

Town of West Yellowstone

Tuesday, July 2, 2024

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

Meeting ID: 893 834 1297.

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #6623 to Yellowstone Log Chinking, Repaint shop & sign, \$12,500.00
#6621 to Great White Construction, Police Department Roof, \$95,380.00
#6632 to Great White Construction, Museum Roof, \$625,624.00
#6630 to HK Contractors, asphalt repairs throughout town, \$32,041.00
#6631 to HK Contractors, pave Electric Street Courts, \$31,028.00
#6633 to Mountain States Lighting, light poles north side of Town Hall, \$6652.00

Claims

Business License Applications

Consent Agenda

Minutes: **June 18, 2024 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

NEW BUSINESS

Site Plan Reviews

Discussion/Action

- 555 Yellowstone Avenue, Yellowstone Point S
- 613 Yellowstone Avenue, See Yellowstone
- Release of Parking Covenant between 555 Yellowstone and 613 Yellowstone
- 221 N Canyon, Altitude Properties/Hank's Chop Shop

Correspondence/FYI/Meeting Reminder



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

Public Hearing/Public Meeting

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

Oral Communication

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

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any citizen, council member, or town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command. Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Town Manager.

General Town Council Meeting Information

- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.
- Presently, informal Town Council work sessions are held prior to regular Tuesday meetings and occasionally on other mornings and evenings. Work sessions also take place at the Town Hall located at 440 Yellowstone Avenue.
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meeting room.
- Agendas are published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas and packets are available online at the Town's website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at (406) 646-7795 or eroos@townofwestyellowstone.com.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.



P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

1000-460430-357

Date 6-26-24

Ship Via

Order No. 006623

Department

Public works

TO: Yellowstone Log Chinking

ADDRESS:

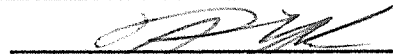
PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Repaint Union Pacific signs at Dunbar Park
	Repaint Pioneer park shop

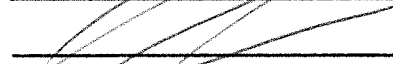
Estimated Cost \$

12,500.⁰⁰

Authorized By



Requested By:



VENDOR COPY - White OFFICE COPY - Canary

PROPOSAL
June 19, 2024

YELLOWSTONE LOG CHINKING

PAINTING, BLASTING AND STAINING
PO BOX 1484
WEST YELLOWSTONE, MT 59758
OFFICE: 406-640-0514 CELSO: 406-641-0087
EMAIL: yellowstonelogchinking@yahoo.com

CUSTOMER INFORMATION: TOWN OF WEST YELLOWSTONE
PO BOX 1570 WEST YELLOWSTONE, MT 59758
CONTACT: JOHN SIMMS CELL: 406-640-9074, TOWN OFFICE: 406-646-7795
EMAIL: jsimms@townofwestyellowstone.com

JOB LOCATION: OVERLAND ROUTE UPS SIGN & CITY PARK SHOP

JOB DESCRIPTION:

- YLC TO PRESSURE WASH EXTERIOR OF CITY PARK SHOP TO PREP FOR NEW STAIN APPLICATION, ALONG WITH SEALING ANY AREAS WITH CAULK WHERE NEEDED
- YLC TO APPLY 2 COATS OF STAIN TO EXTERIOR OF CITY PARK SHOP
- YLC TO SCRAPE OFF ANY PAINT WHERE NEEDED ON OVERLAND SIGN AND PREP FOR NEW PAINT APPLICATION
- YLC TO APPLY 2 COATS OF PAINT TO OVERLAND ROUTE SIGN

MATERIAL: YELLOWSTONE LOG CHINKING TO PROVIDE ALL MATERIALS
CUSTOMER TO PROVIDE COLORS OR YLC TO COLOR MATCH BUILDING AND SIGN TO MATCH

TOTAL AMOUNT: \$12,500.00

ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS, OR DELAYS BEYOND OUR CONTROL. THIS PROPOSAL SUBJECT TO ACCEPTANCE WITHIN 60 DAYS AND IT IS VOID THEREAFTER AT THE OPTION OF THE UNDERSIGNED.

ACCEPTANCE OF PROPSAL

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

ACCEPTED:

SIGNATURE: _____

DATE: _____

THANK YOU FOR YOUR BUSINESS

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

1000-411259-920 kt

Date 6-17-24

Ship Via

Order No. 006621

Department Public Works

TO: Great White Construction

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Replace Roof at Police Dept.

Estimated Cost \$ 95,380.⁰⁰

Authorized By 

Requested By: 

VENDOR COPY - White OFFICE COPY - Canary



Great White Construction
 Corporate Headquarters
 430 Josephine
 Billings, MT 59105
 406-696-7038
<http://greatwhiteconstruction.org/>

Regional Branch
 59102 Billings
 Billings, MT 59102
 Ph: 406-696-7038
 Fax: None

Customer
None, West Yellowstone PD 124 Yellowstone Avenue West Yellowstone, MT 59758 4066409074 jsimms@townofwestyellowstone.com

Company Representative
Skyler Ribble (406) 696-7038 skyler@greatwhiteconstruction.org

Description	Quantity	Price
ROOFING		
Install Cedur Synthetic Shake Roof * Tear Off 1 Layer of existing roofing panels and felt * Install 1 Layer of new Titanium PSU 30 hi-temp ice and water shield * Replace all Pipe Boots, Roof Vents and Re-flash as needed. * Install CeDur Ridge Cap on Hips & Ridges * Remove & Replace Drip edge on eaves with 2" Drip edge * Tear off & haul away debris * Full & Thorough Cleanup * Limited Lifetime Warranty on materials from manufacturer * 10 Year warranty on workmanship	40.00 SQ	\$83,000.00
Sheathing 7/16" OSB	40.00 SQ	\$6,240.00
Remove Extra Layer of Cedar Shake Shingles	1.00 EA	\$5,000.00
Added Dump Fees	40.00 EA	\$1,000.00
Install Permanent Tie-Off Points	2.00 EA	\$140.00
Subtotal		\$95,380.00
Total		\$95,380.00

Grand Total: \$95,380.00

PAYMENT SCHEDULE

First Payment (Due upon Contract Signing)	47690.00
Final Payment (Due upon Completion of Job)	47690.00

04/16/2024

Company Authorized Signature

Date

Customer Signature

Date

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

4000 - 460460 - 920 *KT*

Date *6-17-24*

Ship Via

Order No. *006632*

Department *Public works*

TO: *Great White Construction*

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

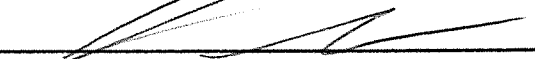
Quantity	Description
	<i>Replace Roof at Museum</i>

Estimated Cost \$ *625,624.⁰⁰*

Authorized By



Requested By:



VENDOR COPY - White OFFICE COPY - Canary



Great White Construction
 Corporate Headquarters
 430 Josephine
 Billings, MT 59105
 406-696-7038
<http://greatwhiteconstruction.org/>

Regional Branch
 59102 Billings
 Billings, MT 59102
 Ph: 406-696-7038
 Fax: None

Customer
None, West Yellowstone Museum 104 Yellowstone Avenue West Yellowstone, MT 59758 4066409074 jsimms@townofwestyellowstone.com

Company Representative
Skyler Ribble (406) 696-7038 skyler@greatwhiteconstruction.org

Description	Quantity	Price
ROOFING		
Remove Old Cedar Shake Roofing	225.00 EA	\$28,125.00
Install Cedar Synthetic Roofing * Tear Off 1 Layer of existing roofing panels and felt * Install 1 Layer of new Titanium PSU 30 hi-temp ice and water shield * Replace all Pipe Boots, Roof Vents and Re-flash as needed. * Install CeDur Ridge Cap on Hips & Ridges * Remove & Replace Drip edge on eaves with 2" Drip edge * Tear off & haul away debris * Full & Thorough Cleanup * Limited Lifetime Warranty on materials from manufacturer * 10 Year warranty on workmanship	225.00 EA	\$491,899.95
Install New 7/16 Decking	775.00 EA	\$42,625.00
Added Fees for Transfer Station	225.00 EA	\$4,500.00
Lift Rental	1.00 EA	\$7,000.00
Install Permanent Tie-offs	8.00 EA	\$560.00
Remove and Replace Flat Roof EPDM This line item includes: *Remove existing material down to the decking *Install 60ml EPDM *Install 1/2" Hi-density fiber board *Reflash Walls *10-Yr Workmanship and Material Warranty	24.00 SQ	\$39,600.00
Repair Existing Roof Damage	1.00 EA	\$2,500.00
SIDING		
Detach and Reset Half Round Gutter System	678.00 LF	\$8,814.00
Subtotal		\$625,623.95
Total		\$625,623.95

Grand Total: \$625,623.95

PAYMENT SCHEDULE

This estimate may be withdrawn if not accepted within 30 days.

First Payment (Due upon Contract Signing)	300299.00
Final Payment (Due upon Completion of Job)	325324.95



04/16/2024

Company Authorized Signature

Date

Customer Signature

Date

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

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

info@townofwestyellowstone.com

PURCHASE ORDER 2820.430200.367 K+

Date 6-13-24

Ship Via

Order No. 006630

Department Public Works

TO: HK Contractors

ADDRESS: 6350 S. Yellowstone Hwy. Idaho Falls, ID 83405

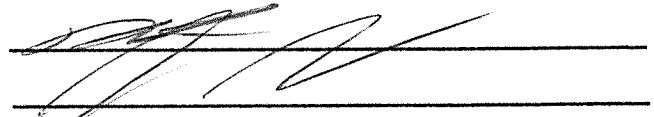
PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Multiple asphalt repairs throughout town

Estimated Cost \$ 32,041.⁰⁰

Authorized By

Requested By:



VENDOR COPY - White OFFICE COPY - Canary



A CRH COMPANY

HK CONTRACTORS, INC.

The Preferred Source

6350 S Yellowstone Hwy • P.O. Box 51450 • Idaho Falls, ID 83405
 Phone 208-523-6600 • Fax 208-524-1426

Sand & Rock Products • Asphalt • Paving • Construction • Earthwork • Hauling

To:	Town Of West Yellowstone	Contact:	Jon Simms
Address:	P.O. Box 1570 West Yellowstone, MT 59758	Phone:	(406) 646-7609
Project Name:	Town Of West Yellowstone Various Patching	Bid Number:	SHG24061
Project Location:	West Yellowstone, MT	Bid Date:	6/12/2024

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
10	Nez Perce & Visitors Center Patch: Patch Broken Up & Cracked Areas.	1,300.00	SF	\$9.45	\$12,285.00
30	Gibbon St Patch: Reshape & Grade Existing Gravel Materials To Proper Grades. Place Weed Sterilant Down. Place 3" Of Hot Asphalt Mix.	700.00	SF	\$9.45	\$6,615.00
40	Yellowstone Adventure Alley Patch 10' X 10': Patch Broken Up & Cracked Area.	1.00	LS	\$1,800.00	\$1,800.00
50	Exxon Alley Patch: Saw Cut Existing Asphalt. Excavate Out & Haul Off Unsuitable Material. Place & Compact 3" Of Hot Asphalt Mix.	980.00	SF	\$10.45	\$10,241.00
60	Mobilization	1.00	LS	\$1,100.00	\$1,100.00
Total Price for above Items:					\$32,041.00

Total Bid Price: \$32,041.00

Notes:

- PRICES GOOD FOR 30 DAYS WITH WORK PERFORMED DURING THE SEASON QUOTED.

1-HK does not guarantee water drainage on slopes less than 2%.

2-This bid is for the above mentioned items only.

OWNER / PRIME CONTRACTOR contracts with H-K to perform the work on the terms and conditions herein set forth and agree to pay H-K for faithful performance of the work.

Work to be paid by unit price. The total of the unit prices determined by multiplying the quoted unit prices by the total units utilized in the project.

Payment Terms: Unless otherwise specified, Owner shall pay contract price on the completion of the project or if the project takes more than one month, then upon invoice for work completed during the prior billing period. A late fee of 1.5% per month will be paid on any balance remaining unpaid for more than 30 days from the date of the invoice. In addition to all other charges, Owner agrees to pay all attorneys' fees and court costs incurred in collecting and account placed with an attorney for collection, whether or not suit is filed.

Special Provisions: AS PER ITEMS STATED ABOVE. ALL ENGINEERING, STAKING, TESTING, FEES, PERMITS BY OWNER / PRIME CONTRACTOR. ANY OTHER ITEM NOT SPECIFICALLY MENTIONED ABOVE IS NOT PART OF THIS PROPOSAL.

Special Terms: This estimate shall become a contract only after it is accepted and signed by a duly authorized agent of H-K and thereafter may be modified only by written agreement signed by duly authorized agents of both parties.

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

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

info@townofwestyellowstone.com

PURCHASE ORDER 1000.460430.9310 KT

Date 6-13-24

Ship Via

Order No. 006631

Department PUBLIC WORKS

TO: HK contractors

ADDRESS: 6350 S Yellowstone Hwy. Idaho Falls, ID 83405

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Repair Electric St. courts

Estimated Cost \$ 31,028.⁰⁰

Authorized By 

Requested By: 

VENDOR COPY - White OFFICE COPY - Canary



A CRH COMPANY

HK CONTRACTORS, INC.

The Preferred Source

6350 S Yellowstone Hwy • P.O. Box 51450 • Idaho Falls, ID 83405
Phone 208-523-6600 • Fax 208-524-1426

Sand & Rock Products • Asphalt • Paving • Construction • Earthwork • Hauling

To:	Town Of West Yellowstone	Contact:	Jon Simms
Address:	P.O. Box 1570 West Yellowstone, MT 59758	Phone:	(406) 646-7609
Project Name:	Town Of W. Yellowstone Basketball Court	Bid Number:	SHG24060
Project Location:	West Yellowstone, MT	Bid Date:	6/12/2024

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
10	3" Overlay: Clean, Sweep, & Tac Existing Asphalt. Overlay Asphalt With 3" Of Hot Asphalt Mix.	172.00	TON	\$174.00	\$29,928.00
20	Mobilization	1.00	LS	\$1,100.00	\$1,100.00
Total Price for above Items:					\$31,028.00

Total Bid Price: \$31,028.00

Notes:

- The above estimate is based off of 8,960 SF

If completed at the same time as the Electric St Pathway we will split the mobilization cost between the two jobs.

PRICES GOOD FOR 30 DAYS WITH WORK PERFORMED DURING THE SEASON QUOTED.

1-HK does not guarantee water drainage on slopes less than 2%.

2-This bid is for the above mentioned items only.

OWNER / PRIME CONTRACTOR contracts with H-K to perform the work on the terms and conditions herein set forth and agree to pay H-K for faithful performance of the work.

Work to be paid by unit price. The total of the unit prices determined by multiplying the quoted unit prices by the total units utilized in the project.

Payment Terms: Unless otherwise specified, Owner shall pay contract price on the completion of the project or if the project takes more than one month, then upon invoice for work completed during the prior billing period. A late fee of 1.5% per month will be paid on any balance remaining unpaid for more than 30 days from the date of the invoice. In addition to all other charges, Owner agrees to pay all attorneys' fees and court costs incurred in collecting and account placed with an attorney for collection, whether or not suit is filed.

Special Provisions: AS PER ITEMS STATED ABOVE. ALL ENGINEERING, STAKING, TESTING, FEES, PERMITS BY OWNER / PRIME CONTRACTOR. ANY OTHER ITEM NOT SPECIFICALLY MENTIONED ABOVE IS NOT PART OF THIS PROPOSAL.

Special Terms: This estimate shall become a contract only after it is accepted and signed by a duly authorized agent of H-K and thereafter may be modified only by written agreement signed by duly authorized agents of both parties.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: HK Contractors, Inc. Authorized Signature: _____ Estimator: Shane Glon 208-523-6600 shane.glon@hkcontractors.com
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P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

1000-411250-⁹²⁰~~350~~ KT

Date 6-17-24

Ship Via

Order No. 006633

Department Public Works

TO: Mountain States Lighting


ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
2	Light poles for north side of Town Hall (does not include install)

Estimated Cost \$ 6,652.⁰⁰

Authorized By



Requested By:



VENDOR COPY - White OFFICE COPY - Canary



Mountain States Lighting

P.O. Box 449, Conifer, CO 80433
(303) 838-4430

To: Jon Simms WEST YELLOWSTONE 330 YELLOWSTONE AVE. (SHIP) PO BOX 1570 (BILL) WEST YELLOWSTONE, MT 59758	Proj: WEST YELLOWSTONE SHEPHERD HOOK Bid Date: 06/14/24
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Remarks:

Qty	Type	Mfg	Description	Price
2		MSLU	10SRA-4.5-(1)17"SH-ARM-17"MAD-BK	
		MSLU	4.5" O.D. STRAIGHT ROUND ALUMINUM	
		MSLU	WITH MSL-BK PLUMBIZER AND 12" BOLT CIRCLE.	
2		MSLU	3/4 X 18 GALV ANCHOR BOLTS INCLUDED	
2		MSLU	K208-P4FL-III-60 (SSL) -7030-120V-	
		MSLU	3K-BK-KPL10	
			ELT 14-16 WEEKS.	
			FIXTURE FREIGHT IS INCLUDED.	
			POLE FREIGHT IS INCLUDED.	
			SALES TAX IS NOT INCLUDED.	
Total ====				\$6652.00

F.O.B.	Terms:	Lead time:
Prices firm for entry by: 30 DAYS	Shipment by:	
Printed 06/14/24 11:15:33	Per:	

06/28/24
15:14:15

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/24

Page: 1 of 5
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (6/24) ****								
51367		42 Fall River Electric	7,287.17					
	06/20/24	PARK, old firehouse 2901001	343.89		PARK	1000 411253	341	101000
	06/20/24	povah comm ctr 4212001	312.57		POVAH	1000 411255	341	101000
	06/20/24	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	06/20/24	RR Well 4212005	64.94		WATER	5210 430500	341	101000
	06/20/24	IRIS LIFT STATION 4212006	325.85		SEWER	5310 430600	341	101000
	06/20/24	POLICE 4212008	253.26		POLICE	1000 411258	341	101000
	06/20/24	TOWN HALL 4212009	307.11		TWNHLA	1000 411250	341	101000
	06/20/24	ICE RINK 421010	70.94		PARKS	1000 411253	341	101000
	06/20/24	S Canyon XmasTreelite 4212011	0.00		STLITE	1000 430263	341	101000
	06/20/24	Sewer Plant 4212012	847.15		SEWER	5310 430600	341	101000
	06/20/24	South Iris Street Well 4212013	572.48		WATER	5210 430500	341	101000
	06/20/24	Hayden/DeLaceyPump 4212014	147.63		SEWER	5310 430600	341	101000
	06/20/24	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000
	06/20/24	911 Tower 4212016	137.50		911	2850 420750	341	101000
	06/20/24	MADADD H20 Tower 4212017	55.88		WATER	5210 430500	341	101000
	06/20/24	SHOP 4212018	97.93		STREET	1000 430200	341	101000
	06/20/24	ANIMAL 4212029	100.08		ANIML	1000 440600	341	101000
	06/20/24	CLORINATOR 4212030	66.17		WATER	5210 430500	341	101000
	06/20/24	Electric Well 4212031	41.16		WATER	5210 430500	341	101000
	06/20/24	PARK 4212032	144.70		PARKS	1000 411253	341	101000
	06/20/24	UPDL 4212041	317.05		UPDL	1000 411252	341	101000
	06/20/24	861PowerLinTREATSERV 4212046	1,411.29		SEWER	5310 430600	341	101000
	06/20/24	LIBRARY 23 dunraven 4212054	179.34		LIBR	1000 411259	341	101000
*** Claim from another period (6/24) ****								
51372		3309 AQUAPRO	4,412.94					
	A240264	02/06/24 FireHydrant	4,412.94		WATER	5210 430550	930	101000
*** Claim from another period (6/24) ****								
51373		2976 Watts Steam Store Rocky Mountain	177.00					
	7218631	06/19/24 SmallItemsofEquipment	177.00		WATER	5210 430550	212	101000
*** Claim from another period (6/24) ****								
51374		2537 Balco Uniform Co., Inc.	477.00					
	79824-1	06/13/24 Uniforms	320.00		POLICE	1000 420100	226	101000
	58995	06/21/24 Uniforms	157.00		POLICE	1000 420100	226	101000
*** Claim from another period (6/24) ****								
51375		2398 George Watson, Ph.D.	3,000.00					
	1-B	06/16/24 Psychological Eval	3,000.00		POLICE	1000 420100	351	101000
*** Claim from another period (6/24) ****								
51376		999999 LORI A HURST	120.00					
	06/25/24	RestitutionDisbursement-Parmly	120.00		COURT	7469 212401		101000

06/28/24
15:14:15

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 7/24

Page: 4 of 5
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (6/24) ***								
51402		3400 Julie Brown	2,282.50					
	062824	06/28/24 Library	337.50		LIBRY	1000 411259	357	101000
	062824	06/28/24 Rendezvous Ski building	80.00		TRLHD	1000 411256	350	101000
	062824	06/28/24 Town Hall	1,100.00		TWNHLL	1000 411250	357	101000
	062824	06/28/24 Povah Building	765.00		POVAH	1000 411255	350	101000
	062824	06/28/24 Public Works Shop	0.00		PARKS	1000 411253	357	101000
		# of Claims 31	Total: 65,119.98					

Town of West Yellowstone
Town Council Meeting
June 18, 2024

TOWN COUNCIL MEMBERS PRESENT: Mayor Travis Watt, Jeff Mathews, Lisa Griffith, Jeff McBirnie

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

The meeting is called to order by Mayor Travis Watt at 5:30 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

The meeting is being broadcast over the internet using a program called Zoom.

WORK SESSION

Mayor Travis Watt calls the meeting to order. The purpose of the meeting is to discuss the preliminary budget for FY 2025. Finance Director Katie Thompson presents the preliminary budget to the Town Council. She explains that they were a little too optimistic last year and estimated resort tax at \$8 million, and expect to come in just below that. This year they will only budget \$7 million. Thompson explains that for the time being, all special requests have been included in the budget, but they will revisit that in the future. She also explains that wages have been left the same because the unions are currently negotiating with the Town. They anticipate settling the contracts before the budget is adopted and will adjust at that time. She points out expected cost increases such as the audit, since the wastewater treatment plant will be built using federal funds and require a federal audit. She also points out an increase in the payment on the Town Hall as they expect to pay the loan off a year early and save some significant interest. She points out changes they have made for FY 2025 compared to the FY 2024 budget and the capital improvement plan including adding street lighting in front of the Town Hall, a loader mount snowblower that will arrive in October, asphalt repair and striping, and overlay at the Electric Street courts for pickleball. She also mentions repairs and replacement to the trees on Canyon Street. They have a brief discussion about the bathroom for the tennis courts. This project has been a priority for the Parks & Recreation Advisory Board, but the real estimate for the facility is \$155,000. The Town currently provides a port-a-potty during the summer months. The group agrees to delay the project until at least FY 2026. Thompson says Public Works is requesting to lease a skid steer for approximately \$21,000/year. The skid steer can be used to clear fire hydrants and sidewalks of snow. Thompson explains that they are technically budgeting to purchase three police vehicles, but one is the replacement of the Chief's truck through insurance, one was budgeted for this year but hasn't arrived yet, and one will be budgeted for this year. She also mentions new phone server, server, and voice logger for the dispatch center which are funded through the 911 fund. Thompson asks the Council to consider projects that they need to set aside money for. The roofs for the Police Station and Museum will be replaced this year. They have set aside money in the past for streetlights, too. They consider setting money aside for the connector trail to the Yellowstone Shortline Trail. They discuss setting aside money for the Mammoth Room upgrades and moving the Public Works shops. She briefly describes funds that are still open but are effectively closed out, such as the community garden. She explains that the Community Help Fund is open and they collect and hold the money for the TBID. Mayor Watt asks Thompson to provide a list of projects they are considering set aside money.

Thompson asks the Council for feedback on the special requests. Thompson summarizes that the request for the VIC is \$84,000, which is \$40,000 to support the VIC and \$44,000 for bathroom maintenance and cleaning. Music in the Park asked for \$16,000 this year, up from \$8000 last year and in addition to the money they receive from the MAP Fund. The Chamber also asked for an increase to support the annual fireworks show from \$7000 to \$10,000.

Public Comment

No public comments are received.

Council Comments

Jeff Mathews thanks the Fire and Police Departments for their assistance with the procession today for the funeral services for Bernadine Johnson.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6644 to Rod's Diesel Service for repairs to the generator transfer switch for \$7374.20. (McBirnle, Mathews)
- 2) Motion carried to approve Purchase Order #6647 to Yellowstone Log Chinking for painting the library and repairing the access ramp for \$19,000. (McBirnle, Griffith)
- 3) Motion carried to approve Purchase Order #6323 to Dunne Communications to purchase a voice logger and transfer data for \$36,711.20. (McBirnle, Griffith)
- 4) Motion carried to approve claims in the amount of \$556,420.71 which includes the application of payment to RSCI for \$277,447.50. (McBirnle, Mathews) McBirnle abstains from #50229 to Pete's Rocky Mountain Pizza, Watt abstains from #51310 for jury duty.
- 5) Motion carried to approve the minutes of the June 4, 2024 Town Council Meeting. (McBirnle, Mathews) Griffith is opposed, motion passes.
- 6) Motion carried to approve the FY 2025 Preliminary Budget. (McBirnle, Griffith)
- 7) Motion carried to approve the Outside Amplification Permit for the Music in the Park 2024 events. (McBirnle, Mathews)
- 8) Motion carried to approve Resolution No. 802, a resolution that exempts the concert area of Pioneer Park from WYMC 9.12.020 during the Music in the Park events during the 2024 season. (McBirnle, Griffith)
- 9) Motion carried to approve the request from Black Mountain Productions to waive the resort tax for any band merchandise sold during the Music in the Park events during the 2024 series. (McBirnle, Griffith)
- 10) Motion carried to approve the Outside Amplification Permit for the 4th of July Parade & Fireworks event 2024. (McBirnle, Mathews)
- 11) Motion carried to direct Town Manager Dan Walker to set up a meeting between the Council and representatives of the Hebgen Basin Rural Fire District and appoint Jeff McBirnle and Lisa Griffith to participate. (McBirnle, Griffith)
- 12) Motion carried to reappoint Kenny Jones to the Healthcare Services Advisory board for a three-year term. (Griffith, McBirnle)
- 13) Motion carried to appoint Rob Klatt to the Planning Board for a term of two years, amended to be retroactive to the conclusion of his previous term. (McBirnle, Mathews) Mathews is opposed, motion passes.
- 14) Motion carried to appoint Chipper Smith as the Gallatin County designee on the Planning Board, retroactive to the conclusion of his previous term. (McBirnle, Griffith)

Public Hearing-FY 2025 Preliminary Budget

Mayor Watt reads the hearing notice. The hearing was advertised in the Bozeman Daily Chronicle, posted publicly and online. Finance Director Katie Thompson explains that this budget reflects closely to the FY 2024 budget. They adopt a preliminary budget now so the Town can continue to operate and pay its obligations until the final budget is adopted. Chief Gavagan clarifies paying invoices between the two fiscal years. No other comments are received.

DISCUSSION

11) Mayor Watt explains that they have received a letter from the Hebgen Basin Fire District to meet with two representatives of the Council, Town Manager, Fire Chief, and two representatives of the District. McBirnie and Griffith both volunteer to participate in the process. The Council discusses whether an ad hoc committee is the best approach or maybe a work session with the entire Town Council.

A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports that the food bank received a perfect score on its inspection by the Montana Food Bank Network. They released the advertisement for the Chief of Police this afternoon. Applications are due August 2, 2024. Tonight, they will swear in new police officers Nicholas Liszka and Christian Slowinski. They have a dispatcher applicant that is currently working through the background and psychological assessment. The new paint on the library looks great. They hosted a groundbreaking event for the wastewater treatment plant last Friday. The Public Services Department got the Union Pacific Generator Building on Yellowstone Avenue open for the season last week. He announces that Debbie Paisley tendered her resignation today. She has worked for the Town since 2020 and over 30 years for the West Yellowstone School. She is relocating to South Carolina to be close to her son. The Town Hall will be closed tomorrow in observation of Juneteenth. Public Services Superintendent Jon Simms reports that they are making slow progress on the streetlight replacement project, they anticipate the project will take another month.

Mayor Watt administers the oath of office for police officers Nicholas Liszka and Christian Slowinski.

B) Council Member Lisa Griffith reports that there was a Healthcare Services Advisory Board meeting last week. Billings Clinic reported that they had a mobile mammogram unit here in May that will return again in July. They have also added a piece of equipment that analyzes blood for emergency situations. They have expanded to summer hours but their medical doctor is leaving the end of July and they are searching to fill some other positions. Kenny Jones reported on behalf of the Hospital District and addressed possible funding mechanisms and reviving a non-profit organization to support it. Jeff Mathews reports that the Business Improvement Advisory Board. He shares a map of the proposed Highway 20 Traffic Calming project which shows the four locations they have obtained approval for traffic calming ballasts and planters on Highway 20.

The meeting is adjourned at 7:35 PM. (McBirnie, Benike)

Mayor

ATTEST:

Town Clerk



JUNE 28, 2024

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- It's summer and it's just busy, lots of inquiries about cemetery, business issues, utility permits, etc.
- Posted and advertised fireworks regulations for next week. The discharge of fireworks is allowed in Town in specific areas, see attached map, between 12 Noon and 11 PM on July 3rd and then 12 Noon and midnight on July 4.
- Prepared payroll for 6/28/24, last payroll of the fiscal year, new health insurance rates went into effect this month. This is the first payroll with all of our seasonal staff including Summer Recreation Counselors: Bekah Everest, Gigi Rames, Damian Rames, and Diana Lopez and Seasonal Laborers: Scott Hoeninghausen, Alma Clark, and Chris Denicola
- Posted and prepared for 6/20/24 and then 6/27/24 Planning Board Meetings
- Posted and prepared for 7/2/24 Town Council Meeting



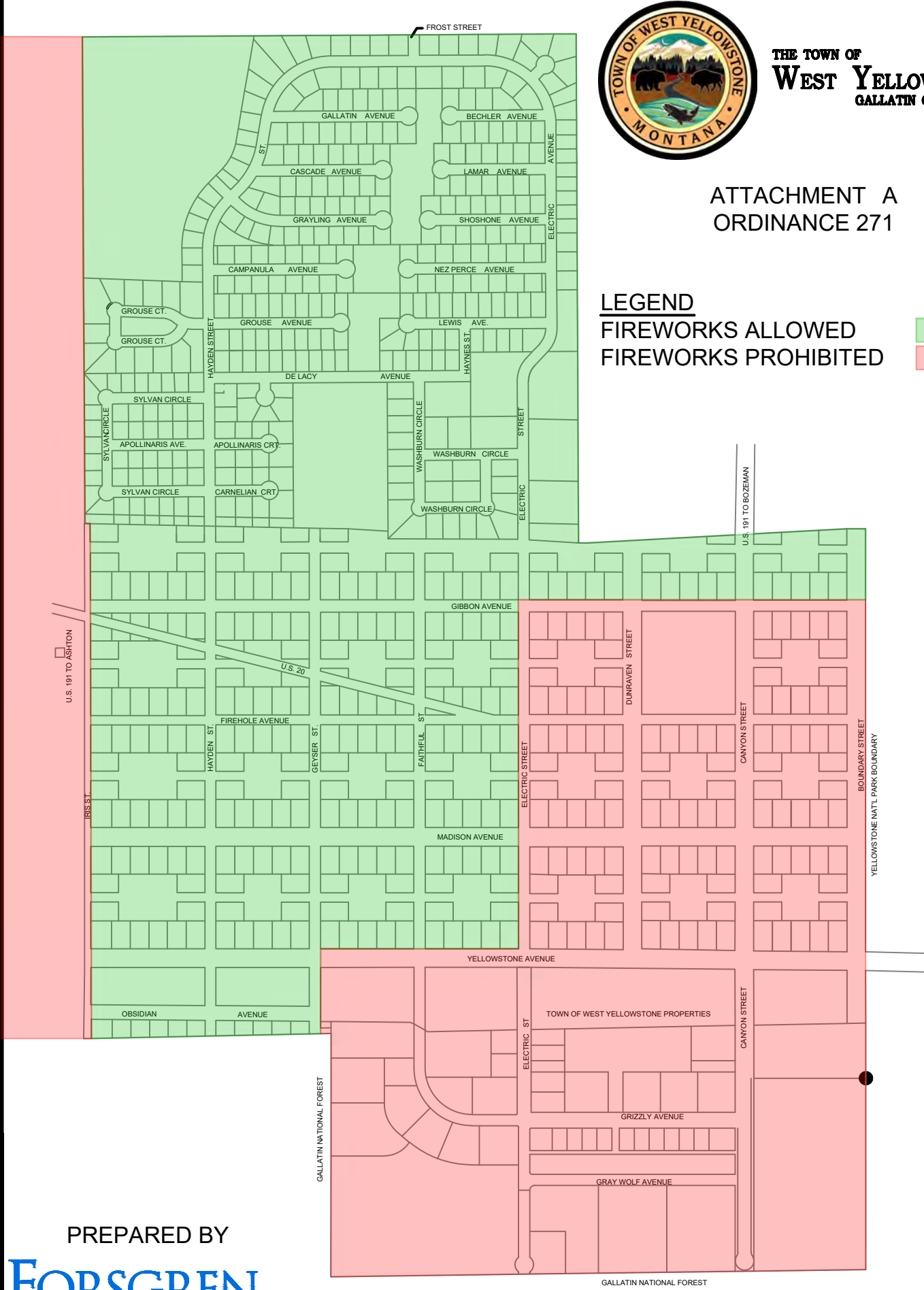
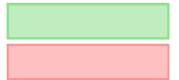


THE TOWN OF
WEST YELLOWSTONE
GALLATIN COUNTY-MONTANA

ATTACHMENT A ORDINANCE 271

LEGEND

FIREWORKS ALLOWED
FIREWORKS PROHIBITED



PREPARED BY



350 NORTH 2ND EAST, REXBURG, ID 83440
PH: 208.356.9201 FAX: 208.356.0206



DATE: MAY 2020



Town of West Yellowstone Fireworks Regulations

Discharge of fireworks are allowed in the Town of West Yellowstone between the hours of 12 Noon and 11 PM on July 3, 12 Noon and Midnight on July 4.

- **Do not** discharge fireworks from or into any national forest, national park, state recreation area, or state highway
- **Do not** discharge fireworks within one hundred feet of a church or medical clinic or within fifty feet of any business
- **Do not** discharge fireworks in the downtown business area, City Park, Historic District, Grizzly Park or the new 80 Acres (aka “Old Airport”)
- **Do not** discharge fireworks within two hundred feet of any flammable fuel or compressed gas (propane tanks)
- **DO clean up any debris, garbage or litter that is left behind!**

For more information, please contact the Town Hall
646-7795 or info@townofwestyellowstone.com.





Week of 06.24.2024

- Assisted Little Rangers Learning Center with getting their fire insurance verification completed with MMIA.
- Helped Dianna with Sean Covey's event wrap up items. Two winners were selected for the educational grants. Also, I have canceled the subscription for the QR code that we used on the poster.
- Attended call regarding RSCI change order. We will reject all 4 items on the change order but have asked Forsgren to investigate options for more windows on the building to help with natural light.
- Phone call with Dan Semmens, bond counsel, regarding arbitration for bonds. He will be forwarding on some contact information for me to follow-up on.
- Met with two community members about an invoice they received regarding their water and sewer connections.
- Working with BMS regarding missing pieces with our audit. One item is outstanding and currently BMS is working on their software to correct the situation.
- Peggy worked hard this week to make sure bills went out on time with the information that DEQ requested.

SOCIAL SERVICE OFFICE

HIGHLIGHTS

WEEK OF JUNE 13-27, 2024

- Sean Covey event was held on June 22, 2024 at the Holiday Inn. The event was a great success!
- Working with the local Police with stranded or homeless individuals.
- Local business donated a large amount of clothing to the Clothing Bank
- Working with Griffith Refrigeration on fixing our Staff Refrigerator
- The Lobby Food shelves has been utilized a lot
- Several volunteers have been helping in the Clothing Bank
- Assisted gentleman with medical appointments and bus voucher to Bozeman
- As of today, we have had 259 in our office for June

Police Department - Department Head(s) Report June 20 – June 26, 2024

158 calls for service

- 5 citations issued
 - 52 Warnings
 - 7 Cases Generated
 - 1 Arrests
 - 22 Public Assists
 - 4 Agency Assists
 - 19 Fire/EMS calls
-
- Calls included: Traffic Stops, 911 calls, Citizen Assists, Agency Assists, Abandoned Vehicle, Crashes, Parking, Reckless, Welfare Checks, Disorderly, Animal Complaints, Suspicious Person/Activity, Lost/Found, Theft, Injured/Dead Animals, Disabled Vehicles, Minor in Possession, Littering, Weapon Disturbance, Criminal Mischief, Ordinance Violations, Hit & Run, Threats, Felony Assault with a Weapon and other fun stuff.
-
- Officers completed annual Taser training and certification/recertification. The two new officers bravely volunteered to be tased, which always makes for good video. We will be conducting scenario-based Taser training in the upcoming weeks.
 - Concluded the Psych eval on applicant, background is still pending.
 - Updated the phone service agreement with Lumen.
 - Met with Lumen regarding phone upgrade options.
 - New Voice logger has been ordered, awaiting time line for installation.
 - Ordered new officer mobile computer
 - Brenda worked on Dispatcher Training manual updates
 - Issues with the Fingerprint machine - ordered new replacement parts for the screen.
 - Windshield was replaced in the Durango patrol vehicle.
 - We had an arrest for Felony Assault with a Weapon. Subject was taken to the Gallatin County Detention Center where he is currently residing.
 - We are still struggling to come to an agreement with Gallatin County regarding 911 funding. The most recent proposal falls into the familiar category of West Yellowstone sending more money north than the county sends money south. Shane, Brenda and I continue to battle; I will keep you updated.

Until next week, Mike & Brenda

Public Services Dept. Bi-Weekly Report: June 14th through June 27th, 2024

Work Performed

- Interment: Bernadine Johnson.
- Cremains burial: Barbara Listman.
- Treat alleyways w/ magnesium chloride.
- Get stage moved over to the town park for summer events.
- Maintain casting pond, fix sprinkler system lines, mowing grass, trimming weeds/ trees.
- Grade parkways, sweep streets, fill potholes. York rake operations.
- WW treatment plant continues forward. Bypassing cells, raking solids from Cell B.
- Flush SAS service laterals and mainlines that continue accumulating debris.
- Building maintenance and service calls: ongoing.
- Daily trash/ refuse route: ongoing.
- SAS weekly manhole/ problem areas inspections: ongoing.
- Perform water & WW samples: ongoing.
- Sewer and water systems maintenance: ongoing. Fixing broken lines, Curb-stop requests.
- Continue inventory for the EPA's lead and copper rule/ data entry to meet the October 16th, 2024, deadline.
- Vehicle and equipment repairs: ongoing. Utility locates ongoing.
- Respond to vandalism: ongoing.
- Code enforcement and citations issued: ongoing.
- Cross training the PW crew on vehicle maintenance, daily lift stations route, utility locates, water monitoring and testing, equipment, etc.
- Fix damaged castings and signage: ongoing.
- Hauling away abandoned vehicles, cleaning up the inner parks.

Administrative

- Continue to work with vendors and technicians on fleet updates: ongoing. Chase parts
- Coordinate parts and supplies orders: ongoing.
- Line up burial services and coordinate headstone deliveries w/ monument companies.
- Met with RSCI, Fall River Electric, Plumbers, Roofers, Electricians, HVAC contractors, etc.
- Work with/ meet contractors on project scheduling: ongoing.
- Fill in for staff/ operate equipment/ wrench on equipment.
- Manage current public works staff and seek ways to recruit additional employees: ongoing.
- Met with residents and business owners regarding complaints: ongoing.
- Continue to seek bids for future CIP's, get the ball rolling years in advance.
- Submit departmental reports to the Town Manager.
- Meetings w/ town manager, HR, finance, engineers, gas company, planning board.
- Code bills and submit check request: ongoing.
- On-boarding PT/ seasonal staff. Seek additional training opportunities for the crew.
- Evaluate building and infrastructure issues, coordinate repairs as needed.



Passed DRG 6/13/24
Planning Board Approval 6/20/24

555 Yellowstone Ave/ Yellowstone Point S shop

Chapter 17.42 zoning- off street parking

1st parking for 1 single family residence =2 parking spaces

2nd parking for 1 apartment = 1.5 parking spaces.

3rd parking factor table use of Auto Service factor $4 \times 4,206 \text{ sqf} = 16,824$ divided by 1000=16.82 rounded to 17.

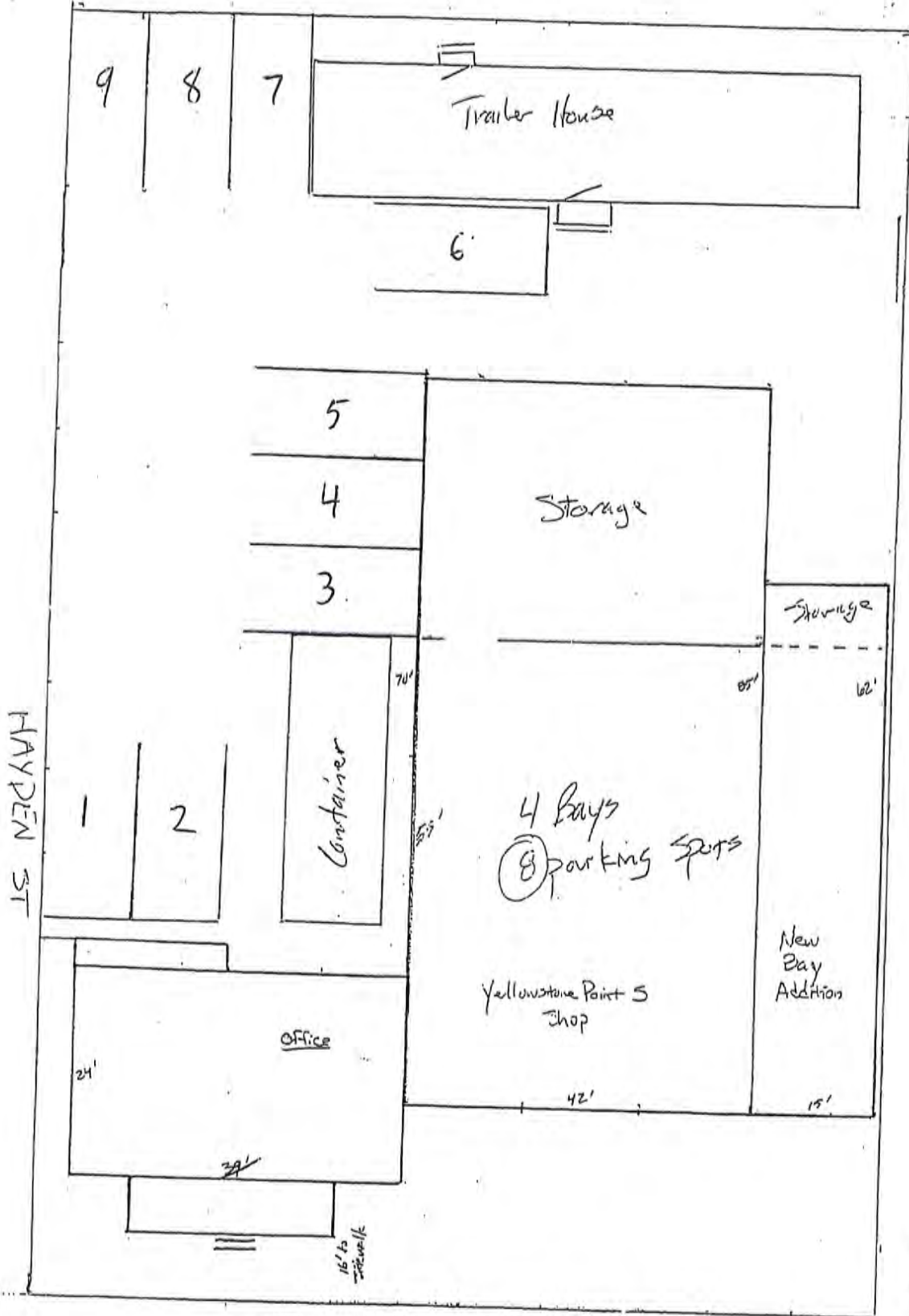
$17+2+1.5=20.5$ round to 21 long term parking spaces needed.

Property provides 17 spaces and owns 4 in lieu of spaces. Total is 21 spaces

received

5-6-2024

Yellowstone Point S



21 needed
4 Purchased

555 YELLOWSTONE AVE

Passed DRG May 3-2024 KCT
Planning Board Approval - June 20, 2024



613 Yellowstone Ave/ See Yellowstone Shop

Chapter 17.42 zoning -Off Street Parking

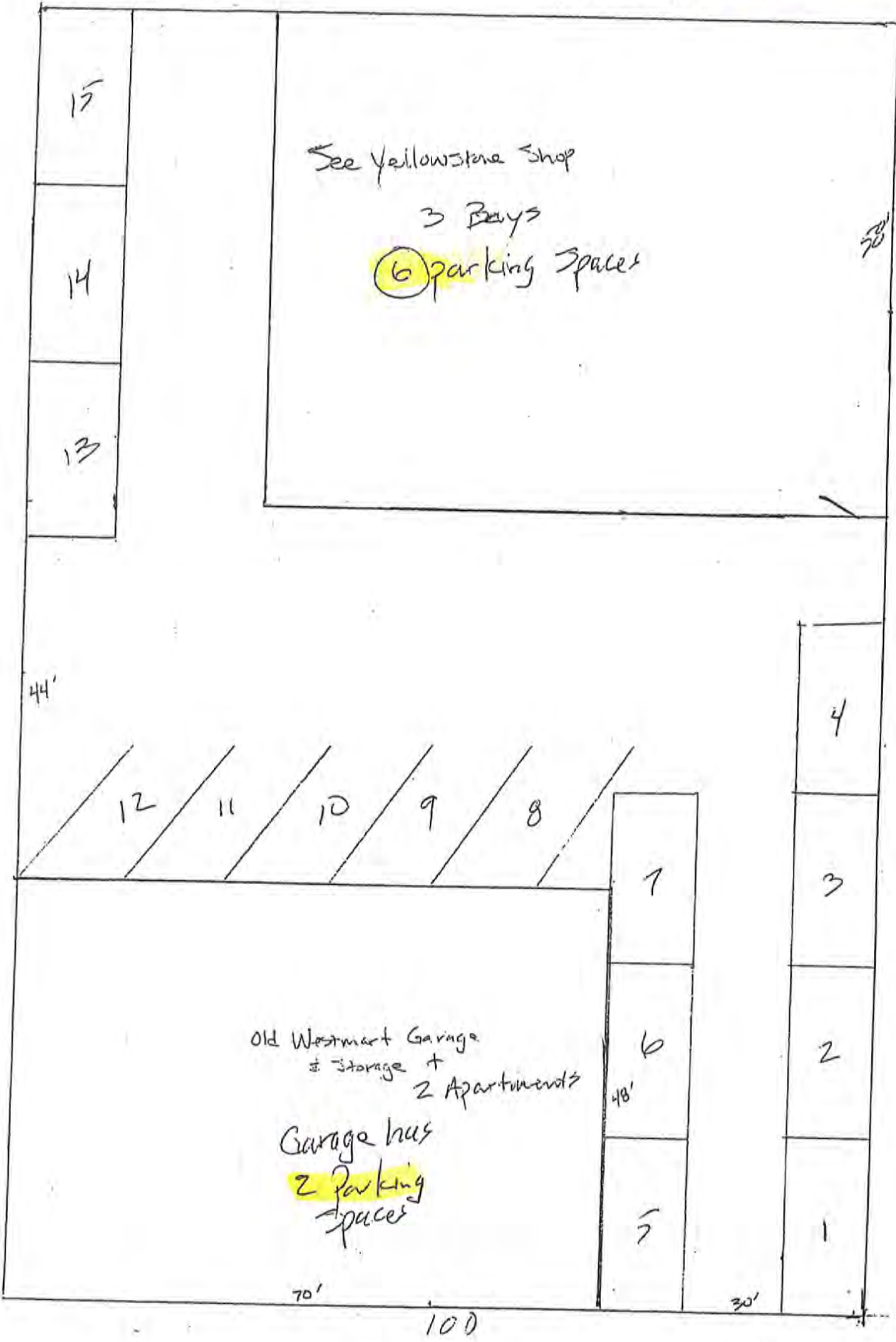
1st parking for 2 apartments at 1.5 per = 3 spaces

2nd parking for 10 tour vehicles storage spaces that don't require Snow Coach Seat- parking calculations because of offsite pick up of passengers at hotels.

3 + 10 =13 long term spaces needed.

Property provides 23 long term spaces.

Providing 10 extra parking spaces



10 work vehicles
 3 apartment spaces
 13 needed spaces

Provides 23 spaces
 needs 13
 10 extra
 OK

Return to:
Town of West Yellowstone
P.O. Box 1570
West Yellowstone, MT 59758

2640196

Page: 1 of 2 03/18/2019 11:49:05 AM Fee: \$14.00
Eric Semerad - Gallatin County, MT MISC



RESTRICTIVE COVENANT

The undersigned hereby agrees that, in accordance with Section 17.42.030(C) of the Municipal Code of the Town of West Yellowstone, that they are the owner of the land described below and that the following real property is subject to the restrictions set out herein. The encumbered real property is described as:

WEST YELLOWSTONE ORIGINAL PLAT, S34, T13 S, R05 E, BLOCK 23, Lot 10, PLAT B-47

and more commonly known as 535 and 555 Yellowstone Avenue, West Yellowstone, Montana, 59758.

RESTRICTIONS:

Parking requirements to satisfy the Town of West Yellowstone's Zoning Code for this real property are being met utilizing parking spaces on 613 Yellowstone Avenue. Therefore, this property cannot transfer ownership without meeting parking requirements of the Town of West Yellowstone.

Off-site parking areas must be accessible by a public street, parkway, or interior park and shall be owned or leased by the owner of the property being served by such parking.

Each parking lot shall be maintained as a parking lot so long as the property, building or use served is in operation or until another suitable parking area is established in accordance with Section 17.42.030, and approved by the Town Council.

This Restrictive Covenant runs with the land and is binding upon the heirs, successors, estates or assigns of the undersigned landowner. This Restrictive Covenant is enforceable by the Town of West Yellowstone or any other landowner who is adversely affected by refusal or failure to follow the restrictions set out herein.

LANDOWNER:

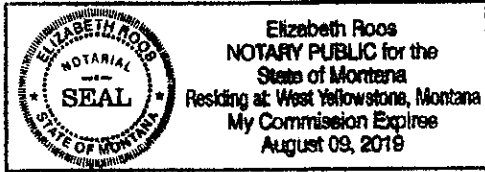
Clyde G. Seely Clyde G. Seely
On Behalf of Three Bear Rentals LLC

STATE OF MONTANA)

:ss.

County of Gallatin)

On this 21 of September, 2018, before me personally appeared Clyde G. Seely* whose identity is proved to me on the basis of satisfactory evidence and who by me duly sworn, did say that said document was signed by him/her and acknowledged to me that he/she executed the same.



E. Roos
Notary Public for the State of Montana
Printed Name

(SEAL)

* President of Three Bear Rentals LLC



Application for Zoning Permit

Town of West Yellowstone 406-646-7795 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758 info@townofwestyellowstone.com	Administrative Use Only Date: <u>3-29-2024</u> Accepted by: <u>XCT</u> Fee: \$ <u>350</u> Cash/Check#: <u>#1997</u> Zoning Permit # _____
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****A Zoning Permit is required for all new construction (residential or commercial), additions, renovations, relocation of a structure, or erection of a fence within Town limits. Submit this application and all required information to the Town Offices. Fees shall be paid according to the current schedule - contact Town Offices for fee information.**

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

Name: Nick Hendrickson
 Mailing Address: PO Box 1448
 City/State/Zip: W. Yellowstone MT 59758 Phone: 701-300-3655
 Email: westyellowstoneconstruction@gmail.com

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

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

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

Street Address: 221 N Canyon St Subdivision: _____
 Block: _____ Lot: _____ Lot Size and Dimensions: _____ Acres/Square Feet (circle)

4. USE AND OCCUPANCY:

What is the use of the building or property? (list all) Bar/Restaurant
 Is this building or property mixed use? YES NO
 If more than one use, please describe: _____
 What is the occupant load? 195 Number of parking spots on site? 16
 Number of buildings (Dwelling Units): _____ Number of Bedrooms (Sleeping Units): _____

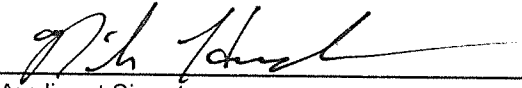
5. ATTACHMENTS: Please attach the following:

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

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

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

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


 Applicant Signature _____ Date 3/29/24

Applicant Signature _____ Date _____

Property Owner Signature if different than Applicant _____ Date _____

Final Approval – Official Use Only

Town of West Yellowstone - Inspector _____ Date _____

Notes/Conditions

DRG 6/13/24 Approved
 Planning Board 6/20/24 tabled, 6/27/24 Approved
 Town Council _____

Project Description

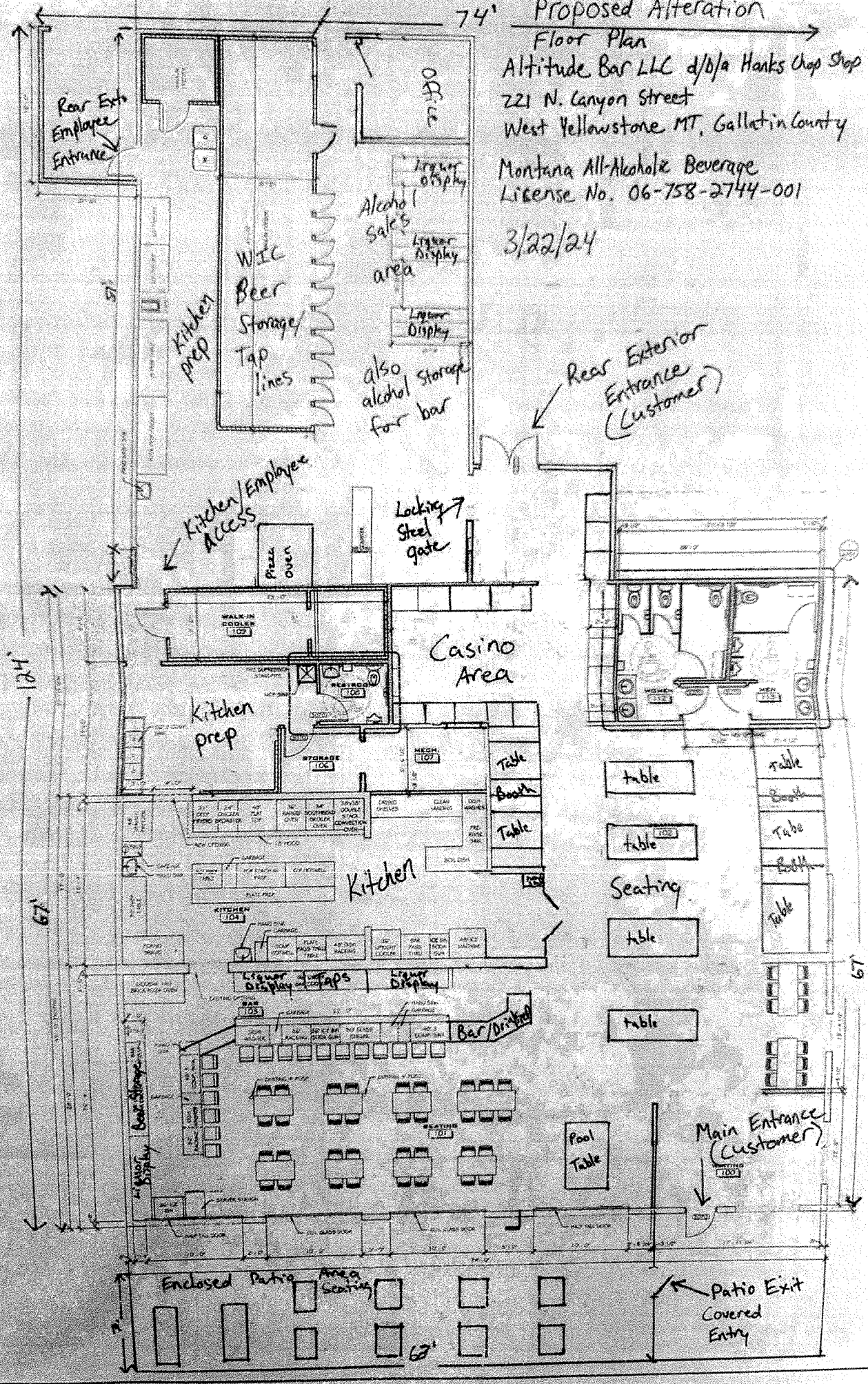
Please provide a detailed description of the project. Clarify whether this project is new construction or a remodel and if there are any existing structures, businesses, or uses that already exist on the property.

Turning Back Shop into Kitchen Prep area and
off sale area.

74' Proposed Alteration
Floor Plan

Altitude Bar LLC d/b/a Hanks Chop Shop
221 N. Canyon Street
West Yellowstone MT, Gallatin County
Montana All-Alcoholic Beverage
License No. 06-758-2744-001

3/22/24





221 North Canyon St, Altitude Bar/ hanks chop

Chapter 17.42 zoning-off street parking

1st Parking factor table public eating and/ or drinking is 8* short term use. 6637 square feet multiplied by 8*=53,096 then 53,096 divided by 1,000 = 53 short term spaces for this part of business.

2nd Parking factor table general business 1 is 3.6* short term use. 1,408 square feet multiplied by 3.6*=5,068.8 then 5,068.8 divided by 1,000 = 5 short term spaces needed for this part of business.

Both, 53+5 = 58 short term space needed minus 13 spaces provided on site = 45 multiplied by .2 = 9 spaces in lieu needed.

Owner has 4 spaces purchased from last zoning application and must purchase 5 more at \$1,200 per 5 x \$1,200= \$6,000 cost.

Town of West Yellowstone,

Altitude Bar DBA Hanks Chop Shop would like to purchase five in lieu of parking spots. We will keep all employees parking at the rear of the building and will abide by our parking plan. We will not paint any lines on the city alley way.

Altitude Bar

Nick Hendrickson

A handwritten signature in black ink, appearing to read "Nick Hendrickson", with a long horizontal flourish extending to the right.

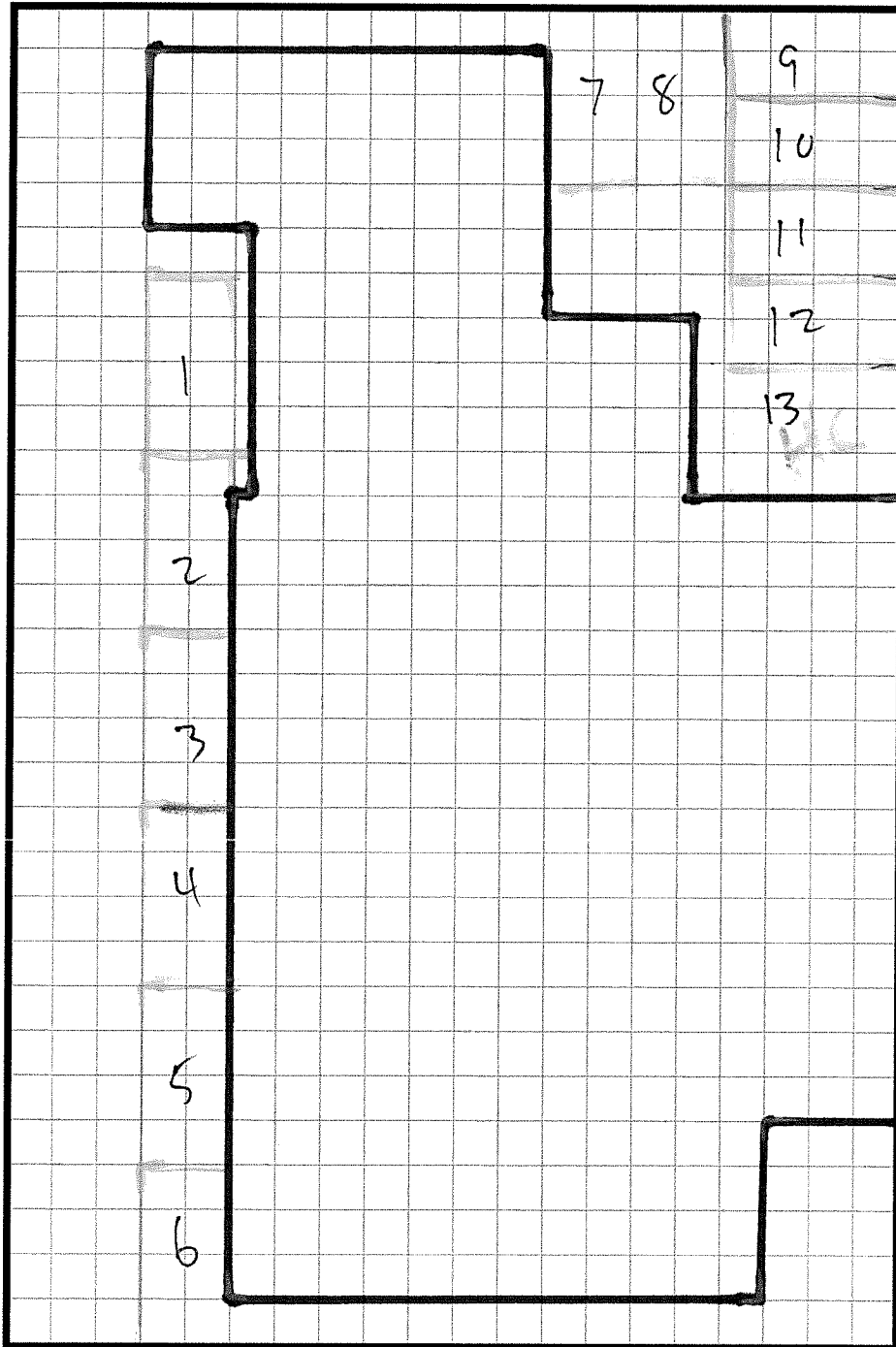
Site Plan

Business Name: Hanks Chop Shop

Business Owner: Nick Hendrickson

Business Street Address: 221 N Canyon St

Block: _____ Lot: _____ Subdivision: _____



Scale: 1 inch = 20 feet

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

June 27, 2024

Planning Board Meeting

10 AM – West Yellowstone Town Hall

Planning Board Members Present: Jerry Johnson, Chipper Smith, Rob Klatt, Brad Schmier, Jeff Mathews, Keith Hendrickson by Zoom

Others Present: Building Official KC Tanner, Town Manager Dan Walker, Planning Consultant Scott Hazelton, Town Council Member Lisa Griffith by Zoom, Town Clerk Liz Roos, Nick Hendrickson

Town Manager Dan Walker explains that Public Services Superintendent and Planning Board Chair Jon Simms is unavailable today and they have asked Jerry Johnson to chair the meeting. Walker says that he thinks it would be best to elect a new chair or president for the Planning Board that is a citizen member rather than the Town employee. The Board agrees to elect a new President and Vice-President for the Planning Board at the next meeting.

Public Comment Period – No public comment is received.

Minutes

Motion carried to approve the minutes of the May 23, 2024 and June 20, 2024 Planning Board Meetings. (Klatt, Schmier) Motion is unanimous.

221 Canyon – Altitude Properties/Hank’s Chop Shop

Building Official KC Tanner explains that the staff has worked with the Town Attorney to draft a recommendation with conditions document for approval. The applicant, Nick Hendrickson, has submitted a revised site plan and seeks to purchase five additional parking spaces. Hendrickson has previously purchased four parking spaces for the property. Hendrickson comments that the Board should consider charging an annual fee for cash in lieu parking rather than a one-time fee. He says that would generate money for the Town that could be used to maintain the public parking areas. The board discusses the conditions and indicates agreement. Johnson notes that this action will bring the property into compliance with the current zoning code and parking ordinance.

Motion carried to recommend that the Town Council accept the recommendation of approval document as presented and approve the purchase of five additional parking spaces for Altitude Properties/Hank’s Chop Shop. (Smith, Klatt) Motion is unanimous.

Zoning Code Update

Scott Hazelton, a planning consultant from Hyalite Engineering, meets with the Planning Board to discuss the latest revisions to the draft zoning code. Johnson points out that they received a number of comments on the draft code from Council Member Griffith. They agree to review her comments when they go through those sections. The group discusses the proposed revisions to

the signs chapter. Hazelton points out a couple definitions that have been added, such as “feather flags.” The group discusses billboard signs, off-premises signs, flags, and real estate signs. The group discusses temporary and event signs. They work through and discuss the entire chapter. The board also works through the rest of the draft zoning code, including accessory dwelling units, planned unit development, and parking.

Hazelton indicates he will make the updates they discussed, prepare another draft, and send it out by tomorrow. The group agrees to take about a week to review and meet again on Tuesday, July 9, 2024 at 10 AM.

Town Clerk Liz Roos

DRAFT

RECOMMENDATION FOR APPROVAL
HANK'S CHOP SHOP ZONING PERMIT
SUBMITTED 3-29-2024

On March 29, 2024, Nick Hendrickson, (the "Applicant"), applied for a zoning permit for an addition to the building located at 221 North Canyon Street commonly known as Hank's Chop Shop. The addition has been previously completed and complies with zoning requirements except parking.

The Applicant seeks to pay cash in lieu for five (5) additional parking spaces. The Applicant had previously purchased four (4) parking spaces with a previous application, and shows a total of sixteen (16) parking spaces on the site plan.

The Planning Board has considered this matter, including the facts that the Applicant was issued a commercial building permit through the State of Montana, built the addition without zoning permit approval, and that the addition took the space of three parking spaces that had been previously approved. The Planning Board has also considered the issues surrounding discrepancies in enforcement of the current code and previous parking permits granted to the Applicant.

Based on the information presented at the Planning Board meeting, the Board recommends the Town Council approve the zoning permit, including allowing the applicant to pay cash in lieu of the required five additional parking spaces on the following conditions:

1. Applicant will not conduct any further construction or other work on the building or the lot without first complying with all applicable Town regulations. If any such non-permitted work is conducted, the Town will revoke the Applicant's business license, may revoke this approval. Further, the Applicant may be cited for violations of the Town Codes.
2. Any change in use or change in dimension of the building or lot will trigger a review for compliance with all applicable Town regulations

including all parking space requirements in accordance with the Town Code in effect at the time of the change.

3. Applicant will remove any evidence of parking stripes in the alley or on any other Town property.
4. All signage on the building or lot must comply with Section 17.47 of the Town code and must receive approval from the Town before the signs are erected.
5. Applicant may pay cash in lieu of parking for the five (5) required spaces in the amount of \$1,200.00 per space for a total of \$6,000.00.

All conditions above must be completed no later than 30 days after approval of the zoning permit by the Town Council. Failure to complete the conditions within the time stated shall result in revocation of the zoning permit approval.

Dated this _____ day of _____, 2024.

Chair West Yellowstone Planning Board