

Town of West Yellowstone

Tuesday, November 15, 2022

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

WORK SESSION

6:00 PM

Yellowstone Historic Center Annual Report	Discussion
West Yellowstone Chamber of Commerce Update	Discussion

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders: #6313 to Duval Ford, 2023 Ford F-150 Police Responder vehicle, \$46,021.08
#6314 to Dana Safety Supply, Inc., emergency vehicle package, \$12,385.00

Claims: \$209,239.82

Business License Applications: Westpark Reserve, LLC

Consent Agenda:

Minutes: November 1, 2022 Town Council Meeting

Town Manager & Staff Reports

Advisory Board Reports

ACTION ITEMS

Wastewater Treatment Facility, Equipment Request for Proposals (RFP) Procurement	Discussion/Action
Application to Maintain an Encroachment, Markov cabins, 15 Hayden Street	Discussion/Action
WY Chamber of Commerce Lease Agreement	Discussion/Action
Special Event Permits	Discussion/Action
<ul style="list-style-type: none">Mistletoe Magic – request to waive resort tax bond, vendor fees, and rental feesWildfire Defense Race Series/Sled Dog Races – request to waive resort tax bond	Discussion/Action
Marketing and Promotions Fund Award Recommendations	Discussion/Action
<ul style="list-style-type: none">Yellowstone Rendezvous Race 2023Kids'N'Snow Event Series 2022-2023	
Correspondence/FYI/Meeting Reminders	

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



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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

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



P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

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

info@townofwestyellowstone.com

PURCHASE ORDER

Date 11/15/22

Ship Via

Order No. 006313

Department WYPD 4000-420110-944

TO: DUVAL FORD

ADDRESS: 1616 CASSAT AVE
JACKSONVILLE, FLORIDA 32210-1600

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
<u>1</u>	<u>2023 F-150 Police Responder 4x4 55' box 145" WB XL (WIP) Price level 320</u>

Estimated Cost \$ \$46,021.⁰⁸

Authorized By [Signature]

Requested By: MIKE GAVAGAN

VENDOR COPY - White OFFICE COPY - Canary

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

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

info@townofwestyellowstone.com

PURCHASE ORDER

Date 11/15/22

Ship Via

Order No. 006314

Department WYPD 4000-420110-944

TO: DANA Safety Supply, INC.

ADDRESS: 4809 Koger Blvd.
GREENSBORO, NC 27407 Quote # 45993-C

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
<u>1</u>	<u>EVP Emergency Vehicle Package</u>
<u>1</u>	<u>FREIGHT</u>

Estimated Cost \$ 12,385.⁰⁰

Authorized By [Signature]

Requested By: MIKE GAVAGAN

VENDOR COPY - White OFFICE COPY - Canary

WYPD Patrol Vehicle Purchase

2023 Ford F-150 Police Responder Package

Attached are three different quotes, combined they represent the total cost for this new patrol vehicle. I chose the Ford pickup for several reasons that I will outline here. Ford makes a pickup truck, the Responder, specifically for law enforcement and they are still providing discounts on the purchase price. Chevrolet and Dodge are not currently offering discounts. We have also had several issues with the transmissions on all of our current Dodge Ram's in the fleet. I am also able to package the purchase of the vehicle and the installation of emergency lights, radio, cage, radar, video system, etc. in a turnkey package with Dana Supply. Dana Supply is the nationally based company that does installations for every agency within hundreds of miles of Livingston. They also own a Ford dealership in Florida which allows them to discount Ford products. In this purchase, the list price of the F-150 is \$53,255 with a Government Pricing Discount of \$7,233.92 for a total sales price of \$46,021.

What makes this truck a Police Responder model? It is designed specifically to be a police patrol vehicle, not just a F-150 off the lot. It is pursuit rated, has cloth seats in front for the officer, vinyl seats in the rear for easier clean up after transports. Engine block heater for our winter conditions. Police engine idle feature and keyless entry. 10 speed automatic with eco select mode, and of course, 4 wheel drive. It has a 3.5L V6 EcoBoost engine with a top speed of 120 mph (plenty fast enough). It will be Blue in color.

The second quote is the purchase of equipment and attachments to the truck, plus installation. It includes spotlight, grille guard, LED light bar, siren controller and speakers, headlight flashers, taillight flashers, USB and 12V internal plugs, prisoner cage, radio antennas, and other items too numerous to mention here. We will be providing the car's communication radio, gun locks, radar system, and video recording device; which they will install. These items will be salvaged from Ford Interceptor that will be taken off line. They will also be manufacturing the decals and installing them. Grand total of \$12,385

The third quote is for the video recording system (dash camera). The current system in the Interceptor is broken and it is very old. I am recommending purchasing the Watchguard 4RE system which is the current gold standard and the system being used by the other vehicles in our fleet. A new Watchguard system is \$5,000. I was able to find a refurbished system for \$1,820. Both of these carry a 1 year warranty, so I have chosen the cheaper of the two options.

The grand total for all of this is \$60,226.08

We currently have \$56,300 in the budget for the purchase of a new police vehicle. This number was roughly based off a quote from 2020 for the current Chief's vehicle. Given the current market for new vehicles, I am very happy that I was able to come this close to the budgeted number. Hopefully we can find the additional \$4,000.

Now the bad news, the lead time on the vehicle is 6 – 9 months. It may be sooner, but just wanted to be realistic. Payment for the vehicle is required when the vehicle ships from the dealership, payment for the install of all of the gear is required once the install is complete. I hope that these payments will be

completed before the end of this fiscal budget cycle, but we might be rolling some of it into the next cycle.

Recommendations: I recommend that we order this vehicle as soon as it is approved by the council. I also recommend that I immediately start working on a second quote for the purchase of another vehicle to be paid for in the 2023/24 budget cycle. The last vehicle purchased was the 2020 chief's vehicle. We have one other vehicle with close to 80,000 miles on it, and another with 65,000 plus on it. Our general rule of thumb should be to plan a vehicle purchase every year for the next two years, maybe three as we rotate out the aging fleet. At a minimum, we definitely need a new vehicle in the next budget cycle. It seems to make sense to me to order a new one in January/February for delivery in the fall of 2023. I do not have a crystal ball that tells me that supply chain issues, vehicle microchips issues, or inventory will change within the next 8 months. Prices could drop and availability could increase by July of next year, or the opposite could be true. My gut tells me the former is true, leading to my recommendation of ordering another vehicle in the first quarter of next year for delivery and payment in the next fiscal budget.

Additionally, Jon Simms has expressed an interest in obtaining the 2014 Interceptor that we will be rotating out. I believe he plans on rotating that into the town's or public works fleet, but he could tell us more.

I am available to answer any questions in advance of the council meeting or at the meeting. Thanks you for taking the time to review this purchase order.

Mike Gavagan

Chief of Police

2023 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 320



*Boyle's
Cage*

Client Proposal

Prepared by:

Kirk Fried

Office: 904-387-6541

Date: 10/12/2022



Prepared by: Kirk Fried
10/12/2022

Duval Ford | 1616 Cassat Ave Jacksonville Florida | 322101600

2023 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 320

As Configured Vehicle

Description

Base Vehicle

Base Vehicle Price (W1P)

Packages

Equipment Group 150A Base

Includes:

- Engine: 3.5L V6 EcoBoost
120-MPH top speed.

- Transmission: Electronic 10-Speed Automatic

Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport and SelectShift automatic with progressive range select.

- Electronic Locking w/3.31 Axle Ratio

- GVWR: 7,050 lbs Payload Package

- Tires: LT265/70R18 BSW A/T

- Wheels: 18" 6-Spoke Silver Aluminum

- Cloth 40/Blank/40 Front-Seats

Includes reduced bolsters, 8-way power driver/manual passenger, center-section deleted. (Restraint control module cover provided) and vinyl rear bench.

- Radio: AM/FM Stereo w/6 Speakers

- SYNC 4

Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App Catalog, 911 assist, Apple CarPlay and Android Auto compatibility, digital owners manual and wireless software updates capability.

Powertrain

Engine: 3.5L V6 EcoBoost

120-MPH top speed.

Transmission: Electronic 10-Speed Automatic

Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport and SelectShift automatic with progressive range select.

Electronic Locking w/3.31 Axle Ratio

GVWR: 7,050 lbs Payload Package

Wheels & Tires

Tires: LT265/70R18 BSW A/T

Wheels: 18" 6-Spoke Silver Aluminum

Seats & Seat Trim

Cloth 40/Blank/40 Front-Seats

Includes reduced bolsters, 8-way power driver/manual passenger, center-section deleted. (Restraint control module cover provided) and vinyl rear bench.

Other Options



Prepared by: Kirk Fried

10/12/2022

Duval Ford | 1616 Cassat Ave Jacksonville Florida | 322101600

2023 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 320

As Configured Vehicle (cont'd)

Description

Black w/Cloth 40/Blank/40 Front-Seats

Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	459993-C
Customer No.	DUVALF

Bill To
DUVAL FORD

Ship To
DANA SAFETY SUPPLY
1 WEST END ROAD
LIVINGSTON, MT 59047

Contact: RICHARD TACKETT
Telephone: 904-388-2144
E-mail:

Contact: RECEIVING
Telephone:
E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
10/12/22	GROUND SHIPMENT	PPAY & ADD TO INVOICE	W. YELLOWSTONE PD	2/10 NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Kirk Fried		Kirk Fried	CHIEF GAVAGAN	26-80154997700	
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	EVP EMERGENCY VEHICLE PACKAGE Warehouse: MT Vin #:	11,410.0000	11,410.00
1	1	Y	221016-0002 UNI 6' SPOTLIGHT BLACK (335) S04 LH Warehouse: MT Vin #:	0.0000	0.00
1	1	Y	9078 UNITY INSTALLATION KIT LH FOR F150 Warehouse: MT Vin #:	0.0000	0.00
1	1	Y	FLD21-100 THUNDER STRUCK FORD FRONT GRILLE 21+ Warehouse: MT Vin #:	0.0000	0.00
2	2	Y	MS6D-RB BI MS6D LED MODULE SAE SURFACE MOUNT R/B 12-24 VI Warehouse: MT Vin #:	0.0000	0.00
1	1	Y	WEC-IW2BBRR-KB WEC WC LIBERTY II 54" LIGHTBAR, R/B W/ 12 LED MKAJ9 Warehouse: MT Vin #:	0.0000	0.00
2	2	Y	BI-M16-RB BI M16 DUAL COLOR LIGHTHEAD, RED/BLUE Warehouse: MT Vin #:	0.0000	0.00

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Sales Quote

DANA SAFETY SUPPLY, INC
 4809 KOGER BLVD
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	459993-C
Customer No.	DUVALF

Bill To
DUVAL FORD

Ship To
DANA SAFETY SUPPLY 1 WEST END ROAD LIVINGSTON, MT 59047

Contact: RICHARD TACKETT
 Telephone: 904-388-2144
 E-mail:

Contact: RECEIVING
 Telephone:
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
10/12/22	GROUND SHIPMENT	PPAY & ADD TO INVOICE	W. YELLOWSTONE PD	2/10 NET30
Entered By		Salesperson	Ordered By	Resale Number
Kirk Fried		Kirk Fried	CHIEF GAVAGAN	26-80154997700

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	BI-CMC-200 BI 200W Console Mount full function siren controller Warehouse: MT Vin #:	0.0000	0.00
1	1	Y	JS-100 BI 100W compact siren speaker w/ L Bracket - 11 Ohms Warehouse: MT Vin #: Replaces LS-100	0.0000	0.00
1	1	Y	ETHFSS-SP-ISO SOI SOLID STATE ISOLATED HEADLIGHT FLASHER Warehouse: MT Vin #: NOTE --- NO FLASHER AVAILABLE FOR THE HIGH INTENSITY GAS DISCHARGE HEADKIGHTS. POSITIVE SIDE SWITCHING ONLY *****	0.0000	0.00
1	1	Y	ETFBSSN-P SOI 100% SOLID STATE TAILLIGHT FLASHER (12-WIRE) Warehouse: MT Vin #:	0.0000	0.00
1	1	Y	MISC C-VSW-1700-F150-PM Warehouse: MT Vin #: 12.5" Wide Flat 17" Vehicle-Specific Console For 2021-2022 Ford F-150. ***** INCLUDES RANDOM ASSORTMENT OF FILLER PLATES FACE PLATES WILLTRANSFER FROM EXISTING CONSOLE	0.0000	0.00

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Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	459993-C
Customer No.	DUVALF

Bill To
DUVAL FORD

Ship To
DANA SAFETY SUPPLY 1 WEST END ROAD LIVINGSTON, MT 59047

Contact: RICHARD TACKETT
 Telephone: 904-388-2144
 E-mail:

Contact: RECEIVING
 Telephone:
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
10/12/22	GROUND SHIPMENT	PPAY & ADD TO INVOICE	W. YELLOWSTONE PD	2/10 NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Kirk Fried		Kirk Fried	CHIEF GAVAGAN	26-80154997700	
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	CUP2-1001 HAV Self-Adjusting Double Cup Holder Warehouse: MT Vin #:	0.0000	0.00
1	1	Y	C-LP2-PS1-USB HAV 2-12V PLUGS AND 2 USB PORTS Warehouse: MT Vin #:	0.0000	0.00
1	1	Y	C-LP2-PS1-USB C-APW-0744 HAV 7" Accessory Pocket, 4.4" Deep for 3.3"W Section o Warehouse: MT Vin #:	0.0000	0.00
1	1	Y	C-HDM-214 HAV 8.5" TELESCOPING POLE, SIDE MOUNT Warehouse: MT Vin #:	0.0000	0.00
1	1	Y	1K0574FDT15F150PDR 6VS SPT COATED POLY PARTITION 2015 F150 Warehouse: DROP Vin #:	0.0000	0.00
1	1	Y	WK0595FDT15F150 SMC CLEAR POLY WINDOW BARRIER FOR 2015+ FORD F-1 Warehouse: MT Vin #: VEHICLE YEAR - *****	0.0000	0.00

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Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	459993-C
Customer No.	DUVALF

Bill To
 DUVAL FORD

Ship To
 DANA SAFETY SUPPLY
 1 WEST END ROAD
 LIVINGSTON, MT 59047

Contact: RICHARD TACKETT
 Telephone: 904-388-2144
 E-mail:

Contact: RECEIVING
 Telephone:
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
10/12/22	GROUND SHIPMENT	PPAY & ADD TO INVOICE	W. YELLOWSTONE PD	2/10 NET30	
Entered By	Salesperson	Ordered By	Resale Number		
Kirk Fried	Kirk Fried	CHIEF GAVAGAN	26-80154997700		
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	32836 LAIRD (TES) MB8UMI 3/4" BRASS MT, COAX W/MINI-USB () Warehouse: MT Vin #: LAIRD # MB8UMI 3/4 " BRASS PERMANENT MOUNT ANTENNA BASE WITH 17' OF RG58/U COAX CABLE WITH AN INSTALLED MINI UHF CONNECTOR. *****	0.0000	0.00
1	1	Y	65794 TES PCTEL 132-174 MHZ VHF WIDE BAND ANTENNA, MWW1322S Warehouse: MT Vin #:	0.0000	0.00
1	1	Y	5032B BLUE SEA SYSTEM FUSE BLOCK ST BLADE Warehouse: MT Vin #:	0.0000	0.00
1	1	Y	CG-X HAV CHARGE GARD, UNIVERSAL, CONTROL MODULE Warehouse: MT Vin #: INFINITE TIMER, SURGE PROTECTOR 12VDC, 30a *****	0.0000	0.00
1	1	Y	05.0700.075 ABL 75 AMP RELAY (CIRCUIT BREAKER) Warehouse: MT Vin #:	0.0000	0.00

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Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	459993-C
Customer No.	DUVALF

Bill To
DUVAL FORD

Ship To
DANA SAFETY SUPPLY 1 WEST END ROAD LIVINGSTON, MT 59047

Contact: RICHARD TACKETT
Telephone: 904-388-2144
E-mail:

Contact: RECEIVING
Telephone:
E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
10/12/22	GROUND SHIPMENT	PPAY & ADD TO INVOICE	W. YELLOWSTONE PD	2/10 NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Kirk Fried		Kirk Fried	CHIEF GAVAGAN	26-80154997700	
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: MT Vin #: LOOM, WIRE, HARDWARE, CONNECTORS, ETC *****	0.0000	0.00
1	1	N	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: MT Vin #:	0.0000	0.00
0	0	Y	CUSTOMER SUPPLIED CUSTOMER SUPPLIED EQUIPMENT Warehouse: DROP Vin #: KENWOOD RADIO RADAR SYSTEM SETINA GUN LOCKS REFURBISHED WATHGUARD SYSTEM	0.0000	0.00
1	1	Y	GRAPHICS GRAPHICS FOR VEHICLE Warehouse: MT Vin #: THIS DOES NOT INCLUDE LABOR FOR GRAPHICS INSTALL.	0.0000	0.00
1	1	Y	INSTALL-GRAPHIC INSTALLATION OF GRAPHICS DANA Warehouse: MT Vin #:	0.0000	0.00
2023	F150 RESPONDER				

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Sales Quote

DANA SAFETY SUPPLY, INC
 4809 KOGER BLVD
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	459993-C
Customer No.	DUVALF

Bill To
 DUVAL FORD

Ship To
 DANA SAFETY SUPPLY
 1 WEST END ROAD
 LIVINGSTON, MT 59047

Contact: RICHARD TACKETT
 Telephone: 904-388-2144
 E-mail:

Contact: RECEIVING
 Telephone:
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
10/12/22	GROUND SHIPMENT	PPAY & ADD TO INVOICE	W. YELLOWSTONE PD	2/10 NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Kirk Fried		Kirk Fried	CHIEF GAVAGAN	26-80154997700	
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
			Approved By: _____ <input type="checkbox"/> Approve All Items & Quantities Quote Good for 30 Days		

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Subtotal	11,410.00
Freight	975.00
Order Total	12,385.00

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YCG, Inc.

2603 Reach Rd, Rear Bldg
 Williamsport, PA 17701
 Phone: 570-494-1150 | Fax: 570-494-1021



Quote No. 126-3482

Quote

Customer

Name The West Yellowstone PD
 Address 124 Yellowstone Avenue
 City West Yellowstone State MT ZIP 59758
 Phone 406-646-7600 mgavagan@townofwestyellowstone.com

Date 11/2/2022
 Order No. 126-3482
 Rep Blake
 Sales Blake

Qty	Description	Unit Price	TOTAL
	2023 Ford F-150		
1	Refurbished Watchguard 4RE Video System 1 Year Parts & Labor Warranty Includes, DVR, Thumbdrive, Monitor, Wireless Mic Charging Cradle, Sightline Camera, All Mounts, Cables, Operation Manual, ELX Software and Backseat Camera 200 GB Hard Drive	\$1,795.00	\$1,795.00
YCG IS YOUR CERTIFIED PRE-OWNED SPECIALISTS			
Watchguard 4RE System does not include software for cloud based technology. ELX Software is provided with 32 GB Thumbdrive(s) -- 1 year limited warranty			
Quoted prices good for 120 days.			

Customer Approval Section

Name

Title

Signature & Date Approving Purchase

.....

SubTotal	\$1,795.00
Shipping & Handling	\$25.00
Taxes State	
ESTIMATED TOTAL	\$1,820.00

Office Use Only

Watchguard carries a limited 1-year parts and labor warranty for any hardware defects. This is a NORMAL USE warranty and does not include abuse of any kind.

11/10/22
16:35:49

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 11/22

Page: 1 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49509		95 Energy West-Montana	1,534.38					
	11/28/22	nat gas 210361788 updl	208.00		UPDH	1000 411252	344	101000
	11/28/22	nat gas 210360293 Police	28.27		POLBLD	1000 411258	344	101000
	11/28/22	nat gas 210361746 Pub Services	292.15		STREET	1000 430200	344	101000
	11/28/22	nat gas 210361811 old firehall	70.63		PARK	1000 460430	344	101000
	11/28/22	nat gas 210363966 old bld ins	42.30		STREET	1000 430200	344	101000
	11/28/22	nat gas 210360540 library	145.05		LIBBLD	1000 411259	344	101000
	11/28/22	nat gas 210364599 Povah	356.19		POVAH	1000 411255	344	101000
	11/28/22	nat gas 210361697 Iris Lift St	40.56		PUBSVC	1000 430200	344	101000
	11/28/22	nat gas 210365425 Twn Hall	324.72		TWNHAL	1000 411250	344	101000
	11/28/22	nat gas 210361655 Mad Add Sewe	26.51		SEWER	5310 430600	344	101000
49510		2853 Two Seasons Recycling	850.00					
	2023343	10/31/22 monthly recycling	850.00		PARKS	1000 460430	534	101000
49511		266 Utilities Underground Location	45.53					
	2105370	10/31/22 excavation notifications	22.77		WATER	5210 430500	357	101000
	2023343	10/31/22 excavation notifications	22.76		SEWER	5310 430600	357	101000
49512		2421 NAPA Auto Parts	704.30					
	10/31/22	Napa Supplies	79.03		STREET	1000 430200	220	101000
	10/31/22	Napa Supplies Garbage Trailer	15.49		STREET	1000 430200	369	101000
	10/31/22	Napa Supplies-Oil,grease	41.86		STREET	1000 430200	231	101000
	10/31/22	NAPA suppliesPD '19DurangoLmp	67.84		ROAD	1000 430200	361	101000
	10/31/22	NAPA supplies -Repairs	155.33		STREET	1000 430200	369	101000
	10/31/22	NapaSupplies-Repairs	344.75		WATER	5210 430500	369	101000
49514		2575 WY Tourism Business Improvement	47,847.19					
	10/31/22	Collections in October	47,847.19		TBID	7202 411800	540	101000
49515		2952 DIS Technologies	815.14					
	10477	11/05/22 Monthly Managed IT	815.14		IT	1000 410580	355	101000
49516	E	2964 CITI CARDS	3,454.59					
	11/01/22	Credit from past statement	-12.99		SOCSER	1000 450135	220	101000
	10/07/22	MLCT Conference-Griffith	317.04		LEGIS	1000 410100	370	101000
	10/07/22	MLCT Conference-Watt	317.04		LEGIS	1000 410100	370	101000
	10/09/22	FB Ads	4.00		ADMIN	1000 410210	327	101000
	10/19/22	Diffuser Oils for calming	68.15		SOCSER	1000 450135	212	101000
	10/10/22	Desk calander	23.14		SOCSER	1000 450135	220	101000
	10/10/22	Supplies - toner	132.31		SOCSER	1000 450135	220	101000
	10/18/22	WildWest Pizza	109.55		LEGIS	1000 410100	220	101000
	10/18/22	Pryor Learning	299.00		SOCSER	1000 450135	380	101000
	10/25/22	Green Lights to HonorVeterans	60.30		SOCSER	1000 450135	220	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	10/25/22	Pocket File (2)	104.64		ADMIN	1000 410210	220	101000
	10/26/22	Stamps	60.00		FINADM	1000 410510	311	101000
	10/26/22	Stamps	60.00		ADMIN	1000 410210	311	101000
	10/26/22	Stamps	60.00		SOCSE	1000 450135	311	101000
	10/26/22	Stamps	60.00		POLICE	1000 420100	311	101000
	10/26/22	CertifiedLettersRTAudit	87.00		FINADM	1000 410530	353	101000
	10/31/22	Judges Conference	609.20		COURT	1000 410360	370	101000
	10/31/22	GovernmentFinanceOfficerAssoc	680.00		FINADM	1000 410510	380	101000
	10/31/22	GovernmentFinanceOfficerAssoc	160.00		FINADM	1000 410510	335	101000
	10/31/22	GalleryCollectionCardsforDonor	256.21		HELP	7010 450135	220	101000
49518	E	2673 First Bankcard	5,447.57					
	10/11/22	MTLCT Conference Roos	320.54		ADMIN	1000 410210	370	101000
	10/11/22	MTLCT Conference Walker	317.04		ADMIN	1000 410210	370	101000
	10/11/22	MTLCT Conference Simms	317.04		STREET	1000 430200	370	101000
	10/12/22	Repairs for Equipment	386.04		STREET	1000 430200	369	101000
	10/17/22	Steel bracket 50 pack	89.99		STREET	1000 430200	220	101000
	10/19/22	Water supplies Repairs	1,282.29		WATER	5210 430500	369	101000
	10/20/22	Tires	1,475.80		STREET	1000 430200	239	101000
	10/25/22	Rope Light track	446.80		UPDL	1000 411252	366	101000
	10/26/22	Fixings for Staff Presentation	50.90		STREET	1000 430200	220	101000
	10/26/22	Fixings for Staff Presentation	21.95		STREET	1000 430200	220	101000
	10/26/22	Fixings for Staff Presentation	6.69		STREET	1000 430200	220	101000
	10/26/22	Makita Vise Assembly	37.80		STREET	1000 430200	220	101000
	10/26/22	225 PC Tool Set	149.99		STREET	1000 430200	220	101000
	10/28/22	EcolabEcotempUltDryWarewashlcs	514.71		STREET	1000 430200	220	101000
	10/14/22	Adobe	14.99		ADMIN	1000 410210	335	101000
	10/18/22	Gall Cnty-Webinar	15.00		STREET	1000 430200	380	101000
49520		151 Gallatin County WY TS/Compost	704.00					
	10/31/22	Household waste	704.00		PARKS	1000 460430	534	101000
49521		2088 Town West Yellowstone	811.07					
	11/01/22	utility chrgs, Chamber, 895	79.93		BLDGS	1000 411257	340	101000
	11/01/22	utility chrgs, UPDL, 892	103.42		BLDGS	1000 411252	340	101000
	11/01/22	utility chrgs, PS Shops, 884	47.64		BLDGS	1000 411253	340	101000
	11/01/22	utility chrgs. Povah Ctr, 887	128.97		BLDGS	1000 411255	340	101000
	11/01/22	utility chrgs, Police Dept, 886	60.85		BLDGS	1000 411258	340	101000
	11/01/22	utility chrgs, City Park, 885	154.92		BLDGS	1000 411253	340	101000
	11/01/22	utility chrgs, Library, 891	48.27		LIBBLD	1000 411259	340	101000
	11/01/22	utility chrgs, Twn Hall, 921	187.07		TWNHAL	1000 411250	340	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49522		2845 Kasting, Kauffman & Mersen, PC	7,329.00					
	11/04/22	legal services 10/3-10/27/22	7,329.00		LEGAL	1000 411100	352	101000
	11/02/22	phone/fax	0.00		LEGAL	1000 411100	345	101000
	11/02/22	travel	0.00		LEGAL	1000 411100	373	101000
49523		2852 Blackfoot Communications	2,284.20					
	11/15/22	646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	11/15/22	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	11/15/22	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	11/15/22	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	11/15/22	646-7311, social services	21.30		SOCSRV	1000 450135	345	101000
	11/15/22	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	11/15/22	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	11/15/22	646-7609, public works	199.99		PUBSVC	1000 430200	345	101000
	11/15/22	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	11/15/22	646-7715, povah center	24.44		POVAH	1000 411255	345	101000
	11/15/22	646-7795, town hall	250.97		TWNHAL	1000 411250	345	101000
	11/15/22	646-7845, court clerk	100.56		COURT	1000 410360	345	101000
	11/15/22	646-9017, library	43.44		LIBRAR	2220 460100	345	101000
	11/15/22	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	11/15/22	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	11/15/22	ethernet, povah center	187.26		POVAH	1000 411255	345	101000
	11/15/22	ethernet, police station	350.00		POLICE	1000 411258	345	101000
	11/15/22	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	11/15/22	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	11/15/22	602-4909, town hall judge	14.77		COURT	1000 410360	345	101000
	11/15/22	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	11/15/22	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	11/15/22	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	11/15/22	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	11/15/22	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	11/15/22	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	11/15/22	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	11/15/22	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	11/15/22	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	11/15/22	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	11/15/22	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	11/15/22	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	11/15/22	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	11/15/22	6024044 Soc Ser Pantry	10.00		SOCSER	1000 450135	345	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49524	E	2673 First Bankcard	110.98					
		10/11/22 Protection Plan on Heater	10.99		POLICE	1000 420100	212	101000
		10/12/22 Vornado Heater	99.99		POLICE	1000 420100	212	101000
49525	E	2673 First Bankcard	687.34					
		10/05/22 Supplies Trustee Meeting	41.93		LIBRY	2220 460100	220	101000
		10/05/22 Supplies Trustee Meeting	60.67		LIBRY	2220 460100	220	101000
		1073949 10/03/22 Fisher's Copy fee	25.48		LIBRY	2220 460100	220	101000
		10/06/22 Met MuseumPopud Holiday cards	40.87		LIBRY	2220 460100	220	101000
		10/06/22 Books	212.61		LIBRY	2220 460100	215	101000
		10/10/22 Books	22.99		LIBRY	2220 460100	215	101000
		10/10/22 Books	25.00		LIBRY	2220 460100	215	101000
		10/14/22 Books	-3.40		LIBRY	2220 460100	215	101000
		10/14/22 Books	24.99		LIBRY	2220 460100	215	101000
		10/14/22 Batteries	51.29		LIBRY	2220 460100	220	101000
		10/17/22 Books	19.99		LIBRY	2220 460100	215	101000
		10/18/22 Supplies	6.14		LIBRY	2220 460100	220	101000
		10/20/22 Books	33.22		LIBRY	2220 460100	215	101000
		10/20/22 Books	25.98		LIBRY	2220 460100	215	101000
		10/23/22 Books	50.92		LIBRY	2220 460100	215	101000
		10/25/22 Supplies	20.66		LIBRY	2220 460100	220	101000
		10/31/22 Books	28.00		LIBRY	2220 460100	215	101000
49527		2546 Century Link QCC	16.76					
		612985703 10/24/22 long dist chg 406-646-7600	16.76		DISPAT	1000 420160	345	101000
49529		2822 ClearBlu Business Services	5,295.00					
		1675 11/08/22 Town Hall	1,000.00		TWNHLL	1000 411250	357	101000
		1675 11/08/22 Library	400.00		LIBES	1000 411259	357	101000
		1675 11/08/22 Trailhead Bldng.	260.00		TRLHED	1000 411256	350	101000
		1675 11/08/22 Povah	850.00		POVAH	1000 411255	350	101000
		1675 11/08/22 Chamber Bldng.	1,400.00		CHAMB	1000 411257	357	101000
		1675 11/08/22 Park Bathrooms	800.00		PARKS	1000 411253	357	101000
		1675 11/08/22 Dispatch Building	585.00		DSPTCH	1000 411258	398	101000
49530		73 Westmart Building Center	1,850.28					
		10/27/22 Street Supplies	650.51		STREET	1000 430200	220	101000
		10/27/22 Street Repairs	216.94		STREET	1000 430200	361	101000
		10/27/22 Water Supplies	87.78		WATER	5210 430550	220	101000
		10/27/22 Water Repairs	221.12		WATER	5210 430500	369	101000
		10/27/22 Town Hall supplies	249.82		TWNHLL	1000 411250	220	101000
		10/27/22 Povah supplies	52.25		POVAH	1000 411255	220	101000
		10/27/22 Parks Supplies	340.54		PARKS	1000 460430	220	101000
		10/27/22 Clinic Supplies	31.32		CLINIC	1000 411251	212	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49531		3242 Fisher's Technology	7.08					
	1083752	10/26/22 copy fee	7.08		FINADM	1000 410510	356	101000
49532		2558 Hebgen Basin Fire District	55,849.00					
	11/01/22	Nov 2022	48,294.00		FIRE	1000 420400	357	101000
	11/01/22	employee grant July 2022	7,555.00		FIRE	1000 420400	140	101000
49533		2789 WEX Bank	5,174.60					
	11/01/22	17 Dodge Ram #2	0.00		POLICE	1000 420100	231	101000
	11/01/22	10 Ford Expedition 6-000046	90.25		SOCSE	1000 450135	231	101000
	11/01/22	10 JD Backhoe 310SJ	0.00		STREET	1000 430200	231	101000
	11/01/22	91 Ford 6-582	63.82		STREET	1000 430200	231	101000
	11/01/22	14 Water Truck	245.76		STREET	1000 430200	231	101000
	11/01/22	2010 JD 772 Grader	0.00		STREET	1000 420100	231	101000
	11/01/22	02 Freightliner Dump 6-54564A	149.21		STREET	1000 430200	231	101000
	11/01/22	08 GMC Pickup 6-1484	254.46		STREET	1000 430200	231	101000
	11/01/22	08 CAT 938H Loader	623.81		STREET	1000 430200	231	101000
	11/01/22	08 904B MiniLoader	0.00		STREET	1000 430200	231	101000
	11/01/22	15 Ford F-250	82.09		STREET	1000 430200	231	101000
	11/01/22	18 2018 Dodge Ram-PW	259.61		STREET	1000 430200	231	101000
	11/01/22	18 Dodge Ram-Police	379.19		POLICE	1000 420100	231	101000
	11/01/22	19 Dodge Durango	291.32		POLICE	1000 420100	231	101000
	11/01/22	Multi-Use Vehicle - Sienna	127.93		ADMIN	1000 410210	370	101000
	11/01/22	Multi-Use Vehicle - Sienna	76.68		LIBRY	2220 460100	370	101000
	11/01/22	Multi-Use Vehicle - Sienna	47.47		STREET	1000 430200	231	101000
	11/01/22	06 Dodge Durango 6-1374/6-2010	282.60		STREET	1000 430200	231	101000
	11/01/22	15 Sweeper	0.00		STREET	1000 430200	231	101000
	11/01/22	'00 FL Dumptrk 6-60700A	0.00		STREET	1000 430200	231	101000
	11/01/22	'14 Ford Intercep	539.69		POLICE	1000 420100	231	101000
	11/01/22	PD Dodge Ram#1	155.27		POLICE	1000 420100	231	101000
	11/01/22	PD Dodge Ram#2	434.66		POLICE	1000 420100	231	101000
	11/01/22	01 Frht truck #1	209.52		STREET	1000 430200	231	101000
	11/01/22	19 Dodge 5500	322.76		STREET	1000 430200	231	101000
	11/01/22	20 Dodge Ram (silver)	346.07		POLICE	1000 420100	231	101000
	11/01/22	'17 Chevy 3/4	124.17		WATER	5210 430500	231	101000
	11/01/22	'13 Chevy 3500	68.26		STREET	1000 430200	231	101000
49559		2214 MMCT & FOA	50.00					
		KThompson membership dues	50.00		FINADM	1000 410510	335	101000

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49562		2099 Quick Print of West Yellowstone	453.00					
	16883	11/07/22 100 Business Cards-KThompson	33.00		FINADM	1000 410510	220	101000
	16870	11/02/22 2000 Resort Tax forms	420.00		RT	2100 410540	220	101000
49563		73 Westmart Building Center	14.47					
	708392	11/07/22 Mouse Traps for clinic	14.47		CLINIC	1000 411251	212	101000
49564		3373 Ricardo Morales	185.49					
	11/09/22	Work Boots	185.49		STREET	1000 430200	226	101000
49565		2801 West Yellowstone Back & Neck	250.00					
	11/03/22	Dot Physical Moldenhauer	125.00		STREET	1000 430200	351	101000
	11/04/22	Dot Physical Brown	125.00		STREET	1000 430200	351	101000
49566		2507 Silvertip Pharmacy	167.12					
	042122-01	04/21/22 RX Voucher	68.31		HELP	7010 450135	358	101000
	091222-01	09/12/22 RX Voucher	57.18		HELP	7010 450135	358	101000
	041422-01	04/14/22 RX Voucher	41.63		HELP	7010 450135	358	101000
49567		291 Dorsey & Whitney LLP	15,000.00					
	11/01/22	Legal fees for WWTP	15,000.00		WWTP	5320 430640	951	101000
49568		2654 Community Health Partners	20,000.00					
	10/31/22	CHP'sParentSupportProgram	20,000.00		LEGIS	1000 410100	870	101000
49569		54 Bozeman Daily Chronicle	336.75					
	11/01/22	Chronicle Subscription	336.75		ADMIN	1000 410210	333	101000
49570		764 General Distributing Co.	62.62					
	1178076	10/31/22 Welding supplies	62.62		STREET	1000 430200	231	101000
49571		533 Market Place	138.56					
	10/19/22	Staff incentive BBQ Supplies	96.53		ADMIN	1000 410210	220	101000
	10/19/22	Recreation supplies	42.03		REC	1000 460440	220	101000
49572		135 Food Roundup	66.21					
	10/30/22	Supplies Jail	27.60		POLICE	1000 420230	220	101000
	10/18/22	TC Supplies	20.16		LEGIS	1000 410100	220	101000
	10/19/22	Rec Supplies	18.45		REC	1000 460440	220	101000

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49573		3339 iWorQ	2,500.00					
	199033	11/01/22 PW Package-wrkMngmnt,sign,pave	2,500.00*		STREET	1000 430200	212	101000
49574		2908 Frontline Ag Solutions, LLC	71.98					
	979568	10/12/22 Tractor Supplies	71.98		STREET	1000 430200	369	101000
49575		3309 AQUAPRO	11,239.46					
	A22-187	11/07/22 Ground markers w/stakes (50pk	210.00		WATER	5210 430500	212	101000
	A22-158	11/07/22 Glass Beakers	79.64		SEWER	5310 430600	870	101000
	A22-177	11/07/22 140WLEDFloodLight/PinSet	109.84		STREET	1000 430200	220	101000
	A22-188	11/07/22 CetanBoostDieselFuel/Packof12	215.76		STREET	1000 430200	220	101000
	A22-182	10/17/22 Plug-inTruckWinchremote	101.85		SEWER	5310 430600	369	101000
	A22-160	08/29/22 FireHydrantParts-Thru-outTown	4,457.40*		WATER	5210 430590	251	101000
	A22-125	10/31/22 (3) 1 1/2"Meters	2,773.32*		WATER	5210 430590	251	101000
	A22-126	10/26/22 (3) 2" Meters	3,291.65*		WATER	5210 430590	251	101000
49576		3314 Intrinsik Architecture	685.00					
	2022-0422	11/05/22 Zoning Permit Reviews	685.00		PLANNG	1000 411000	354	101000
49577		2727 Fly Tyer	19.95					
	11/25/22	Year Subscription	19.95		LIBRY	2220 460100	215	101000
49578		2182 Gallatin County	901.80					
	09012022	09/08/22 GCSO Deputy Coverage	901.80		POLICE	1000 420100	110	101000
49579		2398 George Watson, Ph.D.	1,500.00					
	GGG 08/08/22	Psych Evaluation	1,500.00		POLICE	1000 420100	351	101000
49580		2500 Black Mountain Productions	11,175.00					
	11/10/22	2022 Music in the Park Series	14,900.00		MAP	2101 410130	398	101000
	11/10/22	AFR paid in June 2022	-3,725.00		MAP	2101 410130	398	101000
49581		3348 West Yellowstone Skijor	3,604.40					
	11/10/22	2022 bal, race purse payouts	3,604.40		MAP	2101 410130	398	101000
# of Claims 41			Total: 209,239.82					
Total Electronic Claims			9,700.48	Total Non-Electronic Claims		199539.34		

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$116,432.16
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$420.00
2101 Marketing & Promotions (MAP)	
101000 CASH	\$14,779.40
2220 Library	
101000 CASH	\$1,129.61
2850 911 Emergency	
101000 CASH	\$81.06
5210 Water Operating Fund	
101000 CASH	\$12,815.25
5310 Sewer Operating Fund	
101000 CASH	\$311.82
5320 Sewer Replacement Depreciation Fund	
101000 CASH	\$15,000.00
7010 Social Services/Help Fund	
101000 CASH	\$423.33
7202 TBID Agency Fund	
101000 CASH	\$47,847.19
Total:	\$209,239.82

11/3/22
Received
AK

Town of West Yellowstone Business License Application

Business Name: WESTPARK RESERVE LLC
Applicant: KEITH 3 APRIL JOHNSON
Contact Person: KEITH JOHNSON
Mailing Address: Box 944 WY. MT. 59758
Physical Address of Business: 120 CANYON ST. SUITE 2
Phone Number: 406 640 5005 Fax Number: TBD
Email Address: TBD Website: TBD

Signature of Property Owner of Record: Jerry D. Johnson

Subdivision: ORIGINAL TOWN SITE
Block: 16 Lot: 8

Zoning District, please mark one:

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

- New Business
- Change of Location
- Transfer of Ownership
- Name Change

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

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

RETAIL ? MEDICAL DISPENSARY OPERATING IN
CONJUNCTION WITH MONTANA RESERVE LLC

Business License Fee: \$ _____
Resort Tax Bond: \$ _____
Total Amount Due: \$ _____

J. Johnson
Signature of Applicant
[Signature]
Signature of Applicant
11-2-22
Date

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

Town Council,

In regards to the Business License Application of WestPark Reserve LLC, we are requesting that the Town of West Yellowstone waive the resort tax bond. This is based on the good standing of Backcountry Adventures LLC.

Thank you,

Keith and April Johnson

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
November 1, 2022

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

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Katie Thompson, Chief of Police Mike Gavagan, Town Clerk Liz Roos

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. 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 comment is received.

Council Comments

Lisa Griffith states that she has made three requests of the Town Manager for a copy of the opinion from the attorney regarding procurement and he has refused to give it to her. She says this is an example of gamesmanship, which she brought up in his evaluation. She also comments regarding the decorum of the Council at the last meeting and states that what is printed on the back of the agenda should be applied uniformly.

Brian Benike says that he was out trick-or-treating with his kids last night and it was a great evening.

Mayor Watt shares an email he sent to the rest of the Council regarding the use of a Consent Agenda.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$137,495.93. (Mathews, Benike)
- 2) Motion carried to approve the minutes of the October 18, 2022 Town Council Meeting. (McBirnie, Benike) Griffith is opposed.
- 3) Motion carried to reappoint Ken Davis, Rachel Spence, and Neil Courtis to Parks & Recreation Advisory Board for 4-year terms. (McBirnie, Benike)

DISCUSSION

- A) **Town Manager/Staff Reports:** Town Manager Dan Walker introduces new Finance Director Katie Thompson. He reports that the procurement letter referenced by Council Member Griffith has been prepared and submitted to the Montana Department of Environmental Quality (DEQ). DEQ responded that they had no issues and they were notified today that Gallatin Count/American Rescue Plan Act (ARPA) has also approved the letter. He says that the Request for Proposals (RFP) for the wastewater treatment facility equipment is attached to the letter and will be presented to the Council on November 15. Dan Semens, bond counsel, is working with legal representation for the Yellowstone Airport and he hopes to have an update by the next meeting. They are still waiting for a formal response from the US Forest Service regarding the acquisition of an alternate piece of land to build the facility. With unbelievable weather cooperation, they poured the concrete for the casting pond today, so that portion of the project is complete. There will be efforts over the winter to be ready to finish the project next spring. The Yellowstone Shortline Trail project completed 7 miles of paving and anticipate finishing the paving of the last two miles next spring. He says they are still working through the

Federal Lands Access Program (FLAP) grant project for the design and planning of the continuation of the trail around West Yellowstone. One Valley Community Foundation is going to schedule meetings throughout the county to discuss housing solutions. He attended a meeting last week at the Fire Station where a new model was introduced to provide affordable housing and exhibited the Bridgerview Project in Bozeman.

- 2) As referenced in Council Comments, Mayor Watt moves the October 18, 2022 Minutes from the Consent Agenda to Action Items so they can be discussed. Griffith reiterates that unless she hears from two other members of the Council that they wish to make corrections, she will continue to vote against approval of the minutes.

Motion carried to adjourn the meeting (Benike, McBirnie). (7:35 PM)

Mayor

ATTEST:

Town Clerk

Police Department Weekly Report November 5 – November 10, 2022

Calls

With the snow arriving in force, officers have been busy with crashes, slide-offs, citizen assists, traffic stops and Hwy 20 road closures.

Administrative

I came down with the cold or flu this week. Seems others in the department have also been smacked with it. I chose to not come into the office on Wednesday and Thursday to avoid spreading this further, it has not been pretty. I was able to get some things done from home on those days.

I have ordered studded snow tires for the Ford Interceptor. It is the only vehicle in the patrol fleet that does not have winter tires and the vehicle that most needs winter tires.

The Tonneau covers for the three patrol pickups have arrived. I will be working on getting those installed as time allows over the next few weeks. These are self-installed items, which means me.

Handgun and shotgun ammunition have been ordered. Like everything these days, everything is not readily available. Our anticipated delivery is in a few weeks, which puts us on schedule to begin monthly firearms training at Big Gun Fun in December. We will be training there every month until May or June, when we can get back out to the outdoor range.

Central Square project is still rolling, no final decision yet on the configuration.

We have an officer on vacation for three weeks and one still at the academy, so I will be covering shifts for a few weeks. Mostly day shifts, but a couple of night shifts as well.

End of Report

Mike Gavagan

Recreation Department
November 10, 2022

- Zumba classes are every Tuesday at 5 to 6 I am adding one more day of Zumba
- Changing cooking class to once or twice a month
- We will have a craft night at the Povah starting next month
- Helped with unemployment
- Helped fill out OPA application for a family

Thank you,

Vely Vazquez

Bi-Weekly Report 10/27/22 thru 11/09/22

10-27-22: Performed Water/Wastewater rounds. Finished the DMR'S Report to the EPA for the Third Quarter Monitoring for the wastewater Facility.

11-01-22: Performed Water/Wastewater rounds. Adjusted Weirs on A-B-C Cells at the wastewater lagoons. Worked on the old road graders electrical system. I was able to fix the issue and have it in working order.

Working on new lights at the public workshop. Setting the concrete forms at the Madison lift station for the new sidewalk around building.

11-2-22 Performed Water/Wastewater rounds. Worked on pouring concrete at the Madison lift station, well #2 and the manhole at injection well #1.



11-3-22: Performed Water/Wastewater rounds. Collected wastewater influent/ effluent samples and sent to IAS Labs. Removed concrete forms from Madison station/Well #2 and injection well, back filled around the new concrete and made look nice.

11-4-22: Performed Water/Wastewater rounds. Performed maintenance and service on blower #1 and #2 blower and Lift Station 1 and 2.

Worked on a Sewer Blockage on Electric Street. I had to remove the rocks that keep getting in the sewer system from some of the trailer park facilities.

11-7-22: Performed Water/Wastewater rounds. Worked on plowing snow through town and at the Water/ Wastewater facilities. Worked on the food disposal under the sink at the Povah center. The motor was bad, so I have ordered a new one through Aquapro should see it in a week.

11-8-22: Performed Water/ Wastewater rounds. Collected and sent the Covid samples.

Plowed snow throughout the Town.

11-9-22: Water/Wastewater Round. Collected BAC-T samples and sent them off to Bridger Labs in Belgrade MT. Continuing snow plowing through town.

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

Thank you,

Jon Brown



NOVEMBER 7-11, 2022

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Administration Office Report

- Advisory Board Meetings this week: Marketing & Promotions Fund, Business Improvement District
- Answered many questions about the election, how to register, how to vote, and how to interpret results! Regarding the question of marijuana businesses in West Yellowstone, the ballot language provided two options: “FOR” permitting marijuana businesses or “AGAINST” permitting marijuana businesses. According to the preliminary results reported on the Secretary of State’s website (<https://electionresults.mt.gov/ResultsSW.aspx?type=CTYALL&cty=16&map=CTY>), a total of 403 votes were cast in our precinct. Including the provisional ballots, there were 216 votes “AGAINST” and 187 votes “FOR” permitting marijuana businesses. The final canvass will be issued by Gallatin County later this month, but this indicates that marijuana businesses will not be allowed in West Yellowstone. The next step will be for the Council to pass the ordinance.
- Continued to work on Moonrise discovery requests
- Prepared agenda and packet information for 11.15.22 Town Council Meeting
- We are recognizing Veteran’s Day on Friday, November 11, please note the green lights on the Town Hall in recognition of those who have served and are still serving our country.



GALLATIN COUNTY REST HOME MILL LEVY

Vote For 1

TOTAL

FOR	30,746
AGAINST	18,448
Total Votes Cast	49,194
Overvotes	3
Undervotes	1,986

MODIFY COUNCIL/MAYOR SALARIES BELGRADE

Vote For 1

TOTAL

FOR	1,731
AGAINST Charter Amendment	1,836
Total Votes Cast	3,567
Overvotes	0
Undervotes	214

MARIJUANA BUSINESSES MANHATTAN

Vote For 1

TOTAL

FOR	275
AGAINST	604
Total Votes Cast	879
Overvotes	0
Undervotes	6

MARIJUANA BUSINESSES W YELLOWSTONE

Vote For 1

TOTAL

FOR	187
AGAINST	216
Total Votes Cast	403
Overvotes	0
Undervotes	6



Week of 11.07.2022

- ❖ Worked on catching up bank reconciliations for the months of August, September, and October
- ❖ Completed the Intermediate Governmental Accounting training provided by GFOA
- ❖ Met with Connor with ClearGov to start the discussion of the new program we are implementing in January and completed his “homework assignments”
- ❖ Built our process for SFE calculation and worked on gathering information from businesses
- ❖ Sent out Resort Tax delinquency letters

NOVEMBER HIGHLIGHTS (1-9TH)

- TOWN PUMP MATCHNG CAMPAIGN - (matched money for donations we have received up to \$2,500)
[Donation list has been turned in to Town Pump and awaiting donation form T. Pump]
- FOOD DONATIONS – **SEVERAL RESTAURANTS AND BOTH GROCERY STORES** TOTAL - 1,403.5 LBS.
- **THREE** VOLUNTEERS (4 hrs.) ORGANIZING CLOTHING BANK
- ASSISTED **SIX** INDIVIDUALS WITH ID.ME (VERIFICATION PROCESS)
- **THREE** MISCELLANEOUS DONATIONS
- **TWO** LIEAP APPLICATIONS
- **FOUR** HELP FUND VOUCHERS (RX)
- COORDICATED WITH HRDC HOUSING NAVIGATOR AND SENIOR CARE COORDINATOR TO INITIATE SUPPORT REQUEST FOR ELDERLY GENTLEMAN BEING EVICTED, AND NO PLACE TO GO.
- ASSISTED **FOUR** INDIVIDUALS WITH UNEMPLOYMENT FILLING
(Unemployment getting new fraud protection next year)

- CLOTHING BANK **SEVEN** individuals
- LOBBY FOOD - **TEN** individuals
- SNAP INTERVIEW - **ONE**
- THANKS, PUBLIC WORKS, FOR HELPING STRING GREEN LIGHTS FOR “OPERATION GREEN LIGHT”
HONORING VETERANS
- CONTACTED ADULT PROTECTIVE SERVICES
- CHRISTMAS STAR SIGN UP SHEET STARTED
- TEFAP FOOD PICKUP IN BOZEMAN (roads were scary)
- STOCKED SHELVES AND FREEZERS WITH TEFAP FOOD SHIPMENT
- CONTACTED HRDC FOR UPDATED HOUSING RESOURCE
- THANKSGIVIING SIGN UP SHEET IS FILLING UP

**NOTICE INVITING PROPOSALS
MAJOR EQUIPMENT PRESELECTION
WEST YELLOWSTONE WWTP**

NOTICE IS HEREBY GIVEN that the Town of West Yellowstone will receive sealed proposals for the Supply of Major Equipment as described in the specifications. The equipment is intended for the project entitled West Yellowstone WWTP Upgrades located in West Yellowstone, Montana. The equipment will be furnished and delivered by the equipment supplier to the Owner's construction contractor (not yet selected) at the Wastewater Treatment Plant site in Gallatin County, Montana. The Town of West Yellowstone intends to begin construction on the WWTP around spring of 2023.

DESCRIPTION OF WORK: Supply of a complete extended aeration activated sludge with plug flow treatment equipment system package, including clarifier system, and biosolids thickening equipment.

OBTAINING CONTRACT DOCUMENTS: Copies of the CONTRACT DOCUMENTS may be obtained on or after November 20, 2022 by emailing: rexburgoffice@forsgren.com. Bidders will be placed on the plan holders list. Acknowledgment on the plan holders list is mandatory for all bidders.

PRE-PROPOSAL CONFERENCE: A mandatory pre-proposal conference will be held on December 6, 2022 at 3:00 pm at the Town of West Yellowstone Town Hall at 440 Yellowstone Avenue, West Yellowstone, MT 59758.

SEALED PROPOSALS WILL BE RECEIVED at the Town of West Yellowstone office at the address indicated below, until the hour of 5:00 pm local time on January 9, 2023. All proposals must be submitted in a sealed envelope plainly marked "Proposal for Major Equipment Preselection for the Town of West Yellowstone".

**Attention: Jon Simms, Public Services Superintendent
Town of West Yellowstone Town Hall
440 Yellowstone Avenue
P.O. Box 1570
West Yellowstone, MT 59758**

PROJECT ADMINISTRATION: All questions relative to this project prior to the opening of bids shall be directed, in writing, to the ENGINEER for the project. It shall be understood, however, that no interpretations of the specifications will be made by telephone. Questions will be accepted from proposers up to 14 days before the close of the bid and the ENGINEER will provide a response to all questions 10 days prior to the close of the bid.

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

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

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

Published Date(s): November 20, December 4, December 18, 2022

Dan Walker

From: Abrahamson, Michael <MAbrahamson@mt.gov>
Sent: Tuesday, November 1, 2022 4:18 PM
To: Dan Walker
Cc: Dave Noel; Camille Miller; Jane Mersen
Subject: RE: Forsgren Preselection RFP Opinion

Dan,

Just to close this loop...the ARPA program had no comments regarding the RFP so you are good from an ARPA and SRF perspective.

Mike Abrahamson, P.E. | *WPCSRF Section Supervisor*
Engineering Bureau
Montana Department of Environmental Quality
Office: 406-444-6776

DEQ Montana Department of
Environmental Quality



How did we do? >>

From: Dan Walker <dwalker@townofwestyellowstone.com>
Sent: Tuesday, November 1, 2022 10:45 AM
To: Abrahamson, Michael <MAbrahamson@mt.gov>
Cc: Dave Noel <dnoel@forsgren.com>; Camille Miller <cmiller@forsgren.com>; Jane Mersen <jmersen@kkmlaw.net>
Subject: [EXTERNAL] RE: Forsgren Preselection RFP Opinion

Thanks for the quick reply Mike.

Dan Semmens has been emailing back and forth with their attorney related to the termination clause, so there is some positive (albeit slow) movement on that front. My goal is to have some clear direction on whether or not this is going to be possible by the end of November.

Please let me know if you hear anything contrary from ARPA.
DW

From: Abrahamson, Michael <MAbrahamson@mt.gov>
Sent: Tuesday, November 1, 2022 10:33 AM
To: Dan Walker <dwalker@townofwestyellowstone.com>
Cc: Dave Noel <dnoel@forsgren.com>; Camille Miller <cmiller@forsgren.com>; Jane Mersen <jmersen@kkmlaw.net>
Subject: RE: Forsgren Preselection RFP Opinion

Hi Dan,

I haven't heard anything of concern from the ARPA folks, but I have emailed them again this morning. If I hear anything I will let you know, but I am guessing they are ok with the RFP as well.

Any news on the airport lease?

Thanks,

Mike Abrahamson, P.E. | *WPCSRF Section Supervisor*
Engineering Bureau
Montana Department of Environmental Quality
Office: 406-444-6776

DEQ Montana Department of
Environmental Quality



How did we do? >>

From: Dan Walker <dwalker@townofwestyellowstone.com>
Sent: Tuesday, November 1, 2022 8:56 AM
To: Abrahamson, Michael <MAbrahamson@mt.gov>
Cc: Dave Noel <dnoel@forsgren.com>; Camille Miller <cmiller@forsgren.com>; Jane Mersen <jmersen@kkmlaw.net>
Subject: [EXTERNAL] FW: Forsgren Preselection RFP Opinion

Good Morning Mike-

I am just following up on this email regarding questions or comments from the funding agencies, specifically ARPA.

We have a Town Council meeting this evening and I want to be able to provide a status report update to the Council on this item.

Thanks.
DW

From: Abrahamson, Michael <MAbrahamson@mt.gov>
Sent: Friday, October 21, 2022 12:37 PM
To: Jane Mersen <jmersen@kkmlaw.net>
Cc: Dan Walker <dwalker@townofwestyellowstone.com>; Dave Noel <dnoel@forsgren.com>; Camille Miller <cmiller@forsgren.com>
Subject: RE: Forsgren Preselection RFP Opinion

Hi Jane,

Thank you for the letter regarding equipment procurement for the West Yellowstone project. The letter addresses my concerns, but I have shared it with the ARPA grant administrators to make sure they have no issues since they are a major funder in this project as well. I will let you know if the ARPA program has any comments or questions.

Mike Abrahamson, P.E. | *WPCSRF Section Supervisor*
Engineering Bureau
Montana Department of Environmental Quality

Office: 406-444-6776

DEQ Montana Department of
Environmental Quality



How did we do? >>

From: Jane Mersen <jmersen@kkmlaw.net>
Sent: Wednesday, October 19, 2022 2:59 PM
To: Abrahamson, Michael <MAbrahamson@mt.gov>
Cc: Dan Walker <dwalker@townofwestyellowstone.com>; Dave Noel <dnoel@forsgren.com>; Camille Miller <cmiller@forsgren.com>
Subject: [EXTERNAL] Forsgren Preselection RFP Opinion

Mr. Abrahamson,
Please see the attached opinion letter regarding the Preselection RFP from Forsgren & Associates.

Jane Mersen
Kasting, Kauffman & Mersen, P.C.
716 S. 20th Avenue, Suite 101
Bozeman, Montana 59718
(406) 586-4383
(406) 587-7871 (f)
jmersen@kkmlaw.net

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KASTING, KAUFFMAN & MERSEN, P.C.
A T T O R N E Y S A T L A W

JOHN M. KAUFFMAN
JANE MERSEN
DENNIS L. MUNSON
LILIA N. TYRRELL
JORDAN P. HELVIE

716 SOUTH 20th AVENUE, SUITE 101
BOZEMAN, MONTANA 59718
TEL: (406) 586-4383 FAX: (406) 587-7871
E-MAIL: reception@kkmlaw.net

KENT M. KASTING, *Senior Status*

October 19, 2022

VIA EMAIL ONLY : MAbrahamson@mt.gov

Mike Abrahamson, P.E. | WPCSRF Section Supervisor
Engineering Bureau
Montana Department of Environmental Quality
1500 E 6th Ave.
Helena, MT 59601

RE: Opinion re: Compliance with Procurement laws

Dear Mr. Abrahamson,

Our firm represents the Town of West Yellowstone (the "Town"). On July 12, 2022, you notified the Town and Forsgren Associates, Inc. ("Forsgren"), the Town's engineer, that before the Town could proceed with the Request for Proposals for Major Equipment Preselection for the Town's Wastewater Treatment Plant, (the "RFP"), that the Montana Department of Environmental Quality, ("MDEQ") would require an opinion from the Town's attorney on whether or not the RFP complies with the Montana Procurement Act (the "Act"), §18-4-101 et seq. Montana Code Annotated. We note that the RFP was prepared by Forsgren with direction from the Town that it be prepared in compliance with the Act. We did not advise Forsgren. We have been authorized and instructed by the Town to issue this opinion.

We note that there were several versions of the RFP that were prepared by Forsgren for the Town's wastewater treatment plan and that modifications were made based upon suggestions from the MDEQ as well as an independent engineering firm. In order to render this opinion, we reviewed the RFP attached hereto, discussed its development with Forsgren, considered Forsgren's position that the RFP complies with the Act and considered the provisions of the Act. In forming the opinion set forth herein, we have relied on the accuracy of the representations from Forsgren regarding its intent and purpose in preparing the RFP. We have also relied upon the Town's express intent to secure any appropriate system.

October 19, 2022

Page 2

The opinion expressed herein is subject to the following assumptions, in addition to the assumptions and qualifications set forth elsewhere herein:

- 1) The RFP attached hereto is the RFP at issue in this opinion and that it has not been amended orally or in writing;
- 2) Forsgren's representation to us that the RFP is not weighted in favor of any particular wastewater treatment system and is not unduly restrictive as to other bidders is true and accurate.
- 3) Forsgren's completed the modifications to an earlier version of the RFP were made to address concerns raised by the MDEQ during a September 6, 2022 conference call.
- 4) There has been no misrepresentation, error, omission, act of commission, fraud, deceit, undue influence, duress or criminal activity by any of the parties involved in developing or adopting the RFP;
- 5) The parties involved in seeking and analyzing the responses to the RFP will (i) act in good faith and (ii) comply with all aspects of the Act;
- 6) The RFP is distributed and published in accordance with the Act.

We note that we engaged in a telephone conference with the MDEQ and Forsgren on September 22, 2022 wherein we discussed the attached RFP. During that call, the MDEQ identified two issues with the RFP which, in the Town's opinion, cannot be resolved. The first relates to the location of the proposed facility and the corresponding airport lease. The second issue MDEQ raised relates to the requirement that bidders may need to apply to MDEQ for deviations from DEQ Cir 2. While in the past MDEQ pre-approved such deviations, MDEQ does not currently pre-approve such deviations. We have been informed that a prior proposed wastewater system (the Aeromod system) has already received pre-approval under the former MDEQ paradigm. As a result of MDEQ's current position, other systems may not receive certain points in the competition if a deviation is needed, but the pre-approved system may receive those points. The MDEQ's change in policy on this issue has not been considered in this opinion because the MDEQ's pre-approval policy was made and changed independent of the development of the RFP.

On the basis of the foregoing, and subject to the qualifications set forth herein, it is our opinion that the RFP attached hereto complies with the Act.

This opinion is subject to the following qualifications:

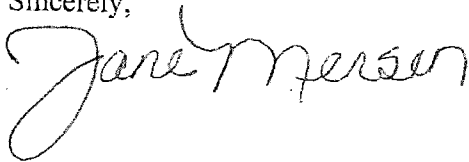
- (A) The opinion expressed herein is limited to the laws of the State of Montana as enacted and in effect as of the date hereof.
- (B) We express no opinion as to the truth, accuracy or feasibility of the system that is the subject of the RFP and emphasize that we are not engineers and nothing contained herein shall be construed as opining on any engineering element contained in the RFO including its design.
- (C) The representations to us by Forsgren are true and accurate.

October 19, 2022

Page 3

This opinion is rendered to the addressee above for its sole and exclusive use and benefit. It may not be relied upon by any other person or entity without Kasting, Kauffman & Mersen P.C.'s specific written consent. This opinion letter shall not be quoted in whole or in part, used, published or otherwise referred to or relied upon in any other matter. This opinion is limited to present Montana statutes and judicial interpretations and to facts as they presently exist. In rendering this opinion, we assume no obligation to revise or supplement it should present laws be changed by legislative or regulatory action, judicial decision or otherwise; and we can give no assurance that our opinion would not be different after any change in any applicable statutes, regulations or judicial interpretations occurring after the date hereof.

Sincerely,

A handwritten signature in cursive script that reads "Jane Mersen". The signature is written in black ink and is positioned above the typed name.

Jane Mersen

West Yellowstone Town Attorney

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: 10-29-22

APPLICANT: Maritza Markov

ADDRESS: 15 Hayden St. P.O. Box 995 W. Yellowstone MT 59758

PHONE: 406-640-1199

INTEREST IN PROPERTY: Developing nightly rental cabins / property owner

OWNER OF RECORD'S SIGNATURE: Maritza Markov

1. LEGAL DESCRIPTION:

Subdivision: West Yellowstone Original Plat, S34, T13S, R05E,

Block: 23 Lot: 9

Zoning District Number: B-3

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment. We need 900 sq ft of space to place

the log cabin packages on. Starting Nov. 8th²⁰²² through the
spring of 2023. We would start building in the spring 2023
and move the logs off as we build. We also ask to use the city park
space continuing throughout the summer of 2023 until construction
is finished.

* Asking use of city property, city park space East of 15 Hayden
property.

Maritza Markov
Signature of Applicant

10-29-22
DATE

For Office Use Only:
DECISION BY TOWN COUNCIL

Approved Disapproved

Mayor/Operations Manager

DATE

city park

we would like to use this space here.

Alley A

15 Hayden

Hayden St.

TOWN OF WEST YELLOWSTONE
WEST YELLOWSTONE CHAMBER OF COMMERCE
LEASE AGREEMENT

This Lease Agreement, (the “Lease”) is entered into this _____ day of _____, 2022, by and between the Town of West Yellowstone (“Town” or “Lessor”), a Montana municipal corporation, with mailing address of P.O. Box 1570, West Yellowstone, Montana 59758, and the West Yellowstone Chamber of Commerce, (“Lessee”), a Montana nonprofit corporation of P.O. Box 458, West Yellowstone, Montana 59758.

WITNESSETH:

WHEREAS, the Town is the owner of the property described below and as depicted on the attached exhibits, particularly described as:

1. **THE PREMISES:**

A. The Groomer Shed, as shown in **Exhibit A** and more particularly described as:

A parcel of land beginning 125 feet South of Yellowstone Avenue, measured from back of curb, beginning behind the sidewalk on South Faithful proceeding East 200 feet, then South 100 feet, then West 200 feet, to a point directly behind the sidewalk on South Faithful Street, then due North 100 feet to the point of beginning, comprising an area measuring approximately 20,000 square feet.

B. Rendezvous Trailhead, as shown on **Exhibit B** and more particularly described as:

A tract of land located in Lot 1, Block 29 in the Original Plat of the Town of West Yellowstone, located in Section 34, Township 13 South, Range 5 East, (Plat reference B-47-0), commonly known as that portion of the Geyser Street right of way South of Obsidian Avenue, extending to the Gallatin National Forest Boundary.

C. The Chamber Building, as shown on **Exhibit C** and more particularly described as:

A parcel of land from the intersection of the center lines of Yellowstone Avenue and Canyon Street, running thence 89°-31'E, 50 feet, thence South 50 feet to the Point of Beginning, running thence S89°-31'E, 275 feet, thence South 291.18 feet to the E-W1/4 section line of Section 34, Township 13 South, Range 5 East, thence North 299.10 feet to the Point of Beginning, containing 1.86 acres.

Additionally, this Lease includes a strip of land approximately 65 feet in its East to West measurement and approximately 291.18 feet in its North to South measurement, located immediately to the East of and adjacent to the East boundary line of the property described above. The Northern and Southern boundaries of this parcel shall be collinear with the Northern and Southern boundaries of the parcel described above,

all located in Section 34, Township 13 South, Range 5, East, including two tracts in Tract 37.22 of approximately 10 acres, total.

The Town retains the right of the Town or the public, or both, to place and store snow on the parcel described in this paragraph.

All three parcels described above are the "Premises" to be leased to Lessee.

2. **TERM OF LEASE:**

The term of this Lease shall be ten (10) years from the date of signature, (the "First Term"). At that time, this Lease may be renewed for a term of up to ten (10) additional years (the "Second Term"), provided that Lessee shall give Lessor at least 60 days' notice in writing before the end of the First Term of the desire to renew this Lease for the Second Term and provided further that at the time of renewal Lessee is not in default of any term or condition of the Lease.

3. **RENT:**

Lessee shall pay TWO HUNDRED AND NO/100 DOLLARS (\$200.00) each year as rent, payable on or before December 31 of each year of the term of this Lease thereafter.

4. **USE:**

Lessee shall use the Premises as follows: (1) the Chamber of Commerce building, parking lot, Visitor Center, office building, restroom facilities and parking; (2) the Trailhead building will be used for a warming hut and restroom facilities for the public; and (3) the Groomer building will be used to store snow grooming equipment and for maintenance work on equipment. Further any other subsequent uses ancillary to the above described uses as may be deemed appropriate by Lessee subject to the following conditions:

- (1) Any change in use from that stated herein shall be specifically approved prior to the change by Lessor, in writing. Lessee shall make its request for a change in use to Lessor in writing at least sixty (60) days prior to any proposed changed.
- (2) Notwithstanding any other provision of this Lease, or this paragraph, it is specifically understood and agreed that Lessee shall not use the Premises, now or in the future, for the sale at wholesale or retail of any items which are sold at retail by for-profit businesses in the Town of West Yellowstone; it being the specific intent hereof that Lessee shall not enter into enterprises which are in competition with private business in the Town of West Yellowstone. Provided however, this provision shall not prevent Lessees from selling those items which are unique to its operation and which serve the promotional functions and purposes of the West Yellowstone Chamber of Commerce: and further, Lessee, its tenants, sublessees, successors or assigns may sell at retail such books and publications as are specifically related to the Yellowstone area and Yellowstone National Park.

- (3) Lessee specifically understands and agrees for itself, its tenants, sub-lessees, successors and assigns, that any sale activities on the premises must comply in all respects with the West Yellowstone Resort Tax collection, reporting and remittance procedures.
- (4) Lessee shall provide copies of any sub-leasing agreement for the use of the Premises at least thirty (30) days prior to its effective date to the Town for review and written approval by the Town Council at a regular Town Council Meeting. Nothing herein shall require the Town to approve such sub lease agreements.

5. **COMPLIANCE WITH PUBLIC AUTHORITIES:**

Lessee, at the Lessee's cost, shall promptly comply with all requirements of all municipal, state and federal laws now in force or which may hereafter be enforced pertaining to the Lessee's use of the Premises.

6. **INSURANCE:**

- a. Casualty Insurance. Lessee shall keep all buildings and improvements on the Premises insured against loss or damage by fire or other standard peril for replacement value of any buildings or other leasehold improvements. Lessee shall maintain its own casualty insurance for fire or other standard peril on the personal property and leasehold improvements contained in the Premises.
- b. Liability Insurance. Lessee shall maintain liability insurance for bodily injury and property damage involving the Premises or the operations thereon. Lessor shall maintain liability insurance in accordance with Montana statutory limits on municipal liability, presently the amount of \$750,000.00 per person and \$1,500,000.00 per occurrence; Lessee shall maintain comprehensive general liability insurance in an amount of no less than \$1,000,000.00 per person and \$2,000,000.00 per occurrence with an "A" rated insurance company. Lessee shall name Lessor as an additional insured on its liability insurance policy.
- c. The parties mutually release each other from liability for all claims arising out of the use and occupation of the Premises that are covered by insurance. All insurance policies that either Lessor or Lessee obtain shall include waivers of subrogation.

7. **INDEMNIFICATION:**

To the fullest extent permitted by law, Lessee agrees to indemnify and hold Lessor harmless from and against any third-party claim, damage, loss, attorney's fees or expense of any kind incurred by or asserted against Lessor and arising from any act of Lessee or as a result of Lessee's failure to perform an obligation under this Lease. Furthermore, Lessee agrees to indemnify and hold Lessor harmless from any claim, damage, loss, attorney's fees or expense of any kind arising out of or resulting from the provision of medical services by Lessee or its

employees to any person, whether on the Premises or elsewhere.

To the fullest extent permitted by law, Lessor agrees to indemnify and hold Lessee harmless from and against any third-party claim, damage, loss, attorney's fees or expense of any kind incurred by or asserted against Lessee and arising from the gross negligence of Lessor.

8. **CONSTRUCTION:**

Lessee may engage in any construction, alteration or additions to the Premises and make any agreement or contract therefore, but only after obtaining Lessor's written approval as to design. Lessor's approval shall not be unreasonably withheld. Lessee shall not allow any liens or other encumbrances to be filed against the Premises and in the event any such lien or encumbrance is filed, Lessee shall immediately post a bond around the lien or immediately take whatever action necessary to clear any encumbrance from the title of the Premises and shall indemnify and defend Lessor from any such claims.

9. **REPAIR:**

Lessee shall during the terms of this Lease, at Lessee's expense, keep the Premises in good repair, including the roof, structure, exterior, plumbing, wiring and heating pipes, and pipe lines, fixtures, parking lots and appurtenances thereto, and lighting.

10. **MAINTENANCE, CLEANLINESS, WASTE AND SNOW REMOVAL:**

Lessee shall keep the Premises and sidewalks, parking areas and asphalt on or around the Premises at all times in a neat, clean and sanitary condition, free from waste and debris, and shall neither commit nor permit any waste or nuisance thereon. Lessor agrees that it shall be responsible for the maintenance and upkeep of all grounds surrounding the structures and parking areas constructed by Lessee at the Chamber Building only and not for the Groomer Shed or the Trailhead, including: striping, sealing and light replacement in the parking lot, picking up of natural debris from trees and weather conditions on the grounds; plowing of all snow on the roads and parking lots (but not the sidewalks), maintenance of grass, including irrigation, the maintenance of the trees and landscaping on the Premises, garbage/debris removal and minor maintenance at the trailhead. Lessee remains responsible for all those items of repair and maintenance set out in Section 9 above. Other than set out herein, Lessor has no other responsibilities for the maintenance or repair of the Premises.

11. **UTILITIES:**

Lessee shall promptly pay all utilities used in connection with the Premises including electricity, gas, telephone, television, and Internet. In addition, Lessee shall make monthly payments to Lessor on or before the 15th of each month to pay for sewer and water use. The annual payment shall be based on the following formula: (the annual sewer rate for 1.0 SFE, + the annual water base rate for 1.0 VRU.

12. **SIGNS ON PREMISES/CONDITION ON EXPIRATION:**

Lessee shall have the right to erect, affix or display on the exterior or interior walls, doors and windows of the Premises buildings, or adjacent to any such building, such permanent signs or sign advertising Lessee's business as Lessee may consider necessary or desirable. At the end of the Lease term, all such signs shall be removed at the Lessee's expense and the Premises delivered to the Lessor in a neat and clean condition, free of debris, trash and waste accumulation.

At the Trailhead Building, the Lessee may erect a payment kiosk to collect trail fees and solicit donations for building maintenance. The Lessee may also erect a plaque on the interior of the building to recognize donors to the building construction and maintenance.

Nothing herein shall limit the use of reasonable and approved directional or informational signs. All signs discussed above shall be subject to prior written approval by the Town and all signs shall comply with all applicable Town ordinances and regulations.

13. **ASSESSMENTS AND TAXES:**

Lessee shall pay all taxes and assessments levied against the personal property belonging to it located on the Premises.

14. **RIGHTS ON DEFAULT:**

Lessee shall be in default under this Lease if any one or more of the following events shall occur:

- (1) If Lessee shall default in the payment of rent or the payment of any other money required to be paid by the Lessee, when the same shall become due, and such default shall continue for a period of thirty (30) days following written notice, given by Lessor to Lessee after the due date of such payment and specifying such default; or
- (2) If Lessee shall default in the performance of any other duty of Lessee under this Lease or if the Lessee shall commit waste or allow a nuisance to exist on the Premises, and default shall continue for a period of thirty (30) days following written notice given after such default, unless within said thirty (30) days Lessee shall cure such default, and shall thereafter continue to use reasonable diligence in curing the same; or
- (3) Under the following circumstances:
 - a. if Lessee vacates or abandons the Premises for more than thirty (30) days; or
 - b. if Lessee shall be adjudicated bankrupt; or
 - c. if a petition by or against Lessee for reorganization or adjustment or arrangement under any bankruptcy statute shall be approved, or
 - d. if a receiver or keeper of the Premises or any leasehold improvements

- thereon or income therefrom be appointed in any proceeding by or against Lessee, and not be discharged within thirty (30) days, or
- e. if Lessee makes a general assignment of the Premises for the benefit of its creditors;

Should a default on the part of Lessee be deemed to exist under this Lease, this Lease may be terminated upon thirty (30) days' written notice at the option of Lessor in which event Lessee shall vacate the Premises and Lessor shall have all remedies to which Lessor is entitled under applicable Montana Law.

Should Lessor breach any of the provisions of this Lease, Lessee shall give Lessor thirty (30) days' notice during which Lessor may cure the default, and should Lessor fail to do so, Lessee may cancel this Lease at the end of the thirty (30) day period.

15. **WAIVER:**

No waiver of any breach of any term, covenant or condition of this Lease shall be construed to be a waiver of any preceding or succeeding breach of the same or any other term, covenant or condition.

16. **SERVICE OF NOTICE:**

Any notice required to be given by one party to the other shall be in writing and may be served in person or served by certified mail, postage prepaid, through the United States Postal Service and addressed to the respective parties at the following addresses on mailing:

LESSEE

West Yellowstone Chamber of Commerce
Box 458
West Yellowstone MT 59758

LESSOR

Town of West Yellowstone
Box 1570
West Yellowstone MT 59758

17. **LESSOR-LESSEE RELATIONSHIP:**

The relationship between the parties hereto is that of Lessor and Lessee and nothing herein contained shall be construed or interpreted so as to make their relationship otherwise, or give the Lessee any ownership rights to the Premises.

18. **CONDITION OF PROPERTY:**

Lessee agrees to accept the Premises in an "AS IS" condition.

19. **LESSEE'S RIGHT OF POSSESSION:**

Lessee covenants with Lessor upon paying the rent and performing the terms, conditions and covenants in this Lease set forth, Lessee shall at all times, during the term or any extension

of the term hereof, be entitled peacefully and quietly to have, hold and enjoy the Premises.

20. **DESTRUCTION OF LEASEHOLD IMPROVEMENTS:**

If the leasehold improvements shall be damaged by fire, explosion, windstorm or any other casualty, then Lessee may use the insurance proceeds to repair such damage and put the leasehold improvements in good and tenantable condition as rapidly as reasonably possible. Notwithstanding any other provisions of this paragraph to the contrary, if more than fifty percent (50%) of the insured value of Premises and leasehold improvements is destroyed, Lessee may elect to terminate the lease. Termination of Lease requires written notice to Lessor within ninety (90) days after such damage occurs. In the event Lessee terminates the Lease, Lessee shall be responsible to restore the Premises to its original condition. In the event Lessee fails to either rebuild or restore, Lessor shall be entitled to recover from Lessee costs associated with repair, reconstruction, clean up or removal of debris or any associated expenses in the event of the destruction of improvements to the Premises.

21. **ASSIGNABILITY AND SUBLEASING:**

This Lease may be assigned by Lessee only to an entity which is non-profit and organized by charter or bylaws for a public purpose for the benefit of the citizens of the Town of West Yellowstone. Any assignment or subleasing by Lessee must first be submitted, at least sixty (60) days prior to effectiveness, to the Town Council in writing. The Town Council shall grant or deny permission to assign or sublet this Lease based upon the non-profit status of the proposed assignee or sublessee, the purposes of the organization of the proposed assignee or sublessee, and the general welfare of the Town of West Yellowstone.

22. **SUCCESSORS AND ASSIGNS:**

This Lease shall be binding upon and inure to the benefit of the respective parties, their successors and assigns.

23. **TERMINATION AND CANCELLATION OF LEASE:**

Lessor may cancel the Lease, with thirty (30) days written notice if:

- A. The Town Council determines that public necessity or public interest requires the termination of the Lease; or
- B. A court of law determines that the Lease is invalid.

24. **OWNERSHIP OF LEASEHOLD IMPROVEMENTS IN EVENT OF DEFAULT, CANCELLATION OR LEASE TERMINATION :**

In the event of default, cancellation, termination or expiration of this Lease, ownership of all leasehold improvements shall become the property of Lessor.

25. **ENTIRE AGREEMENT:**

The terms and provisions of this Lease constitute the entire agreement between the parties and supersede all previous communications, negotiations, proposals, representations, conditions, warranties, or agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. This Lease may not be enlarged, modified, or altered, except in writing signed by the parties to this Lease.

26. **ATTORNEYS FEES/COSTS:**

In the event either party hereto institutes any suit or action to enforce its rights hereunder, the successful party in such suit or action shall be entitled to recover from the other party such sums as the Court may adjudge reasonable as attorney fees and costs incurred in connection with such litigation or any appeals therefrom.

27. **SEVERABILITY:**

Any provision or part of this Lease that is held to be void or unenforceable under law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the parties, who agree that the Lease shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands as of the day and year first written above.

LESSOR:

TOWN OF WEST YELLOWSTONE

Daniel Walker
Town Manager

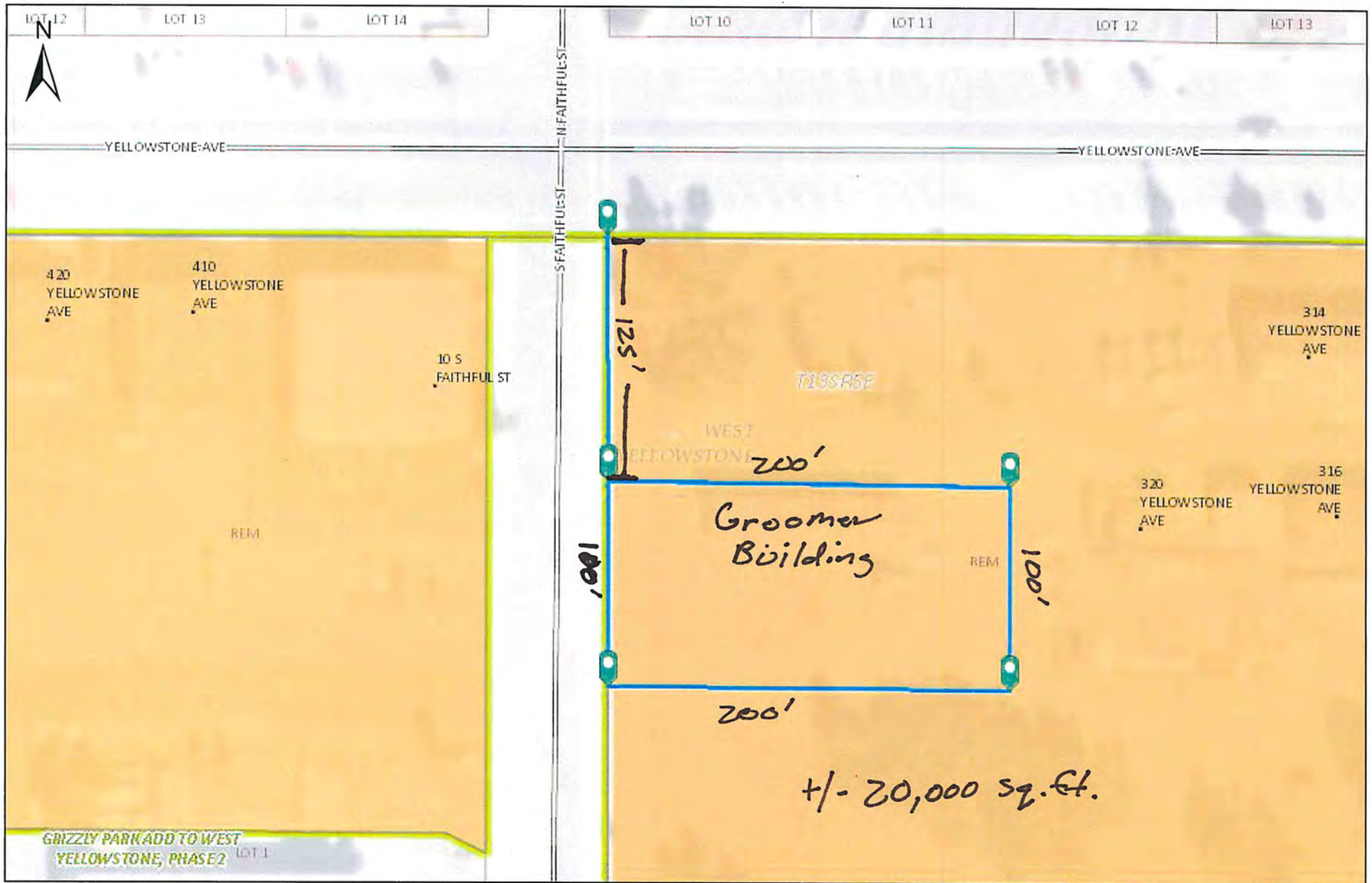
LESSEE:

**WEST YELLOWSTONE CHAMBER OF
COMMERCE**

Katrina Wiese

Gallatin County GIS Exhibit A

October 28, 2022



0 0.0075 0.015 0.0225 0.03

Miles



Gallatin County GIS
311 W. Main Room 305
Bozeman, MT 59715
Phone: (406) 582-3049
Email: GIS@gallatin.mt.gov

Numbered Highways

- Interstates
- U.S.
- Montana
- Paved
- Unpaved
- Alley/Drive way
- Rail Line

Minor Roads

- Parcels
- Townships
- Sections
- Quarter Sections
- Subdivisions
- Minor Subdivisions

Cities

Public Lands

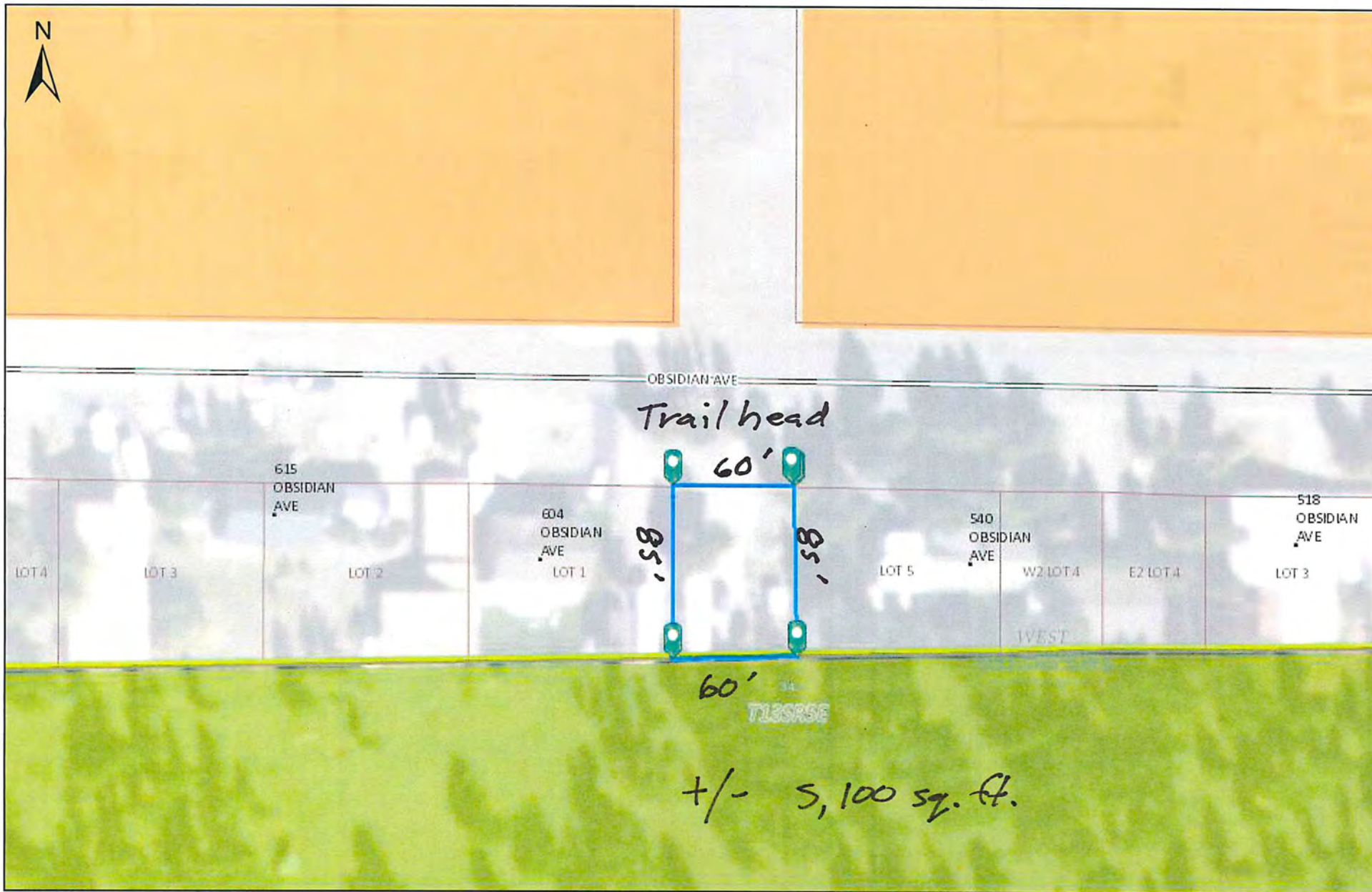
- Local Government
- State of Montana
- U.S. Bureau of Land Management
- U.S. Forest Service
- U.S. Park Service

Addresses

- Recent Addresses
- Structure Addresses

Water

- Streams
- Rivers
- Lakes



0 0.0075 0.015 0.0225 0.03

Miles

Numbered Highways

- Interstates
- U.S.
- Montana

Minor Roads

- Paved
- Unpaved
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Cities

- Parcels
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- Quarter Sections
- Subdivisions
- Minor Subdivisions

Public Lands

- Local Government
- State of Montana
- U.S. Bureau of Land Management
- U.S. Forest Service
- U.S. Park Service

Addresses

- Recent Addresses
- Structure Addresses

Water

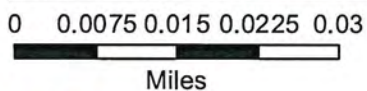
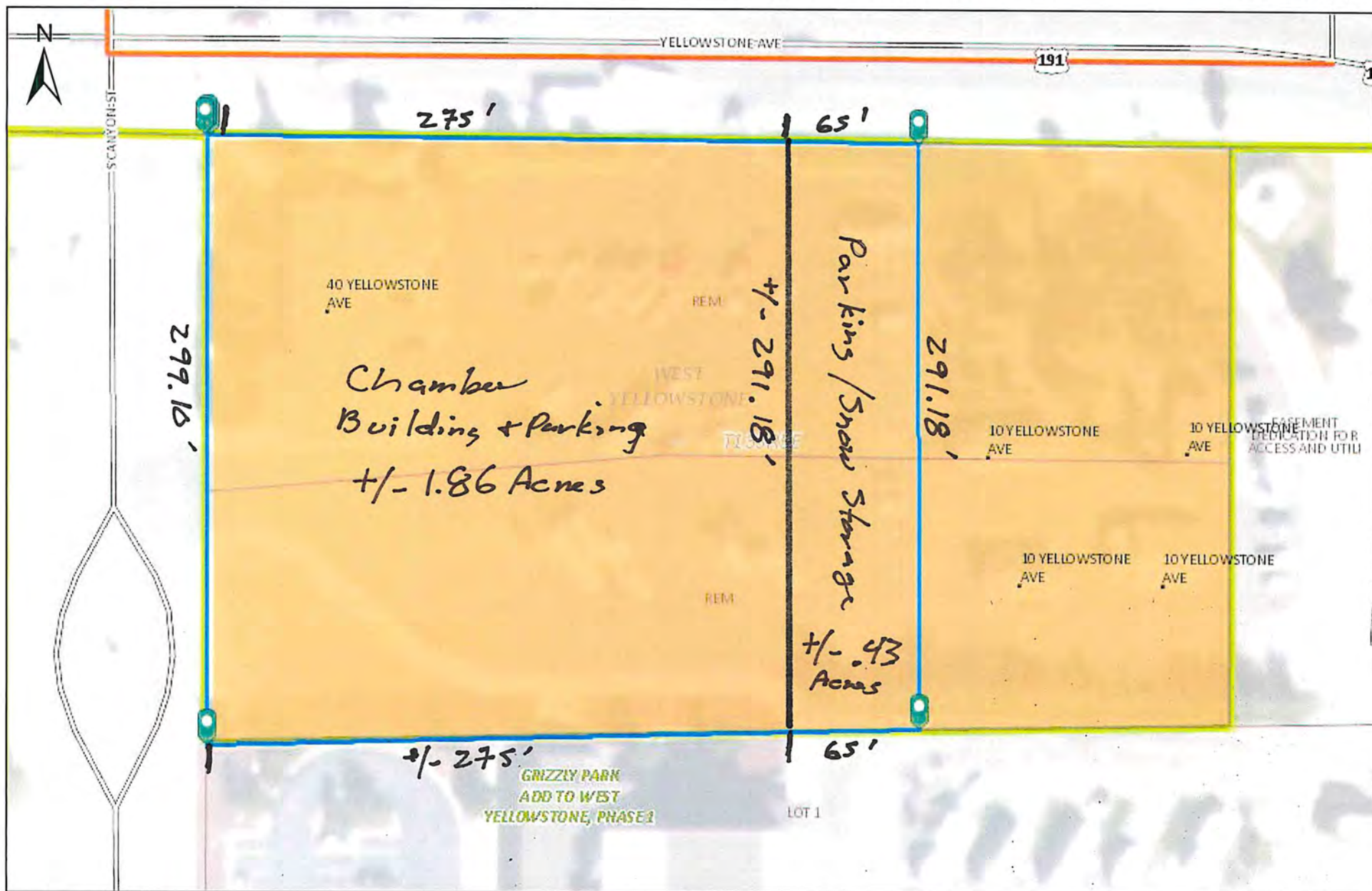
- Streams
- Rivers
- Lakes



Gallatin County GIS
 311 W. Main Room 305
 Bozeman, MT 59715
 Phone: (406) 582-3049
 Email: GIS@gallatin.mt.gov

Gallatin County GIS Exhibit C

October 28, 2022



Gallatin County GIS
311 W. Main Room 305
Bozeman, MT 59715
Phone: (406) 582-3049
Email: GIS@gallatin.mt.gov

Numbered Highways

- Interstates
- U.S.
- Montana
- Paved
- Unpaved
- Alley/Driveway
- Rail Line

Minor Roads

- Cities
- Parcels
- Townships
- Sections
- Quarter Sections
- Subdivisions
- Minor Subdivisions

Public Lands

- Local Government
- State of Montana
- U.S. Bureau of Land Management
- U.S. Forest Service
- U.S. Park Service

Addresses

- Recent Addresses
- Structure Addresses

Water

- Streams
- Rivers
- Lakes

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: ~~yellowstone road run~~ mistletoe Magic - Holiday Bazaar
 Sponsor Organization: Three Wise Women
 Sponsor Address: PO Box 344
 Contact Person: Stacey Schmier, Diana Morrow, Debby Hermanson
 Contact Phone: 640-1345 Fax: 646-9206
 E-mail Address: SASCHMIER@AOL.COM
 Date(s) of Event: Dec. 6, 2019 Dec. 7, 2019 Dec. 2-3, 2022
 Location of Event: Pavah Center

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code (www.codepublishing/MT/WestYellowstone.html). The sponsor and vendors must collect 3% on all resort tax applicable sales and remit to the Town by the 20th of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

Event Fee: \$ 25.00 *pd 10/31/22*
 Resort Tax Bond: \$ Waived TC 11/26/19
 Vendor(s) Fee: \$ Waived TC 11/26/19 11/4/19
 Total Due: \$ 25.00 paid 11/9/19

Stacey Schmier
 Signature of Applicant

Date Received by the Town: 11/4/19 ER

VENDING AND SALES

Complete this section if the event includes sales of any kind.

Event: Mistletoe Magic Date(s) Dec 6-7 2019

Attach additional sheets as necessary.

Primary Sponsor: Stacey Schmier
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Daley Gurd
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Diana Morris
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Monika Black
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Carrie Pope
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Liz Breyers
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Pam Talasco
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Amy Schmier
Contact Person: _____
Address: _____
Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Special Girls
Diane Koninzky
Laurie Farmer

Plus a few
more

Event Detail

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

The Three Wise Women are hosting a Holiday Craft Bazaar in conjunction with the Town of West Yellowstone we will have 10-15 vendors from the greater Yellowstone area and all proceeds will be donated to the Community West Outreach (Booth rental minus cost of license and advertising). (Approx. \$80). The vendors will pay all appropriate city tax.

This is the 6th year for this event. It will be held

Dec. 6th 3-7 PM
--

 and

Dec 7, 2019 9 ^{am} - 4 pm
--

Dec. 2-3, 2022

We are asking the city to waive the bond as they have for the last 5 yrs. We also request that you waive the Vendor Fees

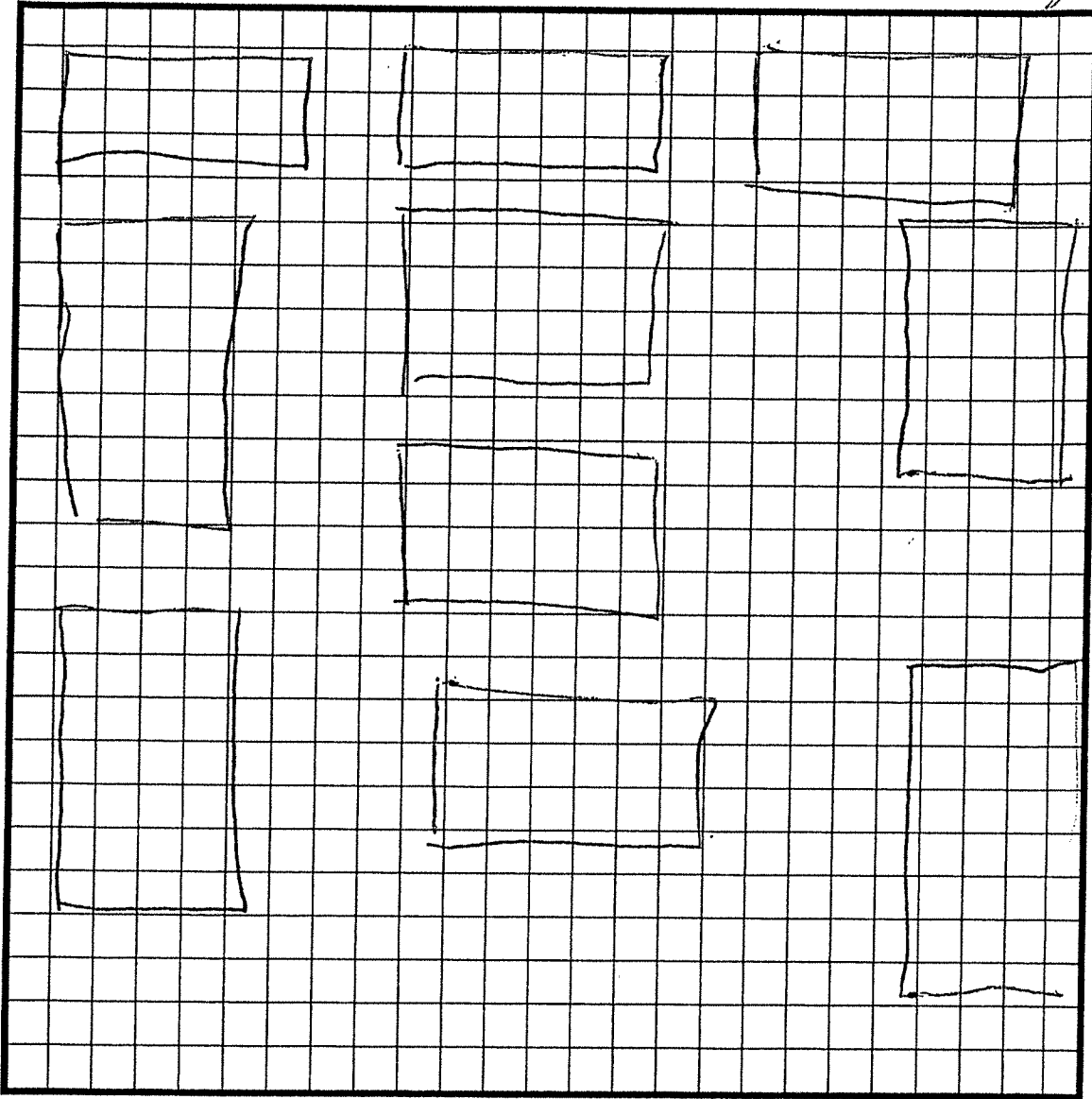
→ TC Approval 11-20-18 ER Last Year approval
TC Approval 11-26-19 ER

SITE PLAN

Event:

misttete magic

*each vendor
will have a
6x3 space
so set up
may
vary*



Please indicate direction

Join Us For

Mistletoe

Magic

2022

~a Holiday Bazaar and Craft Show!~

December 2 from 3:30 to 7:30 p.m.

December 3 from 10 a.m. to 3 p.m.

At the **Povah Center**

(10 S. Geysler, intersection of Geysler and Yellowstone)

West Yellowstone, Montana

co-sponsored by

Three Wise Women Productions
and The City of West Yellowstone

FOR OFFICE USE ONLY

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

Approved		Denied	_____
			Town Clerk

			Date

ATTACHMENTS

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

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: wildfire Defense Race Series - sled Dog Races
Sponsor Organization: Klondike Dreams
Sponsor Address: 3901 Henrys Lake Dr, Island Park, ID 83429
Contact Person: Charlotte Mooney
Contact Phone: 406-646-4988 Fax: _____
E-mail Address: klondikedreams1@gmail.com
Date(s) of Event: January 21 & 22 and February 8, 9, & 10, 2023
Location of Event: north end of Dunraven Street

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code (www.codepublishing/MT/WestYellowstone.html). The sponsor and vendors must collect 3% on all resort tax applicable sales and remit to the Town by the 20th of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

Event Fee: \$ 25
Resort Tax Bond: \$ waiver requested
Vendor(s) Fee: \$ NA
Total Due: \$ 25

[Signature]
Signature of Applicant
9/20/2022
Date

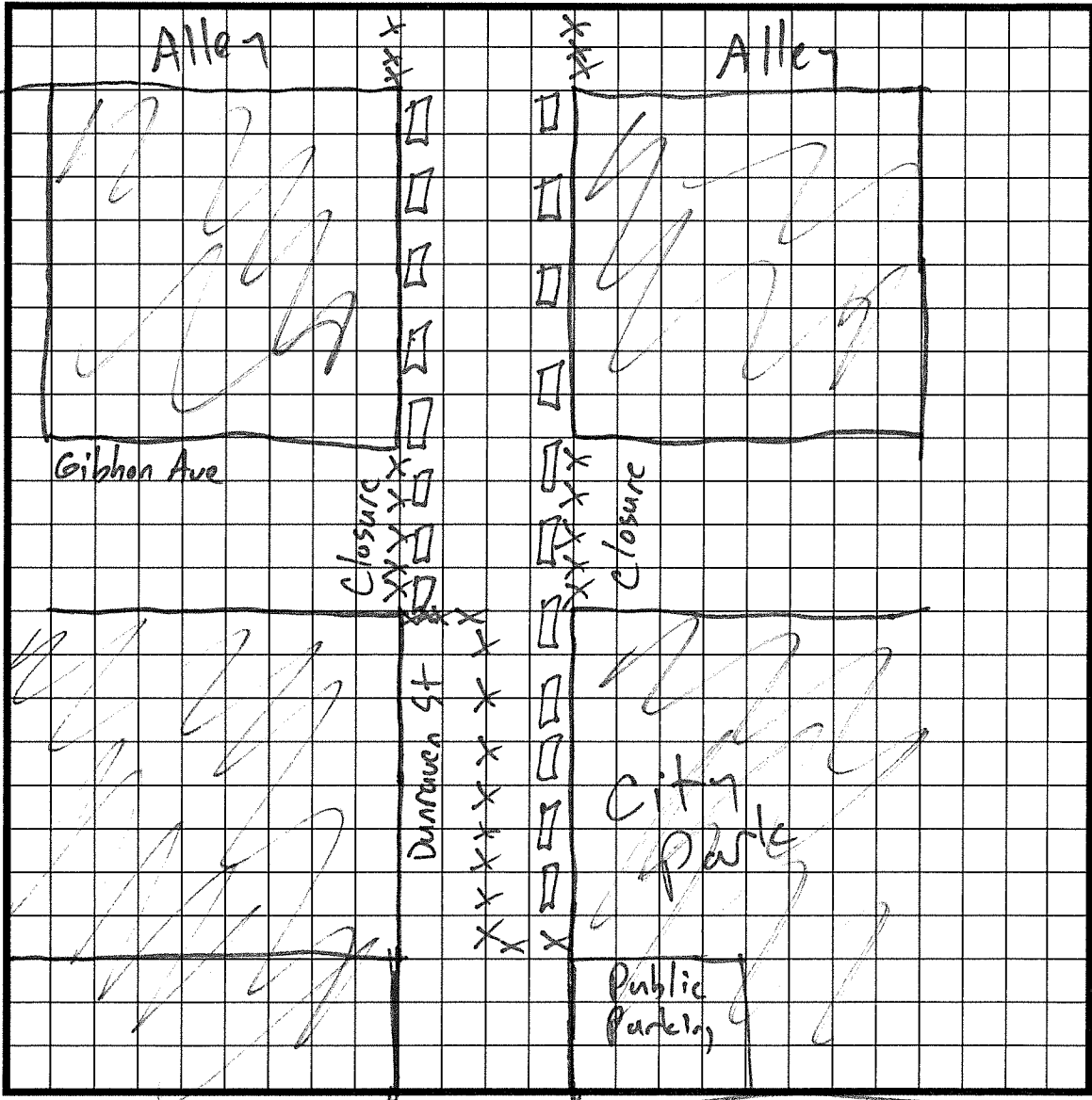
Date Received by the Town: 9/29/22 ep

SITE PLAN

Event: Wildfire Defense Race Series - Sled Dog Races

□ = competitor parking

x = closures



Please indicate direction Highway 20

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
Fire	SB	10/12/12	
Police			
Finance			
Administration			
Notes/Conditions: _____			

Approved		Denied	
			_____ Town Clerk
			_____ Date

ATTACHMENTS

Liability Insurance Yes No Waived

Outside Amplification Permit Yes No NA

Encroachment Application Yes No NA

Open Container Resolution Yes No NA

Resort Tax Bond Paid Surety NA

Town of West Yellowstone,

I am writing this letter to request a waiver of the Resort Tax Bond required for approval of Special Event Permits. There will be no sales at the races and the only taxable income will be on entry fees. There will be a limit on the number of competitors allowed in each race and expected Resort Tax payable will be approximately \$149. I can pay the entire expected tax due in advance in lieu of the Resort Tax Bond, a detailed breakdown of maximum receipts from entries is as follows:

Fun Run

15 Pro Teams @\$65ea = \$975

10 Rec Teams @\$35ea = \$350

Yellowstone Special

20 Pro Teams @\$120ea = \$2,400

Total Taxable Receipts = \$3,725

X 4% = \$149

Thank you for your time and consideration.

Regards

Charlotte Mooney – Race Manager

A handwritten signature in black ink, appearing to read 'Charlotte Mooney', with a long, sweeping underline that extends to the right.



Event General Liability Insurance Proposal & Application

Payment Outstanding: [Click here to make payment](#)

PROPOSAL NUMBER 2928480
PREPARED ON 09/23/2022
PRICING VALID UNTIL 09/30/2022 (7 days)

PREPARED FOR Charlotte Mooney DBA Klondike Dreams Charlotte Mooney 3901 Henrys Lake Drive, Island Park, ID 83429 Phone: 4066404988 Email: charlottemooney@yahoo.com	LICENSED AGENT (ALL 50 STATES) East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945																								
PROPOSAL CREATED BY www.TheEventHelper.com Inc. Direct Sale PO Box 1549, Grass Valley, CA 95945 Phone: (530) 477-6521 Email: info@eventhelper.com	INSURED BY Evanston Insurance Company NAIC: 35378 Rating: A.M. BEST A(Excellent) XV																								
COVERAGE LIMITS <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Each Occurrence (Includes Bodily Injury and Property Damage)</td> <td style="text-align: right; padding: 2px;">\$1,000,000</td> </tr> <tr> <td style="padding: 2px;">Damage to Rented Premises</td> <td style="text-align: right; padding: 2px;">\$100,000</td> </tr> <tr> <td style="padding: 2px;">Personal & Advertising Injury</td> <td style="text-align: right; padding: 2px;">\$1,000,000</td> </tr> <tr> <td style="padding: 2px;">Products / Completed Operations Aggregate</td> <td style="text-align: right; padding: 2px;">\$2,000,000</td> </tr> <tr> <td style="padding: 2px;">General Aggregate</td> <td style="text-align: right; padding: 2px;">\$2,000,000</td> </tr> <tr> <td style="padding: 2px;">Medical Payments</td> <td style="text-align: right; padding: 2px;">\$5,000</td> </tr> <tr> <td style="padding: 2px;">Liquor Liability</td> <td style="text-align: right; padding: 2px;">Not Included</td> </tr> <tr> <td style="padding: 2px;">Waiver of Subrogation</td> <td style="text-align: right; padding: 2px;">Not Included</td> </tr> <tr> <td style="padding: 2px;">Primary & Non-Contributory</td> <td style="text-align: right; padding: 2px;">Not Included</td> </tr> <tr> <td style="padding: 2px;">Additional Insured(s)</td> <td style="text-align: right; padding: 2px;">Included</td> </tr> <tr> <td style="padding: 2px;">Hired & Non-Owned Auto</td> <td style="text-align: right; padding: 2px;">Not Included</td> </tr> <tr> <td style="padding: 2px;">Deductible</td> <td style="text-align: right; padding: 2px;">\$1,000</td> </tr> </table>	Each Occurrence (Includes Bodily Injury and Property Damage)	\$1,000,000	Damage to Rented Premises	\$100,000	Personal & Advertising Injury	\$1,000,000	Products / Completed Operations Aggregate	\$2,000,000	General Aggregate	\$2,000,000	Medical Payments	\$5,000	Liquor Liability	Not Included	Waiver of Subrogation	Not Included	Primary & Non-Contributory	Not Included	Additional Insured(s)	Included	Hired & Non-Owned Auto	Not Included	Deductible	\$1,000	POLICY COVERAGE INTENT This is just an brief overview, see policy for exact coverage. Property Damage Coverage for your rented Event Locations. Bodily Injury Coverage for your Event Attendees. Protection from Property Damage & Bodily Injury Lawsuits.
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Outstanding Policy Cost	\$202.00																								
EVENT DETAILS Where is your event? MT Total days of coverage you need? 2 Estimated total attendance? 150 Dog Event	COVERAGE TERM Dates of Coverage: 01/22/2023, 01/23/2023																								
We can accept cash or check on a very limited basis and for only certain types of events. If you don't have a credit card or debit card, please contact us at least 30 days before the start date of your event at 855-493-8368 or info@theeventhelper.com. Payment must be made received and posted by us prior to the first coverage date on the policy.																									
ADDITIONAL INSUREDS (SHOWING 2 OF 2) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">United States of America</td> <td style="padding: 2px;">Town of West Yellowstone</td> </tr> <tr> <td style="padding: 2px;">Hebgen Lake Ranger District</td> <td style="padding: 2px;">Yellowstone Ave</td> </tr> <tr> <td style="padding: 2px;">311 US-191/Box 520</td> <td style="padding: 2px;">West Yellowstone, MT 59758</td> </tr> <tr> <td style="padding: 2px;">West Yellowstone, MT 59758</td> <td></td> </tr> </table>		United States of America	Town of West Yellowstone	Hebgen Lake Ranger District	Yellowstone Ave	311 US-191/Box 520	West Yellowstone, MT 59758	West Yellowstone, MT 59758																	
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Event General Liability Insurance
Proposal & Application

Payment Outstanding: [Click here to make payment](#)

PROPOSAL NUMBER 2573075
PREPARED ON 09/13/2022
PRICING VALID UNTIL 09/20/2022 (7 days)

PREPARED FOR Charlotte Mooney DBA Klondike Dreams Charlotte Mooney 3901 Henrys Lake Drive, Island Park, ID 83429 Phone: 4066464988 Email: charlottemooney@yahoo.com	LICENSED AGENT (ALL 50 STATES) East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945								
PROPOSAL CREATED BY www.TheEventHelper.com Inc. Direct Sale PO Box 1549, Grass Valley, CA 95945 Phone: (530) 477-6521 Email: info@eventhelper.com	INSURED BY Evanston Insurance Company NAIC: 35378 Rating: A.M. BEST A(Excellent) XV								
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EVENT DETAILS Where is your event? MT Total days of coverage you need? 3 Estimated total attendance? 150 Dog Event	UNDERWRITING QUESTIONS See Underwriting Document								
COVERAGE TERM Dates of Coverage: 02/08/2023, 02/09/2023, 02/10/2023	We can accept cash or check on a very limited basis and for only certain types of events. If you don't have a credit card or debit card, please contact us at least 30 days before the start date of your event at 855-493-8368 or info@theeventhelper.com. Payment must be made received and posted by us prior to the first coverage date on the policy.								
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Yellowstone Ave	Hebgen Lake Ranger District								
West Yellowstone, MT 59758	331 US-191/Box 520								
	West Yellowstone, MT 59758								



**CIA Insurance Agency Inc dba Agency
Insurance Div**
 PO BOX 161336
 Big Sky, MT 59716
 United States
 Tel: 406.993.9242
 www.agencyinsdiv.com

Invoice: NN1076348
 Amount Due: \$404.00
 Payment Due: September 23, 2022
 Bill To: **Charlotte Mooney** ▼
 Charlotte Mooney
 charlottesmooney@yahoo.com

ITEMS	AMOUNT
Special Events	\$404.00 ▼
1 x \$404.00	
Two Dog Races Event Insurance	
<hr/>	
Total (USD):	\$404.00

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THE TOWN OF

WEST YELLOWSTONE

Marketing and Promotion Fund Advisory Board (MAPFAB)

RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: _____

Event or Project Name: _____

Date Submitted: _____

Date Approved by MAPFAB: _____

Requested Funding Amount: _____

Approved Funding Amount: _____

Comments:

Recommendation submitted by: John M. Greve, MAPFAB Secretary

This MAP Fund Award Recommendation is approved by the Town Council

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

Signature _____

MAYOR OR APPOINTED REPRESENTATIVE

Date _____

Comments:

Copy 1 – Town Clerk

Copy 2 – Town Council

Copy 3 – MAP Fund Advisory Board



Marketing and Promotion (MAP) Fund APPLICATION COVER PAGE

APPLICANT INFORMATION

Applicant Individual or Organization: _____

Event or Project Contact Person: _____

Address: _____

Phone: _____ Email: _____

Application Submission Date: _____

EVENT OR PROJECT INFORMATION

Event or Project Name: _____

Location of Event or Project: _____

Date(s) of Event or Project: _____

Estimated Total Event or Project Cost: _____

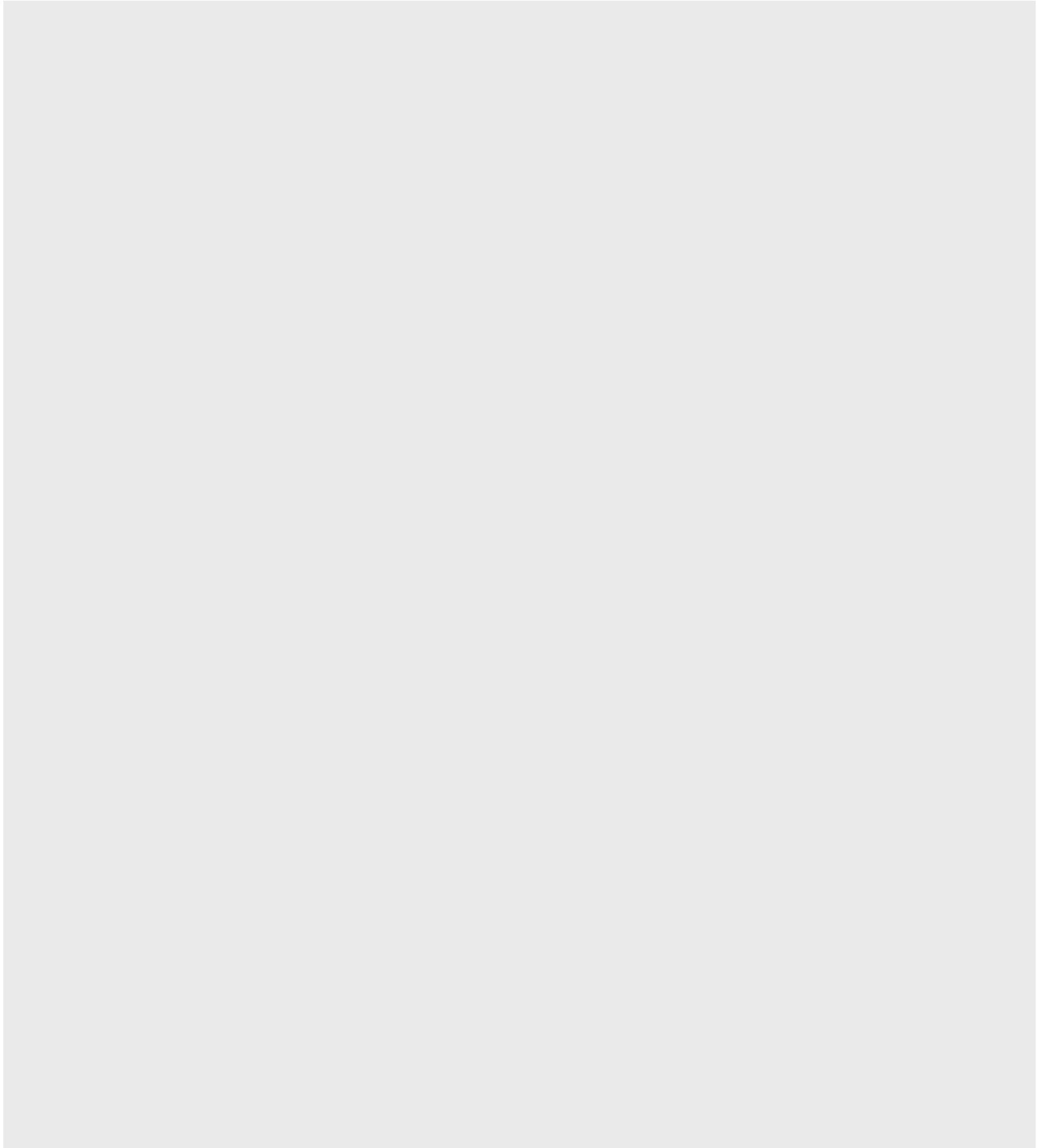
MAP Fund Amount Requested: _____

SECTION 1 · PROPOSED EVENT OR PROJECT SUMMARY

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

SECTION 2 • PROPOSED TIMELINE

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



SECTION 3 • PUBLICITY, PROMOTION, MARKETING

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

SECTION 4 • PROPOSED BUDGET

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

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

Income				
	Sponsor Income		\$5,000.00	
	Retail Income		\$500.00	
	Race Registrations		\$40,000.00	
	MAP grant		\$11,550.00	
		TOTAL	\$57,050.00	
Expenses				
	Event operations			
		Race Expenses	\$8,000.00	(e.g., bibs, skier swag, feed stations, volunteer expenses, medals, etc.)
		Prize money	\$6,000.00	
		Timing	\$4,000.00	
		Grooming	\$6,700.00	
		U.S. Forest Service	\$2,500.00	
	Marketing & Promotion	Marketing	\$2,500.00	
	Payroll	Payroll	\$6,000.00	(e.g., Director, Chiefs of comp, course, volunteers, etc.)
	General operating expenses	Porta Potties	\$1,500.00	
		Insurance	\$1,290.00	
		Miscellaneous	\$3,000.00	(e.g., credit card processing fees, accounting, postage, etc.)
		TOTAL	\$41,490.00	
Proposed MAP Budget Request				
	Marketing & Promotion	Marketing	\$1,200.00	
	Event operations	Payroll	\$3,000.00	
		Timing	\$3,000.00	
		Grooming	\$3,350.00	
	General operating expenses	Porta potties	\$1,000.00	
		TOTAL	\$11,550.00	

SECTION 5 · APPLICATION REVIEW CRITERIA

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

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

SECTION 5 - APPLICATION REVIEW CRITERIA

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

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

4 Can your event or project proceed without MAP funds?

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

SECTION 6 · APPLICATION SUPPORTING DOCUMENTATION

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



June 3, 2022

MAP Funds outcome report

The 2022 Yellowstone Rendezvous Race was a success with 540 participants. Prior to the pandemic, we were averaging 650 skiers per year. The last Rendezvous Race with a comparable style was held in 2020 and had 700 race registrants. Feedback from participants this year was all very positive; it seems everybody had a good time.

The impact on local businesses was likely positive though not to the degree we had hoped. Comparing TBID collections for March over the last three years suggests that race participation maps onto TBID collections. TBID collections were a lower for 2022 compared to 2020 (pre-pandemic). And while numbers are shared for 2021, the race format was completely different than it traditionally, so while there for information, the numbers are not reliable comparison. Taken altogether, lodging was likely down because the number of registrants was down.

Year	TBID collected
2020	\$5,573.62
2021	\$5,412.60
2022	\$4,841.27

We are grateful for the funds provided by MAP. These funds help alleviate some of the financial stress and burden of hosting an event like the Rendezvous Race. And because of these funds, we were able to offer a positive and hospitable experience to all that attended, volunteers, racers, and spectators. We look forward to next year and continued recovery from pandemic limitations!

Certification

Applicant Individual or Organization: Yellowstone Rendezvous Race

Event or Project Contact Person: Julie Wieseler

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 Julie L Wieseler

Name (printed) Julie Wieseler

Title Grant Administrator

Date 20 Oct 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:



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: Destination Yellowstone (Chamber Kids'N'Snow Committee)

Event or Project Contact Person: Katrina Wiese & Kristy Coffin

Address: 30 Yellowstone Ave, PO Box 458, West Yellowstone MT59758

Phone: 406-646-7701 Email: president@destinationyellowstone.com, kcoffintbid@gmail

Application Submission Date: October 20, 2022

EVENT OR PROJECT INFORMATION

Event or Project Name: Kids'N'Snow Event Series 2022/23

Location of Event or Project: West Yellowstone Visitor Center & various locations in and around Town

Date(s) of Event or Project: Dec 17, 2022; Jan. 7, Feb. 4 & March 4, 2023

Estimated Total Event or Project Cost: \$20,000

MAP Fund Amount Requested: \$7,000

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.

Kids'N'Snow is a program in West Yellowstone, MT that connects kids & families to nature. A partnership between the Grizzly & Wolf Discovery Center, the WY Chamber, TBID, & other community organizations & individuals seeks to offer winter-friendly, family-centered, process-based programming one weekend per month December-March. By achieving this goal, we meet community and organizational objectives of increasing room nights and attracting visitors to West Yellowstone consistent with our long-term vision of West Yellowstone as a vacation destination.

The mission of the program is to offer an opportunity for all kids, both from our community and winter visitors, the chance to try new things in a safe and fun hands-on learning environment. It's a chance to develop lifelong healthy habits as well as instill a reason to return over and over again in the winter.

Scheduled opportunities to connect & learn more about nature include ice fishing, Nordic skiing, snowmobiling, sled dog rides, geo-caching and snowshoeing. Meeting a live raptor, learning winter snow safety, discovering the magic of hibernation, and tracking wildlife in the snow are other activities.

The program had to take a break in 2020 due to covid-19 restrictions and last year we had to take the program back to basics - but this year we are ready to bring Kids N' Snow back. The demand is there to bring the program back, making the 22-23 season a perfect rebuilding year. The December event is also in conjunction with the Christmas Stroll and January with the NAIFC Tournament. We are also lucky to secure Amy Freed as our coordinator, and she and her family will be traveling back to our community for Kids N Snow weekends.

Pre-pandemic, and after nearly 10 years, the program was still going strong with more than 1,000 participants spanning more than ten states and several countries over the four weekends each winter. We are always researching ways to expand the outdoor programming, & significantly increase the nature play experiences for children of all ages and their families.

As the West Entrance to Yellowstone National Park, we have the unique opportunity to work with local Park staff when creating activities for Kids'N'Snow. Activities offered include ranger-led talks and snowshoe hikes, and much more.

In 2012, the program received the "Tourism Event of the Year" from the Montana Office of Tourism and in 2014, we were awarded an AZA Nature Grant, recognizing us as an AZA Nature Play Site.

In 2017/18, Yellowstone National Park granted approval for snowcoach samplers to resume, which we are working to bring back.

Receiving financial, logistical, and creative support for Kids'N'Snow would allow a sustainable boost to this program which would benefit thousands of children and family members for years to come.

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.

October/November:

Finalize marketing budget & Outline press/media plan
December advertising placement & creative, media & publicity
Creative & produce print pieces
Website updates - Newsletter sign-ups added for added continual reach
Social Media focus
Set-up Kids'N'Snow Patrol

December:

December 17, 2022 – Event Weekend
Finalize and publicize December event schedule
December advertising & publicity
January advertising placement & creative, media & publicity
Create & setup Kids Headquarters
Event management/Administrative (billing, communications)
Survey of attendee's
Website updates

January:

January 7, 2023 – Event Weekend
Finalize and publicize January event schedule
January advertising & publicity
February advertising placement & creative, media & publicity
Setup Kids Headquarters & signage
Event management/Administrative (billing, communications)
Website updates

February:

February 4, 2023 – Event Weekend
March advertising placement & creative, media & publicity
Setup Kids Headquarters & signage
Coordination with schedules & partners
Event management/ Administrative (billing, communications)
Survey of attendee's
Website updates

March:

March 4, 2023 – Event Weekend
Media updates
Setup Kids Headquarters & signage
Coordination with schedules & partners
Event management/ Administrative (billing, communications, final reports)

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.

Marketing will be directed towards our winter drive markets in Idaho, Wyoming, Utah, and Montana. The website, Facebook, and Twitter pages are Internet-based that reach followers on a regional and national level. Each season, we strive to reach new markets.

Geographically, our audiences are predominantly from Idaho, WY, UT, ND, SD & MT, but we see participants from as far away as FL & TX. Our local lodging partners, and Events Committees include program information in their promotions, further enhancing our regional & national reach.

On a local level, we plan to ask businesses to help support Kids'N'Snow through their own advertising efforts. We will be working with media partners for matching advertising programs, editorial and no-charge publicity across radio, television, magazines, and web. We are partnering with other events to share ad space and stretch our advertising dollars. We will use as many mediums as possible including, but not limited to, press releases, print and web advertising, and radio.

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. The MAP Fund Board will follow the Rules and Regulations as Formulated and Adopted by the Montana Governor's Tourism Advisory Council when determining allowable admin. 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

See attached.

We are asking for MAP Funding to help cover partial costs for the following:

- Marketing - up to \$4,000.00 (includes paid advertisements, print projects/signage, and website)
- Supplies for s'mores and activities - up to \$500
- Grooming of hill - \$500
- Admin - up to \$2000 (includes accounting fees, insurance, coordinator pay)

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?

Keeping winter lively in West Yellowstone is important to all. Guests have a better experience when more businesses can be open. Our residents have employment opportunities and enjoy better services when more businesses can prosper. Kids'N'Snow will directly benefit the entire gamut of business in West Yellowstone: lodging, restaurants, activities, attractions, retail stores, service businesses, gas station operators, etc.

Pre-pandemic, Kids'N'Snow was a multi-day event encouraging families to spend one or more nights. We work with local lodging properties to include this information on their websites and in their own promotion efforts, as well as offer packages or specials that would encourage an overnight stay. We feel that by giving visitors more to do while they are here, even if only one day of the weekend, they are still encouraged to spend at least one night in West Yellowstone, or extend their stay. We now have people emailing and messaging us for dates so they can plan their family trip around one of the event weekends.

The social benefits of Kids'N'Snow are both immediate and long-term. It will immediately raise awareness of kids and winter activities as well as provide an immediate opportunity for local kids to do something at little or no cost. Many national organizations have recognized the importance of responsible outdoor recreation and education for our youth, much like that of AZA/Disney in 2014. We are hopeful that these organizations will award our program with grants this year that will allow us to continue to develop Kids'N'Snow into the future.

Indirectly, the publicity leading up and following this campaign will benefit the entire West Yellowstone winter community. Future winter visitors will become aware, or more informed, about the family-friendly nature of our community in the winter and the wealth of activities for all ages and abilities.

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 plan to use a number of metrics for evaluating the Kids'N'Snow project and continuing improvements:

- We can use monthly resort tax and TBID collections in a year-over-year comparison.
- We plan to continue the registration process. We are asking each child/family to register and receive a Kids'N'Snow Passport at the Kids Headquarters located in the Visitor Center. This registration process gathers information regarding numbers of family groups and lodging nights.
- We have an email address which will be used in all marketing efforts. This will allow us to track the number and type of requests. We keep a Kids'N'Snow email list with leads we gather through registration and pre-registration and inquiries through the website.
- We use analytics from the www.kidsnsnow.org website to track the number of visitors.
- We will also track resulting articles and media coverage, and any direct inquiries from publicity efforts.
- Our partners like GWDC and Yellowstone Giant Screen provide coupons with specific codes to track use.

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)?

- \$3,3830.00 for Kids'N'Snow (2010 – pilot program with limited activities)
- \$1,550.00 for Earth Day (April 2011)
- \$7,299.00 Kids'N'Snow (Nov 2011)
- \$5,985.00 Kids'N'Snow (Nov 2012)
- \$5,000.00 Kids'N'Snow (Nov 2013)
- \$5,000.00 Kids'N'Snow (Oct 2014)
- \$3,000.00 Kids'N'Snow (Sept 2015)
- \$5,000.00 Kids'N'Snow (Oct. 2016)
- \$5,000.00 Kids'N'Snow (Sept. 2017)
- \$6,500.00 Kids'N'Snow (Sept. 2018)
- \$7,000.00 Kids'N'Snow (Sept. 2019)

+

4 Can your event or project proceed without MAP funds?

Kids'N'Snow can proceed without MAP Funds. However, it would reduce the amount of marketing and publicity locally (signage), near-by communities, and destination family markets. We would reduce the event, marketing, or promotion as needed to compensate.

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"

We will include the appropriate verbiage and image on all event signage, advertising, promotional, and publicity efforts. We have made it a point to include West Yellowstone Montana on all promotional materials and encourage all organizations to do the same for community branding.

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.

We were awarded funds in 2021, however we didn't utilize them because we did a Back to Basics approach with only sledding & smores nights.

Certification

Applicant Individual or Organization: Destination Yellowstone (Chamber/CVB KidsNSnow Committee)

Event or Project Contact Person: Katrina Wiese & Kristy Coffin

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  Name (printed) Katrina Wiese

Title President/CEO Date 10/20/22

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:

KidsNSnow Prelim Budget 2022/23

Income

Committed: State Accommodations (Marketing) Pending Budget	\$2,000.00
Committed: Remaining from 20/21 (Unrestricted – sponsorships, donations, etc)	\$4,000.00
MAP(Marketing Grant)	\$7,000.00 Pending App
Sponsorships/Donations	\$3,000.00
	\$16,000.00

Expenses

Marketing

Print/Online/Social Media	\$3,500.00
Print: posters, Passports, flyers, banners, signage	\$1,000.00
Website Updates	\$1,500.00 **
Marketing & Project Management	\$5,500.00 **
Visitor Center Staff support	\$500.00 **
Volunteer Organize/supervise individual activities	
Activity Coordinators/Supervisors - rink, M120, ski, etc	\$2,000.00
Event Coordinator (Admin & Reg. Desk)	

Event supplies, equipment, insurance, etc.

Snow Patrol (gear/prize)	\$250.00
S'mores supplies	\$500.00
Supplies/Equipment for Activities	\$400.00
M120 Repairs/Upkeep	\$500.00
Insurance	\$1,100.00
Event Permit -City	\$25.00
Grooming of sled hill	\$725.00
Activities (GWDC, Art, etc)	\$2,500.00 *
Total	\$20,000.00
Est. In-Kind	(\$4,000.00)
Marketing & Operating	\$16,000.00

* Partial Costs are covered by in-kind donations

** Chamber & Accommodations cover partial costs

2022 Tentative Town Council Work Session Topics (Updated 11/9/22)

November 2022

11/15/22 Chamber of Commerce Update/Yellowstone Historic Center Update.

Representatives from the Chamber and YHC will give an update from the past season related to their organizations and any upcoming events or points of interest.

December 2022

12/06/22 Wastewater Treatment Facility Update. Dave Noel will be giving an update on the Wastewater Treatment Plan. Dave will be providing a detailed timeline of actions taken to date, answer questions related to the project, and discuss what actions need to be taken to continue to move the project forward.

January/February 2023 and future topics (Schedule will be finalized by priority/status as we get closer)

Town Council Goals/Priorities. As projects continue to be worked on and completed, we need to establish the next priorities/goals of the Town Manager and Town Council.

Department Head Update. Department Heads will report on the past year and some of their upcoming projects and priorities.

Zoning/Subdivision Code Updates. The planning consultants are getting close to presenting the updates/changes to the Planning Board and Town Council. The Consultant should be prepared to present to the Town Council in early 2023, as well as the process for establishing the zoning for the 80 acres.

Land Trust/Housing Discussions. Continued discussion with the local housing group and regional and state housing agencies on housing and land trust options for the 80 acres.

Mammoth Room. The Mammoth Room project is going to be a large undertaking. Further discussion is needed regarding the financing and timing of the project.

80 Acres Planning. Part of our contract with Intrinsik/Fall Creek is to prepare some planning ideas for development of the 80 acres. This is the final task after the zoning code revision and establishment of the zoning map.

FLAP Grant/Rails to Trails. The FLAP Grant planning will begin in earnest after the new year, specifically the public engagement portion of the planning. This may be a topic to consider for a future work session in early spring.

Facility Planning Study- Wastewater. The Town received a \$15,000 facility planning grant to conduct a planning study on our wastewater collection system. The total project cost is approximately \$50,000. The work is scheduled to begin next spring. I have asked Dave Noel to educate the council/public at a future work session about what

a facility planning study is, the work involved in the study, and the final product/outcomes.

2021 past work session topics

11/2/21 Heath Services Provider RFP.

11/16/21 Staffing Plan Discussion.

12/7/21 80 Acres Planning Discussion and framework.

2022 past work session topics

1/18/22 Council Direction for 2022/CIP Update.

1/19/21 Town Council Roles and Responsibilities Meeting.

2/1/22 WWTP Updates.

2/15/22 Final Staffing Plan/Town Leases.

3/1/22 Auditor Report

4/5/22 Marijuana Business Zoning Laws

4/19/22. Water/Wastewater rate review.

5/3/22. US-191 Wildlife and Transportation Assessment.

5/3/22. A Seat at the Table Update.

5/10/22. Healthcare Services Providers.

5/17/22 Wastewater rate review.

5/24/22 Dan Clark Revisited

6/7/22 Water/Wastewater rate review.

6/21/22 General Fund Budget.

6/28/22 Special Revenue and Debt Service Funds

7/5/22 Budget Special Request, Enterprise Funds

7/19/22 Capital Improvement Projects

7/26/22 Single Family Equivalent (SFE) Calculator & Budget Revisions/Review.

8/2/22 Budget Revisions/Review.

8/30/22 Single Family Equivalent (SFE) Calculator

09/20/22 CIP Project Update and Mammoth Room Update.

10/18/22 Waste Water Treatment Facility Update.