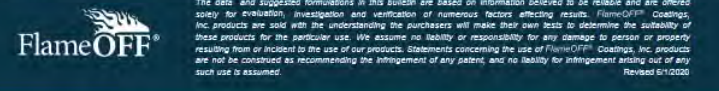
Flash Point (Setflash) 93°F (30°C)

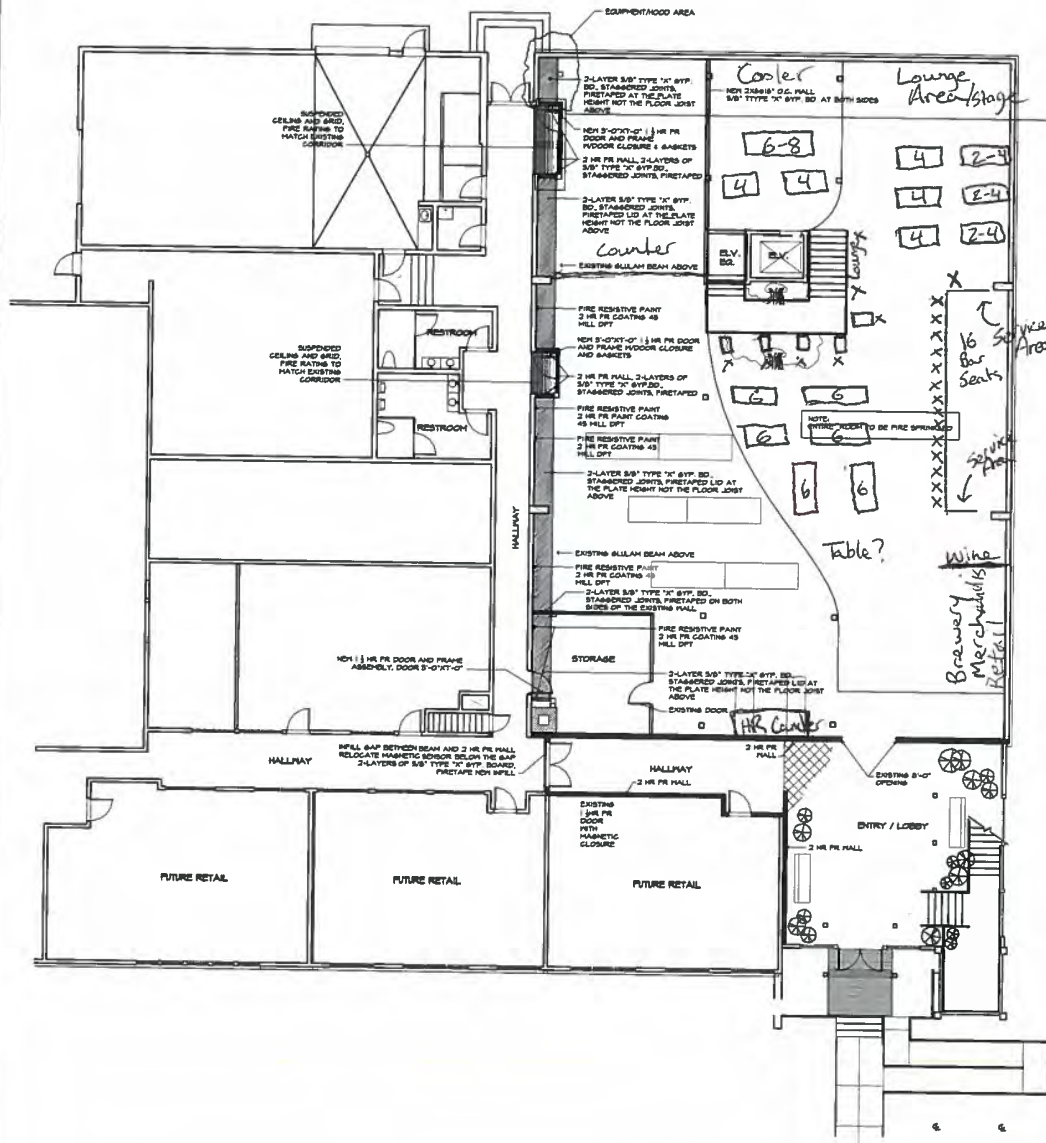
Storage Store indoors in a dry environment between 45°F and 105°F (7°C and 40°C)

Packaging 5 Gal

This product is proudly manufactured in the USA

Phone: (866) 598-9470 Email: info@flameoffcoatings.com Web: www.flameoffcoatings.com
FlameOFF® Coatings, Inc. owns and certifies all data in this document. This document may not be altered by anyone other than FlameOFF® Coatings, Inc.





1
A1
FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

WALL CONSTRUCTION DETAIL
WOOD STUDS

Wood Framed

Code	Item	Description	UL Number	Classification	Reference
17	1	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	2	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	3	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	4	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	5	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	6	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	7	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	8	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	9	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	10	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	11	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	12	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	13	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	14	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	15	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	16	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	17	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	18	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	19	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	20	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	21	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	22	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	23	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	24	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	25	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	26	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	27	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	28	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	29	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	30	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	31	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	32	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	33	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	34	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	35	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	36	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	37	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	38	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	39	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	40	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	41	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	42	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	43	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	44	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	45	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	46	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	47	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	48	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	49	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	50	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	51	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	52	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	53	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	54	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	55	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	56	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	57	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	58	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	59	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	60	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	61	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	62	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	63	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	64	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	65	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	66	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	67	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	68	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	69	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	70	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	71	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	72	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	73	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	74	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	75	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	76	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	77	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	78	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	79	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	80	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	81	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	82	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	83	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	84	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	85	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	86	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	87	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	88	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	89	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	90	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	91	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	92	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	93	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	94	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	95	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	96	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	97	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	98	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	99	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48
17	100	5/8" Drywall 1/2" Gypsum Core (gypsum core)	UL 1001	1H	A-48

FlameOFF® Fire Barrier Paint

Submittal Data Sheet
Gypsum/Wood

Selection & Specification Data

Generic Type A water-based, flame-retardant coating that consists of a vinyl acetate resin.

Description A decorative, non-toxic, intumescent coating designed for fire protection of Gypsum/Sheetrock and Wood applications for interior use requiring ASTM E119, ASTM E84, NFPA 251, UL CAN 5-101.

Features

- Certified to ASTM E119/UL 263
- Decorative aesthetic finish - provides a hard, durable, architectural finish.
- Well suited for residential and commercial applications
- Space saving - ideal for applications when additional layers of gypsum cannot be installed
- Compatible with most topcoats (though not required)
- Thin film coating - offers an economical solution to alternative fireproofing
- Low VOC, LEED compliant
- Easy repair - if damaged product can be patched easily

Color White

Finish Smooth

Primer Wood Recommended but not required
Gypsum: Not required

Topcoat For interior conditioned space, topcoating is not required but may be applied for aesthetic purposes.

Thickness Per Coat Recommended 20-35 Mils WFT
*Range 15-45 mils WFT. Maximum thickness per coat depends upon application, substrate, and job site conditions.

Solids Content By Volume 71%

Theoretical Coverage Rate 1075 sq ft/gallon at 1 mil (1002 m² at 25 microns)
36 sq ft/gallon at 30 mils (3.3 m² at 760 microns)

VOC Values As Supplied 0.06 lbs/gal (7 g/l)

Testing / Certification

Listing This product is ICC-ES E-listed and UL Classified for various applications. It has been listed at Underwriters Laboratories in accordance with ASTM E119/UL 263 Fire Endurance requirements to meet the Full Scale requirement of IBC/NFPA Building Codes.

ICC-ES LISTED
*See ICC Reports Directory

UL CLASSIFIED
*See UL Fire Resistance Directory R33327

Required DFT

Substrate	2 Hours*	1 Hour*	Class A**
5/8" Type X Gypsum	45 Mils DFT 25 sq ft/gal	30 Mils DFT 37 sq ft/gal	15 Mils DFT 75 sq ft/gal
1/2" Regular Gypsum	X	30 Mils DFT 37 sq ft/gal	15 Mils DFT 75 sq ft/gal
Wood	X	30 Mils DFT 37 sq ft/gal	10 Mils DFT 110 sq ft/gal

*ASTM E119 1 and 2 hour ratings
**ASTM E84 Class A flame spread and smoke development rating

Packaging, Handling & Storage

Shelf Life 12 Months
*Shelf life when kept at recommended storage conditions and in original unopened containers.

Shipping Weight 64 lbs per 5 gal pail

Flash Point (Soltash) 93°F (30°C)

Storage Store indoors in a dry environment between 45°F and 105°F (7°C and 40°C)

Packaging 5 Gal

This product is proudly manufactured in the USA

Phone: (866) 598-8470 Email: info@flameoffcoatings.com Web: www.flameoffcoatings.com
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Revised 01/2020

RETAIL SPACE FOR:
GARY EVJE AND ANDIE WITHNER
WEST YELLOWSTONE, MONTANA

CIKAN ARCHITECTS, P.C.
1007 N. PICKERSON, SUITE C
BOZEMAN, MONTANA 59715
(406) 566 5624

MAIN & UPPER FLOOR PLANS

March 31, 2021

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

RE: Capacity Review: Madison Crossing, 121 Madison Avenue, Retail Space Modifications, Block 16 Lots 11-13.

Dear Mrs. Roos,

This letter summarizes findings from our review of Andrea Withner's Zoning Application regarding a retail space modification to the Madison Crossings complex. The Zoning Application work sheet does not provide adequate description of the proposed modifications nor does it provide a specific request for additional water and sewer service. However, hand drawn modifications and email correspondence has been provided separately and are the basis for this evaluation. In accordance with such correspondence, the retail space modifications will convert approximately 80% of what is currently the Homeroom space to a new business focusing on a taproom bar and casual food service. This proposed modification will add 110 seats. This evaluation is based on a 110-seat drinking establishment in accordance with the Town of West Yellowstone SFE calculations.

The current SFE calculator assigns 0.06 SFE's for each seat in a drinking establishment; the proposed 110 seats equate to 6.6 SFE's. It is estimated that a single-family home demands 225 gallons per day of domestic water and wastewater discharge. I have used this value to assess the water and wastewater discharge impact to the existing Town facilities.

225 gallons per day for 6.6 single-family home equates to 1485 gallons per day of wastewater demand with an estimated peak hour water demand of less than 1.75 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 Madison Crossings retail space modifications will reduce available sewer capacity from 11,637 gallons per day to 10,152 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.

Madison Crossing

121 Madison Avenue
West Yellowstone MT
mcl@wyellowstone.com

April 1, 2021

To: Town of West Yellowstone

RE: Business Permit/Parking

Our plan for the Madison Crossing Building is to remodel the interior only of the space which currently houses the Homeroom Retail Store and to change the usage to approximately 1/3 Retail and 2/3 Food and Beverage on the Main Level and the Mezzanine will be Games and Gaming.

The remodel consists of adding the necessary fire doors and other fire safety precautions as well as adding a large Bar area. The estimated amount of seating is 110 as noted in the correspondence from Dave Noel with Forsgren.

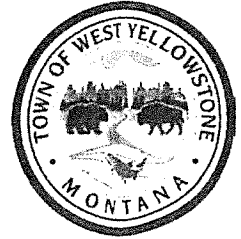
Regarding Parking, we are requesting that as a “multi-purpose building”, the parking be reviewed as “mixed and shared use”.

Please let us know any questions or additional details needed.

Thank you for your time,

Andie Withner and Gary Evje

NAL
DK 15 - Jeff Matthews



Application for Zoning Permit

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

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

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

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

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

Name: Aaron Hecht, Wild West Pizzeria, Inc.
 Mailing Address: P.O. Box 931
 City/State/Zip: W. Yellowstone, MT 59758 Phone: (406) 580-8646
 Email: www.pizzeria@aol.com

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

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

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

Street Address: 37 Canyon St. Subdivision: B-3 (Old Town)
 Block: 28 Lot: 5 Lot Size and Dimensions: 15,000 Acres: 1 Square Feet (circle): 700x190

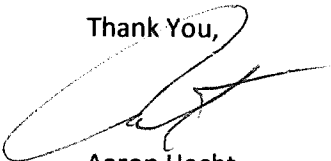
4. USE AND OCCUPANCY:

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

To whom it may concern:

I am writing this letter to inform you of my proposed plans for a remodel of the property located at 37 Canyon St. The space at 37 Canyon St. will be used as a takeout and delivery operation as an extension of Wild West Pizzeria & Saloon. My remodel of the location will include a commercial kitchen and an employee only restroom that will be in compliance with the county health department requirements. I will be using the current water and sewer connections that are associated within the Park Plaza Mall. My demand on the city water and sewer system will be very minimal. Since we are a takeout and delivery operation, there will be very little need for dishwashing as there will be no customer seating in the building. There will, however, be a commercial dishwasher, triple sink and several employee hand sinks in the kitchen. Dishwashing will be limited to the prep kitchen and some storage containers that will need to be cleaned on a daily basis. I will be selling soft drinks to go, thus, eliminating the need for a fountain soda machine. I am planning on putting in an employee only restroom that will have no public access. The dimensions of the space that I will be occupying are approximately 40ft x 40ft for 1600 sq. ft. I don't have a drawing of the proposed remodel yet as I need to here back from the Town of West Yellowstone in regard to this proposal. As soon as I know that I am able to get started on this project, I will submit my building pland and permit request. Your expedited attention to this request is greatly appreciated.

Thank You,

A handwritten signature in black ink, appearing to read 'A. Hecht', written over a large, loopy flourish.

Aaron Hecht

From: [Aaron Hecht](#)
To: [Elizabeth Roos](#)
Subject: Zoning application for Wild West Express
Date: Monday, April 12, 2021 7:28:06 AM
Attachments: [WWE Conceptual.pdf](#)
[Equipment Schedule.pdf](#)

Liz,

Here is the conceptual kitchen drawing. It shows the equipment and the location of the equipment in the new space. I'm not sure how this operation differs from a number of different businesses in town that are already doing basically the same type of operation? For example, the old Dairy Queen concept. My new location will have no dine-in option. Customers can either call their orders in, place them online or come in and order at a counter. The food will then be either delivered to them or they will come in and pick it up. I will also be retailing my sauce, take and bake pizzas, mac n' cheese, lasagna and several other items. The reason that I am opening a takeout and delivery only operation is because we struggle to keep the wait times down during the peak season for our customers. By splitting the operation, we will be able to serve the customers quicker and more efficiently. If at all possible, please let me know ASAP if this will be approved. I am waiting on the approval from the engineer before I sign an lease and continue with my planning and equipment purchasing.

Thanks,

Aaron

EQUIPMENT SCHEDULE

ITEM NO	QTY	EQUIPMENT CATEGORY	MANUFACTURER	MODEL NUMBER	ITEM NO
1	1	MIXER, SPIRAL	GLOBE	GSM130	1
2	2	WORK TABLE, BAKERS TOP	JOHNBOOS	DSS07-X	2
3	2	SHELF, WALL MOUNT	JOHNBOOS	BHS1260-16/304	3
4	1	DUNNAGE RACK	ADVANCETAB	DUN-2060-8-1X	4
5	1	SPARE NUMBER	-	-	5
6	1	DOUGH DIVIDER ROUNDER	DOUGHXPS	DX-JN	6
7	1	SPARE NUMBER	-	-	7
8	1	FAUCET, POT FILLER, WALL MOUNT	KROWNE	20-108L	8
9-10	1	SPARE NUMBER	-	-	9-10
11	1	KETTLE, GAS, TILTING	CLEVELAND	KGL40T	11
12	1	OVEN, GAS, CONVEYOR	MF&B	EDGE 3260	12
13	1	RANGE, 60", 10 OPEN BURNERS	VULCAN	60SS-10BN	13
14	1	REFRIGERATED WORK TOP	BEVAIR	WTR67AHC	14
15	1	SPARE NUMBER	-	-	15
16	1	DOUGH ROLLER	SOMERSET	CDR-500	16
17	2	SHELF, WALL MOUNT	JOHNBOOS	BHS1236	17
18	1	REFRIGERATOR, PIZZA PREP	TRUE	TPP-AT-93-HC	18
19	1	EXHAUST HOOD, CLASS I	CAPTVAIR	-	19
20	1	SPARE NUMBER	-	-	20
21	1	TABLE, WORK	JOHNBOOS	ST6R5-3048SSK	21
22	1	HOT FOOD TABLE	ADVANCETAB	SW-2E-120	22
23	1	WORK TABLE, 18", STAINLESS STEEL TOP	JOHNBOOS	EFT8-3018SSK-X	23
24	1	REACH-IN REFRIGERATOR	BEVAIR	RB27HC-1G	24
25	1	SPARE NUMBER	-	-	25
26	1	MOP SINK	BKRESRCE	BKMS-1620-12-KIT	26
27	1	SINK, SCULLERY, 3 COMPARTMENTS	JOHNBOOS	3B18244-2D24	27
28	1	DISHTABLE, STRAIGHT, CLEAN	JOHNBOOS	CDT6-S48SBK-L	28
29	1	WAREWASHER, DOOR TYPE, HIGH TEMP	CMADISH	CMA-180-VL	29
30	1	SPARE NUMBER	-	-	30
31	1	DISHTABLE, STRAIGHT, SOILED	JOHNBOOS	SDT6-S60SBK-R	31
32	1	DISPOSER	SALVAJOR	200-CA-18-MSS	32
33	1	FOOD PACKAGING MACHINE	HENKELUS	POLAR 80 COMBIVAC	33
34	1	OVEN, CONVECTION, GAS	SOUTHBEND	BGS/22SC	34
35	1	SPARE NUMBER	-	-	35
36	4	TRASH RECEPTACLE, INDOOR	WINCO	PTC-23K	36
37	2	HAND SINK	JOHNBOOS	PBHS-W-1410-SSLR-X	37
38	1	CAN RACK	ADVANCETAB	CR10-162M-X	38
39	1	TABLE, WORK	JOHNBOOS	ST6R5-3060SSK	39
40	1	FLOOR TROUGH DRAIN	JOHNBOOS	FTFG-2436	40
41	1	TABLE, WORK	JOHNBOOS	ST6R5-3072SSK	41
42	2	SHELVING, WALL MOUNTED	JOHNBOOS	BHS1660-X	42
43-45	1	SPARE NUMBER	-	-	43-45
46	5	WIRE SHELVING	OLYMPIC	J2460C	46
47	1	SPARE NUMBER	-	-	47
48	1	CAN OPENER	VOLLRATH	BCO-1	48
49	1	SLICER, FOOD, ELECTRIC	VOLLRATH	40955	49
50	1	SPARE NUMBER	-	-	50
51	2	SHELF, WALL MOUNT	JOHNBOOS	BHS1636	51
52	1	CABINET, HEATED, PASS-THRU	BEVAIR	PH2-1S-PT	52
53	1	SHELF, PASS-THRU	JOHNBOOS	PTS26K-2496	53
54	1	WARMER, FOOD OVERHEAD	HATCO	GRAH-60D3	54
55	1	SPARE NUMBER	-	-	55
56	1	DISPLAY CASE, REFRIGERATED, SELF-SERVE	FEDERAL	LPRSS6	56
57	1	BEVERAGE CABINET	CUSTOM	-	57
58	1	SODA ICE & BEVERAGE DISPENSER	CORNEL	0511152	58
59	1	ICE MAKER, CUBE-STYLE	MANITOWC	YT0500A	59
60	1	SPARE NUMBER	-	-	60
61	1	DISPLAY CASE, REFRIGERATED	TRUE	GDM-23-HC~TSL01	61
62	1	DISPLAY CASE, REFRIGERATED	BEVAIR	MMR49HC-1-B	62
63	1	BIB	CORNELUS	-	63
64-65	1	SPARE NUMBER	-	-	64-65
66	1	WALK-IN COOLER/FREEZER	KOLPAK	-	66
67	1	CONDENSING UNIT, FREEZER	KOLPAK	-	67
68	1	CONDENSING UNIT, COOLER	KOLPAK	-	68
69	1	EVAPORATOR, FREEZER	KOLPAK	-	69
70	1	SPARE NUMBER	-	-	70
71	1	EVAPORATOR, COOLER	KOLPAK	-	71

1/4" = 1'

FS1

4/8/21	Date
4/8/21	
4/8/21	

This Drawing is the property of J&V Restaurant Supply & Design and cannot be reproduced without permission.

WILD WEST PIZZA
W. YELLOWSTONE, MT



Restaurant Supply & Design

544 E. Mendenhall
Bozeman, MT 59715

Phone: 406-587-9303
Fax: 406-587-3162

From: [Aaron Hecht](#)
To: [Elizabeth Roos](#)
Subject: Re: Zoning application for Wild West Express
Date: Monday, April 12, 2021 10:11:39 AM

Same amount of staff as Wild West. No additional meals since I am reducing the amount at Wild West by about half.

[Sent from the all new AOL app for iOS](#)

On Monday, April 12, 2021, 8:29 AM, Elizabeth Roos <eroos@townofwestyellowstone.com> wrote:

Hi Aaron,

We need answers to the questions from the engineer that were included in my email on 3/31/21:

Our current regulations don't have a category for this type of use, so he needs to understand the nature of the take out. Will orders be placed at the window or just picked up? How many employees the new facilities will add to the current staff and an estimate on the number of additional meals?

If you can get back to me with this information, our engineer can finish his review. The next step will be review by the Planning Board and then site plan approval by the Town Council. We are hoping we can schedule the Planning Board meeting by the end of the week and the Council will meet next week. We have another commercial project that is also ready to go and we'd like to schedule one meeting to review both projects.

Elizabeth Roos, Town Clerk, CMC

Town of West Yellowstone

PO Box 1570

440 Yellowstone Avenue

West Yellowstone, MT 59758

From: [Dave Noel](#)
To: [Elizabeth Roos](#)
Subject: RE: Zoning application for Wild West Express
Date: Monday, April 12, 2021 2:59:28 PM

Liz, It does not sound like this is an expansion of the business nor is it intended to increase the food prep load. Since this application does not request additional water or wastewater demand on the system, no additional review is needed.

Dave.

From: Elizabeth Roos <eroos@townofwestyellowstone.com>
Sent: Monday, April 12, 2021 1:44 PM
To: Dave Noel <dnoel@forsgren.com>
Subject: FW: Zoning application for Wild West Express

EXTERNAL MESSAGE

Hello Dave,

Here is some additional information from Aaron Hecht regarding the Wild West Pizza take out. I have spoke to Aaron on the phone as well. Essentially, he is trying to split his operation in order to relieve the wait times at his restaurant, which was up to two-hours last summer. He does not intend to expand his staff.

Let me know if you have any more questions, thanks

Elizabeth Roos, Town Clerk, CMC
Town of West Yellowstone
PO Box 1570
440 Yellowstone Avenue
West Yellowstone, MT 59758
www.townofwestyellowstone.com

From: Aaron Hecht <wwpizzeria@aol.com>
Sent: Monday, April 12, 2021 7:28 AM
To: Elizabeth Roos <eroos@townofwestyellowstone.com>
Subject: Zoning application for Wild West Express

Liz,

Here is the conceptual kitchen drawing. It shows the equipment and the location of the equipment in the new space. I'm not sure how this operation differs from a number of different businesses in town that are already doing basically the same type of operation? For example, the old Dairy Queen concept. My new



Town of West Yellowstone
Business License Application

Business Name: Wild West Pizzeria, Inc.
Applicant: Aaron Hecht
Contact Person:
Mailing Address: PO. Box 931, West Yellowstone, MT 59758
Physical Address of Business: 37 Canyon St., W. Yellowstone, MT 59758
Phone Number: Fax Number:
Email Address: aaron@wildwestpizza.com Website: www.wildwestpizza.com

Signature of Property Owner of Record: [Signature]

Subdivision: B-3 (Old Town)
Block: 28 Lot: 5

Zoning District, please mark one:

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

- Is this business licensed by the State of Montana? X Yes
Appropriate Town/County/Health Dept approvals (if applicable)
If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)?

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

Wild West Express. Takeout and delivery Pizzeria business. We will also be retailing pizza products and other menu items from Wild West Pizzeria as well as Wild West Merchandise

Business License Fee: \$50.00
Resort Tax Bond: \$

[Signature]
Signature of Applicant

Total Amount Due: \$

Signature of Applicant

Date 4/27/2021

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

From: [Aaron Hecht](#)
To: [Elizabeth Roos](#)
Subject: Re: RT Bond waiver
Date: Friday, April 30, 2021 10:03:11 AM

Liz,

I am writing to request that the resort tax bond be waived for the Wild West Express which will be located at 37 Canyon.

Thanks,

Aaron

-----Original Message-----

From: Elizabeth Roos <eroos@townofwestyellowstone.com>
To: Aaron Hecht <wwwpizzeria@aol.com>
Sent: Thu, Apr 29, 2021 4:19 pm
Subject: RT Bond waiver

Hi Aaron,

I am putting together the agenda for the Town Council meeting next week. Can you send me an email requesting that the Town Council waive the resort tax bond for the new business?

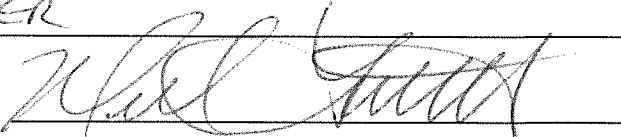
Elizabeth Roos, Town Clerk, CMC

Town of West Yellowstone
PO Box 1570
440 Yellowstone Avenue
West Yellowstone, MT 59758
www.townofwestyellowstone.com

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: 4/29/2021
APPLICANT: MITCH TUTTLE
MAILING ADDRESS: P.O. BOX 1394
PHYSICAL ADDRESS: 633 MADISON AVE
PHONE: 406 465 1034
INTEREST IN PROPERTY: OWNER

OWNER OF RECORD'S SIGNATURE: 

1. LEGAL DESCRIPTION:

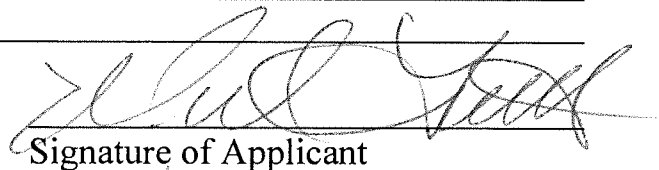
Subdivision: Old Town
Block: 21 Lot: 12
Zoning District Number: B-3

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment. UTILIZE THE SNOW LOT

DIRECTLY NORTH OF SHOP FOR ADDITION
FOR MINIMAL USE + STAGING LUMBER & TRUSSES

THE PLAN IS NOT FOR LONG TERM USE BUT
TO UTILIZE IT WHEN NECESSARY

BEGINNING MAY 5, 2021
ESTIMATED COMPLETION SEPT 15, 2021


Signature of Applicant

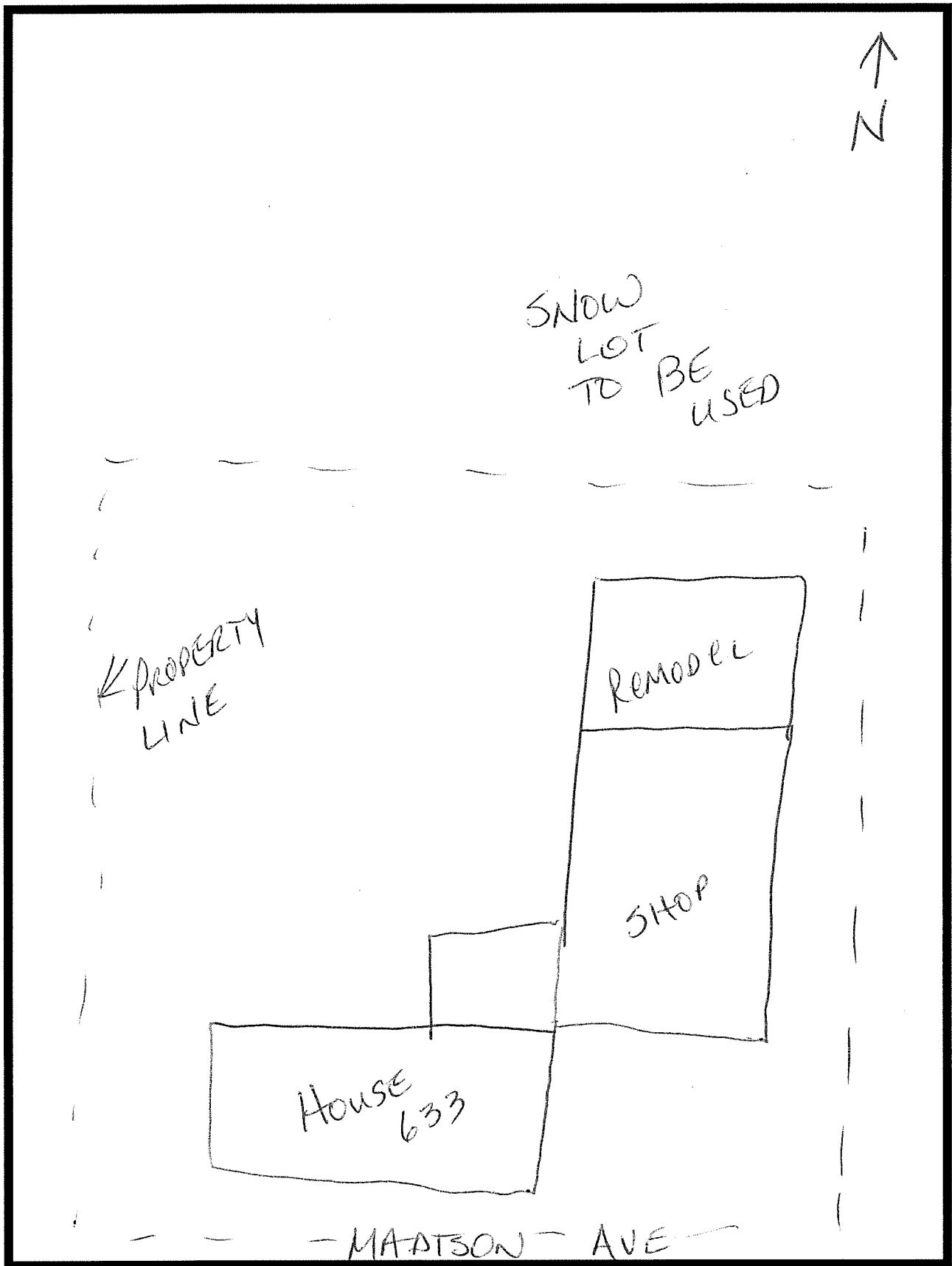
4/29/2021
Date

FOR OFFICE USE ONLY

Approved Disapproved

Mayor/Operations Manager

Date



PLEASE INDICATE DIRECTION

TOWN OF WEST YELLOWSTONE

April 25th, 2021

Sheryl Snyder
Federal Lands Access Programmer
Western Federal Lands Highway Division
610 East Fifth Street
Vancouver, WA 98661

Dear Ms. Snyder,

The Town Council of West Yellowstone is in full consensus and support of the application for the FLAP program. We are excited to partner with Custer Gallatin National Forest and Yellowstone National Park in hopes to begin a planning study to connect miles of trail systems together. Currently, we also have support from our non-profit community and private businesses.

The town of West Yellowstone is landlocked by public lands, and our dominant industry is tourism. Approximately 45% of all annual visitors to Yellowstone National Park enter through the West Yellowstone gate in our town. In 2019, in partnership with 20+ stakeholders, our town studied the flow of tourism through our community. The West Yellowstone Gateway Study had the goal of identifying areas to improve traffic, and opportunities to provide safe and efficient networks for all modes of transportation. The trail project in the FLAP application was identified as a way to improve both the flow of traffic through town, and also offer an alternative route of transportation to non-motorized travel. We see this application as an excellent opportunity to advance the work on this trail system and provide engineering designs for safe pedestrian crossings of busy intersections.

Additionally, this trail system will connect with the Yellowstone Shortline Trail. In early 2020, the Town of West Yellowstone partnered with the U.S. Forest Service and the Yellowstone Historic Center to fundraise and plan a nine-mile portion of abandoned railroad from the Montana-Idaho border into West Yellowstone. There has been a \$1.25 million investment in the construction of this trail. The development of this trail ends at the boundary of the town, and this planning project is an excellent way to create a connecting trail system from the Yellowstone Shortline Trail on the west side of town, to trail systems in Yellowstone National Park on the east side of town.

Your favorable review of our application will support safety of non-motorized travel, local travel and tourism in a heavily trafficked community, outdoor recreation, and cohesive connected trail systems that span many miles.

As per FLAP requirements, the Town of West Yellowstone is committed to providing the required 13.42% match associated with the overall project costs. The complete application package is attached for your division to review. Please let us know if you have any questions regarding this request.

Sincerely,

Jerry Johnson
Mayor

Travis Watt
Deputy Mayor

Brad Schmier
Town Council

Brian Benike
Town Council

Jeff Mathews
Town Council

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



TBID Board of Trustees

NAME	APPOINTED	EXPIRES	LENGTH
Jeff Schoenhard, Chair 50-100	4/4/17	3/31/21	4 Years
Jerry Johnson 10-49	4/4/17	3/31/21	4 Years
Brock Kelley 100+	8/4/20	5/5/24	4 Years
Sara Mauer 10-49 Rooms	5/5/20	5/5/24	4 Years
Jeremy Roberson 50-100 Rooms	4/16/19	3/31/23	4 Years
John Stallings At Large	4/16/19	3/31/23	4 Years
Alma Clark At Large	8/4/20	8/4/24	4 Years

* 4/4/17-Daniel Reger appointed to replace Audria Butler on behalf of Delaware North, will complete Butler's unexpired term

* Terms are 4-year, some initial terms were shorter in order to provide for staggered terms

* Kristy Coffin was hired as the TBID Administrator. (10-18-12)

*8/4/20 Brock Kelley was appointed to complete the remainder of Dan Reger's term as the representative for hotels with 100+ rooms (Reger no longer works for DNC). Alma Clark was appointed to fill one of the at-large positions.

Updated 8/5/20 er



APPLICATION FOR BOARDS AND COMMITTEES

Name Jeff Schoenhard Date 3/3/21

Address Box 1482

City West Yellowstone State MT Zip 59718

Phone (Home): _____ (Work): _____ (Cell/Other): 406-640-1336

Are you a resident of West Yellowstone? summer Length of residency in West Yellowstone: Dec-1995

Board or Committee you are applying for: TBID

Occupation: Hotel Management

Employer: Kelly Inns

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

If so, which board, and for how long? TBID since it started

Past Memberships and Associations: chamber board, Historic Center,

Hedden Lake Estate Home Owners

Current Memberships and Associations: TBID

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: over 30 years of Hotel Management experience in multiple locations in MT and WY

What are your primary objectives for serving on this board?

continuing the work that we started out with on driving more rooms rented for the town.

References (Individual or Organization):

Jerry Johnson Phone: _____

Travis Watt Phone: _____

Kristy Coffin Phone: _____

Signature:  Date: 3/3/21

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

Elizabeth Roos

From: Jerry Johnson
Sent: Wednesday, April 28, 2021 1:06 PM
To: Elizabeth Roos
Subject: TBID

I would be interested in being reappointed to the TBID board, as a small motel representative.

Respectfully Yours,
Jerry Johnson

Sent from my iPhone

From: [John Greve](#)
To: [Elizabeth Roos](#)
Cc: [Agata Morrill](#)
Subject: 10 final MAP Fund docs revised 3.2021
Date: Tuesday, March 9, 2021 9:49:13 PM
Attachments: [MAPFund Info Doc Final rev 3.2021.pdf](#)
[MAPFund App Doc Final rev 3.2021.pdf](#)
[MAPFund AFR Doc Final rev 3.2021.pdf](#)
[MAPFund ERR Doc Final rev 3.2021.pdf](#)
[MAPFund CEPC Doc Final rev 3.2021.pdf](#)
[MAPFund Budget Temp Final rev 3.2021.xlsx](#)
[MAPFund AAE Doc Final rev 3.2021.pdf](#)
[MAPFund P+P Doc Final rev 3.2021.pdf](#)
[MAPFund RTC Doc Final rev 3.2021.pdf](#)
[MAPFund AAN Doc Final rev 3.2021.pdf](#)

Liz,

Since Fall 2020, the MAP Fund Advisory Board has been revising all 10 MAP Fund docs used in the operation and management of the Fund. Agata at Quickprint helped us design the final versions of the docs w/ fill in the blanks capability and links to other docs. Like before, you'll add the linked docs to the town's server so they'll be found when the applicants click on the links. If there's a problem creating the links, Agata offered to help you with that issue.

All final versions of the 10 docs dated 3.2021 are attached below.

Docs to go on the town website:

- 1. Info-** Information- To appear before/with the App
- 2. App-** Application- Includes Cover page, App and Certification page

Docs linked to from pages in Info doc:

- 3. AFR-** Advanced Funding Request- pg. 3
- 4. ERR-** Expense Reimbursement Request- pg. 4
- 5. CEPC-** Confirmation of Event or Project Completion- pg. 5

Docs linked to from pages in App doc:

- 6. Budget Template-** pg. 4
- 7. AAE-** Allowable Administrative Expenses- pg. 4

Docs not for the website or intended for applicant (or public) use. Internal use only.

- 8. P+P-** Policies and Procedures
- 9. RTC-** Recommendation to Town Council
- 10. AAN-** Applicant Award Notice

Finally, according to the Resolution creating the Fund and Advisory Board, written policies and procedures are "subject to approval by the town council." The specific Policies and Procedures doc has been revised along w/ the other 9 docs. Will the Council need to approve them all? If so, how do we achieve that approval? Let me know and if there's anything else you need from me.

Thanks so much for handling this big task of deleting all the current Fund docs and uploading all the newly revised docs to the town's website by the end of March.

John Greve
MAP Secretary



Marketing and Promotion (MAP) Fund INFORMATION

GENERAL FUND INFORMATION

MAP FUND GOALS

The purpose of the MAP Fund is to provide funding solely for the marketing and promotion of West Yellowstone and the surrounding area. To achieve this purpose, MAPFAB has established the following goals for the Fund:

- To fund events or projects that have economic, cultural, social and/or aesthetic impacts and benefits on visitors, residents, businesses, organizations and other diverse interests in town and the surrounding area
- To fund events or projects that reach potential visitors outside West Yellowstone
- To fund events or projects that have potential to increase the number of visitors or extend visitor stays
- To fund events or projects that previous experience shows as being viable and beneficial or compliment or enhance existing events or projects
- To fund a variety of new events or projects that show potential for current year and subsequent annual success and sustainability

NUMBER AND DOLLAR AMOUNTS OF AWARDS

There is no set number of awards that may be made in any fiscal year, other than the maximum funding or total dollar amount of awards cannot exceed the total amount of the MAP funding available for that specific year.

- There is no minimum amount for requests.
- **The total dollar amount of an award cannot exceed 35% of an event's or project's total budget or \$40,000 maximum. It is within the Board's discretion to consider additional funds.**
- A proposed event or project may receive all or a portion of the funding requested in a specific proposal. MAPFAB maintains its discretion to withhold some funding.

ELIGIBLE APPLICANTS

Any organization or individual presenting an event or project that supports the goals of the MAP Fund and meets the criteria established by MAPFAB.

ELIGIBLE EVENTS OR PROJECTS

Any event or project that supports the goals of the MAP Fund and meets the criteria established by MAPFAB.

- Events or projects that have economic, cultural, social and/or aesthetic impacts and benefits on visitors, residents, businesses, organizations and other diverse interests in town and the surrounding area
- Special one time or annually reoccurring events or projects
- Local, regional, specific state or national print, digital and social media marketing campaigns
- Marketing and promotional signage, billboards, posters, brochures, travel guides, image pieces
- Familiarization or historical tours, wayfinding signage, maps
- Marketing and promotion events, projects and activities not identified herein that will be evaluated on an application by application basis by MAPFAB

APPLICATION PROCESS

Applications are available on the town's website. www.townofwestyellowstone.com

- Review all MAP Fund information prior to completing the Application. Then complete the fill in the blank parts of the Application: Cover Page, Sections 1-6, Certification Page.
- Email a copy of your completed application to the town offices: info@townofwestyellowstone.com, drop it off in person or mail it to: Marketing and Promotion Fund Advisory Board, Town of W. Yellowstone, PO Box 1570, W. Yellowstone, MT 59758
- Applications must be submitted by the 25th day of the month to be considered for review by MAPFAB at a Board meeting scheduled around the 10th day of the following month.
- MAP funds are limited and the application review, recommendation and approval process may take up to 30 days. Thus, applications should be submitted as far in advance of the event or project as possible.
- If funds are not available to fund the requests of all applicants at any given monthly review, the Board will consider funding the applications on an earliest date submitted basis. Also, the Board may choose to recommend partial funding for multiple events or projects. Finally, if an application is denied because of lack of funding, an applicant may resubmit an application.
- If MAPFAB does not have any applications to review or other issues that need to be addressed within a particular month, then MAPFAB may not schedule a meeting during that month.
- MAPFAB will consider any event or project for approval that supports its goals and meets the additional criteria listed on the application.
- Though not required, you are encouraged to attend the MAPFAB meeting at which your application will be reviewed. You will be advised as to the date, place and time of that review and will have up to 10 minutes to address your application. The Board will then discuss and approve or not approve to recommend the review and approval of the application by the town council.
- If MAPFAB approves an application, they will forward their recommendation to the town council for final approval. All MAP funding is subject to final approval by the town council. If the town council gives final approval, then MAPFAB will notify the applicant by email within 3 days. An Event or Project Tracking # will be assigned to the event or project. Please reference this tracking # on all subsequent communications, emails, documents, etc. regarding your event or project.
- If MAPFAB decides not to recommend an application to the town council for approval, they will have made their decision at their meeting with the applicant present or will notify the applicant of their decision by email within 3 days.
- Applicants are responsible for obtaining all required contracts, permits, licenses, insurance, approvals, etc. from federal, state, county, town, public and private agencies and paying applicable fees and bonds before the event or project takes place. Events or projects may be subject to collecting and remitting West Yellowstone's resort tax. Resort taxes will be paid at the conclusion of the event or project by the date listed in the town's Exposition License Application. Approval of this application by MAPFAB and the town council for the event or project does not waive these requirements.

DISBURSEMENT OF MAP FUNDS

Once an application is approved, MAPFAB will email an Applicant Award Notification to the applicant and the town Finance Dept. At that time, the approved MAP Fund amount is authorized for disbursement or reimbursement.

- Funds will not be disbursed or reimbursed prior to the applicant receiving the Award Notification.
- An approved event or project will be assigned to an individual MAPFAB member. The applicant will email or deliver in person an Advanced Funding Request (AFR) to the Board member contact and/or submit copies of (paid) vendor invoices, checks or credit card receipts verifying payments to vendors, advance contracts and/or cash prize/purse listings w/ winner identification info.
- The applicant is responsible for paying vendors for their services. The town Finance Dept. will not pay vendor invoices. All advances and/or expenses must be supported with documentation, i.e. invoices, contracts, etc.
- Even though you've submitted a line item budget of specific expense amounts, you can request disbursement or reimbursement in any amounts for any approved expenses, as long as the amounts requested aren't more than the approved total amount of funding.
- To minimize the number of disbursement or reimbursement checks issued by the town Finance Dept. to applicants, we request that applicants submit expenses and proof of payments for approval to the Board member contact in increments of not less than approximately \$1000, or the total amount of expenses if the applicant's event or project has been awarded less than \$1000.

ADVANCE FUNDING REQUEST (AFR)

- Advance funding requests can be made by completing an Advance Funding Request (AFR) document. Download the document [here](#) or it can be requested by email or in person from the Board member contact. The applicant will need to complete the AFR document and email it back to or deliver it in person to the Board member responsible for overseeing their event or project.
- Applicants who have been awarded funding of \$2500 or less may make a request to receive up to the full amount of approved funding in advance of actual expenses being incurred.
- Applicants who have been awarded funding of more than \$2500 may make a request to receive \$2500 or 25% of the total funds awarded, whichever is greater, in advance of actual expenses being incurred. Exceptions to this will be reviewed by the Board on a case by case basis.
- Applicants who receive advance funds won't be approved to receive any additional approved funding until they submit expenses and proof of payments to account for spending of the advance amount.
- AFRs and/or expense documentation should be submitted to the Board member contact in a timely manner in order to prevent a rushed review for approval. Board members need a reasonable amount of time to review documentation before it is submitted to the town for disbursement or reimbursement.
- The Board member will review the AFR and confirm an approval for the advance by email or in person. Regardless of whether a request is confirmed by email or in person, the Board member will stamp the AFR with an approval stamp. The applicant or Board member will take the copy of the approved AFR to the town Finance Dept. for disbursement or reimbursement. The Finance Dept. does not immediately disburse or reimburse funds. The Dept. submits a claim for that disbursement or expense reimbursement to be approved by the town council at the next regularly scheduled town council meeting.
- Once the claim is approved, the Finance Dept. will disburse or reimburse funds soon afterward. Note that this process can take up to three weeks to complete.
- If an event or project is in progress and is going to incur an expense that is not in the previously submitted budget, then the applicant must submit, in writing, the new or additional expense to the Board member contact for approval. The new or additional expense must not cause total expenses to exceed the approved award.

GUIDELINES FOR WORKING WITH MAP FUND AWARDS

INTRODUCTION

MAP Fund monies are generated from the collection of resort taxes. When applicable, please collect resort taxes for your event or project. If you're uncertain as to whether or not your event or project will be subject to remitting resort taxes, check with the town offices.

- If your event or project is being held outside of town limits, then you will need to explain to the MAP Fund Advisory Board the ways in which your event or project will generate resort taxes.
- If your event or project is approved for a MAP Fund award, it will be assigned an Event or Project Tracking #. You'll reference that number on all subsequent communications, emails, documents, etc. regarding your event or project. Also, a MAP Fund Advisory Board member will be assigned to oversee your event or project. This event or project manager will be the primary contact for your award throughout the entire process. Do not submit anything directly to the Town of West Yellowstone staff. Your assigned event or project manager will review what you are submitting against the criteria and guidelines and approve any request or documentation. This includes 1) advance funds requests using the appropriate "Advance Funding Request" form, 2) invoice statements and required documentation and 3) the final Outcome Report.
- As part of your application, you'll submit a detailed budget with specific income and expenses. During your event or project, keep documentation for each expenditure, including the bill/invoice, proof that the bill was paid, and any other necessary documentation. It's important to track bills and payments as they occur in order to receive the timeliest reimbursement. Proof
 - ✓ A copy of both sides of a check proving it was issued and then cashed for payment of services
 - ✓ A copy of a credit card statement showing the specific payment accompanied with additional detail and description
 - ✓ If a cash payment was made, an invoice or bill with a signed receipt from the vendor
 - ✓ If cash was paid to an individual for a participant prize, purse or winnings, you will need to keep a list of recipients including an individual's printed name, signature, address, phone number and social security number. Check current state and federal tax regulations for payout amounts that require you to issue an IRS Form 1099 to individuals.

REIMBURSEMENTS

- If you receive advance funds, you will need to first submit the documentation showing how the advance amount was spent. Once documentation for the total advance amount has been submitted, then you can submit additional expense reimbursement requests in the minimum amount of \$1,000.00.
- Note: the reimbursement check will be payable to the organization/business/individual who requested the funds, not to specific suppliers or vendors.
- An Expense Reimbursement Request (ERR) Template can be downloaded [here](#) or requested by email or in person from the Board member contact and adapted for your event or project. Use of this fill in the blank Template isn't required, but it is provided as a convenience for applicants who want to use it.

EVENT OR PROJECT COMPLETION

Your event or project must be completed within 12 months of the approval date of the town council. One extension may be granted for up to 6 months at the discretion of the MAP Fund Advisory Board.

- All approved MAP Fund expenditures should be expensed or paid out to your event or project within 60 days after its completion, or within the same 12 month time period, whichever is more applicable to your type of event or project.
- If approved funds remain unspent 60 days after the completion of your event or project, or shortly before the end of the 12 month time period, whichever is more applicable to your type of event or project, the MAP Fund Advisory Board member responsible for overseeing your event or project will email you a Confirmation of Event or Project Completion (CEPC) Notice, or you can download the CEPC Notice [here](#). The CEPC Notice asks you to confirm that your event or project is complete and that the amount of unspent funds will go back into the general MAP Fund to fund future events or projects.

EVENT OR PROJECT OUTCOME REPORT

Your MAP Fund award is an investment of West Yellowstone Resort Tax monies and local resources. MAPFAB is responsible for reporting back to the town council on funded event or project outcomes.

- Please complete an Outcome Report and give a printed copy to or email a copy to the Board member responsible for overseeing your event or project within 60 days after its completion. This report is of your own design, but the cover page or first page must list the total MAP funds awarded to the event or project, the amount of MAP funds spent on each applicable budget expense and, if any, the remaining funds not spent that are to be returned to the Fund.
- The Report should detail your event or project's successes, disappointments, impacts, outcomes and /or achieved goals as described in Section 1 or 5 of your application. Also, please state whether or not you think the event or project should continue in subsequent years. If not, then please explain.
- The Report should include at least 1 letter from a business that details the impact of the event/project on their business.
- Failure to complete an Outcome Report may result in funding being denied if requested in a subsequent year.



Marketing and Promotion (MAP) Fund APPLICATION COVER PAGE

APPLICANT INFORMATION

Applicant Individual or Organization: _____

Event or Project Contact Person: _____

Address: _____

Phone: _____ Email: _____

Application Submission Date: _____

EVENT OR PROJECT INFORMATION

Event or Project Name: _____

Location of Event or Project: _____

Date(s) of Event or Project: _____

Estimated Total Event or Project Cost: _____

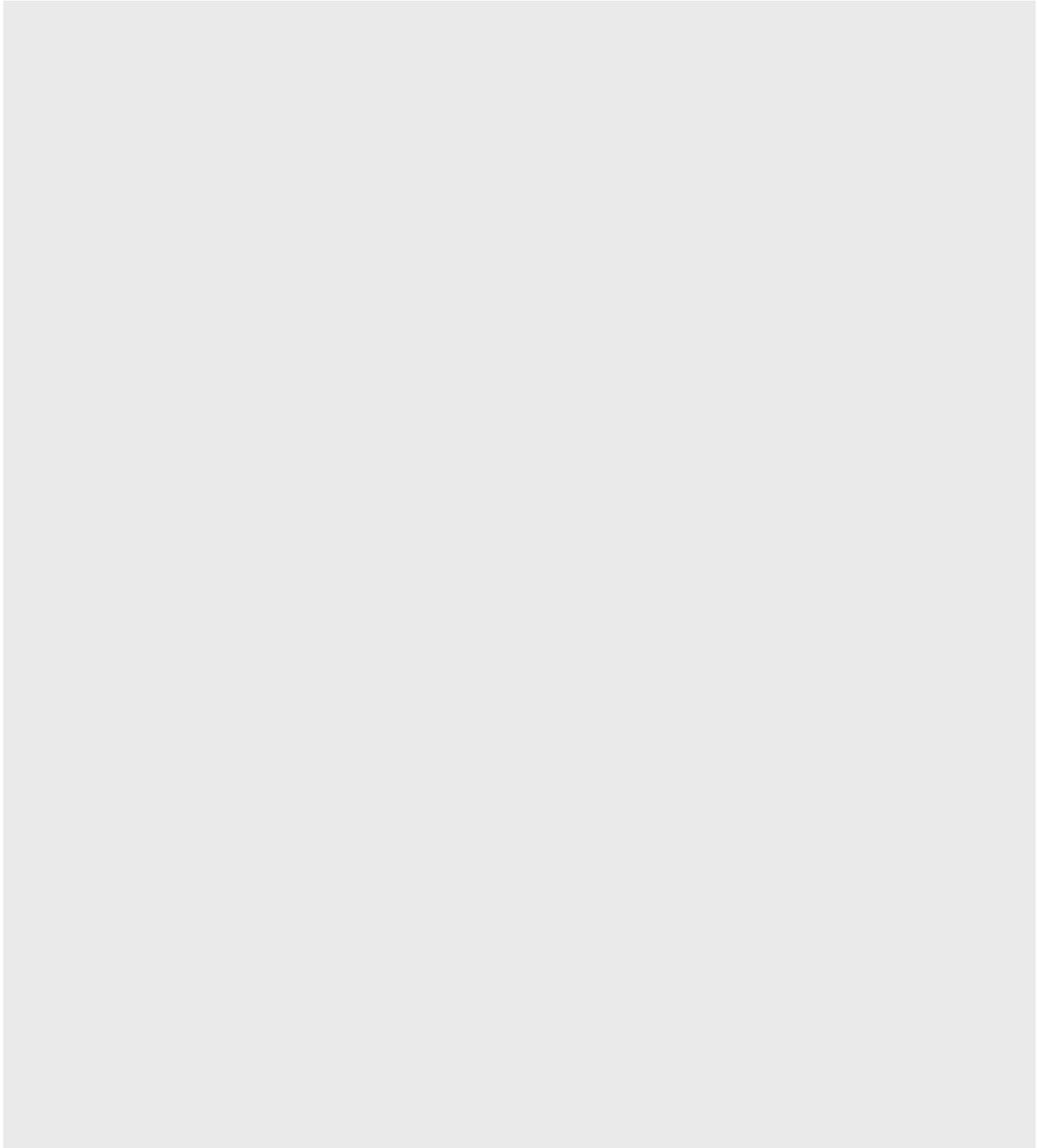
MAP Fund Amount Requested: _____

SECTION 1 · PROPOSED EVENT OR PROJECT SUMMARY

Describe or explain your event or project. Provide enough detail so that those reviewing the application can comprehend or visualize the full scope of your event or project.

SECTION 2 · PROPOSED TIMELINE

- Provide your event or project schedule that identifies timelines for actions such as planning, construction, promotion and implementation of activities necessary for your event or project.
- Provide a schedule of events/activities occurring during your event time period.



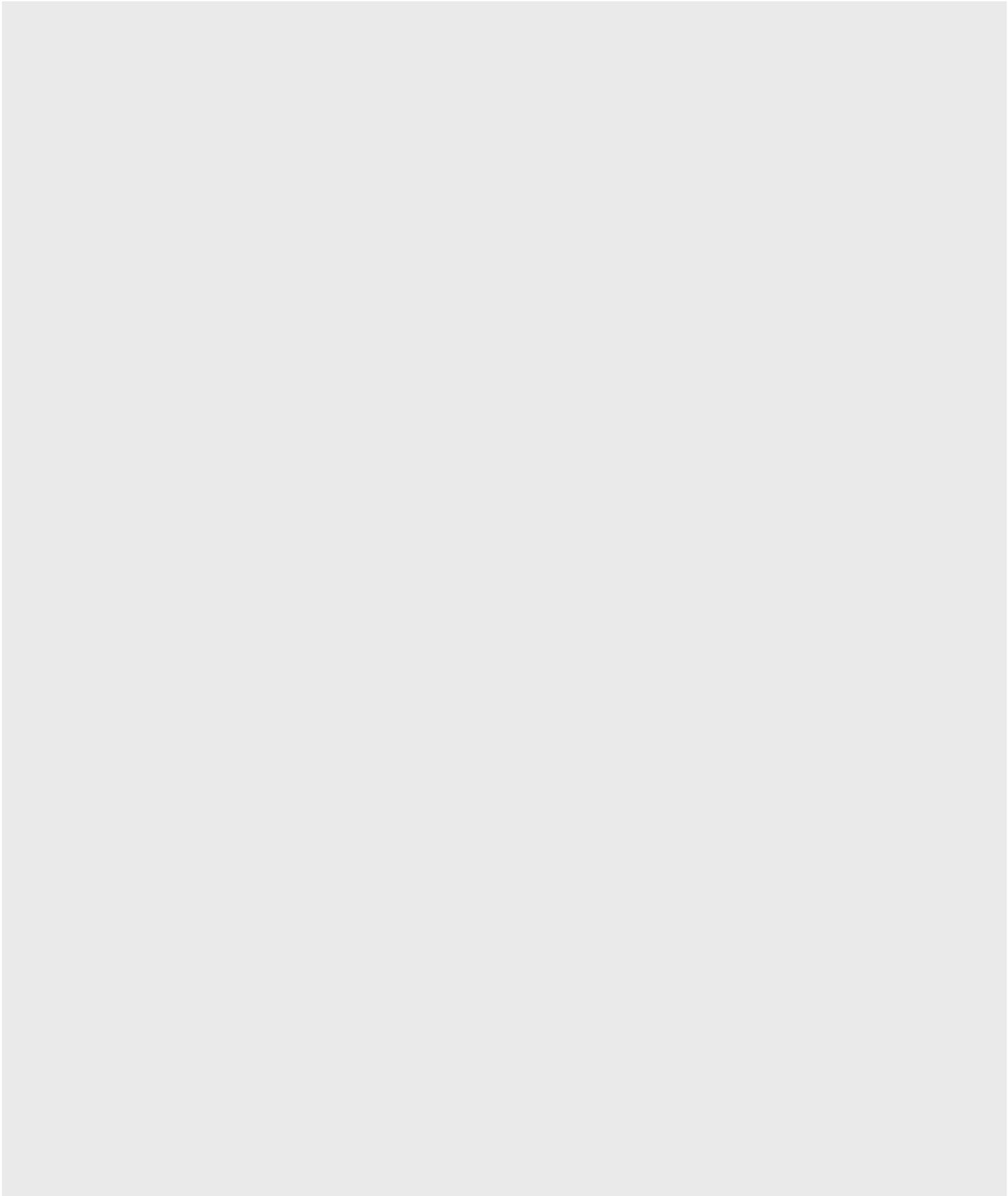
SECTION 3 • PUBLICITY, PROMOTION, MARKETING

Describe how your event or project will be promoted or marketed to visitors, residents or participants. West Yellowstone, Montana or West Yellowstone, MT is to be listed, identified or present in all forms and methods of promotion and marketing of your event or project.

SECTION 4 • PROPOSED BUDGET

- Provide a detailed line item budget for your event or project.
- A Budget Template can be downloaded [here](#) or requested by email or in person from the Board member contact and adapted for your event or project. Use of this fill in the blank Template isn't required, but is provided as a convenience for applicants who want to use it.
- Your budget should include projected income from all sources, including income from requested/applied for grants, awards, donations, contributions and sponsorships.
- Identify the amount of MAP funds you are requesting and the expenses that will be paid in part or in full with MAP funds.
- **Your request can't exceed 35% of your event's or project's total budget or \$40,000 maximum. It is within the Board's discretion to consider additional funds.**
- All budget expenses must be subsequently supported with invoices, bills, receipts, etc.
- It's beneficial for an applicant to contribute a percentage of entry fees, registrations, admissions etc. to an event's cash prizes/purse. MAP funds can be used to pay for cash prizes/purse. Requests for reimbursement of this type of expense must include a list of individual cash amount winnings, names and signatures of winners and their contact info. Also note: Check current state and federal tax regulations for payout amounts that require you to issue an IRS Form 1099 to individuals.
- MAP funds can be used to pay for administrative expenses. The MAP Fund Board will follow the Rules and Regulations as Formulated and Adopted by the Montana Governor's Tourism Advisory Council when determining allowable admin. expenses. Click on this [link](#) to view Allowable Admin. Expenses.
- MAP funds may not be used for purchasing liquor or funding the distribution of liquor.
- Even though we ask you to submit a detailed line item budget, you can request disbursement or reimbursement in any amount for any approved expense, as long as the amounts requested aren't more than the approved amount of total funding.

MAP Fund monies are generated from the collection of resort taxes. When applicable, please collect resort taxes for your event or project. If you're uncertain as to whether or not your event or project will be subject to remitting resort taxes, check with the town offices.



SECTION 5 - APPLICATION REVIEW CRITERIA

Applications will be reviewed against multiple criteria. Please provide answers to the following questions:

- 1 What are the economic, cultural, social and/or aesthetic impacts and benefits of your event or project on visitors, residents, businesses, organizations or other interests in the community and surrounding area?

SECTION 5 - APPLICATION REVIEW CRITERIA

- 2 If not answered in the previous question, then please list the methods and estimates by which you'll determine or measure the success of your event or project, i.e. increased, additional, new or different attendance, admissions, registrations, hotel stays, marketing, website hits, partnerships and sponsorships, fund raising, aesthetic appeal etc.

3 Has your organization received MAP funding in the past? If so, how many times and for what event(s) or project(s)? Have all vendors and expenses been paid associated with the event(s) or project(s)?

4 Can your event or project proceed without MAP funds?

5 If your event or project is approved for funding, how will you acknowledge the receipt of MAP funds as a funding source? The MAP Fund consists of Resort Tax funds paid by town businesses. Once an award is approved, marketing methods need to indicate, "Supported by West Yellowstone Businesses"

SECTION 6 · APPLICATION SUPPORTING DOCUMENTATION

Provide any supporting documents, plans, pictures etc. that might be helpful to MAPFAB in reviewing and understanding your event or project. If this is a reoccurring event or project that received MAP funding last year, then please provide a copy of last year's Outcome Report.

Certification

Applicant Individual or Organization: _____

Event or Project Contact Person: _____

On behalf of the individual or organization identified on this application, I understand that:

1. The submitted application meets the eligibility requirements for MAP funds.
2. MAP funds will not be awarded to this event or project without written notification of approval by MAPFAB and the town council.
3. MAP funded events or projects must comply with all federal, state and community licenses, permits, ordinances, laws and regulations.
4. To the best of my knowledge and belief the information in this application is true and correct and the governing body of the applicant has authorized the documentation.

Signature _____ Name (printed) _____

Title _____ Date _____

FOR OFFICE USE ONLY

Application approved by MAPFAB for total requested amount of _____ Date _____

Application approved by MAPFAB for only _____ of total requested amount Date _____

Application not approved by MAPFAB Date _____

Reason:



Marketing and Promotion (MAP) Fund ADVANCE FUNDING REQUEST (AFR)

For additional details, refer to the MAP Fund Application Information section titled Disbursement of Funds- Advance Funding Request (AFR)

My event or project has been awarded \$2500 or less. I can request advance funds up to the full amount of approved funding.

The approved funding amount for my event or project is: _____ I am requesting advance funds in the amount of: _____

The advance funds are to pay for these expenses:

My event or project has been awarded more than \$2500. I can request advance funds of \$2500 or 25% of the full amount of approved funding, whichever amount is greater.

The approved funding amount for my event or project is: _____ I am requesting advance funds in the amount of: _____

The advance funds are to pay for these expenses:

Event or Project Tracking #: _____ Applicant Signature: _____

Date: _____ Email: _____ Phone: _____

Applicant/ Organization Name advance funds check will be paid to: _____

Town Finance Dept Check #: _____ Date paid: _____

Stamp w/ MAPFAB Approval Stamp Below

Copy 1 - Fund Applicant
Copy 2 - Town Finance Dept.
Copy 3 - MAP Fund Advisory Board



THE TOWN OF

WEST YELLOWSTONE

Marketing and Promotion (MAP) Fund

CONFIRMATION OF EVENT OR PROJECT COMPLETION (CEPC) NOTICE

Current Date: _____

Applicant Individual or Organization: _____

Event or Project Name: _____ Event or Project Tracking #: _____

MAP Fund Amount Approved: _____ Date Approved by the Town Council: _____

The Marketing and Promotion (MAP) Fund Application and Policies and Procedures state that an event or project must be completed within 12 months of the approval date of the Town Council. All approved MAP Fund expenditures should be expensed or paid out to the event or project or its vendors within 60 days after the completion of the event or project, or within the same 12 month time period, whichever is more applicable.

As the Event or Project Applicant or Contact Person, please confirm that:

1. The event or project is completed.
2. Remaining MAP funds that have not been expensed or paid out to the event or project in the amount of \$ _____ will not be claimed, and therefore will go back into the general MAP Fund to fund future event or projects.

Name of Applicant or Contact Person: _____ Date: _____

For ease of communication, please type in your name and the date above and email a copy of this Notice back to the MAP Fund Advisory Board (MAPFAB) member overseeing your event or project or MAPFAB Secretary

Information in your original MAP Fund Application indicated that you would be responsible for reporting back to the MAP Fund Advisory Board upon the completion of your event or project. If you haven't done so already, please now complete your Event or Project Outcome Report identifying the results, outcomes and/or goals achieved by your event or project and email it to the MAPFAB member overseeing your event or project.



Marketing and Promotion Fund Advisory Board (MAPFAB)

ALLOWABLE ADMINISTRATIVE EXPENSES

The intent of allowing administrative expenses to be added to an event or project's budget considered for MAP funding is to assist with the payment of some preparatory, formative and administrative costs incurred before or during the implementation of an event or project.

1. Accounting fees
2. Cleaning or cleanup services
3. Insurance
4. Meeting rooms
5. Office supplies
6. Postage
7. (Rental) Contracts for equipment or personnel, i.e trailers, snow removal or grooming, portable toilets, security, law enforcement, fire, medical, timing personnel
8. Rental fees for items not included w/ venue cost, i.e. linens, table skirts, chair covers, projectors, screens, microphones, PA systems, tents, staging, delivery and labor for setup/teardown
9. Salaries/wages for part-time and temporary employees and event administrators
10. Storage during an event or project
11. Travel, meals and lodging which are directly justifiable as a necessary component for the successful completion of an event or project (Paid at state per diem rates)
12. Utilities established for or used during an event or project, i.e. electric, gas, water, sewer, trash removal

It is within the MAP Fund Board's discretion to consider funding additional or other administrative expenses not listed above.



THE TOWN OF

WEST YELLOWSTONE

Marketing and Promotion (MAP) Fund

POLICIES AND PROCEDURES

Developed by the MAP Fund Advisory Board (MAPFAB)

Original 02/08

Revised 01/09

Revised 11/09

Revised 04/10

Revised 11/10

Revised 11/11

Revised 01/13

Revised 11/14

Revised 05/16

Revised 01/21

RESOLUTION NO. 515

A RESOLUTION ESTABLISHING A BOARD TO OVERSEE THE MARKETING AND PROMOTION (MAP) FUND CREATED BY SECTION 3.12.140 OF THE WEST YELLOWSTONE MUNICIPAL CODE AND PROVIDING FOR THE BOARD'S ADOPTION OF POLICIES AND PROCEDURES CONCERNING THE MAP FUND.

WHEREAS, the town council has adopted Ordinance No. 222, which reduces the resort tax collection fee retained by merchants from five percent to two and one-half percent; and

WHEREAS, Ordinance No. 222 mandates that two and one-half percent of the three percent resort tax collected by town merchants be dedicated exclusively to a marketing and promotion (MAP) fund for the marketing and promotion of West Yellowstone and the surrounding area, as well as the associated costs of administering the fund; and

WHEREAS, Ordinance No. 222 requires the town council to establish by resolution a board of not less than three nor more than seven qualified persons to oversee the MAP; and

'WHEREAS, the town council wishes to proceed with the establishment of the MAP board and set general guidelines for its operation.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AS FOLLOWS:

1. The town council hereby establishes a board to oversee and administer the MAP Fund in accordance with Section 3.12.140 of the West Yellowstone Municipal Code, which will be known as the Marketing and Promotion Fund Advisory Board (the "board").
2. The board shall be composed initially of five persons. The town council may increase or decrease the size of the board by subsequent resolution.
3. The board shall be composed of at least one from each of the following: a sitting member of the town council or the council's designee; a member of the marketing committee of the West Yellowstone Chamber of Commerce; and a member of the local business community who does not belong to the Chamber of Commerce.
4. Each board member shall be appointed by the mayor, subject to the consent of the town council, for a term of three years. In order to provide for staggered terms, two of the initial board appointments shall be for terms of three years, two of the initial board appointments shall be for terms of two years, and one of the initial board appointments shall be for a term of one year.
5. The board shall establish written policies and procedures for its operation and general management of the MAP fund. The written policies and procedures are subject to approval by the town council.
6. The board shall employ the Regulations and Procedures for Regional/CVB Tourism Organizations from the Montana Promotion Division of the Department of Commerce as a model or guideline in drafting its policies and procedures. At a minimum, the board's policies and procedures must provide for the development of a general marketing plan, the creation of annual budgets, and the establishment of criteria by which marketing projects are selected and funded.
7. In accordance with adopted policies and procedures, the board shall select individual marketing and promotion projects and shall approve the expenditure of MAP funds for such projects, subject to approval by the town council.

PASSED BY THE TOWN COUNCIL this day of 15TH day of May, 2007

ORDINANCE #3.12.140 USE OF TAX MONEYS

- A. The tax moneys derived from the resort tax may be appropriated by the town council for any activity, undertaking, or administrative service that the municipality is authorized by law to perform, including costs resulting from the imposition of the tax.
- B. There is established a marketing and promotion (MAP) fund for the town. Two and one-half percent of the three percent resort tax collected by the collecting merchant shall be dedicated exclusively to the MAP fund, which fund shall be used solely for the marketing promotion of West Yellowstone and the surrounding area, as well as the associated costs of administering the fund. The town council may appropriate additional resort tax receipts to the MAP fund.
- C. The town council shall by resolution establish a board of not less than three nor more than seven qualified persons to oversee the MAP fund. At least one member of this board shall be a sitting member of the town council or the council's designee. The board shall establish policies and procedure for its operation and the general management of the fund in accordance with the council's resolution establishing the board. The board shall also select individual marketing and promotion projects and approve expenditure of funds for such projects, subject to approval by the town council. (Ord. 222 Section 2, 2007; Ord. 112 Section 6, 1985).

COLLECTION OF FUNDS

For each monthly reporting period, the town financial director shall deposit into the MAP fund 2 ½% of the 3% resort tax collected from the previous month. These funds shall be immediately available to the MAP Fund Advisory Board (MAPFAB) for disbursement.

QUORUM

A quorum, a majority of Board members, must be present at all meetings for MAPFAB to conduct business.

MAP FUND GOALS

As stated in Resolution No. 515, the purpose of the MAP Fund is to provide funding solely for the marketing and promotion of West Yellowstone and the surrounding area. To achieve this purpose, MAPFAB has established the following goals for the Fund:

- To fund events or projects that have economic, cultural, social and/or aesthetic impacts and benefits on visitors, residents, businesses, organizations and other diverse interests in town and the surrounding area
- To fund events or projects that reach potential visitors outside West Yellowstone
- To fund events or projects that have potential to increase the number of visitors or extend visitor stays
- To fund events or projects that previous experience show as being viable and beneficial or compliment or enhance existing events or projects
- To fund a variety of new events or projects that show potential for current year and subsequent annual success and sustainability

MARKETING PLAN, BUDGET, GOALS AND APPROVAL

At the beginning of each fiscal year, MAPFAB will prepare a marketing plan, budget and goals for the upcoming year. These will be presented to the town council on or before June 30th for their review and approval or modification.

- The marketing plan will consist of the steps by which MAPFAB will establish recognition of the MAP Fund and make known its purpose, goals and availability to the town's populace and qualified applicants.
- The budget will consist of estimated monthly revenue based upon the revenue generated during the previous year and anticipated growth for the coming year, any additional funds appropriated in the town budget, known monthly expenditures and a contingency reserve of no less than 5%.
- Goals will consist of those established to achieve the purpose of the MAP Fund as well as other specific achievements to be accomplished by MAPFAB in any given year.

NUMBER AND DOLLAR AMOUNTS OF AWARDS

There is no set number of awards that may be made in any fiscal year, other than the maximum funding or total dollar amount of awards cannot exceed the total amount of the MAP funding available for that specific year.

- There is no minimum amount for requests.
- The total dollar amount of an award cannot exceed 35% of an event's or project's total budget or \$40,000 maximum. It is within the Board's discretion to consider additional funds.
- A proposed event or project may receive all or a portion of the funding requested in a specific proposal. MAPFAB maintains its discretion to withhold some funding.

ELIGIBLE APPLICANTS

Any organization or individual presenting an event or project that supports the goals of the MAP Fund and meets the criteria established by MAPFAB.

ELIGIBLE EVENTS OR PROJECTS

Any event or project that supports the goals of the MAP Fund and meets the criteria established by MAPFAB.

- Events or projects that have economic, cultural, social and/or aesthetic impacts and benefits on visitors, residents, businesses, organizations and other diverse interests in town and the surrounding area
- Special one time or annually reoccurring events or projects
- Local, regional, specific state or national print, digital and social media marketing campaigns
- Marketing and promotional signage, billboards, posters, brochures, travel guides, image pieces
- Familiarization or historical tours, wayfinding signage, maps
- Marketing and promotion events, projects and activities not identified herein that will be evaluated on a application by application basis by MAPFAB

APPLICATION PROCESS

- Applications are available on the town's website. www.townofwestyellowstone.com
- Applicants are to review all MAP Fund Information prior to completing the Application, then complete the fill in the blank parts of the Application: Cover Page, Sections 1-6, Certification Page.
- Applicants will email completed applications to the town offices: info@townofwestyellowstone.com, drop them off in person or mail them to: Marketing and Promotion Fund Advisory Board, Town of West Yellowstone, PO Box 1570, West Yellowstone, MT 59758
- Applications must be submitted by the 25th day of the month to be considered for review by MAPFAB at a Board meeting scheduled around the 10th day of the following month.
- MAP funds are limited and the application review, recommendation and approval process may take up to 30 days. Thus, applications should be submitted as far in advance of the event or project as possible.
- If funds are not available to fund the requests of all applicants at any given monthly review, the Board will consider funding the applications on an earliest date submitted basis. Also, the Board may choose to recommend partial funding for multiple events or projects. Finally, if an application is denied because of lack of funding, an applicant may resubmit an application.
- If MAPFAB does not have any applications to review or other issues that need to be addressed within a particular month, then MAPFAB may not schedule a meeting during that month.
- MAPFAB will consider any event or project for approval that supports its goals and meets the additional criteria listed on the application.
- Though not required, applicants are encouraged to attend the MAPFAB meeting at which their application will be reviewed. They

will be advised as to the date, place and time of that review and will have up to 10 minutes to address their application. The Board will then discuss and approve or not approve to recommend the review and approval of the application by the town council.

- If MAPFAB approves an application, they will forward their recommendation to the town council for final approval. All MAP funding is subject to final approval by the town council. If the town council gives final approval, then MAPFAB will notify the applicant by email within 3 days. An Event or Project Tracking # will be assigned to the event or project.
- If MAPFAB decides not to recommend an application to the town council for approval, they will have made their decision at their meeting with the applicant present or will notify the applicant of their decision by email within 3 days.
- Applicants are responsible for obtaining all required contracts, permits, licenses, insurance, approvals, etc. from federal, state, county, town, public and private agencies and paying applicable fees and bonds before the event or project takes place. Events or projects may be subject to collecting and remitting West Yellowstone's resort tax. Resort taxes will be paid at the conclusion of the event or project by the date listed in the town's Exposition License Application. Approval of this application by MAPFAB and the town council for the event or project does not waive these requirements.

DISBURSEMENT OF MAP FUNDS

Once an application is approved, MAPFAB will email an Applicant Award Notification to the applicant and the town Finance Dept. At that time, the approved MAP Fund amount is authorized for disbursement or reimbursement.

- Funds will not be disbursed or reimbursed prior to the applicant receiving the Award Notification.
- An approved event or project will be assigned to an individual MAPFAB member. The applicant will email or deliver in person an Advanced Funding Request (AFR) to the Board member contact and/or submit copies of (paid) vendor invoices, checks or credit card receipts verifying payments to vendors, advance contracts and/or cash prize/purse listings w/ winner identification info.
- The applicant is responsible for paying vendors for their services. The town Finance Dept. will not pay vendor invoices. All advances and/or expenses must be supported with documentation, i.e. invoices, contracts, etc.
- Even though an applicant has submitted a line item budget of specific expense amounts, they can request disbursement or reimbursement in any amounts for any approved expenses, as long as the amounts requested aren't more than the approved total amount of funding.
- To minimize the number of disbursement or reimbursement checks issued by the town Finance Dept. to applicants, we request that applicants submit expenses and proof of payments for approval to the Board member contact in increments of not less than approximately \$1000, or the total amount of expenses if the applicant's event or project has been awarded less than \$1000.

ADVANCE FUNDING REQUEST (AFR)

- Advance funding requests can be made by completing an Advance Funding Request (AFR) document. The document can be downloaded or it can be requested by email or in person from the Board member contact. The applicant will need to complete the AFR document and email it back to or deliver it in person to the Board member responsible for overseeing the event or project.
- Applicants who have been awarded funding of \$2500 or less may make a request to receive up to the full amount of approved funding in advance of actual expenses being incurred.
- Applicants who have been awarded funding of more than \$2500 may make a request to receive \$2500 or 25% of the total funds awarded, whichever is greater, in advance of actual expenses being incurred. Exceptions to this will be reviewed by the Board on a case by case basis.
- Applicants who receive advance funds won't be approved to receive any additional approved funding until they submit expenses and proof of payments to account for spending of the advance amount.
- AFRs and/or expense documentation should be submitted to the Board member contact in a timely manner in order to prevent a rushed review for approval. Board members need a reasonable amount of time to review documentation before it is submitted to the town for disbursement or reimbursement.

- The Board member will review the AFR and confirm an approval for the advance by email or in person. Regardless of whether a request is confirmed by email or in person, the Board member will stamp the AFR with an approval stamp. The applicant or Board member will take the copy of the approved AFR to the town Finance Dept. for disbursement or reimbursement. The Finance Dept. does not immediately disburse or reimburse funds. The Dept. submits a claim for that disbursement or expense reimbursement to be approved by the town council at the next regularly scheduled town council meeting.
- Once the claim is approved, the Finance Dept. will disburse or reimburse funds soon afterward. Note that this process can take up to three weeks to complete.
- If an event or project is in progress and is going to incur an expense that is not in the previously submitted budget, then the applicant must submit, in writing, the new or additional expense to the Board member contact for approval. The new or additional expense must not cause total expenses to exceed the approved award.

EVENT OR PROJECT COMPLETION

An event or project must be completed within 12 months of the approval date of the town council. One extension may be granted for up to 6 months at the discretion of the MAP Fund Advisory Board.

- All approved MAP Fund expenditures should be expensed or paid out to an event or project within 60 days after its completion, or within the same 12 month time period, whichever is more applicable to the type of event or project.
- If approved funds remain unspent 60 days after the completion of the event or project, or shortly before the end of the 12 month time period, whichever is more applicable to the type of event or project, the MAP Fund Advisory Board member responsible for overseeing the event or project will email the applicant a Confirmation of Event or Project Completion (CEPC) Notice, or they can download the CEPC Notice. The CEPC Notice asks the applicant to confirm that the event or project is complete and that the amount of unspent funds will go back into the general MAP Fund to fund future events/projects.

EVENT OR PROJECT OUTCOME REPORT

A MAP Fund award is an investment of West Yellowstone Resort Tax monies and local resources. MAPFAB is responsible for reporting back to the town council on funded event or project outcomes.

- Applicants must complete an Outcome Report and give a printed copy to or email a copy to the Board member responsible for overseeing the event or project within 60 days after its completion. This report is of the applicant's own design, but the cover page or first page must list the total MAP funds awarded to the event or project, the amount of MAP funds spent on each applicable budget expense and, if any, the remaining funds not spent that are to be returned to the Fund.
- The Report should detail the event or project's successes, disappointments, impacts, outcomes and /or achieved goals as described in Section 1 or 5 of the Application. Also, the applicant will state whether or not they think the event or project should continue in subsequent years. If not, then they'll explain.
- The Report should include at least 1 letter from a business that details the impact of the event/project on their business.
- Failure to complete an Outcome Report may result in funding being denied if requested in a subsequent year.

FUTURE FUNDING

MAP funds should be viewed as seed money to assist an individual, organization or business in the formative year of an event or project. Funds should not be viewed as a guaranteed continuous source of funding.

UNALLOCATED FUNDS

Funds not allocated through the MAP Fund program in any given fiscal year, excluding any additional funds that have been budgeted by the town, will remain available for allocation in the next fiscal year.



Marketing and Promotion Fund Advisory Board (MAPFAB)

RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: _____

Event or Project Name: _____

Date Submitted: _____

Date Approved by MAPFAB: _____

Requested Funding Amount: _____

Approved Funding Amount: _____

Comments:

Recommendation submitted by: John M. Greve, MAPFAB Secretary

This MAP Fund Award Recommendation is approved by the Town Council

This MAP Fund Award Recommendation is not approved by the Town Council

Date _____

Comments:

Copy 1 – Town Clerk
Copy 2 – Town Council
Copy 3 – MAP Fund Advisory Board



Marketing and Promotion Fund Advisory Board (MAPFAB)

APPLICANT AWARD NOTICE (AAN)

Date: _____

This is to certify that _____ has been awarded funds of _____ from the West Yellowstone Marketing & Promotion Fund for _____ as approved by the MAP Fund Advisory Board on _____ and by the West Yellowstone Town Council on _____.

These funds are to be used for:

- The submitted event budget expenses designated to be paid for by MAP funds

Exceptions:

CONGRATULATIONS!

If you haven't done so already, please visit the town offices to obtain information on Resort Tax collection and complete the proper documents to hold your event, i.e. a Business License, Special Event Permit, Exposition License, Resort Tax Bond payment, etc.

Please review the MAP Fund Application Information section titled Disbursement of Funds. It details information on Advance Funding Requests (AFR)- the opportunity to receive funds in advance of actual expenses being incurred.

Please reference the Event or Project Tracking # listed below on all subsequent communications, emails, documents, etc. regarding your event or project.

Any questions, please contact me, John M. Greve, MAPFAB Secretary, or the MAP Fund Board member listed below.

MAP Fund Board member contact for this event or project is: _____

Email address: _____

Phone: _____

Event or Project Tracking #: _____

Copy 1 – Fund Applicant
Copy 2 – Town Finance Dept.
Copy 3 – MAP Fund Advisory Board

April 26, 2021

Town of West Yellowstone
Attn: Mayor Johnson and Town Council
P.O. Box 1570
West Yellowstone, MT 59758

RE: Yellowstone Airport – Notice of Final Draft Environmental Assessment for Terminal Improvements for 30-Day Public Review Period; West Yellowstone, Montana

Dear Mayor Johnson and Town Council:

On August 29, 2019, correspondence was sent to your agency soliciting comments for the construction of a new terminal and terminal area improvements at the Yellowstone Airport, West Yellowstone, Montana. Comments were being solicited for preparation of an Environmental Assessment for the proposed action.

The draft EA has now been completed, and is out for a 30-day public comment period. It can be accessed at the following weblink: <https://mdt.mt.gov/pubinvolve/yellowstoneairport/>. In the event that you are not able to access the document, please advise and we can send you the final draft EA on a USB drive or by other means. This EA incorporates any comments and correspondence that may have been received by your agency and others from that initial solicitation for comment, as well as includes the affected environment evaluation that was not in the initial solicitation.

The 30-day public comment period for this final draft EA begins on Sunday, April 25th, 2021. Comments will be received through Tuesday, May 25th, 2021. Comments may be provided by utilizing the public comment feature at the bottom of the EA webpage at the following link: <https://mdt.mt.gov/pubinvolve/yellowstoneairport/>. Comments may also be hand delivered to the Yellowstone Airport Manager's Office, Attn: Jeff Kadlec, 721 Airport Road, West Yellowstone, MT 59758, or to Morrison-Maierle, Attn: Travis Eickman, 2880 Technology Blvd. West, Bozeman, MT 59718, and must be received by 5:00 p.m. on May 25th, 2021. Comments may also be mailed to Morrison-Maierle, Attn: Travis Eickman, 2880 Technology Blvd. West, Bozeman, MT 59718 and must be postmarked no later than May 25th, 2021.

Any comments received within the identified public comment period will be incorporated into the final EA document that will be submitted to the Federal Aviation Administration (FAA) for the final determination on environmental impacts. The Montana Department of Transportation (MDT) – Environmental Division will be a signatory to the EA as the lead State agency. The United States Forest Service (USFS) will be a signatory to the EA as a cooperating agency since certain improvements are proposed on lands administered by the USFS. Should your office desire to provide any initial or additional comments regarding this EA, please provide your response as noted above by May 25th, 2021.

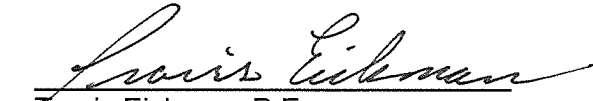
We create solutions that build better communities.



If you have any questions pertaining to the information provided, please do not hesitate to contact me direct at (406) 922-6810 or via email at teickman@m-m.net.

Sincerely,

Morrison-Maierle, Inc.


Travis Eickman, P.E.
Senior Airport Engineer

Let's work together!

Community Clean up Week May 24-28, 2021

Clean up the community!

Businesses, community organizations, families, friends and individuals are encouraged to select an area of public property to clean up! Please coordinate with the Town Hall to avoid duplication of efforts! The Town will also provide bags and gloves for anyone that needs them.

Participants may clean up at any time and contact the Town for disposal of any garbage or debris.

Please call: 406-646-7795 or 406-640-9074 or email info@townofwestyellowstone.com



Town of West Yellowstone

Clean up your property!

During the week of May 24-28, 2021 the Town will pick up yard debris left along the parkways or streets free of charge ...no appliances, no pieces of large furniture, no business or commercial debris, no household trash will be accepted.

On Friday, May 28, 2021 only, the **Town's dump trailers will be parked at Pioneer Park** for free disposal of yard debris between the hours of 8 AM and 3 PM.



**Please do not leave black bags of trash unattended...
don't let the local wildlife destroy your efforts!**