

Town of West Yellowstone

Tuesday, January 24, 2023

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 MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders: #6476 to RDO Equipment, Snow gate for mold board for grader, \$12,700.00
#6572 to DIS Technologies, server for Town Hall, \$12,415.00

Claims:

Business License Applications:

Consent Agenda:

Minutes: **January 10, 2023 Town Council Meeting**
January 17, 2023 Town Council Work Session

Town Manager & Staff Reports

Advisory Board Reports

ACTION ITEMS

Intent to Award Bid, Wastewater Treatment Plant Equipment Package Discussion/Action

Marketing and Promotions Fund Award Recommendation, Snow Shoot, \$17,000 Discussion/Action

Website Enhancements Agreement, AG Graphic & Design LLC Discussion/Action

Correspondence/FYI/Meeting Reminders



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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

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



P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

1000-430200-369

Date 1-19-23

Ship Via

Order No. 006476

Department PUBLIC WORKS

TO: RDO EQUIPMENT

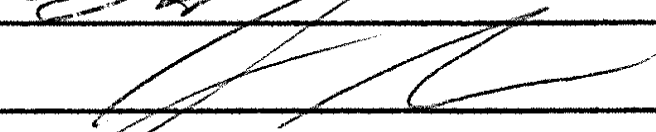
ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Snow gate for moldboard on new grader

Estimated Cost \$ 12,000.00

Authorized By 

Requested By: 

VENDOR COPY - White OFFICE COPY - Canary



RDO Equipment Co.
 257 Laura Louise Lane
 Bozeman, MT 59718
 406-551-2141
 Fax: 406-551-2147

Parts Manager: BE.Parts@rdoequipment.com
 General Manager: BE.GenMgr@rdoequipment.com
 www.rdoequipment.com

Ship to: N/A

Invoice to: TOWN OF WEST YELLOWSTONE
 PO BOX 579
 WEST YELLOWSTONE MT 59758

Branch
 16 - BOZEMAN, MT

Date 01/17/2023 Time 9:55:33 (O) Page 1
 Account No. 9074003 Phone No. 4066467609 Estimate No. 004138

Ship Via Purchase Order

Tax Exemption Number Federal ID Number

Salesperson
 AV4

ESTIMATE EXPIRY DATE: 02/16/2023

PARTS ESTIMATE - NOT AN INVOICE

Part#	Description	U	Qty	Price	Amount
1103623	snow gate		1	10508.00	10508.00
				Subtotal:	10508.00
				TOTAL:	10508.00

Authorization: _____

*Shipping
 would be
 around
 \$700.00*

This is not an Invoice. Do not pay from this parts quote.

Stocked parts can be returned within 30 days with copy of invoice. Special order parts \$20.00 and up may be returned within 30 days with copy of invoice. 20% restock charge will apply to all special order parts. All sales are final on special order non-returnable parts. All parts must be new, uninstalled and in original packaging. No returns on electrical components. No refunds on freight charges.

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

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

info@townofwestyellowstone.com

PURCHASE ORDER

Date _____ Ship Via 1000-410580-945 \$10,000

Order No. 006572 Department Town Hall IT


TO: DIS Technologies

ADDRESS: Billings, MT

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	Dell T550 Server for Town Hall warranty for current server expires 6/26/23

Authorized By 

Estimated Cost \$ 12,415.00 Requested By: 

VENDOR COPY - White OFFICE COPY - Canary

Elizabeth Roos

From: Lisa M. Hofferber <lisa@dismt.com>
Sent: Friday, January 13, 2023 10:28 AM
To: Elizabeth Roos
Subject: West Yellowstone Town Hall Server quote

Follow Up Flag: Follow up
Flag Status: Flagged

Liz,

Let me know if you have any questions. - Lisa

Server Update

<u>Description</u>	<u>List</u>	<u>Quote</u>	<u>Unit</u>	<u>Est. Qty</u>	<u>Total List</u>	<u>Total Quote</u>
Dell T550 with 3 year ProSupport Warranty	\$ 15,572.00	\$ 7,250.00	ea	1	\$ 15,572.00	\$ 7,250.00
Windows Server 2022 Standard 2 Core Licenses Included with Server			ea	8	\$ -	\$ -
Windows Server 2022 Device CAL Included with Server			ea	12	\$ -	\$ -
8TB Desktop NAS (4x2TB) for Server Backups	\$ 830.00	\$ 815.00	ea	1	\$ 830.00	\$ 815.00
Shipping and Handling (Estimate)	\$ 50.00	\$ 50.00	ea	1	\$ 50.00	\$ 50.00
Server Setup and Migration	\$ 7,200.00	\$ 3,600.00	ea	1	\$ 7,200.00	\$ 3,600.00
Expenses (Estimate)	\$ 700.00	\$ 700.00	ea	1	\$ 700.00	\$ 700.00
Grand Totals					\$ 24,352.00	\$ 12,415.00

Thank you,

Garrett Johnson
IT Services Manager

DIS Technologies

Billings MT | Helena MT
Phone: 406-254-1800 | Fax: 406-248-5364

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49691		2575 WY Tourism Business Improvement 12/31/22 Collections in December	8,765.89 8,765.89		TBID	7202 411800	540	101000
49693	E	2964 CITI CARDS	3,952.70					
		12/06/22 HolidayGiftGivingsupplies-gran	1,004.50		HELP	7010 450135	220	101000
		12/06/22 Rec Supplies	60.80		RECREA	1000 460440	220	101000
		12/06/22 WildWest	109.55		LEGIS	1000 410100	220	101000
		12/06/22 Rec Supplies	32.98		RECREA	1000 460440	220	101000
		12/07/22 Rec Supplies	64.43		RECREA	1000 460440	220	101000
		12/07/22 SocServ-outdoor lights	33.99		SOCSER	1000 450135	220	101000
		12/09/22 Smead- Court supplies	47.00		COURT	1000 410360	220	101000
		12/30/22 Amazon-Help Supplies	66.15		HELP	7010 450135	212	101000
		12/27/22 SocSer small equipment	21.99		SOCSER	1000 450135	212	101000
		12/27/22 Soc Serv Supplies	11.31		SOCSER	1000 450135	220	101000
		12/28/22 DEQ FACTS Permitting fee	2,500.00		SEWER	5310 430640	459	101000
49695	E	2673 First Bankcard	2,212.37					
		12/07/22 Lead & Copper Training(2)	61.80*		WATER	5210 430500	380	101000
		12/07/22 Supplies	220.00		STREET	1000 430200	220	101000
		12/08/22 Kerosene heater	423.99		STREET	1000 430200	220	101000
		12/14/22 Adobe Subscription	14.99		ADMIN	1000 410210	335	101000
		12/29/22 Coupler-ethernet	57.97		TWNHLL	1000 411250	220	101000
		12/20/22 cement screws - Ice rink	14.62		PARKS	1000 460430	220	101000
		12/29/22 Cutting edges	1,419.00		STREET	1000 430200	369	101000
49696	E	2673 First Bankcard	168.19					
		12/13/22 Brewhouse Helena Graduation	110.50		POLICE	1000 420100	370	101000
		12/20/22 Wild West - training	57.69		POLICE	1000 420100	389	101000
49698		2088 Town West Yellowstone	732.69					
		01/01/23 utility chrgs, Chamber, 895	61.48		BLDGS	1000 411257	340	101000
		01/01/23 utility chrgs, UPDL, 892	102.96		BLDGS	1000 411252	340	101000
		01/01/23 utility chrgs, PS Shops, 884	47.55		BLDGS	1000 411253	340	101000
		01/01/23 utility chrgs. Povah Ctr, 887	89.67		BLDGS	1000 411255	340	101000
		01/01/23 utility chrgs, Police Dept, 886	60.70		BLDGS	1000 411258	340	101000
		01/01/23 utility chrgs, City Park, 885	147.63		BLDGS	1000 411253	340	101000
		01/01/23 utility chrgs, Library, 891	47.87		LIBBLD	1000 411259	340	101000
		01/01/23 utility chrgs, Twn Hall, 921	174.83		TWNHAL	1000 411250	340	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49701	E	2673 First Bankcard	112.70					
		12/07/22 USPS - Postage	24.00		HELP	7010 450135	220	101000
		12/13/22 Bus Vouchers	68.95		HELP	7010 450135	370	101000
		12/13/22 Binding for Food Manual	8.00		HELP	7010 450135	220	101000
		12/14/22 Christmas items	11.75		SOCSER	1000 450135	220	101000
49702	E	2673 First Bankcard	340.45					
		12/06/22 Treats for kids	11.98		LIBRY	2220 460100	220	101000
		12/06/22 Copier maintenance	32.42		LIBRY	2220 460100	398	101000
		12/06/22 WildWest	67.15		LIBRY	2220 460100	220	101000
		12/12/22 books	83.94		LIBRY	2220 460100	215	101000
		12/15/22 books	14.99		LIBRY	2220 460100	215	101000
		12/16/22 Market place-Supplies	8.37		LIBRY	2220 460100	220	101000
		12/16/22 Batteries	13.51		LIBRY	2220 460100	220	101000
		12/16/22 Postage	24.00		LIBRY	2220 460100	311	101000
		12/20/22 Books	34.99		LIBRY	2220 460100	215	101000
		12/20/22 Books	20.95		LIBRY	2220 460100	215	101000
		12/31/22 Treats for Kids	16.76		LIBRY	2220 460100	220	101000
		12/31/22 Interest Charge	11.39		FINADM	1000 410510	631	101000
49709		2558 Hebgen Basin Fire District	55,849.00					
		01/01/23 January 2023	48,294.00		FIRE	1000 420400	357	101000
		01/01/23 employee grant January 2023	7,555.00		FIRE	1000 420400	140	101000
49741		547 WY Chamber of Commerce	20,000.00					
		Town22-23# 01/06/22 VIC Support 22-23(second h	20,000.00		LEGIS	1000 410100	870	101000
49742		3250 Dianna Hansen	74.62					
		01/17/23 Pastries for Staff Trainging	74.62		ADMIN	1000 410210	220	101000
49743		1140 Sagebrush Floral	283.00					
		114148 12/26/22 4 wreaths	220.00		TWNHLL	1000 411250	220	101000
		124096 12/26/22 2 poinsettias	42.00		TWNHLL	1000 411250	220	101000
		124097 12/26/22 1 poinsettia	21.00		SOCSER	1000 450135	220	101000
49744		2403 Way West Services	1,321.35					
		12/19/22 Repairs to Frig in Soc Serv	97.07		TWNHLL	1000 411250	357	101000
		01/17/23 Repairs to Frig in Soc Serv	1,224.28		SOCSER	1000 450135	212	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49745		3389 Mountain View Hospital LLC	25.00					
	8000329095	01/05/23 Drug Test	25.00		ADMIN	1000 410210	356	101000
49746		1796 Barta Electric, Inc.	292.99					
	6364	01/11/23 Lighting Contactor	255.49		STRLIT	1000 430263	357	101000
	6373	01/11/23 UPDL Tripped CIRCuits	37.50*		UPDL	1000 411252	357	101000
49747		65 T & E	822.62					
	0459637	12/02/22 Mush Shoe Inner TU -Repairs	822.62		STREET	1000 430200	369	101000
49748		2937 CINTAS First Aid & Safety	3,939.59					
	5133389917	11/21/22 First Aid Kits	2,074.31		SEWER	5310 430600	220	101000
	5137075244	12/19/22 First Aid Kits	179.71		SEWER	5310 430600	220	101000
	5130103426	10/26/22 First Aid Kits	695.96		STREET	1000 430200	220	101000
	5130103488	10/26/22 First Aid Kits	989.61		STREET	1000 430200	220	101000
49749		3309 AQUAPRO	3,596.88					
	A22-174	11/17/22 Breaker Hammer	2,070.83		STREET	1000 430200	220	101000
	A22-175	10/17/22 10 limegreentrafficcones	372.40		SEWER	5310 430600	220	101000
	A22-184	11/02/22 WaterDeptSupplies	550.58		WATER	5210 430500	251	101000
	A22-195	01/03/23 Sloan Rebuild Kit	94.24		PARKS	1000 460430	220	101000
	A22-197	11/09/22 25 3/4" Brass Meter Couplings	258.25		WATER	5210 430500	251	101000
	A22-204	10/25/22 Couplings, Test Ball Plugs	250.58		WATER	5210 430500	251	101000
49750		3319 Lawson Products, Inc.	9.14					
	9310222445	12/29/22 2 Wobble Adapter	9.14		STREET	1000 430200	220	101000
49751		309 PJ's Plumbing & Heating	1,107.00					
	99009565	01/09/23 Heating diagnostics Povah	170.00		POVAH	1000 411255	350	101000
	99009639	12/23/22 Povah-Blower Motor replaceme	937.00		POVAH	1000 411255	350	101000
49752		3241 Bridger Analytical Lab	300.00					
	2301132	01/11/23 Testing for Jan	300.00		WATER	5210 430500	348	101000
49753		764 General Distributing Co.	62.62					
	1197578	12/31/22 welding supplies	62.62		STREET	1000 430200	231	101000
49754		3116 R & R Lock and Key, LLC	857.50					
	2101	11/17/22 Keys, pushbuttonlockVely	857.50		POVAH	1000 411255	366	101000

01/20/23
15:12:12

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/23

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Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49755		999999 GINA CLARK	20.00					
	01/05/23	Exonerated Bond Clark	20.00		COURT	7469 212401		101000
49756		999999 ALEATHA HALL	750.00					
	01/17/23	Exonerated Bond Hall	750.00		COURT	7469 212401		101000
49757		999999 CAROL HARRINGTON	645.00					
	01/12/23	RestitutionPymntGuerrero-Trejo	645.00		COURT	7469 212401		101000
49758		3303 Juan Trujillo	128.00					
	01/11/23	Training Feb 16&17/23	128.00		POLICE	1000 420100	370	101000
49759		1387 MONTANA RURAL WATER SYSTEMS	1,000.00					
	01/19/23	MRWS Conference (3)	750.00*		WATER	5210 430500	380	101000
	01/19/23	MRWS Conference (1)	250.00		FINADM	1000 410510	380	101000
49760		3013 IntelliChoice, Inc. / EForce	12,360.00					
	1232185 01/19/23	2nd Year AnnualLicense&Suppor	12,360.00		911	2850 420750	398	101000
49761		171 Montana Food Bank Network	1,169.26					
	AOR-29028- 01/05/23	Food Bank Supplies	1,169.26		HELP	7010 450135	220	101000
49762		1454 Bozeman Daily Chronicle/Big Sky	1,360.00					
	305942 12/13/22	Ad Library Director	1,300.00		ADMIN	1000 410210	327	101000
	316985 01/03/23	Ad PublicHearingMarijuanaBusPr	60.00		ADMIN	1000 410210	327	101000
49763		3243 Susan Swimley	18.50					
	12283 01/05/23	Professional services	18.50		LEGAL	1000 411100	352	101000
49764		3342 EVS, LLC	585.70					
	7 12/28/22	DVR Repairs	585.70		POLICE	1000 420100	363	101000
49765		3214 Axon Enterprise, Inc.	3,431.99					
	127045 01/01/23	Taser Certification bundle	3,431.99		POLICE	1000 420100	212	101000
49766		3315 IAS EnviroChem	1,122.00					
	2300267 01/18/23	Sewer Testing	1,122.00		SEWER	5310 430600	348	101000
49767		2800 RDO Equipment Co.	3,625.61					
	P6462016 01/12/23	Oil Filter	93.13		STREET	1000 430200	369	101000
	P6462416 01/12/23	Mush Shoe	3,532.48		STREET	1000 430200	369	101000

01/20/23
15:12:12

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/23

Page: 5 of 6
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49768		2977 Staples Credit Plan	255.78					
	01/06/23	Police Supplies	224.50		POLICE	1000 420230	220	101000
	01/06/23	Supplies	31.28		ADMIN	1000 410210	220	101000
49769		2952 DIS Technologies	735.00					
	10936 01/05/23	Montly IT services	675.00		DSPTCH	1000 420160	398	101000
	10936 01/05/23	Subscription	60.00		DSPTCH	1000 420160	216	101000
49770	E	2673 First Bankcard	149.86					
	12/06/22	Ornaments	27.99		DSPTCH	1000 420160	220	101000
	12/12/22	Dispatch Supplies	28.57		DSPTCH	1000 420160	220	101000
	12/19/22	Wild west	56.34		POLICE	1000 420100	870	101000
	01/02/23	Supplies	36.96		POLICE	1000 420230	220	101000
		# of Claims	38	Total:	132,183.00			
Total Electronic Claims			6,936.27	Total Non-Electronic Claims	125246.73			

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
January 10, 2023

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

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

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

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

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

Public Comment Period

Robert Lindstrom addresses the Council, a resident of Hebgen Lake for 48 years and a member of the Gallatin Wildlife Association and other wildlife groups. He is here to comment on the recent accident involving a semi-truck and the death of 13 head of bison. He presents a proposal to build a wildlife overpass to mitigate the interactions between wildlife and vehicle traffic on Highway 191 in the area of the Madison River north of West Yellowstone. He asks the Town Council to support the proposal, which he anticipates will take 10 years and cost \$10 million dollars. The Council also acknowledges a letter from Clinton Nagel, President of the Gallatin Wildlife Association in favor of the project.

Council Comments

No council comments.

WORK SESSION

Mayor Watt calls the meeting to order and turns the time over to Town Manager Dan Walker to address priorities for 2023. Walker identifies ongoing projects started in 2022 with anticipated completion in 2023 including capital improvement projects, Rails to Trails planning, zoning code map and updates, single family equivalency (SFE) update and calculator. He reports that during 2022 they updated the staffing plan, adopted new water/sewer rates, and updated all the lease agreements. He notes that they have made a lot of progress with staffing this year and managed to hire quality people. He notes that they are still working through two lawsuits: Simon Property on Electric Street and the Moonrise Meadows suit. Ongoing large scale priorities include the wastewater treatment plant and housing discussions. For 2023, he lists a utilities facilities planning study, review of the food truck ordinance, 80 acres development and strategy, Town policy manual update and revisions, Mammoth Room structural repairs, review of the growth policy, review of advisory boards, website revisions, attorney contract, engineer contract, new water well. The Council discusses the engineering and attorney contracts and options for extending the existing agreements or seeking proposals through a Request for Proposals (RFP) process. Mathews suggests surveying the department heads to find out what their opinions are on the attorney and engineering contracts. The Council agrees that they need to address the mobile food vendor ordinance, multiple sections of the ordinance were suspended last summer, before the summer season starts. The Council discusses other possible priorities including public restrooms and more public trash containers. Walker encourages the Council to share feedback on any of these priorities or others. The Department Heads will report at the next meeting and they will continue to discuss priorities.

Public Hearing: Ordinance No. 273, Marijuana Businesses Prohibition

Mayor Watt reads the hearing notice. The hearing was noticed in the Bozeman Daily Chronicle on December 27, 2022 and January 3, 2023. The question of whether to allow marijuana businesses in the Town of West Yellowstone was on the ballot in November 2022. The voters of West Yellowstone voted to prohibit marijuana businesses in West Yellowstone. He notes one letter they received from Julianna Pfeifer who is opposed to allowing marijuana businesses in the city limits. No other comments are received.

ACTION TAKEN

- 1) Griffith nominates Jeff McBirnie to serve as Deputy Mayor for 2023. (Griffith, McBirnie) Motion is unanimous.
- 2) Motion carried to elect Travis Watt to serve as Mayor for 2023. (McBirnie, Griffith) Motion is unanimous.
- 3) Motion carried to approve the claims, which total \$170,816.20. (Mathews, McBirnie)
- 4) Motion carried to approve the minutes of the December 20, 2022 Town Council meeting. (McBirnie, Mathews) Griffith is opposed.
- 5) Motion carried to approve the second reading of Ordinance No. 273, an ordinance prohibiting marijuana businesses in the Town of West Yellowstone, amended to be effect February 10, 2023. (Mathews, McBirnie)
- 6) Motion carried to approve Task Order 22-01 from Forsgren Associates to pursue land acquisition from the US Forest Service for the wastewater treatment plant. (McBirnie, Mathews) Griffith is opposed, motion passes.
- 7) Motion carried to authorize Town Manager Dan Walker to renegotiate the land lease with the West Yellowstone Foundation for the purpose of expanding their building and extending the lease for 40 years. (McBirnie, Mathews)
- 8) Motion carried to appoint John Greve and Kim Howell to the Marketing and Promotions Fund Advisory Board for three-year terms. (Griffith, McBirnie)

DISCUSSION

- 1) Griffith says that she would like to see more rotation in the leadership of the Council and suggests Jeff McBirnie and Brian Benike fulfill the positions for 2023.
- 5) Mayor Watt reads the ordinance aloud. Town Attorney Jane Mersen says that the effective date of the ordinance should be February 10, 2023 which is 30 days after the approval of the second reading. She explains that the requirement in MCA is to adopt the ordinance within 90 days of the vote, but Title 7 requires 30 days, so she recommends an effective date of February 10, 2023.
- 6) Walker explains that this task order is somewhat preemptive as they are still working with the Yellowstone Airport to build the wastewater treatment plant on leased land owned by the Yellowstone Airport/State of Montana. He explains that they have already submitted a letter to the US Forest Service requesting to purchase land, this task order allows Forsgren to represent the Town in the process. He says that if they reach an agreement with the airport, they will no longer pursue this option. Watt clarifies that this task order really just authorizes Walker to direct Forsgren to move forward. Walker agrees and says Town Engineer Dave Noel understands this is on hold until further notice. Griffith encourages Walker and the Town to push the airport as this is a very important issue.

Griffith makes a secondary motion to table Task Order 22-01 until the next meeting and they have a better answer about the airport progress. There is no second, motion dies for lack of a second.

- 7) Mayor Watt explains that the West Yellowstone Foundation is requesting a renegotiation of their lease to accommodate an expansion to their existing building on Yellowstone Avenue and enter into a 40 year lease. Carrie Coan, Executive Director for the West Yellowstone Foundation, explains that they are not required to have a 40-year lease but it will help considerably with their application to Montana Department of Transportation. They do anticipate applying for a considerable amount of money from MDT. She says they will accept whatever the Council is comfortable with, but the application will either be approved or not approved and they won't have another chance for a year. Walker says that he will meet with Coan and see if they can work out an acceptable lease term. Leslie Stoltz comments that she supports the West Yellowstone Foundation and this project.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker thanks the police and dispatch departments for their fortitude over the last couple of months, they have received a lot of snow and there have been a lot of crashes. He also thanks the Public Works Department for their efforts to clear the streets. Four applications for Library Director were received and interviews are being scheduled. They had an update on the FLAP grant project for the Rails to Trails project last week and there will be a webinar on the 18th of January. He reports on a meeting last week with HRDC regarding housing efforts in conjunction with the West Yellowstone Foundation. Griffith inquires about Police jurisdiction outside the city limits. Chief Mike Gavagan explains that officers have jurisdiction for five miles outside of the city limits. He says they also have mutual aid agreements with all the other law enforcement agencies in the area and they frequently work together.

CORRESPONDENCE

Mayor Watt explains that Jessica Piccone has resigned from the Parks & Recreation Advisory Board and the Business Improvement District due to personal reasons.

The meeting is adjourned at 8:05 PM. (McBirnie, Griffith)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
January 17, 2023

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

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Katie Thompson, Town Clerk Liz Roos, Town Attorney Jane Mersen, Dan Clark-Executive Director of the Montana State Local Government Center

The meeting is called to order by Mayor Travis Watt at 6:30 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

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

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

Public Comment Period

No public comments are received.

Council Comments

No comments are received.

WORK SESSION

Mayor Watt calls the meeting to order. The purpose of the meeting is to discuss policy development. Dan Clark, Director for the Montana State Local Government Center facilitates the meeting. The group discusses the purpose for developing policy, including equity, due process, expectations, and proper notice. They discuss the relevance, enforcement, and what is in the best interest of the community and history. Clark points out that policies should be focused on input and outcomes, rather than influence and power. He shares examples of other jurisdictions that resist policy because they feel like it takes away discretion, but that eliminates treating everyone the same. He cautions the group from being influenced by the "squeaky wheel." He recommends developing policy that isn't too rigid but also isn't too loose. Town Manager Dan Walker points out that they have several policies that haven't been updated since the charter was last updated, so they conflict. The group discusses implementation of new policies as well as enforcement. Clark encourages the group to establish broad expectations and determine whether current policies are being followed, enforced, and relevant. The group also discusses the differences and when to pass a policy, a resolution, or an ordinance. Clark explains that a policy is usually operational and guides how they do things. An ordinance should carry a fine or jail time for violation. Clark encourages the group to work together and offers help from his office if they need it.

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

Mayor

ATTEST:

Town Clerk

Police Department Weekly Report January 6 – January 19, 2022

Calls

202 Calls for service. Multiple crashes, slide-offs, traffic stops, search & rescues, school resource events, trespassing, threats, harassment, citizen assists, etc.

Administrative

Trainings completed – Officers were trained on the use of tire deflation devices (Stop Sticks) and then issued the devices. All officers and three dispatchers were trained on the use and administration of Narcan, then issued Narcan nasal spray. Real Colors training at the Town Hall for all officers (minus the night officers from the night before who got off at 6:00 am and had to be back to work at 6:00 pm) and all dispatchers (minus the dispatcher on duty during training).

Trainings upcoming – Firearms training next Wednesday. Pistol and new shotguns. Shotgun qualification will hopefully take place if we can scrounge up enough 12-gauge ammo. Ammo has been ordered for three months now. If we can accomplish qualification on the shotguns, we will issue out the four that we have received. Still waiting on the last one to arrive.

Our dispatch applicant has passed background and psych testing, however she has broken off all contact with us, not returning phone calls, emails or text messages. So, we seem to be back to the drawing board and looking for two dispatchers still. Our next plan of action will be to hold a specific recruitment event on an upcoming evening at the Community Center. Our goal will be to attract individuals to attend during a roughly one-hour timeframe to learn about the job of a 911 Telecommunications Officer. We will offer some snacks, maybe pizza, and hopefully have some people show up so that we can demystify the job. We know that our best chance for success is recruiting locally for this job, we hope this event might enlighten people to the fact that it is a great job with good benefits. Fingers crossed.

Central Square project continues. The documents have gone between Jane and their legal counsel. Jane has been able to secure some positive changes and documents are back in the hands of their counsel. If all goes well, I should have a purchase order ready to present at the first council meeting in February.

Police Policy manual – The Lexipol project continues each week, with my two-hour meetings coming to a close at the end of this month. Then, I am on my own for completion. Based on my current schedule, it will be late summer at the earliest. Brenda and I will also be completing a new dispatch policy manual and that will be on the Lexipol database as well. As a refresher, once these tasks are completed, the Lexipol program will send our periodic training bulletins specific to our policies that test the officers and dispatchers knowledge and understanding of the policy. For this line of work and with increasing liabilities associated with what we do, it is critical that reading the policy once and acknowledging it is just not enough.

I conducted a training at the school to introduce the 6th & 8th graders to Search & Rescue (SAR). It was originally scheduled for one afternoon, but quickly turned into a second afternoon after a major SAR event occurred during the first day of my presentation. It actually worked out better as I was able to return and review the call with them and reinforce what they had learned the day before.

Speaking of that SAR event, it was a critical care event. Really long story short, a women's life was saved during this rescue. As many of you know, the SAR team is operated by the Gallatin County Sheriff's Office and is almost exclusively made up of volunteers from our community. In this incident, one of the responders was an off-duty EMT from HBFD and another responder was an on-duty paramedic with HBFD. These two individuals saved her life and without them, she would never made it off the mountain alive. I am not overstating this. We are very grateful to Fire Chief Shane Grube for allowing an on-duty employee to go out on this rescue. All employers that let on-duty employees respond to these events help save lives. Special shout out to Kendall Carr and Payton Holton who saved a life last Wednesday.

I am currently working on an employee review form specific to law enforcement. The criteria for evaluation of personnel working as an LE requires some specific categories. I hope to finish that by early next week and work with Dan on any changes and/or approval of this evaluation approach, so that my employee evaluations can be completed on time.

End of Report

Mike Gavagan



JANUARY 20, 2023

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Administration Office Report

- Still working out professional services agreement for website enhancements
- Facilitated DRG Meeting for Moonrise Meadows application, additional information is being requested from Moonrise. Once Moonrise responds and information is reviewed, we will schedule a Planning Board meeting and public hearing, likely to be in February.
- Equipment Bids for Wastewater Treatment Plan were due at 4 PM on Tuesday, January 17. One bid was received, more information will be presented at next Council Meeting.
- Policy development work session, Real Colors training, FLAP Grant webinar, Legislative update from Montana League of Cities & Towns
- Retrieved and produced multiple payroll items for fiscal audit
- Assisted Library Board of Trustees with conducting four interviews for Library Director position
- Agenda & packet for January 24, 2023 Town Council Meeting





Week of 01.16.2023

- ❖ Continued working with Amatics CPA as they conduct our town audit
- ❖ Attended the Real Colors training
- ❖ Continued calculating SFEs for businesses in town
- ❖ Attended the Rails to Trails webinar and 2023 Legislative Town Hall meeting
- ❖ Prepared department review and forecast

Public Services Dept. Bi-Weekly Report: January 5th through January 18th, 2023

Work performed

Snow removal, sightline clearing, widen snow berm along alleys and roadways with rotary loader, haul away. Vehicle and equipment maintenance: compressor out on #55 dump truck. Linkage and stabilizer bar on 772G, right side sway arm. Shear pins and bushings replaced on 92 Stewart- Stevenson. Fix coolant leak on 99 RSS-1000, replace tubing and disintegrated hose, perform in-service on machine. Replace shear pins on 99 blower and fasten cutting edge. Out service inspection on 2016 sweeper, replace bad relay, look over broken conveyor chain and drum gears, get parts coming. Ignition switch needs replaced on #112 dump truck. Trucks and equipment issues sitting in cold weather. Ordered filters and oils for Inservice on 310SJ Backhoe. Change motor on F-250 Meyers Plow. Replace plow parts and fix hydraulic leaks on Henke vee plows. Service seized cylinders on dump trucks. Replace cracked windows on 2018 Ram and chevy 2500. Fix plow on F-350. Utility locates as they come through. Investigate SAS mainlines for possible sewer backup at 229 Geyser, mainlines found to be flowing and clear of blockage. Inspect SAS mainline problem areas, south faithful street, south electric street, 600 block Alley A and reevaluate 200 block of Alley B. Utility locates as they come through. Water meter and service valve requests as needed. Haul abandoned vehicles for the police department as requested. Continue replacing worn street signage, straightening posts. Install rest of the no snowmobiling signs. Cleanup debris blowing out of triple bin roll off containers and Abitibi's at PW shop. Deliver traction sand to Rendezvous Trailhead Building. Cross training in operating rotary loader with the crew.

Administrative

Meet with residents regarding snow removal issues. Fill in shifts on road grader, dump truck, wheel loaders and rotary, help crew with snow removal. Review encroachment permits. Investigate water leaks at town hall. Line up rooftop snow removal on city owned buildings. Respond to ice buildup on library roof and remove. Discuss snow removal plans with Tri-State Excavating. Call Barta Electric to confirm service to struck streetlight along highway near Buffalo Bar was not live. Work with Mountain States Lighting on proposal for streetlight update along highway. I've just received a few proposals back from Tyler. Will coordinate with installer at Montana Lines to see about feasibility in the fall of 23 if this is the route council decides to take. Follow up on out-services and mechanical inspections for 938 loader and 2016 pelican sweeper. Discuss equipment and parts needs with Brandt Industries and Normont Equipment. Received proposal from RDO for a snow gate that could be installed to grader moldboard in order to eliminate snow berms at intersections, alleyway approaches and driveways. Now waiting to make sure this will be interchangeable with new grader we'll be leasing. Received an arrival update from John Deere on newly leased equipment. Factory delivery date of March 30th for 624P wheel loader, factory completion date of June 25th on 772G Grader. Explore options for a used vector truck, if town has a major backup in SAS mainline and contractor is not available, or their equipment is down the town could run into a bind. Project meeting for Moonrise Development. True Colors training. Discuss copper

and lead inventory with Jon Brown that will need to be done for EPA in assessing town's water service lines. Go over influent flow meter updates with Jon Brown and service tech with Missions Control. Line up equipment inspections with Caterpillar and Joe Johnson Equipment. Verify gas line junctions and utility depths with Steve Larson at Energy West, provide information and findings to Yellowstone Shortline Trail groups design team. Call Anthem Broadband's supervisor to discuss operational hazards on part of their crews, stress concerns with using open flames when thawing ground for cable installations and repairs. Speak with Steve Larson about these raised concerns. Look through energy efficiency assessment conducted for town hall building in 2019. Speak with City of Billings Road and Bridge Superintendent to set a date to look at their 2017 snow dragon as an option for eliminating snow in place throughout the town's inner parks. Speak with Matt Kline from Rocky Mountain Economic Development District on being part of a subcommittee to discuss arising concerns and problems for economic development throughout Gallatin County. Discuss roadway treatment options with Jess Miller at Asphalt Systems Inc. Seek out new cleaning provider for Povah Community Center. Discuss building issues at Povah Center with Julie Hanniford and Senior Lunch Program. Set up employee appreciation breakfast for public works and snow removal crews with Vely. Still working through employee evaluations. Go over town's current GIS program with ESRI's new point of contact Raed Aldbagh. Get back with residents on easement and setback requirements, clarify municipal codes. Schedule parts orders and updates to town's fleet. Place orders for necessary O&M supplies, follow up with vendors on supply chain issues. Coordinate with staff at Forsgren and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Investigate weir levels on cells A & B at lagoon. Coordinate monthly coliform/ bac- T samples with Jon Brown. Follow up on proposals for CIP projects. Conduct weekly COVID samples (results available on the Gallatin County Health Departments website). Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Evaluate 2022 budgetary needs, review purchase orders and submit weekly invoices. Enter timesheets and payroll for crew. Respond to WY pump status reports and dispatch to town as necessary. Ticket entry for 811's new "positive response" reporting software.

Recreation Department
January 19, 2023

- Unemployment
- Finished brochure for Summer Rec 2023
- Have made reservations for conference room
- Send out information on Pavilion for summer 2023
- Zumba will start back up this coming Tuesday
- Cooking class will be this Wednesday
- Painting class will be next month, the Art teacher will be helping out with the class
- Taekwondo is every Mondays at 4-6pm

Thank you,

Vely Vazquez



January 20, 2023

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

RE: Process Equipment Pre-Selection Bids
Firth, Idaho
Project No. 01-18-0104

Dear Mr. Walker,

Forsgren Associates, Inc. is in receipt of a bid for the selection of the proprietary process equipment to be incorporated into the proposed wastewater treatment facility design. Bidding has been conducted in accordance with Montana Code Annotated MCA 7-5-4302. A single bid for the referenced project was received from Aero-Mod, Inc. in the amount of \$4,822,913.00 no other bids were received.

The bid appears to be complete and eligible for consideration to award.

Forsgren recommends the Town consider award in the amount of \$4,822,913.00 contingent on the following:

- Purchase of the awarded package being assigned to the General Contractor.
- Approval of the Design from Montana DEQ is acquired with minimal modification to the proposed package.
- Recommendation for award from Town staff following facility tours.

Please recall the actual contract amount for the equipment is time sensitive. If awarded within 90 days of the bid opening, no change in amount will be made. If, however, award is delayed the bid amount will be adjusted in accordance with the 20-city average Engineering News Record (ENR) Building Cost Index (BCI) and the Producers Price Index as stipulated in the bidding documents.

This recommendation is to issue a letter indicating intent to award so that Aero-Mod can organize site tours for your staff.

If you have any questions, please feel free to contact us at (208) 356-9201.

Sincerely,
Forsgren Associates, Inc.

Dave Noel, P.E.
Project Manager



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: W Yellowstone Chamber of Commerce/Snowmobile Events Comm

Event or Project Contact Person: Marge Wanner

Address: 30 Yellowstone Av, West Yellowstone, Montana, 59758

Phone: 406-539-7895 Email: margew@wyellowstone.com

Application Submission Date: 12/13/2022

EVENT OR PROJECT INFORMATION

Event or Project Name: Snow Shoot 2024 (held in 2023)

Location of Event or Project: W Yellowstone airport south tarmac & Snowmobile trails

Date(s) of Event or Project: 2/20/2023 - 3/3/2023

Estimated Total Event or Project Cost: \$110,000.00

MAP Fund Amount Requested: \$ 17,000.00

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.

Snow Shoot is an annual Snowmobile Manufacture Private Photo Shoot event. The four major snowmobile manufacturers (Arctic Cat, Polaris, Skidoo, and Yamaha) host "Snow Shoot" which is a private event, where they bring their new snowmobiles for the forthcoming year.

The media represents all formats of snowmobiling and winter sports publications, websites, and social media from both the United States, Canada and International. International countries are returning for the first time since Covid 19 restrictions.

Snowmobile manufactures invite and release their new product to the snowmobile and all-terrain media to come to "Ride, Tech and Write" about their snowmobiles for the next year. This is the most significant media winter event of the year for these manufacturers, and the United States, Canada and International media.

The snowmobile manufactures partner with the West Yellowstone Snowmobile Events Committee (WYSEC) to provide a private secure location, create an event site, coordinate infrastructure needs including office trailers, temporary power, phone, DSL, snowmobile fuel, media room for various needs and lunches daily.

The manufacturers and media choose and reserve their own rooms. Lists of lodging properties open for the winter and rates will be collected and will be forwarded before they are in the process of booking rooms. They are responsible for their own lodging and meal expenses.

Snowmobile Manufactures (OEM) and I, Marge Wanner, Event Coordinator, (COCSE) have been in discussion about the 2023 event during and after prior year event and throughout the year.

WYSEC is asked to again to provide a Media Center/Lunch Tent. This heated tent will be used as a temporary work station area with Wi-Fi, a place to charge and store equipment, change into dry clothing in-between photo and tech rides and used daily for lunch for all attendees that are catered from local restaurants and business licensed caterers. (Lunch Resort tax is paid by event to caterers)

We have been awarded this bid because of our existing infrastructure option and 22 years of experience with the event, great snow and groomed trails, security management, and because of our ability to host the event not just this year, but in future years also.

Therefore, we again are in need of MAP's additional assistance for 2023 to put on this important event. We are requesting \$17,000.00 in assistance to repeat West Yellowstone's respected hosting responsibilities for this unique opportunity.

This event is all about "Heads in beds and at the tables".

Drone ariel picture included for a visual of event site.



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.

The W Yellowstone Airport is closed in the winter and WYSEC leases the south section of the tarmac.

Post prior event to date: Event Coordinator Marge Wanner, solicits and contracts office trailers, temporary bathrooms, waste receptacles, utilities, lunches, leases, permits, insurance, and security of access and grant. Marge is also in contact with the OEM throughout the year about attendee numbers, needs on site etc.

October: Marge and Rob Hermanson tour the event site for any changes. In 2023 the administrative, and parking area will have some changes working around the construction site.

January: Snow removal of the parking lot south of rental car area is plowed weeks in advance based on snow depth and maintained to receive rental office trailers and build an interior pod for the snowmobile displays. Power, phone, WiFi, propane are installed after when event site is finished. Maintenance is ongoing throughout the event.

February 13: In preparation for the event, the snowmobile manufacturers (OEM) arrive a week ahead on February 12, of the media with engineers and other support staff to prepare snowmobiles for the altitude and snow conditions and set up their product headquarters.

The manufacturer's staff will start to arrive around February 13, 2023.

Media arrives February 19 and stay through March 2, 2023,

Event site strike/teardown starts March 3 and takes 2 days to remove all temporary utilities and cleanup continues as the snow melts.

Event site income and expenses are run through the Chamber of Commerce so post event accounting continues until all vendors are paid and the Chamber of Commerce is reimbursed by the Snowmobile Manufacturers.

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.

This event is not open to the public and cannot be promoted to the public, but there is numerous residuals.

The captive media audience that is covering the new manufacturer models will also be profiling West Yellowstone. They will be seeking supplemental stories on our great location, snowmobile trails, local lodging and eating establishments, profiling Yellowstone Park in winter, and other human interest stories. Positive publicity about our community appearing thru social media when in town, and later in these publications, social media and their respective web stories will have a ripple effect. The amount and extent of this publicity is something that we could never afford to buy through existing marketing funds.

The positive impact to West Yellowstone is both immediate and long-term. In our on-going struggling winter economy, this event will bring over 1600 rooms night to West Yellowstone in February. For 3 weeks... 90-135 attendees and participants will be eating all of their meals in West Yellowstone, spending hundreds of thousands on lodging, meals, entertainment, rental cars, shopping retail stores, printing and shipping services, personal laundry services, etc. in



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 4 - PROPOSED BUDGET

Attached Snow Shoot 2024 budget (held in 2023)

\$ 2000.00: Media marketing supplies, copies of local info, onsite banners, posters, ISMA Lunch cost

\$ 5,000.00: Administration fees for Temp employees for fueling, accounting fees, Travel, meals,

\$ 10,000.00: As I keep editing this application, I think it may be better in Feb to have a hard sided office trailer for \$2,000.00 more due to the "what if " concerns of snow conditions at that time and that we will have an additional 30 plus more European media attending and another week using the tent. Office trailers 12 X 60' are in high demand. Marge was stalking trailer rental vendors since June 2022. Cost of a 60' trailer right now is \$ 11,700.00. This funding may change to funding toward an office trailer instead of a tent, due to the increase of attendees and extension of time needs. I anticipate the balance would be charged to manufactures if we could find a trailer. 2 weeks is a long time to keep up a tent and maintain it and the snow on top and heating it etc.

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?

This event is not open to the public and cannot be promoted to the public, but there is numerous rippling benefits.

The captive media audience that is covering the new manufacturer models will also be profiling West Yellowstone. They will be seeking supplemental stories on our great location, snowmobile trails, local lodging and eating establishments, profiling Yellowstone Park in winter, and other human interest stories. Positive publicity about our community appearing thru social media when in town, and later in these publications, social media and their respective web stories will have a ripple effect. The amount and extent of this publicity is something that we could never afford to buy through existing marketing funds.

The positive impact to West Yellowstone is both immediate and long-term. In our on-going struggling winter economy, Snow Shoot brings approximately 2000 room nights to West Yellowstone in February.

Attendees and participants will be spending hundreds of thousands on lodging, meals, entertainment, rental cars, retail stores, laundry services, printing and shipping services in addition to the events site services and meals catered.

Additional economic benefits:

The Snowmobile Manufacturers are familiar with West Yellowstone, know we have snow and a community that makes them feel at home. Therefore they come back for their individual company events.

Feb 8-17, 2023, Yamaha will host their private photo shoot of their forthcoming year product for their company's marketing tools including film and still photos. They will start with 8 staff and will increase to 25 attendees for this event prior to Snow Shoot using their section of the Snow Shoot site.

Skidoo is also in contact with Marge about another private event for their company.

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.

We will gather lodging info from attendees at registration for rooms night numbers,

We work with TBID to solicit room rates and lunch counts.

International snowmobile media will again be attending Snow Shoot in 2023. They have not been able to attend since Covid issues. This adds another week of Snow Shoot and additional attendees.

More "Heads in beds and at the tables"

- 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)?

Snow Shoot event has recieved funding for most of the 21 years we have hosted this event.

All expenses have been paid to vendors annually.

- 4** Can your event or project proceed without MAP funds?

Probally not. Before MAP funds were available we asked lodging properities for 20% of room rate to help fund our requirements. We have agreed to host the media/lunch trailer or tent and a welcome event. Covid has eliminated the welcome event. We feel the community as a whole benefits from this event without needing a lot of volunteers. Because of Resort Tax and MAP funding & TBID assistance available we doubt the businesses would be too anxious to contribute.

- 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"

Our marketing funds are spent for the media attending, to give them info about our community and surrounding area. All jump drives, posters, and handouts etc. within the event site office and media tent all include "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.

See attached ariel view of the event site located south of the airport terminal inside the airport fence for security and privacy. The media picks up the snowmobies at event site and take them out onto the trails and open powder areas.

Event Office, Media/Lunch tent and fuel filling station are located outside the south gate entrance.

Certification

Applicant Individual or Organization: W Yellowstone Chamber of Commerce/Snowmobile Events Comm

Event or Project Contact Person: Marge Wanner

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 Marge Wanner

Name (printed) Marge Wanner

Title Snowmobile Event Coordinator

Date 12/16/2022

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:

_____	_____	_____
_____	_____	_____
_____	_____	_____



2024 Snowshoot Budget

***Reminder that the 2024 Snowshoot will happen in February of 2023*

<u>Income:</u>	<u>Chamber</u>	<u>OEM</u>	<u>Grand Total</u>	<u>Arctic Cat</u>	<u>Polaris</u>	<u>Ski-Doo</u>	<u>Yamaha</u>
Manufacturers Pre- Event Deposit		108,800.00		14,500.00	32,500.00	48,800.00	13,000.00
Income rollover from 2021	2,550.00						
Lunches collected on site	2,500.00						
Fuel (resale)	6,000.00						
MAP funding	17,000.00						
Total Income:	28,050.00						
Expenses:							
Permit - DOT Airport lease		6,555.00	\$ 6,555.00	2,185.00	2,185.00	0.00	2,185.00
Media Marketing supplies (MAP)	2,000.00	0.00	\$ 2,000.00				
Lunch and Office chairs, tables, and supplies	3,500.00	0.00	\$ 3,500.00				
Event Office, lunch and OEM Trailers (MAP)	10,000.00	1,692.59	\$ 11,692.59	0.00	564.20	1,128.40	0.00
Restrooms		0.00	\$ 2,560.00	640.00	640.00	640.00	640.00
Waste receptables / recycling		973.86	\$ 973.86	324.62	324.62	324.62	324.62
Administrative Fees - Marge/Brad (MAP)	5,000.00	8,000.00	\$ 13,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Office Supplies	500.00	0.00	\$ 500.00				
Trailer washing		0.00	\$ -				
Phone/DSL/fax	400.00	1,233.61	\$ 1,633.61	342.59	548.43	885.18	342.59
Power Materials & usage		2,216.04	\$ 2,216.04	738.68	738.68	1,477.36	738.68
Propane		353.40	\$ 353.40	0.00	353.40	212.59	0.00
Grooming & Setup		3,070.38	\$ 3,070.38	1,023.46	1,023.46	1,023.46	1,023.46
Gas tanks & materials, pumps	500.00	0.00	\$ 500.00				
Fuel - 91 Premium	500.00	6,364.75	\$ 6,864.75	1662.85	3039.05	3327.45	1662.85
SM Permits - Idaho 32.50		1,625.00	\$ 1,625.00	162.50	1,300.00	1,885.00	162.50
SM Permits - Montana 25.00		1,750.00	\$ 1,750.00	175.00	1,400.00	2,030.00	175.00
Forest Service Use Permits & COC ins storage unit (1/2 of EXPO storage)	960.00	0.00	\$ 960.00				
Meals	2,000.00	2,190.00	\$ 4,190.00	780.00	630.00		780.00
CC/bank fees	275.00	0.00	\$ 275.00				
Misc/ CoC Staffing & Help	1,000.00	0.00	\$ 1,000.00				
			\$ -				
Total Expenses:	26,635.00	46,524.63	\$ 71,451.23	13,368.03	18,080.17	18,267.39	13,368.03
Net Income/Loss (due from OEM's)	1,415.00			1,131.97	14,419.83	30,532.61	-368.03

**TOWN OF WEST YELLOWSTONE
SHORT FORM AGREEMENT – WEBSITE ENHANCEMENTS**

THIS AGREEMENT, is made by and between: **TOWN OF WEST YELLOWSTONE**, P.O. Box 1570, West Yellowstone, Montana 59758 (“TOWN”); and, **AG Graphic & Design LLC**, PO Box 1704, West Yellowstone, MT 59758 (“CONTRACTOR”).

In consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated herein, the Parties hereto agree as follows:

1. Scope of Work. CONTRACTOR shall provide all materials and perform all labor to complete the following project (work shall be performed and goods supplied in accordance with generally accepted standards currently in use with similar type projects):

Website Enhancements – construction and design of a website dedicated to town government using the domain: www.townofwestyellowstone.com. Website shall provide the public with an easy to navigate page that also works on mobile devices. Website shall be built so that Town staff can post and update as needed. Development of forms and applications may also be included as part of project. Project shall also include links to social media, payment site, municipal code, etc.

The project shall be completed no later than June 30, 2023.

2. Compensation. TOWN shall pay CONTRACTOR no more than \$55.00 per hour. TOWN shall make payment within 30 days of receipt of CONTRACTOR’S invoice. Invoices shall specifically detail CONTRACTOR’S claim including all services set forth in the SCOPE OF WORK which have been fully performed and all expenses incurred. No claims for extra, additional, or changes in the services will be made by CONTRACTOR without written agreement with TOWN prior to the performance of such services.

3. Contract Representatives. CONTRACTOR shall name Abril Garcia, as contact person who shall receive and examine the documents supplied by the TOWN, act as Project liaison between the TOWN and the CONTRACTOR and respond to requests from the TOWN in writing promptly to prevent unreasonable delay in the progress of the project. CONTRACTOR will not release information to any third party without prior written approval from the TOWN’S contact person. TOWN shall name Liz Roos, Town Clerk, who shall receive and examine the documents supplied by the CONTRACTOR, act as Project liaison between the TOWN and the CONTRACTOR and respond to requests from the CONTRACTOR in writing promptly to prevent unreasonable delay in the progress of the project.

IN WITNESS WHEREOF the parties have signed this Agreement for Services consisting of 2 total pages plus any referenced attachments.

TOWN

CONTRACTOR

Date: _____

Date: _____

PLEASE SEE BACK FOR ADDITIONAL PROVISIONS

4. Default and Remedies. The parties agree each term contained herein is material and of the essence. This Agreement may be terminated by either party immediately should the other party fail to perform in accordance with any term or condition of this Agreement after it fails to cure within ten days written notice.

5. Insurance. CONTRACTOR shall carry comprehensive general liability insurance that includes bodily injury, property damage, in the amount no less than \$1,500,000 for each claim and \$750,000 for each occurrence and Automobile liability in the amount of \$1,500,000 combined single limit. Certificates of Insurance evidencing the above, naming Town of West Yellowstone as an additional insured, must be supplied within five days of executing this Agreement. Such certificate shall require no less than 15 days notice of cancellation to TOWN. Any insurance carried by CONTRACTOR shall include no exclusions related to toxic substances or hazardous waste. CONTRACTOR shall put TOWN on immediate notice of any changes or cancellation in coverage. As an independent contractor, CONTRACTOR must provide Workers Compensation for all employees in the amount required by Montana law. A Certificate of Insurance showing compliance with Montana Workers Compensation law (or exemption therefrom) must be supplied to TOWN within ten (10) days of executing this Agreement. CONTRACTOR shall require all subcontractors to meet the same insurance coverage, make the same certifications as above and require the certificates to be forwarded to TOWN within ten days of entering into the subcontract.

6. Laws and Regulations. CONTRACTOR shall comply with all applicable state, federal and local laws and regulations (including safety, equal opportunity and labor preference) now in effect. If during the term of this Agreement new laws or regulations become applicable, CONTRACTOR shall also comply with them without notice from TOWN.

7. Liens. CONTRACTOR shall pay all valid bills and charges for material and labor incurred by it and arising out of the Scope of Work and will hold TOWN free and harmless against all liens and claims of liens or services, labor and materials filed against the property upon which the Scope of Work is commenced.

8. Waiver and Indemnification. CONTRACTOR waives any and all claims and recourse against TOWN or its officers, agents or employees, including the right of contribution for loss or damage to person or property arising from, growing out of or in any way connected with or incident to the performance of this Agreement except claims arising from the intentional acts or concurrent or sole negligence of TOWN or its officers, agents or employees.

CONTRACTOR will indemnify, hold harmless, and defend the TOWN and its agents, principals, and employees from and against any and all claims, demands, damages, costs, expenses, losses, liability (including liability where activity is inherently or intrinsically dangerous), judgments, defense expenses, and attorney's fees rising out of or resulting from CONTRACTOR'S wrongful acts, errors, omissions, or negligence, or from Contractor's failure to comply with the requirements of this Agreement or with all federal, state and local law applicable to the performance of this Agreement. In the event of an action filed against TOWN resulting from CONTRACTOR'S performance under this Agreement, TOWN may elect to represent itself and incur all costs and expenses of suit.

These obligations shall survive termination of this Agreement.

9. Independent Contractor. CONTRACTOR and its consultants and subcontractors shall at all times be considered independent contractors. Notwithstanding its obligation to fulfill the Scope of Work herein, CONTRACTOR and its consultants and subcontractors have been and will continue to be free from control or discretion over their performance under this Agreement and in fact.

TOWN will not be responsible for withholding any state or federal taxes or social security, nor will the Town extend any of the benefits to the CONTRACTOR that it extends to employees. The CONTRACTOR is required to maintain necessary records and withholding.

10. Attorney's Fees. It is necessary for either party to bring an action to enforce the terms, covenants, or conditions of this Agreement, the prevailing party shall be entitled to reasonable attorney fees to be set by the appropriate court, including fees of the Town Attorney.

11. Venue. An action to enforce this Agreement shall be brought in the District Court of the Eighteenth Judicial District, Gallatin County, Montana.

12. Notice. All notices and certifications made pursuant to this agreement shall be delivered to the addresses above by first class mail, certified mail or personal delivery in care of the person set forth in Section 3 of this Agreement. A party shall give the other notice of any change in address.

13. Interpretation.

a. This Agreement shall be governed and interpreted according to the laws of the State of Montana.

b. Section headings are for convenience only and are not intended to define or limit any provisions of this Agreement.

c. The provisions of this Agreement are independent and severable, and the invalidity, partial invalidity, or unenforceability of any one provision or portion thereof shall not affect the validity or enforceability of any other provision.

14. Time Is of the Essence. The time of complying with this Agreement is of the essence and a violation is a material breach.

15. Non-Waiver. The waiver or failure to enforce any provision of this Agreement shall not operate as a waiver of any future breach of any such provision or any other provision.

16. Entire Agreement. This document represents the entire and integrated Agreement between the TOWN and CONTRACTOR and supersedes all prior negotiations, agreements or representations, either written or oral. This Agreement may be amended only by written instrument signed by both TOWN and CONTRACTOR.

17. Non-Assignment. TOWN and CONTRACTOR, respectively, bind themselves, their successors, assigns and legal representatives to the other party with respect to all covenants, terms, or conditions of this Agreement. Neither TOWN nor CONTRACTOR shall assign this Agreement without the written consent of the other.

18. Execution of Agreement. The Clerk/Treasurer of the TOWN will keep the original Agreement. An exact unaltered copy of the original Agreement has the same force and effect as the original.

Town of West Yellowstone

SFE Informational Meeting

Wednesday, January 25, 2023

Town Hall, 440 Yellowstone Avenue

5:30 PM



The SFE (Single Family Equivalent) Informational 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

We will be discussing the new SFE calculator that is being used to help calculate water/sewer rates.

DRAFT

**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	EQUIVALENT UNIT SFE	CALCULATED EQUIVALENT UNITS SFE
Institutional					
Assembly Hall/ Meeting House/Church	Base Rate			2+	0.000
	Add-on per seat	Seat >100		0.01	0.000
	Add-on for Kitchen	Seat >100		0.02	0.000
Hospital or clinic	Base Rate			3+	0.000
	Add-on per Bed	Bed space ≤4		0.50	0.000
	Add-on per Bed	Bed space >4		0.67	0.000
	Add-on for Kitchen	Bed space		0.74	0.000
Nursing Home/ Rest Home	Add-on for Kitchen & Laundry	Bed space		0.86	0.000
	Base Rate			1+	0.000
School	Add-on per resident	Resident		0.30	0.000
	Base rate	Student		0.05	0.000
Lodging Facility	with Cafeteria Add-on	Student		0.07	0.000
	Base Rate	Bed		0.60	0.000
Food Service					
Restaurant - Seating	up to 50 seats	Establishment		3	0.000
Restaurant - Seating	Add-on per seat	Seat >50		0.04	0.000
Restaurant - Drive In	up to 20 inside seats	Seat		2	0.000
Restaurant - Drive In		Seat		0.04	0.000
Service Station		Establishment		2	0.000
Service Station/C-Store	no public restroom	Establishment		1	0.000
Service Station/C-Store	with public restrooms	Establishment		2	0.000
Service Station/C-Store	Add-on with food prep facilities	Establishment		1	0.000
Drinking Establishment	No food Prep Facilities	Seat		0.05	0.000
Commercial and Industrial					
Bowling Alley		Lane		0.20	0.000
Massage/Spa/Barber/Beauty Shop		Establishment		1	0.000
Laundry Self Service	up to 10 washers	Washer		1.5	0.000
Laundry Self Service	Add-on per Washer	Washer		0.25	0.000
Garage or Maintenance Shop		Bay		0.25	0.000
Car Wash	Base Rate - Self Serve			1.5	0.000
	Base Rate - Automatic Service			2	0.000
	Additive	Bay		1.5	0.000
Grocery Store	Base Rate			2+	0.000
	Additive	Bakery		1	0.000
	Additive	Employee		0.04	0.000
	Additive	Butcher Shop		2	0.000
Shopping Center (No food or laundry)		Parking Space		0.007	0.000
Store or Business (up to 20 employees)	Base Rate			1+	0.000
Store or Business	Additive	Employee		0.04	0.000
Theatre - Auditorium		Seat		0.03	0.000
Warehouse	Base Rate			2+	0.000
Warehouse		Employee		0.06	0.000
Warehouse	Showers/additive	Employee		0.18	0.000
Offices	Up to 20 Employees	Base		0.88	0.000

USER TYPE	DESCRIPTOR	EVALUATION UNIT	NUMBER OF UNITS	EQUIVALENT UNIT SFE	CALCULATED EQUIVALENT UNITS SFE
Offices	Additive	Employee		0.04	0.000
Miscellaneous Establishment		Per Employee		0.04	0.000
Seasonal and Recreational					
Fairground (peak day attendance)		Person		0.007	0.000
RV Site Facility		Space		0.67	0.000
RV Facility	Add-on for RV site Dump Station	Tenants Only		2	0.000
Swimming Pool		Person		0.07	0.000
Bathhouse	with Toilet & Shower	Unit		1+	0.000
	Additional Shower	Unit		0.50	0.000
	Additional Toilet	Unit		0.20	0.000
Bathhouse		Person/occupancy		0.13	0.000
Misc. Category					
Designed or Calculated flow	Volume	SFE value 225 gpd			
		0	225		
TOTAL CALCULATED SFE VALUE					0.000