

Town of West Yellowstone

Tuesday, December 6, 2022

West Yellowstone Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be conducted in person and virtually using ZOOM, connect at zoom.us or through the Zoom Cloud Meetings mobile app. Meeting ID: 893 834 1297.

WORK SESSION

5:00 PM

Waste Water Treatment Plant Project – Timeline Update

Discussion

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- **Public Comment**
- **Council Comments**

Treasurer's & Securities Reports

Purchase Orders:

Claims

Business License Applications: Lodgepole 5, Trapper 3, 5 & 7

Consent Agenda:

Minutes: November 15, 2022 Town Council Meeting

Town Manager & Staff Reports

Advisory Board Reports

Presentation: Gallatin County Emergency Management Plan

Patrick Lonergan, Gallatin County Chief of Emergency Management and Fire

ACTION ITEMS

Gallatin County Emergency Management Plan	Discussion/Action
Ordinance No. 273, Prohibition of Marijuana Businesses, 1 st Reading	Discussion/Action
Amendment to Agreements with the Montana Federation of Public Employees	Discussion/Action
Montana House of Representatives Redistricting	Discussion/Action
Resolution No. 785, Designation of Authorized Signers for State of Montana Short-Term Investment Pool (STIP)	Discussion/Action
Designation of Authorized Signers for All Accounts at Madison Valley Bank	Discussion/Action
Authority to Represent the Town of West Yellowstone, Buchanan Capital Inc.	Discussion/Action
Correspondence/FYI/Meeting Reminders	

The Town Council Packet and associated documentation is available online at www.townofwestyellowstone.com.



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.

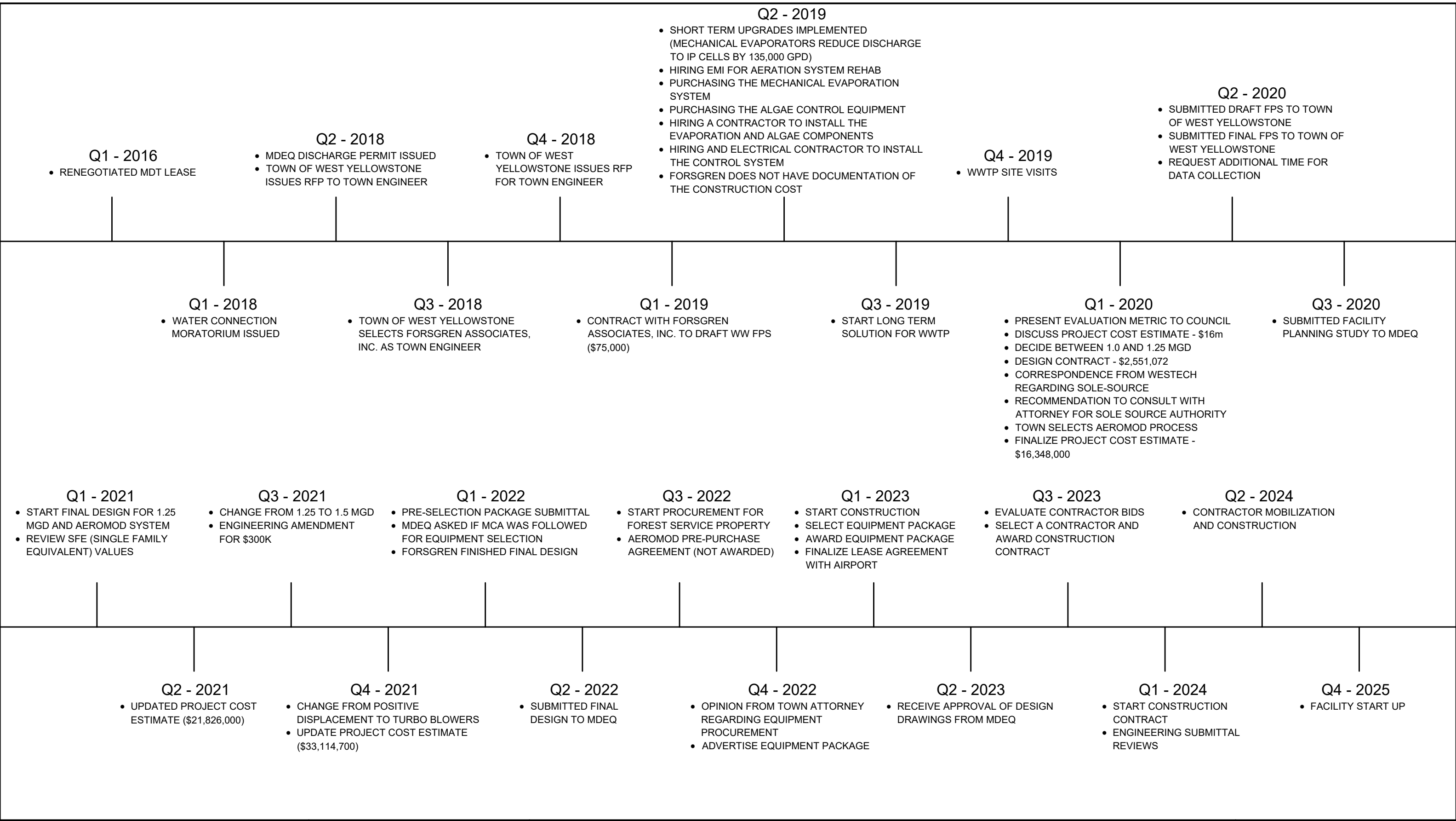
General Town Council Meeting Information

- 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.

*The Town Council Packet and associated documentation is available online at
www.townofwestyellowstone.com.*



F:\Rexburg\OldFileStructure\West Yellowstone\Presentation\WWTP TIMELINE.dwg - ---- - 12/1/2022 3:49 PM



FORSGREN
Associates Inc.

1137 SUMMERS DRIVE, REXBURG, ID 83440
PH: 208.356.9201 FAX: 208.356.0206

DRAWN M. PALMER
DESIGNED D. NOEL
APPROVED D. NOEL

TOWN OF WEST YELLOWSTONE WASTE WATER TREATMENT PLANT TIME LINE OF EVENTS

PROJECT NO: 01-22-0046
SHEET NO: EXHIBIT
DATE: 1-29-2002

Town of West Yellowstone Wastewater Treatment Project

Event Timeline:

Q 1-2016:

- Renegotiated MDT Lease to allow WWTP facilities on the airport property. Lease expires in 2026. Lease includes termination clause that allows the airport to terminate the lease for any reason.

Q 1-2018:

- Moratorium issued by Town Council for water connections based on MDEQ requirements for FIRM capacity. FIRM capacity describes the water systems ability to meet peak hour flow demands with the largest water source offline. Water moratorium resulted in suspension of all new zoning application approvals which also resulted in no new wastewater connections. Should add here when this moratorium was lifted.

Q 2-2018:

- MDEQ issued a new wastewater discharge permit. Prior to 2018 the Town of West Yellowstone did not have a MDEQ permit for wastewater discharge. The town was discharging, in accordance with MDEQ, based on the 1993 approval of the wastewater treatment works. Discharge limits were based on operation not exceeding the approved design capacity of the treatment works. The approved design limits for the 1993 project are:
 - Peak Season Average Daily flow – 439,000 gallons per day
 - Typical BOD discharge – 110 pounds per day
 - Typical TSS discharge – 110 pounds per day
 - Typical Total Nitrogen treatment – none

The 2018 permit contains one limit, Total Nitrogen not to exceed 314 pounds per day on any one day. Additionally, the guidance document for the permit limits Peak season Average Daily flow to 439,000 gallons per day and the maximum single day discharge to 650,000 gallons. The permit expires in 2023.

Q 4-2018:

- Town issued an RFP for Town Engineer. The town received responses from 7 engineering firms.

Q 1-2019:

- The Town Council interviewed two firms and selected Forsgren Associates.

Q 1-2019:

- The Town contracted with Forsgren to draft a wastewater Facilities Planning Study (FPS). FPS is sometimes referred to as Preliminary Engineering Report (PER). \$75,000.00.

Q 2-2019:

- Short Term Upgrades implemented. The lagoons were being operated at a level above the design level. Operations staff reported that the annual average flow was around 469,000 gallons per day, the peak season influent flow was averaging around 600,000 gallons per day, and peak flows more than 730,000 gallons per day. The high loading was causing operation difficulties with the Infiltration Ponds (IP cells) and resulted in operations constructing two new IP cells. Additionally, the hydraulic loading was above the permitted limits. Short term upgrades included implementation of mechanical evaporation equipment designed to reduce wastewater discharge to the IP cells by approximately 135,000 gallons per day during the peak season months. MDEQ approved the short term upgrades with the understanding that long term upgrades would be implemented following design. Long term upgrades would need to accommodate the planning period growth and be capable of producing effluent to meet current and anticipated future permit limits. Cost to design and implement the short term upgrades were provided as time and materials. The total billed amount for the short term upgrades design was \$29,565.00. The project cost estimate for design and construction was \$547,000.00. The construction cost was managed by the Town staff and included several individual components including:
 - Hiring EMI for aeration system rehab
 - Purchasing the mechanical evaporation system
 - Purchasing the algae control equipment
 - Hiring a contractor to install the evaporation and algae components
 - Hiring and electrical contractor to install the control system
 - Forsgren does not have documentation of the construction costs

Q 4-2019:

- Wastewater treatment plant site visits. As part of the FPS effort, town staff and the engineer visited mechanical wastewater treatment facilities that are similar to the types of facilities being considered in the FPS document. Three types of facilities were visited to represent three typical treatment process. To represent a standard activated sludge process with extended aeration configuration, the operations group visited an Aero-Mod facility. To represent a typical activated sludge process that incorporated a fixed film component, the operations group visited a STM Aerotor facility. To represent a typical activated sludge process utilizing membranes for solids/water separation, the operations group visited a Kubota facility. The intent of the site visits was to familiarize the operations group with activated sludge processes.

Q 1-2020:

- Forsgren presented the evaluation metric to Council. In the January council meeting Forsgren presented a blank evaluation metric to the Town Council for assistance in evaluating the pros and cons for:
 - not making any changes,
 - upgrading the lagoons,
 - or implementing a mechanical treatment process

In addition to the evaluation metric, the presentation provided:

- a brief history of the treatment works,

- a summary of the 2018 flows,
 - population projections,
 - a potential project schedule (including an option for a two-year delay if environmental evaluation efforts are needed for a different location),
 - a graphic showing the treatment works are often not treating to industry lagoon standards,
 - a discussion regarding deficiencies with the existing treatment works,
 - a discussion regarding options to correct the deficiencies and to plan for future needs,
 - life cycle costs associated with discuss options,
 - and graphics showing how options could be located in the existing treatment works footprint. Did the council decide on and accept a type of system at this meeting?
- Discussion on project cost estimates: In the February meeting Dave indicated the that expected project cost (for which type of facility?) would be around \$16M. The Council briefly discussed financing through USDA or InterCap. Additionally, the town manager stated that the town would be negotiating with the airport and the USFS smokejumper base for the land lease and future connection to the new facility.
 - The Council decided the facility should be able to treat between 1.0 and 1.25 mgd for a mechanical treatment works facility. In the February meeting the council considered the factors that affect whether to build a 1 million gallon or 1.25 mgd treatment works facility. Council elected to build a 1.25 mgd treatment works facility.
 - The Town Council selected the Aero-Mod process. In the February meeting the council elected to select the Aero-Mod proprietary process. Selection was a split vote and was based on preference by the town's operations staff. The FPS/PER document was not intended to propose the Aero-Mod proprietary process for selection at this time, but rather, the Aero-Mod process was used to represent a secondary activated sludge process with an extended aeration configuration. This representation is discussed in the FPS document. However, the town operations group expressed satisfaction with the Aero-Mod process due to familiarity with specific equipment components (i.e. blowers and diffusers) and a preference for the maintenance components and perceived minimal maintenance effort. Based on this familiarity and preference, the operation group recommended the council select the Aero-Mod system for the design.
 - Design contract. In the February meeting the Town Council elected to approve a design and construction administration contract for a 1.25 mgd treatment works facility. Contract includes design, bidding assistance, engineering support during construction, and construction observation tasks, total contract amount \$2,551,072.
 - Correspondence from WesTech regarding sole source. On February 25, 2020 Forsgren forwarded a memorandum received from WesTech providing reasons why sole source procurement for the Aeromod system would be allowed in accordance with Montana procurement procedures.
 - Recommendation to consult with attorney for sole source authority. On February 25, 2020 Forsgren provided email correspondence to the town manager recommending the town consult with their attorney regarding sole source procurement. Forsgren did not receive any further direction from the town regarding sole source procurement but that the Town Manager was following the Montana procurement procedures.

- Complete project cost estimate: In March of 2020 Forsgren completed the project cost estimate and included it in the FPS/PER document. The 1.25 mgd Aero-Mod based wastewater treatment works facility project cost estimates was \$16,348,000. The document also included costs estimates for a no change project (\$3.5M) and an expansion to the lagoons project to increase lagoon capacity to 1.25 mgd (\$24.6M).

Q 2-2020:

- Submit draft copy of FPS/PER document to Town staff and Council. Document was submitted to the town in April of 2020.
- Submit final copy of FPS/PER document to Town Staff and council. Document was submitted to the Town in May of 2020.
- Request additional time for data collection. During the FPS/PER efforts, it was determined that the influent data necessary for a detailed and efficient design was insufficient. The lack of data was a result of not having permitted or monitoring requirements from DEQ that required the operation staff collect influent data. In the June council meeting Forsgren proposed the Town consider allowing the staff additional time to collect influent data to facilitate an efficient treatment plant design. The Council elected to postpone design efforts and directed the town operations group to continue collecting influent flow and strength data through October of 2020.

Q 3-2020:

- Submit FPS/PER document to MDEQ. Document was submitted to MDEQ in September of 2020.

Q 1-2021:

- Start final design. Based on compilation of influent flow data collected by operations staff.
- Review SFE values. In February the town directed Forsgren to provide a comprehensive spreadsheet-based calculator describing recommended single-family equivalence (SFE) multipliers for typical residential, commercial, and industrial users. Multipliers may be based on best known values for residential demand and in situ flow data collected during 2020.

Q 2-2021:

- Update project cost. In April Forsgren updated the project cost estimate to reflect current construction costs. The updated project cost estimate based on a 1.25 mgd capacity is \$21,826,000.

Q 3-2021:

- Change from 1.25 to 1.5 mgd. In the August council meeting Forsgren discussed information regarding the actual reported flows from the operations group in comparison with the proposed treatment works design capacity. During the meeting Forsgren noted the construction costs are continuing to escalate; the project cost may be \$27 to \$30 million depending on the size. Forsgren also noted that changing to a 1.5 mgd design capacity would delay the design approximately 2 months. Council directed Forsgren to modify the design to 1.5 mgd.

Engineering design costs increased \$300,000 to accommodate redesign efforts associated with the change in design capacity.

Q 4-2021:

- Change from PD to Turbo blowers. In November the Council directed the engineering group to change the design from positive displacement blowers to turbo blowers. The vote was split. Direction was based on operations staff preference for turbo blowers. Forsgren cautioned that changing the blower type may impact the construction schedule. Change in design did not result in an engineering cost increase.
- Update project cost. In September Forsgren updated the project cost estimate to reflect current construction costs and to reflect the increase in design capacity from 1.25 to 1.5 mgd. The updated project cost estimate is \$33,114,700.

Q 1-2022:

- MDEQ asked if the Montana procurement rules had been followed in selecting Aero-Mod. It was decided that an advertised bid would be the best way to move forward.
- Preselection package submittal. Forsgren completed a bid package for selecting a proprietary equipment package for a secondary activated sludge process with an extended aeration configuration. The efforts included multiple discussions with funding agency staff, town staff, town attorney, and engineering staff before a submittable format was completed in the fall.
- Forsgren completed the final design utilizing the Aero-Mod configuration as the basis for design. The Aero-Mod system was modified to comply with MDEQ design standards.

Q 2-2022:

- Submit final design to MDEQ. Forsgren provided hard copies of the design documents including specifications and drawings to Mike Abrahamson at MDEQ.

Q 3-2022:

- Start procurement for Forest Service property. In the July council meeting Council directed the staff to start the application process with the USFS to acquire land for the WW treatment works.
- Aero-Mod submitted a prepurchase agreement. The agreement was not awarded.

Q 4-2022:

- Opinion from Town attorney regarding equipment procurement. Jane provided an opinion that the town was following the Montana procurement procedures for the proprietary equipment selection.
- Advertise Equipment package. The town advertised for the proprietary equipment package in November.

Q 1-2023:

- Select equipment package. The Town is scheduled to receive bids on January 9, 2023 for the proprietary equipment package.

- Award equipment package. The Town is scheduled to award the equipment package in the 1 quarter of 2023.
- Finalize lease agreement with Airport. All remaining tasks are dependent on the timing of this agreement. Delay acquiring property or having the authority to be located on property will delay MDEQ review and all tasks thereafter.

Q 2-2023:

- Design modifications if needed based on selected equipment. This task may include additional design effort and costs. An estimate of design increase is difficult to determine, however, the evaluation of the equipment considers additional design costs. The cost component of the equipment evaluation is based on the total cost of the equipment to the Town including, design, construction, operation, and maintenance.
- MDEQ review and comment on plans and specifications (estimated that this will take 3 months)

Q 3-2023:

- Receive approval of design drawings from MDEQ
- Negotiate funding package with MDEQ (SRF). This is primarily a Town task.
- Advertise for Contractors for construction of the proposed treatment works facilities. (estimated 2 months)

Q 4-2023:

- Evaluate contractor bids.
- Select a contractor and award construction contract.

Q 1-2024:

- Starting a construction contract during the 1st quarter will allow contractors to prepare and submit material and equipment data for review and approval prior to mobilization and in situ construction activities.
- Engineering submittal reviews

Q 2-2024:

- Contractor mobilization and construction

Q 4-2025:

- Facility start up.

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: Forsgren invoice for wastewater treatment contract
Date: Thursday, December 1, 2022 2:58:40 PM
Attachments: [image001.png](#)
[SFOXTROT22113017100.pdf](#)

For work session, email and attachment in packet.

DW

From: Dave Noel <dnoel@forsgren.com>
Sent: Wednesday, November 30, 2022 5:11 PM
To: Katie Thompson <kthompson@townofwestyellowstone.com>
Cc: Peggy Russell <prussell@townofwestyellowstone.com>; Dan Walker <dwalker@townofwestyellowstone.com>
Subject: Forsgren invoice for wastewater treatment contract

Katie, just for your information.

Here is a copy of the last invoice we sent to West Yellowstone back in February 22 for the WWTP design. Sorry for the file name, I just scanned it in on my printer.

The first section of the invoice shows the tasks and contract amounts for the lump sum items. As you can see we have completed the Preliminary Design, the Final Design, and the engineering amendment to increase the design from 1.25 to 1.5 mgd. We have yet to complete the bidding and negotiations for the construction contract, engineering support during construction, and project closeout efforts. So far you have paid \$1,866,785.00. There is \$559,787 left in the lump sum engineering tasks.

The second section of the invoice is for the on site observation efforts and is a time and material task. These efforts will only be billed if time is expended during the construction phase of the project. The estimated effort for on site observation during construction is \$424,500.00

The total contract amount is \$2,581,072.00.

Total spent to date is \$1,866,785.00

Total yet to complete is \$984,287

I am hope full that there will not be any additional work items associated with this project.

Items that may come up and will result in engineering cost increases could include:

Moving the treatment plant to USFS property. Around \$500K

Redesign treatment plant for system other than Aero-Mod. \$?? (if this is paired with moving the treatment plant, like not cost)

Please let me know if you need any additional information



INVOICE NUMBER
122055

Town of West Yellowstone
PO Box 1570
440 Yellowstone Ave
West Yellowstone, MT 59758
Email invoices to: Lanie Gospodarek
Travis Watt

Date: February 25, 2022
Project No.: 01-20-0046
Project Name: WWTP
Client Reference No.: Dave Noel
Contract Type: Lump Sum

CONTRACT BILLING(s) FOR CURRENT PERIOD:						
<u>Task Description</u>	<u>Contract Amount</u>	<u>Percent Complete This Period</u>	<u>Amount Complete This Period</u>	<u>Percent Complete To Date</u>	<u>Amount Complete To Date</u>	
Preliminary Design	\$245,380.00	0.0%	\$0.00	100.0%	\$245,380.00	
Final Design	\$1,321,405.00	0.0%	\$0.00	100.0%	\$1,321,405.00	
CAP Increase - EA #1	\$300,000.00	10.0%	\$30,000.00	100.0%	\$300,000.00	
Bidding & Negotiating	\$38,007.00	0.0%	\$0.00	0.0%	\$0.00	
Construction	\$461,350.00	0.0%	\$0.00	0.0%	\$0.00	
Post Construction	\$60,430.00	0.0%	\$0.00	0.0%	\$0.00	
SUBTOTAL:	\$2,426,572.00		\$30,000.00		\$1,866,785.00	\$30,000.00
700-0002 Resident Project Representative						
Eng V	0.0	\$180.00	\$0.00	0.0	\$0.00	
- Eng IV	0.0	\$150.00	\$0.00	0.0	\$0.00	
Eng I	0.0	\$90.00	\$0.00	0.0	\$0.00	
Eng III	0.0	\$130.00	\$0.00	0.0	\$0.00	
Clerical III	0.0	\$75.00	\$0.00	0.0	\$0.00	
Tech II	0.0	\$70.00	\$0.00	0.0	\$0.00	
Tech I	0.0	\$60.00	\$0.00	0.0	\$0.00	
- SUBTOTAL:			\$0.00		\$0.00	\$0.00
					\$424,500.00	
Total from Page 2						\$0.00
Total Current Billings:						\$ 30,000.00
Total Amount Due:						\$ 30,000.00
FORSGREN ASSOCIATES, INC.; 1137 Summers Drive; Rexburg, ID 83440 (208)356-9201						
A service Charge is computed by a periodic rate of 1.5% per month which is an Annual Percentage Rate of 12% applied to the previous balance after deducting the payments and credits appearing on this statement. To avoid service charges, pay the last amount shown on the statement by the 25th of the month.						

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 12/22

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49587		95 Energy West-Montana	3,823.22					
	11/29/22	nat gas 210361788 updl	213.97		UPDH	1000 411252	344	101000
	11/29/22	nat gas 210360293 Police	56.08		POLBLD	1000 411258	344	101000
	11/29/22	nat gas 210361746 Pub Services	1,052.10		STREET	1000 430200	344	101000
	11/29/22	nat gas 210361811 old firehall	233.69		PARK	1000 460430	344	101000
	11/29/22	nat gas 210363966 old bld ins	124.00		STREET	1000 430200	344	101000
	11/29/22	nat gas 210360540 library	470.51		LIBBLD	1000 411259	344	101000
	11/29/22	nat gas 210364599 Povah	786.56		POVAH	1000 411255	344	101000
	11/29/22	nat gas 210361697 Iris Lift St	35.17		PUBSVC	1000 430200	344	101000
	11/29/22	nat gas 210365425 Twn Hall	815.97		TWNHAL	1000 411250	344	101000
	11/29/22	nat gas 210361655 Mad Add Sewe	35.17		SEWER	5310 430600	344	101000
49591		2264 MORNING GLORY COFFEE & TEA	67.50					
	493644	11/12/22 Dispatch coffee	67.50		POLICE	1000 420230	220	101000
49595		2813 Century Link	1,558.28					
	11/19/22	E911 Viper 255-9710	987.10		E911	2850 420750	345	101000
	11/19/22	E911 Viper 255-9712	29.83		E911	2850 420750	345	101000
	11/19/22	E911 Viper 646-5170	121.80		E911	2850 420750	345	101000
	11/19/22	Alarm Lines 646-5185	101.04		TWNHLL	1000 411250	345	101000
	11/19/22	Police - 646-7600	318.51		POLICE	2850 420750	345	101000
49598		151 Gallatin County WY TS/Compost	315.00					
	11/30/22	Household waste	315.00		PARKS	1000 460430	534	101000
49599		2088 Town West Yellowstone	734.87					
	12/01/22	utility chrgs, Chamber, 895	62.67		BLDGS	1000 411257	340	101000
	12/01/22	utility chrgs, UPDL, 892	102.98		BLDGS	1000 411252	340	101000
	12/01/22	utility chrgs, PS Shops, 884	47.54		BLDGS	1000 411253	340	101000
	12/01/22	utility chrgs. Povah Ctr, 887	89.67		BLDGS	1000 411255	340	101000
	12/01/22	utility chrgs, Police Dept, 886	60.72		BLDGS	1000 411258	340	101000
	12/01/22	utility chrgs, City Park, 885	148.71		BLDGS	1000 411253	340	101000
	12/01/22	utility chrgs, Library, 891	47.83		LIBBLD	1000 411259	340	101000
	12/01/22	utility chrgs, Twn Hall, 921	174.75		TWNHAL	1000 411250	340	101000
49601		2852 Blackfoot Communications	1,177.45					
	12/01/22	646-5106, fax soc svc	23.14		SOCSRV	1000 450135	345	101000
	12/01/22	646-5119, police station Dispa	23.14		DISPCH	2850 420750	345	101000
	12/01/22	646-5141, sewer plant alarm	23.14		SEWER	5310 430600	345	101000
	12/01/22	646-5185, town hall alarm	23.14		TWNHAL	1000 411250	345	101000
	12/01/22	646-7311, social services	12.75		SOCSRV	1000 450135	345	101000
	12/01/22	646-7481, povah elevator	32.99		POVAH	1000 411255	345	101000
	12/01/22	646-7511, town hall fax	23.14		TWNHAL	1000 411250	345	101000
	12/01/22	646-7609, public works	12.77		PUBSVC	1000 430200	345	101000

12/02/22
15:43:34

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 12/22

Page: 2 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	12/01/22	646-7650, police station fax	23.14		DISPCH	2850 420750	345	101000
	12/01/22	646-7715, povah center	14.25		POVAH	1000 411255	345	101000
	12/01/22	646-7795, town hall	131.81		TWNHAL	1000 411250	345	101000
	12/01/22	646-7845, court clerk	52.21		COURT	1000 410360	345	101000
	12/01/22	646-9017, library	24.87		LIBRAR	2220 460100	345	101000
	12/01/22	646-9027, sewer plant alarm	23.14		SEWER	5310 430600	345	101000
	12/01/22	ethernet, library	167.67		LIBRAR	2220 460100	345	101000
	12/01/22	ethernet, povah center	104.66		POVAH	1000 411255	345	101000
	12/01/22	ethernet, police station	195.61		POLICE	1000 411258	345	101000
	12/01/22	ethernet, town hall	152.02		TWNHAL	1000 411250	345	101000
	12/01/22	ethernet, public works shop	69.86		STREET	1000 430200	345	101000
	12/01/22	602-4909, town hall judge	8.29		COURT	1000 410360	345	101000
	12/01/22	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	12/01/22	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	12/01/22	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	12/01/22	602-4900 town hall	3.42		TWNHAL	1000 411250	345	101000
	12/01/22	602-4901 town hall	3.42		TWNHAL	1000 411250	345	101000
	12/01/22	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	12/01/22	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	12/01/22	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	12/01/22	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	12/01/22	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	12/01/22	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	12/01/22	602-4908 Povah Ctr	6.69		POVAH	1000 411255	345	101000
	12/01/22	602-4949 Town Hall	6.69		TWNHAL	1000 411250	345	101000
	12/01/22	6024044 Soc Ser Pantry	5.59		SOCSER	1000 450135	345	101000
49604		2952 DIS Technologies	740.00					
	10591	11/05/22 Monthly IT	675.00		IT	1000 420160	398	101000
		11/05/22 Software Subscription	65.00		DSPTCH	1000 420160	216	101000
49605		2546 Century Link QCC	10.71					
	11/24/22	long dist chg 406-646-7600	10.71		DISPAT	1000 420160	345	101000
49606		1514 Verizon Wireless	1,304.98					
		21 Smartphones						
		5 laptops						
	11/20/22	640-0108, Police	52.67		POLICE	1000 420100	345	101000
	11/20/22	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	11/20/22	640-0141 Street SP	52.61		STREET	1000 430200	345	101000
	11/20/22	640-0159 Street SP	52.61		STREET	1000 430200	345	101000
	11/20/22	640-0606 911 Dispatch	52.67		911	1000 420160	345	101000
	11/20/22	640-1103, Operator SP	52.61		STREET	1000 430200	345	101000
	11/20/22	640-1460, Library Dir, SP	52.61		LIBRAR	2220 460100	345	101000
	11/20/22	640-1461, S & W operator, SP	52.61		SEWER	5310 430600	345	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	11/20/22	640-1462, S & W Super, SP	52.61		WATER	5210 430500	345	101000
	11/20/22	640-1463, Deputy PSS, SP Sspnd	52.61		PARKS	1000 460430	345	101000
	11/20/22	640-1472, Ops Mgr, SP	52.61		ADMIN	1000 410210	345	101000
	11/20/22	640-1676, Rec Coor, SP	52.61		REC	1000 460440	345	101000
	11/20/22	640-1754, COP, SP	52.61		POLICE	1000 420100	345	101000
	11/20/22	640-1755, Police	52.61		POLICE	1000 420100	345	101000
	11/20/22	640-1756, Police	52.61		POLICE	1000 420100	345	101000
	11/20/22	640-1757, Police	52.61		POLICE	1000 420100	345	101000
	11/20/22	640-1758, Head Dispatcher	52.61		DSPTCH	1000 420160	345	101000
	11/20/22	640-1759, Police	52.61		POLICE	1000 420100	345	101000
	11/20/22	640-7547, Street SP	52.61		PARKS	1000 460430	345	101000
	11/20/22	640-9074, PSS, SP	52.61		STREET	1000 430200	345	101000
	11/20/22	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	11/20/22	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	11/20/22	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	11/20/22	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	11/20/22	640-2354 Social Services	52.61		SOCSEK	1000 450135	345	101000
	11/20/22	640-2629 City Judge	52.61		COURT	1000 410360	345	101000
49608		73 Westmart Building Center	2,572.83					
	11/27/22	Street Supplies	1,459.86		STREET	1000 430200	220	101000
	11/27/22	Sewer Supplies	363.01		SEWER	5310 430600	220	101000
	11/27/22	Water Supplies	94.93		WATER	5210 430550	220	101000
	11/27/22	Police Supplies	16.00		POLICE	1000 420100	220	101000
	11/27/22	Town Hall Supplies	16.33		TWNHLL	1000 411250	220	101000
	11/27/22	Povah Ctr. Suuplies	65.06		POVAH	1000 411255	220	101000
	11/27/22	Parks Supplies	66.46		PARKS	1000 460430	220	101000
	11/27/22	Parks Rental	420.00		PARKS	1000 460430	533	101000
	11/27/22	Soc Serviices Supplies	71.18		SOCSEK	1000 450135	220	101000
49611		42 Fall River Electric	7,848.84					
	11/18/22	PARK, old firehouse 2901001	394.88		PARK	1000 411253	341	101000
	11/18/22	povah comm ctr 4212001	205.20		POVAH	1000 411255	341	101000
	11/18/22	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	11/18/22	RR Well 4212005	116.37		WATER	5210 430500	341	101000
	11/18/22	SEWER LIFT STATION 4212006	284.52		SEWER	5310 430600	341	101000
	11/18/22	SEWER PLANT 4212007	1,371.78		SEWER	5310 430600	341	101000
	11/18/22	POLICE 4212008	370.74		POLICE	1000 411258	341	101000
	11/18/22	TOWN HALL 4212009	343.92		TWNHLA	1000 411250	341	101000
	11/18/22	ICE RINK 421010	58.17		PARKS	1000 411253	341	101000
	11/18/22	S Canyon XmasTree Light 421011	0.00		STLITE	1000 430263	341	101000
	11/18/22	South Iris Street Well 4212013	191.69		WATER	5210 430500	341	101000
	11/18/22	MAD SEWER LIFT 4212014	209.93		SEWER	5310 430600	341	101000
	11/18/22	Hayden/Grouse Well 4212015	50.26		WATER	5210 430500	341	101000
	11/18/22	911 Tower 4212016	116.26		911	2850 420750	341	101000

12/02/22
15:43:34

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 12/22

Page: 4 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	11/18/22	MADADD H20 Tower 4212017	53.97		WATER	5210 430500	341	101000
	11/18/22	SHOP 4212018	241.86		STREET	1000 430200	341	101000
	11/18/22	ANIMAL 4212029	187.49		ANIML	1000 440600	341	101000
	11/18/22	CLORINATOR 4212030	66.08		WATER	5210 430500	341	101000
	11/18/22	Electric Well 4212031	45.27		WATER	5210 430500	341	101000
	11/18/22	PARK 4212032	198.41		PARKS	1000 411253	341	101000
	11/18/22	UPDH 4212041	610.52		UPDH	1000 411252	341	101000
	11/18/22	SEWER TREAT SERV 4212046	1,175.43		SEWER	5310 430600	341	101000
	11/18/22	LIBRARY 23 dunraven 4212054	104.84		LIBR	1000 411259	341	101000
49613		3380 LES SCHWAB TIRE CENTER	954.36					
	11/08/22	Tires for Backhoe	954.36		STREET	1000 430200	239	101000
49614		309 PJ's Plumbing & Heating	85.00					
	99009315 11/17/22	Town hall diagnostics	85.00		TWNHLL	1000 411250	357	101000
49615		2537 Balco Uniform Co., Inc.	143.00					
	71768-3 12/01/22	Uniforms Stoneburner	143.00		POLICE	1000 420100	226	101000
49616		1051 J & V Restaurant Supply	5,334.13					
	S099971 11/01/22	Restaurant Gas RangePovah	5,334.13*		POVAH	1000 411255	930	101000
49618		3315 IAS EnviroChem	1,062.00					
	2206778 11/17/22	Testing Fees	1,062.00		SEWER	5310 430600	348	101000
49619		2455 Tri State Excavating, LLC	525.00					
	11719 11/11/22	20Yrds Road Base CastingPond	525.00		HISPRE	4000 460460	930	101000
49620		379 Energy Laboratories, Inc	110.00					
	517999 11/16/22	Water Testing fees	110.00		WATER	5210 430500	348	101000
49621		2801 West Yellowstone Back & Neck	125.00					
	11/10/22	DOT Physical Morales	125.00		ADMIN	1000 410210	356	101000
49622		307 Summit Fire & Security	364.00					
	510102720 10/31/22	Semi Annual Inspection	364.00		POVAH	1000 411255	350	101000
49623		3261 Targhee Services	658.50					
	11/03/22	20DodgeRam1500 repairs	178.60		STREET	1000 430200	361	101000
	11/03/22	17DodgeRam1500 repairs	120.00		STREET	1000 430200	361	101000
	11/13/22	19DodgeDurango repairs	179.95		STREET	1000 430200	361	101000
	11/13/22	17DodgeRam1500 repairs	179.95		STREET	1000 430200	361	101000

12/02/22
15:43:34

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 12/22

Page: 5 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49624		2800 RDO Equipment Co.	2,668.28					
	P6363616	11/15/22 Equipment repairs Hydrolic o	2,668.28		STREET	1000 430200	231	101000
49625		2500 Black Mountain Productions	7,500.00					
	563	10/28/22 Music in the Park productions	7,500.00		LEG	1000 410100	870	101000
49626		2543 Mountain West Electric, Inc.	23,000.00					
	20067	11/15/22 RewireOldLightfixturesUPDL	23,000.00		UPDL	1000 411252	920	101000
49627		3381 Supreme Asphalt	3,000.00					
	1602	08/17/22 Patching/Sealcoat	3,000.00		STREET	4075 430230	931	101000
49628		1751 DPHHS-FCSS	115.00					
	FL44561	11/15/22 2023 License Renewal	115.00		POV	1000 411255	335	101000
49630		3382 Gabriela Zarate	350.00					
		11/19/22 Gabriela Zarate Bday Party Dep	350.00		P&R	2210 214001		101000
49631		2198 Westgate Auto Body	2,541.71					
	5047	11/17/22 2017 Ram 1500-Gas Sequential M	2,541.71		STREET	1000 430200	361	101000
49632		3309 AQUAPRO	4,374.89					
	A22-185	11/17/22 Shop Supplies	967.65		STREET	1000 430200	220	101000
	A22-176	11/17/22 Lithium Grease	222.00		PARKS	1000 460430	220	101000
	A22-191	11/07/22 Garbage Disposal	1,049.94		POVAH	1000 411255	366	101000
	A22-173	11/11/22 Rod stem, Telescoping Main Va	619.71*		WATER	5210 430500	220	101000
	A22-196	11/10/22 Water Samples to Bridger Lab	57.00		WATER	5210 430500	348	101000
	A22-159	11/11/22 Test Ball Plugs, Flex Couplin	250.58		WATER	5210 430500	251	101000
	A22-181	10/17/22 Cleaning Solution, Liquid Rea	88.38		WATER	5210 430500	212	101000
	A22-178	10/17/22 Sodium Hypochlorite	500.00		WATER	5210 430530	212	101000
	A22-180	11/17/22 Meter Kit	619.63		WATER	5210 430500	940	101000
49633		2586 Waxie Sanitary Supply	1,605.31					
	81201470	09/23/22 Black liners	923.53		PARKS	1000 460430	220	101000
	81299429	11/04/22 PT & HTD power	681.78		PARKS	1000 460430	220	101000
49634		3314 Intrinsik Architecture	2,522.20					
	2022-0381	10/05/22 Prof Services through 9.30.	2,522.20		GEN	1000 411000	354	101000

12/02/22
15:43:34

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 12/22

Page: 6 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49635		1089 Gallatin County Treasurer	5.00					
	16671-22	11/01/22 Parcel #RRG16671	5.00		GEN	1000 420100	870	101000
49636		2977 Staples Credit Plan	325.66					
	3160437741	10/20/22 Court Supplies	74.98		COURT	1000 410360	220	101000
	3168230271	11/03/22 Computer Supplies	37.94		FINADM	1000 410510	212	101000
	3168652981	11/04/22 Repair office Equip	212.74		FINADM	1000 410510	363	101000
49637		3241 Bridger Analytical Lab	280.00					
	2211157	11/11/22 Water testing fees	280.00		WATER	5210 430500	348	101000
49638		3383 Dixson & Company Construction	60,873.00					
	2481	11/09/22 ConcreteworkforCasting Pond	60,873.00		HISPRE	4000 460460	930	101000
49639		999999 MARYBETH LANEY	1,970.00					
	11/15/22	Exonerated Bond Laney	1,970.00		COURT	7469 212401		101000
49640		2 Forsgren Associates P.A.	8,512.50					
	122244	06/25/22 Mad Add Lift Station	522.50		SEWER	5310 430600	354	101000
	122465	10/25/22 WW Permit Renewal	5,500.00		WWTP	5320 430640	951	101000
	122465	10/25/22 Gen. On-Call Services	1,245.00		WATER	5210 430500	354	101000
	122465	10/25/22 Gen. On-Call Services	1,245.00		SEWER	5310 430600	354	101000
49641		999999 COLIN THOMAS MADER	20.00					
	11/15/22	Exonerated Bond Mader	20.00		COURT	7469 212401		101000
49642		3254 USDA Forest Service	852.27					
	D3259F23	11/17/22 Specialuses-WaterTransPipeli	645.28		WATER	5210 430500	335	101000
	D3259F23	11/17/22 Specialuses-SewerTransLine	206.99		SEWER	5310 430600	335	101000
49643		1864 Loomis Family Limited	150.00					
	1010302	11/25/22 Help Fund- Fuel	150.00		SOCSER	7010 450135	231	101000
49644		3384 StopStick, Ltd.	3,285.00					
	0026904-IN	11/18/22 9'Stop Stick Kit &Training	3,285.00		LAW	1000 420100	212	101000
49645		1249 Montana Department of	1,700.00					
	FY21-22	12/01/22 Annual Filing Fee	1,700.00		FIN	1000 410530	353	101000

12/02/22
15:43:34

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 12/22

Page: 7 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49646		2979 Yellowstone Country Inn	73.80					
	06-29-22-0	06/29/22 Lodging Voucher	73.80		SOCSER	7010 450135	370	101000
49647		3385 J. Gardner & Associates	265.00					
	10952 10/25/22	Custom Tattoos	265.00		LAW	1000 420100	327	101000
49648		3359 WY Event Association	10,000.00					
	22-11 11/21/22	Rod Run	10,000.00		MAP	2101 410130	398	101000
49649		547 WY Chamber of Commerce	3,500.00					
	23-01 11/15/22	Museum of Mountain Flying	3,500.00		MAP	2101 410130	398	101000
		# of Claims 46	Total: 169,004.29					



Town of West Yellowstone Business License Application

Business Name: Trapper 3,5,7

Applicant: Marna Johnson

Contact Person: Mindy Morris - Roam Property Management

Mailing Address: PO Box 1847, West Yellowstone, MT 59755

Physical Address of Business: _____

Phone Number: (406) 640-0350 Fax Number: _____

Email Address: roamproperties@gmail.com Website: www.roamproperties.com

Signature of Property Owner of Record: Marna Johnson

Subdivision: TRAPPER TOWNHOUSE CONDO

Block: S34, T135 S, R05E Lot: _____

Zoning District, please mark one:

- B-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
- Transfer of Ownership
- Change of Location
- Name Change

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

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.

* SEE ATTACHED *

Business License Fee: \$ _____

Resort Tax Bond: \$ _____

Total Amount Due: \$ _____

Marna Johnson
Signature of Applicant

Signature of Applicant

11/11/22
Date

FOR OFFICE USE ONLY

Date Approved: _____ Town Council Administration _____

Date _____ Check # _____ Amount \$ _____ License # _____

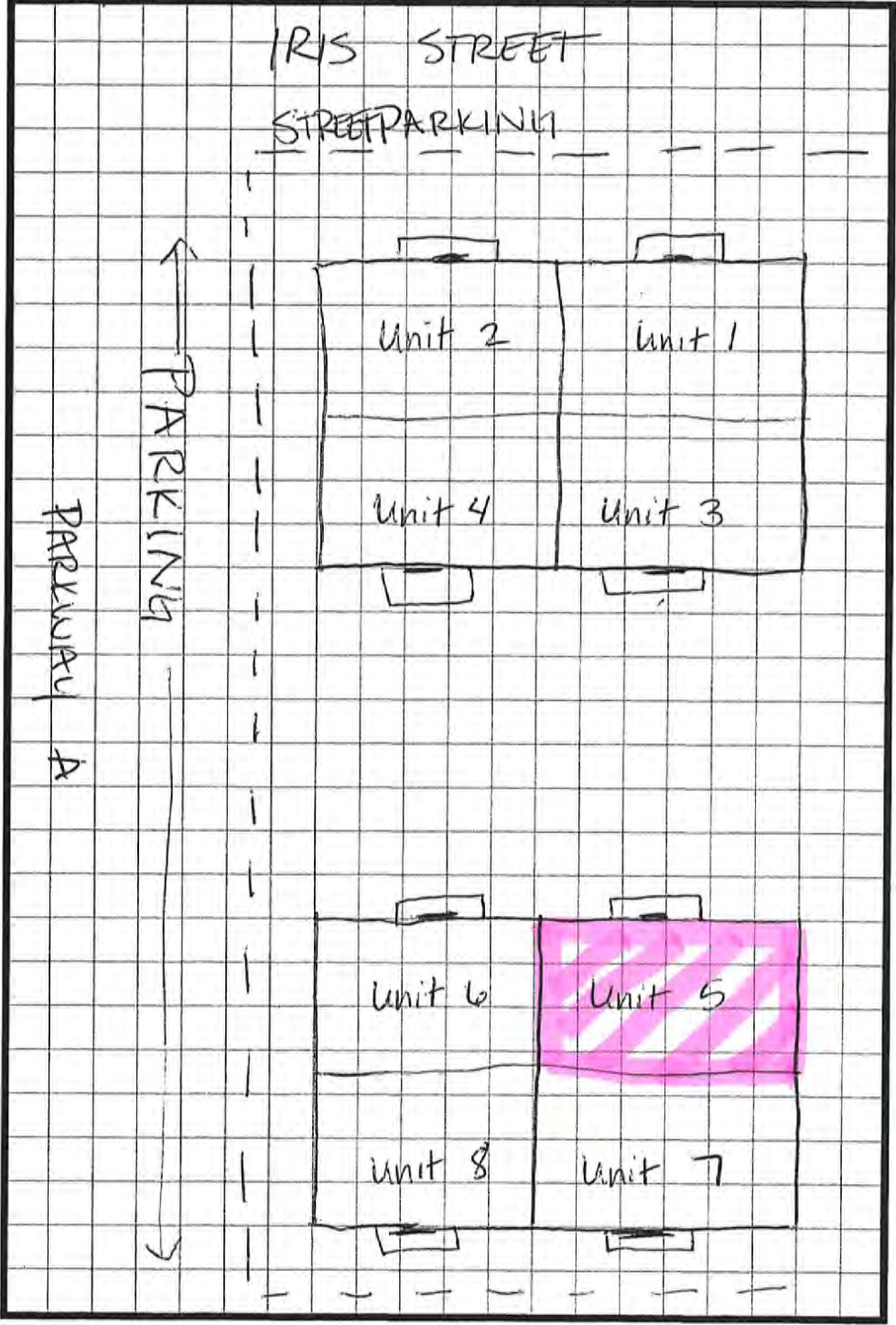
SCN _____ BLP _____ STX _____ RDX _____

Type of Business:

These units (Trapper 3, 5, 7 and Lodgepole 5) have been nightly rented for years by Yellowstone Townhouses and Sweet Home Montana. All resort tax was paid under those business licenses. Now that we, Roam Property Management, have taken over the management of these units, we would like to correct this error in licensing structure. Per town regulations, each owner should have their own city business license for their units on a given lot. We are looking to have a license for each set of condos owned by Marna Johnson, one for the Trapper units and one for the Lodgepole unit.

Site Plan

Business Name: Lodgepole 5
Business Owner: Marna Johnson
Business Street Address: 6216 A Parkway
Block: Lot: Subdivision: Lodgepole Townhouse condo - old town
S34, T13 S, R05 E, unit 5

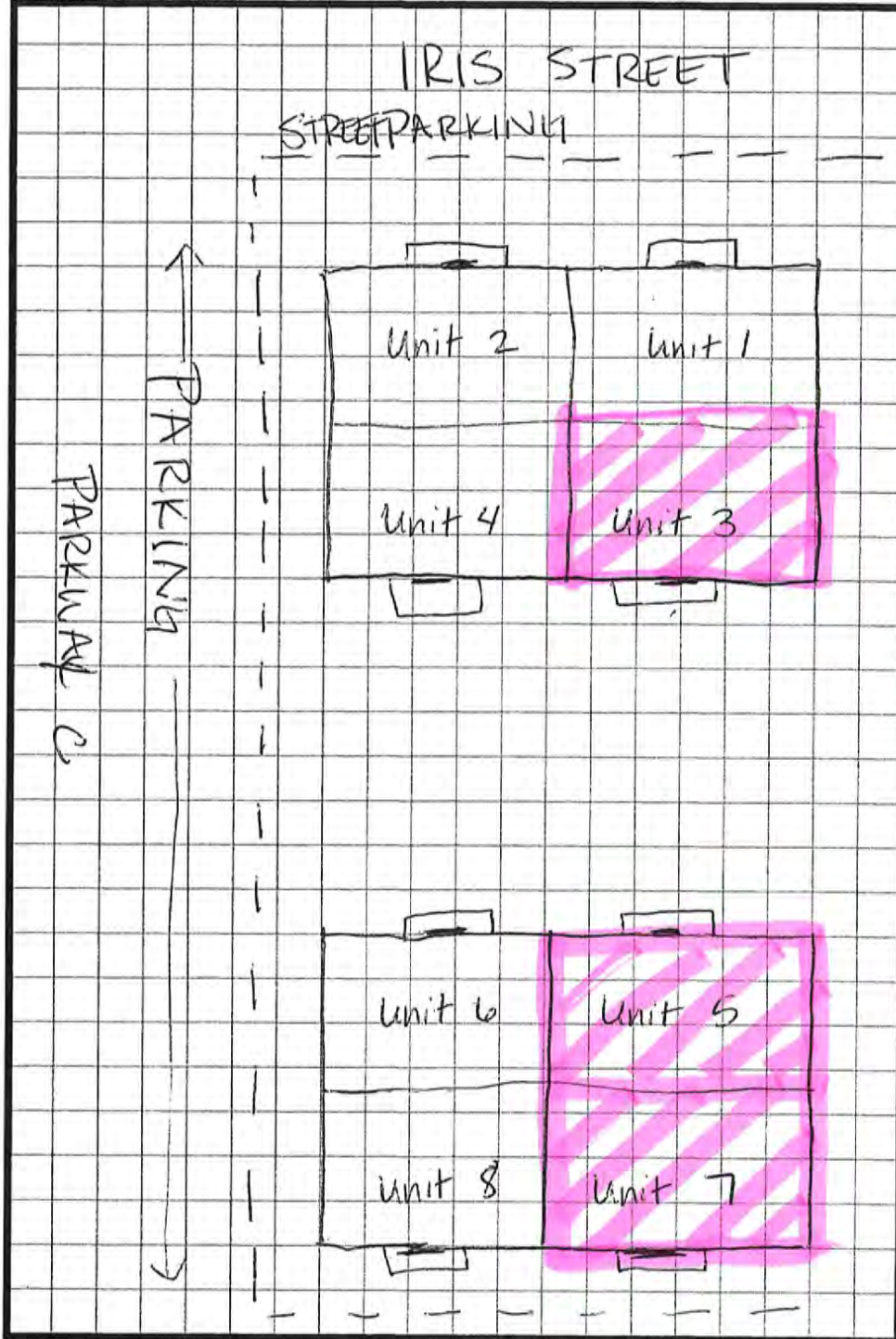


Scale: 1 inch = 20 feet

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

Site Plan

Business Name: Trapper 3,5,7
Business Owner: Marna Johnson
Business Street Address: 1033 PARKWAY C
Block: 534, T1355, R05E Lot: Subdivision: TRAPPER TOWNHOUSE CONDO -old town



Scale: 1 inch = 20 feet

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

MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

2022 * * * PUBLIC ACCOMMODATIONS 1-10 * * * 2022

County # 16

2022 LICENSE

Gallatin County

LICENSEE (OPERATOR) MAILING ADDRESS	ESTABLISHMENT LOCATION ADDRESS
SKIP AND MARNA JOHNSON PO BOX 2108 WEST YELLOWSTONE MT 59758	LODGEPOLE TOWNHOUSES UNIT 5 21 NORTH IRIS STREET UNIT 5 WEST YELLOWSTONE MT 59758

Year	Fee Received	Category	License No.
2022	\$ 40.00	PUBLIC ACCOMMODATIONS 1-10	301592

Date Issued:
01/01/2022

Date Expires:
12/31/2022

LICENSE TYPES	LICENSE SUB-TYPES	UNITS
Tourist Home		2 Bdrms

NON-TRANSFERRABLE

Issued by the Montana Department of Public Health and Human Services, Food & Consumer Safety Section,
PO Box 202951 Helena, Montana 59620-2951

APPROVED: HEALTH OFFICIAL VALIDATION

Zari Christensen

Local Health Authority

Gallatin

Received 01/26/2022

Approved 02/02/2022

County

THIS LICENSE MUST BE PLAINLY DISPLAYED IN YOUR PLACE OF BUSINESS

MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

2022 * * * PUBLIC ACCOMMODATIONS 1-10 * * * 2022

County # 16

2022 LICENSE

Gallatin County

LICENSEE (OPERATOR) MAILING ADDRESS	ESTABLISHMENT LOCATION ADDRESS
SKIP AND MARNA JOHNSON PO BOX 2108 WEST YELLOWSTONE MT 59758	TRAPPER TOWN HOUSES UNIT 3 233 NORTH IRIS STREET UNIT 3 WEST YELLOWSTONE MT 59758

Year	Fee Received	Category	License No.
2022	\$ 40.00	PUBLIC ACCOMMODATIONS 1-10	301591

Date Issued:
01/01/2022

Date Expires:
12/31/2022

LICENSE TYPES	LICENSE SUB-TYPES	UNITS
Tourist Home		2 Bdrms

NON-TRANSFERRABLE

Issued by the Montana Department of Public Health and Human Services, Food & Consumer Safety Section,
PO Box 202951 Helena, Montana 59620-2951

APPROVED: HEALTH OFFICIAL VALIDATION

Zari Christensen

Local Health Authority

Gallatin

Received 01/26/2022

Approved 02/02/2022

County

THIS LICENSE MUST BE PLAINLY DISPLAYED IN YOUR PLACE OF BUSINESS

MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

2022 * * * PUBLIC ACCOMMODATIONS 1-10 * * * 2022

County # 16

2022 LICENSE

Gallatin County

LICENSEE (OPERATOR) MAILING ADDRESS	ESTABLISHMENT LOCATION ADDRESS
SKIP AND MARNA JOHNSON PO BOX 2108 WEST YELLOWSTONE MT 59758	TRAPPER TOWN HOUSES UNIT 5 633 C PARKWAY UNIT 5 WEST YELLOWSTONE MT 59758

Year	Fee Received	Category	License No.
2022	\$ 40.00	PUBLIC ACCOMMODATIONS 1-10	309183

Date Issued:
01/01/2022

Date Expires:
12/31/2022

LICENSE TYPES	LICENSE SUB-TYPES	UNITS
Tourist Home		2 Bdrms

NON-TRANSFERRABLE

Issued by the Montana Department of Public Health and Human Services, Food & Consumer Safety Section,
PO Box 202951 Helena, Montana 59620-2951

APPROVED: HEALTH OFFICIAL VALIDATION

Lori Christensen

Local Health Authority

Gallatin

Received 01/26/2022

Approved 02/02/2022

County

THIS LICENSE MUST BE PLAINLY DISPLAYED IN YOUR PLACE OF BUSINESS

MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

2022 * * * PUBLIC ACCOMMODATIONS 1-10 * * * 2022

County # 16

2022 LICENSE

Gallatin County

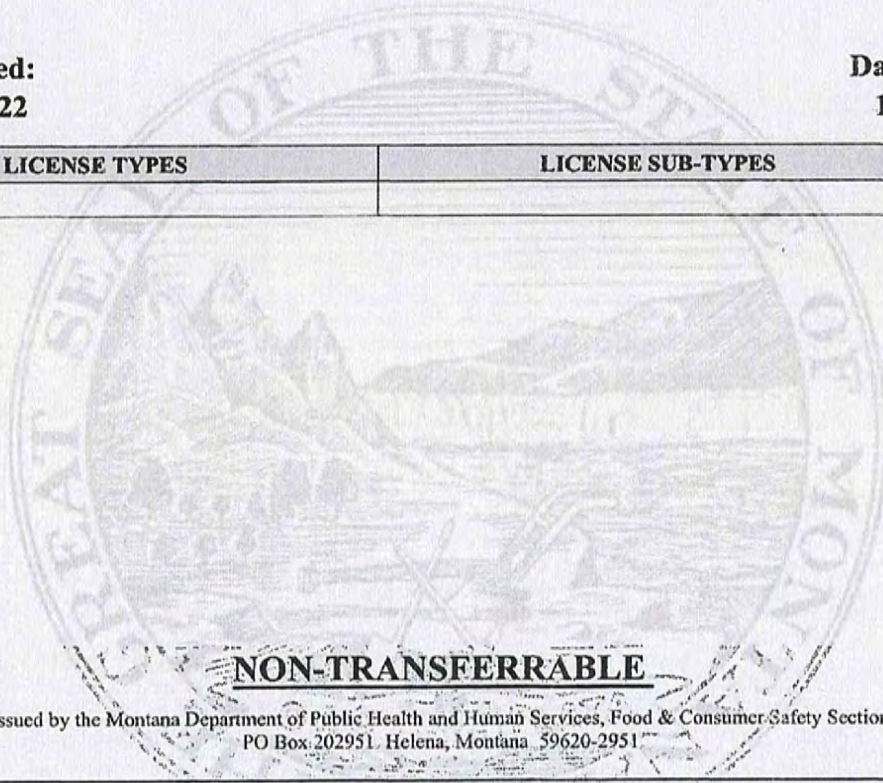
LICENSEE (OPERATOR) MAILING ADDRESS	ESTABLISHMENT LOCATION ADDRESS
SKIP AND MARNA JOHNSON PO BOX 2108 WEST YELLOWSTONE MT 59758	TRAPPER TOWN HOUSES UNIT 7 633 C PARKWAY UNIT 7 WEST YELLOWSTONE MT 59758

Year	Fee Received	Category	License No.
2022	\$ 40.00	PUBLIC ACCOMMODATIONS 1-10	309356

Date Issued:
01/01/2022

Date Expires:
12/31/2022

LICENSE TYPES	LICENSE SUB-TYPES	UNITS
Tourist Home		2 Bdrms



NON-TRANSFERRABLE

Issued by the Montana Department of Public Health and Human Services, Food & Consumer Safety Section,
PO Box 202951, Helena, Montana 59620-2951

APPROVED: HEALTH OFFICIAL VALIDATION

Zoei Christensen

Local Health Authority

Gallatin

Received 01/26/2022

Approved 02/02/2022

County

THIS LICENSE MUST BE PLAINLY DISPLAYED IN YOUR PLACE OF BUSINESS

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
November 15, 2022

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

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

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

Portions of the meeting are being recorded. Due to the worldwide pandemic caused by COVID-19, the meeting is being broadcast over the internet using a program called Zoom.

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

Public Comment Period

No public comments are received.

Council Comments

Mayor Watt reminds everyone that the snow removal meeting is tomorrow evening at 5 PM here at the Town Hall. He announces the Community Thanksgiving Dinner at 6 PM on Thursday at the LDS Church.

WORK SESSION

Mayor Watt calls the meeting to order and invites Brandi Burns, Executive Director for the Yellowstone Historic Center to present an annual report. Burns presents a little bit of history about the YHC and the Union Pacific buildings in the historic district. She explains that she was hired in December 2021 and Mary Gospodarek was hired in March 2022 as the Executive Assistant. She highlights events of the past year which included fundraising, working with the afterschool program, exterminating rats, and welcoming visitors.

Katrina Wiese, Executive Director for the West Yellowstone Chamber of Commerce, reports to the Council. She explains that visitation to Yellowstone National Park decreased this year by 30% compared to 2021. They usually compare their revenue and visitation to 2019 due to the effects of the Covid-19 pandemic in 2020-2021 and then the flooding in Yellowstone early this summer. They were fortunate to receive grant funding to help with marketing efforts during the flooding because of the national coverage that reported all of Yellowstone was closed. She reports that the Music in the Park events went well this year and the 4th of July was successful. She says that ski-fest starts next week and the ski community is very happy that we already have snow. The Kids'n'Snow events will be back this year in full force and they have events planned for 4 different weekends this winter. The first weekend will coincide with the Christmas Stroll event December 17, 2022.

ACTION TAKEN

- 1) Motion carried to approve Purchase Orders #6313 and #6314 for a total of \$58,406.08. (McBirnie, Benike)
- 2) Motion carried to approve the claims, which total \$210,305.71. (Mathews, Benike)
- 3) Motion carried to approve the minutes of the November 1, 2022 Town Council Meeting. (Benike, Mathews) Griffith is opposed, motion passes.
- 4) Motion carried to direct the Town Manager to work with the Town's engineers and legal representation to issue a Request for Proposals for the equipment package for the wastewater treatment facility. (Griffith, McBirnie)

- 5) Motion carried to approve the Lease Agreement with the West Yellowstone Chamber of Commerce. (McBirnle, Mathews) Griffith is opposed.
- 6) Motion carried to approve the Mistletoe Magic-Holiday Bazaar and waive the resort tax bond, vendor fees, and rental fees for the Povah Community Center during the event. (McBirnle, Mathews)
- 7) Motion carried to approve the request to waive the resort tax bond for the Wildfire Defense Race Series-Sled Dog Races, made by Charlotte Mooney, on January 21-22, 2023 and February 8-10, 2023. (McBirnle, Mathews)
- 8) Motion carried to accept the recommendation from the Marketing and Promotions Fund Advisory Board to award \$9550 for the 2023 Yellowstone Rendezvous Race. (Mathews, Benike)
- 9) Motion carried to accept the recommendation from the Marketing and Promotions Fund Advisory Board to award \$7000 to the Kids'N'Snow 2022-2023 event series. (McBirnle, Benike)

DISCUSSION

- 1) Chief of Police Mike Gavagan reports that he has submitted two purchase orders to purchase a Ford F-150 Police Vehicle and the required emergency equipment. He says the pricing of the vehicle is very competitive compared to current sale prices for new vehicles. He explains that the full package is over budget by about \$4000 but they did save money on the video recording system. He says the lead time on this is 6-9 months and also suggests ordering a vehicle for next years budget cycle by next February. He says he thinks this is a great vehicle for their needs and it will replace the 2014 Ford Interceptor they currently have in the fleet. Officer Stoneburner has been stuck in the snow in the Interceptor four times in the last week.
- 4) Dave Noel of Forsgren Engineering explains that SRF has accepted the attorney's opinion that they are following all procurement laws for the wastewater treatment facility project. The next step is to advertise and accept bids for the equipment package. He recommends that they take their time as it is a big package. They will proceed with design work to compliment the equipment package after it is accepted. Council Members ask questions about the process and what is required in the equipment package. Noel explains that the arrangement of the equipment is what makes a particular system proprietary. The timeline is also discussed. Walker notes that this is a big step forward.
- 5) Town Manager Dan Walker explains that the lease with the Chamber of Commerce expired in 2017 and there was a subsequent effort to merge all three leases with the Chamber into one document to include the Groomer Shed, Rendezvous Trailhead Building, and Chamber Building. That effort stalled at some point but they have met with representatives of the Chamber and agreed on the proposed lease.

Griffith indicates that she will not approve the form and content of an agreement and recommends amending the motion to direct the Town Manager to approve the lease.
- 6) Town Clerk Liz Roos explains that event permits are usually approved administratively but this is a long-time event and the organizers have again requested to have the resort tax bond waived, vendor fees waived, and Povah Center rental fees waived.

- 8-9) John Greve reports that the Kids’N’Snow event has requested \$7,000 that has been approved by the board. Regarding the Yellowstone Rendezvous Race, the board expressed concern about the high amount of MAP Funds requested and projected amount of net income. The board recommended awarding \$9,550 rather than the requested \$11,550.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports that the ballot question regarding whether marijuana businesses should be allowed in town has generated a lot of discussion, but it did not pass. The council should expect an ordinance to prohibit such businesses on the next agenda. He also congratulates Pat Flowers and Jane Gillette for winning reelection. He reports that he and Finance Director Katie Thompson met with representatives from the Airport and Dan Semens of Dorsey & Whitney to discuss lease options for the wastewater treatment facility. He says they were notified today by the US Forest Service regarding the request to obtain property from the Forest Service. The letter included multiple points and the bad news is they will not start on the request until late in 2023. He reports that he and Carrie Coan met with representatives of the Big Sky Resort Tax District last week and discussed lobbying, resources, and ideas. Finance Director Katie Thompson reports that the FY 2022 audit has been scheduled for January 17-20, 2023 and will be conducted remotely.
- B) **Advisory Board Reports:** Benike reports that the Marketing and Promotions Fund met last week and recommendations are on the agenda later tonight. Mathews reports that the Business Improvement District met last week, welcomed Carrie Coan to the board, discussed benches as possible art projects in the downtown area.

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

Mayor

ATTEST:

Town Clerk

Police Department Weekly Report November 11 – Nov 30, 2022

Calls

Slide-offs and crashes, every day. The absence of a Sheriff's Deputy and an MHP Trooper has really added to the WYPD workload. GCSO is still looking for a deputy for this area and the new MHP Trooper should be here near the middle of this month. Along with the normal calls for service, we have been busier than this off season normally is. Juan is back next week, so I can get off the hook for shift coverage again. Dallen graduates the Law Enforcement Academy on Tuesday Dec. 13th and will be back covering shifts later that week. Brenda and I will be attending his graduation in Helena.

Administrative

All four Tonneau covers have been installed on the four pickup trucks and studded winter tires have been installed on the Ford Interceptor.

Multiple vehicle issues. Neil's pickup has a passenger window that went down and will not go back up, repairs are underway. Ashlee's radar detector malfunctioned, swapped the defective remote from Juan's truck to keep her operational. A new remote has been ordered. Juan's truck had a battery that would not hold a charge, so the only way to start it was to jump it and then not shut it off. Neil and I replaced the battery, all seems well now.

The Stop Sticks have arrived. I will be issuing those after a training class that will occur within the next two weeks. Requires class room training and physical deployment training.

I have ordered Narcan for all of the officers to carry in the field. Narcan is used to reverse the effects of opioid and/or fentanyl overdose. It is a nasal spray application that can save lives. The life we save may be one of the officers as well as a citizen. We have already had one dangerous exposure by an officer this year. I have sent out a web link to the officers for online training and certification through Best Practice Medicine. Once they have all completed this, Chief Grube is going to provide one of his staff, trained as a Master Trainer, to do an in-person training at the PD. Once this is completed, I will issue the Narcan to all of them. Dispatchers have also been invited to this same training opportunity and some have already completed their online training and certification. I was able to secure the Narcan free through DPHHS.

Shop with a Cop Program. WYPD will be involved in this county-wide program for the first time ever. I pushed the county to include our school in this program which has historically taken place in the Bozeman area involving Bozeman PD, Belgrade PD, and GCSO. The basics of the program are this: The school administration and School Resource Officer Courtis will select two worthy students (6th grade and under) to participate. On December 19th, these two students will be accompanied by Neil and a Sheriff's deputy to Walmart for roughly an hour of shopping. The valley officers and kids go to Walmart in Bozeman, but we will be going to Rexburg. The kids shop with a cop for an hour, with the goal of buying Christmas gifts for their family (not themselves). They will then return to West for pizza and a gift wrapping party at the PD. I have secured some helpers to help them wrap their family's presents. The county program provides \$100 to each student, I have secured additional donations so that each

student will have \$200 to spend. The event will likely run from 9:00 am – 3:00 pm that day. Super excited to bring this yearly program to our community.

Our shotgun ammunition has arrived, but not the pistol. Between what I have in my personal collection, we will still be able to train this month at the range.

Central Square project is continues. The initial contract has been prepared by them. It still needs to be gone over in a meeting by our sales rep and me. Once approved at that level, it needs to be signed off by the Sheriff's office (we are sharing their server), then reviewed and approved by Jane. My meeting with Central Square is set for Monday, then it will move through the above process. I would like to say it would be ready for review and possible approval by the council at the 2nd meeting of this month, but I have already been wrong about the timing on this twice. We are in the home stretch though. A \$115,000 purchase requires due diligence.

The Lexipol policy manual project continues as well, slow going in-between everything else going on and shift coverage.

Town Manager Dan Walker, Fire Chief Shane Grube, Brenda and I interviewed a 911 communications officer (dispatcher) Wednesday. We were all very excited about her and have made a conditional offer, based on background check and psychological testing. Still looking for one more, please keep us in mind if you think of a good candidate. We have ruled out two other candidates so far.

I had a phone meeting with Jane this week regarding multiple police and court related topics. I believe we have come up with some good ideas for streamlining the process of getting good and important information to her office and the court. We will also be working on getting some additional training for the officers specific to Domestic Assault investigations. We will also be reaching out to Gallatin County Victim's Advocates office to have them come down to West PD for training and updates on their services and the procedures to get those services. Jane had many good suggestions that the PD will be putting in place. Thanks for your help Jane.

End of Report

Mike Gavagan

Public Services Dept. Bi-Weekly Report: November 14th through December 1st, 2022

Work performed

Snow Removal. Get town stage put away for season. Clear snow from ice rink and prep for ice maintenance as soon as temperatures stay low enough. Begin building snow hill at city park. Help with setup of new ovens at Povah Center, haul old unit to transfer facility. Replace batteries and alternator on 936 payloader, swap battery on 22 Sienna (not good to be sitting outside). Issues with 140 Cat not starting due to cold temperatures. Welding plows back together. Reinforcing plow frame on F-250 flatbed with flat stock. Replace tires on John Deere backhoe. Fix hydraulic leak on 772G. Fix wing on grader, weld bracket back together. Airline leak on Freightliner 112. Serviced main lifting ram cylinder on FL 80. Repair debris dump body on unit 49, look at wiring harness. Get driver side dually back on unit 112 after tire popped from rim. One of our new equipment operators unfortunately quit. Install new keyed door locks at Povah center. Utility locates as they come through. Clean out curb-stop valve boxes, exercise gate valves, install valve plugs to block any further debris from building up inside valve housing. Weekly problem area inspections on SAS mainlines and wash downs. Water meter and service valve requests as needed. Haul tagged vehicles for the police department as requested. Continue replacing worn street signage, straightening posts. Cleanup debris blowing out of triple bin roll off containers and Abitibi's at PW shop. Pressure wash vehicles and trash trailers. Check fluids and grease equipment. Clean up and re-organize park shop and continue working on public works main shop.

Administrative

Hosted the town's annual snow policy and procedural meeting Nov 14th. Fill in shifts on road grader and help the crew with snow removal. Met with PJ's Plumbing to look at sewage leak in basement at town hall and water leak at the Povah Center. Continue working on year one employee evaluations for KC, Shane and Sam. Discuss project updates with town manager. Met with Gus Tureman and four corners recycling manager Peter Harned to layout new cardboard dumpsters throughout town. Help with event support for the community Thanksgiving diner. Meet with Todd Barta to discuss replacement of damaged gfi's at shop, will need to be updated for our block heaters, had town's x-mas tree outlet and streets lights along Grizzly Avenue inspected as well, Barta will be replacing a bad contactor to get things running again. Order mushroom shoes for snowplows, cutting edges, bushings and shear pins for rotary loader. Met with Cole Hill at West schools to see about brainstorming some of his concerns about pedestrian traffic with their driveway that spills onto Delacy. Talk with Hunter Robinson at GovDeals about benefits of surplus equipment. Discuss sanitary and water service project with contractor at Rightnour's property on Lewis Ave. Speak with Stephanie at Midco diving, we should be seeing footage and report in the coming weeks from whiskey spring holding tank being cleaned last month. Met with Cintas to discuss options for medical cabinet restock and AED upgrades. Go over finance information with the town's new finance director. Look for additional training opportunities for the crew. Line up snow removal for roofs in the historic district. Get back with residents on easement and setback requirements, forward municipal codes. Schedule parts orders and updates to town's fleet. Place orders for necessary O&M supplies, follow up with vendors on supply chain issues. Coordinate with staff at

Forsgren and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Investigate weir levels on cells A & B at lagoon. Coordinate monthly coliform/ bac- T samples with Jon Brown. Follow up on proposals for CIP projects. Conduct weekly COVID samples (results available on the Gallatin County Health Departments website). Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Evaluate 2022 budgetary needs, review purchase orders and submit weekly invoices. Enter timesheets and payroll for crew. Respond to WY pump status reports and dispatch to town as necessary. Ticket entry for 811's new "positive response" reporting software.

Water/ Wastewater Bi Weekly Report

11-10-22 thru 11-30-22

11-10-22 Performed water/wastewater rounds. Repaired broken snowplow. This plow was torn away from the truck due to being just worn out. I rebuilt the frame assembly welded it back together but is still on-going project.

11-15-22 Performed water/wastewater rounds. Worked on the 936 Cat loader electrical system. Worked on water shut offs that had to done. Still rebuilding plow.

11-16-22 Performed water/wastewater Rounds. Finishing up with the rebuild plow assembly. Wastewater blower maintenance. Helped with snow removal. Had a sewer backup at Town Hall spilling sewer in the basement. I found that the contractor never finished up installing a sewer cleanout cap on one of the lines years ago and could not believe there has not been a problem with this leaking till now. I cleaned up the mess and repaired the pipe. There will be some additional repairs needed on the sheet rock walls and I will take care of that. Right after the sewer problem there was a water leak at the Povah center. I repaired the sink fixture and got it cleaned up no damage.

11-18-22 Performed water/ wastewater rounds. I helped with snow removal.

11-21-22 Performed water/ wastewater rounds. Worked on wastewater monitoring wells. We have three monitoring wells MW-8 -10 and 11. These wells are outside of the fence along the airport runway about $\frac{1}{2}$ to $\frac{3}{4}$ mile from the wastewater facility. These are critical water sampling wells that DEQ requires a sample be taken in June and December. The wells are difficult to sample in December due to the snow and location. To obtain a sample, I must put manually guide a water pump down the well shaft until it reaches the water and can start the flow. This time the water pump got stuck down the shaft about 55 feet down on well MW-10 and I worked on trying to get this pump out.

11-22-22 Performed water/ wastewater Rounds. I started again working on removing the water pump in the shaft of the monitoring well but could not bring it to the surface. I came up with a solution. I build a unique contraption to go down it the shaft at which time I was able to free the water pump. Installed a new battery in the Toyota van since it went bad.

11-23-22 Performed water/wastewater rounds. Worked on the Madison lift pump station up grades. Removed the old stove from the Povah center. Adjusted weirs on A and B cells at wastewater Facility. Worked on dump truck air problem to fix the issue. Worked on paperwork the rest of the day in my office.

11-28-22 Performed water/wastewater rounds. Snow removal at water and wastewater facilities. Obtained monitoring well samples. Repaired the tire on a dump truck.

11-29-22 Performed water/wastewater rounds. Drove monitoring well samples down to IAS for testing. Worked with Dave Noel and Peggy Russel on paperwork on funding for the lead line project that DEQ is request we complete that could possibly help us with funding in the near future on the PWS Lead Service line inventories that we have to complete. There are some classes in the near future regarding the inventories project that I hope to attend.

11-30-22 Performed water/wastewater rounds. Worked in the shop on multiple projects to help getting ready for this big storm. Welding on backhoe snow blade, performed dump truck motor repairs along with wheel bearings and tires.

If you have any Questions. Please fill free to contact me.

Thank you,

Jon Brown



NOVEMBER 21-
DECEMBER 2, 2022

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Administration Office Report

- Planned & scheduled employee holiday activities
- Prepared for and participated in DRG meeting
- Worked with DIS on server in basement, backup unit is failing, we budgeted to replace the server this year and are moving that forward with that sooner than later
- Still working on Moonrise discovery requests pertaining to sewer permit allocations
- Prepared and distributed 12/2/22 payroll
- Prepared and distributed Town Council Packet for 12/6/22





Weeks of 11.28.2022

- ❖ Completed court reconciliations
- ❖ Assisted Jon Brown with DEQ grant application
- ❖ Reported October resort tax and TBID collections throughout month of November
- ❖ Assisted Michelle with Gallatin Co. Library Budget
- ❖ Continued working with Chet on our Annual Financial Report

HIGHLIGHTS OF THE SOCIAL SERVICE OFFICE

WEEK OF NOVEMBER 17-30, 2022

- Dianna was vacation for a week, glad that she is back
- There has been a backlog with the IDme.com program so lots of people have been coming into the office to see if we have the quick fix. - We don't, but try to help
- Monday, Nov 14 was a record day with 27 needs being met in the office.
- Louise Cochrane picked up our Turkeys and Ham for GVFB on Wednesday, 11/16
- People are signing up for Bags and for the United Woman Gift Stars programs
- Community members have been buying items that we are in short supply for the Turkey Bag
- Assisting clients with filing for Unemployment and SNAP programs
- Thanks to Public Works for fixing the stinky leak in the basement.
- Saturday, Wolverine Volunteers helped finish stuffing the Turkey Bags
- We have handed out over 36 Turkey Bags this week.
- Several voucher for gas or medical needs have been issued
- Several monetary donations to the Help Fund
- Still assisting clients with medical bills issues
- End of the month reports are completed
- November, we received 2574 pounds of food donations from local businesses
- On December 16th, Fall River Electric will be hosting a Food Drive for our Food Bank.
- We saw 227 clients this month

Debbi and Dianna

MONTHLY CLIENT ASSISTANCE 2022

MONTH	LOCAL INDIVIDUAL	NON LOCAL	UNEMPLOY	SNAP	LIEAP	SR FOOD	MEDICAID	FOOD BANK	LOBBY FOOD	STANDED/ HOMELESS	COMM HELP FUND	COPY/ FAX	JOBS	COVID 19	CLOTHING BANK	DONATION	COMPUTER	SHOWER	HOUSING	OTHER	EMER GANCY FB
NOV.	1	9	3				1								3	2	1				3
2	12		1								4				3		1				1
3	11		3	1					1						1	3					2
4	10							2									1				5
7	FOOD PICKUP		2									1					1				
8	10		1						5						3				2		
9	13		3						2			1	1		3	1					4
14	27		3						2			1	1		3		1		1		3
15	22			1				1	3		1				1	2	1		1		5
16	21		1				2	2	4						3	3	1				2
17	24		1				1	4								3			1		5
18	7							1								2					5
21	26		2			1		1	6			2				3	1				2
22	19										2				2	5	1				1
23	16					1		1	3				2			2	1				2
28	8								1						2	2					3
29	10								1		1				1		1				2
30	12		1				2		3			1			4	1	1				2
TOTAL	257	0	21	2	0	2	6	12	31	0	8	6	4	0	29	29	12	0	5	46	3

TOWN OF WEST YELLOWSTONE

These documents are hereby approved and adopted, effective immediately pursuant to 10-3-401, MCA. All previous editions are superseded by these editions.

Revision Date	Title
November, 2022	Basic Plan
November, 2022	Annex A: Warning
November, 2022	Annex B: Communications
November, 2022	Annex C: Shelter & Mass Care
November, 2022	Annex D: Radiological
November, 2022	Annex E: Evacuation
November, 2022	Annex F: Firefighting
November, 2022	Annex G: Law Enforcement
November, 2022	Annex H: Health & Medical Services
November, 2022	Annex I: Public Information
November, 2022	Annex J: Recovery
November, 2022	Annex K: Community Infrastructure
November, 2022	Annex M: Donations & Resource Management
November, 2022	Annex N: Coordination
November, 2022	Annex O: Human Services
November, 2022	Annex P: Hazard Mitigation
November, 2022	Annex Q: Hazardous Materials
November, 2022	Annex R: Search and Rescue
November, 2022	Annex S: Transportation
November, 2022	Annex U: Legal
November, 2022	Annex V: Terrorism

As the Principal Executive Officer for the Town of West Yellowstone, I accept and approve for distribution pursuant to my responsibilities in 10-3-401(a), MCA.

Dan Walker, Town Manager
Town of West Yellowstone

Date



ORDINANCE No. 273

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AMENDING THE WEST YELLOWSTONE TOWN CODE TO PERMANENTLY PROHIBIT MARIJUANA BUSINESSES IN THE TOWN OF WEST YELLOWSTONE, AMENDING CHAPTERS 5 AND 17 OF THE TOWN CODE.

WHEREAS: The voters in Gallatin County, Montana voted to approve Initiative 190 on November 2, 2020, which allowed for adult use of marijuana and provided approval of certain marijuana businesses within the State of Montana; and

WHEREAS: In 2021, the Montana Legislature passed House Bill 701, which was codified at Title 16, Chapter 12, Montana Code Annotated and which set out rules and regulations for marijuana businesses; and

WHEREAS: Title 16, Chapter 12, MCA, provided an option for electors of municipalities to vote whether to prohibit any or all of the marijuana businesses identified below; and

WHEREAS: on May 17, 2022, the Town Council of the Town of West Yellowstone discussed submitting to the voters the issue of whether to permanently prohibit all or any category of marijuana businesses from locating or operating within the limits of the Town of West Yellowstone, and

WHEREAS: on May 17, 2022, the Town Council of the Town of West Yellowstone passed Resolution No. 773 referring the question of whether to permanently prohibit marijuana businesses in the Town of West Yellowstone to a vote of the people at an election to be held on November 8, 2022; and

WHEREAS: on November 8, 2022, a majority of the electors within the boundaries of the Town voted in favor of prohibiting certain types of marijuana businesses within the Town. Attached as Exhibit A is the County Canvass of Votes Cast; and

WHEREAS: as a result of the November 8, 2022, election, the Town Council of the Town of West Yellowstone herein amends Chapters 5 and 17 of the West Yellowstone Town Code below in accordance with the will of the majority of the electors.

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of West Yellowstone that the following sections of the Town Code of the Town of West Yellowstone, be amended as follows:

Section 1: Sections 5.04 and 17.04 “General Definitions” are amended to include:

- (1) “Adult-use dispensary” means a licensed premises from which a person licensed by the Department may: (a) obtain marijuana or marijuana products from a licensed cultivator, manufacturer, dispensary, or other licensee approved under Title 16, Chapter 12, MCA, and, (b) sell marijuana or marijuana products to registered cardholders, adults that are 21 years of age or older, or both.

- (2) “Adult-use marijuana-infused products provider” means a person licensed by the department to manufacture and provide marijuana-infused products for consumers.
- (3) “Consumer” means a person 21 years of age or older who obtains or possesses marijuana or marijuana products for personal use from a licensed dispensary but not for resale.
- (4) “Cultivator” means a person licensed by the department to: plants, cultivate, grow, harvest and dry marijuana; and package and relabel marijuana produces at the location in a natural or naturally dried form that has not been converted, concentrated, or compounded for sale through a licensed dispensary.
- (5) “Manufacturing” means the production of marijuana concentrate. A manufacturer may convert or compound marijuana into marijuana products.
- (6) “Marijuana” means all plant material from the genus Cannabis containing tetrahydrocannabinol (THC) or seeds of the genus capable of germination. The term does not include hemp, including any part of that plant, including the seeds and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3% on a dry weight basis, or commodities or products manufactured with hemp, or any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other products.
- (7) “Medical marijuana dispensary” means the location from which a registered cardholder may obtain marijuana or marijuana products.
- (8) “Marijuana Transporter” means a person to physically distribute and deliver marijuana and marijuana products to a license premises and to registered cardholders within the state that present a value registry identification card.
- (9) “Testing Laboratory.” A marijuana testing laboratory provides testing of representative samples of marijuana and marijuana products and provides information about the chemical composition and potency of a sample, as well as the presence of molds, pesticides or other contaminates.

Section 2: Chapter 5.04.080 and Chapter 17.06.050 are amended to include the following:
As authorized by Title 16, Chapter 12, MCA, and based on the affirmative vote of the electors of the Town of West Yellowstone, the following marijuana businesses are permanently prohibited from opening or operating within the boundaries of the Town:

- (i) Cultivator
- (ii) Manufacturer

- (iii) Medical marijuana dispensary
- (iv) Adult use dispensary
- (v) Testing laboratory; and
- (vi) Marijuana transporter facility.

Violation of this section is a municipal infraction and shall be punished as set out in Title 1, Chapter 1.08 and 1.12 of the Town Code.

Section 3: REPEALER: All ordinances and parts of ordinances in conflict with provisions of this ordinance are hereby amended or repealed.

Section 4: Severability: In the event any word, phrase, clause, sentence, paragraph, section, or other part of the ordinance set out above is held invalid by a court of competent jurisdiction, such judgment shall affect only that part held invalid and the remaining provisions herein shall continue in full force and effect.

Section 5. Effective Date: This ordinance shall be effective on February 7, 2023, in accordance with Section 16-12-301(7)(b), MCA.

PASSED BY the Town Council and approved by the Mayor of the Town of West Yellowstone, Montana, this ____ day of _____, 20__.

Mayor Travis Watt

Council Member Jeff Mathews

Council Member Brian Benike

Council Member Jeff McBirnie

Council Member Lisa Griffith

ATTEST:



Town Clerk Elizabeth Roos

CANVASS OF VOTES CAST

Gallatin County Federal General Election

November 8, 2022

Total Active, Inactive, Provisional, and Late Registered voters within West Yellowstone:	<u>748</u>
Ballots: Absentee, Provisional and Polling Place ballots to be counted:	<u>420</u>
Total Ballots Scanned	<u>420</u>
Overall difference between ballots to be counted and scanned	<u>0</u>

TOWN OF WEST YELLOWSTONE ORDINANCE PROHIBITING MARIJUANA BUSINESSES

THE TOWN COUNCIL FOR THE TOWN OF WEST YELLOWSTONE HAS PROPOSED AN ORDINANCE TO PROHIBIT THE TYPES OF MARIJUANA BUSINESSES SET OUT BELOW, AS ALLOWED BY §16-12-301(D), MCA, AND IN THE ORDINANCE; AND CONSIDERED THIS RESOLUTION ON MAY 17, 2022, TO SUBMIT THIS BALLOT TO THE ELECTORS OF THE TOWN OF WEST YELLOWSTONE. THE PROPOSED ORDINANCE WOULD PROHIBIT THE FOLLOWING TYPES OF BUSINESSES:

- (I) CULTIVATOR
- (II) MANUFACTURER
- (III) MEDICAL MARIJUANA DISPENSARY
- (IV) ADULT USE DISPENSARY
- (V) TESTING LABORATORY; AND
- (VI) MARIJUANA TRANSPORTER FACILITY.

SHALL THE FOLLOWING MARIJUANA BUSINESSES BE PERMITTED WITHIN THE BOUNDARIES OF THE TOWN OF WEST YELLOWSTONE?

194 FOR PERMITTING THE MARIJUANA BUSINESSES IDENTIFIED AS:

- (I) CULTIVATOR
- (II) MANUFACTURER
- (III) MEDICAL MARIJUANA DISPENSARY
- (IV) ADULT USE DISPENSARY
- (V) TESTING LABORATORY; AND
- (VI) MARIJUANA TRANSPORTER FACILITY.

219 AGAINST PERMITTING THE MARIJUANA BUSINESSES IDENTIFIED AS:

- (I) CULTIVATOR
- (II) MANUFACTURER
- (III) MEDICAL MARIJUANA DISPENSARY
- (IV) ADULT USE DISPENSARY
- (V) TESTING LABORATORY; AND
- (VI) MARIJUANA TRANSPORTER FACILITY.

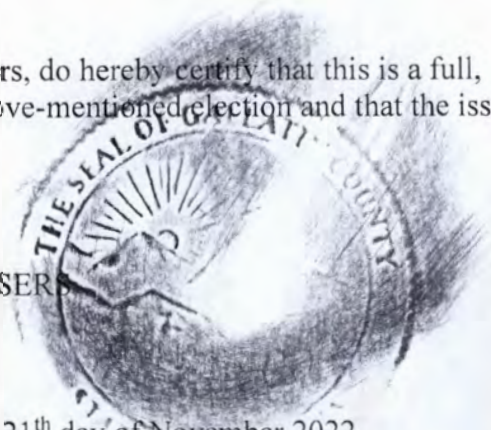
STATE OF MONTANA)

)ss

County of Gallatin)

We, the undersigned members of the County Commission, as Canvassers, do hereby certify that this is a full, true, and complete Canvass of Votes cast in Gallatin County for the above-mentioned election and that the issue is adopted per 13-15-405(2) MCA.

BOARD OF CANVASSERS



In Witness whereof, I have hereunto set my hand and Official Seal this 21th day of November 2022.

 Eric Semerad, Election Administrator

**Amendment to the MFPE Agreement
Between the Montana Federation of Public Employees
And the Town of West Yellowstone**

On _____, 2022, the Montana Federation of Public Employees, (“MFPE”) and the Town of West Yellowstone Montana, (the “Town”) enter into this agreement to Amend the July 2021 Agreements between the MFPE members who are employed by the Town and the Town of West Yellowstone, Montana.

RECITALS:

WHEREAS, on July 1, 2021, MFPE and the Town entered into an agreement with the MFPE, (the “MFPE Agreement”) for the Town’s classified employees and a Collective Bargaining Agreement with the Police Protective Unit, (the “CBA”). Both Agreements contained a provision which set the rate of pay for the members; and

WHEREAS, as part of the budget process in 2022, the Town Council for the Town authorized Twenty Thousand Dollars for staff wage increases; and

WHEREAS, the Town has determined that the money should be distributed by providing each member with an increase in their base wage of 1.5%; and

WHEREAS, The Town and MFPE have bargained to amend the MFPE Agreement and the CBA and further agree that this Amendment is in the best interests of the members; and

WHEREAS, on **December 6, 2022**, the Town Council met at a regularly scheduled meeting and reviewed and approved this Amendment to be effective on the payroll to be paid on December 16, 2022:

NOW, THEREFORE, the Town and MFPE hereby agree as follows:

1. The Recitals set out above are fully incorporated herein by reference.
2. MFPE has the authority to bargain on behalf of its members and the Manager of the Town has the authority to bargain on behalf of the Town for purposes of the agreements between the Town and MFPE.
3. The MFPE Agreement and the CBA, both dated July 1, 2021, shall be amended to reflect that all MFPE members who are employed by the Town will be given a 1.5% increase to be added to their base salary effective December 6, 2022.

4. Other than as set out above, there are no other changes to the MFPE Agreement, or the CBA and all terms therein shall remain in full force and effect.

Dated this _____ day of December, 2022.

Town of West Yellowstone

By: Daniel Walker
West Yellowstone Town Manager

West Yellowstone MFPE Unit

By: Amanda Curtis
Its President

RESOLUTION AUTHORIZING PARTICIPATION IN THE SHORT TERM INVESTMENT POOL (STIP)
MONTANA BOARD OF INVESTMENTS

CERTIFICATE AS TO
RESOLUTION NO. 785 AND ADOPTING VOTE

Political Subdivision: Town of West Yellowstone
Governing Body: Town Council

Type, date, time and place of meeting: A Town Council meeting held on December 6, 2022
at _____ o'clock p.m. in West Yellowstone, Montana.

Members present:

Members absent:

I, the undersigned, being the duly qualified and acting recording officer of the political subdivision identified above ("Participant"), certify that the attached RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA SHORT TERM INVESTMENT POOL AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO ("Resolution") and Exhibits A and B thereto are true and correct copies of the Resolution and Exhibits A and B on file in the original records of the Participant and in my legal custody; that the Resolution and Exhibits A and B were duly approved and adopted by the Governing Body of the Participant at the above described meeting, which meeting was attended throughout by the members indicated above, constituting a quorum of the Governing Body, pursuant to public notice of such meeting as required by law; and that the Resolution and Exhibits A and B have not as of the date hereof been amended or repealed.

WITNESS my hand officially as such recording officer this 6th day of December, 2022.

By _____
Its Town Clerk

RESOLUTION NO. _____

RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA SHORT TERM INVESTMENT POOL (STIP) AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO

BE IT RESOLVED BY THE Town Council _____ (the Governing Body) of Town of West Yellowstone _____ (the Participant) AS FOLLOWS:

ARTICLE I

DEFINITIONS

Section 1.01 The following terms will have the meanings indicated below for all purposes of this Resolution unless the context clearly requires otherwise:

Section 1.02 Account shall mean a specific Participant Bank account assigned by the Bank to be used in conducting transactions through the STIP Program.

Section 1.03 Agreement shall mean the agreements of the Participant as contained within this Resolution.

Section 1.04 Authorized Representative shall mean the officer or official of the Participant designated and duly authorized by the Governing Body as set forth below to enable the Participant's participation in the STIP Program.

Section 1.05 Authorized Delegate shall mean any lawful officer, official or employee of the Participant who has been delegated authority by the Authorized Representative as provided in this Resolution to initiate transactions using the Board's STIP Program.

Section 1.06 Bank shall mean a financial institution designated and authorized as provided in this Resolution to send and receive money on behalf of the Participant for purposes of participation in the STIP Program.

Section 1.07 Board shall mean the Board of Investments of the State of Montana, a public body corporate organized and existing under the laws of the State and its successors and assigns.

Section 1.08 Exhibit A (STIP Participation Information Sheet) shall mean the document attached to and incorporated into this Resolution as provided in Article IV, Section 4.01. that provides information necessary for the Participant to participate in STIP.

Section 1.09 Exhibit B (Electronic Funds Transfer Authorization Form) shall mean the document attached to and incorporated into this Resolution as provided in Article IV, Section 4.01 that provides instructions for the Board and its agents to administer and manage the Participant's participation, transactions and shares in the STIP Program.

Section 1.10 Governing Body shall mean the governing body of the above-named political subdivision (Participant) authorized by Montana state law to participate in the STIP Program as further specified in this Resolution.

Section 1.11 Participant shall mean the political subdivision requesting participation in the Board's Short Term Investment Pool.

Section 1.12 Short Term Investment Pool, STIP, or Program shall mean the Board's Short Term Investment Pool Program as authorized by law and as more fully defined and described in the Board's policies and procedures, as may be amended from time to time.

ARTICLE II

SHORT TERM INVESTMENT POOL PARTICIPATION AGREEMENT

Section 2.01 Participation Agreement. By approving and adopting this Resolution and Exhibits A and B, the Governing Body requests and agrees to participation of Participant in the STIP Program, and agrees that Participant will comply with and be bound by all laws, policies, procedures and participation requirements applicable to the STIP Program, as may be amended from time to time.

Section 2.02 STIP Program Description. The STIP Program is an investment program administered under the direction of the Montana Board of Investments as authorized by the Unified Investment Program. As more fully set forth in Board policies and procedures, STIP is available to state and local governments to serve their short term cash flow and deposit needs and its objectives are to preserve capital and to maintain high liquidity. The Program has the following attributes, as more fully set forth in applicable Board policies, procedures and participation requirements, which are subject to change upon the sole determination of the Board:

- 1) STIP transactions are fixed at \$1 per share;
- 2) STIP interest on pool assets accrues daily;
- 3) STIP earnings distribution method: Interest is distributed at the beginning of the month and can be distributed as cash to the designated Bank or the earnings can be reinvested into STIP;
- 4) Buying or selling shares in STIP requires one (1) business days' notice; transactions for which notice is received after 2:00 p.m. will be processed two (2) business days after receipt of the original notice;
- 5) Access to STIP is only through an electronic, web-based portal; no cash, checks or notifications by fax, phone or email will be accepted;
- 6) STIP's web portal provides real-time information on each account including: investment balances, buys, sells, pending transactions, and transaction notes, as determined by the authorized user; and
- 7) The Board accounts and reports on its financial statement STIP investment on a Net Asset Value (NAV) basis. A NAV per share of a STIP unit will be shown on the Board's website for each month-end period <http://investmentmt.com/MonthlyNetAssetValue>.

Section 2.03 Review of Policies, Procedures and Participation Requirements. Participant acknowledges and represents that it has reviewed to its satisfaction all Board policies, procedures and participation requirements applicable to the STIP Program. <http://investmentmt.com/STIP>

Section 2.04 Authorized Representative: The Governing Body designates Katie Thompson, who holds the position of Finance Director as the Participant's Authorized Representative to make transactions between STIP and the Bank.

The Governing Body: (check one) DOES DOES NOT allow the Authorized Representative to appoint and delete additional Authorized Delegate(s) on behalf of the Participant. If "DOES" is checked, any addition or deletion of an Authorized Delegate requires notice via the submission of a completed Exhibit A (STIP Participation Information Sheet) to the Board by the Authorized Representative before transactions will be accepted and processed as directed by the Authorized Delegate.

The Governing Body designates and authorizes Participant's Bank, (the Bank), identified in Exhibit B attached, designating the Account Number and ABA Number to send or transfer funds to the State Treasurer for purchase of STIP shares and to deposit distributions of and withdraw proceeds resulting from sales of STIP shares in the Bank's Account identified in Exhibit B attached which is a (check one) checking account savings account .

The Governing Body: (check one) DOES DOES NOT allow the Authorized Representative to change either the Bank or the Account; if 'DOES' is checked, the Board will notify both the office of the Authorized Representative AND the office of the Governing Body within three (3) business days that such a change has been made.

The Governing Body: (check one) DOES DOES NOT allow the Authorized Representative to change the earnings distribution method; if DOES NOT is checked, the Governing Body chooses the following earnings distribution method (check one) reinvest cash earnings into STIP distribute cash earnings to the Bank .

Section 2.05 Change of Authorized Representative. Any change to the Authorized Representative requires a new Resolution adopted by the Governing Body; however the absence of an Authorized Representative does not nullify the authority of the Authorized Delegate(s) then in effect and so authorized to make STIP transactions.

Section 2.06 Annual Confirmation. The Board will provide on an annual basis to both the Governing Body and the Authorized Representative the following information as appears on the Board's records:

1. The name of the Authorized Representative;
2. The name(s) of any Authorized Delegate(s); and
3. The name of the Bank and the associated Account Number (truncated).

Section 2.07 Effective Date. Participant's Agreement as set forth in this Resolution will take effect when the Certificate as to Resolution and Adopting Vote, this Resolution and Exhibits A and B, each completed, dated and duly executed, are delivered to and received by the Board and will stay in effect until terminated in writing by the Governing Body.

ARTICLE III

MISCELLANEOUS

Section 3.01 No Guaranteed Return. The Governing Body understands and agrees that there is no minimum or maximum amount of interest rate or any guaranteed rate of return on STIP shares or funds invested in STIP shares.

Section 3.02 Voluntary Participation. By adopting this Resolution, the Governing Body acknowledges that it is not compelled to participate in STIP, and that its participation in STIP is voluntary, and accepts and agrees to the Program, its administration and governance, and its policies, procedures and participation requirements as set forth by law and the Board.

Section 3.03 Responsibility for Participant Mistakes. The Governing Body and Participant agree to hold the State of Montana, the Board, and their members, officials and employees harmless for the acts, omissions and mistakes of the Participant, Governing Body and their members, officials and employees, including but not limited to: Authorized Representative or Authorized Delegate who, for any reason, is not qualified or properly listed with the Board as a permissible representative to authorize transactions using the STIP Program; wrong instructions as to amounts or timing of sales or purchases; or missed deadlines.

Section 3.04 No Warranty. The Governing Body and Participant acknowledge and agree that the Board makes no warranty that funds will be immediately available in the event of any failure of a third party or that Governing Body will not suffer losses due to acts of God, or other calamities, or other market dislocations or interruptions.

Section 3.05 Participation Conditions; STIP Administration. The Governing Body and Participant acknowledge and agree that the Board will allow participation in STIP by and conduct STIP business

with only those parties it determines are qualified and authorized to participate in the Program and which abide by the Board's policies, procedures and participation requirements; that the Board administers the STIP Program subject to Montana law and prudent fiduciary practices as required by Montana law and Board policy; and that the Board is legally bound to manage the Unified Investment Program, which includes STIP, in accordance with the prudent expert rule as set forth in Montana law.

Section 3.06 STIP Not Insured Against Loss. The Governing Body and Participant understand and acknowledge that the Board's STIP Program is NOT FDIC insured or otherwise insured or guaranteed by the federal government, the State of Montana, the Board or any other entity against investment losses. The Governing Body and Participant further understand and acknowledge that the Board's STIP policy requires maintenance of a reserve fund to offset possible losses and that STIP interest earnings may be used to fund this reserve before the net earnings are distributed to the STIP Participants, but that such reserves may not be adequate to cover investment losses.

ARTICLE IV

EXHIBITS A AND B

Section 4.01 Approval and Adoption of Exhibits A and B. Attached to this Resolution as Exhibits A and B, are the STIP Participation Information Sheet, and the Electronic Funds Transfer Authorization Form, which together provide the instructions and the details required by the Board to enable Participant's participation in the STIP Program. The Governing Body and Participant represent and agree that the attached Exhibits A and B have been completed and executed by the Participant's Authorized Representative and that Exhibits A and B must be complete and acceptable to the Board before participation will be allowed in the STIP Program. Exhibits A and B are hereby incorporated into and made a part of this Resolution, and are approved and adopted by the Governing Body as if set forth fully herein.

APPROVED AND ADOPTED by the Town Council this 6th day of December, 2022.

By _____
Its Mayor

Attest:

By _____
Its Town Clerk

Exhibit A

STIP PARTICIPATION INFORMATION SHEET							
STIP Program Manager Montana Board of Investments boi_stip@mt.gov PO Box 200126 Helena, MT 59620-0126 Phone 406.444.1214					<i>For Official Use Only</i>		
Requests must be submitted by Authorized Representative of the Participant.					STIP DATA <input style="width: 50px; height: 15px;" type="text"/> INVEST TA <input style="width: 50px; height: 15px;" type="text"/> ACCT ID <input style="width: 100px; height: 15px;" type="text"/>		
<i>The STIP Participant listed below hereby agrees to participate in the STIP Program as established under Section 17-6-204, MCA., and the terms and conditions of STIP operations as determined and set by the Montana Board of Investments and warrants as follows:</i>							
Section 1. STIP Participant Information Summary							
STIP Participant Name →	Town of West Yellowstone			Tax Identification Number (TIN) →	81-0299400		
Mailing Address →	PO Box 1570	City →	W Yellowstone	State →	MT	Zip →	59758
STIP Account # → <i>(For official use only)</i>							
Authorized Representative Name, First →	Katie	Name, Last →	Thompson		Title →	Finance Director	
Telephone Number →	406-646-7795	Fax Number →	406-646-7511	E-mail →	kthompson@townofwestyellowstone.com		
Section 2. Investment and Earnings Information							
The STIP Participant has the option to either reinvest their earnings or distribute earnings.							
Check one box only.							
Reinvest Earnings <input checked="" type="checkbox"/>				Distribute Earnings <input type="checkbox"/>			
Section 3. Authorized Delegates							
The Authorized Delegate(s) whose name(s) appears below is (are) authorized to purchase and sell shares in STIP for the Participant.							
Name, First →	Dan	Name, Last →	Walker		E-Mail →	dwalker@townofwestyellowstone.com	
Name, First →		Name, Last →			E-Mail →		
Name, First →		Name, Last →			E-Mail →		
I hereby certify as the Authorized Representative of the STIP Participant that all of the information contained herein is true, accurate and complete as of the date hereof.							
Signature →				Date →	12/06/2022		
Printed Name →	Katie Thompson			Title →	Finance Director		