

Town of West Yellowstone

Tuesday, September 20, 2022

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

WORK SESSION

5:30 PM

FY 2023 Capital Improvement Projects Update

Discussion

Mammoth Room Project Update

Discussion

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders: #6553 Overtime Equipment, LLC - \$25970.00, 2014 Ford F-250 service truck
#6554 University Auto Sales, Inc. - \$32,330.00, 2017 Chevy 2500 HD
#6457 Forsgren Associates, Inc. - \$11,136.00, Madison Addition lift station

Claims

Business License Applications

Consent Agenda: Minutes of the September 6, 2022 Town Council Meeting

Town Manager & Staff Reports

Advisory Board Reports

ACTION ITEMS

Single Family Equivalency Calculator

Discussion/Action

Airport Project Discussion

Discussion/Action

Marketing and Promotions Fund Award Recommendation

Discussion/Action

- 2022 Yellowstone Ski Festival, \$26,200

Town Manager Salary Review

Discussion/Action

Correspondence/FYI/Meeting Reminders



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

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

General Town Council Meeting Information

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

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



FY 2023 CIP Table by Fund

ID Number	Purchase Date	Project Name	Total Project Cost	Current Fiscal Year Allocation	Committed from Cash Available	Amount still needed to fully fund	Funding Sources
		GENERAL FUND (1000)					
A	FY 23	Lighting upgrade in Firehole Room of UPDH (1000)	\$25,700	\$25,700	\$0	Funded FY 23 Budget	RT Transfer 2100
		VOLLEYBALL COURT FUND (2212)					
I	FY 23	Volleyball Court in Pioneer Park (2212)	\$5,000	\$5,000	\$5,000	\$0	Donation
		GAS TAX FUND (2820)					
C	FY 23	North/South streets and Grizzly Addition for crack sealing (2820)	94,024	\$94,024	\$71,842	\$22,182	RT Transfer 2100
P	FY 23	Concrete sidewalk on N. Electric St. (2820) (Parkway D to Madison Apartments)	\$69,280	\$69,280	\$69,280	\$0	RT Transfer 2100 Gas Tax 2820
Q	FY 23	ADA Sidewalk Aprons 10 or 2 ½ intersections (2820)	\$68,040	\$68,040	\$68,040	\$0	RT Transfer 2100 Gas Tax 2820
		911 FUND (2850)					
T	FY 23	New Recorder/radio system update (2850)	\$30,000	\$30,000	\$30,000	\$0	911 Fund 2850
U	FY 23	RMS/CAD (2850)	\$120,000	\$120,000	\$120,000	\$0	911 Fund 2850
AA	FY 23	New Server for Dispatch (2850)	\$18,000	\$10,000	\$10,000	\$0	911 fund 2850
		CAPITAL FUND (4000)					
B	FY 23	Mammoth Room Upgrade (4000) Task #11 (design for \$21,000)	1,000,000	\$1,000,000	\$245,300	\$754,700	RT Transfer 2100
D	FY 23	Casting Pond – Phase 1 Excavation & catch basins (4000)	\$79,000	\$79,000	\$79,000	\$0	RT Transfer 2100 WY Foundation

FY 2023 CIP Table by Fund

ID Number	Purchase Date	Project Name	Total Project Cost	Current Fiscal Year Allocation	Committed from Cash Available	Amount still needed to fully fund	Funding Sources
E	FY 23	Casting Pond – Phase 2 Concrete walkway around Casting Pond (4000)	112,674	\$112,674	\$50,000	\$62,674 Funded FY 23 Budget	RT Transfer 2100 WY Foundation
F	FY 23	Casting Pond – Phase 3 Aesthetics: Fence, Lighting (4000)	\$60,000	\$60,000	\$8,632	\$32,674; 30k budgeted in FY 23	RT Transfer 2100 WY Foundation
K	FY 23	Re-surface Tennis Court & Pickle Ball Court (4000)	\$20,000	\$20,000	\$20,000	\$0	RT transfer 2100
M	FY 23	Police Vehicle (4000)	\$56,300	\$56,300	\$0	Funded FY 23 Budget	RT Transfer 2100
R	FY 23	Replace Sprinkler System on Canyon Street (4000) WF Quote	TBD	\$20,000 (est.)	\$0	20K Funded FY 23 Budget	RT Transfer 2100
AB	FY 24	Rails to Trails Corridor – Iris to Museum (4000) Town match of total project.	TBD	\$52,465	\$52,465	\$0	RT Transfer 2100
AC	FY 24	Restroom w/ Drinking Fountain at Tennis Courts (4000)	\$100,000	\$100,000	\$100,000		RT Transfer 2100
		PUBLIC WORKS EQUIPMENT FUND (4060)					
O	FY 23	Replace 936 Loader. (4060)	\$401,090	\$401,090	\$0	\$401,090	RT Transfer 2100
V	FY 23	Grader (4060)	\$303,849	\$303,849	\$0	\$303,849	RT Transfer 2100
		STREET CONSTRUCTION FUND (4075)					
H	FY 23	Test Asphalt Treatment to East Gibbon and Obsidian (4075)	\$13,250	\$13,250	\$0	Funded FY 23 Budget	4075 Street Construction Fund
		WATER OPERATING FUND (5210)					

FY 2023 CIP Table by Fund

ID Number	Purchase Date	Project Name	Total Project Cost	Current Fiscal Year Allocation	Committed from Cash Available	Amount still needed to fully fund	Funding Sources
J	FY 23	Sewer and Water Line Installation behind DeLacy & Tennis Court (5310, 5210)	\$100,000	\$60,000 \$40,000	\$0 \$0	Funded FY 23 Budget	Sewer Fund 5310 Water Fund 5210
N	FY 23	Well #5 – Facilities Planning Study (5210)	\$125,000	\$125,000	\$0	Funded FY 23 Budget	Water Operating Fund 5210
S	FY 23	New Railroad Well Building repairs (5210)	\$30,000	\$30,000	\$0	Funded FY 23 Budget	Water Fund 5210
X	FY 23	New Chlorinator residual readers (x2) (5210)	\$11,000	\$11,000	\$0	Funded FY 23 Budget	Water Fund 5210
Y	FY 23	New Mission SCADA controller in Well #4 (5210)	\$5,000	\$5,000	\$0	Funded FY 23 Budget	Water Fund 5210
Z	FY 23	Fire Hydrant replacement in Mad Add. (x3) (5210)	\$10,000	\$18,000	\$0	Funded FY 23 Budget	Water Fund 5210
		SEWER OPERATING FUND (5310)					
G	FY 23	Sewer Line Repair Parkway A & B damaged sections (5310)	\$50,000	\$50,000	\$0	Funded FY 23 Budget	Sewer Fund 5310
J	FY 23	Sewer and Water Line Installation behind DeLacy & Tennis Court (5310, 5210)	\$100,000	\$60,000 \$40,000	\$0 \$0	Funded FY 23 Budget	Sewer Fund 5310 Water Fund 5210
L	FY 23	Madison Add. Pump Installation Project to include back up pumps Construction-in-progress (\$3,204 spent) (5310)	\$38,204	\$35,000	\$0	Funded FY 23 Budget	Sewer Fund 5310
W	FY 23	Vactor Truck (5310)	\$30,000	\$30,000	\$0	Funded FY 23 Budget	Sewer Fund 5310

Revised 7.21.22

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
September 6, 2022

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

OTHERS PRESENT: Town Manager Dan Walker, Public Services Superintendent Jon Simms, Chief of Police Mike Gavagan, Town Attorney Jane Mersen by Zoom

The room is full of approximately 60 additional people, mostly in support of Mike Gavagan as he is sworn in as a peace officer and Chief of Police for the Town of West Yellowstone.

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

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

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

Public Comment Period

Doug Tabor, owner of Canyon Street Grill, addresses the Council. He says he is working on a project on main street to put in food service, a stage, and public restrooms. He says that the vacated sign on that lot will be taken down this fall and replaced with a new sign. He passes out pictures of the new sign.

Council Comments

Lisa Griffith notes that it is great to see so many citizens at the meeting tonight.

Deputy Mayor Jeff Mathews administers the Oath of Office for Michael Gavagan, Chief of Police. Chief Gavagan delivers a short speech that highlights his 29 years as a resident of the West Yellowstone Community, volunteer work with Community West Outreach, serving on the Hebgen Basin Fire Board of Trustees, law enforcement experience, currently still a coroner for Gallatin County Sheriff Department, and supporting other community activities. He thanks everyone for the support tonight and is looking forward to leading the department.

ACTION TAKEN

- 1) Motion carried to approve the new business license application for Madison Drywall and Painting made by Jose and J Carmen Pacheco to operate a business of installing and painting drywall. (McBirnie, Benike)
- 2) Motion carried to approve the new business license application for Roam Property Management to operate a property management company from 317 Gibbon Avenue. (McBirnie, Benike)
- 3) Motion carried to approve Purchase Order #6551 to Montana Correctional Enterprises/Sign Shop for \$5,901.45 to purchase signage for public works and police department use. (McBirnie, Benike)
- 4) Motion carried to approve the claims, which total \$117,304.51 (McBirnie, Griffith)
- 5) Motion carried to approve the Consent Agenda, which includes the minutes of the August 16, 2022 Town Council Meeting. (McBirnie, Benike) Mathews, Benike, McBirnie are in favor, Griffith abstains, motion passes.
- 6) Motion carried to appoint Larry Jent to serve as the City Judge for a term of four years, January 1, 2023 – December 31, 2026. (McBirnie, Benike)

- 7) Motion carried to appoint Lisa Johnson to the Tourism Business Improvement District Board of Trustees as a representative for hotels with 100 rooms or more. (Benike, McBirnie)
- 8) Motion carried to recommend to the Gallatin County Commission to appoint Jon Simms as the Town of West Yellowstone Representative on the West Yellowstone/Hebgen Basin Solid Waste Board. (Benike, Griffith)
- 9) Motion carried approve the Lease Agreement between the Town and Yellowstone Nature Connection for a term of ten years with an option to renew for another ten years, lease rate of \$100/year. (McBirnie, Benike) See next motion.
- 10) Secondary motion to approve the lease and amend the dates so they are consistent and clarify that the first ten year term expires August 31, 2031. (McBirnie, Benike)
- 11) Town Manager Dan Walker explains that the revised staffing plan moves the Town Clerk position to an exempt non-union employee, establishes a Social Services Director, and changes the title of the Executive Assistant to Administrative Assistant. (McBirnie, Benike) Mathews, Benike, and McBirnie are in favor, Griffith is opposed.

DISCUSSION

- 1) Griffith asks if a state license is required. Benike says he will confirm that a state license is not required for drywall and painting contractor.
- 2) Griffith inquires about the parking spaces for the business.
- 6) There is brief discussion about where the position was advertised and for how long.
- 8) Simms indicates he is willing to represent the Town and serve on the board. He will complete the application and it will be submitted to the County Commission.
- 9) Jim Kitchen addresses the Town Council and explains he is the president of the Yellowstone Nature Connection, a 501-c3 entity. He also introduces Christine ?? to share a little background and history of the organization. He explains that there is a long history of fire fighters and smoke jumpers in the West Yellowstone area, starting in the early 1900s. Kitchen asks Town Manager Dan Walker to help him illustrate by trying on a fire fighting jumpsuit and helmet. He explains that one of the main purposes of their entity is to encourage kids to think about careers in the outdoors. He says the center is mainly staffed by retired jumpers and they work at maintaining a connection with the current jumpers. Kitchen explains that the ten-year lease that they have had for the old Forest Service buildings now placed in Dunbar Park has expired. They provide a lot of community and educational programs and wish to renew the lease and maintain their presence in the community, typically operating during daylight hours during the summer season. Kitchen invites everyone in the room to take the Junior Smokejumper pledge and hands out stickers.
- 11) The Council asks multiple questions about the proposed staffing plan and how it may affect current employees.
 - A) **Town Manager and Staff Reports:** Town Manager Dan Walker welcomes new Chief of Police Mike Gavagan. He notes that the Social Services Department received a perfect score on their recent inspection of the Food Bank. He says that the Library has appointed Michele DesRochers as the Interim Director for the Library and will conduct a public recruitment over the next couple of months for a Library Director. Marty Matson and the Planning Board are continuing to work on the update for the zoning code. He received an email from Jeff Kadlec, Manager of the Yellowstone Airport, that they will not be pursuing the project to connect to the Town's water and sewer system and renewing the

lease for the sewer lagoon is not a priority. He says that Jason Brey notified him this morning that there is a crane at the old airport and they will be installing the new bridges for the Yellowstone Shortline Trail later this week. He also mentions the State Housing Task Force meetings. He reports that Jon Brown has been hired as the Deputy Superintendent of Water and Wastewater and they have also hired Bill Warner and Ricky Morales as Equipment Operators. There are still two openings in Public Services Department. He says the Finance Director position has been extended until September 16, 2022. They are also recruiting for dispatchers. Jon Simms reports that Phase I of the casting pond project is complete. Phase II will include the concrete portion of the project and he is actively seeking bids. Crack sealing is scheduled for Old Town and the Grizzly Addition during the second week of October.

- B) Town Manager Performance Review – Town Manager Dan Walker states that he believes the public’s right to know outweighs his right to privacy and wishes to keep the meeting open. Deputy Mayor Jeff Mathews agrees and asks each council member to share their comments from the written performance evaluation forms they have completed. The majority, but not all, of the comments and ratings from the Town Council were “Exceeds Expectations” or “Exemplary.”

Motion carried to adjourn, 9:15 PM. (McBirnie, Benike)

Mayor

ATTEST:

Town Clerk

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

~~100-430200-361~~

Date 9/13/22

Ship Via

4000 - 430200 - 940 - not budgeted

Order No. 006553

Department PUBLIC WORKS

TO: Overtime Equipment LLC

ADDRESS: 21338 Highway 30. Filer, ID 83328

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	2014 F-250 4wd service truck

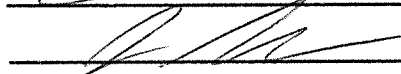
Estimated Cost \$

25,970.⁰⁰ ~~tax included~~

Authorized By



Requested By:



VENDOR COPY - White OFFICE COPY - Canary

Contact: Jeremy

2014 Ford F-250 4wd Service Truck 129k Miles

Filer, ID | 1 Day

\$24,500.00

👁 290 📖 9

Page Stats

Listing Number	69077417
Expiration Date	Oct 12, 2022
Page Views	290
Favorited	9
Seller Type	Business
Member Since	Apr 2016



Important Safety Tip

We work hard to protect you and this service from fraud. As with any classifieds service please be aware of the warning signs relative to buying and selling online. Concerned about this listing?

Description

Condition Used - Excellent, like new

2014 Ford F-250 single cab service truck, 6.2L gas engine, automatic transmission, four wheel drive, 129,000 miles, cruise control, near new Seltzi service bed, new tires, former municipal truck 208-734-3434

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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 5310-430600-940

Date 9/13/22

Ship Via

(Budgeted \$30k)

Order No. 006554

Department Public Services

TO: University Auto Sales Inc.

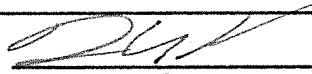
ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	2017 Chevy 2500 HD

Estimated Cost \$ ~~34,450.⁰⁰~~
32,330.⁰⁰ w/ tax included

Authorized By



Requested By:



VENDOR COPY - White OFFICE COPY - Canary

2017 Chevrolet Silverado 2500HD Work Truck

4x4 Work Truck 4dr Double Cab SB

Price
\$32,500

Mileage
127,570

University Auto Sales Inc



(208) 238-0200

www.universityautosalesinc.com

Photos (21)

Share Vehicle



(https://twitter.com/share?url=https%3a%2f%2fwww.universityautosalesinc.com%2fdetails%2f2500hd%2f87979949%3futm_source%3dtwitter%26utm_medium%3dsocial_vdp%26utm_campaign%3c)

(https://www.facebook.com/sharer/sharer.php?u=https%3a%2f%2fwww.universityautosalesinc.com%2fdetails%2fused-2017-chevrolet-silverado-2500hd%2f87979949%3futm_source%3dfacebook%26utm_medium%3dsocial_vdp%26utm_campaign%3drs_vdp%26utm_content%3d)

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Text

Email

By clicking you agree to the [Terms and Conditions of Use \(/TermsAndConditions\)](#).

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER 5310-430630-941

Date 5-19-22

Ship Via

(Budgeted \$35k)
OK

Order No. 006457

Department WASTEWATER

TO: FORSGREN ASSOCIATES INC.

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Engineering fee's for updates to Madison
	Addition lift station
	Report fee's ? submittal to DEQ

Estimated Cost \$ 11,136.⁰⁰

Authorized By



Requested By:

JON SIMMS



INVOICE NUMBER
122126

Town of West Yellowstone
PO Box 1570
440 Yellowstone Ave
West Yellowstone, MT 59758


Date: April 25, 2022
Project No.: 01-21-0046
Project Name: On Call Services
Client Reference No.: Dave Noel
Contract Type: Hourly

CONTRACT BILLING(s) FOR CURRENT PERIOD:				Amount Complete	
Task No.	Task Description	Hours	Amount	This Period	
Operation Support					
	Eng V	0.00	\$180.00	\$0.00	
	Eng IV	0.00	\$150.00	\$0.00	
	Eng III	0.00	\$130.00	\$0.00	
	Eng I	0.00	\$102.00	\$0.00	
	Admin III	0.00	\$80.00	\$0.00	
	RPF	0.00	\$5.00	\$0.00	
SUBTOTAL:				\$0.00	\$0.00
Madison Addition L.S. PER					
	Eng V	0.00	\$195.00	\$0.00	
	Eng I	98.00	\$102.00	\$9,996.00	
	Drafter V	5.00	\$125.00	\$625.00	
	Admin III	0.00	\$75.00	\$0.00	
	RPF	103.00	\$5.00	\$515.00	
SUBTOTAL:				\$11,136.00	\$11,136.00
Funding Application Assistance Task Order 10					
	Eng V	0.00	\$195.00	\$0.00	
	Eng III	6.00	\$140.00	\$840.00	
	Tech I	0.00	\$60.00	\$0.00	
	Admin III	0.00	\$75.00	\$0.00	
	RPF	6.00	\$5.00	\$30.00	
SUBTOTAL:				\$870.00	\$870.00
					Total from Page 2 \$0.00
					Total from Page 3 \$0.00

5320-430600-951

\$870.00

Total Current Billings: \$ 12,006.00

RECOMMENDED: 
Project Manager

Total Amount Due: \$ 12,006.00

FORSGREN ASSOCIATES, INC.; 1137 Summers Drive; Rexburg, ID 83440 (208)356-9201
Unpaid balances may incur an interest charge computed using a periodic rate of 1.5% per month, which is an APR of 18%, applied to the previous balance after deducting the payments and credits appearing on this statement. To avoid service charges, payment must be received by the 25th of the month.

<u>Task Description</u>	<u>Contract Amount</u>	<u>Percent Complete This Period</u>	<u>Amount Complete This Period</u>	<u>Percent Complete To Date</u>	<u>Amount Complete To Date</u>	
Task 8 - Mammoth Rm Struct Eval	\$8,000.00	0.0%	\$0.00	100.0%	\$8,000.00	
Task 9 - Rate Comp/out of town user	\$3,800.00	0.0%	\$0.00	100.0%	\$3,800.00	
SUBTOTAL:	11800.00		\$0.00		\$11,800.00	\$0.00
Moonrise Meadows						
Eng V	0.00	\$195.00	\$0.00			
RPF	0.00	\$5.00	\$0.00			
SUBTOTAL:			\$0.00			\$0.00
Misc Engineering Support ***						
Eng V	0.00	\$180.00	\$0.00			
Eng IV	0.00	\$150.00	\$0.00			
Eng III	0.00	\$130.00	\$0.00			
Eng I	0.00	\$102.00	\$0.00			
Survey V	0.00	\$130.00	\$0.00			
Survey II	0.00	\$75.00	\$0.00			
Survey I	0.00	\$60.00	\$0.00			
Tech III	0.00	\$90.00	\$0.00			
Tech II	0.00	\$75.00	\$0.00			
Tech I	0.00	\$60.00	\$0.00			
Drafter V	0.00	\$115.00	\$0.00			
Drafter IV	0.00	\$105.00	\$0.00			
Admin III	0.00	\$75.00	\$0.00			
RPF	0.00	\$5.00	\$0.00			
SUBTOTAL:			\$0.00			\$0.00
*** <u>Risk & Resiliency Final Report</u>						

Sub-Total for Page 2: \$0.00

FORSGREN ASSOCIATES, INC.; 1137 Summers Drive; Rexburg, ID 83440 (208)356-9201

A Service Charge by a periodic rate of 1.5% per month which is an Annual Percentae Rate of 12% applied to the pervious balance after deducting the payments and credits appearing on this statement. To avoid service charges, pay the last amount shown on the statement by the 25th of the month.

DIRECT COST EXPENSES FOR ADDITIONAL ITEMS:

AMOUNT	EXPENSES	COST		Total Due This Period	Total to Date
0	8 1/2 X 11 Copies	\$0.10	page	\$0.00	\$0.00
0	Blue Print Copies	\$1.00	sq. ft.	\$0.00	\$0.00
0	Reprod. Copies (Mylar)	\$4.00	sq. ft.	\$0.00	\$0.00
0	Reprod. Copies (Paper)	\$1.00	sq. ft.	\$0.00	\$0.00
0	Outside Reproduction	Cost +	10%	\$0.00	\$0.00
0	Postage	Cost +	10%	\$0.00	\$0.00
0	Mileage	\$0.575	per mile	\$0.00	\$518.08
0	Field Truck Daily Charge	\$50.00	per day	\$0.00	\$0.00
0	Field Survey Equipment	\$240.00	per day	\$0.00	\$0.00
0	Nuclear Density Gauge (or)	\$40.00	per day	\$0.00	\$0.00
0	Nuclear Density Gauge	\$700.00	per month	\$0.00	\$0.00
0	Video Camcorder	\$10.00	per day	\$0.00	\$0.00
0	Flow Meter Charge	\$200.00	per wk(or)	\$0.00	\$0.00
0	Flow Meter Charge	\$700.00	per month	\$0.00	\$0.00
0	Mobile Phone	\$50.00	per month	\$0.00	\$0.00
0	Meals (Per Diem)	\$51.00	per day	\$0.00	\$0.00
0	Lodging (\$1000./month or c	Cost		\$0.00	\$0.00
0	Lodging (\$60./day or cost	Cost		\$0.00	\$0.00
0	Other Identifialbe Direct Cos	Cost		\$0.00	\$316.94
				\$0.00	\$835.02

\$0.00

Sub-Total for Page 3: \$0.00

FORSGREN ASSOCIATES, INC.; 1137 Summers Drive; Rexburg, ID 83440 (208)356-9201

A Service Charge by a periodic rate of 1.5% per month which is an Annual Percentae Rate of 12% applied to the pervious balance after deducting the payments and credits appearing on this statement. To avoid service charges, pay the last amount shown on the statement by the 25th of the month.

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49337		1925 Bearing & Industrial Sales, Inc.	57.38					
	144987-2	07/28/22 Parts Water Well #1	57.38*		WATER	5210 430500	220	101000
49339		2853 Two Seasons Recycling	850.00					
	2023266	08/31/22 monthly recycling	850.00		PARKS	1000 460430	534	101000
49341		2421 NAPA Auto Parts	1,071.35					
	08/31/22	Napa Supplies	192.76		STREET	1000 430200	220	101000
	08/31/22	Napa Repair Supplies	874.80		STREET	1000 430200	361	101000
	08/31/22	Napa Oil Supplies	3.79		PARKS	1000 430200	231	101000
49343		2575 WY Tourism Business Improvement	37,403.30					
	08/31/22	Collections in August	37,403.30		TBID	7202 411800	540	101000
49344		2952 DIS Technologies	1,129.44					
	10161	09/05/22 Monthly Managed IT	799.44		IT	1000 410580	355	101000
	9670	06/06/22 DIS Vault Online Backupperyear	330.00		IT	1000 410580	355	101000
49345	E	2964 CITI CARDS	7,291.30					
	08/04/22	WhitefishMtnSeasonpass	719.00		LEGIS	1000 410100	220	101000
	08/04/22	Town Envelopes/stampedPostage	580.00		FINADM	1000 410510	311	101000
	08/04/22	Town Envelopes/stamped	148.80		FINADM	1000 410510	220	101000
	08/05/22	EastIdahoAquariumSumRec	230.00		SUMREC	1000 460449	871	101000
	08/05/22	Walmart.comSunscreen	41.88		SUMREC	1000 460449	220	101000
	08/08/22	Chronicle-RequestCityJudge	90.00		ADMIN	1000 410210	327	101000
	08/09/22	Food Roundup	22.75		LEGIS	1000 410100	220	101000
	08/09/22	Broulms	237.40		LEGIS	1000 410100	220	101000
	08/09/22	Toner	239.98		RECREA	1000 460440	220	101000
	08/10/22	Help Fund Supplies	134.47		HELP	7010 450135	220	101000
	08/12/22	MT Whitewater Sum Rec	1,935.00		SUMREC	1000 460449	871	101000
	08/15/22	MTAssocofPlannerConference	325.00		ADMIN	1000 410210	380	101000
	08/17/22	Appointment Book Soc Ser	20.98		SOCSER	1000 450135	220	101000
	08/17/22	Markers Soc Ser	12.53		SOCSER	1000 450135	220	101000
	08/19/22	Museum of the Rockies SumRec	367.50		SUMREC	1000 460449	871	101000
	08/25/22	Chronicle - Finance Dir ads	850.00		ADMIN	1000 410210	327	101000
	08/26/22	Chronicle - Digital Subscripti	202.80		LIBRY	2220 460100	215	101000
	08/30/22	MTLeagueofCities&TownsConfer	204.83		ADMIN	1000 410210	370	101000
	08/30/22	MTLeagueofCities&TownsConfer	204.83		LEGIS	1000 410100	370	101000
	08/30/22	MTLeagueofCities&TownsConfer	204.83		LEGIS	1000 410100	370	101000
	08/30/22	MTLeagueofCities&TownsConfer	204.83		STREET	1000 430200	370	101000
	08/30/22	MTLeagueofCities&TownsConfer	204.83		ADMIN	1000 410210	370	101000
	08/31/22	Pete's Rocky Mtn pizza	109.06		LEGIS	1000 410100	220	101000

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TOWN OF WEST YELLOWSTONE
Claim Approval List
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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49347	E	2673 First Bankcard	3,467.99					
	08/08/22	ReplacementTrimmerHead	73.05		PARKS	1000 460430	220	101000
	08/09/22	BBQ Supplies	17.99		ADMIN	1000 410210	870	101000
	08/09/22	Glass replacement Park bathrm	182.18		PARKS	1000 460430	220	101000
	08/09/22	Makita Keyless Chuck	37.09		STREET	1000 430200	220	101000
	08/09/22	Service Kit	21.19		STREET	1000 430200	220	101000
	08/09/22	Park Dept Supplies	242.03		PARKS	1000 460430	220	101000
	08/10/22	Supplies	58.95		ADMIN	1000 410210	870	101000
	08/10/22	ReplacementMakital8VBattery	116.66		STREET	1000 430200	220	101000
	08/10/22	Urinal rebuild kit	67.90		PARKS	1000 460430	220	101000
	08/10/22	CommercialToiletModuleSensor(4	639.16*		CHMBR	1000 411257	220	101000
	08/11/22	3) BrushCutterTrmrHead	114.45		PARKS	1000 460430	220	101000
	08/11/22	Trimmer line	151.86		PARKS	1000 460430	220	101000
	08/14/22	Adobe Acrobat	14.99		ADMIN	1000 410210	335	101000
	08/18/22	Vac Pac Vacuum	569.92		PARKS	1000 460430	212	101000
	08/18/22	PortableACDehumidifer-Povah	456.55		POVAH	1000 411255	366	101000
	08/24/22	OutofServiceSign. SafetyVests	188.58		STREET	1000 430200	220	101000
	08/29/22	small file cabinet	325.00		TWNHLL	1000 411250	364	101000
	08/31/22	Clamp Meter	68.65		STREET	1000 430200	220	101000
	08/31/22	10 pack window sash locks	22.99		UPDL	1000 411252	220	101000
	09/01/22	Emergency Flare Kit	98.80		STREET	1000 430200	220	101000
49348	E	2673 First Bankcard	1,002.22					
	US092382	08/18/22 Axon-	144.30		POLICE	1000 420100	212	101000
	77387	08/19/22 APCO FCC radio Lic. Applicatio	210.00		911	2850 420750	362	101000
	C22-26566	08/28/22 JuniorOfficerBadgeStickers	370.95		POLICE	1000 420100	327	101000
	08/28/22	PositivePromo-mini sports ball	257.75		POLICE	1000 420100	327	101000
	08/29/22	Notebook	19.22		DSPTCH	1000 420160	220	101000
49349		151 Gallatin County WY TS/Compost	1,427.00					
	08/31/22	Household waste	1,427.00		PARKS	1000 460430	534	101000
49351		2845 Kasting, Kauffman & Mersen, PC	6,663.64					
	09/07/22	legal services 8/1-8/31/22	6,662.50		LEGAL	1000 411100	352	101000
	09/07/22	phone/fax	0.00		LEGAL	1000 411100	345	101000
	09/07/22	travel	0.00		LEGAL	1000 411100	373	101000
	09/07/22	Copies/Postage	1.14		LEGAL	1000 411100	870	101000
49352		2852 Blackfoot Communications	2,145.78					
	09/15/22	646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	09/15/22	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	09/15/22	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	09/15/22	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	09/15/22	646-7311, social services	20.53		SOCSRV	1000 450135	345	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	09/15/22	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	09/15/22	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	09/15/22	646-7609, public works	56.62		PUBSVC	1000 430200	345	101000
	09/15/22	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	09/15/22	646-7715, povah center	24.23		POVAH	1000 411255	345	101000
	09/15/22	646-7795, town hall	225.87		TWNHAL	1000 411250	345	101000
	09/15/22	646-7845, court clerk	131.61		COURT	1000 410360	345	101000
	09/15/22	646-9017, library	43.23		LIBRAR	2220 460100	345	101000
	09/15/22	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	09/15/22	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	09/15/22	ethernet, povah center	187.26		POVAH	1000 411255	345	101000
	09/15/22	ethernet, police station	350.00		POLICE	1000 411258	345	101000
	09/15/22	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	09/15/22	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	09/15/22	602-4909, town hall judge	14.96		COURT	1000 410360	345	101000
	09/15/22	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	09/15/22	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/15/22	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/15/22	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	09/15/22	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	09/15/22	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/15/22	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/15/22	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/15/22	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/15/22	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	09/15/22	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	09/15/22	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	09/15/22	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	09/15/22	6024044 Soc Ser Pantry	10.00		SOCSER	1000 450135	345	101000
49353	E	2673 First Bankcard	459.00					
	08/11/22	Office Chair Social Serv	459.00		SOCSER	1000 450135	364	101000
49354	E	2673 First Bankcard	2,469.64					
	08/07/22	Books	9.96		LIBRY	2220 460100	215	101000
	08/09/22	Copier fee	28.20		LIBRY	2220 460100	398	101000
	08/10/22	Copier fee	25.32		LIBRY	2220 460100	398	101000
	08/11/22	Books	10.13		LIBRY	2220 460100	215	101000
	08/11/22	Stain & other supplies	127.94		LIBRY	2220 460100	220	101000
	08/12/22	Books	20.95		LIBRY	2220 460100	215	101000
	08/12/22	Books	14.84		LIBRY	2220 460100	215	101000
	08/13/22	Books	31.49		LIBRY	2220 460100	215	101000
	08/15/22	USB Wall charger	42.98		LIBRY	2220 460100	220	101000
	08/15/22	Books	9.57		LIBRY	2220 460100	215	101000
	08/15/22	Books	357.56		LIBRY	2220 460100	215	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	08/15/22	Books	23.99		LIBRY	2220 460100	215	101000
	08/17/22	Books	48.14		LIBRY	2220 460100	215	101000
	08/17/22	Books	-8.49		LIBRY	2220 460100	215	101000
	08/20/22	Books	24.96		LIBRY	2220 460100	215	101000
	08/22/22	Books	26.99		LIBRY	2220 460100	215	101000
	08/22/22	Books	23.99		LIBRY	2220 460100	215	101000
	08/24/22	OverDriver E-books	924.03		LIBRY	2220 460100	398	101000
	08/25/22	Books	18.89		LIBRY	2220 460100	215	101000
	08/25/22	Books	7.30		LIBRY	2220 460100	215	101000
	08/25/22	Snacks for D&DKids	14.22		LIBRY	2220 460100	220	101000
	08/25/22	Supplies	87.43		LIBRY	2220 460100	220	101000
	08/25/22	Supplies	8.99		LIBRY	2220 460100	220	101000
	08/25/22	Books	314.61		LIBRY	2220 460100	215	101000
	08/29/22	Books	19.99		LIBRY	2220 460100	215	101000
	08/29/22	Books	10.29		LIBRY	2220 460100	215	101000
	08/29/22	Books	22.49		LIBRY	2220 460100	215	101000
	08/29/22	Books	14.99		LIBRY	2220 460100	215	101000
	08/30/22	Books	179.10		LIBRY	2220 460100	215	101000
	08/31/22	Books	18.45		LIBRY	2220 460100	215	101000
	08/31/22	Books	10.34		LIBRY	2220 460100	215	101000
49355		2952 DIS Technologies	890.00					
	10253	09/05/22 Monthly IT	675.00		IT	1000 420160	398	101000
	10253	09/05/22 Software Subscription	65.00		DSPTCH	1000 420160	216	101000
	10235	08/31/22 90W AC adapterw/pwrcord	150.00		POLICE	1000 420100	216	101000
49359		2822 ClearBlu Business Services	5,215.00					
	09/13/22	Town Hall	1,000.00		TWNHLL	1000 411250	357	101000
	09/13/22	Library	400.00		LIBES	1000 411259	357	101000
	09/13/22	Trailhead Bldng.	180.00		TRLHED	1000 411256	350	101000
	09/13/22	Povah	850.00		POVAH	1000 411255	350	101000
	09/13/22	Chamber Bldng.	1,400.00		CHAMB	1000 411257	357	101000
	09/13/22	Park Bathrooms	800.00		PARKS	1000 411253	357	101000
	09/13/22	Dispatch Building	585.00		DSPTCH	1000 411258	398	101000
49362		2558 Hebgen Basin Fire District	55,849.00					
	09/01/22	September 2022	48,294.00		FIRE	1000 420400	357	101000
	09/01/22	employee grant September 2022	7,555.00		FIRE	1000 420400	140	101000
49363		2789 WEX Bank	5,692.02					
	09/01/22	17 Dodge Ram #2	0.00		POLICE	1000 420100	231	101000
	09/01/22	10 Ford Expedition 6-000046	116.49		SOCSER	1000 450135	231	101000
	09/01/22	10 JD Backhoe 310SJ	0.00		STREET	1000 430200	231	101000
	09/01/22	91 Ford 6-582	110.08		STREET	1000 430200	231	101000
	09/01/22	14 Water Truck	200.12		STREET	1000 430200	231	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	09/01/22	2010 JD 772 Grader	541.03		STREET	1000 420100	231	101000
	09/01/22	02 Freightliner Dump 6-54564A	216.97		STREET	1000 430200	231	101000
	09/01/22	08 GMC Pickup 6-1484	557.83		STREET	1000 430200	231	101000
	09/01/22	08 CAT 938H Loader	304.42		STREET	1000 430200	231	101000
	09/01/22	08 904B MiniLoader	224.49		STREET	1000 430200	231	101000
	09/01/22	15 Ford F-250	127.86		STREET	1000 430200	231	101000
	09/01/22	18 2018 Dodge Ram-PW	103.01		STREET	1000 430200	231	101000
	09/01/22	18 Dodge Ram-Police	159.30		POLICE	1000 420100	231	101000
	09/01/22	19 Dodge Durango	295.02		POLICE	1000 420100	231	101000
	09/01/22	Multi-Use Vehicle - Sienna	50.00		STREET	1000 430200	231	101000
	09/01/22	06 Dodge Durango 6-1374/6-2010	157.53		STREET	1000 430200	231	101000
	09/01/22	15 Sweeper	621.23		STREET	1000 430200	231	101000
	09/01/22	'00 FL Dumptrk 6-60700A	69.39		STREET	1000 430200	231	101000
	09/01/22	'14 Ford Intercep	243.33		POLICE	1000 420100	231	101000
	09/01/22	PD Dodge Ram#1	536.15		POLICE	1000 420100	231	101000
	09/01/22	PD Dodge Ram#2	432.55		POLICE	1000 420100	231	101000
	09/01/22	01 Frht truck #1	0.00		STREET	1000 430200	231	101000
	09/01/22	01 Frht truck #2	192.99		STREET	1000 420100	231	101000
	09/01/22	19 Dodge 5500	149.79		STREET	1000 430200	231	101000
	09/01/22	20 Dodge Ram (silver)	144.92		POLICE	1000 420100	231	101000
	09/01/22	SS Snow Blower Green	137.52		STREET	1000 430200	231	101000
49394		3370 Jon Brown	119.37					
	09/06/22	Reimbursement Mileage	59.68		WATER	5210 430500	370	101000
	09/06/22	Reimbursement Mileage	59.69		SEWER	5310 430600	370	101000
49395		3371 Museum of Mountain Flying	2,500.00					
	23-01 08/29/22	Miss Montana Fly-In Event	2,500.00		MAP	2101 410130	398	101000
49396		2647 Flathead Beacon Productions	720.00					
	28639 07/15/22	Annual Hostingfortowy.com	720.00		IT	1000 410580	355	101000
49397		2470 Island Park News	250.00					
	3445 09/11/22	Financial Officer Ad (5 weeks)	250.00		ADMIN	1000 410210	327	101000
49398		40 Jerry's Enterprises	190.25					
	083022-01 08/06/22	Fuel Voucher	60.00		HELP	7010 450135	231	101000
	080922-01 08/10/22	Fuel Voucher	40.00		HELP	7010 450135	231	101000
	082622-01 08/27/22	Fuel Voucher	34.13		HELP	7010 450135	231	101000
	083022-01 08/31/22	Fuel Voucher	56.12		HELP	7010 450135	231	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49399		2537 Balco Uniform Co., Inc.	362.10					
	71876	08/24/22 Citation Holder	52.00		POLICE	1000 420100	226	101000
	71768-2	08/16/22 BeltKeepers-Stoneburner	8.10		POLICE	1000 420100	226	101000
	72031-1	09/07/22 Handcuffpouch-AS,JacketMG	172.00		POLICE	1000 420100	226	101000
	71965-2	08/30/22 Uniform Boots ChiefGavagan	130.00		POLICE	1000 420100	226	101000
49400		1311 Teton Communications	142.60					
	21755	08/15/22 Kenwood EarphoneKit - Radios 2	142.60		POLICE	1000 420100	362	101000
49401		254 Firehole Fill Up/Economart	445.81					
	072822-01	07/28/22 Fuel Voucher	48.15		HELP	7010 450135	231	101000
		08/31/22 Fuel	397.66		STREET	1000 430200	231	101000
49402		135 Food Roundup	93.72					
	08/16/22	Sum Rec Supplies	10.26		SUMREC	1000 460449	220	101000
	08/18/22	Sum Rec Supplies	50.26		SUMREC	1000 460449	220	101000
	08/17/22	Help fund bike rodeo supplies	33.20		HELP	7010 450135	220	101000
49403		533 Market Place	68.17					
	08/10/22	Supplies CityBBQ/meal	19.96		LEGIS	1000 410100	220	101000
	08/11/22	Supplies care of prisoners	48.21		POLICE	1000 420230	220	101000
49404		3348 West Yellowstone Skijor	141.25					
	08/29/22	Insurance fees	141.25		MAP	2101 410130	398	101000
49405		2369 River Dragon Designs/Rose	323.00					
	09/03/22	6 inside Town Hall Signs	323.00		TWNHLL	1000 411250	366	101000
49406		3319 Lawson Products, Inc.	459.57					
	9309869316	08/24/22 Shop Supplies	459.57		STREET	1000 430200	220	101000
49407		379 Energy Laboratories, Inc	35.00					
	499614	09/06/22 Test samples	35.00		SEWER	5310 430600	348	101000
49408		3356 Platinum Chemicals Inc.	2,493.00					
	09/15/22	Hand Santitation wipes 6cs	2,493.00		STREET	1000 430200	220	101000
49409		764 General Distributing Co.	60.14					
	1157350	08/31/22 Welding supplies	60.14		STREET	1000 430200	231	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49410		3366 Kettle Embroidery, LLC	43.25					
	23640	09/02/22 (8) Name plates	43.25*		WATER	5210 430500	220	101000
49411		2099 Quick Print of West Yellowstone	175.15					
	16566	08/03/22 Memory stick (2)	25.98		POLICE	1000 420100	220	101000
	16615	08/16/22 Memory Stick (1)	12.99		FINADM	1000 410510	220	101000
	16615	08/16/22 Pens & Hand sanitizer	17.39		ADMIN	1000 410210	220	101000
	16651	08/22/22 Hanging color Files&blueprint	17.00		ADMIN	1000 410210	220	101000
	16685	08/30/22 CoilBondDoc w/covers, lreampap	24.99		ADMIN	1000 410210	220	101000
	16713	09/09/22 100 water meter forms	27.80		WATER	5210 430590	251	101000
	16732	09/01/22 JBrown Business Cards	49.00		SEWER	5310 430600	220	101000
49412		3314 Intrinsik Architecture	2,838.30					
	2022-0339	09/07/22 Zoning Permit-Moonrise	1,540.00		PLANNG	1000 411000	354	101000
	2022-0339	09/07/22 80 AcreZoneMapAmendment	1,270.00		PLANNG	1000 411000	354	101000
	2022-0339	09/07/22 Copies	28.30		PLANNG	1000 411000	354	101000
49413		2 Forsgren Associates P.A.	34,557.00					
	122353	08/25/22 Task2022-02 WWPermitRenwal	2,750.00		SEWER	5310 430600	354	101000
	122353	08/25/22 Operation Support	3,303.00		SEWER	5310 430600	354	101000
	122353	08/25/22 Task2022-01FSApplication	4,487.75		SEWER	5320 430640	951	101000
	122353	08/25/22 Task2022-03SFE Calculator	131.25		SEWER	5310 430600	354	101000
	122353	08/25/22 Task 2022 General onCall Servi	400.00		SEWER	5310 430600	354	101000
	122189	05/25/22 Task 11 Mammoth Room Design	15,000.00		PRSERV	4000 460460	920	101000
	122189	05/25/22 Task 13 PavementManagmentPlan	8,000.00		PLNNG	1000 411000	357	101000
	122189	05/25/22 Misc Engineering support	485.00		SEWER	5310 430640	357	101000
49414		2182 Gallatin County	6,453.97					
	08012022	09/08/22 GCSO Deputy Coverage	6,453.97		POLICE	1000 420100	110	101000
49415		3344 Sprinter Squared LLC	7,500.00					
	1158	09/15/22 Freezer for Povah Ctr	7,500.00		POVAH	1000 411255	350	101000
49416		2561 ESRI	400.00					
	94317736	09/06/22 ArcGISBasicMaintenance	400.00		IT	5210 430500	355	101000
49417		2586 Waxie Sanitary Supply	1,907.84					
	81167920	09/09/22 trashbags, Toilet Paper	1,907.84		PARKS	1000 460430	220	101000

09/16/22
12:20:49

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/22

Page: 8 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
49418		3235 Yellowstone Weed Management 09/02/22 Noxious Weed Spraying	992.00 992.00		PARKS	1000 460430	357	101000
49419		2455 Tri State Excavating, LLC 09/01/22 Road Base & UseofGraderonParkw	10,966.00 10,966.00		ROAD	1000 430200	357	101000
49420		999999 COLIN TAGGART 09/15/22 Exonerated Bond -Taggart	815.00 815.00		COURT	7469 212401		101000
49421		2903 Kerry Parker 08/25/22 Mileage/Meals Court Clerkrtrain	178.12 178.12		COURT	1000 410360	370	101000
49422		2854 Mountain Alarm 3060306 10/01/22 3month Monitoring10/1-12/31/2	125.55 125.55		TWNHLL	1000 411250	357	101000
49423		999999 EAGLE CAPITAL LLC 09/15/22 Refund of Resort TaxBond Eagle	500.00 500.00		RT	2100 214000		101000
49424		999999 BULLWINKLES 09/15/22 Refund of ResortTaxBondBullwin	500.00 500.00		RT	2100 214000		101000
49425		999999 SPIRIT OF THE NORTH SLEDDOGS 09/15/22 Refund of EventRTBondSpiritoFN	500.00 500.00		RT	2100 214000		101000
49426		999999 TRICIA ELLSTON 09/15/22 RefundofResortTaxBondPappy's	500.00 500.00		RT	2100 214000		101000
49427		999999 YSC FOUNDATION INC. 09/15/22 RefundofEventRTbond Rod Run	1,500.00 1,500.00		RT	2100 214000		101000
49428		999999 ANNA BASSO - VACATION RACES 09/15/22 RefundofEventRT Bond halfmarat	1,500.00 1,500.00		RT	2100 214000		101000
49429		3315 IAS EnviroChem 2205368 09/15/22 Testing Fees	1,062.00 1,062.00		SEWER	5310 430600	348	101000
49430		3241 Bridger Analytical Lab 2209291 09/16/22 Testing Fee 9/22 bacteria	280.00 280.00		WATER	5210 430500	348	101000
		# of Claims 54	Total: 214,782.22					
Total Electronic Claims			14,690.15	Total Non-Electronic Claims		200092.07		

Bi Weekly Report

9/6/22 Thru 9/14/22

9/6/22 Water/W/ Wastewater Rounds. worked with Forsgren Engineers on Response letter on flow meter at the wastewater Facility. Chlorination pump wiring at well #4 Generator work at Madison lift pump station, Cleaned sonic start on transmitter in wet well.

9/7/22 Water/Wastewater Rounds. Supervisor meeting, Doing Research on wells in town and also the requirements on Abandoning water wells. Working on lift station sonic start. Covid samples, Started Replacing old water ports with new stainless water sampling ports this allows for much better results when we take our B-Tee samples.

9/8/22 Water/ Wastewater Rounds. working with DEQ Diane Gordon on new Requirements on manganese testing also new water sampling requirements coming from EPA on Unregulated Contaminant Rule [UCMR-5. Had to create account to get scheduled for them to ship the sampling containers. Lagoon adjustments. light service work on Blowers, Replacing piping and sampling port in well #3. Exercising water valves in streets. Adding backflow preventers on hose bibs thru out our facility's.

9/9/22 Water/Wastewater Rounds. Whisky Springs and tank inspection. Installed new Battery on the smart cover Scada system. Working with numerus venders trying to get pricing on replacement flow meter at Treatment plant. Need a demo to try out to make sure this is going to work for us and satisfy DEQ.

9/12/22 Water/Wastewater Rounds. worked on Seametrics flow meter at Well #4 this is a on going project due to the lightning strike that damaged some of the electronics. Worked on digging out a 10x10 pad at well #2 for adding a small building over the manhole and pipe structure, this will allow us the keep the valves and piping dry and safe from freezing.

9/13/22 Water/ Wastewater Rounds. Staff Meeting. Weeded basketball court out lending a hand to help out the team. Helped with setting the concrete forms at #2 well. Washed out Iris Lift station with fire hose to try to get some of the big

Grease that builds up in the station. Worked on Sonic start leveler. worked with blue on cleaning the sewer line coming from the park bathrooms, this line is a real problem where it comes into the main sewer line we need to Grind out a channel to help the flow.

9/14/22 Water/Wastewater Rounds. B-Tee water samples taken and sent to Bridger Labs. Changed oil and serviced #2 blow at Wastewater facility. Worked with Brandon Aqua pro ordering stock also went over the piping in Madison Lift station ang getting a better time line when the electrical control panel will be done so we can move forward on pump project. Flushed water well #3 and light service work.

If you have any questions Please fell free to contact me.

Thank You, Jon Brown

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: bullet points 9/14/2022
Date: Thursday, September 15, 2022 12:46:17 PM

From: Jon Simms <jsimms@townofwestyellowstone.com>
Sent: Thursday, September 15, 2022 12:38 PM
To: Dan Walker <dwalker@townofwestyellowstone.com>
Subject: FW: bullet points 9/14/2022

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Thursday, September 15, 2022 11:24 AM
To: Jon Simms <jsimms@townofwestyellowstone.com>
Subject: bullet points 9/14/2022

Bullet points 9/14/2022

612 grouse fence building permit
522 gibbon Ave drywall inspection
532 Gallatin Ave fire blocking inspection
3 year state audit

Recreation Department
September 15, 2022

- I have been working on getting other programs started
- Flag Football will be every Wednesday from 4 to 5:30
- Soccer will be every Thursday from 4 to 5:30
- Cooking Class will start on October 12th
- I will have all of the programs online, people can register online or at Town Hall

Thank you,

Vely Vazquez

Work Performed

The officers were busy handling calls including two DUI's, two missing and endangered children calls, crashes, SRO work, transient male in town, general calls for service, and a reported ADA violation. The ADA violation was related to service animals and was the second call in the last two months related to an issue of allowing a service animal into a dining establishment. In both cases, there was a little confusion on the part of the business owner about the ADA requirements. In both cases, the owner of the service animal had some ownership of the situation escalating to the PD being called to intervene. Both incidents were resolved, but we thought other businesses could benefit from being informed about what the ADA rules on service animals are. We typed up a one page breakdown of the rules and the only two questions a business can ask the handler of a service animal. This document, along with the Montana Code related to service animals, was posted to the WYPD Facebook page. In order to get this important information distributed to more businesses, these documents were provided to the Chamber of Commerce for distribution to all Chamber member businesses through their weekly email blast. I spoke with Chamber Executive Director Katrina Wiese who offered to send out important information that the PD needs to get out, anytime we want. This can be an easy and effective way to get information and updates out to the community's business owners. Thanks Katrina.

Administrative

I met with Judge Jent and Kerry Parker about a few current issues. Thanks to Kerry, we were able to create a system for the Judge to assign another Judge to be available when he is not (i.e he is out of town or otherwise unavailable). In addition, this information and contact information for the temp Judge is then emailed out to the PD. Judge Jent and I spoke about how he prefers to have citations written out by the officers and that information was passed on to them. The Judge, Kerry and I are now all in agreement that he does have the legal authority to issue a Permanent Order of Protection if he feels it is legally justified. We are still working through the legalities of extending an existing order of protection. The Judge is doing due diligence on this and will get back to us.

I was able to secure a key fob for entry into the Law & Justice Center, assigned to the WYPD. The officers were having some issues gaining access to the L&J late at night or in the early morning hours. After transporting a prisoner to the Gallatin County Detention Center, the officer is required to drop off the citation and Affidavit of Probable Cause to the judge's in-box and the same info plus criminal history to the County Attorney's in-box. Waiting for an officer to come to the L&J to let the officer in was a bit of a pain and time consuming. With the key fob, they can now access the building 24/7. Thanks to the Gallatin County Sheriff's Office for granting this request.

I have generated a work schedule for all officers that extends out to the end of the year. This way they can see what days they are working for the next four months. This helps in many ways, including being able to more effectively being able to schedule earned time off. Officer Ashlee Stoneburner will be off of Field Training the week of October 17th. As she has already been to the academy, she will immediately be able to start covering shifts. I have assigned her to the 6 am – 6 pm shift that I am

currently working (Sunday, Monday, Tuesday and every other Wednesday). I am personally looking forward to this as it will free up more time for the administrative side of my job. The next shift change for all officers will happen in January. Officer Dallen Griffel left for the Police Academy on Monday. He will be gone for three months, completing his academy training in mid-December. He has already completed field training, so when we get him back, he will be good to immediately start covering shifts.

School Resource Staff: Neil Courtis has been officially assigned the role of SRO. I will be looking for good training opportunities to send him to, related to this role. He has been doing this job for several years without being officially designated as the SRO and often without the support of the Chief. He has done this because he has a passion for it, and it shows. I look forward to seeing his growth in this role with support and training. Thank you Neil for sticking with it through some tougher times. Neil's new schedule is Thursday, Friday, Saturday and every other Wednesday from 6 am – 6 pm. With the exception of an emergent call, he will be at the school during drop off and pick up every day that he works as well as handling other issues with the school. The other dayshift officer (currently me) will be at the school on days Neil is off, reporting any school issues directly to Neil. So, in short, we will have a school presence five days a week. I also met with school Superintendent Coul Hill who wishes to have a threat and security assessment done at the school. He requested that sometime in the next few weeks, Neil and I do a walk through with him at the school. I will get this schedule with him soon. I will also be inviting Fire Chief Shane Grube to attend, fire safety is always a threat and I think his expertise will be essential.

I had an initial phone conversation with a representative from Lexipol. Brenda had already begun conversations with them as well. My hope is to use their software program as a significant training tool for both dispatchers and officers. Their system will allow us to send out training bulletins, post our policy manual with real life training examples related to the policy and more. This is an efficient method of training for a staff that works different days and hours from one another. This will be an ongoing project that won't happen overnight, but we need to start sometime. Brenda and I are scheduled for an online meeting with the representative on September 27th.

I have sent out a vehicle and equipment inventory sheet to the officers. I have asked them to complete it and get it back to me by September 26th, ahead of our staff meeting on October 3rd. I need to know what they currently have for gear and equipment so I can accurately assess what they need. I have prioritized officer safety equipment that will be mandatory for each officer and each vehicle. After that, I can find out their needs and wants at the staff meeting. I have tightened up the ordering of uniforms and gear from Balco. The previous system seemed to be that each officer just order what they needed, which may have also included items they want. I have arranged with Balco that Brenda and I as the only two individuals authorized to order anything. I will be sending out an equipment/uniform order sheet to the officers for them to request items.

Last but not least, I have generated Letters of Commendation to Officer Courtis, Officer Trujillo, Officer Sosa and Head Dispatcher Brenda Martin. The letters are thanking them, on behalf of Town Manager Dan Walker and the Town Council, for the exceptional work and efforts over the last 10 months. More appropriately, the last year and half. Over the last 10 months, the officers have worked a ton of overtime, changed from dayshift to nightshift and back, changed days of the week, covered each other when one needed time off, trained two new officers in the department's field training program, and more. This was more than we should expect from any town employee and I felt they deserved to be

recognized for it. Brenda also received one for keeping the team together through the departure of two dispatchers, helping Neil with many of the tasks thrown at him as Acting Chief, and for basically being the glue that holds our team together. Even with my arrival, she is still the glue, trust me. I will also be drafting a thank you letter for Dan to send to Gallatin County Sheriff Dan Springer to thank him for continuing to support the Town of West Yellowstone during the past 10 months since Todd Richardson's departure. The assignment of Deputy dedicated to town coverage was instrumental in providing excellent police coverage for the town. Going back to Sheriff Gootkin, the GCSO has helped the town during Chief Berger and Chief Newell's tenure as well. History would tell us that we may need their assistance again someday, so a nice thank you letter from Dan and the Council may help secure that assistance.

Sorry this was so long. Lots more to do for me, I'll keep plugging. Thanks to Jon Simms for letting me plagiarize his department head report format, it seems like a nice way to present the info and "why recreate the wheel", right?

Mike Gavagan

Public Services Dept. Bi-Weekly Report: September 1st through September 15th , 2022

Work performed

Flag lowering in honor of events on 9-11. Install permanent volleyball posts and net at town park. Update administrative signs in town hall. Utility locates as they come through. Water meter and service valve requests as needed. Haul tagged vehicles for the police department as requested. Cleanup graffiti at town park and respond to vandalism (broken mirrors, busted skylight, replace hardware on stall doors, replace plexiglass in display cases, etc.). Asphalt/ pothole repairs. Continue replacing worn street signage, straightening posts. Haul away material and debris accumulating in the snow storage areas throughout the inner parks. Add material to roadside berms as needed for proper grade. Fill in washed out areas with road base material near fire hydrants. Pressure wash raven debris from sidewalks throughout central business district as well as picnic tables at Pioneer Park. Street sweeping, brooming aprons. Cleanup debris blowing out of triple bin roll off containers and Abitibi's at PW shop. Mowing grass, running string trimmers, catching up on weed control, using steel wire heads to remove weeds growing through sidewalk cracks. Pressure wash vehicles and trash trailers. Check fluids and grease equipment. Have crew practice running grader on FS roads and inner parks. Tree work around town, sharpen chainsaw blades, replace filters, primer bulbs, plugs and bars. Deadfall cleanup in town and cemetery, fill in sunken grave spaces. Work through punch list items for Billings Clinic and building concerns at the town clinic. Install new light fixture in clinic apartment and fix the oven. Daily trash route, (slowing down and crew has begun pulling several cans in low volume locations) cardboard, and recycling collection. Pressure wash and disinfect refuse receptacles. Haul water valve housings, caps, pipe extensions, steel culvert pipe and castings to lagoon. Clean out curb-stop valve boxes, exercise gate valves, install valve plugs to block any further debris from building up inside valve housing. Weekly problem area inspections on SAS mainlines and wash downs. Pushup wood pile at lagoon. Pickup DA's in road as needed. Purchased materials necessary for replacing beam at library community garden. Begin working on additional jack fencing for perimeter of casting pond this winter. Build additional shelving in east bay of park shop. Haul shelves for Social Services Department. Paint handicap stencil in front of WY Foundation. Pour concrete around SAS casting behind WY Foundation. Form concrete pad at well building #2. Call for no water at chamber in restrooms. Install keypad entry for recreation office. Replace door levers at town hall and wastewater facilities. Vehicle maintenance: RDO's out service on 772 grader, repair conveyor on 2017 Pelican Sweeper (technician onsite to replace parts on 9-14). Repair 10-ton floor jack. Inservice Sullair portable compressor. Service and exercise backup generator at shop.

Administrative

Scheduled Mountain West Electric for retrofit lighting in Firehole Room at UPDL beginning September 28th (it should take them 3 days). As a reminder I've scheduled crack seal for the 2nd week of October with Yellowstone Paving Solutions (N/S streets and Grizzly Addition). Continuing to look at options for slurry seal and micro-surfacing as well. Continue working with Tyler Liddiard at Mountain States on lighting options along Highway 20. Discuss lighting standards and specification requirements along highway with Bill Stecker and Phil Balsley at MDOT (MDOT now has the information on our specifications for new poles, fixtures, layout, and lumen footprint of current lighting output for their review in case we need to make any adaptations). Call in locate for Barta Electric to replace service line for overhead light poles on N. Electric Street. New signs from MDOC should be arriving within the next week or so. Reach out to Wade Surrey on casting pond concrete bid again, also sent drawings and specifications for concrete over to Skinner Customs LLC. and Pour Stars. Discussed timeframe again on phase 2 with Joe Moore at Big Sky Anglers. Reached out to High County and Knife River for quotes on asphalt overlay and slope adjustments at Electric St courts. Call Rand Olsen again to get timeframe on window replacements throughout historic district. Pickup new administrative signs from River Dragon Designs. Meet with Drew Barney to discuss future events. Meet with Days Inn over signage requests. Meet with owner at 23 Hayden to get information on new meter updates. Meet with Sprinter Squared to resolve freezer issues at Povah Center and repair wine cooler at UPDL. Discuss more vehicle options with Sigrid Spigler, GM's governmental fleet manager for this region. Put together a capital asset disposal and transfer form for the town. Meet with Jeff Gurr to look over vehicle lighting and two-way radio updates. Work with new sales rep at Caterpillar, Landon Dargen on heavy equipment leasing options. Reach out to Ryan Clark at John Deere again for updated proposal on payloader. Discuss recreation programming needs with recreation coordinator, have Vely put together a program update by 9-23. Meet with Lucas Aston to discuss a work release program from West Yellowstone School. Discuss CIP updates with town manager. Zoom meeting with State Building Officials. Zoom meeting with Moonrise Subdivision Developers. Departmental meeting with public works crew. Speak with the county commissioner's office and finalize paperwork for new appointment as the town representative for the Hebgen Basin Solid Waste Board. Evaluate STS repairs needed in 400 block of Parkway-C, discuss the town's plan with property owner at 225 Geyser. Meet with Montana Department of Labor and Industry for annual safety compliance inspection at Public Works Shop (All violations from our 2016 report have been addressed and corrected). Meet with Waxie Supply to discuss product needs. Meet with Blu's Cleaning Service to demo new jetter machine on SAS lateral at town park. Have KC, Shane and Sam begin filling out their year one employee evaluations. Follow up on flow data violation from DEQ. Discuss illegal dumping of RV grey water into storm system with Jon Brown. Schedule parts orders and updates to town's fleet. Place orders for necessary O&M supplies, follow up with vendors on supply chain issues. Coordinate with staff at Forsgren and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Investigate weir levels on cells A & B at lagoon. Coordinate monthly coliform/ bac- T samples with Jon Brown. Follow up on proposals for CIP projects. Conduct weekly COVID samples (results available on the Gallatin County Health Departments website). Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Evaluate 2022 budgetary needs, review purchase orders and submit weekly invoices. Enter timesheets and payroll for crew. Respond to WY pump status reports and dispatch to town as necessary. Ticket entry for 811's new "positive response" reporting software.

SOCIAL SERVICE

HIGHLIGHTS

September 9-15 2022

- Collected cash donation boxes from local businesses
- Assisted a gentleman get a replacement Social Security card and fill out a job application
- Not many jobs to add to the Job Board, but people are still checking out possibilities
- Assisted a local young lady with employment documents for the Billings Clinic
- Several Emergency Food boxes
- RX voucher for a local mom needed help with medicine costs for her child
- Still working with APS
- Loaned out medical equipment to local gentleman
- Preparing inventory for Thanksgiving Basket give away. Ordering items for MFBN.
- Getting new wooden shelving for the lobby of the office.
- Assisted a homeless gentleman with applying for Social Security Disability benefits
- Lots of requests for Diapers. Still visiting with Patty Peterson to see what the best solution for the Diaper needs
- Melissa Joecks will be sharing our office space for her counseling sessions. She will be using our spare office that was used for Diaper Depot and remote mental therapy.
- Still assisting a gentleman with his extensive medical expenses
- Placing 6 week food order from MFBN
- Assisted gentleman with SNAP application and medical bills



TOWN OF WEST YELLOWSTONE SEWER DEVELOPMENT FEE STRUCTURE

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

SFE SCHEDULE AND SFE CALCULATOR				
USER TYPE	DESCRIPTOR	EVALUATION UNIT	NUMBER OF UNITS	EQUIVALENT UNIT SFE
Institutional				
Assembly Hall/ Meeting House/Church	Base Rate			2+
	Add-on per seat	Seat >100		0.01
	Add-on for Kitchen	Seat >100		0.02
Hospital or clinic	Base Rate			3+
	Add-on per Bed	Bed space ≤4		0.50
	Add-on per Bed	Bed space >4		0.67
	Add-on for Kitchen	Bed space		0.74
	Add-on for Kitchen & Laundry	Bed space		0.86
Nursing Home/ Rest Home	Base Rate			1+
	Add-on per resident	Resident		0.30
		Bed space		0.33
School	Base rate	Student		0.05
	with Cafeteria Add-on	Student		0.07
Lodging Facility	Base Rate	Bed		0.60
	Add-on for Kitchen	Bed		0.20
Food Service				
Restaurant - Seating	up to 50 seats	Seat		3
	For Each additional 25 seats	Seat		1
Restaurant - Seating		Seat		0.04
Restaurant - Drive In	<20 inside seats	Seat		2
	Each additional 20 inside	Seat		1
Restaurant - Drive In		Seat		0.04
Service Station		Establishment		2
Service Station/C-Store	no public restroom	Establishment		1
Service Station/C-Store	with public restrooms	Restroom		2
Service Station/C-Store	with food prep facilities	Establishment/additive		1
Drinking Establishment	No food Prep Facilities	Seat		0.05
Commercial and Industrial				
Bowling Alley		Lane		0.20
Massage/Spa/Barber/Beauty Shop		Establishment		1
Laundry Self Service	up to 10 washers			1.5
Laundry Self Service		Washer		0.25
Garage or Maintenance Shop	Add-on per Washer	Bay		0.25
Car Wash	Base Rate - Self Serve	Bay		1.5
	Additive - Automatic Service	Bay		2
	Additive	Bay		1.5
Grocery Store	Base Rate			2+
	additive	Bakery		1
	Additive	Employee		0.04
	Additive	Butcher Shop		2
Shopping Center (No food or laundry)		Parking Space		0.007
Store or Business (up to 20 employees)	Base Rate			1+
Store or Business	Additive	Employee		0.04
Theatre - Auditorium		Seat		0.03
Warehouse	Base Rate			2+
Warehouse		Employee		0.06
Warehouse	Showers/additive	Employee		0.18
Offices	Up to 20 Employees	Base		0.88
Offices	Additive	Employee		0.04
Miscellaneous Establishment		Per Employee		0.04
Seasonal and Recreational				
Fairground (peak day attendance)		Person		0.007
RV Site Facility		Space		0.67
RV Facility	Add-on for RV site Dump Station	Tenants Only		2
Swimming Pool		Person		0.07
Bathhouse	with Toilet & Shower	Unit		1+
	Additional Shower	Unit		0.50
	Additional Toilet	Unit		0.20
Bathhouse		Person/occupancy		0.13

USER TYPE	DESCRIPTOR	EVALUATION UNIT	NUMBER OF UNITS	EQUIVALENT UNIT
Misc. Category				SFE
Designed or Calculated flow	Volume	SFE value 225 gpd		
	0	225		
TOTAL CALCULATED SFE VALUE				



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: _____

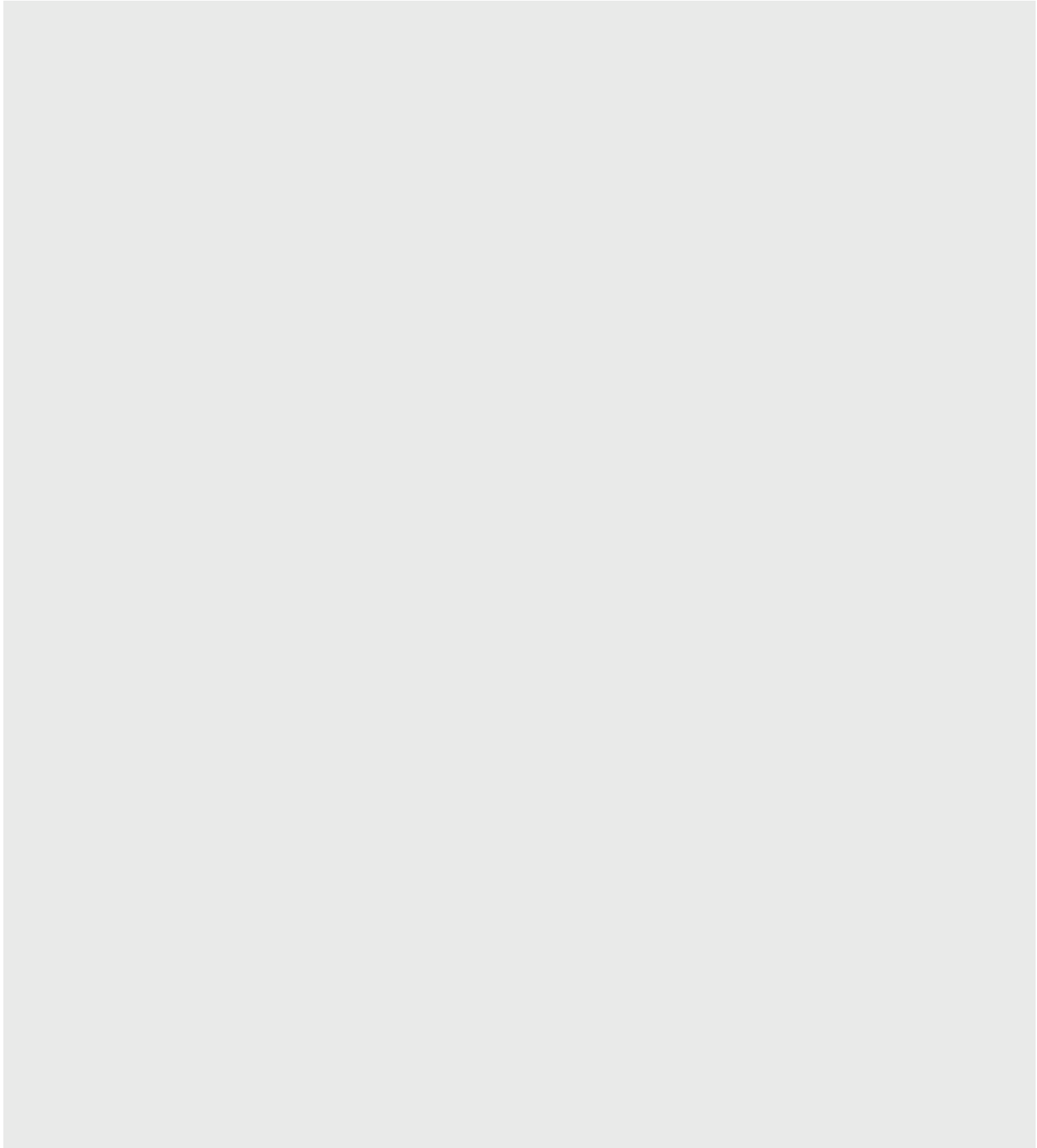
MAP Fund Amount Requested: _____

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.

2022 Yellowstone Ski Festival Budget

Income			
	Trail Pass Sales		\$48,000.00
	Local Sponsors		\$5,000.00
	Race Entries		\$14,000.00
	Clinic Entries		\$20,000.00
		Total	\$87,000.00
Expenses			
	Race Expenses		\$21,000.00
	Clinic Expenses		\$18,000.00
	Grooming		\$7,700.00
	Trail Maintenance		\$4,000.00
	Forest Service Special Use Permit		\$2,000.00
	Trail Passes & Administration		\$5,300.00
	Book keeping/ accounting		\$700.00
	Credit card processing fees		\$1,000.00
	Event insurance		\$1,500.00
	Porta Potties		\$2,000.00
	Advertising		\$3,000.00
	Payroll (Director & assistant)		\$6,500.00
	Miscellaneous		\$2,200.00
			e.g., laminated signs, utilities, internet, storage, unknown last minutes needs, etc.
		Total	\$74,900.00
MAP request			
	Advertising		\$2,500.00
	Grooming (contracted)		\$6,700.00
	Grooming (sled/ driver, hourly)		\$500.00
	Event insurance		\$1,000.00
	Trail Passes & Administration		\$3,000.00
	Porta Potties		\$2,000.00
	Payroll (Director & Assistant)		\$4,500.00
	Race Expenses (timing personnel)		\$2,500.00
	Race Expenses (medals, award money)		\$3,500.00
		Total	\$26,200.00

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.



February 22, 2022
MAP Funds outcome report

The 2021 Yellowstone Ski Festival did not go as planned, and while cancelled, people still came to visit the Rendezvous Ski trails and stay in West Yellowstone. In contrast to 2020 when the pandemic dictated how the event was carried out (e.g., minimal promotion, no clinics or races), 2021 was promoted and events were planned. The lack of snow and warm temperatures the week before the Ski Festival and then the forecasted lack of snow the week of the festival led to the decision to cancel the event. However, people had already booked rooms and transportation, so people came, bought passes, and skied on the snow they could find.

Overall, we had an estimated 1000 skiers attend (prior to the pandemic, we would regularly expect greater than 3000), and approximately 9 ski teams attend, including teams from Utah, Minnesota, Colorado, Washington, and Montana. Apart from one individual who was simply (and understandably) frustrated with the whole situation, feedback was positive, and people were appreciative of what was available and happy to be in West Yellowstone.

The impact on local businesses was likely positive though not to the degree we had hoped. Comparing TBID collections among 2019 (pre-pandemic, lack of early snow, some snow the week of), 2020 (pandemic, no promotion, good snow), 2021 (post pandemic, full promotion, minimal snow) show that while the festival was officially cancelled, the collections were greater than collected in 2020 (by \$803), and less than that collected in 2019 (by \$744).

Year	TBID collected
2019	\$4,595.47
2020	\$3,048.71
2021	\$3,851.87

We are grateful for the funds provided by MAP. Even though the event was cancelled, we were still able to promote Nordic skiing and West Yellowstone, and we were able to offer a positive and hospitable experience to those that attended. We look forward to next year, hoping for a lot of snow, no pandemic, and people wanting to travel!

Certification

Applicant Individual or Organization: West Yellowstone Chamber of Commerce

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 Wieseler*

Name (printed) Julie Wieseler

Title Grant Administrator

Date 20 August 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:

