

# Town of West Yellowstone

Tuesday, November 2, 2021

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

**Meeting ID: 893 834 1297.**

## WORK SESSION

**5:30 PM**

Health Care Request for Proposals (RFP) Process

Discussion/Action ∞

## TOWN COUNCIL MEETING

**7:00 PM**

### Comment Period

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

Treasurer's & Securities Report

Purchase Orders ∞

Claims ∞

Business License Applications

Consent Agenda: **Minutes of the October 19, 2021 Town Council Meeting** ∞

**Minutes of the October 26, 2021 Special Town Council Meeting** ∞

Town Manager & Staff Reports ∞

Advisory Board Reports

### NEW BUSINESS

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Marketing and Promotions Fund Award Recommendations

Discussion/Action ∞

- 2021 West Yellowstone Ski Festival \$23,912.00

Mistletoe Magic Holiday Bazaar Special Event

Discussion/Action ∞

Fir Ridge Cemetery Access, USFS Form 299

Discussion/Action ∞

MFPE Police Protective Unit Memorandum of Agreement

Discussion/Action ∞

Designation of Town Manager as Lending Representative, Madison Valley Bank

Discussion/Action ∞

Correspondence/Meeting Reminders/FYI

- Snow Removal and Storage Meeting, November 10, 2021, 5:00 PM

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



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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

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P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE  
MONTANA**

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

info@townofwestyellowstone.com

**PURCHASE ORDER**

Date 10/28/21

Ship Via

Order No. 006441

Department PUBLIC SERVICES

TO: YELLOWSTONE PAVING SOLUTIONS

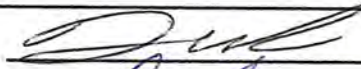
ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

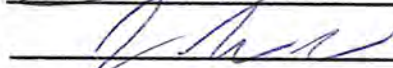
Quantity	Description
	<u>Crack seal East / west streets throughout town.</u>

Estimated Cost \$ 76,898<sup>00</sup>

Authorized By



Requested By:

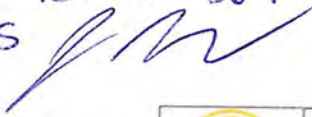


2821-430200-367

VENDOR COPY - White OFFICE COPY - Canary

2821 - 430200 - 367

JS



# Yellowstone Pavement Solutions

5150 Thorpe Road  
Belgrade, Montana 59714  
(406) 595-7471  
www.YellowstonePavementSolutions.com



**RECIPIENT:**

**Town of West Yellowstone**

440 Yellowstone Ave  
West Yellowstone, Montana 59758

**Invoice #614**

Issued Oct 11, 2021  
Due Oct 26, 2021

**Total \$76,898.00**

## Invoice From Yellowstone Pavement Solutions

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Oct 11, 2021				
Crack Route and Seal - East/West Streets	Route existing cracks where routing is required. Clean the crack to remove dirt and moisture. Apply crack sealant to cracks.	30449	\$2.00	\$60,898.00
Traffic Control	Daily rate.	4	\$4,000.00	\$16,000.00

Thank you for your business. Please contact us with any questions regarding this invoice.

**Total \$76,898.00**

Payment on this invoice can be made via check, ACH or credit card payment (+3% credit card fee ). We appreciate your prompt payment!

ACH Payment information:  
Account: 10226346  
Routing: 092905142  
Yellowstone Bank, 1960 N 19th Ave. Bozeman, MT 59718

Please send payment remittance to:  
accounting@yellowstonepavementsolutions.com

# Yellowstone Pavement Solutions

5150 Thorpe Road  
 Belgrade, Montana 59714  
 (406) 595-7471  
 www.YellowstonePavementSolutions.com



**RECIPIENT:**

**Town of West Yellowstone**

440 Yellowstone Ave  
 West Yellowstone, Montana 59758

**Estimate #21171**

Sent on May 21, 2021

**Total** **\$148,642.00**

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT COST	TOTAL
Crack Route and Seal - East/West Streets	Route existing cracks where routing is required. Clean the crack to remove dirt and moisture. Apply crack sealant to cracks.	30449	\$2.00	\$60,898.00
Crack Route and Seal - North/South Streets	Route existing cracks where routing is required. Clean the crack to remove dirt and moisture. Apply crack sealant to cracks.	28437	\$2.00	\$56,874.00
Crack Route and Seal - Grizzly Area	Route existing cracks where routing is required. Clean the crack to remove dirt and moisture. Apply crack sealant to cracks.	13435	\$2.00	\$26,870.00
Traffic Control	Daily rate.	1	\$4,000.00	\$4,000.00

*Need to do a budget amendment for the unallocated funds not factored from initial proposal when budget was amended/adopted*

*From initial proposal i didn't factor this into account, was uncertain how many days the crack seal would take*

**Total** **\$148,642.00**

This quote is valid for 30 days. Please contact us for any changes. Please refer to the attached contract language.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

10/29/21  
14:17:25

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 11/21

Page: 1 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
48491	2088 Town West Yellowstone	713.13							
10/31/21	utility chrgs, Chamber, 895	65.51		BLDGS	1000 411257	340	101000		
10/31/21	utility chrgs, UPDL, 892	92.83		BLDGS	1000 411252	340	101000		
10/31/21	utility chrgs, PS Shops, 884	42.81		BLDGS	1000 411253	340	101000		
10/31/21	utility chrgs. Povah Ctr, 887	81.56		BLDGS	1000 411255	340	101000		
10/31/21	utility chrgs, Police Dept, 886	54.61		BLDGS	1000 411258	340	101000		
10/31/21	utility chrgs, City Park, 885	136.94		BLDGS	1000 411253	340	101000		
10/31/21	utility chrgs, Library, 891	43.36		LIBBLD	1000 411259	340	101000		
10/31/21	utility chrgs, Twn Hall, 921	195.51		TWNHAL	1000 411250	340	101000		
48492	95 Energy West-Montana	1,836.53							
10/26/21	nat gas 210361788 updl	292.50		UPDH	1000 411252	344	101000		
10/26/21	nat gas 210360293 Police	30.59		POLBLD	1000 411258	344	101000		
10/26/21	nat gas 210361746 Pub Services	346.88		STREET	1000 430200	344	101000		
10/26/21	nat gas 210361811 old firehall	37.38		PARK	1000 460430	344	101000		
10/26/21	nat gas 210363966 old bld ins	64.41		STREET	1000 430200	344	101000		
10/26/21	nat gas 210360540 library	198.04		LIBBLD	1000 411259	344	101000		
10/26/21	nat gas 210364599 Povah	423.65		POVAH	1000 411255	344	101000		
10/26/21	nat gas 210361697 Iris Lift St	39.08		PUBSVC	1000 430200	344	101000		
10/26/21	nat gas 210365425 Twn Hall	370.02		TWNHAL	1000 411250	344	101000		
10/26/21	nat gas 210361655 Mad Add Sewe	33.98		SEWER	5310 430600	344	101000		
48498	2264 MORNING GLORY COFFEE & TEA	32.50							
069089	10/19/21 Dispatch coffee	32.50		DISP	1000 420160	220	101000		
48502	42 Fall River Electric	9,317.87							
10/20/21	PARK, old firehouse 2901001	141.98		PARK	1000 411253	341	101000		
10/20/21	povah comm ctr 4212001	242.77		POVAH	1000 411255	341	101000		
10/20/21	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000		
10/20/21	RR Well 4212005	366.05		WATER	5210 430500	341	101000		
10/20/21	SEWER LIFT STATION 4212006	319.37		SEWER	5310 430600	341	101000		
10/20/21	SEWER PLANT 4212007	1,473.92		SEWER	5310 430600	341	101000		
10/20/21	POLICE 4212008	214.11		POLICE	1000 411258	341	101000		
10/20/21	TOWN HALL 4212009	336.99		TWNHLA	1000 411250	341	101000		
10/20/21	ICE RINK 421010	55.03		PARKS	1000 411253	341	101000		
10/20/21	South Iris Street Well 4212013	430.78		WATER	5210 430500	341	101000		
10/20/21	MAD SEWER LIFT 4212014	105.65		SEWER	5310 430600	341	101000		
10/20/21	Hayden/Grouse Well 4212015	40.85		WATER	5210 430500	341	101000		
10/20/21	MADADD H2O Tower 4212017	54.11		WATER	5210 430500	341	101000		
10/20/21	SHOP 4212018	84.26		STREET	1000 430200	341	101000		
10/20/21	ANIMAL 4212029	54.11		ANIML	1000 440600	341	101000		
10/20/21	CLORINATOR 4212030	49.21		WATER	5210 430500	341	101000		
10/20/21	Electric Well 4212031	46.32		WATER	5210 430500	341	101000		
10/20/21	PARK 4212032	117.82		PARKS	1000 411253	341	101000		

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	10/20/21	UPDH 4212041		736.43		UPDH	1000 411252	341	101000
	10/20/21	SEWER TREAT SERV 4212046		2,888.67		SEWER	5310 430600	341	101000
	10/20/21	LIBRARY 23 dunraven 4212054		108.19		LIBR	1000 411259	341	101000
48510		1514 Verizon Wireless		1,157.06					
		21 Smartphones							
		5 laptops							
	11/20/21	640-0108, Police		45.58		POLICE	1000 420100	345	101000
	11/20/21	640-0121 Laptop		40.01		POLICE	1000 420100	345	101000
	11/20/21	640-0141 Street SP		45.58		STREET	1000 430200	345	101000
	11/20/21	640-0159 Street SP		45.57		STREET	1000 430200	345	101000
	11/20/21	640-0606 911 Dispatch		45.57		911	2850 420750	345	101000
	11/20/21	640-1103, Operator SP		45.57		STREET	1000 430200	345	101000
	11/20/21	640-1460, Library Dir, SP		45.58		LIBRAR	2220 460100	345	101000
	11/20/21	640-1461, S & W operator, SP		45.57		SEWER	5310 430600	345	101000
	11/20/21	640-1462, S & W Super, SP		45.57		WATER	5210 430500	345	101000
	11/20/21	640-1463, Deputy PSS, SP Sspnd		45.57		PARKS	1000 460430	345	101000
	11/20/21	640-1472, Ops Mgr, SP		45.57		ADMIN	1000 410210	345	101000
	11/20/21	640-1676, Rec Coord, SP		45.57		REC	1000 460440	345	101000
	11/20/21	640-1754, COP, SP		45.57		POLICE	1000 420100	345	101000
	11/20/21	640-1755, Police		45.57		POLICE	1000 420100	345	101000
	11/20/21	640-1756, Police		45.57		POLICE	1000 420100	345	101000
	11/20/21	640-1757, Police		45.57		POLICE	1000 420100	345	101000
	11/20/21	640-1758, Police, SP		45.57		POLICE	1000 420100	345	101000
	11/20/21	640-1759, Police		45.57		POLICE	1000 420100	345	101000
	11/20/21	640-7547, Street SP		45.57		PARKS	1000 460430	345	101000
	11/20/21	640-9074, PSS, SP		45.57		STREET	1000 430200	345	101000
	11/20/21	640-2195 683 laptop		40.02		POLICE	1000 420100	345	101000
	11/20/21	640-2551 COP laptop		40.01		POLICE	1000 420100	345	101000
	11/20/21	641-0184 686 laptop		40.01		POLICE	1000 420100	345	101000
	11/20/21	641.0207 681 laptop		40.01		POLICE	1000 420100	345	101000
	11/20/21	640-2354 Social Services		45.57		SOCSEF	1000 450135	345	101000
	11/20/21	640-2629 City Judge		45.57		COURT	1000 410360	345	101000
48521		3331 Commercial Tire		3,622.43					
	58364	09/23/21 20.5R25 GXY Tires (2)		3,622.43		ROAD	1000 430200	239	101000
48522		3276 Laurel Power Systems Inc.		6,815.51					
	3125	08/07/21 Control Board Replacement		6,815.51		SEWER	5310 430600	357	101000

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TOWN OF WEST YELLOWSTONE  
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48523		3250 Dianna Hansen		25.32					
	10/19/21	Mailing services UPS		25.32		SOCSEER	1000 450135	311	101000
48524		2932 OverDrive, Inc.		880.03					
	0152621250	06/03/21 Dep on Acctnt Cntnt Puch Li		880.03		LIBRY	2220 460100	398	101000
48525		2977 Staples Credit Plan		402.46					
	2924834441	09/11/21 Office Supplies		121.24		ADMIN	1000 410210	220	101000
	2930911901	09/21/21 Office Supplies		20.47		ADMIN	1000 410210	220	101000
	2940246331	10/05/21 Dispth Supplies		229.78		DSPTCH	1000 420160	220	101000
	2943370861	10/09/21 Office Supplies		30.97		ADMIN	1000 410210	220	101000
48526		309 PJ's Plumbing & Heating		672.00					
	99006067	10/12/21 VisitorCenter-restrooms		672.00		CHMBR	1000 411257	357	101000
48527		3060 ULINE		350.53					
	63129279	10/14/21 Sanitaire Industrial vacuum		350.53		POVAH	1000 411255	212	101000
48528		2822 ClearBlu Business Services		150.00					
	1330 10/12/21	Dispatch Center-Conf rm		50.00		POLICE	1000 411258	398	101000
	1330 10/12/21	PoliceStation-bookiingrm/cell11		50.00		POLICE	1000 411258	398	101000
	1330 10/19/21	PoliceStn-bookiingrm/cell11/2		50.00		POLICE	1000 411258	398	101000
48529		3261 Targhee Services		612.10					
	10/09/21	18Dodgeram15000oilchange		612.10		STREET	1000 430200	361	101000
48530		3309 AQUAPRO		3,297.76					
	21065 10/07/21	Submersivletransmitter		698.77		SEWER	5310 430630	369	101000
	21070 10/07/21	LED Street Light		219.99*		SEWER	5310 430600	220	101000
	21053 09/20/21	10VR6stage5HPTEFC Motor		2,379.00		WATER	5210 430500	369	101000
48531		3315 IAS EnviroChem		1,052.00					
	2105901 10/20/21	Ammonia,nitrogen,alkalinityte		1,052.00		WATER	5210 430500	348	101000
48532		3241 Bridger Analytical Lab		280.00					
	<b>2110367 10/22/21</b>	<b>Total Coliform/E.coli tests</b>		<b>280.00</b>		<b>WATER</b>	<b>5210 430500</b>	<b>348</b>	<b>101000</b>
48533		2088 Town West Yellowstone		377.00					
	10/22/21	ExoneratedBondtoSocSer-Jarrott		377.00		COURT	7469 212401		101000



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TOWN OF WEST YELLOWSTONE  
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\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48534		1446 Yellowstone Historic Center		3,106.25					
	21-05B	10/21/21 Remaining CentnialRail Car		3,106.25		MAP	2101 410130	398	101000
48535		3332 YELLOWSTONE PAVEMENT SOLUTIONS		76,898.00					
	614	10/11/21 Crack sealant to the streets		60,898.00*		BARSAA	2821 430200	367	101000
	614	10/11/21 Traffic Control		16,000.00*		BARSAA	2821 430200	367	101000
48536		3317 3H Construction LLC		15,000.00					
	1973	10/25/21 Sanitary Sewer Mainlinecleanin		15,000.00		SEWER	5310 430600	357	101000
48537		2684 Titan Machinery		866.64					
	16209605GP	10/14/21 Sheet-Wear strip(3)		866.64		ROAD	1000 430200	361	101000
48538		3286 Yellowstone Winterization		310.00					
	3216	10/24/21 Winterizing UPDL		185.00		UPDL	1000 411252	357	101000
	3216	10/24/21 Winterizing Museum		125.00		UPDL	1000 411252	357	101000
48539		3333 Nika Hambly		2,500.00					
	22-01	10/22/21 RodeoRunSledDogRace		2,500.00		MAP	2101 410130	398	101000
48540		2440 David L Rightenour		365.00					
	09/30/21	CJIN TAC Conference9/21-23/21		122.00		DSPTCH	1000 420160	370	101000
	09/19/21	Training in Helena 9/12-17/21		243.00		DSPTCH	1000 420160	370	101000
48541		3313 Tracy M. Slezak		122.00					
	09/30/21	CJIN TAC Conference9/21-23/21		122.00		DSPTCH	1000 420160	370	101000
48542		1934 Brenda Martin		365.00					
	09/30/21	CJIN TAC Conference9/21-23/21		122.00		DSPTCH	1000 420160	370	101000
	09/19/21	NenaCTO&APCO Conference9/12-17		243.00		DSPTCH	1000 420160	370	101000
48543		3242 Fisher's Technology		12.43					
	957326	10/25/21 copy fee for finance		12.43		FINANC	1000 410510	356	101000
48544		29 Terrell's Office Machines Inc		215.00					
	422570	10/22/21 copier repair		215.00*		LIBES	2220 460100	364	101000
48545		3334 Ressler Toyota of Bozeman		39,000.00					
	10/01/21	2022 Toyota Sienna van		39,000.00		ADMIN	4000 410210	944	101000
			<b># of Claims</b>	<b>30</b>	<b>Total:</b>	<b>170,354.55</b>			

10/29/21  
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TOWN OF WEST YELLOWSTONE  
Fund Summary for Claims  
For the Accounting Period: 11/21

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Fund/Account	Amount
1000 General Fund	
101000 CASH	\$14,941.80
2101 Marketing & Promotions (MAP)	
101000 CASH	\$5,606.25
2220 Library	
101000 CASH	\$1,140.61
2821 Gas Tax BARSAA Funds	
101000 CASH	\$76,898.00
2850 911 Emergency	
101000 CASH	\$45.57
4000 Capital Projects/Equipment	
101000 CASH	\$39,000.00
5210 Water Operating Fund	
101000 CASH	\$4,743.89
5310 Sewer Operating Fund	
101000 CASH	\$27,601.43
7469 City Court - Judge Jent	
101000 CASH	\$377.00
<b>Total:</b>	<b>\$170,354.55</b>

WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**October 19, 2021**

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

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Lanie Gospodarek, Public Services Superintendent Jon Simms, Chief of Police Todd Richardson, Fire Chief Shane Grube

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

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

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

### **WORK SESSION**

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Mayor Johnson calls the meeting to order at 6:00 PM. The purpose of the work session is to discuss pending litigation strategy regarding the West Development LLC v. Town of West Yellowstone. Mayor Johnson makes the finding that it is appropriate to close the meeting to the public and the council adjourns into executive session with legal counsel. The work session adjourns at 7:15 PM.

#### **Public Comment Period**

Finance Director Lanie Gospodarek reports that Rod Gilmore contacted her today to let them know that the Pierre Martineau Award of Excellence in Government was bestowed on Ted Barkley of Belgrade.

#### **Council Comments**

Mayor Jerry Johnson reports that Guy Mudo is recovering from a recent heart attack. Albert "Chippa" Stowell also had a heart attack recently and is home recovering.

### **ACTION TAKEN**

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- 1) Motion carried to approve the payment of the claims, which total 4276,938.73. (Watt, Benike) Schmier abstains from claim #57826 to Jerry's Enterprises for \$30.00.
- 2) Motion carried to approve the new business license application for BZ Plowing & Snow Removal made by Zach Martin to operate a business (Benike, Watt)
- 3) Motion carried to approve the Consent Agenda, which includes the minutes of the October 5, 2021 Town Council Meeting. (Watt, Benike)
- 4) Motion carried to approve the recommendation from the Marketing and Promotions Fund Advisory Board to award \$3885.00 to the Dog Sled Races of West Yellowstone 2021 event. (Watt, Benike)
- 5) Motion carried to approve Resolution No. 764, a resolution establishing a Business Improvement Advisory Board to replace the Downtown Improvement District. (Watt, Mathews)
- 6) Motion carried to appoint Kelly Hart and Leah Sherman to the Business Improvement Advisory Board as business owners that lease the property for their business. (Benike, Watt)
- 7) Motion carried to appoint Grant Evje and Garrett Ostler to the Business Improvement Advisory Board as property owners. (Schmier, Watt) Mathews is opposed, motion passes.

- 8) Motion carried to appoint Rebecca Konieczny and Pauline Richardson to the Business Improvement Advisory Board as at-large board members. (Watt, Benike)
- 9) Motion carried to stagger the terms for the board initially for two 2-year terms, two 3-year terms, and two 4-year terms. (Watt, Benike)
- 10) Motion carried to appoint Jeff Mathews to Business Improvement Advisory Board as the Town Council representative concurrent with his term on the Town Council. (Johnson, Benike)
- 11) Motion carried to reappoint Lindsey Charlton and Brandi Brown to the Parks & Recreation Advisory Board for four-year terms. (Watt, Benike)

## **DISCUSSION**

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- 1) Mayor Johnson asks the administration to evaluate whether they need the line of credit that was set up at Madison Valley Bank to pay the engineering bills to Forsgren Associates for the new sewer plant. The line of credit was established at the beginning of the COVID-19 pandemic when the Town wasn't sure resort tax collections would be strong enough to support the project.
- 4) John Greve reports that they also received an application from the West Yellowstone Ski Education Foundation for funding but the provided budget did not fit their guidelines. He says the board will review the revised budget and anticipate submitting a recommendation before the November 2, 2021 Town Council Meeting.
- 5) Mayor Johnson reads Resolution No. 764, a resolution establishing a Business Improvement Advisory Board to replace the Downtown Improvement District.
- 6) The Council discusses the multiple applicants for the newly created Business Improvement Advisory Board and which positions they qualify for. Mayor Johnson thanks everyone that applied and points out that everyone can attend the meetings, they will just have only 7 voting members.
- 9) The Council agrees to assign terms to the new board members of two-years for Kelly Hart and Grant Evje, three years for Rebecca Konieczny and Garrett Ostler and four years for Leah Sherman and Pauline Richardson.
- A) **Town Manager & Supervisor Reports:** Town Manager Dan Walker reports that they are still working on the contract with City Judge Larry Jent and the attorneys are not in total agreement yet, but Judge Jent is doing a great job running the court. He reports that staff met last week to discuss the zoning permit process and worked through some issues so it will be a little easier in the future. He reports that Ryan at Intrinsic Architecture has left the company but they will be getting assistance going forward from Tyler Steinway at Intrinsic. Walker says that he sent the Council the information for the Health Care Services RFP and asks the Council how they would like to proceed. Mayor Johnson responds that they should address that at a work session in the near future. Walker has released a tentative schedule for work sessions through the end of the year. He also says that in the past there has been a snow plowing meeting for all snow removal contractors and they will be scheduling that soon.

Public Services Superintendent Jon Simms reports that Yellowstone Paving Solutions will be back next week to fix some of the places they missed last week. Chief Richardson reports that he just returned from a week of law enforcement training. Mayor Johnson reports that the Town has been awarded just over \$3 million dollars for the wastewater treatment plant from federal ARPA funding.

- B) **Advisory Board Reports:** Council Member Schmier reports that the **Health Care Services Advisory Board** met last week and has prepared a draft of the Request for Proposals for Health Care Services that the Council will release by the first of the year. Schmier says that in the services agreement, the language says that the provider “intends to provide” certain services and they feel like they need to strengthen that language. He says that CHP has been without an x-ray tech for a year and a half. Johnson says that the **Marketing and Promotions Fund Advisory Board** also met last week and will report later.

The meeting is adjourned. (8:30 PM)

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Mayor

ATTEST:

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Town Clerk



WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**October 26, 2021**

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

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

The meeting is called to order by Mayor Jerry Johnson 12:00 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**

Finance Director Lanie Gospodarek recognizes Town Clerk Liz Roos for recently having her anniversary of 23 years working for the Town of West Yellowstone. The Council thanks Roos for her service to the Town.

**Council Comments**

Mayor Johnson reminds everyone to send their ballots in or drop them at the Town Hall.

**ACTION TAKEN/DISCUSSION**

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- 1) Motion carried to approve Resolution No. 765, a resolution authorizing submission for financial assistance from multiple government funding agencies. (Watt, Benike)
  
- 1) Mayor Johnson reads Resolution No. 765, a resolution expressing the Town's support and commitment to matching funds to multiple funding sources that the Town is apply to for funds for the wastewater treatment facility. Town Manager Dan Walker explains this resolution is required as a part of the grant submissions which must be submitted by Thursday of this week. Gospodarek explains that they are seeking money from Community Development Block Grant (CDBG), Montana Coal Endowment Program (MCEP), Renewable Resource Grant and Loan (RRGL) and the State Revolving Fund (SRF) Loan Program, and the US Department of Agriculture, Rural Development (RD) Program. Johnson asks if they have budgeted for the match requirements. Gospodarek explains that the money the Town will spend to build the facility will count as matching funds. Schmier thanks the staff for working on all these applications. Gospodarek says that Camille Miller of Forsgren Associates has been extremely helpful preparing the applications. Johnson also thanks Town Engineer Dave Noel for keeping them informed of what funding opportunities are out there.

The meeting is adjourned. (12:10 PM)

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk



## Finance Operation Report –October 18 - 29, 2021

- Provided MAP Fund Accounting Reports
- Started dialogues and set up meeting with USDA RD (and Forsgren) regarding application eligibility
- Attended several sessions of the MLCT virtual conference.
- Attended MMIA/TSPC meeting
- Opened dialogue with Dan Semmens of Dorsey & Whitney re: bond counsel for revenue bond on WWTP
- Reviewed payroll
- Spoke with Erica Kingston re: changes to a revolving Line of Credit
- Discussed WWTP options with regard to WWTP design with Dave Noel
- Worked with Autumn Coleman and Taylor Crowl (DNRC), Gus Byrom & Becky Anseth (CDBG) Rob Gilmore & Jackie Haines (NRMEDD), Steve Troendle (USDA RD), Mark Smith & Mike Abrahamson (SRF/DEQ), Norma Salinas (WY School), Camille Miller and Dave Noel (Forsgren), and Jason Brey (USFS) on the uniform application and CDBG application
- Reviewed Job Descriptions for Finance Department
- Worked with current Town of West Yellowstone CDBG Revolving Loan Fund application to bring them current.
- Reviewed Gallatin County ARPA distribution, Pierre Martineau Excellence in Government Award information with Jan Neish of Island Park News
- Started conversations with both local banks about the possibility of and RFP for lending services on a revenue bond.
- Hit send on the CDBG application for \$600,000 in funding for the WWTP at 4:30pm 10/28/2021.

## HIGHLIGHTS

**SOCIAL SERVICE OFFICE**

**WEEK OF OCTOBER 25, 2021**

- ASSISTING A CLIENT WITH A CONFERENCE CALL REGARDING SOCIAL SECURITY DISABILITY
- SEVERAL FOOD BOXES GIVEN OUT TO CLIENTS.
- LISA COOKS FROM JOB SERVICE TRAVELED TO OUR OFFICE TO HELP TRAIN US ON THE NEW STATE REQUIRED PROGRAM ID.ME.COM. THIS PROGRAM IS REQUIRED FOR ONE TO APPLY FOR UNEMPLOYMENT CLAIMS.
- MANY NUMEROUS CALLS REGARDING A FORMER CLIENT NEEDED IMMEDIATE MENTAL HEALTH
- ATTENDED THE REC DEPARTMENT COOKING CLASS - **yummy**
- STILL RECEIVING DONATIONS TO THE FOOD BANK
- WE ARE HELPING THE REC DEPARTMENT WITH "GOODIES" FOR THEIR HALLOWEEN PARTY



Recreation Department  
October 28, 2021

- I was off October 20<sup>th</sup> thru the 25<sup>th</sup>
- Helped 3 people with unemployment
- Taking reservations for Povah
- Planning Halloween activity for kids ages 0 to 5<sup>th</sup> grade, we will be serving hotdogs and will have goodie bags, we will also have painting pumpkin station and other games for the kids.
- Helped the United Women translate some flyers into Spanish
- First cooking class was on Wednesday and it went great, I really enjoy these classes and to see how some people really get involved makes it worthwhile. I am not a professional cook but I do this so that our community has somewhere to go and have an enjoyable time and get to try new and different food.

Vely Vazquez

## Public Services Dept. Bi-weekly Report: Oct. 15th thru Oct. 28<sup>th</sup> 2021

### Work performed

Equipment and vehicle updates/ scheduled PM's: Install discharge chutes on snow loaders, work on spreader for sander V- box (installed new remote and relay), fix western boss plow and add new controller (also short in grounding harness). Install side wing and plow on new grader. Have newly hired PW crew drive 772G to get familiar with controls and handling. Replace AC Compressor on Durango and install new serpentine belt, bleed coolant out of system, recharge. Grease all zerks on equipment and check fluids, pre-trip inspections (prep for CDL testing at the beginning of the month). Winterize street sweeper. Pressure wash and put away zero turn mowers for the season. Get compressor at public works shop running/ exercised and put away for winter. 2017 Ram still at Billion Dodge, was advised by service department on 10/25 that parts had arrived and truck was being pulled in for service. Get all dumps running and exercise vehicles. Test all plow equipment. Build new tool rack at PW shop on north wall. Continue grading Parkways: B and behind town hall. Continue tree removal & trimming at cemetery. Spot sand intersections and shovel snow off sidewalks. Install new heater in the men's room at the town park building. Daily trash route and litter collection, service refuse/ recycling receptacles throughout central business district and city parks. Haul cardboard and recycling from town stations to Two Seasons recycling facility. Haul away retired computer equipment for PD. Haul away more trash containers, bring back to shop to pressure wash and sanitize. Pickup pile of landscaping debris dumped on Dunraven. Fixed hole in east wall at the old firehouse. Respond to broken light fixture near Grizzly RV across from Golden stone Inn. Move more ticketed vehicles to waste water lagoon for police department. Fix door latch on west man door at Povah. Adjust door closers in buildings throughout town. Fix leaking sink at Povah Center. Paint xmas snow flake decorations going up in the CBD and see what bulbs/ sockets may need replaced. Asphalt patch work throughout town as necessary. Respond to vandalism, remove graffiti from town signage, playground equipment, park bathrooms pavilion and basketball courts. Put up all skating rink boundary boards and crafted 32' of additional perimeter on east and west ends. Move soccer goals over to baseball diamond. Remove basketball nets. Respond to utility locates and emergency locates as they come in. Respond to power failure at chamber and call for no heat. All faucets and fixtures now functioning in the women's lavatory at visitor's center. Fix gate on north end of wastewater lagoon. Organize stock yard at shop and haul away loader buckets and blowers we won't be using throughout the winter. Build shelving in basement at town hall. Place two headstones at cemetery for the Kmitch family. Cleanout catch basin behind 418 gibbon in parkway C. Fix curb stop in sidewalk at west end of town park. Change out furnace filters in basement at town hall and povah. Install insulation to sill joists in basement at town hall. Remove wooden platform at WW lagoon near weir structure. Fix electrical panel at Madison lift station and resecure. Wash out shutoff valve pit for IP cell #2 and add 14" sleeve to keep debris from settling.

### Administrative

Had SAS lines in Parkways A & B cleaned and televised the week of (10/18). Yellowstone Paving Solutions was called back to fix spots that they had overlooked along Madison and Yellowstone Ave.

Reached out to Briggs Roofing for timeframe on library roof renovation. Safety training: Fall protection and harness safety. Evaluate 2022 budgetary needs and submit weekly invoices. Meet with town manager, bi-weekly town council meeting, department head meeting, weekly WWTP design meetings. Respond to residential and business complaints, sewer backups, service valve requests, flag raising and lowering notifications. Coordinate with Forsgren Engineering and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Conduct weekly COVID samples (results available on the Gallatin County Health Departments website). Conducted monthly coliform samples and delivered to Bridger Labs on (10/21). Deliver Lead & Copper test results to residents who collected the Tier 3 samples for us. Researched available options for street lighting updates along highway. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Set up snow call out rotation for month of November and forward to Police Dispatch. Reached out to vendors to collect waste oil at PW Shop, waiting to hear back on schedule from Oil Worx in Billings. Respond to information requests from Noesis Engineering regarding development at 19 Hayden. Inquire about water storage tank cleaning from Midco Diving. Apply for County burn permit to light up brush pile at WW lagoon. Line up parts delivery with MySlik Inc. for older Stewart & Stevenson. Spoke with John Burns and discussed meeting arrangements with solid waste board.

**From:** [Dan Walker](#)  
**To:** [Elizabeth Roos](#)  
**Subject:** FW: Bullet points 10/28/2021  
**Date:** Friday, October 29, 2021 11:31:48 AM

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**From:** Jon Simms <[jsimms@townofwestyellowstone.com](mailto:jsimms@townofwestyellowstone.com)>  
**Sent:** Thursday, October 28, 2021 2:37 PM  
**To:** Dan Walker <[dwalker@townofwestyellowstone.com](mailto:dwalker@townofwestyellowstone.com)>  
**Subject:** FW: Bullet points 10/28/2021

FYI from KC. Thanks!

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**From:** Jon Simms  
**Sent:** Thursday, October 28, 2021 2:35 PM  
**To:** Kyle Tanner <[ktanner@townofwestyellowstone.com](mailto:ktanner@townofwestyellowstone.com)>  
**Subject:** RE: Bullet points 10/28/2021

Thanks KC.  
-Jon

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**From:** Kyle Tanner <[ktanner@townofwestyellowstone.com](mailto:ktanner@townofwestyellowstone.com)>  
**Sent:** Thursday, October 28, 2021 2:05 PM  
**To:** Jon Simms <[jsimms@townofwestyellowstone.com](mailto:jsimms@townofwestyellowstone.com)>  
**Subject:** Bullet points 10/28/2021

KW sign permit for 433 highway 20- Working with them on completing application info.  
Doug Tabor sign permit 124 north canyon- working with him on completing application info.  
612 grouse court concrete wall inspection.  
Emails sent for zoning permits additional info on Jeff Mcbirnie 321 Hayden St remodel and 3  
North Canyon eagle cabins.  
Met with Madison Addition board and police chief on how we will handle zoning issues and  
how they handle convenance issues.  
Ice rink built  
Winterize/ blowout of museum and UP dinning lodge with pictures and procedures.  
Snow flake lights prepared to hang and training for installing.

Dan,

1. Had a domestic call last night. I finished late. Arrested male for possession of 26 grams of Meth.
2. Attained a new shotgun for T&E and have been shooting it with the other officers to get consensus on purchasing.
3. Finished laying the platform for transition to Lexipol. Should be a few more weeks before we are done.
4. Had our staff meeting and Brenda and I presented our course and goals. I thought it was a good meeting.
5. Staff is finishing setting up for the Halloween bash on Sunday. They have done a great job putting it together and working as a team building project. Open to all the kids and adults in town.
6. Finishing car removals. If there are any abandoned vehicles out there, please let me know so we can take care of them before the snow flies.

Again, this is just an overview of some of the things going on. All in all great week. I felt good about it.

Best  
Todd



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

\_\_\_\_\_

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: \_\_\_\_\_

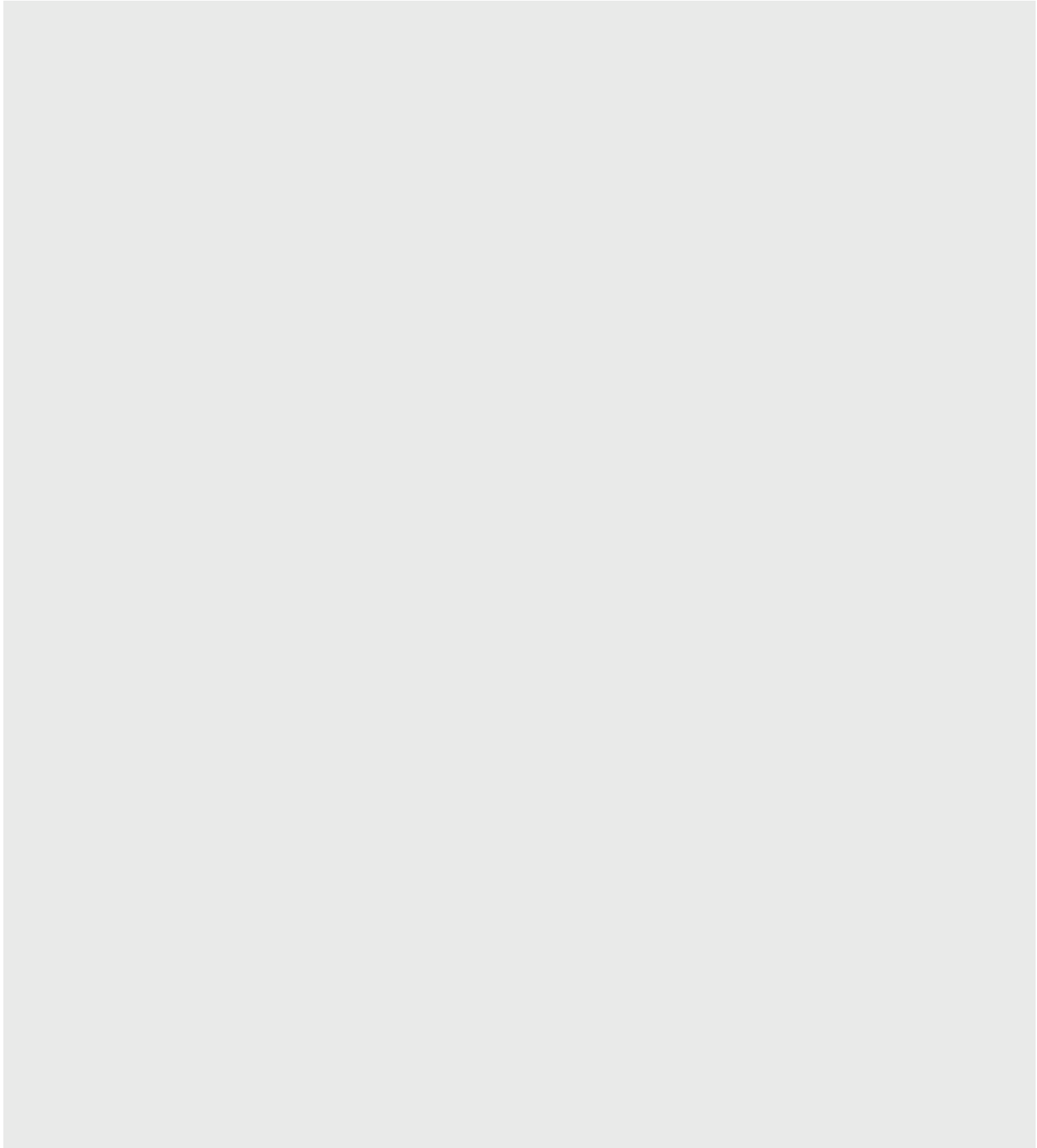
## SECTION 1 · PROPOSED EVENT OR PROJECT SUMMARY

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.



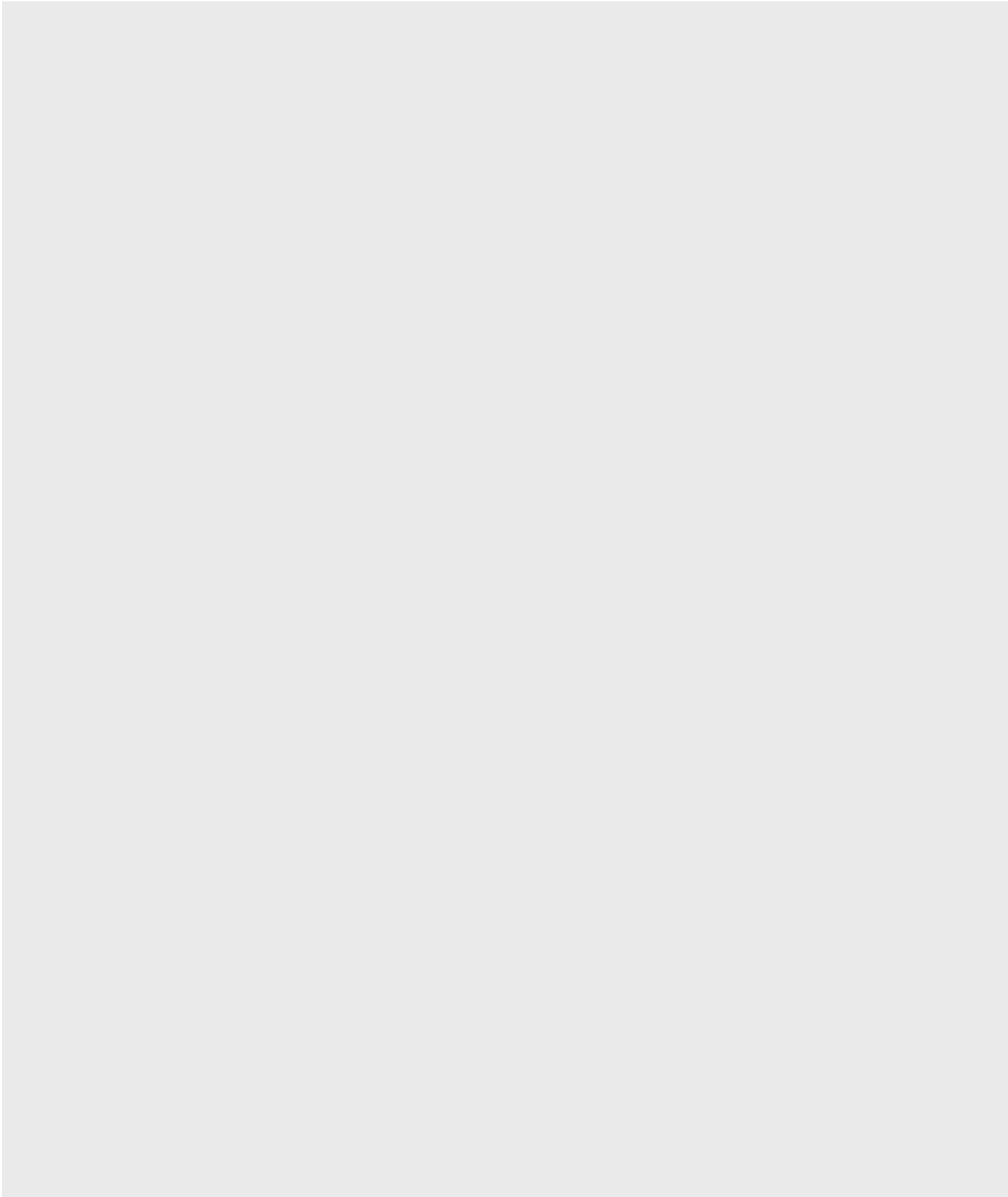
## SECTION 3 • PUBLICITY, PROMOTION, MARKETING

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. 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.**



2021 SKI COMMITTEE BUDGET

2021 SKI COMMITTEE BUDGET				
<b>Income</b>				
	Trail Pass Sales		\$48,000.00	
	Local Sponsors		\$5,000.00	
	Fair Share Income		\$8,000.00	
	Race Entries		\$14,000.00	
	Clinic Entries		\$20,000.00	
<b>Total</b>				\$95,000.00
<b>Expenses</b>				
	Event Operations/ Administrative Expenses			
		Race Expenses	\$14,000.00	
		Clinic Expenses	\$18,000.00	
		Grooming	\$14,000.00	
		Trail Pass Administration	\$2,500.00	
		Advertising	\$3,000.00	
		Miscellaneous	\$2,500.00	
	Payroll		\$22,000.00	
	Operations			
		Utilities (annual)	\$5,000.00	
		Trail Maintenance (annual)	\$10,000.00	
		Storage Units (annual)	\$2,000.00	
<b>Total</b>				\$93,000.00
			<b>NET INCOME</b>	<b>\$2,000.00</b>
<b>Proposed MAP Budget</b>				
		Advertising	\$2,487.00	
		Awards (medals & prize money)	\$2,400.00	
	Event Operations/ Administrative Expenses			
		Office Supplies (general supplies, trail passes, maps)	\$4,000.00	
		Insurance, portable toilets, grooming, timing personnel, event employees, utilities	\$23,200.00	
<b>Total</b>				<b>\$32,087.00</b>

## 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.

# 2019 Yellowstone Ski Festival

## Outcome Report

April 6, 2020

Prepared by: Toni Brey

In August of 2019 the Town of West Yellowstone and the West Yellowstone Marketing & Promotion Advisory Board granted Yellowstone Ski Festival \$12,500. \$6,500 was awarded to help with expenses related to keynote speakers, an influencer/travel blogger and Ski Festival branded giveaways. \$6,000 was awarded to help pay for marketing and promotion of the event.

Yellowstone Ski Festival is consistently successful year after year. 2019 was no different despite challenges with a lack of early season snow.

The marketing of this event is crucial. Without your support we would not be able to market this event the way we have. We continue to focus on both online marketing, with sites like SkinnySki.com and FasterSkier.com, as well as print, with Cross Country Skier Magazine and The Utah Nordic Alliance (TUNA) Newsletter. Both forms of advertising have proven successful for us.

Our goal is to give athletes and spectators an unforgettable experience. We do our best to bring in well-known keynote speakers. This year Christie Aschwanden spoke at the Holiday Inn on both Wednesday and Friday. She was extremely popular with the athletes, spectators and locals who chose to sit in on one of her talks. She also brought her award-winning book and signed copies after each talk.

We drummed up a lot of buzz about the festival with our influencer/travel blogger, Jen Santoro. Jen is the editor of the TUNA Newsletter and was exactly what the Yellowstone Ski Festival Ski Committee was looking for. She helped us vamp up our social media presences and even included some fun games in her posts. She also wrote about her experience in the following TUNA Newsletter, which was a nice bonus for us.

The Yellowstone Ski Festival stickers, coffee mugs and beer cups were also huge hits this year. Those are items athletes and spectators will keep for many years.

Thank you for your continued support of Yellowstone Ski Festival. You have helped us make Yellowstone Ski Festival an enjoyable week for everyone.



# Certification

Applicant Individual or Organization: \_\_\_\_\_

Event or Project Contact Person: \_\_\_\_\_

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

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

Signature \_\_\_\_\_ Name (printed) \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICE USE ONLY

Application approved by MAPFAB for total requested amount of \_\_\_\_\_ Date \_\_\_\_\_

Application approved by MAPFAB for only \_\_\_\_\_ of total requested amount Date \_\_\_\_\_

Application not approved by MAPFAB Date \_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Certification

Applicant Individual or Organization: West Yellowstone Ski Education Foundation

Event or Project Contact Person: Julie Wieseler, Grant Administrator; Rachel Spence, Program Directors

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 Wieseler

Name (printed) Julie Wieseler

Title Grant Administrator

Date 22 Sept 2021

## 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2021 SKI COMMITTEE BUDGET

2021 SKI COMMITTEE BUDGET				
<b>Income</b>				
		Trail Pass Sales		\$48,000.00
		Local Sponsors		\$5,000.00
		Fair Share Income		\$8,000.00
		Race Entries		\$14,000.00
		Clinic Entries		\$20,000.00
			<b>TOTAL</b>	<b>\$95,000.00</b>
<b>Expenses</b>				
		Operations		
			Race Expenses	\$19,000.00 (e.g., personnel, medals, prize money, etc.)
			Clinic Expenses	\$20,000.00 (e.g., personnel, insurance, etc.)
			Grooming	\$6,700.00
			Trail Passes & Administration	\$5,250.00
			Advertising	\$3,000.00
		Payroll		\$6,500.00 (Director & Assistant)
		General operating expenses	Miscellaneous	\$5,500.00 (e.g., laminated signs, porta potties, credit card processing fees, etc.)
			Utilities (November)	\$300.00
			Trail Maintenance (SkiFest contribution)	\$2,000.00
			Storage Units (2 months)	\$80.00
			<b>TOTAL</b>	<b>\$68,330.00</b>
<b>Proposed MAP Budget Request</b>				
		Operations		
			Advertising	\$2,487.00
	Administrative Expenses			
		Operations	Grooming	\$6,700.00
		(General operating expenses)	Insurance	\$1,000.00
		(General operating expenses)	Trail Passes & Administration	\$3,125.00
		(General operating expenses)	Porta potties	\$2,100.00
		(General operating expenses)	Payroll (Director & Assistant)	\$6,000.00 (Based on Director's 2020 dedicated SkiFest hours)
		Race expenses	Timing personnel	\$2,500.00
			<b>TOTAL</b>	<b>\$23,912.00</b>


# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

## Town of West Yellowstone, Montana



Event: Mistletoe Magic - Holiday Bazaar  
 Sponsor Organization: Three Wise Women  
 Sponsor Address: PO Box 344  
 Contact Person: Stacey Schmier + Diana Morris  
 Contact Phone: 406-1345 Fax: 646 9208  
 E-mail Address: SASCHMIER@AOL.COM  
 Date(s) of Event: Dec. 3, 2021 Dec. 4 2021  
 Location of Event: Povah 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](http://www.codepublishing/MT/WestYellowstone.html)). The sponsor and vendors must collect 4% on all resort tax applicable sales and remit to the Town by the 20<sup>th</sup> 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:	\$ <u>25<sup>00</sup></u>	<u>Cash</u> <u>10/22/21</u>  Signature of Applicant <u>10/22/21</u> Date
Resort Tax Bond:	\$ _____	
Vendor(s) Fee:	\$ _____	
Total Due:	\$ _____	

Date Received by the Town: 10/22/21 ER

## 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 Bazaar/craft Event in conjunction with the Town of West Yellowstone, we will have 15 vendors (approx) from the W. Yellowstone region

The proceeds from the event will be donated to the Senior Lunch / meals of wheels program. (Booth rental minus the cost of the license + advertising) (Approx. \$80-\$100)

All vendors will pay the appropriate city tax. This is the 8<sup>th</sup> year for this event I think. It will be held Dec 3<sup>rd</sup> from 3-7 pm and Dec 4<sup>th</sup> from 10am-3 pm.

We are once again asking the city to waive the bond and vendor fee's as the previous years. Also the Porah Center fee, as the City has been a co-sponsor of this event.

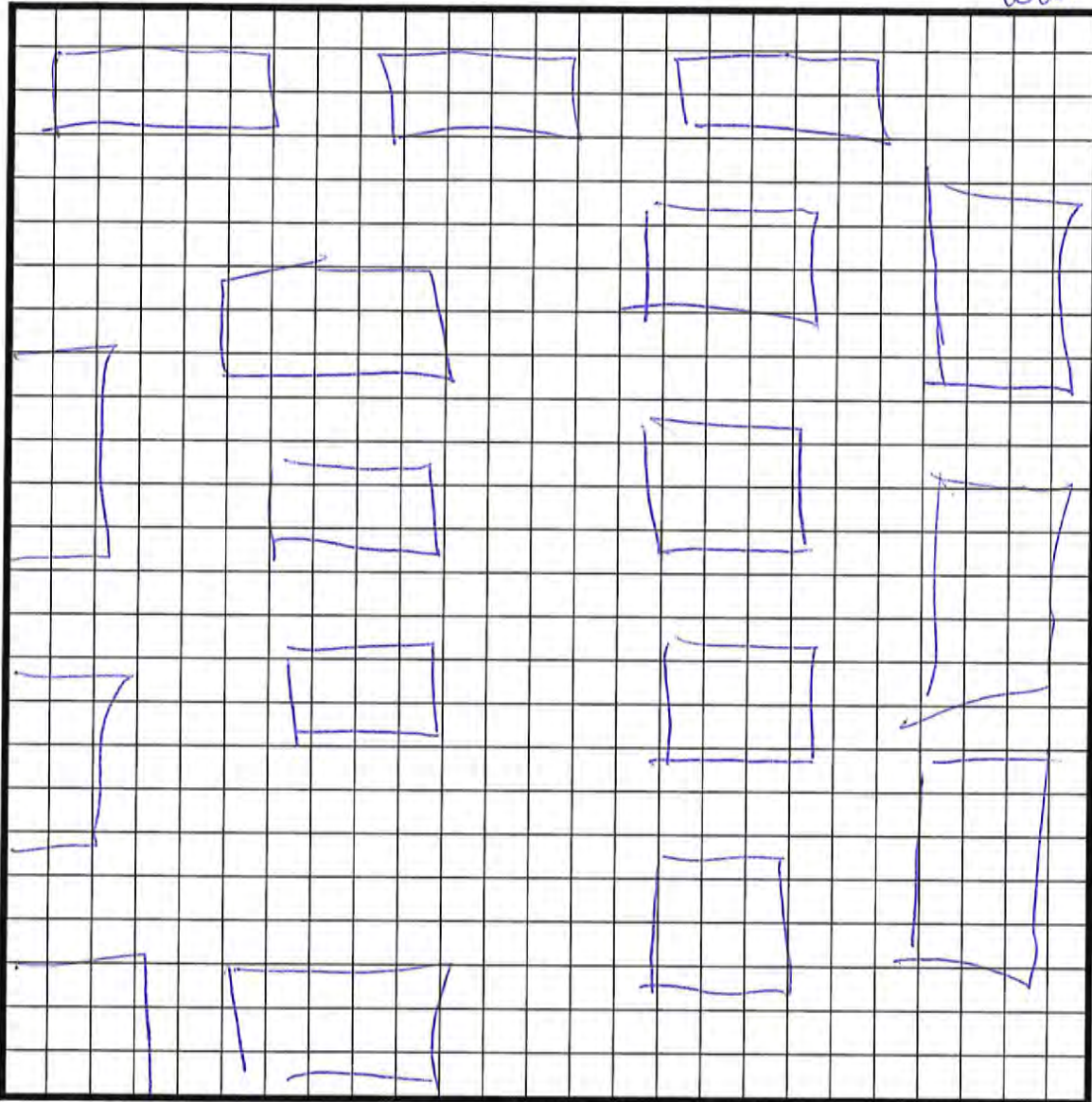
Covid protocol will be in place.

# SITE PLAN

Event: Mistletoe Magic 2021

15 vendors  
max

each vendor  
will have  
a 6x3  
table  
So set  
up will  
vary.



Please indicate direction

## VENDING AND SALES

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

Event: Misttotee Magic Date(s) Dec 3-4 2021

Attach additional sheets as necessary.

Primary Sponsor: Three wise women  
Contact Person: Stacey Schmier  
Address: PO Box 344  
W. Yell. MT  
Phone: 640-1345  
Type of sales: Soap + Such  
Resort Tax applicable: YES NO

Vendor Name: Daley Girls  
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: Diane Konizky  
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: Deb Flemming  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable: YES NO

Vendor Name: Liz Breyners  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable: YES NO

Vendor Name: Jen Holyer  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Type of sales: \_\_\_\_\_  
Resort Tax applicable: YES NO

Carrie Pope  
Pamela Mitic

+ additional  
up to 15

## FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	JS	10/26/21	
H20/Sewer	JS	10/26/21	
Fire			
Police	R	10/28/21	
Finance	Ly	10/28/21	
Administration	DN	10/29/21	

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



**From:** [Kevin Davis](#)  
**To:** [Dan Walker](#)  
**Cc:** [Brad Schmier](#); [Jerry Johnson](#); [Jeff Mathews](#); [Travis Watt](#); [Brian Benike](#); [Rocky Hermanson](#)  
**Subject:** Forest Service form 299, an explanation  
**Date:** Thursday, October 28, 2021 4:45:44 PM

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Dear Mr. Walker:

This letter will serve as an explanation as to why the cemetery board is submitting form 299 to the town council for their approval.

Form 299 seeks a permit from the US Forest Service to allow access across the forest to block 27 of the Fir Ridge Cemetery. The Cemetery Board has long been concerned about access to this block of lots as the cemetery fills. It is the board's desire to not have a piece of equipment opening any of the 8 plots in that block whilst sitting atop occupied graves in the cemetery, nor does the board desire to remove healthy trees from the plots either unless they are actually in a burial site. (You should now that, by ordinance, the cemetery is to remain in a natural state. Leaving the landscape in tact as much as practicable has been the guiding principal in the cemetery since its establishment in the 70's)

The board made the owner of block 27 aware of our concerns starting about 2 years ago and offered him, Lewis Robinson, alternative grave sites. He has denied our request and so we have been looking at alternatives.

It is the board's position that permission should be obtained from the Forest Service, the adjacent land owner, to allow access across the forest to the grave sites. We have obtained a letter from the District Ranger allowing such access, however he had advised that we should seek a longer term solution and recommends the Town submit form 299 to apply for permission to access the cemetery in that way.

While we are cognizant of the fact that perhaps the town could access the plots from within the cemetery the board believes there needs to be another solution. Form 299, if approved, will give us an alternative should it be needed. The other reason for seeking this longer term form of permission is simply 1, if we don't have the permit in place we may not be able to get the permission we need in a timely manner. 2. The letter we have on hand will expire if and when the current district ranger leaves the forest. Form 299 is his recommendation.

I just completed 'Attachment 1' referenced in the application and will have it and 'Attachment 2' with me when I come to the town council meeting. Should you have questions prior to the meeting, please do not hesitate to be in contact at 406 640 1124.

Regards,  
Ken Davis, Chair.  
Cemetery Board.

Sent from my iPad

APPLICATION FOR TRANSPORTATION, UTILITY SYSTEMS, TELECOMMUNICATIONS AND FACILITIES ON FEDERAL LANDS AND PROPERTY

FORM APPROVED  
OMB Control Number: 0596-0249  
Expiration Date: 2/28/2023

FOR AGENCY USE ONLY

NOTE: Before completing and filing the application for an authorization (easement, right-of-way, lease, license or permit), the applicant should completely review this package, including instructions, and schedule a pre-application meeting with representatives of the agency responsible for processing the application. Each agency may have specific and unique requirements to be met in preparing and processing the application. Many times, with the help of the agency representative, the application can be completed at the pre-application meeting.

Application Number

Date Filed

1. Name and address of applicant  
Town Manager  
Town of West Yellowstone  
P.O. Box 1570  
West Yellowstone, Montana 59758

2. Name and address of authorized agent if different from item 1  
Ken Davis  
P.O. Box 1570  
West Yellowstone, Montana 59758

3. Applicant telephone number and email:  
406 646-7795

Authorized agent telephone number and email:  
406 640 1124

4. As applicant are you? (check one)  
a.  Individual  
b.  Corporation\*  
c.  Partnership/Association\*  
d.  State Government/State Agency  
e.  Local Government  
f.  Federal Agency  
*\* If checked, complete supplemental page*

5. Specify what application is for: (check one)  
a.  New authorization  
b.  Renewing existing authorization number  
c.  Amend existing authorization number  
d.  Assign existing authorization number  
e.  Existing use for which no authorization has been received \*  
f.  Other\*  
*\* If checked, provide details under item 7*

6. If an individual, or partnership, are you a citizen(s) of the United States?  Yes  No

7. Project description (describe in detail): (a) Type of use or occupancy, (e.g., canal, pipeline, road, telecommunications); (b) related structures and facilities; (c) physical specifications (Length, width, grading, etc.); (d) term of days/years needed; (e) time of year of use or operation; (f) Volume or amount of product to be transported; (g) duration and timing of construction; and (h) temporary work areas needed for activity/construction (Attach additional sheets, if additional space is needed.)  
Application is for a temporary access of a few hours at a time years apart. Related structure or faciity is the Fir Ridge Cemetery owned by the Town of West Yellowstone. No road would be built, rather three pieces of equipment would drive from the existing Forest Service trailhead to the worksite, approximately 350 feet. The term of years requested is 30. Time of the year would be dependent on need. No product would be transported to or from the work site, duration of the work would be approximately 2 hours each time to bury casketed human remains. The temprary work area would be for staging and operaton of a back hoe to reach into the plots on the other side of the fence at block 27 of the Fir Ridge Cemetery. A dump truck would be staged in the same area to hold material from the grave opening.

8. Attach a map covering area and show location of project proposal.

9. State or Local government approval:  Attached  Applied for  Not Required

10. Nonrefundable application fee:  Attached  Not required  To be determined by agency

11. Does project cross international boundary or affect international waterways?  Yes  No (if "yes," indicate on map)

12. Give statement of your technical and financial capability to construct, operate, maintain, and terminate system for which authorization is being requested.

This activity is covered by the Town of West Yellowstone's normal budget process. Since this is not an on going opeation but intermittent use only, there will be little need for additional financial resouces.

13a. Describe other alternative locations considered.

The alternative considered by the applicant was contacting the owner of block 27 and offering them an alternative site for their buial plots within the cemetery. This request was denied by the owner of block 27.

b. Why were these alternatives not selected?

Since other burials have already occured in the surrounding lots it is not feasible to ask other occupants to relocate withn the cemetery

c. Give explanation as to why it is necessary to use or occupy Federal assets (lands or buildings).

Due to contraits expressed in a and b above, particularly the effected block owner's unwillingness to go to altenative lots this is the town's only choice.

14. List authorizations and pending applications filed for similar projects which may provide information to the authorizing agency. (Specify number, date, code, or name)

None

15. Provide statement of need for project, including the economic feasibility and items such as: (a) cost of proposal (construction, operation, and maintenance); (b) estimated cost of next best alternative; and (c) expected public benefits.

The need for this project is to allow temporary and intermittent access across the forest to block 27 in the Fir Ridge Cemetery. There would not be a need for on going maintenance the benefit will be only to the town so burials can occur.

16. Describe probable effects on the population in the area, including the social and economic aspects, and the rural lifestyles.

None

17. Describe likely environmental effects that the proposed project will have on: (a) air quality; (b) visual impact; (c) surface and ground water quality and quantity; (d) the control or structural change on any stream or other body of water; (e) existing noise levels; and (f) the surface of the land, including vegetation, permafrost, soil, and soil stability; and, (g) historic or archaeological resources or properties.

Impact woudl be traveling across undisturbed vegetation in the area. There would be no impact on wather resouces either above or below the surface, noise would occur only when burials are taking place.

18. Describe the probable effects that the proposed project will have on (a) populations of fish, plant life, wildlife, and marine life, including threatened and endangered species; and (b) marine mammals, including hunting, capturing, collecting, or killing these animals.

Since this is intemittent, a few hours at a time, years apart, it is not anticipated that there would be any long ter impact on wildlife or threatened species.

19. State whether any hazardous material, as defined in this paragraph, would be used, produced, transported or stored on or in a federal building or federal lands or would be used in connection with the proposed use or occupancy. "Hazardous material" shall mean (a) any hazardous substance under section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 U.S.C. § 9601(14); (b) any pollutant or contaminant under section 101(33) of CERCLA, 42 U.S.C. § 9601(33); (c) any petroleum product or its derivative, including fuel oil, and waste oils; and (d) any hazardous substance, extremely hazardous substance, toxic substance, hazardous waste, ignitable, reactive or corrosive materials, pollutant, contaminant, element, compound, mixture, solution or substance that may pose a present or potential hazard to human health or the environment under any applicable environmental laws. The holder shall not store any hazardous materials at the site without prior written approval from the authorized officer. This approval shall not be unreasonably withheld. If the authorized officer provides approval, this permit shall include (or in the case of approval provided after this permit is issued, shall be amended to include) specific terms addressing the storage of hazardous materials, including the specific type of materials to be stored, the volume, the type of storage, and a spill plan. Such terms shall be proposed by the holder and are subject to approval by the authorized officer.

Not applicable

20. Name all the Federal Department(s)/Agency(ies) where this application is being filed.

USDA Forest Service, Custer-Gallatin National Forest, specifically the Hebgen Basin Ranger District.

I HEREBY CERTIFY, That I am of legal age and authorized to do business in the State and that I have personally examined the information contained in the application and believe that the information submitted is correct to the best of my knowledge.

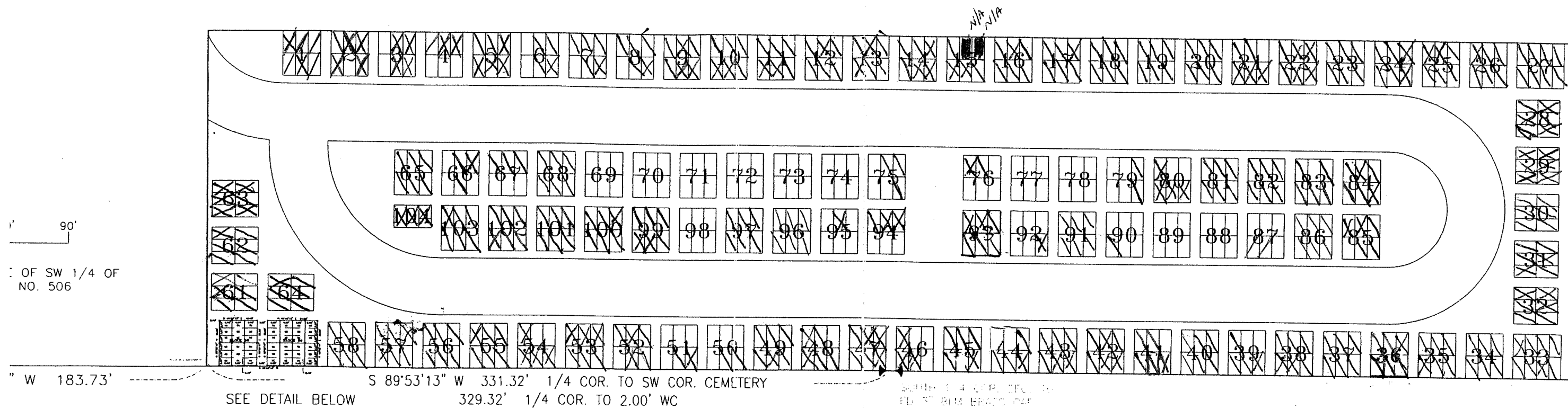
Signature of Applicant

Date

Title 18, U.S.C. Section 1001, makes it a crime for any person knowingly and wilfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

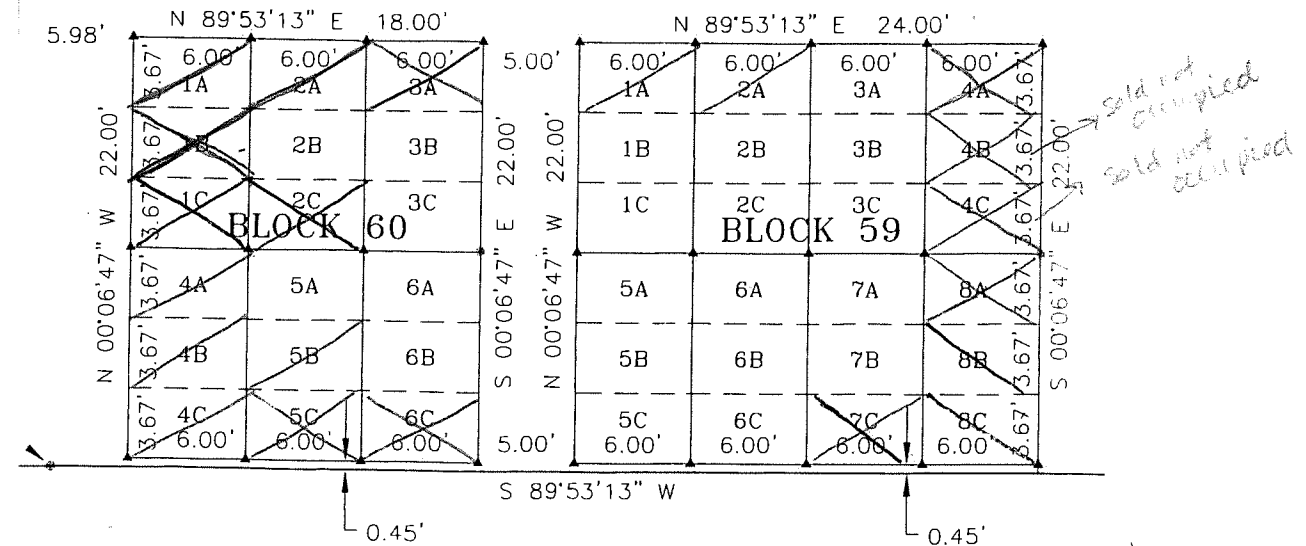
# Fir Ridge Cemetery

## West Yellowstone, Montana



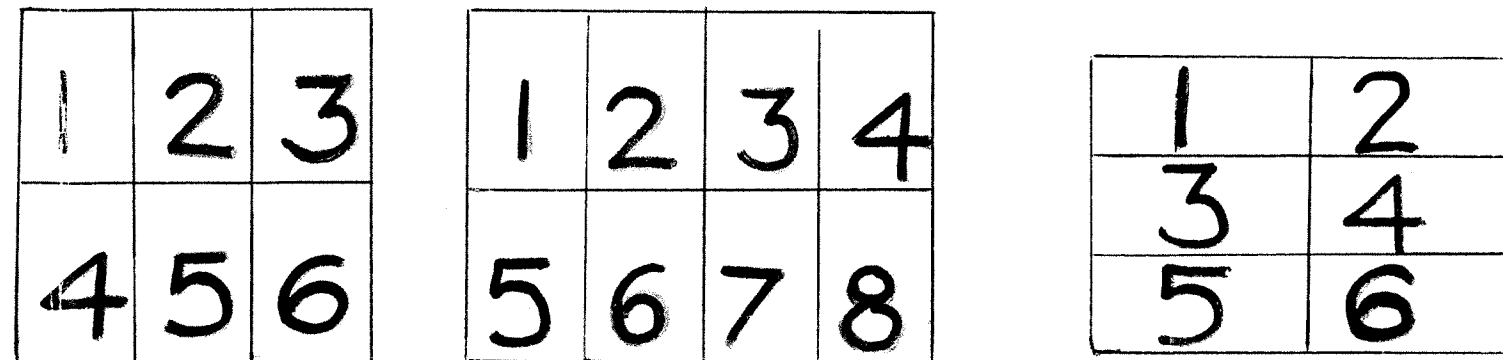
### Cremains Plot

#### Detail



### Legend

#### Full burial plot detail



**Memorandum of Agreement**

*Between*

West Yellowstone Police Protective Unit  
Montana Federation of Public Employees

*and*

The Town of West Yellowstone

This Memorandum of Agreement ("MOA") is entered into by the Town of West Yellowstone and the West Yellowstone Police Protective Unit, Montana Federation of Public Employees (MFPE). The parties agreed to the following additional pay to be included with officer base pay effective July 1, 2021.

Upon completion of the probationary period, employees assigned to perform the following tasks will be compensated at a rate \$1.00 per hour for all hours spent performing the duties of:

- Field Training Officer
- School Resource Officer
- Continuing Education Trainer

Employees that are proficient in dual language as determined by Police Chief and Town Manager will be compensated an additional 1.00 per hour to be included in base pay.

Entered and executed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**FOR THE TOWN:**

**FOR THE UNION:**

\_\_\_\_\_  
Jerry Johnson, Mayor

\_\_\_\_\_  
Juan Trujillo Local President  
MFPE

\_\_\_\_\_  
Dan Walker, Town Manager

\_\_\_\_\_  
Amanda Curtis, President  
MFPE

# Town of West Yellowstone Snow Removal & Storage Information Meeting

Wednesday, November 10, 2021

5:00 PM

Town Hall

440 Yellowstone Avenue, West Yellowstone, MT

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**Anyone that moves snow should attend this meeting!**

**All snow removal contractors and operators-both commercial and private, and property owners are invited and encouraged to attend this meeting.**

Topics of discussion will include:

- Town of West Yellowstone snow plowing policies & procedures
- Snow storage issues-stacking and storing snow
- Clarification of Town right-of-ways
- Residential snow removal issues
- Snow dispute resolution

**Holders of Snow Encroachment Permits are REQUIRED to attend this meeting prior to being issued a permit for this season.**

For more information, please contact the Town Offices at (406) 646-7795 or the Public Services Department at (406) 640-9074 or [jsimms@townofwestyellowstone.com](mailto:jsimms@townofwestyellowstone.com).

