

Town of West Yellowstone

Tuesday, May 17, 2022

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

WORK SESSION

5:00 PM

Water and Sewer Rates

Discussion ∞

Moratorium on New Connections to the Wastewater Treatment System

Discussion ∞

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

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

Treasurer's & Securities Report

Purchase Orders

Claims ∞

Business License Applications ∞

- Rusty Bison, RT Bond Waiver Request
- Island BBQ, new mobile food vendor (MFV)

Consent Agenda: **Minutes of the May 3, 2022 Town Council Meeting** ∞

Minutes of the May 10, 2022 Health Care Services Presentations ∞

Town Manager & Staff Reports ∞

Advisory Board Reports

ACTION ITEMS

Health Care Services RFP Recommendation, Health Care Services Advisory Board

Discussion/Action ∞

Resolution No. 773, Cannabis Sales Ballot Option

Discussion/Action ∞

Sewer Capacity Options (Tabled April 19, 2022)

Discussion/Action ∞

Resolution No. 774, Moratorium on New Sewer Connections

Discussion/Action ∞

Marketing and Promotions Fund Award Recommendation, Music in the Park 2022

Discussion/Action ∞

West Yellowstone Market Event Application 2022

Discussion/Action ∞

Town Policy No. 45, Whistleblower Policy

Discussion/Action ∞

Town Policy No. 46, Conflict of Interest Policy

Discussion/Action ∞

Task Order #10, Amended- Forsgren Associates, Funding Assistance Applications

Discussion/Action ∞

Moonrise Litigation Strategy Update, Potential Executive Session

Correspondence/FYI/Meeting Reminders

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



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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

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West Yellowstone WWTP Project

May 17, 2022



Current Rate

- Total \$42.66/month
 - Water
 - \$18.49/month (3/4" connection size)
 - Sewer
 - \$24.17/SFE/month

Funding Sources

- Target Rate
 - MCEP – Grant
- Affordability Index
 - DEQ SRF Loan Forgiveness
 - Rural Development – Loan / Grant
- Funding Based Rate
 - Rural Development – Loan
 - DEQ SRF – Loan
 - RRGL – Grant
 - ARPA – Grant
 - CDBG – Grant

Target Rate

Step 1a:

Select a geography type

(All) ▾

OR

Step 1b:

Select a county or counties

(All) ▾

Step 2:

Select a geography

West Yellowstone town ▾



Selected Geography	West Yellowstone town
Associated County	<i>Gallatin County</i>
Population	936
Total Households	470
Median Household Income	\$38,306
Low & Moderate Income Percent	63.2%
Percent Poverty	14.6%

Target Rates

Water & Wastewater	\$73.42
Water Only	\$44.69
Wastewater Only	\$28.73
Solid Waste Only	\$9.58

Current Costs and Funding Sources

COSTS	
Construction and Equipment	\$ 30,070,527
Engineering	\$ 2,851,073
Administration, bonding, and interest on interim financing, bond counsel	\$ 193,100
Total Project Cost	\$ 33,114,700
FUNDING SOURCES	
Secured Grant	
ARPA - Minimum Allocation Grant	\$ 262,483
ARPA - Competitive Grant	\$ 2,000,000
Gallatin County ARPA Allocation	\$ 750,000
Local Contribution	\$ 500,000
Grant Applications In - Waiting for Response	
Renewable Resource Grant	\$ 125,000
Community Development Block Grant	\$ 600,000
Loan	
Total	\$ 28,877,217

Scenario

- \$29m 20-year Bond
 - \$1 million Resort Tax per year
 - Current number of SFE's (2,628)
 - \$51.62 per SFE/month
 - \$1.2 million Resort Tax per year
 - Current number of SFE's (2,628)
 - \$45.27 per SFE/month
 - \$1.4 million Resort Tax per year
 - Current number of SFE's (2,628)
 - \$38.93 per SFE/month

Single Family Equivalent (SFE)



TOWN OF WEST YELLOWSTONE SEWER DEVELOPMENT FEE STRUCTURE

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

SFE SCHEDULE AND SFE CALCULATOR

USER TYPE	DESCRIPTOR	EVALUATION UNIT	NUMBER OF UNITS PROPOSED	SINGLE FAMILY EQUIVALENT 2021 SFE	CALCULATED SINGLE FAMILY EQUIVALENT 2021
Residential Dwelling					
Single Family		Single Home		1.000	0.00
Mobile Home		Single Mobile Home		1.000	0.00
Multiple Residential					
Apartment		Single Apartment		1.000	0.00
Multiplex Unit		Single Living Unit		1.000	0.00
Time Share	hotel w/ full kitchen & W/D	Room		0.830	0.00
Boarding/Rooming House/Bed & Breakfast	With Bathroom	Room		0.200	0.00
Boarding House		Bed space		0.500	0.00
Rooming House		Resident		0.250	0.00
Institutional					
Assembly Hall/ Meeting House		(Base)		1.000	0.00
Assembly Hall/ Meeting House	Kitchen	(Seat)		0.030	0.00
Church	Single Congregation	Congregation		1.000	0.00
Church	Each additional	Congregation		1.000	0.00
Church	Sunday only meetings	Congregation		1.000	0.00
Church	Kitchen	Seat		0.030	0.00
Clinic/Massage/Spa		Establishment		1.000	0.00
Hospital or clinic				3.000	0.00
	Additional	Bed space		0.500	0.00
Hospital		Bed space		1.000	0.00
Hospital	Kitchen	Bed space		1.070	0.00
Hospital	Laundry	Bed space		1.195	0.00
Nursing Home/ Rest Home		Bed space		0.500	0.00
Nursing Home/ Rest Home	Base Rate			1.000	0.00
Nursing Home/ Rest Home	Additional	Resident		0.300	0.00
School	with Cafeteria and Gym	Student		0.170	0.00
School	with Cafeteria only	Student		0.030	0.00
School	no Cafeteria or Gym	Student		0.020	0.00
Hotel		Room		0.200	0.00

Recalculate SFE's

- Hotel
 - Current
 - 0.4 SFE / room
 - 2022
 - 2,216 Hotel rooms
 - 17% increase 0.6 SFE / room
 - Total 3,071 SFE's instead of 2,628 SFE's
 - 34% increase 0.8 SFE / room
 - Total 3,514 SFE's instead of 2,628 SFE's

Scenario – Recalculate SFE's

- \$29m 20-year Bond
 - \$1 million Resort Tax per year
 - 3,071 SFE's - \$44.17 per SFE/month
 - 3,514 SFE's - \$38.60 per SFE/month
 - \$1.2 million Resort Tax per year
 - 3,071 SFE's - \$40.70 per SFE/month
 - 3,514 SFE's - \$33.86 per SFE/month
 - \$1.4 million Resort Tax per year
 - 3,071 SFE's - \$33.31 per SFE/month
 - 3,514 SFE's - \$29.11 per SFE/month

Growth SFE's – 5 Years

- Outstanding Applications
 - Moonrise Meadows – 440 Units
 - Hampton Inn – 120 Rooms
- Total 512 SFE's @ 0.6 SFE / room
- Total 536 SFE's @ 0.8 SFE / room

Scenario – 5 Year Growth

- \$29m 20-year Bond
 - \$1 million Resort Tax per year
 - 3,116 SFE's - \$43.53 per SFE/month @ current SFE's
 - 3,583 SFE's - \$37.86 per SFE/month @ 0.6 SFE / room
 - 4,050 SFE's - \$33.49 per SFE/month @ 0.8 SFE / room
 - \$1.2 million Resort Tax per year
 - 3,116 SFE's - \$38.74 per SFE/month @ current SFE's
 - 3,583 SFE's - \$33.21 per SFE/month @ 0.6 SFE / room
 - 4,050 SFE's - \$29.37 per SFE/month @ 0.8 SFE / room
 - \$1.4 million Resort Tax per year
 - 3,116 SFE's - \$32.83 per SFE/month @ current SFE's
 - 3,583 SFE's - \$28.55 per SFE/month @ 0.6 SFE / room
 - 4,050 SFE's - \$25.26 per SFE/month @ 0.8 SFE / room

Summary

- \$1 M RT – Current SFE - \$51.62
- \$1 M RT- 0.6 SFE - \$44.17
- \$1 M RT- 0.8 SFE - \$38.60

- \$1.2 M RT – Current SFE - \$45.27
- \$1.2 M RT- 0.6 SFE - \$40.70
- \$1.2 M RT- 0.8 SFE - \$33.86

- \$1.4 M RT – Current SFE - \$38.93
- \$1.4 M RT- 0.6 SFE - \$33.31
- \$1.4 M RT- 0.8 SFE - \$29.11

Scenario – Summary w/ Growth

- Current SFE - \$24.17
 - \$1.87 M RT 5 years
 - \$1.72 M RT 15 years
- Current SFE - \$39
 - \$1.4 M RT 5 years
 - \$1.2 M RT 5 years
 - \$1 M RT 10 years
- 0.6 SFE - \$33
 - \$1.4 M RT 5 years
 - \$1.2 M RT 5 years
 - \$1 M RT 10 years
- 0.8 SFE - \$33
 - \$1.2 M RT 5 years
 - \$1 M RT 15 years
- 0.8 SFE - \$29
 - \$1.4 M RT 5 years
 - \$1.2 M RT 5 years
 - \$1 M RT 10 years
- 0.8 SFE - \$29
 - 3% annual rate increase
 - \$1.4 M RT 5 years
 - \$1 M RT 15 years
- 0.8 SFE - \$29
 - 5% annual rate increase
 - \$1.4 M RT 3 years
 - \$1 M RT 17 years

April 1, 2022

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

RE: Capacity Review: Remaining Capacity April 2022

Dear Mr. Walker,

This letter summarizes our current situation regarding remaining capacity at the wastewater treatment facility. The Town submitted an Engineering Report with Plans to DEQ on March 6, 2019 and received approval from DEQ on April 15, 2019. In the Engineering Report it explained that the Town was out of discharge capacity to their IP Beds and that evaporators could be installed so that the total design flow is reduced allowing approximately 135,000 gallons per day of increased flow in order to allow new connections to the plant while the upgrades were being designed and constructed.

Since then, the Town has continued to allow patrons to connect to their system as proposed in the Short-Term Upgrade plans. These connections have increased flow to the treatment works by approximately 132,300 gallons per day. In March of 2022 Forsgren reached out to DEQ to request guidance for further connections to the system and was informed that Town should curb additional loading to the treatment works until such time as the new treatment facility is in operation.

There are three options, in my opinion, available to the Council to consider in curbing additional loading to the treatment works:

1. Temporarily discontinue accepting septage from out-of-Town dischargers. The Town currently accepts approximately 80,000 gallons per year of septage from out-of-Town dischargers. This consumes a similar hydraulic capacity to 40 EDU's. In terms of biological demand, the septage loading is much higher. Please note, the treatment plant design capacity has included long term septage receiving at the current loading rate.
2. Place a moratorium on all new connections.
3. Continue to allow connections. This would be in direct conflict to the guidance received from DEQ and will likely result in increased violations to the wastewater permit.

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

Respectfully,



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

RESOLUTION NO. 774

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, TO ISSUE A MORATORIUM ON CONNECTIONS TO OR NEW USES OF THE TOWN'S WASTEWATER TREATMENT SYSTEM

BE IT RESOLVED by the Town Council of the Town of West Yellowstone, Montana, as follows:

WHEREAS: The Town has the power and authority to take emergency measures for the immediate preservation of the public peace, property, health and safety of the inhabitants of the Town of West Yellowstone in accordance with §7-3-4326, MCA; and

WHEREAS: The Town has received information from its Town Manager and the engineer contracted to review the Town's wastewater treatment system that the current waste water treatment facility has no further capacity to accept any new connections or new uses for treatment; and

WHEREAS: Continuing to allow connections to the wastewater treatment facility could result in fines and other penalties issued to the Town by the Department of Environmental Quality; and

WHEREAS: The Town has pending applications for connection to the Town's water and wastewater systems, which can be met but those applications will use the small amount of capacity currently remaining; and

WHEREAS: The Town believes it is necessary and proper to prohibit new connections or uses until such time as additional capacity is made available;

WHEREAS: This Resolution came before the Town Council for discussion at a work session meeting on May 17, 2022 and a regular Town Council meeting on the same day following the work session, both duly noticed as required and the Town Council provided an opportunity for the public to comment on this Resolution at each meeting prior to a final decision; and

WHEREAS: The Town Council of the Town of West Yellowstone believes that it is necessary and proper for the Town to prohibit any new uses of or connections to the wastewater treatment system, other than the applications that are currently pending before the Town; and

WHEREAS: The Town Council of the Town of West Yellowstone believes it is necessary to issue a moratorium on any new connections or new uses to the Town's wastewater treatment system after May 17, 2022, for a period of one year; and

WHEREAS: The Town Council believes that the period for evaluation is necessary in order to move forward in completing the design and competitive selection process for the new wastewater reclamation facility in order to preserve the public health, property and safety of the inhabitants of the Town.

NOW THEREFORE, BE IT RESOLVED:

The Town Council of the Town of West Yellowstone, Montana hereby declares a moratorium on any new connections to or uses of the Town's wastewater treatment system effective May 18, 2022 and shall remain in place until such time as the Town receives information that the moratorium is no longer needed, or for a period of one year, which ever shall come first.

This moratorium is effective May 18, 2022.

**PASSED BY THE TOWN COUNCIL AND APPROVED BY THE MAYOR
THIS 17th DAY OF MAY, 2022.**

Mayor Travis Watt

Council Member Jeffrey Mathews

Council Member Brian Benike

Council Member Lisa Griffith

Council Member Jeff McBirnie



ATTEST:

Town Clerk Elizabeth Roos

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48997		1089 Gallatin County Treasurer		144.00					
	04/30/22	Tech surcharge		60.00		COURT	7458 212200		101000
	04/30/22	MLEA		60.00		COURT	7467 212200		101000
	04/30/22	Victims Assistance		24.00		COURT	7699 212200		101000
48998		95 Energy West-Montana		2,257.63					
	04/27/22	nat gas 210361788 updl		46.75		UPDH	1000 411252	344	101000
	04/27/22	nat gas 210360293 Police		17.88		POLBLD	1000 411258	344	101000
	04/27/22	nat gas 210361746 Pub Services		612.16*		STREET	1000 430200	344	101000
	04/27/22	nat gas 210361811 old firehall		138.16		PARK	1000 460430	344	101000
	04/27/22	nat gas 210363966 old bld ins		95.70*		STREET	1000 430200	344	101000
	04/27/22	nat gas 210360540 library		323.87*		LIBBLD	1000 411259	344	101000
	04/27/22	nat gas 210364599 Povah		495.66*		POVAH	1000 411255	344	101000
	04/27/22	nat gas 210361697 Iris Lift St		24.94*		PUBSVC	1000 430200	344	101000
	04/27/22	nat gas 210365425 Twm Hall		484.63*		TWNHAL	1000 411250	344	101000
	04/27/22	nat gas 210361655 Mad Add Sewe		17.88		SEWER	5310 430600	344	101000
48999		2853 Two Seasons Recycling		850.00					
	2023088 04/30/22	monthly recycling		850.00		PARKS	1000 460430	534	101000
49000		266 Utilities Underground Location		36.11					
	2045369 04/30/22	excavation notifications		36.11*		WATER	5210 430500	357	101000
49001		2421 NAPA Auto Parts		445.49					
	04/30/22	Napa Repair Supplies		445.49		STREET	1000 430200	361	101000
49002		2264 MORNING GLORY COFFEE & TEA		33.75					
	760954 05/02/22	Dispatch coffee		33.75		DISP	1000 420160	220	101000
49003		2575 WY Tourism Business Improvement		4,841.27					
	04/30/22	Collections in April		4,841.27		TBID	7202 411800	540	101000
49004		73 Westmart Building Center		398.53					
	04/27/22	Street Supplies		117.23		STREET	1000 430200	220	101000
	04/27/22	Police -Dispatch Building		31.34*		POLICE	1000 411258	366	101000
	04/27/22	Town Hall Supplies		30.84		TWNHAL	1000 411250	220	101000
	04/27/22	Povah Ctr.		40.88		POVAH	1000 411255	220	101000
	04/27/22	Parks Supplies		178.24		PARKS	1000 460430	220	101000

05/13/22
17:17:28

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 5/22

Page: 4 of 9
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49017	2558 Hebgen Basin Fire District	54,936.00					
	05/01/22 May 2022	47,580.00		FIRE	1000 420400	357	101000
	05/01/22 employee grant May 2022	7,356.00		FIRE	1000 420471	140	101000
49018	2822 ClearBlu Business Services	6,200.00					
	05/02/22 Town Hall	1,000.00*		TWNHLL	1000 411250	357	101000
	05/02/22 Library	400.00*		LIBES	1000 411259	357	101000
	05/02/22 Trailhead Bldng.	260.00		TRLHED	1000 411256	350	101000
	05/02/22 Povah	850.00*		POVAH	1000 411255	350	101000
	05/02/22 Chamber Bldng.	1,400.00*		CHAMB	1000 411257	357	101000
	05/02/22 Park Bathrooms	800.00		PARKS	1000 411253	357	101000
	05/02/22 Dispatch Building	585.00		DSPTCH	1000 411258	398	101000
	04/30/22 MainlineHydroJetFthflParkmanho	562.50		SEWER	5310 430600	357	101000
	04/30/22 StorefrontConcretclean/Flusher	342.50		SEWER	5310 430600	357	101000
49019	E 2673 First Bankcard	659.39					
	04/14/22 MSU Municipal Clerk Institute	415.00		FINADM	1000 410510	380	101000
	04/18/22 Help Fund Supplies	41.62*		HELP	7010 450135	220	101000
	04/25/22 Bus Voucher Help	68.32		HELP	7010 450135	370	101000
	04/26/22 Help Fund Supplies	109.45*		HELP	7010 450135	220	101000
	04/26/22 Notary Membership	25.00		FINADM	1000 410510	380	101000
49020	E 2673 First Bankcard	1,481.43					
	04/25/22 Books	1,481.43		LIBRY	2220 460100	220	101000
	05/13/22 Books	0.00		LIBRY	2220 460100	215	101000
	05/17/22 Market Place-5thgradeparty	0.00		LIBRY	2220 460100	220	101000
	05/17/22 Wild West Pizza-5thgradeparty	0.00		LIBRY	2220 460100	220	101000
	05/23/22 Cotton Gloves	0.00		LIBRY	2220 460100	220	101000
	05/27/22 Books	0.00		LIBRY	2220 460100	215	101000
	05/28/22 Books	0.00		LIBRY	2220 460100	215	101000
	05/30/22 Books	0.00		LIBRY	2220 460100	215	101000
	05/30/22 Books	0.00		LIBRY	2220 460100	215	101000
	05/30/22 Books	0.00		LIBRY	2220 460100	215	101000
	05/02/22 Books	0.00		LIBRY	2220 460100	215	101000
	05/02/22 Books	0.00		LIBRY	2220 460100	215	101000
49021	2789 WEX Bank	3,871.40					
	05/01/22 17 Dodge Ram #2	462.36		POLICE	1000 420100	231	101000
	05/01/22 10 Ford Expedition 6-000046	146.30		SOCSEB	1000 450135	231	101000
	05/01/22 10 JD Backhoe 310SJ	148.35		STREET	1000 430200	231	101000
	05/01/22 91 Ford 6-582	100.26		STREET	1000 430200	231	101000
	05/01/22 14 Water Truck	220.71		STREET	1000 430200	231	101000
	05/01/22 2010 JD 772 Grader	286.62		STREET	1000 420100	231	101000
	05/01/22 02 Freightliner Dump 6-54564A	75.46		STREET	1000 430200	231	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	05/01/22 08	GMC Pickup 6-1484		204.95		STREET	1000 430200	231	101000
	05/01/22 08	CAT 938H Loader		585.30		STREET	1000 430200	231	101000
	05/01/22 08	904B MiniLoader		71.15		STREET	1000 430200	231	101000
	05/01/22 15	Ford F-250		142.26		STREET	1000 430200	231	101000
	05/01/22 18	2018 Dodge Ram-PW		254.56		STREET	1000 430200	231	101000
	05/01/22 18	Dodge Ram-Police		439.69		POLICE	1000 420100	231	101000
	05/01/22 19	Dodge Durango		315.96		POLICE	1000 420100	231	101000
	05/01/22	Multi-Use Vehicle - Sienna		45.56		BULDNG	1000 420531	370	101000
	05/01/22	Multi-Use Vehicle - Sienna		94.71		DSPTCH	1000 420160	370	101000
	05/01/22 06	Dodge Durango 6-1374/6-2010		277.20		STREET	1000 430200	231	101000
49022		2952 DIS Technologies		680.00					
	9556 05/05/22	Monthly IT		625.00		IT	1000 420160	398	101000
	9556 05/05/22	Software Subscription		55.00		DSPTCH	1000 420160	216	101000
49048		2952 DIS Technologies		1,950.00					
	9548 05/05/22	partofStation2 upgrade-DellTow		1,950.00		911	2850 420750	945	101000
49049		3360 Lisa Griffith		184.30					
	05/11/22	Municipal institure5/3-5/5/22		184.30		LEGIS	1000 410100	370	101000
49050		1282 Elizabeth Roos		241.60					
	05/09/22	MSUMunicipalInstitute5/2-5/5		241.60*		ADMIN	1000 410210	370	101000
49051		2078 MJC&MCCA		35.00					
	05/10/22	Court Clerk Assoc Dues		35.00		COURT	1000 410360	335	101000
49052		473 MT Rural Water System		300.00					
	1698 01/14/22	Membership dues		300.00*		WATER	5210 430500	335	101000
49053		3226 Peggy Russell		158.00					
	04/27/22	MRWS Conference Meals		96.00		FINADM	1000 410510	370	101000
	05/13/22	Municipal Clerks Institute		62.00		FINADM	1000 410510	370	101000
49054		2 Forsgren Associates P.A.		18,341.63					
	122130 04/25/22	Task 11-Mammoth Room		15,000.00		UPDL	4000 460460	920	101000
	122130 04/25/22	Operation support - Engineer		481.50*		WATER	5210 430500	354	101000
	122130 04/25/22	Operation support - Engineer		481.50*		SEWER	5310 430600	354	101000
	122130 04/25/22	Emergency ReponsePlan		165.50*		WATER	5210 430500	354	101000
	122130 04/25/22	Emergency ReponsePlan		165.50*		SEWER	5310 430600	354	101000
	122130 04/25/22	CapacityReview,WaterrateAnalys		770.00*		SEWER	5310 430600	354	101000
	122130 04/25/22	CapacityReview,WaterrateAnalys		605.00*		WATER	5210 430500	354	101000
	122130 04/25/22	Monthly CIP Meeting		190.00		PLNRES	1000 411000	354	101000
	122130 04/25/22	Mileage		482.63		PLNRES	1000 411000	354	101000

05/13/22
17:17:28

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 5/22

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Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49055		135 Food Roundup		59.00					
	04/22/22	Gift Cert		30.00*		LEGIS	1000 410100	220	101000
	04/15/22	Care for Prisoner supplies		16.44*		POLICE	1000 420230	220	101000
	04/01/22	Care for Prisoner supplies		12.56*		POLICE	1000 420230	220	101000
49056		1770 Melanie Gospodarek		744.75					
	05/12/22	Education Stipend-Spring 2022		744.75		FINADM	1000 410510	380	101000
49057		2537 Balco Uniform Co., Inc.		164.00					
	70264-2 05/09/22	Hats/mag/shirts DG AS		164.00*		POLICE	1000 420100	226	101000
49058		3342 EVS, LLC		660.00					
	5 05/08/22	FrontLightbar onPushbar&Lights		660.00		ROAD	1000 430200	361	101000
49059		3047 Leonel Sosa Jimenez		353.00					
	05/06/22	IntoxSchool/FTO meals		353.00		POLICE	1000 420100	370	101000
49060		2491 MMIA		102.50					
	DR1005245 04/29/22	Moonrise		102.50*		LIABIL	1000 510330	513	101000
49061		40 Jerry's Enterprises		152.87					
	04/25/22	Fuel - Public works		82.87		STREET	1000 430200	231	101000
	04/07/22	Fuel - Police		73.12		POLICE	1000 420100	231	101000
	04/26/22	Discount		-3.12		STREET	1000 430200	231	101000
49062		764 General Distributing Co.		58.20					
	1114469 04/30/22	Welding Supplies		58.20		STREET	1000 430200	231	101000
49063		2099 Quick Print of West Yellowstone		6.93					
	15979 04/07/22	folder PW		4.95		ADMIN	1000 410210	220	101000
	16051 04/26/22	2 magnetic clips		1.98		ADMIN	1000 410210	220	101000
49064		379 Energy Laboratories, Inc		770.00					
	469984 05/06/22	Testing-Fluoride,Nitro,		770.00*		WATER	5210 430500	348	101000
49065		3241 Bridger Analytical Lab		308.00					
	2205040 05/05/22	Well#4 Coliform/E.coli		28.00*		WATER	5210 430500	348	101000
	2205041 05/05/22	May '22 Bacteria coliform/E.c		280.00*		WATER	5210 430500	348	101000

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17:17:28

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 5/22

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Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49066	471 Northwest Pipe Fittings, Inc. 3716714 04/26/22 MeterConnectors, CM311176 04/22/22 Credit for Meter on Inv37111	802.42 804.87 -2.45*					
				WATER	5210 430500	251	101000
				WATER	5210 430550	220	101000
49067	3319 Lawson Products, Inc. 9309500714 04/22/22 HexCapScrew, HexNut Gradel	50.44 50.44					
				STREET	1000 430200	220	101000
49068	715 Belgrade Sales & Service 279376 05/03/22 Sharpen BladeorChain (12) 279377 05/03/22 Chain Saw repair	160.00 135.00 25.00					
				PARKS	1000 460430	220	101000
				PARKS	1000 460430	220	101000
49069	2898 TransUnion Risk and Alternative Acc-185611 05/01/22 background checksMar/April	150.00 150.00					
				POLICE	1000 420100	220	101000
49070	171 Montana Food Bank Network AIV-1462 04/27/22 FY23 MFBN Dues	75.00 75.00					
				HELP	7010 450135	335	101000
49071	497 MT Dept Environmental Quality 5R2201513 04/02/22 JB-Drinking water renewalfe 5R2201513 04/02/22 JB-wastewater renewalfee	70.00 30.00* 40.00					
				WATER	5210 430500	335	101000
				SEWER	5310 430600	335	101000
49072	3309 AQUAPRO A22-113 04/19/22 Hymax14"Coupling&2"twoflipcou A22-118 04/26/22 Neptunell1/2" Water meter	3,227.66 2,322.11* 905.55					
				WATER	5210 430550	369	101000
				WATER	5210 430500	369	101000
49073	2800 RDO Equipment Co. W1292416 05/09/22 Repair Supplies 772 Grader	2,393.12 2,393.12					
				STREET	1000 430200	369	101000
49074	3030 Irma Vazquez 05/10/22 Training meals 5/11/22	33.00 33.00					
				REC	1000 460440	370	101000
49075	171 Montana Food Bank Network 26767-1 05/12/22 Food Bank - food	764.84 764.84*					
				HELP	7010 450135	220	101000
49076	3250 Dianna Hansen 05/11/22 MMIA Training	17.00 17.00					
				SOCSER	1000 450135	370	101000
49077	3361 Debra Paisley 05/11/22 MMIA Training meals	33.00 33.00					
				SOCSER	1000 450135	370	101000

05/13/22
17:17:28

TOWN OF WEST YELLOWSTONE
Claim Approval List
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Page: 8 of 9
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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49078		3314 Intrinsik Architecture		2,315.00					
	2022-0142	05/05/22 Zoning Code Review/Update		2,315.00		PLNRES	1000 411000	398	101000
		# of Claims	53	Total:	133,125.54				
		Total Electronic Claims		11,061.62	Total Non-Electronic Claims		122063.92		

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$98,726.21
2220 Library	
101000 CASH	\$2,127.07
2850 911 Emergency	
101000 CASH	\$2,040.63
4000 Capital Projects/Equipment	
101000 CASH	\$15,000.00
5210 Water Operating Fund	
101000 CASH	\$6,726.19
5310 Sewer Operating Fund	
101000 CASH	\$2,460.94
7010 Social Services/Help Fund	
101000 CASH	\$1,059.23
7202 TBID Agency Fund	
101000 CASH	\$4,841.27
7458 Court Surcharge HB176	
101000 CASH	\$60.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	\$60.00
7699 Victims Assistance Program	
101000 CASH	\$24.00
Total:	\$133,125.54

Town of West Yellowstone Business License Application

Business Name: Rusty Bison
Applicant: Kristy Coffin
Contact Person: Kristy Coffin
Mailing Address: P.O. Box 1642
Physical Address of Business: 27 Gibbon Ave
Phone Number: 406. 440. 0333 Fax Number: _____
Email Address: Coffinkr@hotmail.com Website: _____

Signature of Property Owner of Record: _____

Subdivision: Town of West Yellowstone
Block: 1 Lot: 9

Zoning District, please mark one:

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

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

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

* Gift Store retail *

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



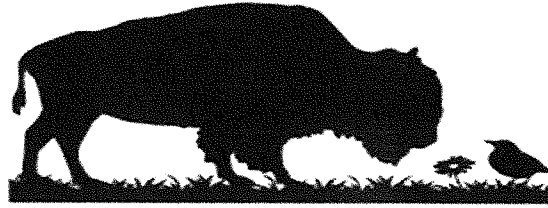
Signature of Applicant

Total Amount Due: \$ _____

Signature of Applicant
5. 10. 2022
Date

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

RUSTY BISON



27 GIBBON AVE. PO BOX 1642 WEST YELLOWSTONE MT. 59758

Date: May 10, 2022

To: Town Council Members:

This is a written request to the Town of West Yellowstone from The Rusty Bison LLC to please grant consideration to waive the \$500 bond fee for the Rusty Bison. The Rusty Bison will be renting space from Blue Ribbon Flies. Previous parking considerations have been adhered to and paid in full to the Town of West Yellowstone for the businesses on Block 1 Lot 9 in 2017.

Please let me know if you have any questions or concerns regarding this matter.

Thank you for your time and consideration,

Sincerely

Kristy Coffin

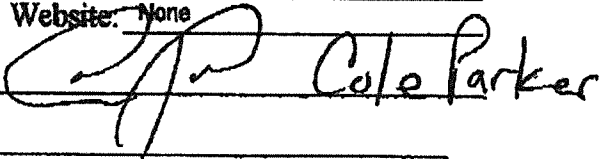
Owner

A handwritten signature in black ink, appearing to read 'Kristy Coffin'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.



Town of West Yellowstone Business License Application

Business Name: Island BBQ LLC
 Applicant: Island BBQ LLC
 Contact Person: Mary Antonneta B. Gallardo
 Mailing Address: PO Box 687 PMB 184 Pinedale, WY 82941
 Physical Address of Business: 11 Yellowstone Ave
 Phone Number: 307-629-6011 Fax Number: None
 Email Address: islandbbq2012@gmail.com Website: None

Signature of Property Owner of Record:  Cole Parker

Subdivision: Old Town
 Block: 28 Lot: 12

Zoning District, please mark one:

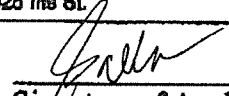
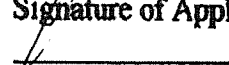
- B-3 Central Business District (Old Town)
- B-4 Expanded Business District (Grizzly Park)
- B-2 Entertainment District (Grizzly Park)
- PUD Planned Unit Development (Grizzly Park)
- Residential Districts, Home Occupations Only (Mad Add)
- New Business
- Change of Location
- Transfer of Ownership
- Name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

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

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

Island BBQ (DBA) is a mobile food vendor. We offer authentic Filipino food specializing in barbeque. Our operation will be in a 8' x 20' self-contained, brand new food trailer manufactured by Food Trailer Inc. in Ogden, UT. Business hours will be from 11AM to 11PM, seven days a week. During non-operational hours, the unit will be parked at 325 1st St.

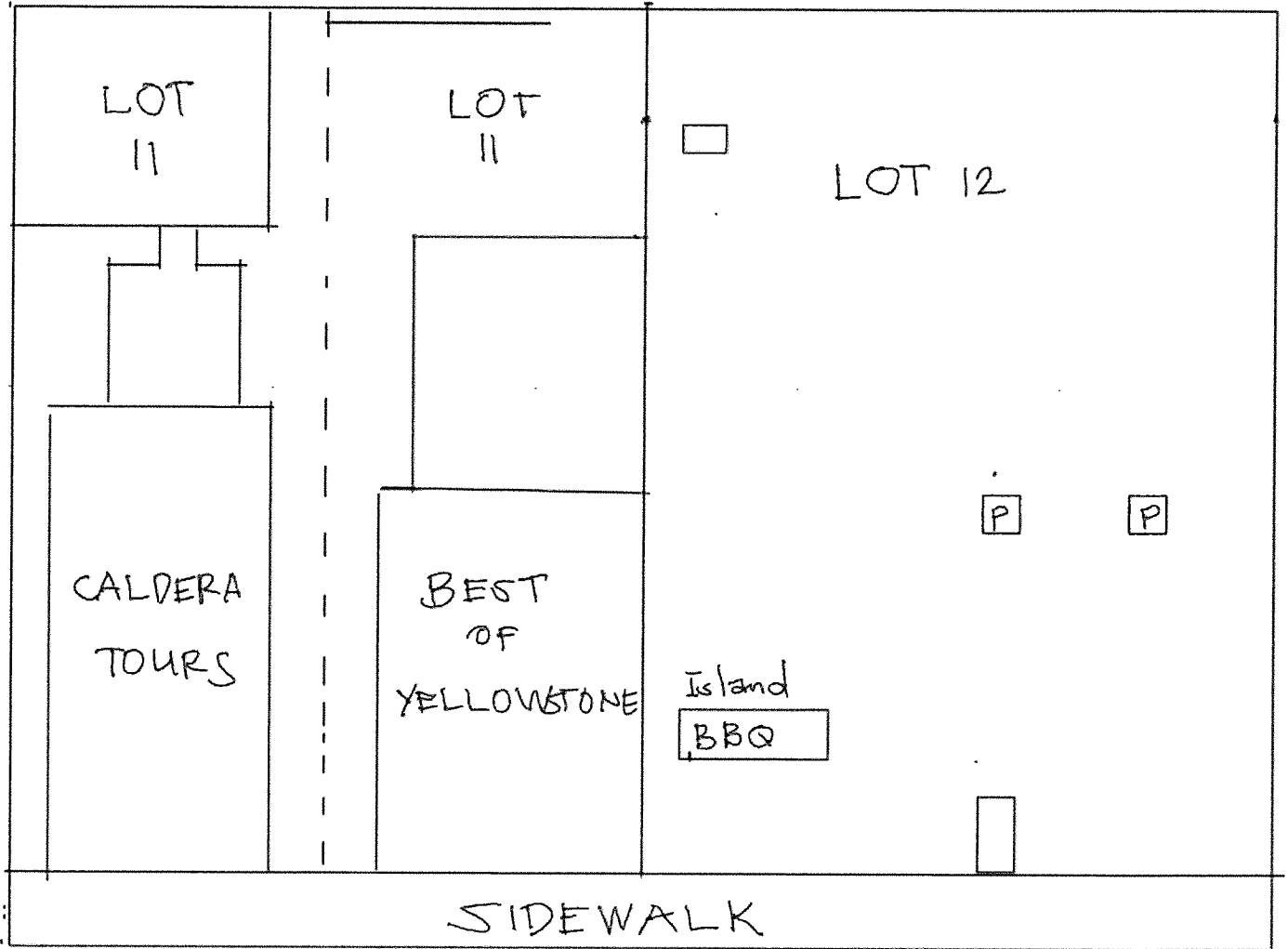
Business License Fee: \$ 50.00
 Resort Tax Bond: \$ 500.00
 Total Amount Due: \$ 550.00


 Signature of Applicant

 Signature of Applicant
6/5/22
 Date

Date Approved: _____				FOR OFFICE USE ONLY	
<input type="checkbox"/>	Town Council	<input type="checkbox"/>	Administration		
Date _____	Check # _____	Amount \$ _____	License # _____		
SCN _____	BLP _____	STX _____	RDX _____		

Site Plan

Business Name: Island BBQ LLC
Business Owner: Mary Antonnete B. Gallardo
Business Street Address: 11 Yellowstone Ave
Block: 28 Lot: 12 Subdivision: Old Town



YELLOWSTONE AVE.

SIDEWALK

Scale: 1 inch = 20 feet

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

Parking for 11 Yellowstone with Island BBQ LLC

1542 sqf gas station parking factor 3.6 general business

$1542 \times 3.6 \text{ divide by } 1000 = 5.55$ round to 6
parking spaces needed for gas station

160 sqf trailer parking factor 8 public eating

$160 \times 8 \text{ divided by } 1000 = 1.28$ round to 1
parking space needed for mobile food trailer

Total parking space needed for both is 7

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
May 3, 2022

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

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Lanie Gospodarek, Public Services Superintendent Jon Simms, Town Attorney Jane Mersen

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

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

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

Public Comment Period

No public comments are received.

Council Comments

Council Member Jeff Mathews thanks the Town Manager and staff for the weekly or bi-weekly reports and that is very helpful.

Council Member Jeff McBirnie states that he has recently learned that are 25 families in our community that have been served eviction notices. He says that housing is a very real issue and they are going to have to address it soon.

Council Member Lisa Griffith is participating in the meeting virtually. Griffith explains she is in Bozeman attending the Municipal Institute and attended a session this afternoon where health care services were discussed. She says that payment for health care services by other cities and towns is unusual and they should consider that as they move forward with the RFP process. She agrees with McBirnie that housing is a very important issue and suggests they consider using Town property to provide a place for people to live. She requests putting this topic on an upcoming Council agenda. She also says that she met with Dan Walker this week and did discuss wages for Town employees and how the wages is determined. She says that they discussed opening the union contract just to adjust wages to ensure they don't lose the employees that they have. She also says that communicated with another septage hauler who quoted her \$650-\$675 to pump and dump a septic tank in the Hebgen Basin and haul to Idaho Falls.

Mayor Watt says that there are a lot of public forums online and advises everyone, including the Council, staff and public, to be careful with what they post online.

WORK SESSION

Mayor Watt calls the meeting to order and turns the meeting over to Tanya Andreason of an organization called A Seat at the Table, One Valley Community Foundation, a community foundation that focuses on housing collaborations. She explains that data and stories from people in the community are vital to forming policy and making decisions. Andreason explains that she conducted multiple meetings throughout the county and asked participants multiple questions about housing and possible solutions. Common threads that came out of these meetings include conflicts between state and local laws, a housing trust is a strategy for funding housing solutions, participants felt that government plays a crucial role in addressing housing needs, employers should contribute to solutions, expanded housing stock diversity would meet the complex needs of different people, state limitations on the ability of local governments to diversity forms of taxation, diverse models of home ownership are needed, and renters face complex issues including hidden costs, scarcity, administrative barriers, high entry costs, and lack of centralized applications. She explains that the four findings they established include that cooperation and coordination among diverse partners are critical to identifying implementing solutions, people want to help or contribute to address the issue but don't know how to engage in a meaningful

way, community members expect leadership from governments but also from employers and private entities like banks, developers, realtors and property managers, and no single solution will resolve the housing issues. Andreason says that the information she would like to leave with the Council is ideas for what happens next. She says that she is working on establishing a regional housing coalition. She recommends pulling participants together that have a common agenda, shared measurement of data, mutually reinforcing activities, continuous communication and support. She encourages public and private partnerships, coordinated action, pooled funds and resources, ambassadors and advocates, public education, innovation, policies and decisions aligned with need. The Council asks multiple questions and Andreason explains that as a non-profit, their job is to get the parties together to discuss the issue and develop solutions.

The next presentation is by Abigail Breuer and Elizabeth Fairbank to discuss a US-191 Wildlife & Transportation Assessment. Breuer reports that traffic volume increased 38% along US-191 from 2010 to 2018. Visitation to Yellowstone National Park increased by 20% from 2014-2017, over 1 million vehicle trips annually for Park entry and over 500,000 skier visits to Big Sky every year. 83% of Big Sky workers commute using US-191 and Lone Mountain Trail. Collisions involving wildlife make up 24% of all reported crashes on US-191 from Four Corners to Beaver Creek. Breuer explains that preparing this assessment now allows time for community members and local officials to develop cost-effective prevention measures. Breuer shares data about the cost of wildlife vehicle collisions, ecological impacts of roads, and culvert assessment. She explains that the assessment will assist them in developing an interactive mapping tool to identify areas of greatest need for wildlife accommodations throughout Montana. Breuer shows examples of mapping data for wildlife crossings and the general methodology they will follow to prepare the assessment. She explains multiple ways that citizens can share data for live animal sightings and road-kill sightings through the Roadkill Observation and Data System (ROaDS).

Tyler Liddiard of Mountain States Lighting addresses the Council to present options for replacing the existing street lights. Liddiard presents pictures and descriptions of the various options including poles that look like wood, poles that resemble the current poles that need to be replaced, single and double headed options, and dark sky fixtures. He explains that they work with a lot of public agencies and would ensure that they can provide light that is adequate without providing much light pollution.

The work session is adjourned at 6:25 PM, the regular meeting begins at 7:00 PM.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$22,005.87. (McBirnle, Benike)
- 2) Motion carried to approve the business license transfer and resort tax bond waiver for Sweet Pea Living made by Leah Sherman. (Benike, McBirnle)
- 3) Motion carried to approve the business license transfer and resort tax bond waiver for Big Foot Cabin made by Sergio Pesco. (McBirnle, Benike)
- 4) Motion carried to approve the new business license for Taqueria Resendiz, made by Jonathan and Ramon Resendiz to operate a food truck. (McBirnle, Benike) See next motion.
- 5) Motion carried to approve the new business license for Taqueria Resendiz, made by Jonathan and Ramon Resendiz to operate a food truck contingent upon approval from Gallatin County Health and the Fire Department. (McBirnle, Benike)
- 6) Motion carried to approve the Consent Agenda, which includes the minutes of the April 19, 2022 Town Council Meeting. (McBirnle, Benike)
- 7) Motion carried to approve the event permit for the Yellowstone Half Marathon & 5K on June 10-11, 2022. (McBirnle, Benike)

Mayor Watt administers the Police Oath to Dallen Griffel.

DISCUSSION

- A) Town Manager and Staff Reports: Town Manager Dan Walker welcomes the family of Dallen Griffel. The Griffel family is present for administration of the police oath for Dallen as a police officer. Walker reports that he participated in a bike ride yesterday with representatives of the Forest Service for the purpose of trail planning in accordance with the FLAP grant. Walker says that Recreation Coordinator Vely Vazquez is working on planning the Town Clean Up Event and more information will be coming. He reports on meetings regarding possible housing projects and mentions upcoming opportunities to tour other housing projects in the County. Marty Matsen of Fall Creek Planning will be here next week to meet with the Planning Board and start discussions about the zoning code update. He says they are still working on the water and sewer rates and they will have a work session before the next Town Council meeting to discuss the issue. Walker also reports that next week they will have a work session to listen to presentations from the providers that responded to the Health Care Services RFP process.

Motion carried to adjourn. (McBirnle, Benike)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
**Health Care Services Provider
Request for Proposals Process
May 10, 2022**

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

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Lanie Gospodarek, multiple community members in person and online

HEALTH CARE SERVICES ADVISORY BOARD MEMBERS: Kyle Goltz, Greg Forsythe, Jenny Jordan, Robin Eyman, Fire Chief Shane Grube, Kenny Jones, Council Member Lisa Griffith

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

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

Mayor Watt calls the meeting to order and explains that the purpose tonight is to listen to presentation from the three entities that responded to the Health Care Services Request for Proposals (RFP). He explains that they have asked each entity to deliver a brief presentation and then allow time to answer questions from the public. They will strive to keep it to an hour for each entity.

Community Health Partners

Lander Cooney, CEO for Community Health Partners (CHP) introduces herself along with Buck Taylor – Director of Community Development and Administration, Kathryn Bertany – MD and President of Bozeman Health Deaconess Hospital and Big Sky Medical Center, Taylor Rose – director of Clinical Services and Operations at the Big Sky Medical Center and Chip Lyon – System Manager for Telehealth and Bozeman Health. Cooney presents information that explains that CHP is a non-profit, mission-driven organization that is committed to community health, they have had a consistent and growing presence in West Yellowstone since 2006, as a federally qualified health center they offer a sliding fee scale and integrated electronic health records with all Bozeman Health facilities and services and community connections. She explains that CHP has a commitment to West Yellowstone and briefly describes their history in West Yellowstone. At present, 85% of staff live in Hebgen Basin. Buck Taylor introduces the local Nurse Practitioner Erin Bevan, Paulina Salinas and Toshi Byfield – medical assistants, and Patty Peterson, their outreach coordinator. Taylor explains that they provide patient centered primary care for the whole family, same day and walk in appointments, mental health counseling, early childhood and parenting support, care coordination, and bilingual and culturally competent care. Bertany explains that Bozeman Health has been providing health care in southwest Montana for 110 years. Bozeman Health runs two hospitals, two neighborhood care centers, six urgent care centers, and more than 30 provider-based clinics. She says that Bozeman Deaconess is currently rated as a 5-star for overall hospital quality. She says they have over 2400 employees and operated 133 hospital beds. Available locally and regionally, Bozeman Health has more than 40 specialties and seven designated care systems. She also briefly describes the awards they have earned as they have expanded services. She emphasizes partnerships they have in the region with Community Health Partners, Life Flight Network, Montana State University, Seattle Cancer Care Alliance, Seattle Children's, St. Peter's Health, and University of Utah. Taylor Rose explains that there is a strong collaboration between CHP, Big Sky Medical Center, and Bozeman Health to support and grow primary care services in West Yellowstone. He also highlights primary and specialty care they offer. Bertany adds that they are already established in the area and can react to acute needs. Chip Lyon explains that they have 24/7/365 virtual care through Telehealth. Cooney summarizes that it is their collective honor to care for and meet the needs of the communities they serve. Mike Gavagan asks CHP to explain how the sliding fee scale works so they can compare it to the other proposals. He also thanks CHP for being a part

of the community for the last 11 years. He emphasizes that when they first started, there were no mental health services in the community and it was vitally needed. He thanks CHP for the efforts to serve the diverse population and visitors to West Yellowstone. He says that CHP has been his primary care provider for the last 11 years and truly appreciates it. Cooney explains that as a federally qualified healthcare provider, they are obligated to provide care for everyone that needs it and offer the sliding fee scale to everyone, whether insured or not. She says that under-insured patients are very common, too. She says that anyone that makes less than twice the federal poverty level qualifies for assistance, which can be documented through pay stubs or tax forms. She adds that Bozeman Health also has a hospital charity care system. Paulina Salinas adds the West Yellowstone community is very unique and the discount program is so important. Erin Bevan, FNP, explains that she has been in the community for 6 ½ years. She says she came here as part of a program to pay back her schooling by coming to provider shortage area. She says that she has observed situations multiple times when they advise patients that they need to go to the hospital, but they are afraid to go because of the cost. She says that when they can tell them not to worry about it because they're on the sliding fee scale, it's such a relief. She says they have definitely seen people choose to not go to the hospital and then go home and die. Bertany says that it is very easy to share medical records between CHP and Bozeman Health. Bevan says that she has been fighting cancer for the past year and a half and has had treatment in the Portland area, where they have also been able to also share the same medical records. Brad Schmier presents a scenario where a child wrecks on his bike and seeks care. He asks how CHP would handle the situation. Taylor responds that if it is a soft tissue injury, Bevan could care for the child at the clinic. They do have an x-ray machine and in the near future should be able to x-ray the injury. If the child has a broken bone, they would recommend seeking care from a hospital or orthopedic care. Robin Eyman asks about an injury after hours. Taylor responds that like any other injury after hours, they would have to seek care from Hebgen Basin Rural Fire Department for transport or personally transport to a hospital. She says that care could also be obtained through the virtual care system where they could speak to provider that would be able to view the patient's records. Schmier asks Bertany why Bozeman Health didn't submit an independent proposal. She responds that they really did consider it, but decided that they are stronger by collaborating with CHP. Patty Peterson says that she specializes in education and has conducted over 900 parent/child visits over the last four years. Jerry Johnson asks the presenters to define the partnership between CHP and Bozeman Health. He says that over the last 11 years, CHP has done a great job responding to the needs of the community. He says that a couple years ago, they were struggling with walk-in visits and they found a way to address that. He says he was also impressed with the efforts CHP made to work with HBRFD when the covid-19 pandemic started. Bertany and Cooney respond that the partnership between CHP and Bozeman Health intends to grow, but they would describe it as 25%/75%. Taylor Rose adds that when they add new services in Big Sky, they intend to add it to West Yellowstone as well. Cooney says their relationship with Bozeman Health has been in place for many years and continues to grow. Taylor adds that next Thursday and Friday, the mobile lab from Bozeman Health will be in Town to provide free testing. Bevan also adds that she and Toshi have started doing home visits in the community to see patients that can't leave the house. Toshi and Salinas add that they are always working to increase their education and certifications.

Billings Clinic

Jim Duncan, Billings Clinic Foundation President and Chief Communication Officer introduces Amanda Hannah – Billings Clinic Regional Director of Operations, Scott Coleman, MD – Billings Clinic Western Regional Chief, Hannah Shirkey – Billings Clinic Vice President of Regional Operations, Clint Seger, MD – Regional Chief Medical Officer, Keith Cook – Billings Clinic Board of Directors Chair, and Kelley Evans – CEO Wheatland Memorial Healthcare. Duncan explains that Billings Clinic is a not-for-profit and community governed healthcare organization with a strong presence from smaller rural communities. Duncan displays a map of Montana and northern Wyoming, that illustrates their presence throughout the region. He explains that they are a Level II trauma center and working towards becoming a Level I. He explains they are part of the Mayo Clinic Care Network. He shares multiple awards and accolades they have received for their patient care and education efforts. Keith Cook explains that their board has a strong commitment to providing access to rural healthcare. He says that

they are striving to increase partnerships and to serve the communities that invite them in. Kelly Evans thanks the community for coming this evening and applauds them for caring about healthcare in their community. Evans says that Billings Clinic is truly focused on patient care. She says that she originally worked in Red Lodge and was involved in the evolution of healthcare in that community, which has several challenges in common with West Yellowstone. She explains that the revenues for the center increased from \$7 million to \$24 million in just a couple years to where they require no subsidies or tax dollars. She currently works in Townsend and Harlowton, communities that are also growing and seeing success expanding healthcare. She says that selecting a partner is a big decision and encourages the community to think about what they want their healthcare to be five to ten years from now. Clint Seger introduces himself as a rural healthcare physician. He explains that they truly know and believe in rural healthcare. He says that back in the 1990s, the community of Big Timber reached out and that kicked off their expansion into rural healthcare. He says that they have experience building and operating state of the art healthcare facilities. He says that they announced this spring their intention to become a Level I Trauma Center and displays a map that shows the nearest Level 1 is Salt Lake City and then Fargo, ND. He says they definitely have expertise working around Yellowstone National Park and names facilities in Cody, Red Lodge, Livingston, and the new facility in Bozeman. He says their vision for West Yellowstone includes routine primary care, urgent care, and then strategic growth. He says the starting point will be the recruitment of a full-time medical director to living in West Yellowstone and anchor year-round medical care. He acknowledges that recruiting physicians to rural locations is not easy, and it takes finding the right person and community involvement. He says that in addition, they will provide a network of regional providers, occupational medicine, Billings Clinic On-Call, and tele-medicine. He says that their focus includes clinical integration. Hannah Shirkey outlines their planned response to the West Yellowstone community needs such as expanded clinic hours, service, and staffing, participation in a community health needs assessment, addressing community needs such as affordable housing, community infrastructure and services, support community investment in healthcare, and establish necessary health infrastructure. She explains that they will start with coordination with EMS for emergency response, support for community paramedic initiatives, and provisions for assistance when gross household income is less than 400 percent of federal poverty level. She explains that up to 200% of the federal poverty level, Billings Clinic will cover all healthcare costs. She says that between 200% and 400% of the federal poverty level, they provide a sliding fee scale. She presents a cost summary that includes projections for revenue and cash flow for the next five years. Seger explains that at the Colstrip Medical Center, a Billings Clinic affiliate, they provide primary care as well as urgent and emergency care 24/7. He explains that they work closely with the EMS services as well as offer specialty care through telemedicine and visiting specialists as well as virtual care. Duncan emphasizes that Billings Clinic charity care was up \$14 million last year and they are very committed to that. He also discusses mental health services that they are also committed to providing. Greg Forsythe asks about the expansion of rural health clinics in the region. Duncan and Seger explain that they have a team that responds to all the clinics and provide support from everything from specialty services to human resources. Duncan says that they have boards that oversee each clinic and establish a model that includes heavy local representation. Forsythe asks if there is a chance that Billings Clinic would be able to build a new facility in West Yellowstone. Coleman says they would definitely get involved with a new facility if that is what the community wants. Evans explains that it is really hard for rural facilities to get capital to replace old buildings. She explains that with support from Billings Clinic, they were able to put together an application that qualified them for a USDA approved loan and grant of nearly \$20 million that enabled them to build the Beartooth Medical Center. She says that it really does matter to provide credibility and sustainability and that is what Billings Clinic can provide. Brad Schmier asks about staffing for a facility in West Yellowstone. Hannah Shirkey says they would seek to employ a year-round physician or nurse practitioner, a technologist, and medical assistants. She says would fluctuate based on seasons. Toshi asks about proposed mental health services. Duncan says they are the largest mental health provider in the state. He says they would like to provide in-person mental health services as much as possible, but they can also add virtual visits. Doug Schmier, a long-time resident, says he had an opportunity to sit by Shirkey on a recent flight. He is confident that the community would be in good hands to have Billings Clinic in the community. Dr. Jane Gillette asks questions about mental health services they can

provide in West Yellowstone. Duncan responds that they are working on multiple tools to address mental health issues. Dr. Seger says they will first need to assess the need. He says that having a mental health provider in the clinic that can be connected to a psychiatrist, based on the need. Hannah Shirkey adds that one of the first physicians they added in Bozeman was a psychiatrist because they recognized that need immediately, which is part of their integrated model. Jerry Johnson asks about transfer of electronic medical records and shares struggles he has had to move records. Duncan says that there are two major electronic records systems. He says that currently, at the state level, they are working on combining both systems. Eugene Bevans says that he heard there was going to be a hospital in West Yellowstone? Or is it just an urgent care? Duncan clarifies that the proposal is to provide a primary care, radiology, and urgent care. Kelley Evans explains that she is working on a new facility in Harlo. She says that it is a minimum of a 2-year project, but it really depends on the support and help from the community. She credits a lot of the success they had in Red Lodge for recruiting physicians had a lot to do with their partnership with Billings Clinic. Mike Gavagan says that he does think they can recruit a full-time physician to West Yellowstone. But if that takes a while, what is the minimum staffing they will provide? Gavagan also emphasizes the need for mental health in West Yellowstone and thanks them for their interest in West Yellowstone.

Premier Health/Eastern Idaho Regional Medical Center

Brandi Jobes, Vice President of Strategic Partnerships for Premier Health, Jeff Solis, CEO for Eastern Idaho Regional Medical Center (EIRMC), and Lisa Martin, CFO for Premier Health address the room. Solis explains that EIRMC has been able to treat patients from West Yellowstone for many years. He explains that they are a 304 licensed bed hospital and Level II Trauma Center, Level 1 ICU, stroke center, and cardiovascular center of excellence. He says they are also the only comprehensive burn center and pediatric ICU within a 2-hour drive. Specialty services include cardiovascular, neurosciences, pediatrics, level III NICU, oncology, and adult & adolescent behavioral health. He says they have a 74-bed behavioral health center. He says they have 30 internal medicine residents and just received approval to add 16 behavioral health residents. He says they are the most comprehensive tertiary medical center in the region that includes southeast Idaho, southwest Montana, and western Wyoming. They also have a 30-year partnership with Air Idaho/Air Methods, which is stationed in West Yellowstone. He says that their biggest challenge is always to recruit providers. He emphasizes that they are close to West Yellowstone and are geographically close. He explains that they provide nearly every specialty care there is at EIRMC. Jobes explains that Premier Health is a pioneer with 20+ years of urgent care experience. They operate 80 clinic locations with 21 partners and all centers are full accredited. Martin explains that "urgent care" is everything that doesn't require surgery. Jobes explains that they are headquartered in Baton Rouge, LA and employ over 1600 people. She explains that they are an urgent-care joint-venture business model. She says they grow cautiously and tailor to the needs of the community. Jobes shares examples of other urgent care clinics they operate. She emphasizes that they have the administrative infrastructure to back up what they do. She says their success is backed up by partners like EIRMC. She illustrates how they structure the staffing for their clinics and staffing model. Typical hours of operation are seven days a week based on typical needs. Jobes says that all their services are accredited through the Urgent Care Association and they demand the highest level of care. Martin adds that since they operate in multiple states, they are already set up to access electronic medical records through multiple software systems. She describes multiple urgent care and occupational care services they would provide as well as a Consult-A-Nurse helpline. She says they would ensure they have a Community Outreach Director and communication with EIRMC. Jobes says that they value their patient satisfaction and strive to get patients in and out of the clinic in 60 minutes, including testing and imaging. She says they are actually operating some drive-through clinics in a few places in the country. She reports that they offer several options including tele-health, virtual health visits, and chat options. She explains that they offer robust primary care and then refer to providers when additional care is required. She says that across all of their clinics, less than 1% of their patients are actually referred to an emergency room. She says that although they are a national company, their preference is always to hire local. Martin explains that their financial proforma is based on 7-days a week and if they choose to reduce the number of hours the clinic is open, the costs will come down. She says they are very familiar with flat fee

models, medicare coverage, no insurance, under-insured, and have the tools to help people afford the care they need. She said they are willing to develop a sliding fee scale and are evaluating a subscription model. Sollis adds that at EIRMC, they do have a sliding fee scale and they do write off all care for patients that are under the 200% federal poverty level. Patients that fall between the 200% and 400% level are on a sliding fee not to exceed 4% of the total bill. Toshi asks if they provide schooling for local employees to meet specific needs. Martin responds that they heavily invest in their employees. Jobs also explains that since they have multiple locations across the country and their clinics operate almost exactly the same, they do have employees that move seasonally. Jerry Johnson asks if they foresee issues as Premier Health isn't operating in Montana yet. Sollis answers that they chose to partner with Premier Health because they are really good at what they do. He says the healthcare costs money, but they believe they can improve healthcare in West Yellowstone. Martin says that Premier Health has had success specializing in urgent care and its hard to be an expert in everything. Jerry Johnson asks if any of their clinics are as isolated as West Yellowstone. Representative Jane Gillette notes that EIRMC is for-profit organization and asks if there is a tax benefit. Martin responds that they consider themselves to be tax payers. They operate on a lean budget and strive to make a small margin. Sollis says that EIRMC is also a tax paying entity. He says they are self sustaining and do not ask for community funding. Gillette also asks about the fees associated with the health information exchange legislation. Sollis says that exchanges are state by state and they participate in Idaho, so he doesn't know enough about it to speak to the Montana system.

Kyle Goltz, Chair for the Health Care Services Advisory Board says that tomorrow evening the board will interview each provider. He requests that each provider summarize their proposal and the board will ask a list of questions.

Mayor Watt says that the meeting tomorrow evening will be public but they will not plan for public question/answers.

The meeting is adjourned. (8:15 PM)

Mayor

ATTEST:

Town Clerk

Bi-Weekly Report

04/30/22 thru 05/12/22

04/30/22: Performed round. Services blowers in Bldg #1 and #2.

05/02/22: Performed rounds. Collected monthly BAC-T samples and sent to lab. All samples came back absent for coliform bacteria.

05/03/22: Performed rounds. Collected monthly wastewater samples for influent and effluent. Madison lift pump station had an issue with the sonic start. There was hair and grease that had collected on the sonic start which was giving it a faults level reading. This created an 18-foot wastewater back up in the station. I was able to remove the debris so the station could pump down and this cleared the issue. I have this station on the schedule for cleaning later in the month so the grease buildup can be removed.

05/04/22: Dropped off wastewater samples to the lab for processing.

Went on call for Rexburg

05/05/22: Attended a lead and copper seminar gathering more information on the new lead and copper rules that the EPA will be implementing.

05/10/22: Received a call from Diana Jordan from DEQ to inform me that she has reviewed last years monitoring report on Well #4 and since the lab results have been coming back good on pesticides, carbamates, herbicides, semi-volatile organic compounds, radium 226 and 228, metals, gross alpha, and gross beta total the monitoring scheduling has been changed from quarterly to every 3 to 9 years. This will be a significant cost savings in lab sampling on Well #4.

05/11/22: Performed rounds. Adjusted weirs on lagoons due to increase flows. Turned on wash water well #8 at the lagoons. Checked alley for any issues with manholes. Worked on schedule for clean and camering of lines B and C from Hill and Son Construction.

05/12/22: Performed rounds. Worked on catching up on paperwork. Met with Dan and Jon.

Worked on SCADA and flow meter issues on Well #4.

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

Thank you,

Jon Brown

Finance Department – Week of 5/2/2022

Attended the Athenian Dialogue on the Happiness Advantage for professional development through the MMCTFOA clerks institute. Also Attended the session on the audit and another on rural community resilience.

Worked on presentation of the Lifetime Achievement Award for MMCTFOA as committee chair.

Completed monthly balancing for STIP, the MMA, the Operating account, the CD's and the court

Distributed Resort Tax information to council/interested parties

Processed checks for claims

Looked into combining general fund CD's at Madison Valley Bank

Reviewed payroll,

Provided MAP fund accounting for the group's next meeting

Provided drafts of Conflict of Interest and Whistleblower Policies, reviewed and provided input on legal counsel's drafts.

Customer service and daily accounting duties in Peggy's absence to training.

Continued notary renewal training.

Meetings:

5/2/22: Met with Dan Semmens, Dan Walker and Dave Noel re: WWTP funding

5/3/22: Town Council work session and town council meeting

5/5/22: Attended Give Big event at Wild West Pizzeria

5/6/22: met with Dan Semmens, Tricia Elpel, Camille Miller and Dave Noel re: water and sewer rates

Finance Department – Week of 5/9/2022

Worked with Camille Miller and Dave Noel on RRGL application

Meetings:

5/9/22: Met with Dan Semmens, Dan Walker, Jane Mersen and Dave Noel and Camille Miller re: WWTP funding

5/10/22: Tuned in to Capital projects review meeting with Kevin Harris, Jon Simms, Dave Noel and Dan Walker

5/10/22: Attended Health Care provider presentations

5/11/22: met with Jeff Mathews and Dan Walker about potential water and sewer rates.

5/12/22: met with Dan Walker, Dave Noel, Camille Miller on Water and Sewer Rate presentation for
5/17/2022 council meeting and work session. Continued to meet with Camille and Dave re: the RRGL application.

DISPATCH

Weekly Report

05/05/22-05/11/22

Highlights of the Week

11 Traffic Crashes/slideoffs

We had an apartment fire on Electric St

1 Death

Hebgen Basin Fire Promoted Carrie Egging to Assistant Fire Chief and we in dispatch are beyond excited to work more closely with her. Huge Congratulations to her!

Calls for Service

WYPD dispatch took 80 calls for service

Arrests

WYPD had 1 arrest

Citations

7 Citations were issued

Projects

We are working on our MSAG and GIS data for NG9-1-1

We are working on Converting old warrants into the new system

Updating NIBR reporting in their new system, we have February and March to complete

Center Manager's Report

- We have 2 dispatch vacancies
- Bonnie hit her 1 year anniversary, which makes her officially State Certified
- Working on Computer issues with 684's Getac
- I am filling in a couple shifts at the console this week and am scheduled to have a person that is interested in our open positions sit in for a little bit to learn more about the job
- Working on Call Types, for the training manual and E-force programming
- Working with Jane on Everly lawsuit

Recreation Department
May 12, 2022

- Made appointments for Hispanic family
- Helped apply online for a job
- Reservations for the Povah and Pavilion
- Made flyer for Town clean up
- Went to the School to talk to kids so they can apply for public works and summer rec counselors.
- Applications for Summer Rec
- Attended a Child Abuse Prevention Seminar

I really enjoy my job, it varies from day to day. Some days it's all reservations for the Povah Community Center and other days it's translating or making appointments for people that don't speak English but the best part of my job is right around the corner. Summer Rec will start June 13th and I am so excited to see all the kids that will be attending.

Thank you for giving me the opportunity to attend these great seminars that teach me what to look for and how to take care of the kids, every time I attend one I learn something new.

Thank you,

Vely Vazquez

Weekly Highlights

May 6-12 2022

We have received several cash donations to the Food Bank, notably, \$12,407.74 from the West Yellowstone Endowment Foundation.

Dianna, Debbi & Vely attended the MMIA class regarding Child Abuse Prevention in the Workplace. This was held in Bozeman on Wednesday, May 11, 2022.

Dianna picked up our 6-week food delivery on Thursday, May 12, 2022

Lots of donations of clothing and food items

Debbi Paisley

Dianna Hansen

Public Services Dept. Bi-weekly Report: April 28th thru May 12th, 2022

Work performed

Equipment and vehicle updates, scheduled PM's: 500-hour service on 772 grader, fixed exhaust leak with appropriate spacers and clamps, changed fuel and oil filters, cabin filters. Updates needed on grader: transmission restriction switch needs replaced, excessive play in moldboard lift cylinder, articulation cylinders leaking, axle seals leaking on both sides of the differential. Fix tire blowout on FL 80. Removed sander from flatbed on 2015 F-250. Grade Alleyways-D, A & B in central business district. Marked out all curb stops and manhole castings. Inspect and clean SAS mainline in 100 block of Alley- C, cleanout at Chamber of Commerce. Start cleaning out curb stop valve boxes, exercise gate valves, install foam valve inserts to block any further debris from building up inside valve housing. Weekly problem area inspections on SAS mainlines. Pressure wash raven debris from sidewalks throughout central business district as well as picnic tables at Pioneer Park. Pickup all trash at town park, alleyways, and Boundary Street. Utility locates as needed. Water meter and service valve requests. Exercise shutoff valves for 408 Gibbon/ Wagon Wheel. Street sweeping and sidewalk cleaning. Remove perimeter ice rink boards. Haul tagged vehicles for the police department as requested. Provide signage to the police department. Start replacing all "no parking" and "stop" signs with worn faces. Vely performing recruitment efforts: part-time/ seasonal laborer positions for this summer, she's visited the school several times and is spreading the word so we can fulfill our workload requirements this summer. Discovered cracked base on light pole over at 209 Madison, we disconnected power and reset new pole we had onsite.

Administrative

Meet with Tri-State Excavating to go over project plans and provide them with slope and elevation specifications (5-09). Meet with homeowner at 508 Grayling to discuss tree concerns in adjacent lot within town ROW. Meet with homeowner at 219 Gibbon to discuss concerns over trees within town's inner park. Meet with Lanie, Peg and Vely to discuss sportsman software and how to streamline the registration process. Zoom meeting with technical reps on I-Worq's software. Discuss plans for community cleanup week with recreation coordinator. Town Council meeting, Cemetery Board Meeting. Meet with owner of Eagles Store to help coordinate their underground fuel tank inspection with AJM. Met with owner of Yogi's to investigate possible sewer backup. Get SAS plans to Howell's Excavation for Kobacki residence on Nez Perce. Met with owner of Bullwinkle's to discuss his concerns with water drainage throughout the inner park and alley-B. Check on status of Tri-State's infrastructure repairs at 121 Madison. Get back with owner of Falafel food truck on grease trap requirements. Coordinate presentation with Mountain States Lighting for town council on street light updates and options for Highway 20. Coordinate bulk water sales with DOT's contractors: Landslide Technologies, SK Geotechnical and Holt Surveyors. Coordinate software updates for the town building officials code and permitting application program. Met with the owner at 320 Firehole to inspect possible low flowing

water inquiry to their property. Coordinate Travis Hansen getting water service lines inspected, recharged, and thawed at Museum prior to opening date. Follow up with Commercial Tire on timeframe of getting rim back for 936. Schedule hydraulic update to main dump cylinder on CH 49 with Eagle Rock Hydraulics. Discuss scheduling of library roof renovations with Briggs Roofing. Respond to residential and business complaints, visit with residents on town wide complaints and issues. Followed up with applicant who applied for police department position to see if he'd be interested in coming to public works department as an equipment operator. Discuss upcoming projects with Dave Noel and Town Manager. Discuss pavement project with Apex Asphalt. Coordinate with Forsgren Engineering and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Investigate weir levels on cells A & B at lagoon. Coordinate monthly coliform/ bac- T samples with Jon Brown. Follow up on proposals for CIP projects. Bring Well #4 online (5-09). Perform interviews for Deputy Superintendent of Water and Wastewater (5-09). Conduct weekly COVID samples (results available on the Gallatin County Health Departments website). Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Evaluate 2022 budgetary needs and submit weekly invoices. Enter timesheets and payroll for crew. Respond to WY pump status reports and dispatch to town as necessary.

May 12, 2022

Mr. Mayor and Town Council,

I am writing this letter to inform the Town Council that the Health Care Services Advisory Board met with the 3 responders to the Town's Health Care Services Provider RFP last night. The Board voted 6 to 1 to recommend Billings Clinic as the new health care provider in the Town of West Yellowstone starting January 1, 2023. This was a very tough decision for all the members of the Board and we just wanted to thank CHP for their 11 years of service to West Yellowstone.

If anyone has any questions regarding the RFP please feel free to reach out to myself or other members of the Health Care Services Advisory Board.

It is the recommendation of the Health Care Services Advisory Board to award the Health Care Services Provider RFP to Billings Clinic.

Yours in Health,

Dr. Kyle Goltz, D.C.

RESOLUTION NO. 773

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, REFERRING A PROPOSED ORDINANCE TO PROHIBIT ALL MARIJUANA BUSINESSES FROM OPENING OR OPERATING WITHIN THE TOWN TO A VOTE OF THE PEOPLE AT AN ELECTION TO BE HELD ON NOVEMBER 8, 2022. THE TYPES OF MARIJUANA BUSINESSES TO BE PROHIBITED ARE ADULT USE DISPENSARY, MANUFACTURER, CULTIVATOR, TESTING LABS, MEDICAL MARIJUANA DISPENSARY AND TRANSPORTER FACILITIES.

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

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

WHEREAS: Title 16, Chapter 12, MCA, provides an option for electors of municipalities to consider whether to prohibit any or all of the marijuana businesses identified in Section 16-12-301(d), MCA; and

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

WHEREAS: pursuant to Title 16, chapter 12, a majority of the electors voting on this question must approve the proposed ordinance to prohibit adult use marijuana businesses ; and

WHEREAS: the Town Council of the Town of West Yellowstone believes the proposed ordinance should be referred to a vote of the people at an election to be held on November 8, 2022.

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

1. The Town Council of the Town of West Yellowstone has proposed an ordinance prohibiting the marijuana businesses listed in §3 below, within the limits of the Town of West Yellowstone and hereby refers this question to a vote of the people at an election to be held on November 8, 2022.
2. The proposed Ordinance is attached hereto as **Exhibit A** and incorporated herein by reference.

3. Ballot: the form of the ballot shall be as set out below and as provided by law:

Proposal: The Town Council for the Town of West Yellowstone has proposed an Ordinance to prohibit the types of marijuana businesses set out below, as allowed by §16-12-301(d), MCA, and in the Ordinance; and considered this Resolution on _____, 2022, to submit this ballot to the electors of the Town of West Yellowstone. The proposed ordinance would prohibit the following types of businesses:

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

Shall the following marijuana businesses be permitted within the boundaries of the Town of West Yellowstone?

___ FOR permitting the marijuana businesses identified as:

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

___ AGAINST permitting the marijuana businesses identified as:

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

4. The Town Clerk shall certify this resolution to the Gallatin County Election Official as provided by law.

5. Effective Date: This resolution shall be effective upon adoption.

**PASSED BY THE TOWN COUNCIL AND APPROVED BY THE MAYOR
THIS 17th DAY OF MAY, 2022.**

Mayor Travis Watt

Council Member Jeffrey Mathews

Council Member Brian Benike

Council Member Lisa Griffith

Council Member Jeff McBirnie

ATTEST:

Town Clerk Elizabeth Roos



ORDINANCE No. _____

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

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

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

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

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

WHEREAS: pursuant to Title 16, chapter 12, a majority of the electors voting on this question must approve the proposed ordinance to prohibit adult use marijuana businesses; and

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

WHEREAS: In the event a majority of the electors voting on this question vote against permitting any or all types of marijuana businesses within the Town, the West Yellowstone Municipal Code shall be amended in accordance with the will of the majority of the electors.

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of West Yellowstone that the following ordinance be added to the municipal code of the Town of West Yellowstone, **effectively amending Chapters 5 and 17** as follows:

Section 1: The Town Council does hereby **amend 5.04 and 17.04** “General Definitions” to include:

- (1) “Adult-use dispensary” means a registered premises form which a licensed adult-use provided or adult-use marijuana-infuse products provider is approved by the department to dispense marijuana or marijuana-infused products to a consumer. (§16-12-102(1), MCA).

EXHIBIT “A”

- (2) “Adult-use marijuana-infused products provider” means a person licensed by the department to manufacture and provide marijuana-infused products for consumers.
- (3) “Adult-use provider” means a person licensed by the department to cultivate and process marijuana for consumers.
- (4) “Consumer” means a person 21 years of age or older who obtains or possesses marijuana or marijuana-infused products for personal use or use by persons who are at least 21 year of age, but not for resale.
- (5) “Cultivator” means a person who plants, cultivates, grows, dries, packages and labels marijuana, sells marijuana to licensed marijuana manufactures, licensed dispensaries and to other licensed marijuana cultivators and to sells marijuana products to licensed dispensaries.
- (6) “Manufacturing” means the production of marijuana concentrate. A manufacturer may convert or compound marijuana into marijuana products.
- (7) “Marijuana” means all plant material from the genus Cannabis containing tetrahydrocannabinol (THC) or seeds of the genus capable of germination. The terms does not include hemp, including any part of that plant, including the seeds and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3% on a dry weight basis, or commodities or products manufactured with hemp, or any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other products.
- (8) “Marijuana Transporter” means a person to physically distribute and deliver marijuana and marijuana products to a license premises and to registered cardholders within the state that present a value registry identification card.
- (9) “Testing Laboratory”. A marijuana testing laboratory provides testing of representative samples of marijuana and marijuana products and provides information about the chemical composition and potency of a sample, as well as the presence of molds, pesticides or other contaminates.
- (10)

Section 2: The Town Council does hereby amend **Chapter 5.04.080 and Chapter 17.06.050** to add the following:

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

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

EXHIBIT “A”

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

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

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

Section 5: Referral to Electors: This ordinance shall be referred to the electors of the Town of West Yellowstone at an election to be held by mail in ballot on _____.

Section 6. Effective Date: This ordinance shall be effective thirty (30) days after Second Reading and final adoption as provided by law, but the amendment of the Manhattan Town Code shall be effective immediately upon approval by the electors as provided by law.

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

Mayor Travis Watt

Council Member Jeffrey Mathews

Council Member Brian Benike

Council Member Lisa Griffith

Council Member Jeff McBirnie

ATTEST:

Town Clerk Elizabeth Roos





THE TOWN OF

WEST YELLOWSTONE

Marketing and Promotion Fund Advisory Board (MAPFAB)

RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: _____

Event or Project Name: _____

Date Submitted: _____

Date Approved by MAPFAB: _____

Requested Funding Amount: _____

Approved Funding Amount: _____

Comments:

Recommendation submitted by: John M. Greve, MAPFAB Secretary

This MAP Fund Award Recommendation is approved by the Town Council

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

Signature _____

MAYOR OR APPOINTED REPRESENTATIVE

Date _____

Comments:

Copy 1 – Town Clerk

Copy 2 – Town Council

Copy 3 – MAP Fund Advisory Board



Marketing and Promotion (MAP) Fund APPLICATION COVER PAGE

APPLICANT INFORMATION

Applicant Individual or Organization: _____

Event or Project Contact Person: _____

Address: _____

Phone: _____ Email: _____

jdschmier.wyyellowstone@gmail.com

Application Submission Date: _____

EVENT OR PROJECT INFORMATION

Event or Project Name: _____

Location of Event or Project: _____

Date(s) of Event or Project: _____

Estimated Total Event or Project Cost: _____

MAP Fund Amount Requested: _____

SECTION 1 · PROPOSED EVENT OR PROJECT SUMMARY

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

SECTION 2 • PROPOSED TIMELINE

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

SECTION 2 Continued: Proposed Timeline

EVENT PLANNING:

April

- Determine and secure bands.
- Apply for grants

May - June

- Contact local businesses for financial assistance, fund raising and marketing strategies.
- Send out postcards to all registered PO Boxes in West Yellowstone to help raise additional funds and support.
- Work with the Town of West Yellowstone on venue and organizations on insurance, co-promotion, and food/beverage booths.
- Determine advertising schedules, creative, and placement. Start initial publicity and promotion.

June

- Finalize schedules, equipment, insurance, permits, and volunteers for set-up.
- Work with bands on co-promotion.

July - September

- Logistics for each show
- Each show takes a minimum of eight people working for 18 to 20 hours per event. Manhours include setup and tear down of stage equipment, canopies, and clean-up of venue grounds and concessions areas.
- We also provide our own security to alleviate the added duties of our local police. All "Music in the Park" events will take place at Pioneer Park, more commonly known as the City Park. Setup generally begins around 8:00 AM the morning of the show. Music will start between 6:00-7:00 PM and will be completed by 10:00 PM. The stage & equipment is removed by 12:00 noon the following day, unless needed for another event the following night.
- We work closely with the Town of West Yellowstone Public Works Department to coordinate these logistics.
- Advertising and promotion underway
- Work with organizations involved with the events

SECTION 3 · PUBLICITY, PROMOTION, MARKETING

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

SECTION 4 · PROPOSED BUDGET

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

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

SECTION 3 Continued: Publicity, Promotion, Marketing

Posters:

- We will produce a printed (and electronic version) of the "Music in the Park" series poster with a full season schedule and information on the various music groups. These posters will be distributed around West Yellowstone and the surrounding area, including Island Park, Big Sky, Belgrade/Bozeman and Ennis.

Flyer/information sheet:

- We will create a one-page, easy-to-read informational flyer that will be distributed to employees at local businesses and can be used for reference throughout the entire summer.

Event listings and ads:

- We will list our schedule on free calendar of events website pages including the West Yellowstone Chamber events calendar, community online calendars, social media, etc. We will place ads with the full summer schedule in local and area newspapers (Big Sky Weekly, Island Park Journal, and Madisonian). The final placement budget will be determined by grant awards and contributions from local businesses.
 - By publishing the series schedule, we can push the entire series and encourage repeat visitors, as well as raise local awareness.
- We will take out digital ads (banners and on-line event listings) on regional websites with a strong music following where their readers choose a travel destination based on concerts.

Social Media:

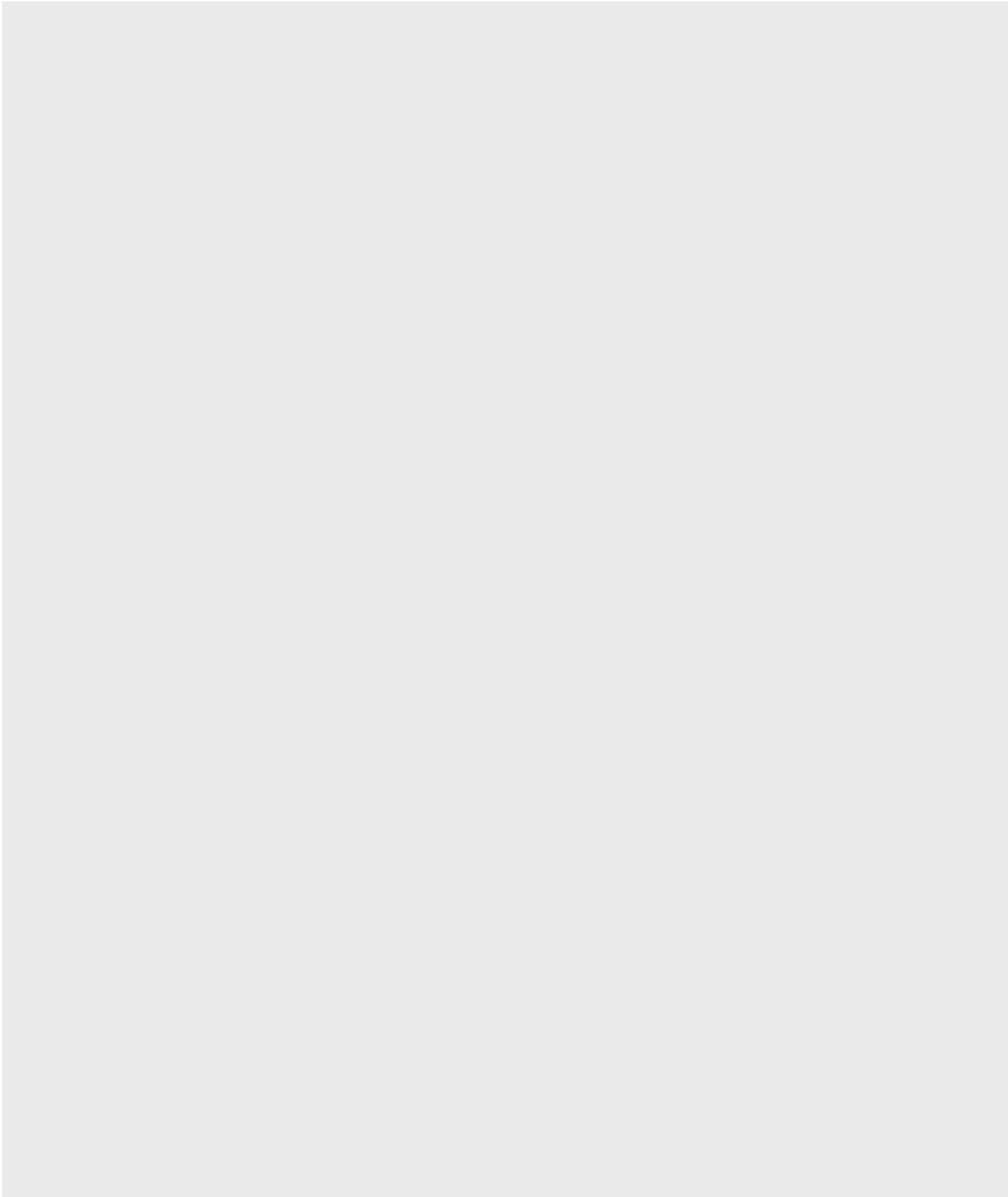
- We will promote our events on Facebook through our page, "Free Music in the Park BMP," and will work with the West Yellowstone Chamber and TBID to provide materials for posts on their Facebook and other social media platforms. We will work with local businesses to cross promote the series on their social media sites by providing a series of pre-made Facebook posts, Twitter tweets, and photographs.
- Additionally, we will work with the bands to promote the events and West Yellowstone. By posting dates and information on their Facebook, Twitter, and Instagram pages we can reach their followers, broaden our reach throughout Montana and neighboring states, without any additional cost.

News releases and editorial content:

- We will submit news releases about the series and about individual events to regional newspapers. We are asking the West Yellowstone Chamber to help promote the series with "news stories" on their website and inclusion in any news releases they create about summer events and distributed information for summer visitors.

Websites:

- We will work with the West Yellowstone Chamber to add event listings, special news stories to their website.
- We will also ask each band to post information on their respective websites including links back to West Yellowstone websites for lodging and West Yellowstone information.



SECTION 5 · APPLICATION REVIEW CRITERIA

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

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

SECTION 5 - APPLICATION REVIEW CRITERIA

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

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

4 Can your event or project proceed without MAP funds?

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

SECTION 6 · APPLICATION SUPPORTING DOCUMENTATION

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

Certification

Applicant Individual or Organization: _____

Event or Project Contact Person: _____

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

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

Signature *Katrina Wiese* Name (printed) _____

Title _____ Date _____

FOR OFFICE USE ONLY

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

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

Application not approved by MAPFAB Date _____

Reason:

ADDENDUM ONE
MUSIC IN THE PARK Budget 2022

INCOME	
STARTING BALANCE	\$ 9,160.00
Estimated Public Support (Individual & Business)	\$ 10,000.00
MAP Grant Request	\$ 15,000.00
Yellowstone Country Grant Request	\$ 5,750
West Yellowstone Foundation Grant Request	\$ 2,750
TOTAL INCOME:	\$ 42,660.00
OPERATIONS	
Marketing/Advertising* (See below)	\$ 7,500.00
Band Costs	\$ 20,000.00
Audio & Lighting Equipment	\$ 5,000.00
Business License	\$ 50.00
Sound Technicians/Engineer Costs	\$ 4,500.00
Insurance-Liability	\$ 1,500.00
Event Permit	\$ 25.00
Storage	\$ 1,000.00
Outside Labor	\$ 2,000.00
Postage: Sponsor Postcards	\$ 250.00
Admin-Accounting Fees	\$ 750.00
TOTAL OPERATIONS:	\$ 42,575.00

In Process
 In Process
 In Process

***Marketing/Advertising Breakout**

(Additional digital promotions will be added if funds allow.)

Design & Print: Posters, Ads, Banners	\$ 1,500.00
Digital Online Ad Banners & Paid Social Media	\$ 3,000.00
Lee Enterprises (MT News Websites)	
Social Media	\$ 500.00
Newspaper Print Ads	\$ 2,500.00
Big Sky, Ennis & Island Park	
Eastern Idaho'	
TOTAL MARKETING/ADVERTISING BUDGET	\$ 7,500.00

ADDENDUM TWO

Black Mountain Productions
Music in the Park 2021 Summer Concert Series
FINAL REPORT



In 2021, Music in the Park hosted 3 concerts from July 4-Sept. 4 at the Town Park in West Yellowstone, Montana.

We know that the 4th of July adds to existing events and is the most highly attended event. We feel that all concerts add to an increased sense of community and give visitors a reason to stay and a way to immerse themselves in local culture. This event featured a regional favorite Paige and the Peoples Band from Bozeman.

The Aug. 6th concert was in conjunction with the existing Annual Rod Run Classic Car Show, with the purpose of increasing the chances of visitors staying an extra night and enhancing the activities for participants of that event. Keeping with the 50th Annual theme that concert featured Ronnie and the Riptides, a regionally known band with large following. Thunderstorms rained out the Friday night concert, but the band stayed to play during the event on Saturday for participants and visitors.

Our final concert on Labor Day Weekend featured a Beatles tribute band – Imagine: The Fab Four.

While it is hard to estimate room nights or attendance numbers because the concerts are free, the feedback from residents and visitors alike is always positive. Many local businesses also support this series and see the value to our local economy.

We will continue the program, as it has great community support, and is seen as an added amenity for locals and guests alike.

Marketing & Promotion Funds

Approximately \$25,000.00 of outside marketing grant contributions contributed to the advertising budget. Here is the breakout:

Town of West Yellowstone MAP grant - \$11,907.47

- Digital and mobile banner ads – target to a regional drive market in SW Montana and SE Idaho
- KWYS radio advertisements
- Prints ads in the Island Park News and Madisonian
- Posters distributed around West Yellowstone and the surrounding area, including Island Park, Big Sky, and Belgrade/Bozeman.
- Bands

Yellowstone Country Region Event grant - \$2,634.01

- Covered partial costs for porta potties; sound and lighting equipment

West Yellowstone Foundation Grant - \$1,500.00

- Covered part of the marketing listed above, bands and equipment

Town of West Yellowstone - in-kind (approx. \$5,000.00)

- Labor for stage set up and take down

West Yellowstone CVB Lodging Facilities Use Tax:

- Social media posts and ads
- Events were also added to online calendars and included on the CVB website and summer event posters.

Results

- Online ads had above industry click thru rates as high as .32%
- We asked each band to post information on their respective websites and social media including links back to West Yellowstone websites for lodging and West Yellowstone information for increased traffic.
- Additionally, we worked with the bands to promote the events and West Yellowstone. By



posting dates and information on their Facebook, Twitter, and Instagram

pages we reached their followers, broaden our reach throughout Montana and neighboring states, without any additional cost.

- News releases and editorial content: We submitted news releases about the series and about individual events to regional newspapers.

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: WEST YELLOWSTONE MARKET
Sponsor Organization: PAMALA MITIC
Sponsor Address: 218 N. FAITHFUL STREET - PO. BOX 2242
Contact Person: PAMALA MITIC
Contact Phone: 727-744-5629 Fax: _____
E-mail Address: PkTHREADS19@GMAIL.COM
Date(s) of Event: JUNE - SEPTEMBER (THURSDAY ONLY + JULY 4TH)
Location of Event: MUSEUM OF THE YELLOWSTONE - LAWN

- 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: \$ _____

Pamala Mitic
Signature of Applicant
04/24/2022
Date

Date Received by the Town: May 5/2022

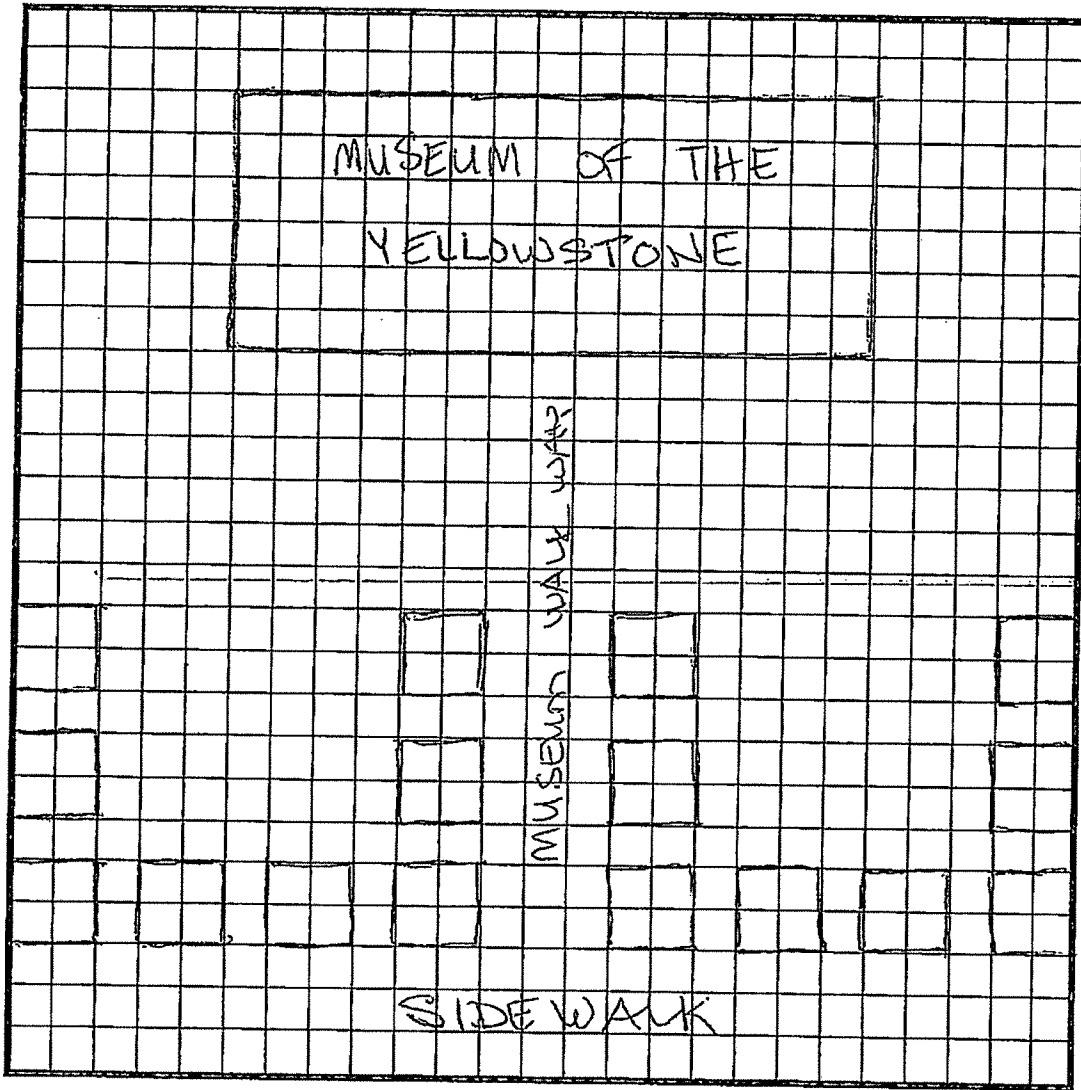
Event Detail

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).

WEST YELLOWSTONE MARKET IS AN OUTDOOR MARKET FOR FARMERS, ARTIST AND CRAFTERS. THE MAIN EMPHASIS IS ON BUT NOT LIMITED TO LOCALLY MADE AND PRODUCED ITEMS. VENDORS ARE RESPONSIBLE FOR THEIR OWN TENTS, SET-UP AND BREAK-DOWN. PUBLIC RESTROOMS FOR VENDORS AND CUSTOMERS ARE LOCATED ACROSS THE STREET AT THE VISITOR'S CENTER. PARKING FOR ALL IS LOCATED ON THE STREET, MUSEUM PARKING LOT AND AT THE VISITOR'S CENTER. THE NUMBER OF PARTICIPANTS VARY EACH YEAR WITH THE HOPE OF ADDITIONAL GROWTH EACH YEAR. THE PROCESS OF DESIGNING SIGNS FOR THE MARKET IS CONTINUALLY EVOLVING BUT ADDITIONAL INQUIRIES ON THE RULES AND LOCATIONS ALLOWED IS NEEDED. THERE WILL BE NO USE OF ALCOHOL OR ANY AMPLIFIED SOUND AT THE MARKET. THE WEST YELLOWSTONE MARKET WILL START THE SECOND THURSDAY IN JUNE AND WILL END ON THE THIRD THURSDAY IN SEPTEMBER. THE MARKET RUNS FROM 5-8 PM WITH SET-UP BETWEEN 3-5 AM AND BREAK-DOWN FROM 8-9 AM. JULY 4TH WILL HAVE EXTENDED HOURS WITH BREAK-DOWN PRIOR TO THE FIREWORKS.

SITE PLAN

Event: WEST YELLOWSTONE MARKET



Please indicate direction

VENDOR SPACE IS 10' X 10' w/ 6' BETWEEN THEM.

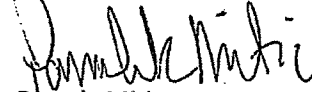
04/24/2022

To Town Council Members,

My name is Pamala Mitic and I'm a resident of West Yellowstone since 2011. This will be the fourth year of the West Yellowstone Market in our town. This Market is not for profit or personal gain but an avenue for individuals to sell their locally made items.

I'm writing this to request that the \$1500 bond be waived for the West Yellowstone Market. In lieu of the \$1500 bond the sponsor will collect the 4% resort tax from the vendors each market and will remit the funds before the monthly due date. I'm a trustworthy, diligent and reliable individual that has shown the town with the past three years that the town will get all the required taxes for products sold.

Thank You,

A handwritten signature in black ink, appearing to read "Pamala Mitic". The signature is written in a cursive style with a large initial "P".

Pamala Mitic

Complete this section if the event includes sales of any kind. ^{THURSDAY ONLY}

Event: WEST YELLOWSTONE MARKET

^{2nd THURSDAY IN JUNE -}
Date(s) 3RD THURSDAY IN
SEPTEMBER, PLUS JULY 4th

Attach additional sheets as necessary.

Primary Sponsor: PK THREADS
Contact Person: PAMALA MITCHELL
Address: 218 N. FAITHFUL STREET
W. YELLOWSTONE MT 59783
Phone: 727-744-5629
Type of sales: HANDMADE SEWN ITEMS
Resort Tax applicable: YES NO

Vendor Name: DOGONE GOOD TREAT
Contact Person: LINDA WOLF
Address: 14 SLIDE ROCK RD
CAMERON, MT 59700
Phone: 406-600-5181
Type of sales: DOG & HUMAN TREATS
Resort Tax applicable: YES NO

Vendor Name: QUILTS BY ANNIE
Contact Person: ANNIE COLSON
Address: PO BOX 1723
W. YELLOWSTONE
Phone: 406-855-2530
Type of sales: QUILTS PLUS
Resort Tax applicable: YES NO

Vendor Name: _____
Contact Person: ROSS WINSLOW
Address: PO Box 1293
W. YELLOWSTONE
Phone: 406-920-1502
Type of sales: PHOTOGRAPHY
Resort Tax applicable: YES NO

Vendor Name: SWEET PEA'S \$5 JEWELRY
Contact Person: EMILY KROPP
Address: PO BOX 435
W. YELLOWSTONE
Phone: 406-539-6596
Type of sales: PAPARAZZI ACCESS.
Resort Tax applicable: YES NO

Vendor Name: SACRED ARROWS PRODUCTIONS
Contact Person: BRENA & DUEL TITNER
Address: 21 EIGHT MILE CREEK RD
ENNIS, MT 59729
Phone: 406-682-5255
Type of sales: BEADS, LEATHER & CROCHET
Resort Tax applicable: YES NO ^{ITEMS}

Vendor Name: BABY HATS BY CAMILLE
Contact Person: CAMILLE HOUSTON
Address: PO BOX 1524
W. YELLOWSTONE
Phone: 805-746-3352
Type of sales: KNITTED HATS PLUS
Resort Tax applicable: YES NO

Vendor Name: A PLUS RINGS
Contact Person: ABBEY ANDERSON
Address: _____
Phone: _____
Type of sales: SPOON RINGS
Resort Tax applicable: YES NO

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
H2O/Sewer			
Fire	Sb	5/09/22	
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
WHISTLEBLOWER POLICY
POLICY #45**

A whistleblower as defined by this policy is an employee of the Town of West Yellowstone who reports an activity that they consider to be in violation of a local, state or federal rule, ordinance, law, code, statute, policy or other authority passed by a governmental body. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; taking public resources for personal use; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or fraudulent activity, the employee is to contact his/her immediate supervisor or the Town Manager. When a report of illegal or fraudulent activities allege misconduct by the Town Manager, employees will submit their report to the Town Council who will be responsible for investigation and coordinating corrective action.

The employee must exercise sound judgment when making a report and may not intentionally file a false report of wrongdoing.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Town will not retaliate against a whistleblower for making a claim. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Town Manager, or the Town Council as appropriate, immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated or performance issues unrelated to the whistleblowing activity.

Defend Trade Secrets Act (DTSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

1. Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected

violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

2. Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order."

All reports of illegal or fraudulent activities will be promptly submitted to the Town Manager, or Town Council, if appropriate, who are responsible for investigating and coordinating responding action.

Employees with any questions regarding this policy should contact the Town Manager.

**TOWN OF WEST YELLOWSTONE
CONFLICT OF INTEREST POLICY
POLICY #46**

A conflict of interest may exist when the interests or concerns of a Council Member or Committee Member or an employee may be seen as competing with the interests or concerns of the Town of West Yellowstone.

There are a variety of situations that raise conflict of interest concerns including, but not limited to, the following:

- A. Direct Conflict** – A conflict may exist where an Employee, Council Member or Committee Member or a family member or associate of an Employee, Council Member or Committee member directly benefits or profits as a result of a decision, policy or transaction made by the Town.

An employee, Council Member or Committee Member who has a Direct Conflict in a matter proposed or pending before the Town shall disclose such interest to the Town, shall not vote on it or take action on behalf of the Town, and shall not attempt to influence the decisions of other Employees, Council Member or Committee Members individually, and shall have no more right or ability to influence decisions than any non-Employee, non-Council Member or Committee Member. This provision is not intended to cover Non-Direct/Duality of Interest conflicts addressed below.

- B. Indirect Conflict** – A conflict may exist where an employee, Council Member or Committee Member’s business (or family member’s business), group affiliation, or individual property (or family member’s property) directly benefits or profits as a result of a decision, policy or transaction made by the Town.

In the situation where an Employee, Council Member or Committee Member’s business has a claim issue, coverage dispute or has exercised the appeal process with the Town, or an employee of their business has exercised an appeal, the Employee, Council Member or Committee Member shall not deliberate on the issue, shall not vote on the issue, shall not act on behalf of the Town, shall not attempt to influence the decision of the other Employees, Council Members or Committee Members individually, and shall have no more right or ability to influence Town decisions than any non-employee, non-Council Member, or non-Committee Member. This provision is not intended to cover Non-Direct/Duality of Interest conflicts addressed below.

- C. Non-direct Conflict/Duality of Interest** – A conflict may exist where town businesses or group affiliations, as a whole, directly or indirectly benefits or profits as a result of a decision, policy or transaction made by the Town, including individual Employee, Council Members’ or Committee Members’ businesses or group affiliations.

Non-direct Conflicts or Duality of Interests are both common and expected in Employee/Council/Committee owned organizations. Decisions, policies and transactions involving program rates, assessments, budgets etc., will impact all businesses or groups.

In these instances, Employees, Council Members and Committee Members are not required to declare a Conflict of Interest and to refrain from deliberating or voting on the issue, but they have a responsibility and obligation in these situations to place the overall interests of the Town above that of their individual (or family member's) property, individual (or family member's) businesses or group affiliations when making decisions.

D. Disclosure of Potential Conflicts of Interest – In addition to the obligation to disclose conflicts as they arise, annually each Employee, Council or Committee member shall complete a disclosure form (attached to this policy as Appendix A) identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of, or consultant to, another nonprofit organization, or ownership of a business that might provide goods or services to the Town. Any such information regarding the business interests of a director, officer, employee or volunteer, or a family member thereof, shall be treated as confidential and shall generally be made available only to the Mayor, the Town Manager, and any Committee Chair appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

E. Procedures for Review of Potential Conflicts – Whenever there is reason to believe that a potential Direct or Indirect Conflict of Interest exists between the Town and an Employee, Council Member or Committee Member, it is the responsibility of an employee, Council Member or Committee Member involved in the conflict to bring the matter forward. The Council, Town Manager or Committee shall then determine the appropriate response.

Where a potential conflict exists between the interests of the Town and an employee, Council Member or Committee Member with respect to a specific proposed action, policy or transaction, the Town Council shall consider the matter during a meeting of the Council or the Committee. The Town shall refrain from acting until such time as the proposed action, policy or transaction has been approved by the disinterested members of the Council or Committee.

F. Violations of Conflict of Interest Policy – If the Town Manager, Town Council or Town Committee has reason to believe that an employee, Council Member or Committee Member has failed to disclose a potential Conflict of Interest, it shall inform the person of the basis for such belief and allow the person an opportunity to explain the alleged failure to disclose.

If the Town Manager, Council or Committee decides that the interested party has in fact failed to disclose a possible Conflict of Interest and/or to conform to other elements of this policy, the Town Manager, Council or Committee shall take corrective action to ensure that the decision made is not inappropriately influenced by the conflict in question. Such action could include but is not limited to cancelling the vote of the interested party, requiring a revote on the issue once the conflict has been declared, and disciplinary action against the interested party.



APPENDIX A

TOWN OF WEST YELLOWSTONE Related Party Form

In order to safeguard compliance with MCA 7-5-2106 and to complete footnote disclosure for the Town's financial statements, it is necessary that the Town of West Yellowstone establish a "Related Party List." A related party is defined, in part, as an immediate family member (self, mother, father, daughter, son, spouse, sister, brother) who is an owner, a manager, or director of an entity that the Town does business with.

The fact that the Town does have related party transactions does not constitute, in itself, illegality in any way, or cancellation of those related party transactions. It merely means that we have to footnote related party transactions on our financial statements for proper disclosure.

Please answer the following questions, sign, date, and return this letter to me as soon as possible. If you have more than one related party to report, please make additional copies from this letter. If you do not have any related parties to report, please sign, date and return this letter marked "N/A." A "related party list" will be compiled from this data. Thank you.

1. Do you have an immediate family member that is an owner, manager, or director of an entity that the Town does business with? (Yes, No, or N/A) _____
2. What is the name of the entity? _____
3. What is the name of the immediate family member and what is their relationship to you?

4. What is the capacity/title of the family member at the entity? _____
5. Do you, having Town supervisory/purchasing authority, do business with the above named entity on behalf of Town (Yes/No) _____

Name (please print) _____

Signature _____

Date _____

BASE AGREEMENT
“TASK ORDER 10”
Amendment 1

This Amendment 1 to Task Order 10 pertains to the Base Agreement by and between Town of West Yellowstone, Montana (“Owner”), and Forsgren Associates, Inc. (“Engineer”), dated March 19, 2019, (“Base Agreement”). ENGINEER shall perform services related to Amendment 1 to Task Order 10 (“Project”) described below as provided herein and in the Agreement. This Amendment 1 to Task Order 10 shall not be binding until it has been properly signed by both parties. Upon execution, this Amendment 1 to Task Order 10 shall supplement the Agreement as it pertains to the Project described below.

PROJECT NUMBER:01-21-0046-400
PROJECT NAME:..... Amendment 1 to Task Order 10 – Funding Application Assistance

PART 1.0 PROJECT DESCRIPTION:

Prepare engineering data information and reports specific to funding agency requirements for various funding agencies as requested by Town Staff.

PART 2.0 SCOPE OF SERVICES

200 – Engineering Services

- This amendment increases the T&M efforts for continued support as requested by Town staff.
- Provide assistance to Town staff specific to the preparation of funding applications. Efforts may include modifications to the PER, preparation of technical information specific to funding agency questions, updates to opinions of probable cost, attending coordination meetings, and miscellaneous support requested by Town staff.
- Funding agency applications may include USDA RD, CBDG, ACOE, RRGL, MCEP, SRF.

PART 3.0 ADDITIONAL SERVICES, NOT PART OF BASIC SERVICES:

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

PART 4.0 OWNER’S RESPONSIBILITIES:

The Owner is preparing funding applications for multiple agencies. The Town staff will request assistance as needed.

PART 5.0 PERIOD OF SERVICE:

Upon receipt of written authorization to proceed, Engineer agrees to perform the services as requested by the Town staff.

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

Compensation for ENGINEER’S services under this Agreement shall be Time and Material basis in accordance with Forsgren’s standard 2022 Rate Table. The effort for this Amendment 1 is limited to \$10,000. In the event additional effort beyond this level in necessary, additional authorization will be required.

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

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

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

FORSGREN ASSOCIATES, INC.
“FORSGREN”

TOWN OF WEST YELLOWSTONE, MT
“OWNER”

BY: David Noel

BY: _____

NAME: David Noel

NAME: _____

TITLE: Project Manager

TITLE: _____

DATE: 5/12/2022

DATE: _____



CURBSIDE PICKUP DURING THE WEEK OF MAY 16-21, 2022

The Town will pick up yard debris left along parkways of streets between 8am and 2pm free of charge... according to the schedule below:

Monday, May 16-Parkway A
Tuesday, May 17-Parkway B
Wednesday, May 18-Parkway C
Thursday, May 19-Parkway D
Friday and Saturday May 20-21
Madison Addition
No appliances, no pieces of large furniture, no business or commercial debris, no household trash will be accepted.

On Saturday May 21, 2022
The Town will host a community clean up event and the Town's dump trailers will be parked at Pioneer Park for free disposal of yard debris between the hours of 9am-12pm.



COMMUNITY CLEANUP

SAVE THE DATE FOR OUR ANNUAL EVENT

MAY 21, 2022

Meet at 9:00 AM at Pioneer Park to form groups and get route assignments, bags, and gloves.

FREE BBQ for participants at 12pm in Pioneer Park

Prize for best/most unique piece of trash!

Businesses, community organizations, families, individuals
All are encouraged to select an area of public property to clean up!
Please coordinate with the Town Hall to avoid duplication of efforts!



Please contact us if you have questions or want to participate!

Town of West Yellowstone
440 Yellowstone Ave
406-646-7795

Little Rangers Learning Center
520 Yellowstone Ave
406-602-4110