

Town of West Yellowstone

Tuesday, February 6, 2024

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

Meeting ID: 893 834 1297.

WORK SESSION

5:00 PM

Town Department Presentations

Discussion

Town Council Goals and Priorities for 2024

Discussion

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #6609 to Tri-State Excavating, road base for alleys, \$24,496.67

Claims

Business License Applications

Consent Agenda

Minutes: **January 23, 2024 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

Presentation: Carrie Coan, Executive Director for the West Yellowstone Foundation, Foundation Bus Financial Report, Reimagining Rural Sessions

Public Hearing: House Bill 355 Project Selection for Funding Allocation, Highway 20 Streetlighting

ACTION ITEMS

House Bill 355 Project Selection for Funding Allocation, Highway 20 Streetlighting Discussion/Action

Subdivision Exemption, Reinsch Commercial Condominiums Discussion/Action

House Bill 819 Planning Grant Application, 80 Acres Planning Discussion/Action

Correspondence/FYI/Meeting Reminder



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

General Town Council Meeting Information

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





**Town of West Yellowstone 2023 Review and 2024 Priorities
Town Manager Dan Waker
Work Session February 6, 2024**

2023 in Review:

Completed primary and secondary projects from 2023:

- Wastewater Treatment Plant Progress
 - ✓ Equipment Selection- AEROMOD
 - ✓ Airport Lease
 - ✓ DNRC \$33 million loan/\$750,000 grant
 - ✓ DEQ Approval
 - ✓ Contract Awarded to RSCI for \$31,209,695.88

- Food Truck Ordinance
- Website revisions
- Attorney contract extension
- Engineer contract (one year)
- Rails to Trails Plan
- SFE Update and finalize sewer rates

Ongoing Projects started in 2023 with anticipated 2024 completion:

- Identified CIP Projects (spring/summer 2024)
- Zoning Code and map updates (late winter 2024)
- 80 Acres Plan
- Facilities Planning Study (utilities) (March 2024)
- Employee Handbook and Drug and Alcohol Testing Policy (March 2024)
- Town Policy Manual (ongoing 2024)
- Lead and Copper Mandates (October 2024)
- Mammoth Room
- Growth Policy Update
- Housing Needs Assessment and Housing Strategy (In partnership with WYF)

Other completed tasks/Projects/Highlights from 2023:

- Library Director Hire
- Library Staff Hires x 2

- Dispatch Hire
- Equipment Operator Hire
- Staffing Plan Update
- ZERO Employee Grievances in 2023
- Marijuana Ballot Issue (failed)
- Dan Clark policy meeting
- Real Colors Training
- LMCT Annual Conference
- Montana Executive Summit (Town Managers and Mayors)
- LMC/MMIA Regional Meeting
- Montana Planning Conference- Butte
- Maintain AICP Accreditation
- Town Hall Repairs
- Moonrise Secondary Access Request
- Reestablish Resort Tax Association
- Billings Clinic Contract and Lease
- Lil' Rangers Lease
- West Yellowstone Foundation Land Lease
- One Valley Housing Coalition- Hosted May 2023 Meeting
- West Yellowstone Housing Coalition
- Legislative testimony in support and opposition of proposed legislation
- Montana Free Press article re: WWTP
- Media for WWTP and Marijuana Ballot Initiative
- Short line Trail Completion
- Department Heads Leadership Activities
- Earth Day event
- 4th of July events
- FLAP Construction Grant
- Monthly DEQ/DNRC calls
- Aeromod Tour- Kansas City
- DRG/Site Plan Reviews
- Town Christmas Party
- TBID SFE Meetings
- Bob Jacklin Casting Pond Dedication
- Plowmans Breakfast
- FLAP Open House
- Community Clean up

Other ongoing outstanding issues:

- Simon Property Lawsuit
- Moonrise Meadows Lawsuit

Ongoing large scale Town Council Priorities (Multi Year):

- Wastewater Treatment Plant major outstanding issues:
 - ✓ Finalize Funding Package

- Housing Issues
 - West Yellowstone Housing Coalition
 - ✓ Meeting every other month.
 - ✓ Preparing Housing Needs Assessment and Housing Strategy with WYF and HRDC
 - One Valley Regional Housing Coalition
 - ✓ Quarterly regional meetings to discuss housing issues and solutions
 - ❖ The goal of both groups is to identify and make recommendations to the Town and other stakeholders on how best to address housing needs within the Town (and basin).

New Projects to consider 2024:

- Create Outdoor Sales and Display Ordinance for Canyon and Yellowstone, and supporting the work of the BIAB on other identified improvements to our business areas (signage, landscaping/streetscaping, restrooms, etc.).
- Town Manager Contract
- Engineer Contract (expires March 2024)
- Union Negotiations. Contracts expire June 30, 2024 (MFPE Confidential and Police)
- Highway 20 Street Light Project
- League of Cities and Towns Conference preparation
- Cemetery Land Expansion

2024 carry over projects from 2023:

80 Acres Development Plan/strategy.

- ✓ Fall Creek Planning has indicated that they would be willing to help create a development plan once the zoning update is complete.
- ✓ Will also coordinate with the WYS Housing Coalition on housing strategies.

Town Policy Manual update/revisions.

- ✓ Jane and I have done an initial review of the policy manual, and have created a list of recommendations.
- ✓ We plan on presenting some suggestions at a work session in March/April.

Mammoth Room Structural.

- ✓ The structural analysis and design have been completed.
- ✓ The project was approved by SHPO.
- ✓ The latest cost estimate was between \$1.09m and \$1.4m.
- ✓ The Town Council needs to determine how they would like to finance the project, bidding, and construction timelines.

Growth Policy.

- ✓ MCA 76-1-601 requires reviewing the growth policy at least once every 5 years and revising the policy if necessary.
- ✓ Last revision adopted by the Town Council on December 5, 2017.

Review Advisory Boards.

- ✓ Some of the established Town Advisory Boards have not met in a long time.
- ✓ Some are just fine.
- ✓ Consideration should be given at some point about the effectiveness and necessity of certain boards.
- ✓ Staff, Jane, and I have reviewed and made recommendations. We plan on bringing this forward as a work session in March/April.

New water well.

- ✓ The Town will need to consider an additional water well in the future.
- ✓ Need to complete work on WWTP first.

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: Council Priorities
Date: Thursday, February 1, 2024 3:44:56 PM

For the Packet.
DW

From: Lisa Griffith <lgriffith@townofwestyellowstone.com>
Sent: Wednesday, January 24, 2024 8:56 AM
To: Dan Walker <dwalker@townofwestyellowstone.com>
Subject: Re: Council Priorities

Hi Dan,

Public restrooms is something that I plan to raise as a priority. Also, I would like to see more progress on 80-acre development. Thanks.

Best regards,
Lisa

Sent from my iPad

On Jan 18, 2024, at 1:27 PM, Dan Walker
<dwalker@townofwestyellowstone.com> wrote:

Good Afternoon-

I am extending an invitation to schedule some time with me to talk about priorities/projects for 2024 if you should choose.

We are planning on having a full discussion on February 6th, but feel free to send me your thoughts or set up a time to meet before the 6th if you would like.

Thank you!
DW

<image001.jpg>

Dan Walker, AICP
Town Manager
Town of West Yellowstone, MT
Phone: 406-646-7795
Email:
dwalker@townofwestyellowstone.com
440 Yellowstone Avenue
P.O. Box 1570
West Yellowstone, MT 59758
www.townofwestyellowstone.com

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER 1000-430200-357 ^{OB} _{IX}

Date 1-31-24

Ship Via

Order No. 006609

Department PUBLIC WORKS

TO: TRI - STATE EXCAVATING

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
858 YOS	HAUL in new road base for re-crowning alley ways

Estimated Cost \$ 24,496.⁶⁷

Authorized By

Requested By:

VENDOR COPY - White OFFICE COPY - Canary



P.O. Box 853
 11 Gibbon Ave.
 West Yellowstone, MT
 59758

RECEIVED

JAN 17 2024

Invoice

Date	Invoice #
10/10/2023	13362

Bill To
Town Of West Yellowstone P.O. Box 1570 West Yellowstone, MT 59758

Terms
Net 30

Qty	Description	Rate	Amount
	Invoice for materials delivered to Iris Street for Town of West Yellowstone		
55	Yards of 3/4" Road Base. Picked up from Pile in Town	26.25	1,443.75
107.9	Yards of 3/4" Road Base. Price includes trucking and delivery. 6/08/2023	28.75	3,102.13
86.4	Yards of 3/4" Road Base. Price includes trucking and delivery. 6/13/2023	28.75	2,484.00
159.5	Yards of 3/4" Road Base. Price includes trucking and delivery. 6/14/2023	28.75	4,585.63
141.7	Yards of 3/4" Road Base. Price includes trucking and delivery. 6/15/2023	28.75	4,073.88
80.7	Yards of 3/4" Road Base. Price includes trucking and delivery. 6/16/2023	28.75	2,320.13
59.96	Yards of 3/4" Road Base. Price includes trucking and delivery. 6/19/2023	28.75	1,723.85
165.68	Yards of 3/4" Road Base. Price includes trucking and delivery. 6/20/2023	28.75	4,763.30

Thank you for your business. If you have any questions about this invoice, please call our office at 406-640-0216.

If you choose to pay with credit card, a 3% processing fee will be added to the total.	Total	\$24,496.67
<i>All invoices are due and payable upon receipt. Statements will be issued on past due accounts only. Past due accounts will be subject to a re-billing fee and finance charges will be added to all past due balances.</i>	Payments/Credits	\$0.00
	Balance Due	\$24,496.67

Phone #	E-mail
406-640-0216	chris.kachur@gmail.com

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50849		2575 WY Tourism Business Improvement	4,412.77					
	02/01/24	Collections in January	4,412.77		TBID	7202 411800	540	101000
50851		2813 Century Link	1,562.98					
	01/19/24	E911 Viper 255-9710	988.50		E911	2850 420750	345	101000
	01/19/24	E911 Viper 255-9712	30.09		E911	2850 420750	345	101000
	01/19/24	E911 Viper 646-5170	123.20		E911	2850 420750	345	101000
	01/19/24	Alarm Lines 646-5185	102.44		TWNHLL	1000 411250	345	101000
	01/19/24	Police - 646-7600	318.75		POLICE	2850 420750	345	101000
50852		151 Gallatin County WY TS/Compost	323.00					
	02/01/24	Household waste	323.00		PARKS	1000 460430	534	101000
50853		2088 Town West Yellowstone	808.53					
	02/01/24	utility chrgs, Chamber, 895	71.69		BLDGS	1000 411257	340	101000
	02/01/24	utility chrgs, UPDL, 892	114.53		BLDGS	1000 411252	340	101000
	02/01/24	utility chrgs, PS Shops, 884	52.81		BLDGS	1000 411253	340	101000
	02/01/24	utility chrgs. Povah Ctr, 887	98.55		BLDGS	1000 411255	340	101000
	02/01/24	utility chrgs, Police Dept, 886	67.31		BLDGS	1000 411258	340	101000
	02/01/24	utility chrgs, City Park, 885	187.28		BLDGS	1000 411253	340	101000
	02/01/24	utility chrgs, Library, 891	53.25		LIBBLD	1000 411259	340	101000
	02/01/24	utility chrgs, Twn Hall, 921	163.11		TWNHAL	1000 411250	340	101000
50858		2546 Century Link QCC	10.71					
	672822654	01/24/24 long dist chg 406-646-7600	10.71		DISPAT	1000 420160	345	101000
50859		73 Westmart Building Center	1,744.52					
	01/27/24	Street Supplies	1,262.53		STREET	1000 430200	220	101000
	01/27/24	Street Vehicle repairs	70.94		STREET	1000 430200	361	101000
	01/27/24	Street Fuel	49.40		STREET	1000 430200	231	101000
	01/27/24	Dispatch Supplies	35.51		DSPTCH	1000 420160	220	101000
	01/27/24	Police Supplies	16.83		POLICE	1000 420100	220	101000
	01/27/24	Town Hall Supplies	96.25		TWNHLL	1000 411250	220	101000
	01/27/24	Povah supplies	127.20		POVAH	1000 411255	220	101000
	01/27/24	Parks Supplies	57.40		PARKS	1000 460430	220	101000
	01/27/24	Trl Head Building toilet Repai	28.46		SEWER	5310 430600	369	101000
50860		3242 Fisher's Technology	17.76					
	1279986	01/25/24 copy fee	17.76		FINADM	1000 410510	356	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50861		42 Fall River Electric	9,085.70					
	01/22/24	PARK, old firehouse 2901001	458.92		PARK	1000 411253	341	101000
	01/22/24	povah comm ctr 4212001	292.20		POVAH	1000 411255	341	101000
	01/22/24	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	01/22/24	RR Well 4212005	106.16		WATER	5210 430500	341	101000
	01/22/24	SEWER LIFT STATION 4212006	463.93		SEWER	5310 430600	341	101000
	01/22/24	SEWER PLANT 4212007	1,389.82		SEWER	5310 430600	341	101000
	01/22/24	POLICE 4212008	536.35		POLICE	1000 411258	341	101000
	01/22/24	TOWN HALL 4212009	335.76		TWNHLA	1000 411250	341	101000
	01/22/24	ICE RINK 421010	69.58		PARKS	1000 411253	341	101000
	01/22/24	S Canyon XmasTree Light 421011	0.00		STLITE	1000 430263	341	101000
	01/22/24	South Iris Street Well 4212013	214.81		WATER	5210 430500	341	101000
	01/22/24	MAD SEWER LIFT 4212014	293.79		SEWER	5310 430600	341	101000
	01/22/24	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000
	01/22/24	911 Tower 4212016	202.47		911	2850 420750	341	101000
	01/22/24	MADADD H20 Tower 4212017	56.01		WATER	5210 430500	341	101000
	01/22/24	SHOP 4212018	302.92		STREET	1000 430200	341	101000
	01/22/24	ANIMAL 4212029	275.18		ANIML	1000 440600	341	101000
	01/22/24	CLORINATOR 4212030	98.63		WATER	5210 430500	341	101000
	01/22/24	Electric Well 4212031	45.83		WATER	5210 430500	341	101000
	01/22/24	PARK 4212032	312.46		PARKS	1000 411253	341	101000
	01/22/24	UPDH 4212041	687.99		UPDH	1000 411252	341	101000
	01/22/24	SEWER TREAT SERV 4212046	1,278.23		SEWER	5310 430600	341	101000
	01/22/24	LIBRARY 23 dunraven 4212054	174.41		LIBR	1000 411259	341	101000
50862		95 Energy West-Montana	4,702.86					
	01/30/24	nat gas 210361788 updl	113.88		UPDH	1000 411252	344	101000
	01/30/24	nat gas 210360293 Police	28.79		POLBLD	1000 411258	344	101000
	01/30/24	nat gas 210361746 Pub Services	1,290.50		STREET	1000 430200	344	101000
	01/30/24	nat gas 210361811 old firehall	333.11		PARK	1000 460430	344	101000
	01/30/24	nat gas 210363966 old bld ins	192.11		STREET	1000 430200	344	101000
	01/30/24	nat gas 210360540 library	584.99		LIBBLD	1000 411259	344	101000
	01/30/24	nat gas 210364599 Povah	1,192.87		POVAH	1000 411255	344	101000
	01/30/24	nat gas 210361697 Iris Lift St	42.81		SEWER	5310 430600	344	101000
	01/30/24	nat gas 210365425 Twm Hall	897.01		TWNHAL	1000 411250	344	101000
	01/30/24	nat gas 210361655 Mad Add Sewe	26.79		SEWER	5310 430600	344	101000
50864		2421 NAPA Auto Parts	565.55					
	01/31/24	Napa Supplies	83.94		STREET	1000 430200	220	101000
	01/31/24	Napa repairs Supplies	136.78		STREET	1000 430200	361	101000
	01/31/24	Napa Equipmnt repairSupplies	129.18		STREET	1000 430200	369	101000
	01/31/24	NAPA Fuel & Oil supplies	157.68		STREET	1000 430200	231	101000
	01/31/24	Napa Supplies Police	27.98		POLICE	1000 420100	220	101000
	01/31/24	Napa small equipment police	29.99		POLICE	1000 420100	212	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50866		3400 Julie Brown	1,985.00					
	020124	02/01/24 Dispatch Building	340.00*		DSPTCH	1000 411258	398	101000
	020124	02/01/24 Library	225.00*		LIBRY	1000 411259	357	101000
	020124	02/01/24 Rendezvous Ski building	120.00		TRLHD	1000 411256	350	101000
	020124	02/01/24 Town Hall	825.00		TWNHLL	1000 411250	357	101000
	020124	02/01/24 Povah Building	475.00		POVAH	1000 411255	350	101000
50868		1514 Verizon Wireless	1,270.36					
		21 Smartphones						
		5 laptops						
	01/20/24	640-0108, Police	43.82		POLICE	1000 420100	345	101000
	01/20/24	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	01/20/24	640-0141 Street SP	43.82		STREET	1000 430200	345	101000
	01/20/24	640-0159 Street SP	43.82		STREET	1000 430200	345	101000
	01/20/24	640-0606 911 Dispatch	43.82		911	1000 420160	345	101000
	01/20/24	640-1103, Operator SP	43.82		STREET	1000 430200	345	101000
	01/20/24	640-1460, Library Dir, SP	43.82		LIBRAR	2220 460100	345	101000
	01/20/24	640-1461, S & W operator, SP	43.82		SEWER	5310 430600	345	101000
	01/20/24	640-1462, S & W Super, SP	43.82		WATER	5210 430500	345	101000
	01/20/24	640-1463, Deputy PSS, SP Sspnd	43.82		PARKS	1000 460430	345	101000
	01/20/24	640-1472, Ops Mgr, SP	43.82		ADMIN	1000 410210	345	101000
	01/20/24	640-1676, Rec Coor, SP	43.82		REC	1000 460440	345	101000
	01/20/24	640-1754, COP, SP	43.82		POLICE	1000 420100	345	101000
	01/20/24	640-1755, Police	43.82		POLICE	1000 420100	345	101000
	01/20/24	640-1756, Police	43.82		POLICE	1000 420100	345	101000
	01/20/24	640-1757, Police	43.82		POLICE	1000 420100	345	101000
	01/20/24	640-1758, Head Dispatcher	43.92		DSPTCH	1000 420160	345	101000
	01/20/24	640-1759, Police	43.82		POLICE	1000 420100	345	101000
	01/20/24	640-7547,WS Super	43.82		SEWER	5310 430600	345	101000
	01/20/24	640-9074, PSS, SP	43.82		STREET	1000 430200	345	101000
	01/20/24	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	01/20/24	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	01/20/24	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	01/20/24	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	01/20/24	640-2354 Social Services	43.82		SOCSEK	1000 450135	345	101000
	01/20/24	640-2629 City Judge	43.82		COURT	1000 410360	345	101000
	01/20/24	640-1758,Head Dispatc NewEquip	149.99		DSPTCH	1000 420160	212	101000
50869		3421 Ernesto Romero Rivero	1,050.00					
	01/31/24	CleaningCofCRstrms1/15-1/31/24	650.00		CHMBR	1000 411257	357	101000
	01/31/24	CleaningParkRstrms1/15-1/31/24	400.00		PARK	1000 411253	357	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50875		2789 WEX Bank	5,536.13					
	02/01/24 10	JD Backhoe 310SJ	0.00		STREET	1000 430200	231	101000
	02/01/24 91	Ford 6-582	132.53		STREET	1000 430200	231	101000
	02/01/24 SS	Snow Blower Green	0.00		STREET	1000 430200	231	101000
	02/01/24	Grader	0.00		STREET	1000 430200	231	101000
	02/01/24 14	Water Truck	0.00		STREET	1000 430200	231	101000
	02/01/24 2010	JD 772 Grader	555.99		STREET	1000 420100	231	101000
	02/01/24 92	SS Blower-Yellow	0.00		STREET	1000 430200	231	101000
	02/01/24 02	Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	02/01/24 02	Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	02/01/24 08	GMC Pickup 6-1484	67.41		STREET	1000 430200	231	101000
	02/01/24 JD	Loader 624P	530.74		STREET	1000 430200	231	101000
	02/01/24 08	CAT 938H Loader	857.52		STREET	1000 430200	231	101000
	02/01/24 08	904B MiniLoader	0.00		STREET	1000 430200	231	101000
	02/01/24 15	Ford F-250	214.95		STREET	1000 430200	231	101000
	02/01/24 18	2018 Dodge Ram-PW	333.13		STREET	1000 430200	231	101000
	02/01/24 18	Dodge Ram-Police	261.98		POLICE	1000 420100	231	101000
	02/01/24 19	Dodge Durango	430.03		POLICE	1000 420100	231	101000
	02/01/24	Multi-Use Vehicle - Sienna	30.67		HELP	7010 450135	231	101000
	02/01/24	Multi-Use Vehicle - Sienna	62.57		STREET	1000 430200	231	101000
	02/01/24 06	Dodge Durango 6-1374/6-2010	39.85		STREET	1000 430200	231	101000
	02/01/24 15	Sweeper	0.00		STREET	1000 430200	231	101000
	02/01/24 '00	FL Dumptrk 6-60700A	81.50		STREET	1000 430200	231	101000
	02/01/24 '14	Ford Intercep	0.00		POLICE	1000 420100	231	101000
	02/01/24 PD	Dodge Ram#1	443.17		POLICE	1000 420100	231	101000
	02/01/24 PD	Dodge Ram#2	302.26		POLICE	1000 420100	231	101000
	02/01/24 01	Frht truck #1	0.00		STREET	1000 430200	231	101000
	02/01/24 01	Frht truck #2	0.00		STREET	1000 430200	231	101000
	02/01/24 19	Dodge 5500	227.38		STREET	1000 430200	231	101000
	02/01/24 20	Dodge Ram (silver)	204.15		POLICE	1000 420100	231	101000
	02/01/24 '17	Chevy 3/4 ton white	219.20		WATER	5210 430500	231	101000
	02/01/24 '13	Chevy 3500	160.22		STREET	1000 430200	231	101000
	02/01/24 77	Int'l Dump 6-1368	0.00		STREET	1000 430200	231	101000
	02/01/24	Pickup 6-1450	0.00		STREET	1000 430200	231	101000
	02/01/24 2022	Ford F-150 Police	340.64		POLICE	1000 420100	231	101000
	02/01/24	Tractor	40.24		STREET	1000 430200	231	101000
50876		346 Montana Board of Investments	67,266.14					
	02/01/24	TwnHll ConstructionInterest	8,821.14		DEBT	2100 490200	620	101000
	02/01/24	TwnHll ConstructionPrincipal	58,445.00*		DEBT	2100 490200	610	101000

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TOWN OF WEST YELLOWSTONE
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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50877		3116 R & R Lock and Key, LLC	700.00					
	2404	12/10/23 ReplaceTwoAutodoorclosures	500.00		LIBRY	2220 460100	363	101000
	2404	12/10/23 ReplaceTwoAutodoorclosures	200.00*		LIBRY	2220 460100	870	101000
50878		3451 One Valley Community Foundation	4,000.00					
	02/01/24	RegionalhousingCoalitionPledge	4,000.00		ADMIN	1000 410210	335	101000
50879		2952 DIS Technologies	1,875.95					
	13184	01/26/24 Library computer	1,336.00		LIBRY	2220 460100	216	101000
	13184	01/26/24 Library computer	460.00		LIBRY	2220 460100	355	101000
	13179	01/26/24 Security license 1 yr	79.95		LIBRY	2220 460100	398	101000
50880		1 First Security Bank of BZN, Div	43,855.93					
	02/01/24	80 Acres Principle	37,408.55*		DEBT	2100 490200	610	101000
	02/01/24	80 Acres Interest	6,447.38		DEBT	2100 490200	620	101000
50881		1 First Security Bank of BZN, Div	38,835.69					
	02/01/24	LeaningCtr Principle	32,813.97		DEBT	1000 490500	610	101000
	02/01/24	LeaningCtr Interest	6,021.72		DEBT	1000 490500	620	101000
50882		1387 MONTANA RURAL WATER SYSTEMS	1,000.00					
	02/01/24	MRWS ConferenceRussell	125.00		WATER	5210 430500	380	101000
	02/01/24	MRWS ConferenceRussell	125.00		SEWER	5310 430600	380	101000
	02/01/24	MRWS ConferenceBrown	125.00		WATER	5210 430500	380	101000
	02/01/24	MRWS ConferenceBrown	125.00		SEWER	5310 430600	380	101000
	02/01/24	MRWS ConferenceSimms	125.00		WATER	5210 430500	380	101000
	02/01/24	MRWS ConferenceSimms	125.00		SEWER	5310 430600	380	101000
	02/01/24	MRWSConferenceMoldenauer	125.00		WATER	5210 430500	380	101000
	02/01/24	MRWSConferenceMoldenauer	125.00		SEWER	5310 430600	380	101000
50883		3324 Dan Walker	120.60					
	01/22/24	RegionalHousingCoalition1/24	120.60		ADMIN	1000 410210	370	101000
50884		3452 Local Government Services	250.00					
	5141	01/08/24 FY2023-01/24-15908 AFR	250.00*		FINADM	1000 410510	631	101000
50885		3250 Dianna Hansen	62.00					
	01/23/24	Switchback Training Bozeman	62.00		SOC SER	1000 450135	370	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50886		3393 Katie Thompson	62.00					
	01/23/24	Switchback Training Bozeman	62.00		FINADM	1000 410510	370	101000
50887		2751 Gallatin County Justice Court	20.00					
	01/29/24	PassThroughMHPWarrantMilliken	20.00		COURT	7469 213000		101000
50888		2751 Gallatin County Justice Court	885.00					
	01/29/24	PassThroughMHPBondOstler	885.00		COURT	7469 213000		101000
50889		2751 Gallatin County Justice Court	885.00					
	01/29/24	PassThroughMHPBondColley	885.00		COURT	7469 213000		101000
50890		3373 Ricardo Morales	45.00					
	01/23/24	Spanish Interpreter Ornelas	45.00		COURT	1000 410360	350	101000
50891		3236 Nubia Allen	45.00					
	01/09/24	SpanishInterpreterArredondoCui	45.00		COURT	1000 410360	350	101000
50892		999999 BRET CASTO	2,618.26					
	12/20/23	RestitutionDisbursementMiller	2,618.26		COURT	7469 213000		101000
50893		1331 West Yellowstone Foundation	25,000.00					
	1312024 01/31/24	FY24 PublicTransportation	25,000.00		LEGIS	1000 410100	870	101000
50894		999999 JONATHAN EVANGELISTA	1,063.94					
	1312024 12/20/23	RestitutionDisbursementMiller	1,063.94		COURT	7469 213000		101000
50895		2801 West Yellowstone Back & Neck	280.00					
	01/24/24	DOTPhysical Canales	140.00		STREET	1000 430200	351	101000
	01/24/24	DOTPhysical Moldenhauer	140.00		STREET	1000 430200	351	101000
50896		2937 CINTAS First Aid & Safety	197.04					
	5191885550 01/18/24	First-Aide Supplies	197.04		STREET	1000 430200	220	101000
50897		3306 Jon Simms	150.08					
	12/19/23	Mileage for after hours	21.44		STREET	1000 430200	231	101000
	12/24/23	Mileage for after hours	21.44		STREET	1000 430200	231	101000
	01/06/24	Mileage for after hours	21.44		STREET	1000 430200	231	101000
	01/12/24	Mileage for after hours	42.88		STREET	1000 430200	231	101000
	01/28/24	Mileage for after hours	21.44		STREET	1000 430200	231	101000
	01/30/24	Mileage for after hours	21.44		STREET	1000 430200	231	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50898		3434 Jose Canales	120.60					
	01/31/24	Mileage for CDL Test	120.60		STREET	1000 430200	370	101000
50899		1934 Brenda Martin	26.00					
	01/31/24	Petty Cash Dispatch	26.00		DSP TCH	1000 103200		101000
50900		1140 Sagebrush Floral	104.00					
	085499 01/25/24	2 wreaths	104.00		TWNHLL	1000 411250	220	101000
50901		2800 RDO Equipment Co.	3,383.31					
	7188416 01/25/24	Repairs on Equipment	973.75		STREET	1000 430200	369	101000
	7185316 01/24/24	HydrauXR 55gal	2,409.56		STREET	1000 430200	231	101000
50902		65 Tractor & Equipment	2,113.19					
	0231883 04/23/24	EquipmentRepairs	2,878.52		STREET	1000 430200	369	101000
	11/13/23	Credit on account	-972.22		STREET	1000 430200	369	101000
	0231879 01/23/24	EquipmentRepairs	206.89		STREET	1000 430200	369	101000
50903		3386 Eagle Safe Surfaces Colorado	111.68					
	6001379 01/18/24	Repair supplies	111.68		STREET	1000 430200	361	101000
50904		3315 IAS EnviroChem	80.00					
	2400475 01/31/24	B.O.D Testing	80.00		SEWER	5310 430600	348	101000
50905		2455 Tri State Excavating, LLC	9,587.76					
	12948SNOW 06/05/23	SnowRemoval 3/3/23	385.00*		STREET	1000 430200	398	101000
	13363 10/10/23	RoadBase&WashedSand	1,010.00*		STREET	1000 430200	398	101000
	11559 06/01/22	Grading&RoadBase from 2022	4,506.00*		STREET	1000 430200	398	101000
	11912SNOW 12/30/22	SnowHauling from 2022	3,686.76*		STREET	1000 430200	398	101000
50906		3422 Sprinter Heating & Air LLC	8,502.64					
	21012 01/17/24	PovahHVAC Unt rprs	698.31		POVAH	1000 411255	350	101000
	21033 01/19/24	Replace HVACcompressorPolice	3,661.00*		POLICE	1000 411258	398	101000
	21064 01/30/24	Ice machine&compressor@Povah	4,143.33		POVAH	1000 411255	350	101000
50907		3380 LES SCHWAB TIRE CENTER	73.00					
	7570026581 02/01/24	Repair parts	36.50		WATER	5210 430500	369	101000
	7570026581 02/01/24	Repair parts	36.50		SEWER	5310 430600	369	101000

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50908		3453 Big Sky Communications, Inc.	44.80					
	86393	01/31/24 Plantronics EarCushions (8)	44.80		DSPTCH	1000 420160	220	101000
50909		764 General Distributing Co.	91.05					
	1336508	01/31/24 Welding supplies	91.05		STREET	1000 430200	231	101000
50910		2928 Safe Restraints, Inc.	518.12					
	091423	WYPD 09/20/23 Ankle Straps (7)	518.12		POLICE	1000 420100	212	101000
50911		856 Intoximeters, Inc.	244.75					
	0258592	02/01/24 DryGas	244.75		POLICE	1000 420100	220	101000
50912		2792 NAMI-Bozeman	125.00					
	2024-05	02/01/24 CIT Academy Griffel	125.00		POLICE	1000 420100	380	101000
		# of Claims 51	Total: 247,419.40					

Fund/Account	Amount
1000 General Fund	
101000 CASH	116,510.98
2100 Local Option Taxation-Resort Tax	
101000 CASH	111,122.07
2220 Library	
101000 CASH	2,619.77
2850 911 Emergency	
101000 CASH	1,663.01
5210 Water Operating Fund	
101000 CASH	1,359.96
5310 Sewer Operating Fund	
101000 CASH	4,227.97
7010 Social Services/Help Fund	
101000 CASH	30.67
7202 TBID Agency Fund	
101000 CASH	4,412.77
7469 City Court - Judge Jent	
101000 CASH	5,472.20
Total:	247,419.40

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
January 23, 2024

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

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Katie Thompson, Public Services Superintendent Jon Simms, Chief of Police Mike Gavagan, Town Clerk Liz Roos, Town Attorney Jane Mersen, Town Engineer Dave Noel

The meeting is called to order by Mayor Travis Watt at 7:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded, 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

John Greve, Secretary/Treasurer for the Yellowstone Studies Center Foundation (YSCF) addresses the Council concerning the gifting or ownership transfer of the YSCF building to the Little Rangers Learning Center (LRLC). He explains that the YSCF was created in 2006 by a group of community business owners to establish a non-profit organization known originally as the West Yellowstone Economic Development Council. After many years of successful projects by the YSCF, including the establishment of the Tourism Business Improvement District, Painted Buffalo Roam project, expansion of the historic walking tour, and the purchase and use of the building as an educational center at the corner of Highway 20 and Electric Street, they have made the difficult decision to dissolve the YSCF and divest ownership of the building. They have decided to "gift" the building to another non-profit, LRLC. It is expected that LRLC will likely sell the building to fund future operations and current financial challenges. The tenants of the building have been informed and he is present tonight to make this announcement in a public forum. They have just begun the process and will keep the Town informed as the ownership transfers.

Ron Edwards, General Manager for the Big Sky Water and Sewer District, addresses the Council to share some information about the project in Big Sky. Mayor Watt asks Edwards to continue his comments when they get to the agenda item pertaining to the waste water treatment plant bid award.

Council Comments

No council comments are received.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6605 to Allstate Machine Shop for custom fabrication on the green snowblower for \$7312.90. (McBirnie, Benike)
- 2) Motion carried to approve the claims, which total \$123,329.69. (McBirnie, Benike)
- 3) Motion carried to approve the minutes of the January 9, 2024 Town Council Meeting. (McBirnie, Benike)
- 4) Motion carried to award the bid for the wastewater treatment plant to Record Steel and Construction (RSCI) in the amount of \$31,209,695.88. (Mathews, McBirnie) Motion is unanimous.
- 5) Motion carried to approve the recommendation from the Marketing and Promotions Fund Advisory Board and award \$500 to the 2024 Taste of the Trails event. (McBirnie, Benike)

- 6) Motion carried to approve the recommendation from the Marketing and Promotions Fund Advisory Board and award \$9500 to the 2024 Rendezvous Ski Race. (McBirnie, Benike)
- 7) Motion carried to reappoint Kellie Hart to the Business Improvement Advisory Board for a term of four years. (McBirnie, Benike)
- 8) Motion carried to direct Finance Director Katie Thompson to write two grant applications to the Montana Historic Preservation Grant Program with the Montana Department of Commerce. (McBirnie, Watt)
- 4) Town Engineer, Dave Noel, addresses the Council regarding the bids they recently received for the wastewater treatment plant (WWTP). He reports that they received four bids for the project from quality contractors. The engineer's estimate for the project was just over \$34 million and three of the bids were at or below that number. Noel explains that evaluation of the bids was conducted for completeness, qualifications, and mandatory information for the funding agencies. He explains that he prepared two recommendations. The first letter was based on the strict interpretation of the administrative rules. A second letter was sent out today because according to Montana law, the Town has the authority to waive technicalities in bids if the technicalities do not alter the scope or cost or timeline of the project. He explains that the lowest bid had some inconsistencies in the bid package and therefore they have to decide whether the inconsistencies or omissions will affect the cost, scope or timeline of the project. He explains that if they accept the lowest bid, then they are accepting a bid with some minor inconsistencies. If they accept the second to lowest bid, that bid could be accepted without any inconsistencies. The Council asks Noel about the process, interpretation of the bids, and the handling of change orders. Ron Edwards of the Big Sky Water and Sewer District addresses the Council. He explains that in 2021, they awarded a bid to RSCI to build a \$41 million dollar project in Big Sky. He commends RSCI as a contractor and has had a very positive experience. They are in the last year of construction and plan to start the plant up this spring. He says he would have no hesitation recommending RSCI for another project. Zeke Johnson, president of RSCI, addresses the Council. He clarifies that it is their perspective that their bid was consistent with what was required by the bid document. He explains that they also feel that the identification of a plumbing contractor was below the threshold required by the bid documents, a very minor part of the project. He says that they feel that they complied with the documents but understands there could be a protest from the 2nd bidder based on some of the discussion back and forth. Johnson also shares that over ten years ago, they worked on a project with Dave Noel. He shares a very positive recommendation written by Noel for that project. He says that they are very fair with project owners. He says that when they bid the project for Big Sky, it was right before construction materials skyrocketed. He says that they held to their price and never approached the owner about an increase in the project cost. Nick Passion, regional manager for Prospect Construction addresses the Council. He explains that they are primarily a public treatment plant contractor and are not here to question the qualifications of the other contractor but the integrity of the public bidding process. He points out that the Town Council has the authority to waive minor bid informalities, but not a non-responsive bid. He alleges that based on the circumstances of this situation, they feel that Prospect Construction is the lowest responsible bid. Christ Janes of Prospect Construction, present virtually, states that he believes this issues is pretty cut and dried and the Town has the obligation to award the bid to Prospect Construction. Council Member McBirnie asks Town Attorney, Jane Mersen, if awarding the bid to RSCI is defensible and on what grounds. Mersen responds that 18-4-303, 5 allows the Town to waive minor informalities. She also says that the Montana Administrative Rules as well as the instructions to bidders allow the Town to waive informalities. She agrees that the plumbing portion of this project is very small, less than half of a percent of the value of the project. Johnson maintains that their sub list and equipment list is correct. The formal part of the sealed bid was submitted as required. The informal part of this process are the parts that were sent by email following the receipt of the bids. Johnson says that he has also been in the situation where they

didn't receive the bid when they thought they should have and protested. He said that they learned that the municipality has a lot of authority to decide and obligation to award to the low bidder. He says that if there is a protest, it will be between RSCI and Prospect, if they award to RSCI. If they award to Prospect and RSCI protests, then the court issue will be between the Town and RSCI. Passion reiterates that they believe RSCI's bid was not responsive. Sondogroth, a representative for Prospect, concurs and argues that the required information was not submitted as part of the bid as they should have. Bryce McLaren, President of Prospect Construction, contends that it is not defensible to waive the requirements of the bid.

- 5) John Greve, Secretary for the Marketing and Promotions Fund Advisory Board, addresses the Council about the Taste of the Trails event on February 17, 2024 and Yellowstone Rendezvous Ski Race on March.
- A) **Manager and Staff Reports:** Town Manager Dan Walker points out the new staff report form they will use going forward to introduce agenda items in the Town Council packet. He reports on the Capital Improvement Projects update summary that is in the packet. He explains that the purpose of the summary is just to update the Council on the status of the projects in the budget. He recognizes Town Clerk Liz Roos as well as Pilar Collins and Brenda Martin of the Dispatch Police Department for their efforts organizing a fundraiser for the Wolverine Care Fund at the school last week. Over \$10,000 was raised for abuse prevention education and a scholarship fund in memory of Alex Hurley. Walker describes the recent county-wide housing meeting he attended in Bozeman, the next meeting will be in West Yellowstone in April. Walker also briefly discusses funding options for projects and possible housing strategies. They met with DNRC early this week regarding funding for the wastewater treatment plant. He also met with Patrick Lonergan of Gallatin County Emergency Management to discuss updating mitigation plans and fuel thinning. He invites the Council and any community board to attend a meeting next week, facilitated by Dan Clark of the MSU Local Government Center, to improve meeting management and effectiveness. Jan Neish of the Island Park News comments on a plant she recently learned about called "cocha" that is spread out on the snow and does not burn, effective for fire prevention.
- Finance Director Katie Thompson reports that they moved \$6 million from First Security Bank to the Short-Term Investment Pool (STIP) in order to earn more interest. She reports that she is quite happy with where they are with the budget this year. She says they are working on the timeline for bonding, based on the progress of the wastewater treatment plant.
- B) **Advisory Board Meetings:** Council Member Benike reports that the Parks & Recreation Advisory Board met last week to discuss current projects. Council Member Jeff Mathews reports that the Business Improvement Advisory Board met and are excited about the plans to replace trees on Canyon Street.

The meeting is adjourned at 8:25 PM. (McBirnle, Benike)

Mayor

ATTEST:

Town Clerk



Week of 01.29.2024

- Attended the Local Government Review webinar.
- Attended the Reimagining Rural conversation on Monday. I was excited to see great community participation and am looking forward to the next session on February 12th.
- Reviewed the Special Budget Request form and started brainstorming on revisions for FY25 budget season.
- Completed all 1099 forms and mailed them to the appropriate parties before the January 31, 2024, deadline.
- Worked on the Town website to build links for the MAPFAB Big Event documentation.
- Attended the Board Training by Dan Clark, once again I was pleasantly surprised to see great community participation.
- Met with Dan regarding some pressing items in the Finance Department and gave him the monthly review as well.
- Sent out the Resort Tax update for January 2024 receipts.
- Presented at the Library Board of Trustees meeting regarding the funding for the library.
- Continued working on the tree grant with Montana DNRC.
- Prepared for the Town Council meeting on 02.06.2024.
- Completed the accrued wages and interfund section of the AFR.



FEBRUARY 2, 2024

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Attended webinar on the Local Government Review Process, this is the 3rd time I will have been through this process. The option to conduct the review is put before the voters every ten years.
- Facilitated Community Board Training session with Dan Clark of the MSU Local Government Center. It was well attended, nearly 40 people and we have already been asked if there will be another session in the future. Handouts and a link to the recording of the session are posted on the Town's website.
- Finished and mailed W2s, filed with the IRS and State of Montana
- Finished printing and chasing down past Mayors/Deputy Mayors to sign the hard copies of the minutes from 2019-2023. I got behind on this task over the last couple of years but it is possibly the most important thing that I do. Once I obtained all the signatures, I scanned everything and then the hard copies are put into locked minute books. The scanned copies are kept on our server, which is backed up in Billings by our IT support, DIS Technologies.
- I will be out of the office the week of February 5-9, 2024.



Recreation Department
Highlights
February 1, 2024

- Unemployment: I helped 4 people with unemployment, helped them file. These are people that don't know how to use the app so they come to my office so that I can help them every week.
- We had a good turn out for the cooking class we had 10 people show up. Cheese balls were awesome!!
- Reposted the upcoming events at the Povah.
- Friday February 2nd will be the first day of Board Game Day for seniors right after senior lunch.
- Helped Debbi at Social Services translating.

Thank you,

Vely

Public Services Dept. Bi-Weekly Report: Jan 19th through Jan 30th, 2024

Work Performed

- Vehicle and equipment repairs: ongoing
- Snow removal: ongoing
- Flush SAS service laterals and mainlines that continue accumulating debris.
- Building maintenance and service calls: ongoing
- Trash route: ongoing
- Haul off street light poles that continue to fall.
- SAS weekly manhole/ problem areas inspections: ongoing
- Perform water & WW samples: ongoing
- Sewer and water systems maintenance: ongoing
- Continue inventory for the EPA's lead and copper rule/ data entry to meet the October 16th, 2024, deadline.
- Utility locates: ongoing
- Respond to vandalism: ongoing
- Maintain the ice rink.
- Code enforcements and citations issued: ongoing
- Cross training the PW crew on: vehicle maintenance, daily lift stations route, utility locates, water monitoring and testing, equipment, etc.
- Fix damaged castings and signage: ongoing

Administrative

- Continue to work with vendors and technicians on fleet updates: ongoing
- Coordinate parts and supplies orders: ongoing
- Work with contractors on projects and scheduling: ongoing
- Fill in for staff/ operate equipment/ wrench on equipment (short 4 FT employees).
- Manage current public works staff and seek ways to recruit additional employees to help offset the workload: ongoing.
- Chase parts orders: ongoing
- Meet with residents and business owners regarding complaints: ongoing
- Meetings with Department Heads, Engineers, Town Council.
- Continue to seek bids for CIP's and get the ball rolling years in advance.
- Line up future interments at Fir ridge Cemetery and coordinate monuments/ headstone deliveries.
- Interview with applicant for FT equipment operator position.
- Submit report to the Town Manager.
- Code bills and submit check request for invoices: ongoing
- Seek additional training opportunities for the crew.
- Evaluate building and infrastructure issues, coordinate repairs as needed.

SOCIAL SERVICE HIGHLIGHTS

JANUARY 25- FEBRUARY 1 2024

- Preparing the monthly reports for the Montana Food Bank
- Presently assisting a family with medical bill issues
- Received a generous monetary donation from Fall River Electric
- Several individuals are looking for jobs because of the snow conditions
- Assisting clients with SNAP, Medicare, and Montana Healthy Kids applications
- Dianna attended a conference in Bozeman – “Switchback Training”
- Deb provided an opportunity for WYHS seniors to obtain more Community Service hours. The Clothing Bank is looking better with their help, also seven 7th graders helped in the Clothing Bank last Tuesday
- Still receiving produce and milk from local businesses
- Completed a TEFAP questionnaire for the Montana Food Bank
- Several emergency food boxes prepared for new employees of local businesses
- Dianna hosted a Cooking class at the Povah Center – Valentine Cheese Balls
- Dianna attended the BOARD meeting presentation on Tuesday evening.
- We attended the retirement party for Officer Juan
- Thank you to Public Works for fixing broken equipment
- Thank you to Vely for her assistance with technology and translating
- We saw 255 individuals in our office in January

Dianna Hansen

Debbi Paisley



REIMAGINING RURAL IS COMING TO OUR TOWN.

Join the conversation to reimagine a vibrant future for our town.

JAN 29 - RURAL IS CHANGING, NOT DYING

Tara Mastel, MSU Extension, utilizes recent data to debunk the myth, "small towns are dying." Plus, success stories from small towns across Montana.

FEB 12 - NEW WAYS TO GET THINGS DONE IN SMALL TOWNS

National speakers Becky McCray & Deb Brown will lead communities through their simple and effective "idea friendly method" of getting things done. Also, more small town successes.

FEB 26 - LOVE TO THE SMALL TOWN DOERS, DREAMERS & SPARK PLUGS

Rebecca Udem a North Dakota based small town dreamer, farmer, business owner and national speaker will share her amazing story of small town success and lessons she's learned from being an accidental community development professional.

REIMAGINING RURAL

is a statewide three part series designed for Montana's rural communities.

JOIN THE CONVERSATION

to hear inspirational success stories from small towns across the state and fresh perspectives on the future of rural from leading experts. You will leave re-energized and motivated to try new ideas that may help your community reimagine a brighter future.

Sessions run 6-8 pm and are FREE. The community is encouraged to attend.

Join us at the Chamber of Commerce for each session!

To learn more, contact: Carrie Coan- West Yellowstone Foundation, Kelli Hart- Freeheel & Wheel or Leah Sherman- L's Boutique

REIMAGINING RURAL
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organizations:



TOWN OF WEST YELLOWSTONE

NOTICE OF PUBLIC HEARING

The Town Council of the Town of West Yellowstone will hold a formal public hearing regarding the Town of West Yellowstone's allocation of funds in the amount of \$103,850 from House Bill 355. House Bill 355 requires the funds to be used for repairs or maintenance of an existing infrastructure project. The proposed project to utilize these funds is the lighting project on Highway 20. Said hearing will be held during the regular Town Council meeting, Tuesday, February 06, 2024, which begins at 7:00 PM. The hearing will be held in the Town Hall Council Chambers, located at 440 Yellowstone Avenue.

A copy of House Bill 355 and details of the lighting project is available for public review at the Town Offices, located at 440 Yellowstone Avenue, West Yellowstone, Montana. Personnel at the Town Offices can be reached at 406-646-7795.





Town Council Agenda Item Summary Report

Meeting Date: February 6, 2024	
Item Title: HB 355 Selection of Project	
Submitted By (Name/Title): Katie Thompson, Finance Director	
Discussion Only <input type="checkbox"/>	Discussion/Action <input checked="" type="checkbox"/>
Funding Source: 4000-430263-937	Budgeted <input checked="" type="checkbox"/>
Estimated Date of Completion: 12/31/2024	

Item Summary

Montana Department of Commerce is administrating HB 355 which is also known as "SLIPA" (State-Local Infrastructure Partnership Act of 2023). This was designed to help fund the maintenance and repair of existing local government infrastructure. In HB355, legislation allocated \$15,000,000 across Montana based on population. The Town of West Yellowstone was allocated \$103,850.

There are required regulations in place before we can receive our allocation.

We solicited for project ideas among staff in December 2023. We are to hold a public hearing which has been properly posted for, and held at this February 6, 2024 meeting. The Town Council then has to approve the project selected.

The next steps include Katie to fill out the application and return to the Montana Department of Commerce by March 30, 2024. Once our application is reviewed and accepted, the money is distributed on a reimbursement basis.

The Highway 20 project shall be completed in FY2024, Katie will keep track of budget of this project and report to the Montana Department of Commerce appropriately.

Staff Recommendation

Select the Highway 20 lighting project for our HB355 allocation. We already have budgeted for this project so this allows us to have the funds already available for the minimum 25% total project cost match requirement.

Suggested Motion

I move that we select the Highway 20 lighting project for the Town of West Yellowstone's HB355 allocation of funds.



HB 355

The State-Local Infrastructure Partnership Act of 2023 (“SLIPA”)

Application and Guidelines

Incorporated Cities and Towns must: (i) solicit and accept applications for eligible projects by **December 31, 2023**; and (ii) make reasonable efforts to submit completed applications to the Department of Commerce by **March 30, 2024**.

Becky Anseth
banseth@mt.gov
406-841-2865

Community MT
301 S. Park
Helena, MT 59601

Galen Steffens
Galen.steffens@mt.gov
406-841-2784

The State-Local Infrastructure Partnership Act of 2023 (HB 355) Guidelines

In 2023, the Montana Legislature passed the State-Local Infrastructure Partnership Act of 2023 (“SLIPA”). For the biennium beginning July 1, 2023, there is appropriated \$20 million from the general fund to the Montana Department of Commerce (“Commerce”) to distribute as grants to incorporated cities and towns for eligible local government infrastructure projects that fully comply with HB 355.

Commerce has adopted these Guidelines to provide additional information to eligible incorporated cities and towns. To the extent these Guidelines conflict with HB 355, the terms of HB 355 control.

Purpose

The purpose of SLIPA is to fund the maintenance and repair of existing local government facilities on a partnership basis with the local government supplying a cash match.

Eligibility

Eligible entities as defined by SLIPA are limited to incorporated cities and towns.

Eligible Projects

Eligible entities may use allocated SLIPA funds to maintain or repair existing local government infrastructure, including:

- drinking water systems;
- wastewater treatment systems;
- fire suppression systems if independent of the drinking water systems,
- streets;
- roads;
- bridges;
- landfills;
- street lights;
- airports; and
- public grounds and buildings.

Allocated funds also may be used to expand existing water and wastewater treatment plants that are being operated at 90% of design capacity or greater.

Priority is given to projects that maintain or repair existing publicly owned drinking water systems, publicly owned wastewater treatment systems, and municipal fire suppression systems that are independent of a water system. If one of these systems is not submitted to Commerce, please provide details and rationale.

Allocations and Required Match

Allocations:

Consistent with Section 11 of HB 355, Commerce has created a spreadsheet that identifies what amounts eligible incorporated cities and towns are entitled to receive under SLIPA. That spreadsheet is available at this [website](#).

Match:

A city or town is required to contribute a local cash match equal to no less than 25% of the total project cost. Local cash match is defined as revenue generated by the local government, including via its tax system. A local cash match cannot include in-kind contributions of goods or in-kind services.

Limitations:

A city or town that receives more than \$1 million in SLIPA funds cannot allocate more than one-third of the total grant per approved application. However, cities and towns in which the local government infrastructure has been significantly damaged by a natural disaster are not subject to this funding restriction.

Application Submission and Award Process

Application Submission:

The legislative body of a city or town shall solicit and accept applications for eligible projects on or before **December 31, 2023**. Next, the legislative body of the city or town is required to hold a public hearing on the applications for eligible projects it has received. Based on the information contained within those applications and information received at the public hearing, the legislative body must prepare a recommendation for funding in priority order and make reasonable efforts to transmit that recommendation to Commerce by **March 30, 2024**.

Commerce recommends that the legislative bodies document for their records: (i) the applications solicited and accepted; (ii) that a public hearing was held on those applications, with a summary of public comment received; and (iii) the funding recommendations made to Commerce.

Commerce shall review the legislative bodies' recommendations to determine whether their applications comply with Section 6 of HB 355. If the application does not comply, Commerce shall issue notice to the applicable applicant within 45 days of application receipt, if practicable.

Commerce may not substitute its judgment for that of the legislative body of the city or town and cannot revise the recommended priority list.

File Transfer Service:

To apply for grant funding, an applicant must upload the application to the State of Montana File Transfer Service (FTS). To access the FTS, an applicant must register with OKTA. To register with OKTA, go to the FTS [page](#) and select 'Register now!' from the Login screen and follow the prompts. After registration, an applicant can access the FTS to upload the application for submission. Please see these [instructions](#) for additional help.

Award Process:

Once priority lists are received, Commerce will review and determine compliance with HB 355. Commerce shall issue notice to the applicable applicant within 45 days of application receipt, if practicable. A grant recipient's eligibility to receive SLIPA funds is dependent on the grant recipient's compliance with HB 355, especially Section 6 and 12.

The disbursement of grant funds for awarded projects are subject to grantee's completion, and submission to Commerce, of the following:

- I. a completed budget and implementation schedule for the project;
- II. a completed project management plan approved by Commerce;
- III. compliance with the auditing and reporting requirements provided in § 2-7-503, MCA, and an established financial accounting system that reasonably conforms to generally accepted accounting principles;
- IV. a completed contract with Commerce, a provision of which must document that local matching funds are available and committed to the project; and
- V. a certification that Grantee has obtained local, state, and federal permits and approvals.

Reimbursement Basis for Grant Disbursements:

Commerce shall disburse grants by reimbursement as grant recipients incur eligible project expenses in accordance with the terms of the contract. If actual project expenses are lower than the projected expense of the project, Commerce may, at its sole discretion, reduce the amount of grant funds provided to grant recipients in proportion to all the project funding sources.

Project Reports and Completion Notices

As required by Commerce and Section 10 of HB 355, grantees shall provide a quarterly progress report to Commerce identifying the following:

- I. submission of all permitting or licensing approval documents as applicable;
- II. work that has been undertaken on the project;
- III. the percentage of work completed;
- IV. the amount of funds expended to date;
- V. remaining funds;
- VI. a description of any significant problems; and
- VII. whether the project encountered any modification necessary to the scope of work, budget, or schedule.

Grantees also must submit a final report to Commerce at the completion of the project, which must include a statement attesting to the completion of the project that is signed by the project manager.

Additional Considerations:

Technical or planning documents are not required to be submitted with the application. However, applicants may include the development of these documents (necessary to complete the specific project activities that would be listed as the scope of work) in the project budget and implementation schedule. Any planning or technical documents must follow acceptable industry standards or follow Commerce's planning document templates.

Project Management:

The grantee is fully responsible for managing the project and ensuring that it is completed on time and within budget. If cost overruns occur, the cost of the overrun is the full and sole responsibility of the grantee. HB 355 does not authorize Commerce to provide supplemental grant funding to cover cost overruns.

Project Completion:

All grantees must be under contract with a general contractor or vendor by December 31, 2024. In cases in which an applicant has used all reasonable efforts to find a contractor for a project but has failed, the grantee may request a one-time, two-year extension based on project needs, which Commerce may approve at its discretion. Projects funded by SLIPA must be completed by December 31, 2027.

Misappropriation or Diversion of Funds:

In the event the grantee misappropriates or diverts any portion of the state grant or local government match to another use, the applicant will repay Commerce the misappropriated or diverted funds within 12 months of the date of notice from the state and pay a fine equal to 20% of the amount misappropriated or diverted to the state's general fund.



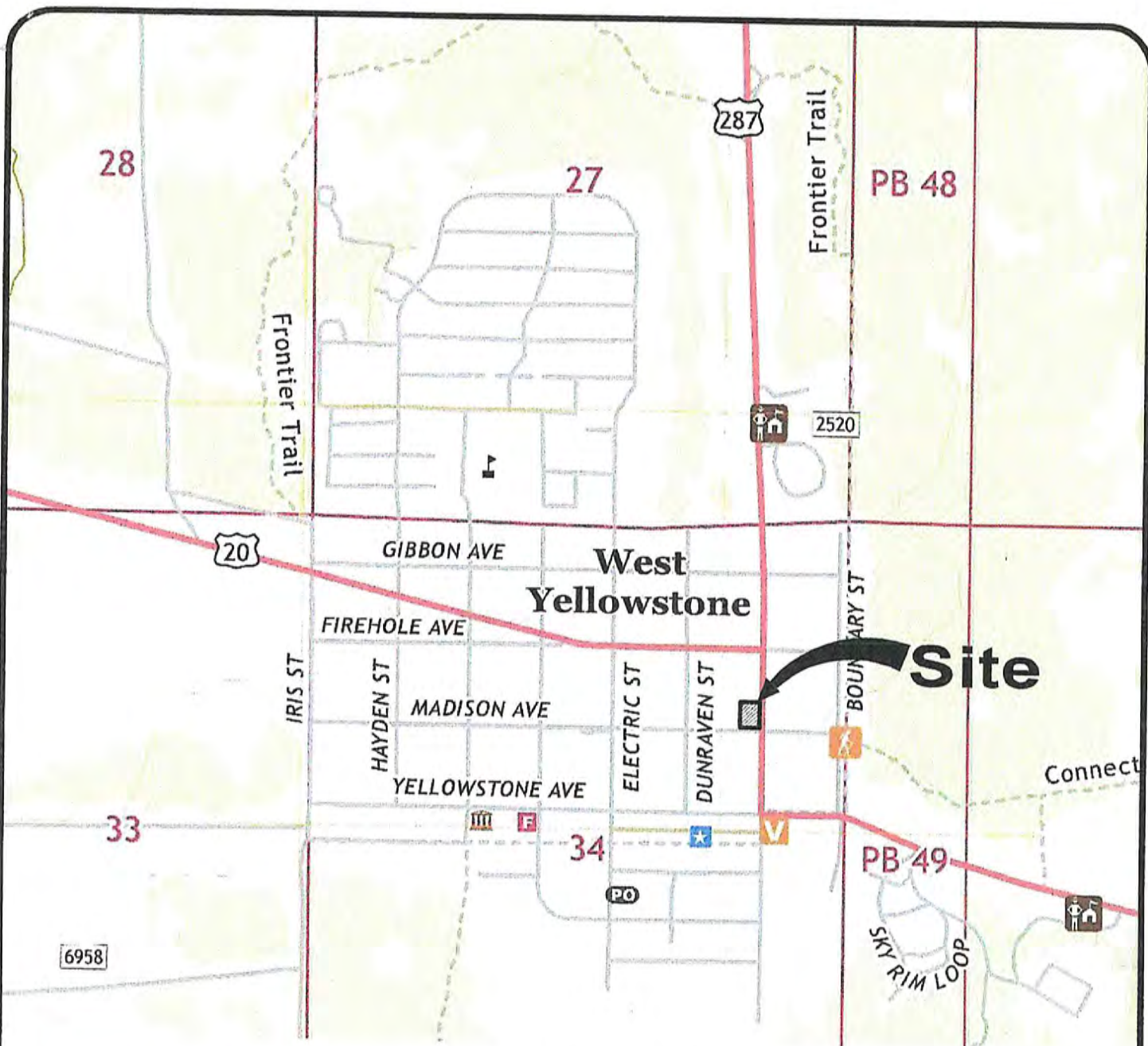
Town Council Agenda Item Summary Report

Meeting Date:	
Item Title:	
Submitted By (Name/Title):	
Discussion Only	Discussion/Action
Funding Source:	Budgeted
Estimated Date of Completion:	

Item Summary

Staff Recommendation

Suggested Motion



Location map

Commercial Condominium

Lot 14, Block 16, Plat of the Townsite of West Yellowstone (Ref. B-47), located in the NE1/4 of Section 34, Township 13 South, Range 5 East, P.M.M., Gallatin County, Montana.



PROJECT NUMBER MT-130-051-34-544.01-22
DATE 01/17/23
SCALE 1" = 200'
SHEET 1 OF 1

MERIDIAN LAND SURVEYING, INC.

4135 Valley Commons Dr., Suite C, Bozeman, MT 59718
 Phone (406) 624-6565
 e-mail: office@bozemansurveyor.com



EXHIBIT B

Town of West Yellowstone Exemption Certificate

I, _____, for and on behalf of the Town of West Yellowstone, Gallatin County, Montana, do hereby certify that the DECLARATION FOR THE REINSCH COMMERCIAL CONDOMINIUMS, made and entered into this _____ day of _____, 20____, by _____ ("Declarant"), pursuant to Title 70, Chapter 23, Montana Code Annotated, is exempt from review under the Montana Subdivision and Platting Act pursuant to Section 76-3-203(2), MCA.

The condominiums are located on the following described real property:

Lot 14 in Block 16 of the Townsite of West Yellowstone, Gallatin County, Montana, according to the official plat thereof on file and of record in the office of the County Clerk and Recorder of Gallatin County, Montana [Plat B-47].






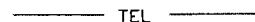
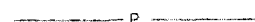

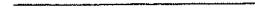


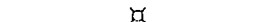
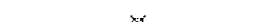





The Declaration is exempt because the condominiums are located on lot(s) located within the Town of West Yellowstone, an incorporated Town, and the condominium proposal is in conformance with applicable local zoning regulations per the requirements of 76-3-203(2), MCA.

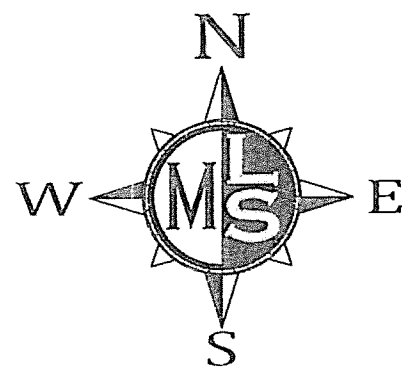
This Certificate of Exemption in no way excludes the Condominium Declaration from any requirements under the Montana Sanitation in Subdivision Act pursuant to Section 76-4-111, MCA or ARM Title 17, Chapter 36, nor does this Certificate of Exemption obviate the declarants' responsibility to file a final declaration as required under the Montana Unit Ownership Act.

DATED this _____, day of _____, 20____.

By:

LEGEND OF SYMBOLS & ABBREVIATIONS

-  Property Line
-  Adjoining property boundary
-  Water line
-  Underground gas line
-  Buried telecommunications cable
-  Buried power line
-  Curb
-  Post
-  Property corner - Set M.L.S.I. O.P.C.
-  Traffic light mast arm
-  Street light
-  Telephone Pedestal
-  Telephone Service
-  Electric Meter
-  Electric Service
-  Transformer
-  Gas Meter
- M.L.S.I. Meridian Land Surveying, Inc.
- O.P.C. Orange plastic cap
- (R) Record dimension
- (M) Measured dimension
- LCE Limited Common Element
-  Deciduous tree



**SURVEY COMMISSIONED BY/
PROPERTY OWNERS:**
Canyon Square Reinsch, LLC

VESTING DEED:
Document Number: 2633353



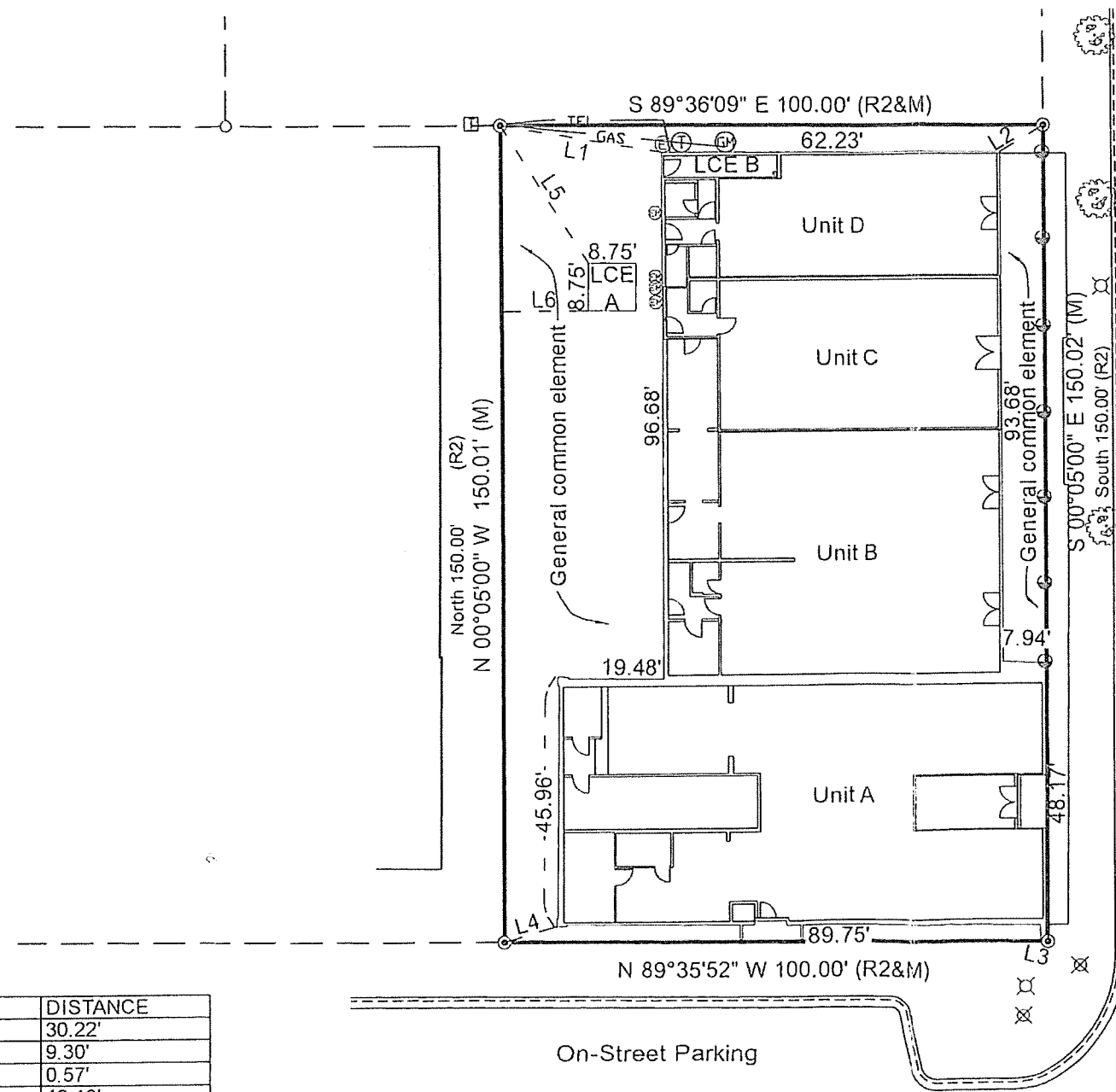
Scale: 1"=30'

LINE	BEARING	DISTANCE
L1	S 80°14'06" E	30.22'
L2	S 59°11'01" W	9.30'
L3	S 76°32'39" E	0.57'
L4	N 73°48'28" E	10.10'
L5	S 32°37'00" E	29.92'
L6	N 89°55'00" E	15.96'

Exhibit E: Site Plan

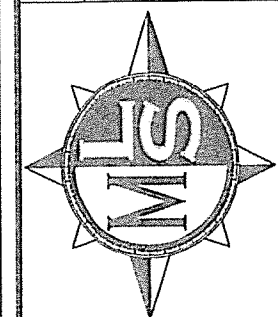
Reinsch Commercial Condominiums

Lot 14, Block 16, Plat of the Townsite of West Yellowstone (Ref. B-47), located in the NE1/4 of Section 34, Township 13 South, Range 5 East, P.M.M., Gallatin County, Montana.



SHEET
2 OF 2

PROJECT SURVEYOR: MSL
DRAWN BY: EAG
REVIEWED BY: JSM
DATE: 10/04/23
PROJ. NO. MT-130-051-34-544.01-22
544-01 BASE.DWG



**MERIDIAN LAND
SURVEYING, INC.**
4135 Valley Commons Drive Suite C Bozeman MT, 58718
Phone (406) 624-6565
e-mail: office@bozemensurveyor.com



Town Council Agenda Item Summary Report

Meeting Date: February 6, 2024	
Item Title: HB 819 Planning Grant	
Submitted By (Name/Title): Katie Thompson, Finance Director	
Discussion Only <input type="checkbox"/>	Discussion/Action <input checked="" type="checkbox"/>
Funding Source: 1000-411000-354	Budgeted <input type="checkbox"/>
Estimated Date of Completion: 02/09/2024	

Item Summary

The Montana Department of Commerce has a grant regarding the "Montana Community Reinvestment Plan Act" which relates to Section 22 of HB819 (2023). The grant request can be up to \$30,000 with a \$6,000 match requirement. This grant aligns with our Town priority of planning for our 80-acre expansion.

We could utilize this \$30,000 for assistance in paying for the zoning of the 80 acres and other planning documents needed to bring attainable and affordable workforce housing to West Yellowstone.

The Town of West Yellowstone did not budget for this match specifically, we did allow for "additional planning" within our general fund in the amount of \$10,000 that we have yet to tap into for the FY2024 that we could use.

Staff Recommendation

Allow the \$6,000 match to be granted so we can apply for this grant.

Suggested Motion

I make a motion to direct Katie to apply for the Montana Department of Commerce's Planning Grant on behalf of the Town of West Yellowstone.



MONTANA

DEPARTMENT OF COMMERCE

**MONTANA COMMUNITY REINVESTMENT
PLAN ACT
PLANNING GRANT PROGRAM
Section 22 of [HB 819](#) (2023)**

**PLANNING GRANT
APPLICATION GUIDELINES, GRANT
ADMINISTRATION, AND APPLICATION**

**Current Grant Application Deadline:
February 9, 2024**

DOCCDD@MT.GOV

<http://comdev.mt.gov>

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I. APPLICATION GUIDELINES

INTRODUCTION

In 2023, the Montana Legislature passed the Montana Community Reinvestment Plan Act, [HB 819](#), with the purpose “to begin to address housing needs and offer a regional, community-based solution to creating affordable, attainable workforce housing infrastructure in the state.” Section 22 of HB 819 appropriated \$1 million to the Department of Commerce to “provide planning grants to local governments and tribal governments for planning and zoning reforms to increase housing supply” and “cover administrative costs of the grant program.” The Montana Department of Commerce (“Commerce”) Community MT Division (“CMT”) will administer the Montana Community Reinvestment Plan Act (“MCR”) Planning Grant Program in accordance with these Guidelines. The Department anticipates providing at least \$1,000,000 in planning grants to eligible applicants during the current biennium (State Fiscal Years 2024 and 2025).

A. ELIGIBLE APPLICANTS

As established by § 22(2)(a) of HB 819, the following may apply for MCR planning grants:

- Local governments (including incorporated cities, and towns, counties, and consolidated city-county governments); and
- Tribal governments (includes any federally recognized Indian tribe within the State of Montana).

Local governments and tribal governments may apply for one (1) MCR planning grant per funding cycle. Applicants with an open MCR planning grant generally are ineligible to apply for an additional planning grant until their current planning project is completed and closed out, unless approved in writing in advance by Commerce.

Because they are consolidated local governments, Butte-Silver Bow and Anaconda-Deer Lodge may apply for two MCR planning grants per funding cycle and may have up to two (2) planning grants open at any given time.

If you have additional questions involving eligibility, please contact CMT staff at Commerce directly.

B. ELIGIBLE PLANNING PROJECTS AND COSTS

Eligible applicants may use MCR planning grant funds “for planning and zoning reforms to increase housing supply.” Eligible uses include the creation or update of plans, assessments, or studies in any of the areas listed below that contribute to an increase in local housing and with a special emphasis on increasing attainable, affordable workforce housing infrastructure in Montana.

Please contact CMT staff directly if you have any questions about whether a proposed planning project is eligible.

Funding recipients generally may use MCR planning grant funds to pay for the following activities to increase local housing supply:

- ❑ Growth policies, growth policy updates, and Land Use Plans (as required by the Montana Subdivision and Platting Act and the Montana Land Use Planning Act) related to increasing attainable workforce housing;
- ❑ Zoning regulations and zoning regulation updates related to increasing attainable workforce housing;
- ❑ Subdivision regulations and subdivision regulation updates related to increasing attainable workforce housing;
- ❑ Conducting housing needs assessments;
- ❑ Housing condition surveys;
- ❑ Housing affordability and market feasibility studies;
- ❑ Inventories of opportunities for infill and redevelopment of land to increase attainable workforce housing;
- ❑ Development of local or regional housing assistance programs;
- ❑ Fair housing plans;
- ❑ Adaptive re-use or redevelopment plans that would result in an increase in attainable workforce housing or the improvement in the condition of existing workforce housing;
- ❑ Preliminary architectural reports (“PAR”) for new or renovated attainable workforce housing;
- ❑ Site-specific development plans for new attainable workforce housing; and
- ❑ Downtown/neighborhood revitalization or master plans that would result in an increase in attainable workforce housing or the improvement in the condition of existing workforce housing.

A planning project related to increasing attainable, affordable local workforce housing supply other than those listed above also may be approved by Commerce (please contact Community MT staff prior to submitting an application for additional guidance).

C. INELIGIBLE PLANNING PROJECTS AND COSTS

MCR planning grant funds generally cannot be used to pay for the following activities:

- ❑ Operation and maintenance costs or expenses;
- ❑ Purchase of furnishings, fixtures, equipment, or real property;
- ❑ Non-planning documents, such as final design or construction drawings;
- ❑ Construction or any other non-professional services;
- ❑ Grant administration and management expenses, with the exception of postage costs, in-state mileage costs and copy and printing costs associated with the administration of eligible planning grant activities;
- ❑ Researching other grant opportunities;
- ❑ Financial expenses, including but not limited to interest expense, bond issuance costs, or any other debt-related costs or expenses; or
- ❑ Any otherwise eligible planning project costs incurred prior to the date of announcement of grant award by the Montana Department of Commerce.

D. AWARD AMOUNTS & REQUIRED MATCH

MCR planning grants are available in amounts up to **\$30,000**. Applicants must provide a minimum financial match of 20% of the amount of the total cost of the proposed planning activity. Up to 50% of the required match can be met by “in-kind” contributions, such as regular salaried staff time or other services provided by applicants. Matching funds must be firmly committed by the time grant funds are released.

The amount of MCR funds requested, and matching funds to be committed, must be described in the proposed budget as part of the application materials (see Exhibit 2, below, for the required budget format and instructions).

Firm loan commitments—such as funds borrowed from the Montana Board of Investments INTERCAP Program—or local cash reserves—are acceptable forms of match. Grants or cash contributions from other local, state, or federal agencies and programs or private organizations are also acceptable forms of match for MCR planning grant awards.

In documenting a firm commitment of matching funds, the applicant must:

1. Specify the amount and use of the funds committed by the applicant as match; and
2. For funds to be provided by an entity other than the applicant, provide a letter of commitment from the agency or organization involved. The commitment of funds or resources may be made contingent on MCR funds being awarded for the proposed planning project.

Reduction or Waiver of Match

Commerce may reduce or entirely waive the match requirement, if specifically requested by the applicant and granted by Commerce in writing, in limited and extreme hardship cases only. Applicants requesting a reduction of the match or a waiver may experience a longer review time. Applicants seeking to reduce or waive the match requirement must request a reduction of the match or a waiver in their application and include documentation which clearly demonstrates that higher financial participation is not possible.

E. APPLICATION SUBMISSION AND DEADLINE

MCR planning grant applications are due to Commerce no later than 5:00 p.m. on February 9, 2024.

To apply for an MCR planning grant, eligible applicants must complete the application found on Commerce's website and contained below in Section III.

To submit your application electronically, please upload the application to the State of Montana File Transfer Service (FTS). To access the FTS, an applicant must register with OKTA. To register with OKTA, go to the FTS [page](#) and select '[Register now!](#)' from the Login screen and follow the prompts. After registration, an applicant can access the FTS to upload the application for submission. Please see these [instructions](#) for additional help. If you have difficulties submitting your application electronically, please email DOCCDD@mt.gov or call 406.841.2770 for assistance.

Electronic submission is preferred but you may also submit your application by first class mail or hand delivery to:

Montana Department of Commerce
Community MT Division
Community Planning Program
301 S. Park Avenue - P.O. Box 200523
Helena, MT 59620-0523

Applicants are encouraged to contact CMT staff with any questions they have concerning application submittal and requirements.

Alternative accessible formats for this document will be provided upon request. If you need this document in an alternative format, such as large print, braille, or audio recording, please contact the Montana Department of Commerce Community MT Division at (406) 841-2770, TDD (406) 841-2702, or the Relay Services number, 711.

The Department of Commerce does not discriminate on the basis of disability in admission to, access to, or operations of its program, services, or activities. Individuals who need aids or services for effective communication or need other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known. Please provide as much advance notice as possible for requests.

F. APPLICATION REVIEW PROCESS

Awards will be based on overall merit of the application and its ability to meet the Montana Community

Reinvestment Program goal of increasing local housing supply, with an emphasis on increasing attainable, affordable workforce housing. CMT staff will review planning grant applications and evaluate the extent to which each proposed planning project meets the goal of the MCR program and the purpose of HB 819. The Department of Commerce Director makes final decisions on grant awards.

CMT staff will first review each application for completeness. During this review, staff may contact an applicant to discuss any concerns or questions, or to request additional information or documentation. Staff may require additional information from the applicant to clarify information presented in the application; however, the applicant may only submit additional information after the initial application if specifically requested by staff.

In addition to evaluating how well the proposed planning project meets the goals of the MCR program, CMT staff will consider the overall quality of the application, including measurable project goals, tasks, and activities, a well-developed work plan and budget, and easily identifiable deliverables, in making award decisions.

Priority will be given to planning projects that increase local housing supply, especially attainable, affordable workforce housing, while enhancing the unique and resilient characteristics of communities by: 1) investing in healthy, safe, walkable downtowns and neighborhoods – rural, urban, and suburban; 2) encouraging development and community revitalization that utilizes existing infrastructure and community services; and 3) aligns with the community's long-range planning/zoning vision and goals.

Commerce will notify successful applicants of an MCR planning grant award by sending a formal award letter. The completed application, including any written modifications resulting from the review of the application by CMT staff and approved by the Department, will be incorporated into the grant contract between Commerce and the successful applicant. The grant contract must be executed by an authorized agent of the applicant prior to disbursement of any grant award.

II. GRANT ADMINISTRATION

A. ADMINISTRATIVE PROCEDURES & REQUIREMENTS

The provisions below describe some of the more significant administrative procedures and requirements with which successful MCR planning grant applicants must comply. All procedures and requirements that the award recipient must comply with will be set forth in the grantee's contract with Commerce. Forms and templates are available on the CMT website at <http://comdev.mt.gov/>.

- I. Payment:** MCR planning grant recipients must execute a contract with Commerce before any funds can be disbursed. Payment for approved expenses under the grant contract will be on a reimbursement basis only. Commerce will typically disburse 50% of the planning grant award upon request for payment accompanied by proper documentation and submittal of draft project deliverables, when applicable. To request payment from the Department, grantees must submit a Request for Funds form with supporting documentation, including a Signature Certification Form and all applicable invoices detailing the project expenditures by activity, employee and showing hourly rate breakdowns (i.e., number of hours worked at a specified rate), along with a project progress report. Documentation of the procurement process followed will be required to be submitted as part of the initial request for payment.

To receive final payment, the grantee must show proof of expenditure of all matching funds and

include one electronic copy of the final planning deliverables (e.g. growth policy, zoning regulations, PAR, etc.). Commerce will determine whether supporting documents for a request for payment are sufficient and adequate to approve reimbursement. If the grantee fails to obligate expenses on or before the termination date of the grant contract, Commerce cannot reimburse the grantee planning grant award funds, unless the grantee can demonstrate, to the satisfaction of Commerce, a reasonable basis for the delay in requesting reimbursement. All documentation and requests for reimbursement must be received by the department more than 60 days prior to termination of the grant contract.

2. **Documenting In-Kind Match:** If grantees are using “in-kind” contributions/services as part of their match, they must provide a detailed description of the services in their requests for reimbursement that is signed by a representative with personal knowledge of the “in-kind” contributions/services actually used and that includes:
 - 1) a description of the work performed;
 - 2) the number of hours worked;
 - 3) the hourly rate for each hour of in-kind service provided; and
 - 4) work performed date(s) and work items completed.
3. **Reporting Requirements/Project Monitoring:** Grantees will be required to submit progress and expenditure reports in accordance with the requirements of the grant contract. Commerce reserves the right to perform site inspection(s) to monitor the grantee’s compliance with the terms of grant contract, including but not limited to verification of planning services performed and monitoring of MCR planning grant funds.
4. **Public’s Right to Know:** Applications that are funded are subject to disclosure, in response to requests received under the Montana Constitution (Art. II, § 9) and/or Montana Public Records Act. If an applicant believes their application contains information that could reasonably be considered to be proprietary, privileged, private or confidential in nature, they should contact Commerce staff prior to submitting and request to fill out an affidavit (see, e.g., this [form](#) affidavit) identifying what information they contend should be protected from public disclosure.
5. **Authority/Approvals:** The signature on the application is the Applicant’s (or their authorized agent’s) certification that the local government has approved submittal of the application and has firmly committed the matching funds required.
6. **Compliance with Laws:** The Applicant must certify on the application that the proposed planning project complies with all state, federal, and local laws, ordinances, and regulations, including any necessary environmental review and procurement requirements.
7. **Compliance with Contract Conditions:** Commerce may require grantees to adhere to technical guiding documents and templates based on scope of project as applicable.
8. **Dissemination of Information/Technology Transfer:** Grantees will be contractually required to allow Commerce access to any facility, site, and/or associated with the planning project, and to provide Commerce with the ability to obtain, publish, disseminate, or distribute any and all information obtained from the planning project (except any data or information identified as confidential or proprietary), without restriction and without payment or compensation by Commerce.

9. **Grant Duration/Performance Period:** The grant term will begin upon execution of the grant contract and will end one (1) year after the date of the Award Letter, or upon final reimbursement for costs and close-out of the planning activity by Commerce. Commerce will consider special circumstances, on a case-by-case basis, that necessitate a longer contract period. No requests for payment may be submitted for any costs or expenses obligated by the grantee for reimbursement after termination of the grant contract. All planning projects for which an MCR planning grant has been awarded must be completed within the time frame specified in the contract. Commerce, at its sole discretion, may grant an extension in writing to this deadline if the planning project is near completion but will not be fully completed by the deadline, and the grant recipient can demonstrate a good faith effort to complete the project on time and within the original budget.
10. **Return of Funds:** At Commerce's sole discretion, the grantee will be required to and agrees it shall return to Commerce any and all funds that are determined by Commerce to have been spent in violation of the terms and conditions of the grant contract.
11. **Cost Savings:** In the event that expenses for an MCR planning grant projects are less than the projected costs and grant award, Commerce may, at its sole discretion, authorize additional related planning efforts for the same facility to enhance the overall project or reduce the grant award accordingly.

B. PROCUREMENT OF PROFESSIONAL SERVICES

To be eligible for reimbursement of professional services, including architectural, engineering, and land surveying services, those services must be procured in compliance with applicable state and federal laws, including but not limited to, any applicable sections of MCA §§ 18-8-201 through 212 and 2 CFR Part 200. The grantee will be required to submit a form (Exhibit 3) attesting that it followed the appropriate procurement process prior to requesting reimbursement. In order to ensure that expenditures will be eligible for reimbursement, please contact a CMT staff member directly for guidance BEFORE procuring professional services or incurring any costs for which the local government may later request reimbursement.

For procurement of planners, grant writers and consultants, CMT recommends grantees follow the best practice of using the formal RFQ process to increase the community's ability to hire the best qualified consultant. A planning RFQ should be concise, contain all the important information needed for firms to respond in a factual manner, and indicate the services the consultant would be expected to provide. It also should include information regarding the time frame, factors that will be used to evaluate the responses, and a contact person.

At a minimum, local governments are required to conduct limited solicitation. Grantees will be asked to provide documentation that a minimum number of adequate, qualified firms were contacted in writing or via phone and provided formal quotes for consideration. Commerce recommends reaching out to 3-5 firms. The grantee will be required to submit evidence that the limited solicitation process was followed and documentation of the review and selection process. Any representative hired by a local government to conduct the RFP solicitation or procurement process cannot be subsequently hired by the local government to perform the planning services.