

Town of West Yellowstone

Tuesday, December 7, 2021

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

5:30 PM

80 Acres Planning

Discussion/Action ∞

TOWN COUNCIL MEETING

7:00 PM

Comment Period

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

Treasurer's & Securities Report

Purchase Orders

Claims ∞

Business License Applications

Consent Agenda: **Minutes of the November 16, 2021 Town Council Meeting** ∞

Town Manager & Staff Reports ∞

Advisory Board Reports

Public Hearing: Resolution No. 766, Budget Amendment

NEW BUSINESS

Resolution No. 766, Budget Amendment

Discussion/Action ∞

Marijuana Zoning Laws and Business Regulations

Discussion ∞

Health Care Services Request for Proposals (RFP)

Discussion/Action ∞

Resolution No. 767, Adopt Preliminary Engineering Report for Wastewater Treatment

Discussion/Action ∞

Low Income Home Water Assistance Program Contractor Application

Discussion/Action ∞

Event Permits

Discussion/Action ∞

- Christmas Stroll & Parade, Outside Amplification Permit
- Rodeo Run Dog Sled Race
- Kids N Snow
- Spirit of the North Dog Sled Tours

Correspondence/Meeting Reminders/FYI

- Casting Pond Call for Bids
- Winter Welcome Letter

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



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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

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Claim Approval List
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* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48573	1089 Gallatin County Treasurer	643.00					
	10/31/21 Tech surcharge	70.00		COURT	7458 212200		101000
	10/31/21 MLEA	90.00		COURT	7467 212200		101000
	10/31/21 Victims Assistance	89.00		COURT	7699 212200		101000
	11/30/21 Tech Surcharge	175.00		COURT	7458 212200		101000
	11/30/21 MLEA	170.00		COURT	7467 212200		101000
	11/30/21 Victims Assistance	49.00		COURT	7699 212200		101000
48574	2088 Town West Yellowstone	702.50					
	12/01/21 utility chrgs, Chamber, 895	56.31		BLDGS	1000 411257	340	101000
	12/01/21 utility chrgs, UPDL, 892	92.72		BLDGS	1000 411252	340	101000
	12/01/21 utility chrgs, PS Shops, 884	42.76		BLDGS	1000 411253	340	101000
	12/01/21 utility chrgs. Povah Ctr, 887	82.42		BLDGS	1000 411255	340	101000
	12/01/21 utility chrgs, Police Dept, 886	54.62		BLDGS	1000 411258	340	101000
	12/01/21 utility chrgs, City Park, 885	135.00		BLDGS	1000 411253	340	101000
	12/01/21 utility chrgs, Library, 891	43.16		LIBBLD	1000 411259	340	101000
	12/01/21 utility chrgs, Twn Hall, 921	195.51		TWNHAL	1000 411250	340	101000
48575	95 Energy West-Montana	2,857.07					
	11/29/21 nat gas 210361788 updl	379.30		UPDH	1000 411252	344	101000
	11/29/21 nat gas 210360293 Police	29.43		POLBLD	1000 411258	344	101000
	11/29/21 nat gas 210361746 Pub Services	573.75		STREET	1000 430200	344	101000
	11/29/21 nat gas 210361811 old firehall	121.97		PARK	1000 460430	344	101000
	11/29/21 nat gas 210363966 old bld ins	105.60		STREET	1000 430200	344	101000
	11/29/21 nat gas 210360540 library	376.00		LIBBLD	1000 411259	344	101000
	11/29/21 nat gas 210364599 Povah	593.75		POVAH	1000 411255	344	101000
	11/29/21 nat gas 210361697 Iris Lift St	40.43		PUBSVC	1000 430200	344	101000
	11/29/21 nat gas 210365425 Twn Hall	601.92		TWNHAL	1000 411250	344	101000
	11/29/21 nat gas 210361655 Mad Add Sewe	34.92		SEWER	5310 430600	344	101000
48576	2853 Two Seasons Recycling	850.00					
	2021967 11/30/21 monthly recycling	850.00		PARKS	1000 460430	534	101000
48578	2421 NAPA Auto Parts	1,501.20					
	11/30/21 Napa Supplies for repairs	1,501.20		STREET	1000 430200	361	101000
48581	2264 MORNING GLORY COFFEE & TEA	32.50					
	860855 11/28/21 Dispatch coffee	32.50		DISP	1000 420160	220	101000

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48582	2575 WY Tourism Business Improvement 11/30/21 Collections in November 2021	21,107.17 21,107.17		TBID	7202 411800	540	101000
48584	2845 Kastig, Kauffman & Mersen, PC 12/02/21 legal services 11/1/-1130/21 12/02/21 phone/fax 12/02/21 travel	4,200.00 4,200.00 0.00 0.00		LEGAL LEGAL LEGAL	1000 411100 1000 411100 1000 411100	352 345 373	101000 101000 101000
48585	42 Fall River Electric 11/19/21 PARK, old firehouse 2901001 11/19/21 povah comm ctr 4212001 11/19/21 unmetered lights 4212004 11/19/21 RR Well 4212005 11/19/21 SEWER LIFT STATION 4212006 11/19/21 SEWER PLANT 4212007 11/19/21 POLICE 4212008 11/19/21 TOWN HALL 4212009 11/19/21 ICE RINK 421010 11/19/21 South Iris Street Well 4212013 11/19/21 MAD SEWER LIFT 4212014 11/19/21 Hayden/Grouse Well 4212015 11/19/21 MADADD H2O Tower 4212017 11/19/21 SHOP 4212018 11/19/21 ANIMAL 4212029 11/19/21 CLORINATOR 4212030 11/19/21 Electric Well 4212031 11/19/21 PARK 4212032 11/19/21 UPDH 4212041 11/19/21 SEWER TREAT SERV 4212046 11/19/21 LIBRARY 23 dunraven 4212054	8,059.40 443.98 257.73 1,451.25 74.72 310.41 1,427.48 305.24 347.19 54.97 425.65 188.05 41.77 54.34 257.83 139.73 65.47 49.90 236.89 390.00 1,426.30 110.50		PARK POVAH STLITE WATER SEWER SEWER POLICE TWNHLA PARKS WATER SEWER WATER WATER STREET ANIML WATER WATER PARKS UPDH SEWER LIBR	1000 411253 1000 411255 1000 430263 5210 430500 5310 430600 5310 430600 1000 411258 1000 411250 1000 411253 5210 430500 5310 430600 5210 430500 5210 430500 1000 430200 1000 440600 5210 430500 5210 430500 1000 411253 1000 411252 5310 430600 1000 411259	341 341	101000 101000
48586	73 Westmart Building Center 11/27/21 Street Repairs 11/27/21 Street Supplies 11/27/21 Street Machinery&EquipmentRent 11/27/21 Parks Supplies 11/27/21 Rec. Dept Supplies	2,077.55 7.59 1,046.02 910.00 76.92 37.02		STREET STREET STREET PARKS REC	1000 430200 1000 430200 1000 430200 1000 460430 1000 460440	361 220 533 220 220	101000 101000 101000 101000 101000
48587	3242 Fisher's Technology 966872 11/24/21 copier maintenance fee	8.39 8.39		FINADM	1000 410510	356	101000

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48594	2822 ClearBlu Business Services	5,770.00					
	12/01/21 Town Hall	1,000.00		TWNHLL	1000 411250	357	101000
	12/01/21 Library	400.00		LIBES	1000 411259	357	101000
	12/01/21 Trailhead Bldng.	260.00		TRLHED	1000 411256	350	101000
	12/01/21 Povah	850.00		POVAH	1000 411255	350	101000
	12/01/21 Chamber Bldng.	1,400.00		CHAMB	1000 411257	357	101000
	12/01/21 Park Bathrooms	800.00		PARKS	1000 411253	357	101000
	12/01/21 Dispatch Building	585.00		DSPTCH	1000 411258	398	101000
	11/22/21 Hydro Jet Lateral line Povah	425.00		SEWER	5310 430600	357	101000
	12/01/21 Jail Cell Cleaning	50.00		POLICE	1000 420100	357	101000
48602	151 Gallatin County WY TS/Compost	216.60					
	11/30/21 Household waste	216.60		PARKS	1000 460430	534	101000
48603	171 Montana Food Bank Network	459.83					
	AOR-24981 11/11/21 Food Bank supplies	459.83		HELP	7010 450135	220	101000
48604	3330 Sam Mouldenauer	41.72					
	11/18/21 CDL Testing	41.72		STREET	1000 430200	870	101000
48605	3298 Dallen Griffel	179.99					
	11/22/21 Uniform - Boots	179.99*		STREET	1000 430200	226	101000
48606	3003 Kyle Tanner	46.46					
	11/18/21 Stamps-Planboard,DRG,SgnprmtTc	46.46		BULDNG	1000 420531	220	101000
48607	3309 AQUAPRO	2,386.42					
	21062 09/13/21 Pickup/deliver hydromatic pump	100.00		SEWER	5310 430600	212	101000
	21076 11/11/21 2-enviro solve 6gal pail	670.78*		SEWER	5310 430600	220	101000
	21026 08/05/21 2" meter & digpulseout-disc	1,383.00		WATER	5210 430500	251	101000
	21067 10/05/21 2" e-coder R900i V4 pit us gal	232.64		WATER	5210 430500	212	101000
48608	3241 Bridger Analytical Lab	392.00					
	2111358 11/23/21 Total coliform/E.coli bacteri	84.00*		WATER	5210 430500	357	101000
	2111316 11/19/21 Total coliform/E.coli	280.00*		WATER	5210 430500	357	101000
	2112003 12/01/21 11/21 Bacteria repeat Colifor	28.00*		WATER	5210 430500	357	101000
48609	3315 IAS EnviroChem	900.00					
	2106397 11/16/21 Chloride,Nitrogen,Alkalinity	900.00*		WATER	5210 430500	357	101000

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48610	437184	11/17/21 Well#4PWS Radionuclidetest	379 Energy Laboratories, Inc	327.00 327.00*		WATER	5210 430500	357	101000
48611	99	11/12/21 F250 plow repaired	3212 Mike's Mobile Auto and Diesel	200.00 200.00		STREET	1000 430200	361	101000
48612	9522	11/09/21 8-6'powercords,2ropelight,2end	1743 DiJulio Displays, Inc.	732.29 732.29		PARKS	1000 460430	221	101000
48613	2604163	11/19/21 labor&Parts Alarm systmTwnhl	2854 Mountain Alarm	366.45 366.45		TWNHLL	1000 411250	357	101000
48614	11/17/21	Items for Cooking class	3030 Irma Vazquez	38.78 38.78		RECREA	1000 460440	220	101000
48615	11/16/21	RestitutionDisbrsmnt-Costanzo	999999 DANIEL PUENTE FLORES, JR.	400.00 400.00		COURT	7469 212401		101000
48616	11/17/21	refund Povah rental-dotonosnow	999999 SUN VALLEY SKI EDUCATION	2,150.00 1,800.00		POVAH	1000 361200		101000
	11/17/21	refund cleanding deposit nosno		350.00		POVAH	2210 214001		101000
48617	RRG16671	11/01/21 RRG16671 TV District	1089 Gallatin County Treasurer	5.00 5.00		POLICE	1000 420100	870	101000
48618	111721-01	11/17/21 Pharmacy voucher	2507 Silvertip Pharmacy	90.18 25.96		HELP	7010 450135	358	101000
	100521-01	10/05/21 Pharmacy voucher		64.22		HELP	7010 450135	358	101000
48619	34762498	11/16/21 Utility Billing Postcards	3233 Safeguard Business Systems	737.18 368.59		WATER	5210 430570	220	101000
	34762498	11/16/21 Utility Billing Postcards		368.59		SEWER	5310 430670	220	101000
48620	11/10/21	gas can	1864 Loomis Family Limited	117.60 10.96		PARKS	1000 460430	231	101000
	11/10/21	91 F350 fuel		36.64		PARKS	1000 460430	231	101000
	110921-01	11/09/21 Fuel Voucher		35.00*		HELP	7010 450135	231	101000
	111621-01	11/16/21 Fuel Voucher		35.00*		HELP	7010 450135	231	101000

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48621		11/23/21	3115 Spiffy Biffy PortaPottyTennisCrts 8/21-11/2	725.00 725.00*		PARKS	1000 460430	357	101000
48622	15543	11/23/21	2099 Quick Print of West Yellowstone Court Fine Cards(1000)	59.00 59.00		COURT	1000 410360	321	101000
48623		12/01/21	999999 CHENGYU HSU Exonerated bond overpayment	95.00 95.00		COURT	7469 212401		101000
48624		22-04 11/23/21	547 WY Chamber of Commerce NAIFC Advance of funds 22-04	2,500.00 2,500.00		MAP	2101 410130	398	101000
48625			2977 Staples Credit Plan	196.49					
	2945950791	10/14/21	zoning permit labels	13.99		BULDNG	1000 420531	220	101000
	2948576431	10/19/21	copypaper,calcribbon,batte	62.46		FINADM	1000 410510	220	101000
	2955468031	10/29/21	Office & cleaning supplies	120.04		POLICE	1000 420230	220	101000
48626			1454 Bozeman Chronicle/Big Sky	2,000.00					
	175994	11/30/21	CastingPondBids	300.00		ADMIN	1000 410210	327	101000
	167166	11/18/21	Job Announcement EquipOperator	850.00		ADMIN	1000 410210	327	101000
	171925	11/18/21	Job Announcement EquipOperator	850.00		ADMIN	1000 410210	327	101000
48627			1061 Lane and Associates	134.60					
	8903	11/22/21	Drug Test Not DOT Random(2)	134.60		ADMIN	1000 410210	351	101000
48628			2253 Gallatin County Election	2,058.02					
		11/02/21	Municipal Election Expenses	2,058.02		ELECTI	1000 410600	321	101000
48629			2500 Black Mountain Productions	2,514.50					
	21-02 1	11/23/21	TotalAmountAdvancedMusicPark	11,907.47		MAP	2101 410130	398	101000
	21-02 2	11/23/21	TotalAmountAdvancedMusicPark	-3,750.00		MAP	2101 410130	398	101000
	21-02 3	11/23/21	TotalAmountAdvancedMusicPark	-5,642.97		MAP	2101 410130	398	101000
48630			3338 The Wrap Agency	6,565.00					
	3092	10/21/21	Train Car phase 1 Museum Side	6,565.00		LEGIS	1000 410100	870	101000
48631			3335 MLEA c/o DCI	500.00					
	20671	07/30/21	Training Dispatch Slezack,Sull	500.00		DSPTCH	1000 420160	380	101000

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48632		3306 Jon Simms		804.16					
	12/03/21	Mileage for Use of own truck		804.16*		STREET	1000 430200	370	101000
48633		3254 USDA Forest Service		834.77					
	011107AC13 11/30/21	Special use - Water		632.03*		WATER	5210 430500	335	101000
	011107AC13 11/30/21	Special use - Sewer		202.74		SEWER	5310 430600	335	101000
48634		3329 Shane Brown		43.80					
	11/11/21	CDL Test		43.80		STREET	1000 430200	380	101000
		# of Claims	48	Total:	79,174.56				

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
November 16, 2021

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

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Lanie Gospodarek, Public Services Superintendent Jon Simms, Chief of Police Todd Richardson, Council Members Elect Lisa Giffith and Jeff McBirmie

The meeting is called to order by Mayor Jerry Johnson 5:30 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

Fire Chief Shane Grube reports that the Fire Department will be offering booster shots of the covid vaccine over the next month. He says they had one active case in town last week, this week there are two.

Council Comments

Mayor Jerry Johnson thanks the current Council and specifically Brad Schmier for his years of service on the Town Council. He also thanks the employees, engineer, attorney and everyone else that they have worked with in the past. He congratulates the newly elected members of the Council and wishes them the best.

WORK SESSION

Mayor Johnson calls the meeting to order. The topic of discussion for the work session is the staffing plan. Town Manager Dan Walker explains that he has spent some time reviewing the current staffing plan and is prepared to discuss some options this with the Council this evening. The Council discusses the Town Clerk position and the role that person plays. He explains that the job description for the Town Clerk hasn't changed since 2001. He asked the current Town Clerk, Liz Roos, to review the job description and recommend what should be changed. He has asked the Town Attorney to also review this position. He says the biggest gap is handling human resources (HR) functions. He says this includes hiring new employees, on-boarding, setting up interviews, exit interviews, etc. He says they should be able to handle most of this in-house, but that doesn't eliminate the possible need for HR consulting for specific or complicated issues. The clerk is currently a member of the union so that will also need to be evaluated. Walker explains that the current staffing plan includes an Executive Assistant position. He says he is perfectly capable of handling his own schedule and attending meetings himself. He says that it's pretty apparent that they need another body in the office. He says that he thinks Public Services needs more clerical assistance, they need to work on external communications including the website and social media, support advisory boards, record keeping, and backing up the clerk in non-confidential areas. Watt suggests they consider whether that additional position would be a Deputy Clerk or perhaps they just change the role of the Executive Assistant. He says that person could still be directed by the Town Manager but focus on specific projects in multiple departments. Town Clerk Liz Roos adds that when she was first hired, her title was Administrative Assistant and she worked 20 hours a week in the Town Office, 10 hours in the Court and 10 hours in Social Services. She says that is an approach they could take to divide the duties. The Council directs Walker to continue working on the structure and make a recommendation. Walker explains that the Social Services Department has two employees, one is full-time and one is ¾ time. He says that the two employees in that department work well together, but he believes they need some leadership in the department. He says that the responsibilities of the department have also changed over time and they need to define that. Johnson agrees that the department is running well, but he feels like they need someone at the head. Schmier says that when the last Social Services Director left, the Town chose not to rehire

a department head. He asks Social Services Associate Debbie Paisley how they work out who does what. She says that they basically work out what needs to be done and divide the duties, but it can be difficult at times. Mathews says at one point, they discussed putting the department under the Police Department. Paisley says they had some concerns about that proposal because of the overlapping of clients, but they definitely rely on the police department to help them with clients. Walker says that in the Public Services Department, they have discussed changing one of the Equipment Operator positions to a Mechanic. Simms says they spend a lot of money transporting and outsourcing mechanic work. The Council considers that they have has a mechanic position in the past, but there were some struggles. Mathews points out that to be an effective mechanic, they need a lot of software and special equipment. Johnson says they would need to discuss if they can provide a shop, a lift, tire machine. He says they also always wanted to support the local mechanics. The Council discusses the amount of equipment they need to maintain. Mathews suggests that they consider a stipend for the operators when they are working on equipment. The Council agrees that it would be very beneficial for the Town to have a mechanic on staff, but acknowledges that it may be very difficult to hire that person. Walker says they should also consider hiring a contract Planner, similar to how the engineer and attorneys are contract employees. They also contract out IT services with DIS Technologies. They briefly discuss support for the website and communication strategies that they need to improve. The work session is adjourned at 6:30 PM.

ACTION TAKEN

- 1) Motion carried to approve the revised claims list, which total \$186,090.82. (Watt, Mathews) Schmier abstains from claim #48547 to Jerry's Enterprises for \$140.60.
- 2) 2Motion carried to approve the Consent Agenda, which includes the minutes of the November 2, 2021 Town Council Meeting. (Watt, Schmier)
- 3) Motion carried to approve the recommendations from the Marketing and Promotions Fund Advisory Board to award \$5000 to the 2021-2022 Kids n Snow events, \$7000 to the 2022 Hebgen Lake Ice Fishing Tournament, \$11,450 for the 2022 Yellowstone Rendezvous Race. (Watt, Schmier)
- 4) Motion carried to change the design for the wastewater treatment plant design from positive displacement blowers to standard turbo blowers and direct staff to seek funding for the project. (Schmier, Benike) Watt is opposed.
- 5) Motion carried to pay off the balance of the existing line of credit at Madison Valley Bank and convert the loan into a revolving line of credit with availability of \$2.5 million. (Watt, Schmier)

DISCUSSION

- 1) Watt inquires about the claim to OverDrive, which is a library catalog subscription.
- 4) Town Engineer Dave Noel addresses the Council regarding the design of the new wastewater treatment facility. He explains that they are getting very close to submitting the design for approval by Montana Department of Environmental Quality (DEQ). He says that in order to avoid additional fees, they will be submitting through the SRF program. Noel explains that they have exceeded their nitrogen loading limits as allowed by permit this summer, which is the main reason they are building a mechanical plant versus expanding the lagoons. Noel explains that Gospodarek is working her tail off trying to find enough money to pay for the plant using grants, loans, as well as the 1%. He says that when they started this project, they anticipated that the 1% would be adequate to fund the project, but construction costs have increased substantially during the pandemic so they are chasing money at this point. He says that if they continue to just chase free money, they may still end up with just loan options and miss the construction deadline in 2022. He points out that the building season is very short. He

suggests tonight, they need to discuss the blowers for the plant. He explains that they need to consider positive displacement blowers versus the standard turbo blowers. The Aero-Mod system comes with a standard turbo blower, but during the design process last year, a decision was made to alter the design to include positive displacement blowers. There are pros and cons to both types of blowers, and changing the type of blower will likely cause them to miss the 2022 construction season. He says there is not a significant cost difference, but there is definitely a scheduling impact. He says that if they change the design to include the standard turbo blowers, large developments will be delayed by another year. Noel says that the efficiency of the blowers should also be considered, the standard turbo blowers are expected to be more efficient. Johnson summarizes that if they are going to proceed with construction in 2022, they would stop seeking grants for funding and would need to move forward with loans and/or bonds to fund the project. Noel explains that positive displacement blowers are the only way to deal with high pressure plants, but that is not applicable in this situation. There are no guarantees that they will be successful for grant funding, but it does give them time to apply. Watt expresses concerns about the fact that they have told the public the plant will be built by 2023. Lisa Griffith asks if it is a possibility to convert from one blower to the other once the plant is built. Noel responds that it is but it would require a significant re-design and construction costs. Griffith asks multiple questions to find out if there is any other way to change the design but still start construction next year. The Council debates the pros and cons for either type of blower. Jon Brown, Water & Wastewater Operator, explains that he operates both types of blowers at the plant in Rexburg, ID. He says that when they switch their blowers out from positive displacement blowers to turbo blowers, their power costs decreased by 40%. He says the turbo blowers are much easier to operate and maintain, too. Noel also explains that they will have to have the funding for the project set before they go out to bid as there will be requirements associated with the funding.

- 5) The Council discusses the line of credit the Town set up at Madison Valley Bank to provide short-term gap funding for the wastewater treatment plant project. Finance Director Lanie Gospodarek explains that using funds from the additional 1%, they do have the cash reserve to pay off the \$1.3 million they have already used from the line of credit. She explains that they can pay the line of credit off early, they can still use the \$1.1 million that is left. She says they could also turn it into a revolving line of credit, which would allow them to use the entire amount.
- A) **Town Manager & Department Head Reports:** Town Manager Dan Walker reports that he and Town Clerk Liz Roos completed the purchase of the 2022 Toyota Sienna mini-van, which will be a multi-use vehicle. He says they got good value on the trade ins and stayed within budget. They also had lunch with County Administrator Jim Door. He says he made another trip to Bozeman with Finance Director Lanie Gospodarek and met with representatives of Intrinsic, NRMEDD, and the County to discuss ARPA funding and their support for affordable housing in West Yellowstone. The annual welcome letter for ski and snowmobile visitors was put together last week by Roos and they will distribute soon. Public Services Superintendent Jon Simms hosted a snow removal meeting that was well-attended by contractors and land owners. They also conducted two police officer interviews. Chief Richardson reports that they interviewed an applicant to police officer that is currently working as a seasonal park ranger and is an experienced officer. They are optimistic that they will offer him a position. He also mentions the Community Thanksgiving Dinner this Thursday at the LDS Church at 6 PM.

The meeting is adjourned. (8:45 PM)

Mayor

ATTEST:

Town Clerk

Finance Operation Report –Week of November 21, 2021

- Conference call with DNRC staff; USDA RD staff; Dan Semmens, Dorsey & Whitney bond counsel; Jane Mersen town legal counsel; and Mike Abrahamson, DEQ about the town's submitted preliminary engineering report.
- Year-end closing entry work
- Requested update on Flap grant from Jackie Haines
- Reached out to Erica Kingston about the Council's choice of revolving line of credit.
- HOLIDAY! All the kids were home what could be better?

Finance Operation Report – Week of November 28, 2021

- Drafted resolutions 766 and 767 for Dec. 7 town council meeting
- Set up/attended meeting with CDBG/Dept. of Commerce engineer to review application questions
- Correspondence with Ashley Kroon, USDA RD engineer regarding PER requirements
- Provided Budget query reports to the library
- Received notification that we were awarded \$15,000 for a planning grant for the upgrading of the sewer collection system
- Provided documentation to Madison Valley Bank for approval to extend a revolving line of credit.
- Provided prorated invoice for two chamber leases
-

HIGHLIGHTS OF THE WEEK

NOVEMBER 29- DECEMBER 2 2021

- Dianna was ill for 2 days. YUCK
- 4 Food Boxes prepared for clients
- Assisted client with Rent Assistance via the Salvation Army
- Public Works helped bring frozen meat upstairs
- Assisted client apply for Medicaid – Voucher for RX
- Working with Adult Protective Services
- Restocking the food bank after Thanksgiving
- Many Food and Monetary Donations this week
- Still helping with the IDme.com process for unemployment

Public Services Dept. Bi-weekly Report: November 12th thru December 1st 2021

Work performed

INTERMENT: London Seely. Equipment and vehicle updates/ scheduled PM's: install new battery in 08 ford, replace AC clutch. Reinstall ram cylinder on older snow loader once back from MMC mechanical, replace hydraulic fittings/ couplers, install new wiring for service lights and safety strobes. Diagnose draw on older snow loader and replace batteries. 2018 ram back from dealer, fixed studs on exhaust manifold, replace front fuel injector (passenger side). Remove ice blades off 772 grader until January when appropriate snow floor is established. Service call to mobile mike to fix isolation module and relay on western boss plow, diagnose v-body issues on spreader (ordered new variable speed controller from Midwest Welding). Install ignition switch on 1991 service truck, looked at offset in steering column (sent out to Joe Dorch for further mechanical issues). Perform the in-service on 904 Cat. Have crew practice running payloaders and grader and backhoe. Train new guys on operation of snow loaders. Grease all zerks fittings on equipment and check fluids, pre-trip inspections (practice for CDL testing). Get all dump trucks running and exercise vehicles. Test all plow equipment. Sharpen chainsaw blades, replace bars as needed. Straighten up mezzanine at public works shop and organize meters, fittings, hydrant parts, etc. Spot sand intersections and shovel snow off sidewalks, plow parking lots. Install south base board on ice rink. Inspect trash trailers and litter collection, bi-weekly recycling route, check dog waste stations and restock bags. Move piles of debris off town property: parkway D near Dunraven, parkway B behind red lotus. Hang up banners along highway for chamber. Hang light chain brackets at Povah center and install lights on xmas tree. Installed x-mas snowflake decorations at city hall. Deep clean blue expedition for social services department. Move ticketed vehicles to wastewater lagoon for police department. Haul more equipment and scrap out to sewer lagoon. Asphalt patch work throughout town as necessary. Water service valve requests at 522 Gibbon, 19 Iris and 316 Bechler. Respond to vandalism as needed at city park, installed game camera in hopes of catching the culprits. Clean up graffiti, broken glass, fix hardware on stall doors, replace broken soap dispensers. Support needs of social services department: help moving items upstairs, downstairs, to and from vehicles. Curb stop behind red lotus in inner park now lowered to grade. Add material to entrance of ski trail to reduce drop off and mitigate tripping hazards. Begin installing new hi-intensity prismatic stop signs that just came in. Load up and send out Hydromatic lift pump from Iris station to have overhauled by American Pump.

Administrative

Evaluate 2022 budgetary needs and submit weekly invoices. Enter timesheets and approve payroll for crew. Meet with town manager, bi-weekly town council meeting, department head meeting, weekly WWTP design meetings. Respond to residential and business complaints, sewer backups, power outages, service valve requests, flag raising and lowering notifications, coordinate cremations and interments. Sign off on incoming snow encroachment applications. Meet with Kevin Harris of Forsgren engineering to discuss needs of town. Discuss upcoming projects with Dave Noel. Meet with Mike

Aldred and Tri-State Excavating at 522 Gibbon to discuss water service line at house. Met with several residents in Madison Addition to discuss concerns over snow plowing practices in years past. Met with Justin Spence and Joe Moore to discuss a game plan for the casting pond project. Met with KC and Kioso Shin from KW Corporation to show her layout and verify available parking at 435 Gibbon property. Attended work discussion for town's staffing plan. Service call to Kenco and Mountain Alarms for panel issues at town hall. Coordinate with Nikki at Fire Suppression Systems to field test and service dated extinguishers in town buildings and vehicles. Coordinate with Forsgren Engineering and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Research blower alternatives for new WW treatment facility. Coordinate monthly coliform/ bac-T samples with J Brown. 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. Setup and attend wastewater O&M training for several PW staff in Belgrade on 12/02 (1C classification- mechanical plant). Reach out to parts warehouse again on backordered snow blower housing. Receive backordered manhole castings from Kerry Lund from Core and Main (set to install several on 12/03). Scheduled Blu Kropp to service and jet sanitary lateral extending to bathrooms at pioneer park (camera work indicates a needed extension of pipe for drop directly above the main line invert). Begin initial setup I-WorQ's Software. Respond to information requests from Noesis Engineering regarding development at 19 Hayden. CDL learners permit attained by Shane and Sam.

Dan,

1. Had a very quiet week this week.
2. Had a traffic accident due to ice on the roadway on 191, vehicle vs Park Ranger.
3. Thanksgiving was quite. I made sure our dispatch had dinner.
4. We did have a use of force incident involving Jeff Jarrett. Jarrett came into the office complaining of a prior incident. Our dispatcher, Pily, tried talking with Jeff, he became agitated. He punched the dispatch window, scarring Pily. Juan exited the building to see what was going on and Jarrett swung on Juan. Juan took him to the ground and delivered two punches in order to force compliance. Jarrett was arrested and transported to Bozeman. He was booked for Assault on a Police Officer and Disorderly Conduct. Juan complained of a sore neck and filled out workman's comp paperwork. He will be going to see his doctor on Monday.

Best
Todd

NOTICE OF PUBLIC HEARING

The Town Council of the Town of West Yellowstone will hold a formal budget amendment hearing for the fiscal year 2021-2022 budget. Said hearing will be held during the regular Town Council meeting, Tuesday, December 7, 2021, which begins at 7:00 PM. The hearing will be held in the Town Hall located at 440 Yellowstone Avenue.

The public hearing will address changes to the Gas Tax BaRSAA Fund and the Resort Tax Fund for Fiscal year 2021-2022. The Public is invited to attend, and any taxpayer or resident may be heard, for or against, any portion of the proposed budget changes.

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

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

RESOLUTION NO. 766

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, IN THE COUNTY OF GALLATIN AND STATE OF MONTANA TO AMEND THE BUDGET FOR THE FISCAL YEAR 2021-2022

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

WHEREAS the Gas Tax BaRSAA Special Revenue fund has expended more than anticipated for the crack sealing project funded with BaRSAA fund dollars and the total authorization of expenditure for the fund has been exceeded by \$16,000 and,

WHEREAS this will require an additional transfer from the Resort Tax fund to cover the cost of the additional expenditure and,

WHEREAS there is enough of an available fund balance in the Resort Tax fund from which to make the \$16,000 transfer.

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

1. That the fiscal year 2021-2022 BaRSAA fund expenditure budget be amended to reflect a total projected cost amount of \$77,000.
2. That the fiscal year 2021-2022 Resort Tax fund expenditure budget account (2100-521000-829) be increased by \$16,000 to reflect a total authorization of \$17,204.
3. That the 2021-2022 BaRSAA fund revenue budget account 2821-383000 be increased to reflect the additional transfer in from the Resort Tax fund of \$16,000 for a total transfer amount of \$17,204.

**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WEST
YELLOWSTONE, MONTANA, THIS 7th DAY OF DECEMBER 2021 AND
APPROVED BY THE MAYOR OF THE TOWN OF WEST YELLOWSTONE.**

Mayor Jerry Johnson

Council Member Brian Benike

Council Member Brad Schmier

Council Member Travis Watt

Council Member Jeff Mathews

ATTEST:



Town Clerk Elizabeth Roos

MEMORANDUM

TO: Dan Walker
FROM: Jane Mersen
RE: Marijuana laws
DATE: November 19, 2021

The Montana legislature passed HB 701, the Montana Marijuana Regulation and Taxation Act, following the I-190 affirmative vote to allow recreational marijuana, now commonly called “Adult Use” marijuana in Montana. HB 701 provided how and when marijuana businesses could be regulated and by whom. The types of marijuana businesses that are included are dispensary, cultivation, manufacture, medical dispensary, combined use licenses, testing labs and transportation.

The bill is codified, in part, at Title 16, Chapter 12, MCA. If a town is located within a county that voted to allow adult use, the law allows that Town to either prohibit any or all of the different types of marijuana businesses and or to regulate them. Gallatin County electors voted to allow adult use.

Regulation

If the Town desires to allow marijuana businesses, it should undertake a study to determine where such businesses could be located and what, if any restrictions should be placed on the business. Any regulations by the Town will be in addition to the restrictions provided by state law and the Department of Revenue rules. Further, if the Town allows such businesses, it could enact a local option tax to receive part of the tax revenue that DOR will collect. The Town could pass an interim zoning ordinance restricting any marijuana businesses from locating in Town until such time as the study is complete and the Town enacts the new zoning and business regulations.

Prohibition

If the Town Council wants to allow the voters to decide whether to prohibit such businesses, it must follow the process set out in Title 16, by putting a resolution prohibiting any or all of the marijuana business listed above from operating in the Town on a ballot and holding an election.

If the voters elect to prohibit such businesses, the Town may not allow any businesses that were included on the ballot within its limits. Note, the Town cannot stop licensed transporters from transporting marijuana through the Town.

If the ballot measure fails, then such businesses may operate within the Town and the Town should regulate them through zoning.

The Town Council may pass an interim zoning ordinance temporarily prohibiting such businesses while the matter is pending an election.

While the law becomes effective January 1, 2022, there is still a “transition” period that is built into the DOR regulations. In January, the only business that can sell adult use marijuana are the dispensaries that were licensed by the Department on or before November 3, 2020 for medical marijuana. Therefore, the only business that could sell adult use marijuana in West Yellowstone is LPC West Yellowstone. The DOR will not accept any applications for new marijuana dispensaries, manufacturer or cultivation businesses, that are not former medical marijuana licensees, until July 1, 2023.



THE TOWN OF
WEST YELLOWSTONE
GALLATIN COUNTY ~ MONTANA

REQUEST FOR PROPOSALS

Health Care Services Provider
For Town of West Yellowstone,
Montana

DUE DATE:
April 1, 2022



I. INTRODUCTION

A. GENERAL INFORMATION

Notice of Invitation—The Town of West Yellowstone (“the Town”) is soliciting information for the provision of providing health care services to the greater West Yellowstone community for the period starting January 1, 2023 to December 31, 2028 with options for extensions up to four additional years.

Sealed responses will be received at the Town of West Yellowstone offices at 440 Yellowstone Avenue (PO Box 1570), West Yellowstone, Montana 59758 until 5:00pm Mountain time, April 1, 2022.

Packages received after 5:00 pm time shall be considered invalid and shall be returned to the Contractor unopened. (Facsimile submittals will not be accepted)

- a. There are no expressed or implied obligations for the Town to reimburse responding agencies for any expenses incurred in preparing proposals in response to this request.
 - b. Questions regarding this procurement should be directed to Dan Walker, Town Manager at (406) 646-7795
 - c. Town reserves the right to reject any and all responses and to accept any response that serves the best interest of the Town.
 - d. All agencies submitting a proposal shall agree not to include a provision in any contract or agreement with the Town requiring the Town to hold harmless or indemnify any person, partnership, association, corporation or other form of entity.
1. The Town of West Yellowstone shall be known as “Town” for the purposes of this document. Vendor shall be known as “Contractor” or “Vendor” for the purposes of this document
 2. Proposal timeline:
 - a) December 2021 - RFP authorized by the Town Council
 - b) January 2022 - RFP released to prospective bidders
 - c) March 1, 2022 - Clarifications and/or questions of RFP
 - d) April 1, 2022 - Proposal submission due by 5:00pm
 - e) April/May - Oral presentations by qualified candidates
 - f) May 2022 – Town Council selects provider
 - g) May-June – Town Negotiates Lease Services Provider Agreement
 - h) July 1, 2022 - Award of contract.
 - i) January 1, 2023 Provider services begin



B. History

The Town of West Yellowstone, founded in 1908 is a remote community in Southwest Gallatin County, Montana with a population of the incorporated community of 1,300 and is a major gateway community to Yellowstone National Park. Along with being a gateway community we have a large population of citizens that live outside the city in an around the Hebgen Lake reservoir which serves as a popular recreation location for residents and visitors. West Yellowstone serves as a destination for both summer and winter activities and is dependent upon tourism as our primary source for the economy.

Currently the Town has limited historical data to share with the prospective bidders in this process, which is provided by the incumbent provider. When reviewing the historical data, the prospective bidder needs to keep in mind this is only the patient visits/encounters that were billable and does not reflect patients not seen or treated due to a variety of circumstances. The historical data is attached as Appendix "C". Although the Town cannot guarantee a specific volume of patient encounters but will work with the successful bidder to promote the utilization of the clinic by the residents as well as the visitors of the community and surrounding areas.

It is encouraged for bidders to consider other healthcare services, preventative care, home health, therapy, etc., that can be offered to the community. These additional services are not covered under this RFP and it is solely incumbent upon the bidder to assess the financial benefit of offering any additional services beyond the contractual scope of work.

C. Warrant of Non-Exclusion:

Contractor represents and warrants that as of the Effective Date, neither Contractor nor any of its employees, are or have been excluded terminated, suspended, or debarred from a federal or state health care program or from participation in any federal or state procurement or non-procurement programs. Contractor further represents to Town that no final adverse action by the federal or state government has occurred or is pending or threatened against Contractor, its affiliates, or, to its knowledge, against any employee, contractor, or agent engaged to provide items or services under this Agreement. Contractor also represents that if during the term of this Agreement it, or any of its employees becomes so excluded, terminated, suspended, or debarred from a federal or state health care program or from participation in any federal or state procurement or non-procurement programs, Contractor will promptly notify Town.

Town retains the right to terminate or modify this Agreement in the event of the Contractor's exclusion from a federal or state health care program.



D. Submittal Format

One original sealed copy of proposal shall be submitted in the outlined format.

By responding to the RFP, the Contractor is agreeing to the terms, conditions and requirements set forth herein, unless expressly noted in writing in the submittal.

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the Contractor seeking to undertake duties as the main health care provider services for the Town in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their former manner of presentation.

Proposals should be printed on plain white paper and bound with one staple or binder clip. Proposals should include the following:

- a. Cover letter that includes statement as to the proposer's understanding of the statement of work, the commitment to perform the work as outlined, and a statement as to why the agency believes it to be the best qualified to perform the engagement. An officer empowered to bind the Contractor shall sign the cover letter and shall include a designee of the Contractor that can respond to question and concerns of submittal.
- b. Title page, including:
- c. The Contractor name, address, and phone number of the Contractors point of contact
- d. Table of contents
- e. Body of proposal
 - I. Qualifications and experience of the Contractor in providing similar Services and to include Contractor years of service and financial stability.
 - (i) Locations of other similar operations to include staffing model.
 - (ii) Process for after-hours request for service on urgent care or emergency situations
 - (iii) Current staffing models for other similar locations and capabilities to provide emergency, routine, and specialty healthcare services
 - (iv) Capability for virtual consultations for specialty services
 - II. Business plan with a projected budget that corresponds to Statement of Work
 - III. Proposed staffing plan along with resumes of key management team
 - IV. An affirmative statement that Contractor is or has the ability to register to be licensed in the State of Montana
 - V. Insurance loss history for five years



THE TOWN OF
WEST YELLOWSTONE
GALLATIN COUNTY ~ MONTANA

- i. Malpractice claims
 - ii. Hospital privileges revoked/denied
 - iii. Board of Medical Examiners complaints with resolution
- VI. Insurance Accord showing policy coverage and limits

E. Affirmation

By submitting a proposal, the Contractor represents that it has examined and understands the RFP and has become fully informed of all the requirements of the RFP. All terms and conditions set forth in this document are accepted and must be incorporated in the submission unless explicit exception is made to individual items and accepted by the Town.

By submitting a response, the Contractor represents that it has the ability to meet the requirements outlined herein.

F. EVALUATION AND SELECTION OF PROPOSALS

After evaluation of the responses, the Town will make its selection based on the response which best meets the needs of the Town, in the sole discretion of the Town.

The Town will perform the evaluation of proposals in accordance with the criteria set forth in Appendix A.

This Request for Proposals is not intended to create a public bidding process.

- a. The proposal with the lowest quoted prices or expenses will not necessarily be accepted.
- b. Nor will any reason for the rejection of any proposal be indicated.
- c. The Town reserves the right to privately negotiate with any firm with respect to the requirements outlined in this Request for Proposals.

G. SUBCONTRACTING

Contractors are not permitted to subcontract or assign any part of the work covered under the scope of the agreement, without the express prior written consent of the Town.

H. MINORITY AND WOMEN-OWNED BUSINESSES

Minority-owned firms and women's business enterprises are encouraged to submit proposals.



II. Scope of Work

A. The Town of West Yellowstone is seeking proposals from qualified firms, or organizations to provide health care services to the greater West Yellowstone community. These services will be provided from the facility currently known as the Guy Hanson Medical Clinic.

If your organization is unable to provide any of the services listed below, please furnish the Town of West Yellowstone with a detailed plan of what services you can provide.

- 1) Provide primary health care for all ages with a Physician and/or a mid-level provider and support staff YEAR ROUND.
- 2) Provide Urgent Care (walk-in service) with preference of 24 hour service.
- 3) Provide after hours on-call Emergency service
- 4) Provide visiting specialists and/or virtual visits on a scheduled rotation based upon the community needs.
- 5) Provide a Community Outreach Coordinator
- 6) Provide Lab Services at a minimum of CLIA-WAIVED tests in-house.
- 7) Provide Digital X-Ray services
- 8) Coordinate with EMS
- 9) Provide a Sliding Fee Scale based on family size and income in accordance with Federal Poverty Guidelines. Indicate if your Sliding Fee Scale is site specific or system wide and if providers/specialists will also be included in the Sliding Fee Scale too. Service must be provided to all, regardless of ability to pay.
- 10) Provider will accept Medicaid, Medicare and Healthy Montana Kids assignment.
- 11) Provider will supply quarterly reports that includes
 - a) Total number of visits (scheduled, nonscheduled and urgent care)
 - b) Total number of patients by payor category (Medicare, Medicaid, etc.)
 - c) Profit/loss statement of previous quarter
 - d) Results from patient satisfaction survey
 - e) Any contractual deficiencies and provider resolutions



III. LEASE AND FINANCES

1. The Town will make its clinic facility available at a lease rate of \$100 per month.
2. The Town owns a X-Ray machine which is the only fixed asset included in the clinic.
3. The Town may provide financial assistance according to a mutually agreed upon budget for services.

IV. SPECIAL PROGRAMS

A. Contract Period

The Town's contract with the selected health care provider will apply from January 1, 2023 to December 31, 2028.

B. Assignability

The selected health care provider cannot transfer any interest or provide for the assignment of health care services with the Town, without the expressed written permission and written consent of the Town Council.

C. Ownership

All proposals and reports become the property of the Town of West Yellowstone upon submission, for use as deemed appropriate.

Any proprietary information submitted should be clearly marked as such so not to compromise Contractor's trade secrets.

D. Confidentiality

All proposals, for the purpose of bidding will be kept in strict confidence by the Town of West Yellowstone until after the submittal date and time. The invitees and subsequently selected agency may not issue news releases or other public notification regarding this project without prior approval from the Town Council, which shall not be unreasonably withheld.



APPENDIX A

After determining that a proposal satisfies the requirements stated in the request for proposal, a comparative assessment of the relative benefits and deficiencies of the proposal in relationship to published evaluation criteria shall be made. The award of a contract resulting from this request for services shall be based on the best proposal received in accordance with the evaluation criteria stated in Appendix B.

After an initial screening process of the RFP, an oral presentation will be conducted to clarify the proposer's capabilities and to develop a comprehensive assessment of the service.

The Town of West Yellowstone reserves the right to consider historic performance, and any credible sources, in the evaluation process.

The proposer is cautioned that it is the proposer's sole responsibility to submit information related to the evaluation categories and that the Town of West Yellowstone is under no obligation to solicit such information if it is not included with the proposer's proposal. Failure of the proposer to submit such information may cause an adverse impact on the evaluation of the proposer's proposal.

Additional factors in scoring proposals

- A. The Contractor has no conflicts of interest with regard to any other work performed for the Town.
- B. The Contractor adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- C. The Contractor's past experience and performance on comparable engagements.
- D. The quality of the Contractor's professional personnel to be assigned to the engagement and the quality of the Contractor's management support personnel to be available for consultation.
- E. The Contractor's ability to serve the entire population, regardless of income or insurance status.
- F. Other criteria deemed prudent.

The Town reserves the right to retain all proposals submitted and use any idea in proposal regardless of whether that proposal is selected.



APPENDIX B

PROPOSAL EVALUATION CRITERIA AND RATINGS

1. Agency Qualifications-**Point Value 25**
 - a. Experience of organization/agency in providing medical care in rural setting
 - b. Level of Service- i.e. DO/Physician or mid-level (qualifications of staff)
 - c. Staffing Plan
 - d. Experience coordination community resources
 - e. References/Letters of Support

2. Provision of Services-**Point Value 40**
 - a. Hours of Operation, please be specific with seasonality of community
 - b. Ability to provide primary care
 - c. Ability to provide urgent care
 - d. Ability to provide on-call service
 - e. Ability to provide digital X-Ray
 - f. Ability to provide lab services

3. Ability to Serve Town of West Yellowstone Regardless of Ability to Pay-**Point Value 25**
 - a. Accepts Assignment of Medicare/Medicaid/Healthy Montana Kids
 - b. Offers Sliding Fee Scale
 - c. Ability to Connect Patients to Other Human Services – i.e. home visitation, maternal child health, HRDC, domestic abuse, mental health etc.

4. Budget Proposals-**Point Value 10**

Each proposal will be independently evaluated on the above factors by an evaluation team selected by the Town. No member of the selection and evaluation team will participate if they have a declared conflict of interest with any of the respondents. Interviews with prospective firms may be conducted following a review of the proposals received.



APPENDIX C

**West Yellowstone Clinic
 Provider Encounters by Payer by Month
 (Does not include Nurse Visits)**

Payer	12-month												Totals	Avg Payer Mix
	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21		
Self Pay	15	25	27	27	28	29	38	51	62	40	33	43	418	19.67%
Medicare	18	14	24	20	18	20	42	50	66	45	49	32	398	18.73%
Medicaid	33	63	43	53	49	50	43	45	48	34	32	33	526	24.75%
Private Insurance	49	66	37	55	52	38	69	72	134	74	79	58	783	36.85%
Totals	115	168	131	155	147	137	192	218	310	193	193	166	2,125	100.00%

Payer	12-month												Totals	Avg Payer Mix
	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20		
Self Pay	31	43	43	48	24	25	25	47	54	47	40	30	457	20.71%
Medicare	18	29	36	35	22	14	18	48	45	34	38	23	360	16.31%
Medicaid	44	44	75	53	34	30	29	26	35	64	43	43	520	23.56%
Private Insurance	70	83	105	85	73	24	45	70	88	77	81	69	870	39.42%
Totals	163	199	259	221	153	93	117	191	222	222	202	165	2,207	100.00%

Payer	12-month												Totals	Avg Payer Mix
	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19		
Self Pay	35	27	49	46	28	45	60	68	71	93	55	58	635	21.47%
Medicare	24	17	35	33	28	33	59	92	104	76	77	47	625	21.14%
Medicaid	47	48	68	38	39	53	44	43	46	63	41	33	563	19.04%
Private Insurance	57	57	94	76	73	86	106	127	153	138	79	88	1,134	38.35%
Totals	163	149	246	193	168	217	269	330	374	370	252	226	2,957	100.00%

RESOLUTION NO. 767

A RESOLUTION TO ACCEPT THE PRELIMINARY ENGINEERING REPORT AND ADDENDUM FOR THE AEROMOD MECHANICAL WASTEWATER TREATMENT PLANT

WHEREAS, in 2020 with the assistance of Forsgren Associates, the Town of West Yellowstone developed a Preliminary Engineering Report (PER) for their wastewater treatment system as per Montana Department of Environmental Quality Circular DEQ-2 section 11.2 – Facility Plan and,

WHEREAS, in 2021 with the assistance of Forsgren Associates, the Town of West Yellowstone developed a Preliminary Engineering Report addendum to supplement the 2020 PER with the additional items required in the Uniform Application PER Outline and

WHEREAS, the report recommends an Aeromod mechanical treatment plant as the Proposed Alternative.

THEREFORE, NOW BE IT RESOLVED THAT THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA:

That the Town of West Yellowstone accepts and adopts the Preliminary Engineering Report and Preliminary Engineering Report Addendum as a planning and design document for the Town.

**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WEST
YELLOWSTONE, MONTANA, THIS 7th DAY OF DECEMBER 2021 AND
APPROVED BY THE MAYOR OF THE TOWN OF WEST YELLOWSTONE.**

Mayor Jerry Johnson

Council Member Jeff Mathews

Council Member Brad Schmier

Council Member Travis Watt

Council Member Brian Benike

ATTEST:



Town Clerk Elizabeth Roos



Department of Public Health and Human Services

Human and Community Services Division Intergovernmental Human Services Bureau
PO Box 202956 Helena, MT 59620-2956

Greg Gianforte, Governor

Adam Meier, Director

DATE: July 19, 2021

TO: Public Water System Providers

FROM: Sara Loewen, DPHHS Intergovernmental Human Services Bureau Chief

SUBJECT: Low-Income Home Water Assistance Program (LIHWAP) Contractor Application and Contract

A temporary emergency Low-Income Home Water Assistance Program¹ (LIHWAP) is being developed to provide low-income households assistance in paying their water and wastewater bills. Funds will be sent directly to Public Water System (PWS) operators to be credited to income eligible household accounts to reduce arrearages, prevent shutoffs and reduce monthly rates. This program is slated to operate from October 1, 2021 through September 30, 2023. Households will apply for assistance through a process coordinated with the Low-Income Energy Assistance (LIEAP) program.

The MT Department of Public Health and Human Services is providing the opportunity to PWS providers to participate in this program through a contract with the Department in order to receive and provide this assistance to income eligible households. The Department is beginning the process of securing contracts with PWS providers interested in participating in the LIHWAP.

The following documents are enclosed:

1. A copy of the (DPHHS-HWAP-001) Low Income Home Water Assistance Program Contractor Application and Contract for the time period October 1, 2021 through September 30, 2023.
Complete the Contractor Information sections, including the Contractor Taxpayer ID number field. Sign the bottom of page three. The contract will be signed by a Department representative and a copy will be returned for your records.
2. A Taxpayer Identification Number (TIN) Verification (W-9) form. The completed W-9 form is required to receive payments from the Department. The W-9 form will be used to verify the TIN and the address where the 1099 form will be sent.

¹ The LIHWAP program is authorized under Section 533 Title V of Division H of the Consolidated Appropriations act of 2021, Public Law No: 116-260 and as provided for under The American Rescue Plan Act (ARPA). Additional information can be found at: <https://www.acf.hhs.gov/ocs/programs/lihwap>.

3. A Payment Address Form to complete and return if the mailing address for the LIHWAP payment is to be made to an address other than the one entered on the W-9 form.
4. A Direct Deposit Sign-up Form to complete if your company would prefer to have payments made directly to your financial institution. A written Statement of Remittance (SOR) will be mailed as usual but LIHWAP funds will be available at least one day earlier.

In order to participate and receive funds under this program, items #1 and #2 (above) must be completed and returned, along with items #3 and #4 if applicable.

These documents should be mailed to:

DPHHS LIHWAP, PO Box 202925, Helena, MT 59620

We encourage all Public Water System providers to complete the above information in order to participate in the program and allow their customers to receive this assistance.

Look for additional information (coming soon) at www.lieap.mt.gov. A list of frequently asked questions will be available. You can also email Program Specialist Sheri Shepherd at sshepherd2@mt.gov.

Thank you for considering participating in the Low Income Home Water Assistance Program aimed at reducing arrearages and rates of low-income households, particularly those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services.



Sara Loewen
Intergovernmental Human Services Bureau Chief
Human and Community Services Division, MT DPHHS

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Christmas Stroll & Parade 2021

Sponsor Organization: Destination Yellowstone (West Yellowstone Chamber of Commerce)

Sponsor Address: 30 Yellowstone Avenue (PO Box 1006)

Contact Person: Katrina Wiese

Contact Phone: 406-646-7701

Fax: _____

E-mail Address: president@destinationyellowstone.com

Date(s) of Event: December 18, 2021

Location of Event: Parade Route (see attached map)

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

Event Fee: \$25.00

Resort Tax Bond: \$ _____

Vendor(s) Fee: \$ _____

Total Due: \$25.00

Handwritten signature of the applicant in black ink.

Signature of Applicant

11/18/2021

Date

Date Received by the Town: 11-30-21 Handwritten initials in black ink.

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Event Details

Use this sheet to describe your event in detail including location, routes, directions, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the Town. Please also address parking, trash collection and disposal, expected number of participants and spectators, signs, and amplified sound (if applicable). Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be specifically exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council to make this request. If anything will be sold at the event, an Exposition Business License must also be obtained. Please describe any sale activity below and attach the Exposition Business License application.

This year's annual Christmas Stroll will be held on Thursday, December 18, 2021. Shopping will be encouraged beginning at 1:00 pm. Businesses will host games and there will be 4 smore pits on sidewalks. A Parade of Lights will be held, followed by Santa arriving to light the Town tree, public strolling the streets and shops of town while children enjoy a movie. Pictures with Santa will be held at the Yellowstone Giant Screen before and during the movie – which will be free to all who attend.

The following schedule covers the planned events.

- 1:00** **Stroll, Games & Smore Stations** at businesses begin for the day.
S'mores stations begin (*see encroachment permit*)
- 4:15** **Santa Takes Flight**
See Santa "fly" around Town on the West Yellowstone Fire Department engine. Santa will be traveling through the main blocks of the Madison Addison on his way to Pioneer Park and then onto Boundary to Firehole to setup to be the end of the Parade.
- 4:30** **Parade of Lights Lineup (At Firehole & Canyon – Lineup on Firehole to Boundary)**
- 4:45** **Temporarily stop traffic.** See Map.
- 5:00** **Parade of Lights**
- 5:30** **Help Santa Light the Town Christmas Tree**
Located in front of the grizzly statue on Canyon Street. Tree lighting will also be broadcast on Facebook Live at [fb.com/westyellowstonechamber](https://www.facebook.com/westyellowstonechamber)
(Asking the School if the Band or Choir, or both, would like to play/sing before the tree lighting.)
- 6:00-8:30** **Santa Pictures at the Yellowstone Giant Screen**
- 6:30** **The Polar Express at the Yellowstone Giant Screen**
FREE movie begins at 6:30. Complimentary admission, small drink and popcorn available for attendees.
- 8:00** **Sledding & Smores underway for KidsNSnow** (will continue at the Town Park).

Permissions sought:

- Close off all streets marked on map beginning at 4:00 pm on the 4th and ending after the tree has been lit and Santa has walked to Yellowstone Giant Screen.
- Hold a Parade on a route, shown on the following page.
- Encroachment for the Town Tree and Smore Pits
- Waive sound and amplification ordinances that may apply during the parade and tree lighting.

Police Department Assistance:

- Close off all of streets marked on map beginning at 4:00 pm on the 18th and ending after the tree has been lit and Santa has walked to Yellowstone Giant Screen.
- Lead the Parade

Fire Department Assistance:

- End the Parade with Santa aboard and stop at the Town Tree for the lighting of the Tree by Santa.

Schedule of Events:

- Toast a Marshmallow
- Merchants Open for Shopping
 - Change time to 11:00-7:00 & Add back in Santa's Workshop Games
- Tree Hop & Window Decorating Contest
 - Hop around Town to participating hotels and businesses and vote for your favorite decorated hotel and business window! Forms can be picked up at any participating business and dropped off in any Shop Local bag in Town or to the Chamber.
- Ornament Scavenger Hunt **(WAITING FOR CONFIRMATION)**
- Enjoy a Stop at GDC **(WAITING FOR SCHEDULE)**

9:00 Rodeo Run

8:00 – 5:00 Santa Selfies

- Stop by the Chamber to get a Selfie with Santa or take a beautiful Holiday Photo! 3 different backdrops available!

3:00 - Story Time at the Library - Stop by for a story, game, food & music! (Story will take place at 3:00, other activities will be available during open hours)

4:15 Santa Takes Flight

- See Santa "fly" around Town on the West Yellowstone Fire Department engine. Santa will be traveling through the main blocks of the Madison Addison on his way to Pioneer Park and then onto Canyon to go light the Town Christmas Tree! Come out and wave hello!

4:30 Parade of Lights Lineup

5:00 Parade of Lights

5:30 Help Santa Light the Town Christmas Tree

- Located in front of the grizzly statue on Canyon Street. Tree lighting will also be broadcast on Facebook Live at [fb.com/westyellowstonechamber](https://www.facebook.com/westyellowstonechamber)

6:00 Santa Pictures at the Yellowstone Giant Screen

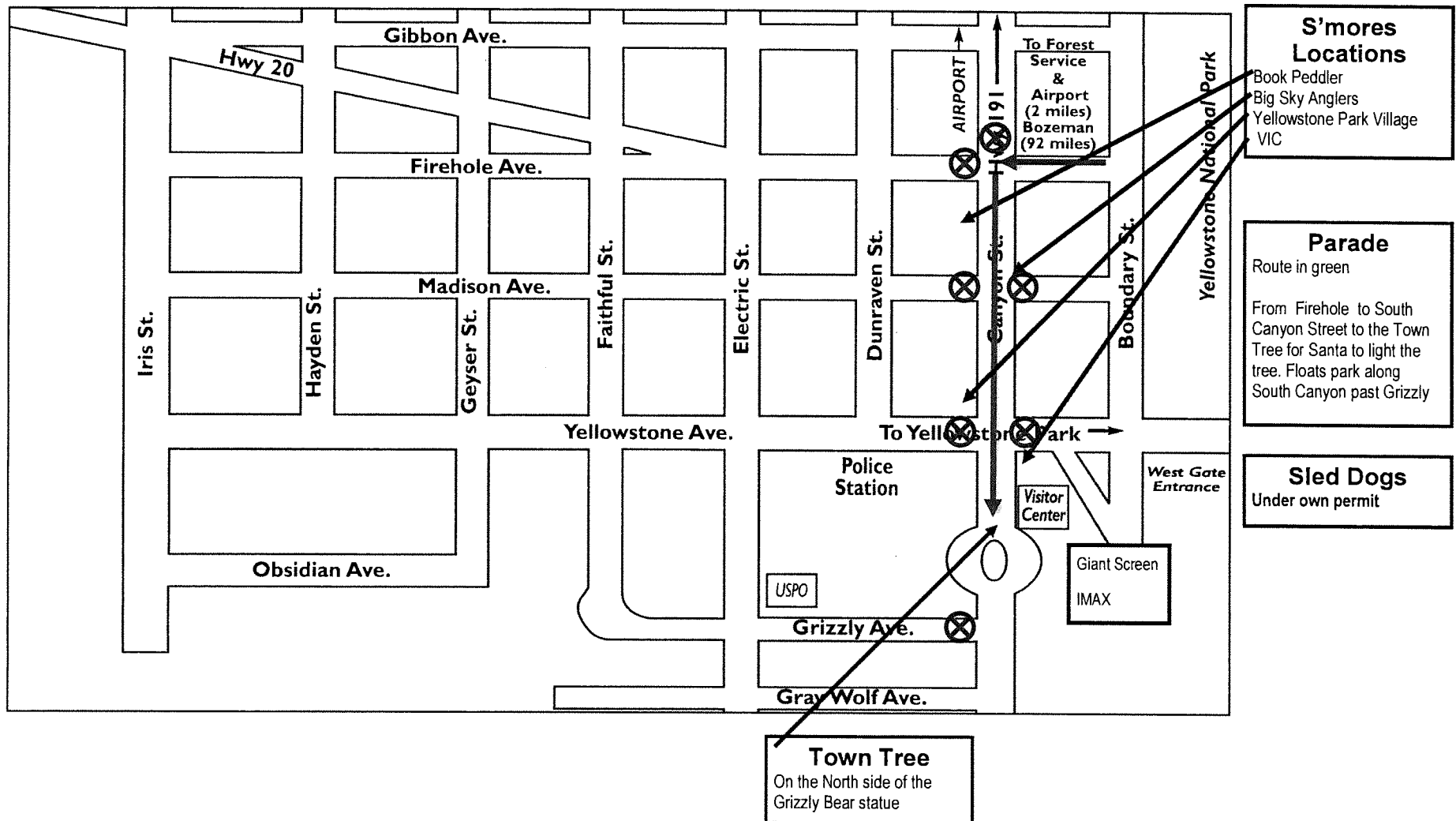
6:30 The Polar Express at the Yellowstone Giant Screen

FREE movie begins at 6:30. Complimentary admission, small drink and popcorn available for attendees. Children must be accompanied by adult. Family Engagement Sponsored by Little Rangers Learning Center, First Security Bank & Madison Valley Bank.

6:00 – 9:00 Kids N Snow at Pioneer Park : Sledding & Smores

WEST YELLOWSTONE

CHRISTMAS STROLL 2021



Addendum A: Application to Maintain an Encroachment

The proposed encroachments would take place from November 24th, 2021, through December 18th, 2021.

Destination Yellowstone (the West Yellowstone Chamber of Commerce) wishes to have the Town Tree on the “grizzly island” on South Canyon Street. The tree would be placed sometime between today, November 22nd, 2021, and Friday, December 17th, 2021, in preparation for the Christmas Stroll on December 18th, 2021. The tree will remain throughout the winter season, being removed on or about March 15th, 2022.

The Chamber, as part of the Christmas Stroll on Saturday, December 18th, 2021, wishes to have four S'mores stations. Three would be on town property and one on private property. All locations are indicated on the map.

- The sidewalk close to the parking lane in front of the Book Peddler.
- The corner by Big Sky Anglers
- The parking lot or sidewalk in front of Yellowstone Park Village
- The sidewalk in front of the Visitor Information Center

Each outdoor location will have a burn barrel to roast marshmallows. The barrels will be elevated on fire bricks/stand to protect the Town's resources. The S'mores stations will be operated from 1:00pm - 7:00pm. Volunteers will supervise the fire and the roasting sticks at each location.

^B **Addendum ~~A~~: Additional Application Encroachment**

The proposed encroachments would take place on December 18, 2021, the night of the West Yellowstone Christmas Stroll.

Destination Yellowstone (West Yellowstone Chamber of Commerce) would like to add two tables on the sidewalk outside of the Chamber building on Canyon Street during the Tree Lighting. The West Yellowstone School International Club is planning on selling baked goods as a fundraiser for their International France Trip in 2023. Greenup of West Yellowstone is planning on selling hot chocolate as a fundraiser.

The tables will be operated from approximately 4:30pm – 6:00pm. We are also asking for the resort tax to be waived from these sales, as these two groups are a school group and a non-profit.

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
H20/Sewer			
Fire			
Police			
Finance			
Administration			
Notes/Conditions: _____			

Approved		Denied	_____
			Town Clerk

			Date

ATTACHMENTS

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



WESTYEL-06

KRODGERS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/30/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Billings Office PayneWest Insurance, a Marsh McLennan Agency LLC Company P.O. Box 30638 Billings, MT 59107-0638	CONTACT NAME: Kristi Rodgers PHONE (A/C, No, Ext): (406) 238-1933 FAX (A/C, No): E-MAIL ADDRESS: krodgers@paynewest.com
INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A : Cincinnati Insurance Company
West Yellowstone Montana Chamber of Commerce P.O. Box 458 West Yellowstone, MT 59758	INSURER B : Montana State Fund
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X		ENP 0534201	4/14/2021	4/14/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input checked="" type="checkbox"/> Hired/NonOwned Auto						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY						\$
	<input type="checkbox"/> Hired AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> PROPERTY DAMAGE (Per accident) \$						
	<input type="checkbox"/> UMBRELLA LIAB						
	<input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	<input type="checkbox"/> CLAIMS-MADE						
	DED RETENTION \$						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		031022999	1/1/2021	1/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Town of West Yellowstone P.O. Box 1570 West Yellowstone, MT 59758	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION - PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:
TOWN OF WEST YELLOWSTONE
ATTN: ELIZABETH ROOS
PO BOX 1570
WEST YELLOWSTONE, MT 59758-1570

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II - Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

- 1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 - b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- 2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
- 2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Application for Outside Amplification Permit
Town of West Yellowstone
Gallatin County, Montana

Event: Christmas Stroll 2021

Contact Person: Katrina Wiese

Address of Contact Person: 30 Yellowstone Avenue,
West Yellowstone, MT 59758

Phone Number: 406-646-7701

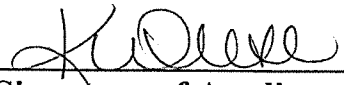
Signature of Property Owner of Record: Town of West Yellowstone

Date(s) of Event: Saturday, December 18, 2021

Location: Downtown in all directions from the intersection of Canyon Street and Madison Avenue

Amplification between the hours of: 1:00 AM/PM and 9:30 AM/PM

Description of Event: Seasonal background music during the Christmas Stroll Parade of Lights and during the lighting of the Town Christmas Tree.



Signature of Applicant

Date 11/18/2021

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

Signature of Mayor/Operations Manager: _____		

Date		

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Name: Paro Run Day Spa Race
 Sponsor Organization: Paro Run Day Spa Race
 Sponsor Address: 1000 1st St. West Yellowstone, MT 59731
 Contact Person: John & Lisa
 Contact Phone: 406-338-1111
 E-mail Address: john@parorun.com
 Date(s) of Event: Dec 1st & 2nd 2011
 Location of Event: Paro Run Day Spa Race

- A. **Event Details:** Use the attached sheet to describe the event in detail and original accommodations required from the Town.
- B. **Site Plan:** Outline the physical layout of the event on the attached site plan and include with the application. Provide a general layout and description of the event.
- C. **Liability Insurance:** If the event is taking place in public places, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally named. Liability insurance coverage shall be in the minimum amount of \$70,000 per occurrence, including per occurrence and include alcohol liability, if applicable. The Town of West Yellowstone is not responsible for any injuries, personal public health, safety, or other matters associated with the event, but the applicant is responsible for the risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Rates:** The base fee for an event is \$100. If a vendor does not charge a fee, the base fee is \$50. If a vendor does not charge a fee, the base fee is \$25. Any vendor that does not charge a fee, the base fee is \$25.
- F. **Resort Tax:** The sponsor of exposition events shall pay a 1.2% fee in accordance with Chapter 9 of the West Yellowstone Municipal Code (see [http://www.westyellowstone.com/DocumentCenter/View/111/WestYellowstoneMunicipalCode](#)). The sponsor and vendors must collect this on all goods and services sold. This fee is due to the town one month after the month of the event. All sales tax returns must be filed with the Montana Department of Revenue. Please contact Chapter 9 of the West Yellowstone Municipal Code for more information. The base fee is \$100. If a vendor does not charge a fee, the base fee is \$50. If a vendor does not charge a fee, the base fee is \$25.
- G. **Alcohol Consumption:** Public drinking and public intoxication are prohibited under Montana Code Sections 9-12-0301 of the West Yellowstone Municipal Code. The permit holder is responsible for ensuring that no alcohol is consumed in public places. Please attach a separate letter addressed to the Town of West Yellowstone regarding the alcohol consumption policy.
- H. **Sound:** Amplified sound may be allowed by a permit or license from the special events committee of the Town Council. In accordance with Section 9-12-0301 of the West Yellowstone Municipal Code, if applicable, please attach the sound amplification permit.

Event Fee	\$ 25	
Resort Tax Bond	\$	
Vendor Fee	\$	
Total Due	\$ 25	

pd cc 11/29/21
 11/24/21 ER

I am requesting an exception to the resort tax bond. The entity hosting the event is not required to have a business or expo license. The entity hosting the event has a 59758 zip code. All proceeds will benefit a charity. Estimated resort tax will be \$120.

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Kids 'N' Snow and Skatin', Sleddin' & S'mores

Sponsor Organization: West Yellowstone Chamber of Commerce

Sponsor Address: PO Box 458 or 30 Yellowstone Avenue

Contact Person: Wendy Swenson

Contact Phone: 406-646-7701 or 406-570-2417 Fax: 406-646-9691

E-mail Address: marketing@destinationyellowstone.com


Date(s) of Event: Dec. 18, 2021; Jan. 8, Feb 5 & March 5, 2022

Location of Event: Pioneer Park

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

Event Fee: \$ \$25
Resort Tax Bond: \$ _____
Vendor(s) Fee: \$ _____
Total Due: \$ \$25


Signature of Applicant
11/12/21
Date

Date Received by the Town: ~~11/12/21~~ 11/30/21 

Event Detail

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

KIDS 'N' SNOW 2021-22

The Kids'N'Snow program (www.kidsnsnow.org) was developed to offer an opportunity for all kids, from West Yellowstone as well as winter visitors, the chance to try new things in a safe and fun, hands-on learning environment.

For the 21-22 season, we are scaling back a bit to accommodate the fact that not all our partners are at full staffing to offer programs (USFS and NPS), and that our snowcoach providers are nearly booked for the season. We are also rebuilding our coordinators, as some have moved and activities and changed. We recognize the fact that we still need to be vigilant regarding gatherings and the potential for spread of covid-19.

Four full Saturdays of activity are planned each with several events, including Skatin', Sleddin' & S'mores, held in the Town Park where the ice rink and sledding hill are used. A sample itinerary is attached although the activities may change from weekend to weekend. Sometimes further activities are held in the Park area or on the ice rink.

Street/public parking is sufficient and utilized. Trash collection is done by the organization at the end of each event and taken to the transfer station.

Each weekend we expect a couple hundred participants throughout the event times.

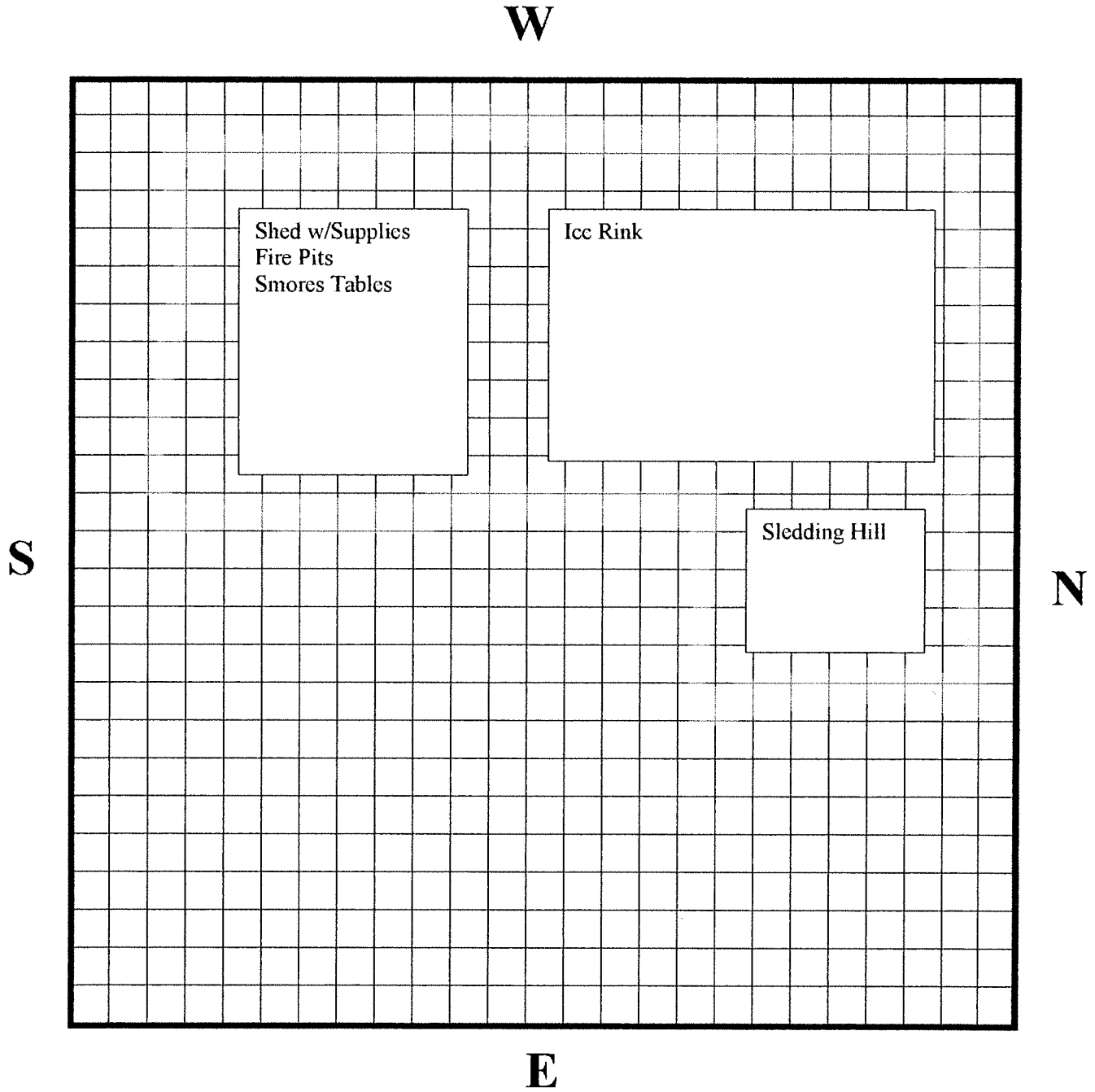
No sales or vendors will take place at the park during the event. Sponsor banners are allowed and are collected at the end of the night and stored with the supplies.

A map of the existing layout is attached.

SITE PLAN

Kids'N'Snow Pioneer Park Activities

Event:



Please indicate direction

FOR OFFICE USE ONLY

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

Notes/Conditions: _____

Approved

Denied

Town Clerk

Date

ATTACHMENTS

Liability Insurance	<u>X</u> Yes	___ No	___ Waived
Outside Amplification Permit	___ Yes	<u>X</u> No	___ NA
Encroachment Application	___ Yes	<u>X</u> No	___ NA
Open Container Resolution	___ Yes	<u>X</u> No	___ NA
Resort Tax Bond	___ Paid	___ Surety	<u>X</u> NA

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION - PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

TOWN OF WEST YELLOWSTONE
ATTN: ELIZABETH ROOS
PO BOX 1570
WEST YELLOWSTONE, MT 59758-1570

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II - Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 - b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Guided dog sled trips
Sponsor Organization: Spirit of the North Sled Dog Adv
Sponsor Address: PO Box 1321 Ennis, MT 59729
Contact Person: Connie Sjerrey
Contact Phone: 406-682-2994 Fax: -
E-mail Address: sleddog@3rivers.net
Date(s) of Event: Dec 20, 2021 to Jan 2, 2022
Location of Event: Madison Arm Loop Trailhead - Gallatin Forest

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

Event Fee: \$ 25.00
Resort Tax Bond: \$ 500.00
Vendor(s) Fee: \$ _____
Total Due: \$ 525.00

Connie Sjerrey
Signature of Applicant
10 Nov 21
Date

pd 11-17-21

RECEIVED

Date Received by the Town: NOV 17 2021

Event Detail

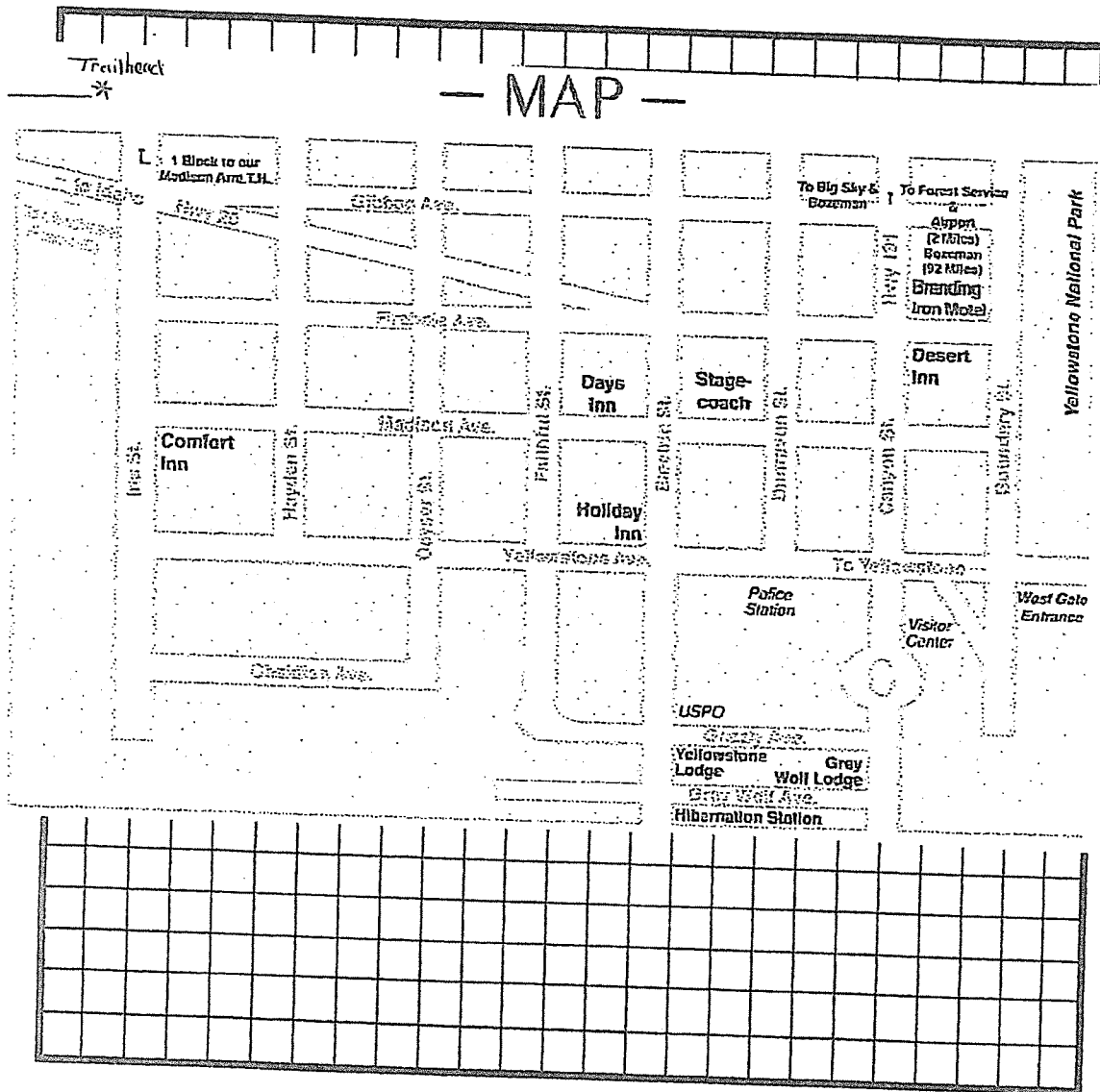
Please use this sheet to describe your event in detail including expected sales, type of sales, layout, show tents, canopies, fencing, cars, security, toilets, seating, stage, etc. and any special accommodations you are requesting from the Town. Please also address parking, trash collection and disposal,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

These are guided dog sled trips in the Madison Arm Loop. Trips are 9:30 am and 1 pm beginning at the Madison Arm Trailhead located at the north end of Iris Street. There could be 4-8 guests per trip and 1-2 cars. There are 100 day-use permit days with the Forest Service primarily in December - the 2 weeks during the Christmas holidays. There will be no alcohol or any special considerations from the town.

Expected sales will be approx \$15,000. The sales tax is included in the price and will be submitted accordingly.

SITE PLAN

Event: Dog sled trips - Madison Arm Loop Trailhead



Please indicate direction



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/28/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CBI Insurance Agency PO Box 1120 Eden UT 84310		CONTACT NAME: Cole Schlack PHONE (A/C, No, Ext): E-MAIL ADDRESS: Cole@cbiins.com FAX (A/C, No):	
INSURED Spirit of the North Sled Dog Adventures Box 1321 Ennis MT 59729		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 99999	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	PHPK2220734	12/29/2020	12/29/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Guided Sled Dog Tours. US Government, Department of the Interior is named as additional insured.

CERTIFICATE HOLDER United States Government PO Box 520 West Yellowstone MT 59758-0520	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	JS	12/01	
H20/Sewer			
Fire	SB	12/01/20	
Police			
Finance			
Administration			

Notes/Conditions: _____

Approved

Denied

Town Clerk

Date

ATTACHMENTS

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

Town of West Yellowstone Casting Pond Improvements

RECEIPT OF BIDS: Sealed Bids for construction of the **Town of West Yellowstone Casting Pond Improvements** will be received by the **Town of West Yellowstone (OWNER)**, at the **Town Hall Office** located at **440 Yellowstone Ave, West Yellowstone, Montana 59758**, until **4:30 pm** local time on **January 10, 2022**, at which time the Bids received will be publicly opened and read.

DESCRIPTION OF WORK: The Project consists of phase 1 of a 3-phase project to install a pond liner, two (2) concrete vaults, and a gate valve. Installation of perforated drainage pipe, and supplying, and placing sand in casting pond to final grade. Installation of slab-on-grade concrete decking, as well as concrete sidewalk where indicated on plans. The pond will be filled by the contractor with water supplied by the Town of West Yellowstone. Electrical to the algae control, and perimeter loop.

OBTAINING CONTRACT DOCUMENTS: Copies of the CONTRACT DOCUMENTS may be obtained on or after December 5, 2021 by emailing Town Clerk Elizabeth Roos at: **eroos@townofwestyellowstone.com**. Bidders will be placed on the plan holders list. Acknowledgment on the plan holders list is mandatory for all bidders.

The CONTRACT DOCUMENTS may be examined at the following location:

Town of West Yellowstone Town Hall 440 Yellowstone Ave West Yellowstone, Montana 59758	OR	Forsgren Associates, Inc. 1137 Summers Dr. Rexburg, ID 83440
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PRE-BID CONFERENCE: A pre-bid conference will be held at **2 pm** local time on **January 6, 2022** at the **West Yellowstone Town Hall, 440 Yellowstone Ave, West Yellowstone, Montana 59758**. Attendance at the pre-bid conference is highly encouraged but is not mandatory.

BID SECURITY: Each proposal must be submitted on the prescribed form and accompanied by Bid Security in the form of a certified cashier's check or a corporate bid bond executed on the prescribed form, made payable to the **Town of West Yellowstone** in the amount of **five percent (5%)** of the bid amount. The Successful BIDDER will be required to furnish Performance and Payment Bonds, each in the amount not less than **100%** of the contract price.

ADDRESS AND MARKING OF BID: The envelope enclosing the bid shall be sealed and addressed to the **Town of West Yellowstone – Bob Jacklin Casting Pond** and delivered to **440 Yellowstone Ave.**, or mailed to **Town of West Yellowstone, PO BOX 1570, West Yellowstone, Montana 59758**. The envelope shall be plainly marked in the upper left-hand corner with the name and address of the bidder and shall bear the words "Bid for," followed by the Project title per the Contract Documents. The certified or cashier's check, money order, or bidder's bond shall be enclosed in the same envelope with the bid. Refer to "Instructions to Bidders" for additional submittal requirements.

LABOR REQUIREMENTS: The attention of Bidders is directed to the applicable federal and state requirements regarding conditions of employment to be observed.

PROJECT ADMINISTRATION: All questions relative to this project prior to the opening of bids shall be directed, in writing, to the ENGINEER for the project. It shall be understood, however, that no interpretations of the specifications will be made by telephone.

PROJECT ENGINEER
Forsgren Associates, Inc.
Contact: Dave Noel P.E.
Telephone: (208) 356-9201
dnoel@forsgren.com

OWNER'S RIGHTS RESERVED: The OWNER reserves the right to waive any informalities or to reject any or all bids, if in the best interest of the OWNER.

Published Date(s): 12-5-2021 and 12-12-2021

Published Locations: _____

TOWN OF WEST YELLOWSTONE

Welcome to West Yellowstone, Montana!

We are delighted that you have chosen to join us in our winter wonderland! The following information is intended to help you make your stay here in our community the best it can be.

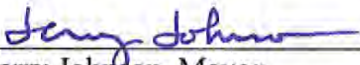
Ski or Snowshoe

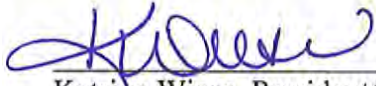
- Please remember that vehicles, including snowmobiles, share the Town's streets and parkways. Please remain alert and travel to the extreme left facing on-coming traffic on all streets and parkways.
- The Boundary Trail is the only groomed trail that is shared by skiers, snowshoers and pets.
- Pets are not allowed on any other ski trail.
- Snowshoers are invited to travel parallel to all groomed ski trails.

Snowmobile

For the convenience of both visitors and residents, the Town has designated snowmobile routes. Desk clerks or rental agents can explain where the highways and snowmobile routes are located and can provide you with maps. Please follow these guidelines when operating a snowmobile in the Town of West Yellowstone:

- **Slow down in town!** The speed limit for all motor vehicles, including snowmobiles, is **25 MPH**.
- Observe "quiet hours" between 10:00 PM and 7:00 AM.
- Please use snowmobile routes and trails whenever possible.
- Obey traffic control devices (stop signs, traffic lights) and traffic laws.
- Yield to pedestrians.
- Do not operate a snowmobile while under the influence of alcohol or drugs. Do not operate a snowmobile in a reckless or careless manner-jumping or riding on snow berms constitutes an offense.
- Snowmobiles must be properly equipped-brakes and lights are required.
- Snowmobiles with modified exhaust systems that produce excessive noise may not be operated in Town.
- A driver's license and proper registration are required to operate a snowmobile in Town.
- Cross state highways at intersections, always yielding to oncoming traffic.
- Snowmobiles may not be parked or operated on sidewalks.
- Ride in single file and as near to the right-hand side of the right of way as practical.
- Secure landowner permission before riding on private property.
- Park snowmobiles as far to the right side of the street as possible without blocking the sidewalk.
- Remember: Pack out what you pack in! Help keep our trails clear of cans, bottles and debris.
- Thank you for visiting our community, have a safe and enjoyable stay in West Yellowstone!

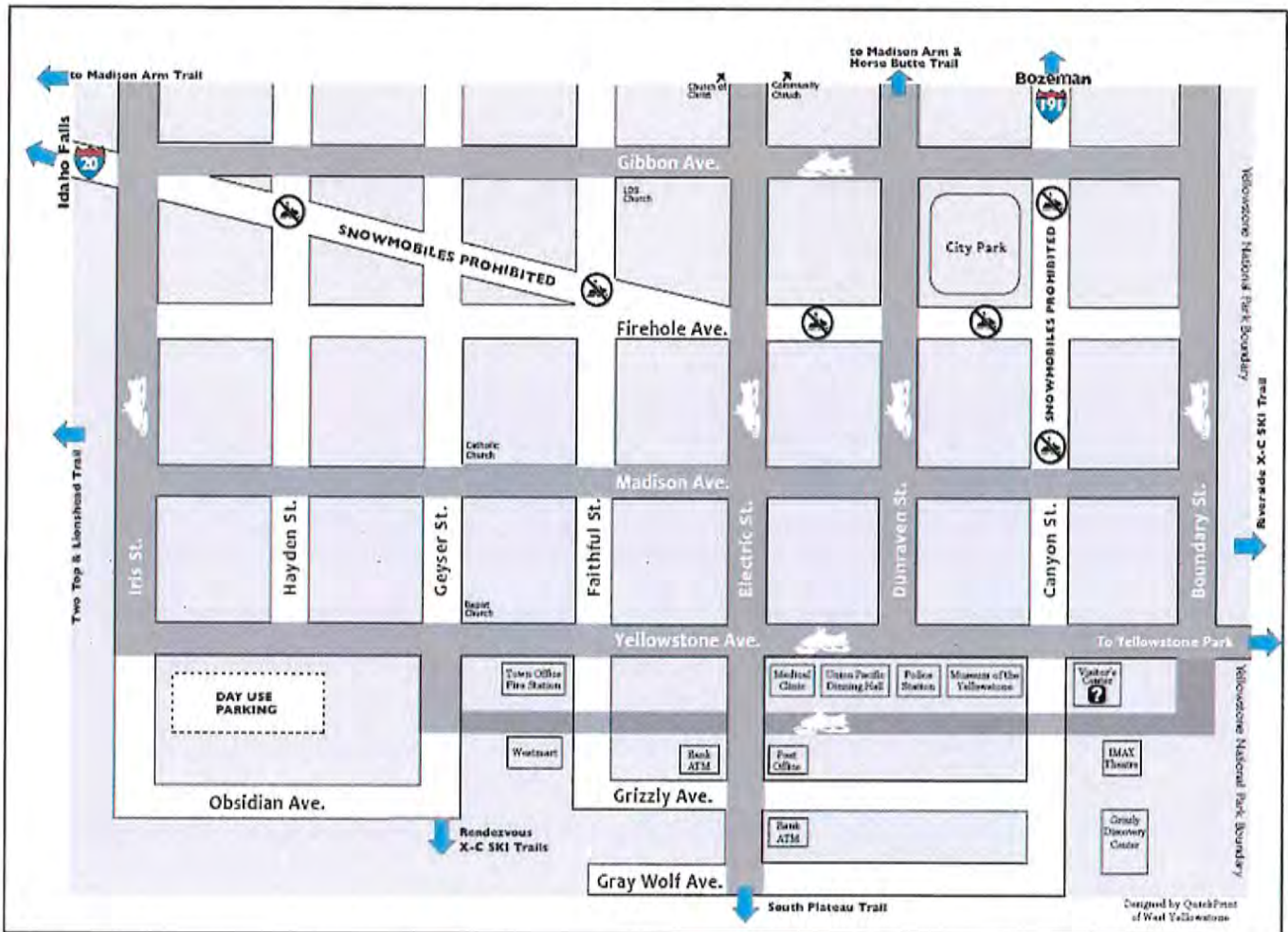

Jerry Johnson, Mayor
Town of West Yellowstone


Katrina Wiese, President/CEO
WY Chamber of Commerce

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



WELCOME TO TOWN OF WEST YELLOWSTONE • MONTANA



Skiers & Snowmobiles may not travel on US Highway 191, US Highway 20 or North Canyon Street.

Parking, Trail Passes, and Trail Information

If parking wheeled vehicles, obey posted traffic signs. When parallel parking, vehicles may not park more than one vehicle deep. If angle parking, disconnect from any trailers and park them beside the vehicle. The Town maintains certain areas on Yellowstone Avenue between Hayden and Iris for parking as well as areas in the “old airport” to the west of Iris Street. Day use parking is also available at the Visitor Information Center parking lot at the southeast corner of Yellowstone and Canyon, along Boundary Street, and along Iris Street. Trail passes are available at the Visitor Information Center and from snowmobile or Nordic ski outfitters. A day use ski pass for the for the Rendezvous Ski Trails may be purchased at the trailhead.

The Chamber of Commerce and many local businesses offer complimentary maps of trails on adjacent public lands. Click or scan below for mobile access to US Forest Service maps of the Rendezvous Ski Trails or regional snowmobile trails:



← Rendezvous trail map for mobile
<https://www.avenzamaps.com/maps/1250799>

Snowmobile trail map for mobile→
<https://www.avenzamaps.com/maps/489161>

