

Town of West Yellowstone

Tuesday, April 18, 2023

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

WORK SESSION

6:00 PM

FY 2024 Budget Process

Discussion

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders: #6573 Tractor & Equipment, repairs to 938 Loader, \$8471.83
#6574 to Asphalt Systems, Inc., reseal streets in Old Town, \$78,220.80

Claims

Business License Applications: Private Tours of Yellowstone – new business license
Western Works, LLC – new business license
IG Construction, LLC – new business license
Gems, Rocks & More – transfer of ownership, resort tax bond waiver

Consent Agenda

Minutes: **April 4, 2023 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

ACTION ITEMS

Confirmation of Police Officer Ashley Stoneburner

Discussion/Action

Marketing and Promotions Fund Award Recommendations

Discussion/Action

- Music in the Park, 2023 Series, \$21,988.75
- Wild Bill Days 2023, \$36,295.00
- Wretched Mess Arts Fest, \$8500.00

Business Revitalization Incentive Program

Discussion/Action

Tourism Board of Directors Appointments

Discussion/Action

- John Stallings, At Large Representative

Correspondence/FYI/Meeting Reminder



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

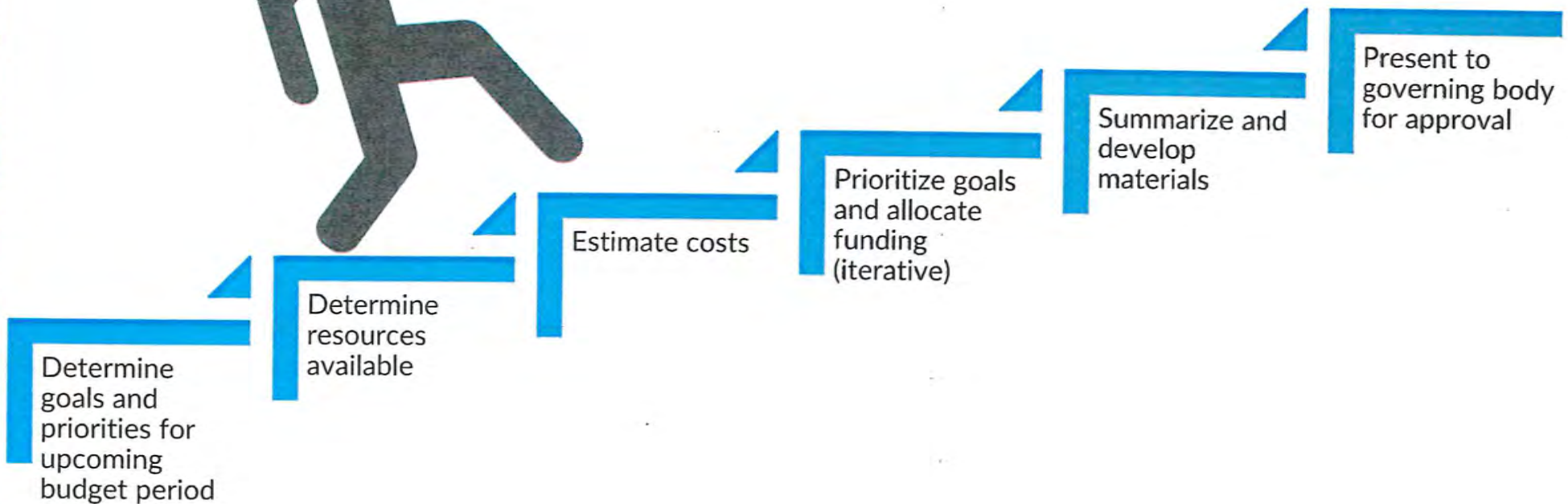
Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding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

General Town Council Meeting Information

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



Path to Getting a Budget Approved



Town of West Yellowstone Budget Request Form



All requests must be turned into the Finance Director's office, by **5:00 p.m. on May 31, 2023**. This form will be required to be considered for FY 23-24 budget process.

Date of Request: ____/____/____

Organization Name: _____

Contact Name and Title: _____

Contact Email: _____

Contact Phone: _____

Requested Amount: _____

Description of services provided and community served:

Name and Description of Event or Activity:

Anticipated Number of Participants: _____

Financial Need: (What would happen if you didn't receive this money?)

MUST ATTACH CURRENT BALANCE SHEET AND PROFIT AND LOSS STATEMENT

Signature of Applicant: _____ Date: _____

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

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

info@townofwestyellowstone.com

PURCHASE ORDER 1000-430200-369

Date 4-13-23

Ship Via 1000-430200-369

Order No. 006573

Department PUBLIC WORKS

TO: TRACTOR & EQUIPMENT

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	out service repairs to 938 Loader.

Estimated Cost \$ 8,471.83

Authorized By 

Requested By: 

Jon Simms

From: Jess Miller <Jess@asphaltsystemsinc.com>
Sent: Wednesday, April 12, 2023 2:56 PM
To: Jon Simms
Subject: FW: GSB-88 Updated Estimate
Attachments: GSB 88 Sole Source Letter 2022.docx

Jon, I apologize, I sent this updated quote way back in February.
Here you go, let me know that you received it this time.

Thank you,
Jess

From: Jess Miller
Sent: Tuesday, February 28, 2023 8:13 AM
To: Jon Simms <jsimms@townofwestyellowstone.com>
Subject: GSB-88 Updated Estimate

Jon,
It was good to talk with you yesterday, hang in there, spring is on the way.

I revised the GSB-88 estimate so that you are under the 80k amount, hopefully this number will work for your manager so you won't have to put it out for sealed bid.
Also, I attached a sole source document showing that ASI is the exclusive supplier for GSB-88, I have given this to other agencies in the past and it helped.

GSB-88, 2:1 w/2% polymer & sand applied

- Based on an application rate of .14 - .15, you can cover approx. 66,000 to 71,000 SY.
- We will need 10,080 gallons of GSB-88.
- The price Includes all: GSB-88 oil, sand, freight for oil & sand and spreading for 4 days.
- The price estimate is \$7.76 per gallon,
- 10,080 gallons, at \$7.76 per gallon equals a Grand Total of = **\$78,220.80**

As a reminder, keep a few bucks available for any possible demurrage charges there might be after unloading the tanker truck, You get two hours free unload. Even if there is a charge it won't put you over 80k.

I cannot "guarantee" the price until we get within 60 days of starting you project. Hopefully we don't have any price increases. If we do, I will call you right away.

Hopefully this will work for you, if not, and you need to put it out for bid, let me know and I will provide you with the necessary specs for the sand and GSB-88 we use so you get the treatment you want.

If this cost estimate looks good to you and is approved, let me know and I will prepare an official Quote form to send you for your signature so I can get you placed on the official project schedule.

Please let me know if you need anything else.

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

4075-430230-931

Date 4-13-23

Ship Via

(Budgeted)

Order No. 006574

Department

PUBLIC WORKS

TO: ASPHALT SYSTEMS INC.

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity

Description

Reseal most n/s streets throughout
old town

Alternate bid: \$ 113,289.84

Authorized By

Estimated Cost \$

78,220.80

Requested By:

VENDOR COPY - White OFFICE COPY - Canary



Tractor & Equipment
 PO Box 58201
 Tukwila, WA 98138-1201
 MT - (406) 656-0202

SERVICE INVOICE

Invoice Number	Invoice Date	Customer Number
BLWO0223398	03/28/2023	9101662
PO Number		Page
		Page 1 of 4
To View & Pay Online Go To:		MyTractorandEquipment.billtrust.com
Use this Enrollment Code:		DKL HHS MVM

SOLD TO

CITY OF WEST YELLOWSTONE
 PO BOX 1570
 WEST YELLOWSTONE MT 59758-1570

SHIP TO

WEST YELLOWSTONE

Document Number	Doc Date	Customer Number	Model	Customer Equipment No.
BL30524	01/31/2023	9101662	938H	08.1342
Make	Machine ID	Serial Number	Meter Reading	Ship Via
AA	PL9962G	*CAT0938HJMJC00124*	9092.0	

Quantity	Item	N/R	Description	Stocked	Unit Price	Extended Price
PERFORM 500 SERVICE HOUR MAINT						
COMPLAINT: MACHINE REQUIRES 500 HR SERVICE						
CAUSE:						
RESULTANT DAMAGE:						
COMPLICATIONS:						
CORRECTION: TRAVELED TO SHOP AND ORDERED FILTERS AND ENGINE OIL. PICKED PARTS. TRAVELED TO MACHINE IN WEST YELLOWSTONE. REPLACED ENGINE OIL AND FILTER. CHECKED ENGINE AIR FILTERS AND FOUND THAT THEY WERE FINE. PUT EXTRA AIR FILTERS UPSTAIRS WITH THE OTHER EXTRA PARTS. REPLACED FUEL FILTERS. HAD TO RUN TO NAPA TO GET A FUEL WATER SEPARATOR AS THE STOCK FILTER-AND-BOWL ASSEMBLY HAD BEEN REPLACED BY A ONE PIECE FUEL WATER SEPARTOR WITH NO EXTERNAL BOWL AND THE STOCK FILTER COULD NOT BE INSTALLED. REPLACED TRANSMISSION AND HYDRAULIC FILTERS. REPLACED CABIN AIR FILTERS. TOOK SAMPLES OF EVERYTHING EXCEPT ENGINE OIL AS IT WAS FORGOTTEN UNTIL THE OIL HAD ALREADY BEEN DRAINED.						
	FIELD LABOR		1.00 RT HOURS			160.00
	FIELD LABOR		3.00 OT HOURS			636.00
			TOTAL LABOR	SEG. 0		796.00
			SEGMENT 01 TOTAL			796.00

INSPECT MACHINE
 PERFORMED TA1 INSPECTION, SEE ATTACHED INSPECTION REPORT. REPAIRED HENKE PLOW, FUSE WAS BLOWN.
 REPAIRED LEFT REAR CAB LIGHT THAT WAS LOOSE.

1	1G-8878	FILTER	S	76.30	76.30
1	111-8738	FILTER	S	8.66	8.66
1	144-0832	ELEMENT-FILT	S	77.23	77.23
1	180-7487	FILTER	S	71.24	71.24
1	225-4118	FILTER HYD	S	112.54	112.54
1	256-7902	PRIMARY ELEM	S	60.41	60.41
1	256-7903	SECONDARY EL	S	44.61	44.61
2	299-8229	FILTER AS-FU	S	28.80	57.60
1	462-1171	FILTER-LUBE	S	18.50	18.50
1	T&E2001	1 PAK SOS	S	31.10	31.10
1	T&E2006	6 PAK SOS	S	186.58	186.58



Tractor & Equipment
 PO Box 58201
 Tukwila, WA 98138-1201
 MT - (406) 656-0202

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PO Number		Page
		Page 2 of 4
To View & Pay Online Go To:		MyTractorandEquipment.billtrust.com
Use this Enrollment Code:		DKL HHS MVM

Quantity	Item	N/R	Description	Stocked	Unit Price	Extended Price
5	5153973		CAT DEO-ULS 15W-40	S	21.17	105.85
				TOTAL PARTS	SEG. 0	850.62
	FIELD LABOR		2.50 OT HOURS			567.50
	FIELD LABOR		1.00 RT HOURS			171.00
				TOTAL LABOR	SEG. 0	738.50
1			CYLINDERS			2,023.45
				TOTAL MISC CHGS	SEG. 0	2,023.45
				SEGMENT 02 TOTAL		3,612.57

TROUBLESHOOT TORQUE CONVERTER
 COMPLAINT:TORQUE CONVERTER TEMP FAULT
 CAUSE:SENSOR FOR TORQ TEMP MALFUNCTION

RESULTANT DAMAGE:
 COMPLICATIONS:
 CORRECTION:REMOVE AND REPLACE TEMP SENSOR . RUN
 CHERCK FOR OPERATION OK.

1	131-0427		SENSOR GP	S	231.26	231.26
				TOTAL PARTS	SEG. 0	231.26
	FIELD LABOR		2.50 RT HOURS			427.50
				TOTAL LABOR	SEG. 0	427.50
1			OUT SHIP&HANDLE			17.00
				TOTAL MISC CHGS	SEG. 0	17.00
				SEGMENT 03 TOTAL		675.76

TROUBLESHOOT STEERING CYLINDER
 COMPLAINT:LH STEERING CYLINDER ROD END PIN AND
 BEARING LOOSE
 CAUSE:NORMAL WEAR

RESULTANT DAMAGE:SLOP IN STEERING SYSTEM
 COMPLICATIONS:
 CORRECTION:REMOVE PIN CUT BEARING OUT OF CYLINDER
 INST NEW REASSEMBLE.

1	3G-4704		BEARING	N	36.99	36.99
1	310-8658		PIN AS.	N	189.05	189.05
				TOTAL PARTS	SEG. 0	226.04
	FIELD LABOR		3.00 RT HOURS			513.00



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		Page 3 of 4
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Quantity	Item	N/R	Description	Stocked	Unit Price	Extended Price
	FIELD LABOR		0.50 OT HOURS			113.50
				TOTAL LABOR	SEG. 0	626.50
1			DEN SHIP&HANDLE			23.00
				TOTAL MISC CHGS	SEG. 0	23.00
				SEGMENT 04 TOTAL		875.54

TROUBLESHOOT WORK LIGHT(S)
 COMPLAINT:SEVERAL LITES ON MACHINE NOT WORKING
 CAUSE:BULBS BURNED OUT AND LITES DAMAGED

RESULTANT DAMAGE:POOR VISIBILITY
 COMPLICATIONS:
 CORRECTION:REMOVE AND REPLACE DAMAGED LITES AND BULBS. CHECK FOR OPERATION.OK REAR TAILLIGHTS THAT WERE ADDED NOT CAT. LED BURNED OUT I HAVE NO RESOURCE FOR THESE LITES

3	9X-3463		BULB	S	9.33	27.99
3	9X-3465		BULB 24V	S	10.91	32.73
1	105-4849		LAMP G	N	121.39	121.39
1	109-7041		LAMP GP	S	62.16	62.16
				TOTAL PARTS	SEG. 0	244.27
	FIELD LABOR		1.00 OT HOURS			227.00
	FIELD LABOR		0.50 PT HOURS			141.50
				TOTAL LABOR	SEG. 0	368.50
1			OUT SHIP&HANDLE			17.00
1			SPO SHIP&HANDLE			20.00
				TOTAL MISC CHGS	SEG. 0	37.00
				SEGMENT 05 TOTAL		649.77

TRAVEL TO/FROM MACHINE
 CHARGED RST TO MACHINE IN WEST YELLOWSTONE

	TRAVEL TIME LBR		1.50 OT HOURS			249.00
	TRAVEL TIME LBR		2.00 PT HOURS			414.00
				TOTAL LABOR	SEG. 9	663.00
1			MECH EXP-LODGING			179.08
2			MECH EXP - MEALS			36.14
155			MILEAGE			658.13
				TOTAL MISC CHGS	SEG. 9	873.35

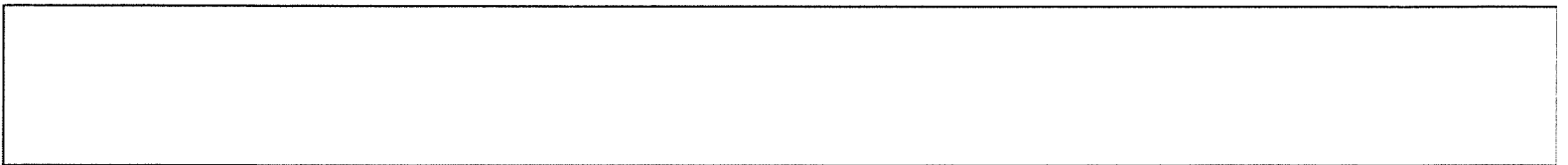


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BLWO0223398	03/28/2023	9101662
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		Page 4 of 4
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Use this Enrollment Code:		DKL HHS MVM

Quantity	Item	N/R	Description	Stocked	Unit Price	Extended Price
					SEGMENT 99 TOTAL	1,536.35
					CONSUMABLES	325.84
					BILLINGS NT	0.00
					USD	8,471.83



This Service is subject to all terms and conditions set forth in the Tractor and Equipment Co. Work Authorization, including LIMITED WARRANTY AND RELEASE and EXCLUSION OF LIABILITY set forth on the authorization.

TERMS: ALL PARTS AND SERVICE INVOICES ARE DUE THE 10TH OF THE MONTH FOLLOWING THE DATE OF PURCHASE.

Each payment or sum past due shall bear a late payment of 1.5% per month (APR 18%) or an amount not to exceed the highest rate permitted by law.



Pay this Amount	\$8,471.83
Amount Credit	

Please send remittance to Hamish Lockbox LB1208, PO Box 35144 Seattle, WA 98124-5144.

Merchandise cannot be returned for credit without our prior approval and only in accordance with our Parts Return Policy. A copy of the policy is available upon request.

04/14/23
16:04:46

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 4/23

Page: 2 of 8
Report ID: AP100

For dates posted from 04/05/23 to 04/14/23, FSB - Operating account

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49943	E	2673 First Bankcard	359.95					
		03/21/23 APCO International	309.00		DSPTCH	1000 420160	380	101000
		03/22/23 Costco - Disptch Supplies	50.95		ANIMAL	1000 440600	220	101000
49944		151 Gallatin County WY TS/Compost	205.00					
		03/31/23 Household waste	205.00		PARKS	1000 460430	534	101000
49945		2088 Town West Yellowstone	735.60					
		04/01/23 utility chrgs, Chamber, 895	63.27		BLDGS	1000 411257	340	101000
		04/01/23 utility chrgs, UPDL, 892	102.99		BLDGS	1000 411252	340	101000
		04/01/23 utility chrgs, PS Shops, 884	47.55		BLDGS	1000 411253	340	101000
		04/01/23 utility chrgs. Povah Ctr, 887	90.10		BLDGS	1000 411255	340	101000
		04/01/23 utility chrgs, Police Dept, 886	60.96		BLDGS	1000 411258	340	101000
		04/01/23 utility chrgs, City Park, 885	147.67		BLDGS	1000 411253	340	101000
		04/01/23 utility chrgs, Library, 891	47.89		LIBBLD	1000 411259	340	101000
		04/01/23 utility chrgs, Twn Hall, 921	175.17		TWNHAL	1000 411250	340	101000
49946		2845 Kasting, Kauffman & Mersen, PC	16,260.58					
		04/06/23 legal services 3/1-3/31/23	16,031.00		LEGAL	1000 411100	352	101000
		04/06/23 phone/fax	0.00		LEGAL	1000 411100	345	101000
		04/06/23 travel	229.58*		LEGAL	1000 411100	373	101000
49948	E	2673 First Bankcard	760.47					
		03/06/23 MunicipalClerkInstituThompson	415.00		FINADM	1000 410510	380	101000
		03/13/23 Finance supplies	21.95		FINADM	1000 410510	220	101000
		03/24/23 Water conference for funding	323.52		FINADM	1000 410510	370	101000
49949	E	2673 First Bankcard	2,049.60					
		03/06/23 Microsoft Subscript	69.99		LIBRY	2220 460100	355	101000
		03/10/23 Library Conference Michele	105.84		LIBRY	2220 460100	370	101000
		03/13/23 Ace Hardware	759.99		LIBRY	2220 460100	220	101000
		03/15/23 Books	14.99		LIBRY	2220 460100	215	101000
		03/15/23 Fishers Tech	32.87		LIBRY	2220 460100	398	101000
		03/16/23 MT Library Assoc	300.00		LIBRY	2220 460100	380	101000
		03/20/23 Books	41.90		LIBRY	2220 460100	215	101000
		03/20/23 Books	69.59		LIBRY	2220 460100	215	101000
		03/20/23 Books	22.99		LIBRY	2220 460100	215	101000
		03/22/23 Market place	9.78		LIBRY	2220 460100	220	101000
		03/23/23 GoDaddyLcom	203.88		LIBRY	2220 460100	398	101000
		03/30/23 Books	139.99		LIBRY	2220 460100	215	101000
		03/30/23 Books	24.90		LIBRY	2220 460100	215	101000
		04/01/23 Books	252.89		LIBRY	2220 460100	215	101000

04/14/23
16:04:46

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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
49952		73 Westmart Building Center	634.05					
	03/27/23	Street Supplies	273.74		STREET	1000 430200	220	101000
	03/27/23	Water Supplies	196.59*		WATER	5210 430500	220	101000
	03/27/23	Povah Ctr. Supplies	6.64*		POVAH	1000 411255	220	101000
	03/27/23	Parks Supplies	38.87*		PARKS	1000 460430	220	101000
	03/27/23	Town Hall Supplies	118.21		TWNHLL	1000 411250	220	101000
49954		2558 Hebgen Basin Fire District	55,849.00					
	04/01/23	April 2023	48,294.00		FIRE	1000 420400	357	101000
	04/01/23	employee grant April 2023	7,555.00		FIRE	1000 420400	140	101000
49956	E	2673 First Bankcard	282.86					
	03/03/23	Soc Ser Supplies toner	64.00		SOCSER	1000 450135	220	101000
	03/06/23	Soc Ser Supplies toner	84.33		SOCSER	1000 450135	220	101000
	03/10/23	Soc Ser Supplies	60.08		SOCSER	1000 450135	220	101000
	03/13/23	Help Fund Supplies	12.98		HELP	7010 450135	220	101000
	03/23/23	Soc Ser Supplies copypaper	29.99		SOCSER	1000 450135	220	101000
	03/24/23	Soc Ser Supplies Tape Dispense	31.48		SOCSER	1000 450135	220	101000
49957		2822 ClearBlu Business Services	3,173.30					
	1833 04/02/23	Chamber Bathrooms	1,400.00		CHAMB	1000 411257	357	101000
	1833 04/02/23	Park Bathrooms	800.00		PARKS	1000 411253	357	101000
	1832 04/02/23	MainLineHydroJetSewer	628.30		SEWER	5310 430630	369	101000
	1847 04/12/23	PovahGreastrappumpout/Hydrojet	345.00		SEWER	5310 430630	369	101000
49958		2789 WEX Bank	8,287.30					
	04/01/23	10 Ford Expedition 6-000046	0.00		SOCSER	1000 450135	231	101000
	04/01/23	10 JD Backhoe 310SJ	0.00*		STREET	1000 430200	231	101000
	04/01/23	91 Ford 6-582	0.00*		STREET	1000 430200	231	101000
	04/01/23	SS Snow Blower Green	525.14*		STREET	1000 430200	231	101000
	04/01/23	Grader	255.59*		STREET	1000 430200	231	101000
	04/01/23	14 Water Truck	0.00*		STREET	1000 430200	231	101000
	04/01/23	2010 JD 772 Grader	1,823.99		STREET	1000 420100	231	101000
	04/01/23	92 SS Blower-Yellow	125.98*		STREET	1000 430200	231	101000
	04/01/23	02 Freightliner Dump 6-54564A	0.00*		STREET	1000 430200	231	101000
	04/01/23	08 GMC Pickup 6-1484	0.00*		STREET	1000 430200	231	101000
	04/01/23	FrontEnd Loader	788.66*		STREET	1000 430200	231	101000
	04/01/23	08 CAT 938H Loader	421.95*		STREET	1000 430200	231	101000
	04/01/23	08 904B MiniLoader	67.82*		STREET	1000 430200	231	101000
	04/01/23	15 Ford F-250	76.72*		STREET	1000 430200	231	101000
	04/01/23	18 2018 Dodge Ram-PW	302.63*		STREET	1000 430200	231	101000
	04/01/23	18 Dodge Ram-Police	299.32		POLICE	1000 420100	231	101000
	04/01/23	19 Dodge Durango	293.89		POLICE	1000 420100	231	101000
	04/01/23	Multi-Use Vehicle - Sienna	105.33		WATER	5210 430500	231	101000

04/14/23
16:04:46

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For dates posted from 04/05/23 to 04/14/23, FSB - Operating account

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Claim	Check	Vendor #/Name/ Invoice #/Inv Data/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	04/01/23	Multi-Use Vehicle - Sienna	75.62		BULDNG	1000 420531	231	101000
	04/01/23	06 Dodge Durango 6-1374/6-2010	0.00*		STREET	1000 430200	231	101000
	04/01/23	15 Sweeper	0.00*		STREET	1000 430200	231	101000
	04/01/23	'00 FL Dumptrk 6-60700A	362.65*		STREET	1000 430200	231	101000
	04/01/23	'14 Ford Intercep	489.50		POLICE	1000 420100	231	101000
	04/01/23	PD Dodge Ram#1	687.90		POLICE	1000 420100	231	101000
	04/01/23	PD Dodge Ram#2	351.30		POLICE	1000 420100	231	101000
	04/01/23	01 Frht truck #1	888.73*		STREET	1000 430200	231	101000
	04/01/23	01 Frht truck #2	0.00*		STREET	1000 430200	231	101000
	04/01/23	19 Dodge 5500	0.00*		STREET	1000 430200	231	101000
	04/01/23	20 Dodge Ram (silver)	124.14		POLICE	1000 420100	231	101000
	04/01/23	'17 Chevy 3/4 ton white	220.44		WATER	5210 430500	231	101000
	04/01/23	'13 Chevy 3500	0.00*		STREET	1000 430200	231	101000
49960		2952 DIS Technologies	823.00					
	11300 04/05/23	Monthly Managed IT	823.00		IT	1000 410580	355	101000
49961		2952 DIS Technologies	735.00					
	11443 04/05/23	Monthly IT	675.00		IT	1000 420160	398	101000
	04/05/23	Software Subscription	60.00		DSPTCH	1000 420160	216	101000
49979		1454 Bozeman Daily Chronicle/Big Sky	11.00					
	357260 04/08/23	Annual AuditPublic Notice	11.00		ADMIN	1000 410210	327	101000
49980		3241 Bridger Analytical Lab	300.00					
	2304072 04/07/23	April 23 Testing	300.00		WATER	5210 430500	348	101000
49981		1331 West Yellowstone Foundation	25,000.00					
	04/10/23	FY23 Public Transportation	25,000.00		LEGIS	1000 410100	870	101000
49982		3314 Intrinsik Architecture	1,297.50					
	2022-0497 04/07/23	Zoning Permit	1,297.50		PLAN	1000 411000	354	101000
49983		3243 Susan Swimley	18.50					
	12476 04/05/23	Land use Issues Moonrise	18.50		LEGAL	1000 411100	352	101000
49984		2856 DANA Safety Supply, Inc.	824.74					
	829811 01/19/23	Gunlock w/handcuffs (6)	824.74		POLICE	1000 420100	212	101000
49985		3403 Armscor Cartridge Inc.	1,110.00					
	16513 03/29/23	(3) 223 Rem-62gr	1,110.00*		POLICE	1000 420100	389	101000

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TOWN OF WEST YELLOWSTONE
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49986		379 Energy Laboratories, Inc	764.00					
	537783	03/06/23 Testing Fee	764.00		WATER	5210 430500	348	101000
49987		2264 MORNING GLORY COFFEE & TEA	33.75					
	353846	04/03/23 Coffee Dispatch	33.75		DSPTCH	1000 420160	220	101000
49988		2404 Montana-Wyoming Systems	304.50					
	39051	01/01/23 FireAlarmAnnualMonitoringPovah	300.00		POVAH	1000 411255	350	101000
	39327	03/01/23 Finance Charge	4.50		FINADM	1000 410510	631	101000
49990		674 Karst Stage	7,470.00					
	3103	06/24/22 Bus Service Sum Rec	830.00		SUMREC	1000 460449	319	101000
	3104	07/01/22 Bus Service Sum Rec	830.00		SUMREC	1000 460449	319	101000
	3105	07/08/22 Bus Service Sum Rec	830.00		SUMREC	1000 460449	319	101000
	3106	07/15/22 Bus Service Sum Rec	830.00		SUMREC	1000 460449	319	101000
	3107	07/22/22 Bus Service Sum Rec	830.00		SUMREC	1000 460449	319	101000
	3108	07/29/22 Bus Service Sum Rec	830.00		SUMREC	1000 460449	319	101000
	3109	08/05/22 Bus Service Sum Rec	830.00		SUMREC	1000 460449	319	101000
	3110	08/12/22 Bus Service Sum Rec	830.00		SUMREC	1000 460449	319	101000
	3111	08/19/22 Bus Service Sum Rec	830.00		SUMREC	1000 460449	319	101000
49991		171 Montana Food Bank Network	921.62					
	29870-1	03/30/23 Food Bank Supplies	921.62		HELP	7010 450135	220	101000
49992		1140 Sagebrush Floral	21.80					
	177841	04/04/23 Easter Lily	21.80		ADMIN	1000 411250	220	101000
49993		3242 Fisher's Technology	249.00					
	1148491	03/23/23 Repairs to copier	249.00		ADMIN	1000 410210	363	101000
49994		332 Allegra	42.05					
	289271	04/12/23 Perforation on Bus Lic stock	42.05		FINADM	1000 410510	220	101000
49995		135 Food Roundup	57.87					
		03/02/23 Care & Custody supplies	14.41		POLICE	1000 420230	220	101000
		03/15/23 Rec supplies	43.46*		REC	1000 460440	220	101000
49996		3400 Julie Brown	1,252.50					
	041423	04/14/23 Library building	225.00*		LIBRY	1000 411259	357	101000
	041423	04/14/23 Town Hall	825.00*		TWNHLL	1000 411250	357	101000
	041423	04/14/23 Rendezvous Trailhd building	40.00		TRLHD	1000 411256	350	101000
	041423	04/14/23 Dispatch building	162.50		DSPTCH	1000 411258	398	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
49997		2099 Quick Print of West Yellowstone	38.19					
	17311 04/12/23	Cert of Occupancy Buildingdept	19.40		BULDNG	1000 420531	220	101000
	17229 03/03/23	Street Supplies	18.79		STREET	1000 430200	220	101000
49998		2937 CINTAS First Aid & Safety	210.67					
	5153124360 04/12/23	First Aid Supplie	210.67		STREET	1000 430200	220	101000
49999		3309 AQUAPRO	942.78					
	A23227 04/05/23	Grease Gun Kit	324.99		STREET	1000 430200	220	101000
	A23228 04/05/23	Street Dept Supplies	617.79		STREET	1000 430200	220	101000
50000		254 Firehole Fill Up/Economart	6,853.83					
	03/31/23	Equipment fuel	6,853.83*		STREET	1000 430200	231	101000
50001		40 Jerry's Enterprises	225.71					
	03/02/23	Fuel	175.71*		STREET	1000 430200	231	101000
	030623-1 03/06/23	Fuel Voucher	50.00		HELP	7010 450135	231	101000
50002		764 General Distributing Co.	68.88					
	1229847 03/31/23	Welding supplies	68.88*		STREET	1000 430200	231	101000
50003		3343 Mark Freedman	120.00					
	04/04/23	Equipment Supplies	120.00		STREET	1000 430200	220	101000
50004		3261 Targhee Services	79.95					
	04/06/23	2020 Dodge Ram Oil change	79.95*		STREET	1000 430200	361	101000
50005		3386 Eagle Safe Surfaces Colorado	968.60					
	6000855 04/12/23	Valve	968.60		STREET	1000 430200	220	101000
50006		3399 Squeaky Clean Montana	1,260.00					
	3544 03/31/23	Povah building 3/2023	1,260.00		POVAH	1000 411255	350	101000
50007		1796 Barta Electric, Inc.	1,820.32					
	6405 03/30/23	Clinic work	194.18*		CLINIC	1000 411251	357	101000
	6404 03/30/23	Social Services work	1,428.64		TWNHLL	1000 411250	366	101000
	6393 03/30/23	Fix Street Lights	197.50		STRLGH	1000 430263	357	101000
50008		65 T & E	8,768.91					
	0461275 03/23/23	Sling & Key	297.08		STREET	1000 430200	220	101000
	0223398 03/28/23	Out Service Repairs 938Loader	8,471.83*		STREET	1000 430200	369	101000

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TOWN OF WEST YELLOWSTONE
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50009		3200 Yellowstone Log Chinking	3,720.00					
	61	04/13/23 Snow Removal Museum	3,080.00*		MUSEM	1000 411252	357	101000
	61	04/13/23 Town Hall Water Leak snowremov	640.00*		TWNHLL	1000 411250	357	101000
50010		3404 Yellowstone Rendezvous Ski Race	1,000.00					
		04/12/23 Work done on race start area	1,000.00		LEGIS	1000 410100	870	101000
50011		3404 Yellowstone Rendezvous Ski Race	9,550.00					
	23-04	04/09/23 Yell Rendezvous Race	9,550.00		MAP	2101 410130	398	101000
50012		3226 Peggy Russell	110.00					
		04/13/23 Municipal Clerks InstituteRuss	110.00		FINADM	1000 410510	370	101000
# of Claims			53	Total:	190,209.01			
Total Electronic Claims			7,857.62	Total Non-Electronic Claims	182351.39			

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$157,258.94
2101 Marketing & Promotions (MAP)	
101000 CASH	\$9,550.00
2220 Library	
101000 CASH	\$2,049.60
5210 Water Operating Fund	
101000 CASH	\$2,611.05
5310 Sewer Operating Fund	
101000 CASH	\$1,131.04
7010 Social Services/Help Fund	
101000 CASH	\$1,063.14
7202 TBID Agency Fund	
101000 CASH	\$16,545.24
Total:	\$190,209.01

Town of West Yellowstone Business License Application

Business Name: Private Tours of Yellowstone
 Applicant: Matt Henry
 Contact Person: Matt Henry
 Mailing Address: P.O. Box 75
 Physical Address of Business: 310 W 2 Perce Ave West Yellowstone, MT 59758 (Pick up at Hotels)
 Phone Number: 909-226-2191 Fax Number: NA
 Email Address: privatetoursofyellowstone@yahoo.com Website: www.PrivateToursOfYellowstone.com

Signature of Property Owner of Record: *M. Henry*

Subdivision: _____
 Block: _____ Lot: _____

Zoning District, please mark one:

- | | |
|--|---|
| <input type="checkbox"/> B-3 Central Business District (Old Town) | <input type="checkbox"/> PUD Planned Unit Development (Grizzly Park) |
| <input type="checkbox"/> B-4 Expanded Business District (Grizzly Park) | <input type="checkbox"/> Residential Districts, Home Occupations Only (Mad Add) |
| <input type="checkbox"/> E-2 Entertainment District (Grizzly Park) | |
| <input type="checkbox"/> New Business | <input type="checkbox"/> Transfer of Ownership |
| <input type="checkbox"/> Change of Location | <input type="checkbox"/> Name Change |

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

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

See Tours of Yellowstone, we pick up at hotels and give tours of Park.
6-7 People Tops. There is no back and forth location. NO visitors
Come to my House.

Business License Fee: \$50⁰⁰
 Resort Tax Bond: \$500⁰⁰
 Total Amount Due: \$550⁰⁰ *per cc*

M. Henry
 Signature of Applicant

 Signature of Applicant
4-10-23
 Date

FOR OFFICE USE ONLY			
Date Approved by Town Council: _____			
Date <u>4/10/23</u>	Check # <u>CC</u>	Amount \$ <u>550⁰⁰</u>	License # _____
SCN _____	BLP _____	STX _____	BLC _____ RDX _____



Town of West Yellowstone
Business License Application

Business Name: Western Works LLC
Applicant: David Vaporean
Contact Person: David Vaporean
Mailing Address: Po Box 2218
Physical Address of Business: 22 N Geyser
Phone Number: 636-675-3253 Fax Number: _____
Email Address: vaporean@gmail.com Website: _____

Signature of Property Owner of Record: David Vaporean

Subdivision: _____
Block: _____ Lot: _____

Zoning District, please mark one:

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

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

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

General Construction + Remodels, Tools kept at jobsite
will not be storing any trailers in town

Business License Fee: \$50⁰⁰
Resort Tax Bond: \$ _____
Total Amount Due: \$50⁰⁰

David Vaporean
Signature of Applicant

Signature of Applicant
4-11-23
Date

FOR OFFICE USE ONLY					
Date Approved: _____	<input type="checkbox"/> Town Council	<input type="checkbox"/> Administration	_____		
Date _____	Check # _____	Amount \$ _____	License # _____		
SCN _____	BLP _____	STX _____	RDX _____		

RECEIVED

APR 12 2023



Town of West Yellowstone Business License Application

Business Name: IGA Construction LLC
 Applicant: Jan Cobble
 Contact Person: Jan Cobble
 Mailing Address: Po Box 1788 West Yellowstone MT 59758
 Physical Address of Business: 22 N Geyser
 Phone Number: 406-640-1847 Fax Number: _____
 Email Address: JanCoble1988@gmail.com Website: _____

Signature of Property Owner of Record: Jan Cobble

Subdivision: _____
 Block: _____ Lot: _____

Zoning District, please mark one:

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

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

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

Independent Contractor for Hire on New construction Remodels/ Home maintenance
Home Maintenance and Repairs. NO Storage needed it will be at
Physical address

Business License Fee: \$ 50⁰⁰

Resort Tax Bond: \$ _____

Total Amount Due: \$ 50⁰⁰

Jan Cobble
Signature of Applicant

Signature of Applicant

4-12-23
Date

FOR OFFICE USE ONLY

Date Approved: _____ Town Council Administration

Date 4/12/23 Check # Cash Amount \$ 50⁰⁰ License # _____

SCN _____ BLP _____ STX _____ RDX _____

Town of West Yellowstone Business License Application

Business Name: GEMS, ROCKS & MORE
 Applicant: MARH DEIFT
 Contact Person: MARH DEIFT
 Mailing Address: 560 NW 118 AVE PALM BEACH FL 33425
 Physical Address of Business: 29 MADISON AV. WEST YELLOWSTONE
 Phone Number: 954-448-9413 Fax Number: _____
 Email Address: MARH@DEIFT.NET Website: _____

Signature of Property Owner of Record: _____

Subdivision: Old Town
 Block: 28 Lot: 424

Zoning District, please mark one:

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

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

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

GIFT SHOP

Business License Fee: \$50⁰⁰
 Resort Tax Bond: \$500⁰⁰
 Total Amount Due: \$550⁰⁰ 50⁰⁰

Adding letter to Waive RT Bond 4/14/23

Signature of Applicant _____
 Signature of Applicant MARH DEIFT
 Date 4-10-23

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

Peggy Russell

From: Mark Deift <Mark@deift.net>
Sent: Friday, April 14, 2023 2:10 PM
To: Peggy Russell
Cc: Mark Deift
Subject: 28 madison ave

To Whom it may concern:

We have operated in West Yellowstone since 2017 with a stellar record and no issues.
I am requesting you to consider the removal of the bond for the resort tax for our new location at 28 Madison Ave.

Thank you in advance.

Mark Deift

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
April 4, 2023

COUNCIL MEMBERS PRESENT: Travis Watt, Brian Benike, Jeff McBirnie, Lisa Griffith and Jeff Mathews are present by Zoom

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Katie Thompson, Public Services Superintendent Jon Simms, Town Clerk Liz Roos, Town Attorney Jane Mersen by Zoom, Jan Neish-Island Park News, Dave Noel-Forsgren Associates, Inc., Brandi Brown-Yellowstone Historic Center, multiple community members by Zoom

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

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

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

WORK SESSION

Mayor Watt calls the meeting to order and explains the topic for the work session is the structural improvements for the Mammoth Room of the Union Pacific Dining Lodge. Forsgren Associates, Inc. conducted an evaluation of the building and prepared the plans in 2020. The project is ready to be let for bid whenever the Town is ready. Dave Noel of Forsgren Associates explains that they presented two options to the State Historical Preservation Office (SHPO) to ensure that they can maintain the historic integrity of the building. The only option SHPO would allow to maintain the historic integrity is to remove each truss and insert a steel beam inside the existing wood and then replace the originals with the steel trusses with wood facade. Noel says that their cost estimate from about a year ago was \$1.4 million. He says they know it will cost more than that now. He says that the big question now is how to fund the project. McBirnie asks what will they do if the wood that is removed is rotted and cannot be put back. Noel responds that they know some of the wood will have to be replaced and they will have to use some new wood. The Council asks questions about how long they can wait to do this project. Noel responds that as long as they keep the snow off the roof, they may have time, but a snow event or significant seismic event could change that. Griffith asks how many times this winter have they shoveled the roof. Simms responds that it has been shoveled four times. Thompson adds that it appears most years it has been done twice. Thompson asks how soon the project could be started. Noel recommends advertising for six weeks because it is such a specialized project and after all the bid award and mobilization, the project likely wouldn't start until fall. He also explains that the project could be done in phases and allow for use of the building during the summer months.

Finance Director Katie Thompson addresses the Council to discuss paying for the project. Thompson briefly describes the different types of bonds available to the Town for funding and summarizes the three bonds the Town has at this time: Town Hall (\$350,086), 80 acres purchase (\$621,499), and Siegel Learning Center (\$351,060). She explains that they could pay for the project using a revenue bond backed by the resort tax, but this could affect their bonding capacity for the wastewater treatment plant. Thompson says that she has learned about some grants that they could possibly obtain, especially considering it is a historical project. She explains that she has a list of potential grants and foundations they can apply for that she is working through. Town Manager Dan Walker says that tonight they just want the Council to understand the project and the funding options so as they start the budget process the Capital Improvement Plan process for next year, they know what to expect. Jan Neish of the Island Park News asks what it would take to get an up to date cost estimate. Noel responds that they could put it through an evaluation, but his best guess is that costs have increased 10%.

The work session is adjourned at 6:10 PM.

Public Comment Period

No public comment is received.

Council Comments

Council Member Griffith clarifies that in the work session, she commented that she does not think they should seek loans for the Mammoth Room project until the wastewater treatment plant project is funded.

Public Hearing: Ordinance No. 274, Mobile Food Vendors

Mayor Watt reads the hearing notice and the ordinance out loud. The hearing was advertised in the Bozeman Daily Chronicle on March 28 and April 4, 2023, posted publicly and on the Town's website. Mayor Watt shares comments received by email from Jan Neish to clarify that sale of non-food and alcoholic beverages are not allowed, all equipment must be portable and not permanently located on-site, no generators are allowed.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6483 to Tri-State Excavating for snow removal for January 2023 for \$14,646.92. (McBirnie, Benike)
- 2) Motion carried to approve the claims, as amended, for a total of \$60,811.18. (McBirnie, Benike)
- 3) Motion carried to waive the resort tax bond for Yellowstone Park Village for Glenn and Carri Hales based on a satisfactory payment history with their other businesses. (McBirnie, Benike)
- 4) Motion carried to approve the Minutes of the March 21, 2023 Town Council Meeting with the correction that Council Member Griffith opposed approving the minutes of the March 7, 2023 Town Council Meeting, Action Item #3. (McBirnie, Benike) Griffith is opposed, motion passes.
- 5) Motion carried to approve Ordinance No. 274 on the second reading, amending the word "exiting" to be "existing" in the third paragraph. (McBirnie, Benike) Griffith is opposed, motion passes.
- 6) Motion carried to approve Resolution No. 786, a resolution to set the annual permit application fee for Mobile Food Vendors to be \$200 per year. (Benike, McBirnie) Griffith is opposed.
- 7) Motion carried to authorize writing a letter of support for wildlife mitigation through the Montana Wildlife & Transportation Partnership Project Program. (McBirnie, Benike) See next motion.
- 8) Secondary motion carried to authorize a letter of support for wildlife mitigation through the Montana Wildlife & Transportation Partnership Project Program and support maintaining public access at least every half mile. (Mathews, Benike) Griffith is opposed, motion passes.
- 9) Motion carried to approve the Wretched Mess Arts Festival street encroachment and outside amplification permit for August 26, 2023. (Benike, McBirnie)

DISCUSSION

- 5) McBirnie points out that the word "exiting" should probably be "existing" in the third "Whereas" paragraph. Griffith points out some changes that were discussed at the last meeting that she says were not incorporated into the current ordinance. Benike and Mathews indicate that they are comfortable with how the ordinance is currently written.

- 6) Griffith says she will not be voting in favor of this resolution and doesn't think it is fair to charge a higher fee to this type of business. Mathews says that he thinks the fee should offset the impact of sewer discharge and the money collected should go to the sewer fund and not general fund. The group discusses the possible issues that could arise because the property owner is already paying for service and the it could also be construed as authority to connect to the system. Jan Neish clarifies that the additional fee will be collected annually as is a business license fee.
- 7-8) Bob Lindstrom addresses the Council to request support from the Town to construct a wildlife overpass over Highway 191. Lindstrom explains that he is working with multiple collaborators on the project and would like a support letter for the application to the Montana Wildlife & Transportation Partnership Project Program. Griffith says that she would support a letter to support mitigating animal and vehicle collisions but not a specific tactic. Mathews says that his concern is about public access. Watt says he thinks they are very early in the process and struggles to approve a letter this soon. Lindstrom explains that all the ideas and comments will be included in the application and MDOT will decide what type of project to construct. He says that bison behave differently than other wildlife and tend to cross at the same corridor every year. Police Chief Mike Gavagan points out that bison/vehicle collisions do occur elsewhere than the corridor where the buffalo cross the river and they cannot assume an overpass will solve the problem.
- A) **Town Manager/Department Head Reports:** Town Manager Dan Walker thanks the staff for all their efforts, it has been a very long winter and especially thanks the Public Works staff. He reports that all staff reviews and evaluations have been completed. He says that they really have a great staff and he truly appreciates it. He reports on working on the lease for the wastewater treatment plant with the Montana Aeronautics Division. He says they had some issues last week but they think they have the language worked out and are moving forward. He thanks their local representatives, Representative Jane Gillette, and Senator Pat Flowers for their assistance. He reports that they have submitted a transportation grant request to complete the trail project around Town for an estimated cost of \$10.1 million. The deadline for the legal services RFP is May 5, 2023. The Housing Coalition is hosting a meeting at the Holiday Inn on April 14, 2023, Jon Brown will present at that event on wastewater treatment. There will be an open house at the Povah Center on May 8, 2023 for the West Yellowstone Trail Planning.

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

Mayor

ATTEST:

Town Clerk

Department Head Report April 7 – April 13, 2023

Calls for Service: 89 calls. Assault, simple fraud, identity theft, wildlife at large (bison coming out of the park), traffic stops, multiple EMS calls and fire alarms, animal at large x 3, public assists, welfare check, parking, abandon vehicles, threats, suspicious circumstances, multiple agency assists, traffic hazards, unattended death, illegal camping, etc.

We are definitely seeing an increase in fraud cases and identity thefts. I have ordered some brochures to pass out to the victims of ID Theft that give them step-by-step instructions on what to do in the case their identity has been compromised. I have ordered both Spanish and English versions. I will also be ordering similar brochures that provide information on the steps our community members can take to avoid being a victim of identity theft. Once I have these brochures in hand, I will post some awareness information on our PD Facebook page and let the community know that they can stop by the PD to get one of these for free.

Officer Dallen Griffel will be finishing up Firearms Instructor training tomorrow. I have been informed that he has already passed his qualification. We have firearms training and qualifications next Wednesday as a staff.

Some of the PD staff and partner agency staff members will be meeting with the staff of Madison Valley Bank tonight after closing. We will be doing a security assessment and a discussion of procedures and protocols to an alarm response at the bank. We will be discussing our response and our expectations of the bank employees. This should be a yearly requirement for all banks per banking protocols; however, I think it has been a while. I will be setting up a similar event at First Security within the next few weeks.

Dan Walker, Officer Neil Courtis and I meet with representatives from the non-profit People and Carnivores about prevention and mitigation strategies for bears vs human interactions. They were very impressed with the job West Yellowstone has already done to make us a Bear Aware community. I will be in continuing discussions with them about additional educational opportunities to bring to West. I will keep you posted if we progress.

The felony fraud investigation and an Identity Theft investigation has kept me pretty tied up, trying to find time to get other things accomplished has been tough.

Until next week,

Mike

Public Services Dept. Bi-Weekly Report: March 31st through April 13th, 2023

Work Performed

Snow floor completely removed on all roadways, alleyways, and town parking lots. Continue hauling snow and clear sightline hazards. Push back roadside ROWs, expose STS storm drains and catch basins so snow melts and flows properly. Most of these storm lines are filled with sediment and do not drain correctly. This is due to line cleaning being neglected for 30 plus years. These STS lines in most places are ¾ charged with material and sit too far below grade, resulting in restricted flow allowing ice dams to form. The town will continue working with contractors to get these lines cleaned since the municipality does not have the proper equipment yet to do this in-house. Vehicle and equipment maintenance: Replace wiring harness, fuel pump, solenoid, and injectors on 938 payloader. Replace fuel/water separator, replace main cap. Order new starter for Social Services Dept's 08 expedition. Fabricate bushing and shear pins from ram cylinder on 92 rotary loader's main drum. Auxiliary drive seal leaking on 99 rotary loader, needs to be replaced. Will be outsourcing to get up and running again. Both rotaries' will need an overall if they are to be operational next year, waiting to hear back from mechanics in Paul, ID and Bozeman. Oil pressure brake sensor switch replaced on 936, disabled fault buzzer inside cab. Replace bushings and shear pins on rotary reels. Three of the four Freightliners are currently down with mechanical issues. Generator down at Iris lift station. The wastewater supervisor has been working on replacing circuit board and controls. We have a backup generator wired into the 3-phase panel and on standby in case of a power outage/ emergency. Pump station throwing both variable frequency drives into alarm mode causing a fault within Missions Control Scada System. Respond to flag lowering notifications. Cleanup graffiti at Rendezvous Ski Trails. Cleaned up debris blowing out of triple bin roll off containers and Abitibi's at PW shop. Replace cadet heaters as needed in facilities. Replace broken lavatory items for the social services department and reseal countertops. Inspect ice machine leak at the Povah building. Roof snow removal from museum and town hall. Open emergency exits, secondary fire escape routes at city owned buildings: little rangers. Cleaned sanitary lateral at Alley D and Hayden, wet well at Iris Station, PD lateral and Povah building. Expose air check valve manhole and casting behind Iris Station, will need to order parts to update relief valve. Grease trapped cleaned out and line jetted in kitchen at Povah Center. Thawed through frozen water service line for resident at 320 Boundary St. Met with Kyle at Clinic to investigate possible frozen water service line. Investigate frozen water meter at 429 Madison Ave. Our WW operator Jon Brown has been working diligently through the town's lead/ copper water service line inventory which is due to the EPA on October 16th of next year. If anyone has questions, concerns, or wishes to see the inventory template that Jon is working on, please stop by the town offices to visit with him or reach out (406) 640-7547.

Administrative

Respond to water intrusion at town hall offices. Snow melt has been coming through the wall, our town clerk has filed a claim with our insurance provider. I'll be meeting with the insurance adjuster here next Wednesday at the town offices to walkthrough and go over the inspection report I had complete last month. I've already started reaching out to contractors for estimates on closed cell insulation, spraying the lid, improving building envelope efficiency, and removing the north wall down to the studs to remedy this 11 year- ongoing issue. Discussed snow removal issues, met with residents and business owners. Respond to vehicles stuck from slush in alleyways and parking lots. Fill in shifts on road grader, dump truck, wheel, and rotary loaders, help crew with snow removal. Review parts needs with vendors on heavy equipment. Post public notice updates on town Facebook page to help give residents a status on snow removal operations. Discuss roof snow removal priorities with Yellowstone Log Chinking on city owned buildings. Continue to coordinate snow removal plans with Tri-State Excavating as backup is needed. Get an emergency backup plan together with MDOT in case our rotary loader goes down. Follow up with Tractor and Equipment for ongoing equipment and fleet maintenance issues. Schedule vehicle and equipment lighting and radio upgrades with Jeff Gurr. Coordinate facility service and lavatory repairs with PJ's Plumbing and get on their schedule. Discuss plan for installation of concrete foundations and new kiosks at Bob Jacklin Casting Pond and Yellowstone Shortline Trail with Taylor Astren from design team at Sea-Reach Ltd. Look over I-Worq's software updates and discuss needs with programmer Garyn Perrett. Worked with Jake at DIS to get town hall server to sync up with several desktops after recent server upgrades. Followed up with Abril Garcia to discuss website improvement and public works status updates. Met with reporter Victoria Eavis from Montana Free Press as well as Jon Brown, showed her around our facilities and discussed infrastructure concerns and issues. Talked to Garrett Ostler about improvements to the West Yellowstone welcome signs, follow up on project needs and supplies order. Coordinate access into the Museum for WY Historical Group, the back of the building is now open and accessible. We'll be working on getting the refuse/ garbage stations placed for when the park opens in the coming weeks. I'll be meeting with Briggs Roofing tomorrow 4-14 to get a proposal on redoing the roof at the Museum. Follow up with Midco diving on getting our spring box cleaned out once the weather breaks and the supply source is accessible. Discuss utility locating call-out procedure issues with Shawna at Summit Utilities. Continue working with Tyler Liddiard and Mountain States Lighting on streetlighting upgrades along the highway. I was able to work with the engineers to finalize the state bidding documents required for this project. I have a pre bid meeting scheduled for May 24th. The project advertisement will be open for four weeks and will be close on May 31st. So far, I've got one contractor at Montana Lines very interested in this job and has confirmed his attendance for the pre-bid meeting. The past couple years there's been a set aside budgeted at 650k for this project. Discussed alternate proposals for slurry sealcoat treatments throughout old town's N/S streets with Jess Miller ASI Asphalt and Anthony Baker at APEX Asphalt. Reached out to Knife River and High-Country Paving again to look at paving overlay and regrading project for Electric St. basketball courts. Confirm parts needs with Core and Main, Aqua Pro, Metro-Quip, Marc-1, Precision Fluid Power, Hotsy, Myslik- Eagle Corporation, Caterpillar, John Deere, MacQueen Equipment, Freightliner. Follow up with sales department at Kodiak Blowers on pricing a newer rotary loader. Continue to exploring options for a used Vactor truck, when the town has a major backup in any SAS mainline/ lift station and contractor is not available, or their equipment is down the town will run into problems (town staff continues to open problem areas at intersecting SAS manholes where sanitary debris has potential of accumulating to help mitigate issues). Discuss upcoming classes being offered by the town's recreation program with Vely

(zumba, cooking, painting). Help brainstorm ways to encourage more participation. She'll be hosting an event for Cinco-de-mayo (further details to follow). Finished all annual employee evaluations and my personal evaluation, submitted to, and met with the town manager. Responded to a water service issue at 320 Boundary St. Followed up with plumber and homeowner to let her know that her service has been reinstated. Go over importance of water service requests, access dates for turning on & off curb stops with Jon Brown, get these added to the town's webpage. Come up with utility termination request dates for the fall and spring. Follow up with Ed Geiger on the options for installation of security cameras in town at the PW shop, city park, both Iris and Madison lift stations and entrance at WW lagoon. Will be looking at installation of new monitor outside the evidence room in basement at town hall, now just waiting on pricing. Ed was able to send a drone out over our snow yard toward the end of this season for a yearly perspective on the snow volume we received, looking forward to seeing this footage. Continue discussions of additional CCTV options for the town. Continue looking for utility locator training opportunities for public works crew. Sent WW operator Jon Brown to a pump training class through Smith & Loveless Pumping Equipment. Met with Public Works crew to discuss ongoing laundry list items within the department and how we can work more effectively and improve our operations for next year. Reached out to part time seasonal employee from last year to see about possible start dates. Assign a weekly building cleaning and maintenance schedule for the PW crew. Discuss easement and setback requirements with business owners and residents, clarify municipal codes. Schedule parts orders and updates to town's fleet. Place orders for necessary O&M supplies, follow up with vendors on supply chain issues. Coordinate with staff at Forsgren and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Investigate weir levels on cells A & B at lagoon. Coordinate monthly coliform/ bac- T samples with Jon Brown. Follow up on proposals for CIP projects. 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.

Water/Wastewater

Bi-Weekly Report

03/30/23 thru 04/13/23

03/30/23: Performed water /wastewater rounds. Worked on lead and copper inventory paperwork. Worked on the electrical motor for blower #1 at the wastewater treatment plant. Inspected manholes throughout town to ensure there are no blockages.

03/31/23: Performed water /wastewater rounds. Worked on lead and copper inventory paperwork. Continued work on blower #1. Dan Walker and I spoke with Victoria Eavis with Montana Free Press over the phone about wastewater treatment plant issues.

04/03/23: Performed water /wastewater rounds. Dan Walker, Jon Simms, and I had a face-to-face interview to continue the conversation regarding the wastewater treatment plant issues and the obstacles that we face. The article has now been published. Worked on preliminary drawing for water and sewer line extensions on the new public restrooms on Lacy Dr behind the tennis courts.

04/04/23: Performed water /wastewater rounds. Obtained wastewater samples and sent them to IAS Labs. Finished drawings on the public restrooms and submitted them to Forsgren Engineering for completion and submission to DEQ for approval. We hope to start working on the line extensions in June 2023. Helped the Public Works department to remove the stuck grader in Alley A.

04/05/23: Performed water /wastewater rounds. Obtained BAC-T water samples and drove them to Bridger Labs in Belgrade, MT. Water samples came back non-detect for bacteria.

04/06/23: Performed water /wastewater rounds. I received a call for a frozen water line between Boundary and Alley D. (We are starting to receive more calls for frozen water lines). This line was a polyline which means we could not use an electrical current buzz box to thaw out the line. This is a work in progress. Found out that the backup generator in the Iris lift station had failed. Rod Generator service came to diagnose the issue. The motherboard and 2 other power components have gone bad which caused the failure. We have now ordered the replacement parts but we are having Generac program the motherboard in-house to avoid the extremely high cost of a Generac tech coming up and doing the programming on-site.

04/07/23: Performed water /wastewater rounds. Drove to Idaho Falls, ID, and picked up the backup generator until our generator is repaired. We cannot be without a backup generator at the Iris lift pump station due to the high flows. We are defiantly starting to see (INI) infiltration in the sewer collection system due to the run-off season starting. Storm drains are also starting to see high run-off flows. Storm drains are having issues with sand and gravel causing blockages and the water in the lines freezes during the winter which causes restrictions with flows. This is where a VACTOR truck would be a great help to the Town since we could immediately address the issue instead of waiting for days or weeks trying to get a contractor to come up and clean the lines.

04/08/23: Hired Blu (a local contractor) with a small jetter machine to come and clean some storm drains in Town to help with flows and blockages. Blu is very helpful but does not have the capacity or the equipment size to clean the larger storm drain lines or remove the amount of sand and debris that has collected in the storm drains over the years. There have been sections of storm drains that we have had cleaned by a contractor during the summer months to help with cleaning but the only way to ensure that the storm drains are functioning properly is to have the whole storm drain system cleaned every year.

04/10/23: Performed water /wastewater rounds. Worked on the generator in the Iris lift pump station. I have extensive knowledge regarding 3-phase power and have been working on the repairs. I have received 2 of the 3 parts which I have installed. I am waiting for the last electrical component to complete the repair. Called in utility locates on Boundary and Alley D for the repair of the water line but had issues with the utility companies not giving proper notice of who owned the fiber line running down the Alley which stopped the repair of the water line until the fiber line was located correctly.

04/11/23: Performed water /wastewater rounds. Started repair of water line on Boundary and Alley D. Found the water line was completely frozen across the road. The permafrost had reached a depth of 7 feet. Was able to repair

the curb stop valve and had the line jetted to complete the repair which brought running water back to customers. Found 2 more frozen lines in Town and address the issue. This is the time of year when permafrost starts to freeze deeper into the earth. This is caused by the heavy equipment to remove the snow. I have seen permafrost even in the middle of the summer cause water and sewer lines to freeze. This is why it is important to leave a little trickle of water running in a faucet during the winter. This helps the lines to flow and not freeze but the clean water going to the wastewater plant is extremely hard on the microbiology in any wastewater facility. In the wastewater industry, this is called "Wash Out" due to the lack of food in the clean water stream. This is a double edge sword that water/wastewater systems must contend with.

04/12/23: Performed water /wastewater rounds. Completed repair on the frozen water line on Boundary and Alley D.

04/13/23: Attend a Smith and Loveless pump training class in Idaho.



APRIL 14, 2023

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Submitted CAA Section 204 report and Group Election Form to MMIA for employee health benefits for FY 2024
- Met with Abril Garcia about the Town's new webpage, we're so close, almost done. Final pictures were taken on Friday.
- Filed insurance claim with MMIA for multiple water leaks on the north side of the Town Hall. An insurance adjuster from MMIA will conduct a site visit next Tuesday, April 18, 2023.
- Listed seasonal positions for this summer: Recreation Counselors and Seasonal Laborers. Complete job descriptions and applications are available on our website, starting wages are \$17.65/hour and will increase to \$19.03/hour as of July 1, 2023.
- Agenda and Packet for April 18, 2023





Week of 04.10.2023

- ❖ Completed progress report for ARPA funds.
- ❖ Prepared for budget kick-off meetings.
- ❖ Worked on FY 23-24 preliminary budget.
- ❖ Made progress on ClearGov budget setup.
- ❖ Worked on summer recreation delinquencies.
- ❖ Updated our Uniform Application Form for our WWTP project.

Highlights
Social Service
April 1-13 2023

- Debbi taught the Two Budgeting classes
- Assisting clients with possible fraud issues
- Assisting client in setting up payment plans for medical bills
- Unemployment & ID.me.com assistances
- Volunteers helping with Food Bank and Clothing Bank
- SNAP and Medicaid assistance
- Kid Pack for the school where delivered
- Dianna picked up our MFBN and TEFAP food from Bozeman
- Shower is being used
- Monthly reports completed and sent
- Voucher issued for an RX
- Rotating stock in the food bank and freezers
- Many individuals using the clothing bank and lobby food
- Working with DIS on upgrading our computers and printers
- Several individuals used our computers for Tax prep
- Thanks for Public Works fixing the bathroom/shower
- Dianna is attending a workshop about Domestic Violence at the HAVEN in Bozeman
- Updating the job board and making referrals to clients
- Assisted the local police with a homeless person

Dianna Hansen

Debbi Paisley

Montana Code Annotated 2021

TITLE 7. LOCAL GOVERNMENT

CHAPTER 32. LAW ENFORCEMENT

Part 41. Municipal Police Force

Probationary Period And Confirmation Of Appointment

7-32-4113. Probationary period and confirmation of appointment. (1) Every applicant who has passed the examination and received the certificate referred to in **7-32-4108** must first serve for a probationary term of not more than 1 year. At any time before the end of such probationary term, the mayor, or the manager in those cities operating under the commission-manager plan, may revoke such appointment.

(2) After the end of such probationary period and within 30 days thereafter, the appointment of such applicant must be submitted to the city council or commission, and if such appointment is confirmed by the city council or commission, such applicant becomes a member of the police force and shall hold such position during good behavior unless suspended or discharged as provided by law.

History: En. Sec. 3, Ch. 136, L. 1907; Sec. 3306, Rev. C. 1907; amd. Sec. 1, Ch. 198, L. 1921; re-en. Sec. 5097, R.C.M. 1921; amd. Sec. 2, Ch. 119, L. 1923; re-en. Sec. 5097, R.C.M. 1935; amd. Sec. 3, Ch. 152, L. 1947; amd. Sec. 1, Ch. 160, L. 1973; R.C.M. 1947, 11-1803(part).



THE TOWN OF

WEST YELLOWSTONE

Marketing and Promotion Fund Advisory Board (MAPFAB)

RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: _____

Event or Project Name: _____

Date Submitted: _____

Date Approved by MAPFAB: _____

Requested Funding Amount: _____

Approved Funding Amount: _____

Comments:

Recommendation submitted by: John M. Greve, MAPFAB Secretary

This MAP Fund Award Recommendation is approved by the Town Council

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

Signature _____

MAYOR OR APPOINTED REPRESENTATIVE

Date _____

Comments:

Copy 1 – Town Clerk

Copy 2 – Town Council

Copy 3 – MAP Fund Advisory Board



Marketing and Promotion (MAP) Fund APPLICATION COVER PAGE

APPLICANT INFORMATION

Applicant Individual or Organization: _____

Event or Project Contact Person: _____

Address: _____

Phone: _____ Email: _____

Application Submission Date: _____

EVENT OR PROJECT INFORMATION

Event or Project Name: _____

Location of Event or Project: _____

Date(s) of Event or Project: _____

Estimated Total Event or Project Cost: _____

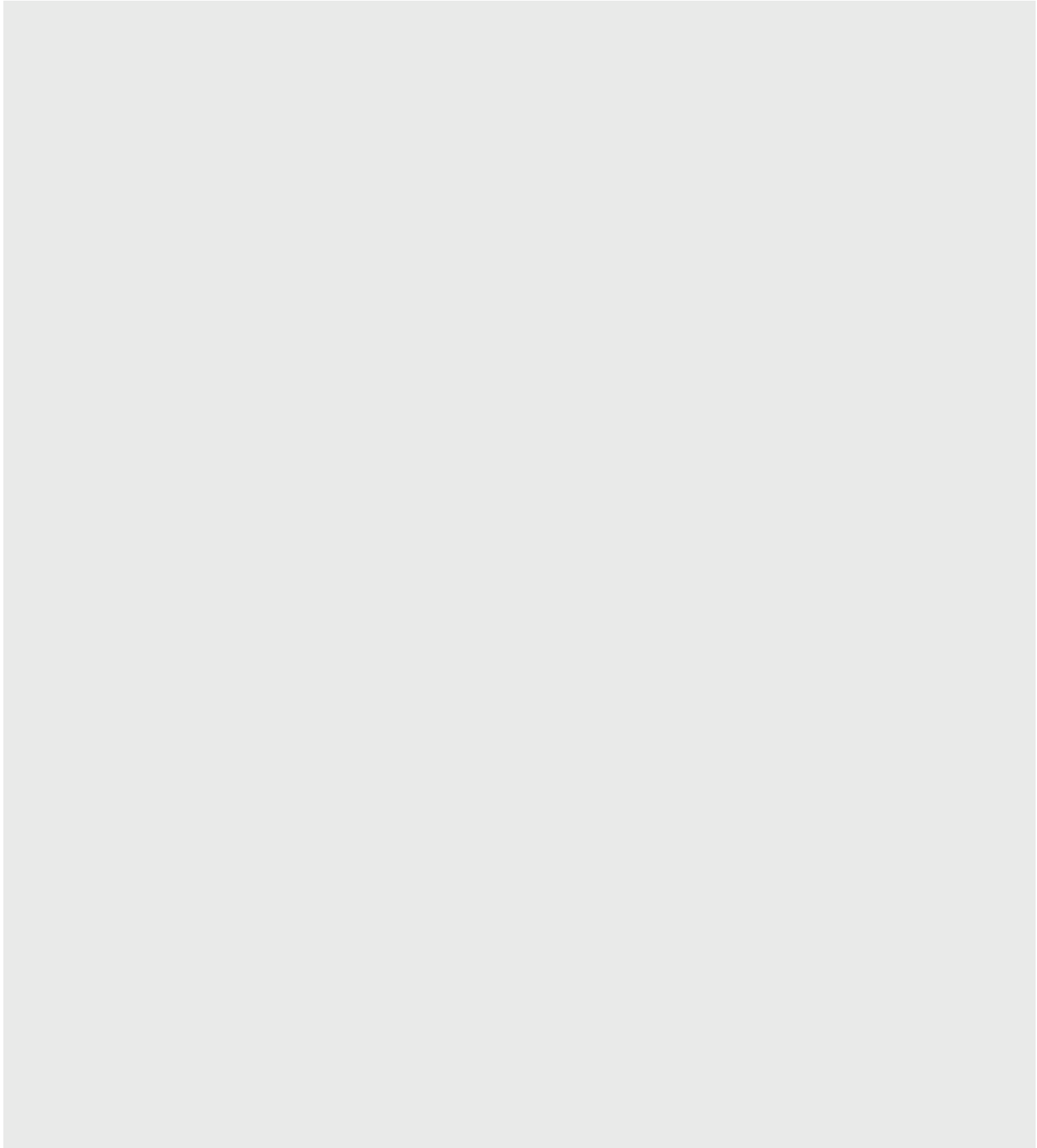
MAP Fund Amount Requested: _____

SECTION 1 · PROPOSED EVENT OR PROJECT SUMMARY

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

SECTION 2 • PROPOSED TIMELINE

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



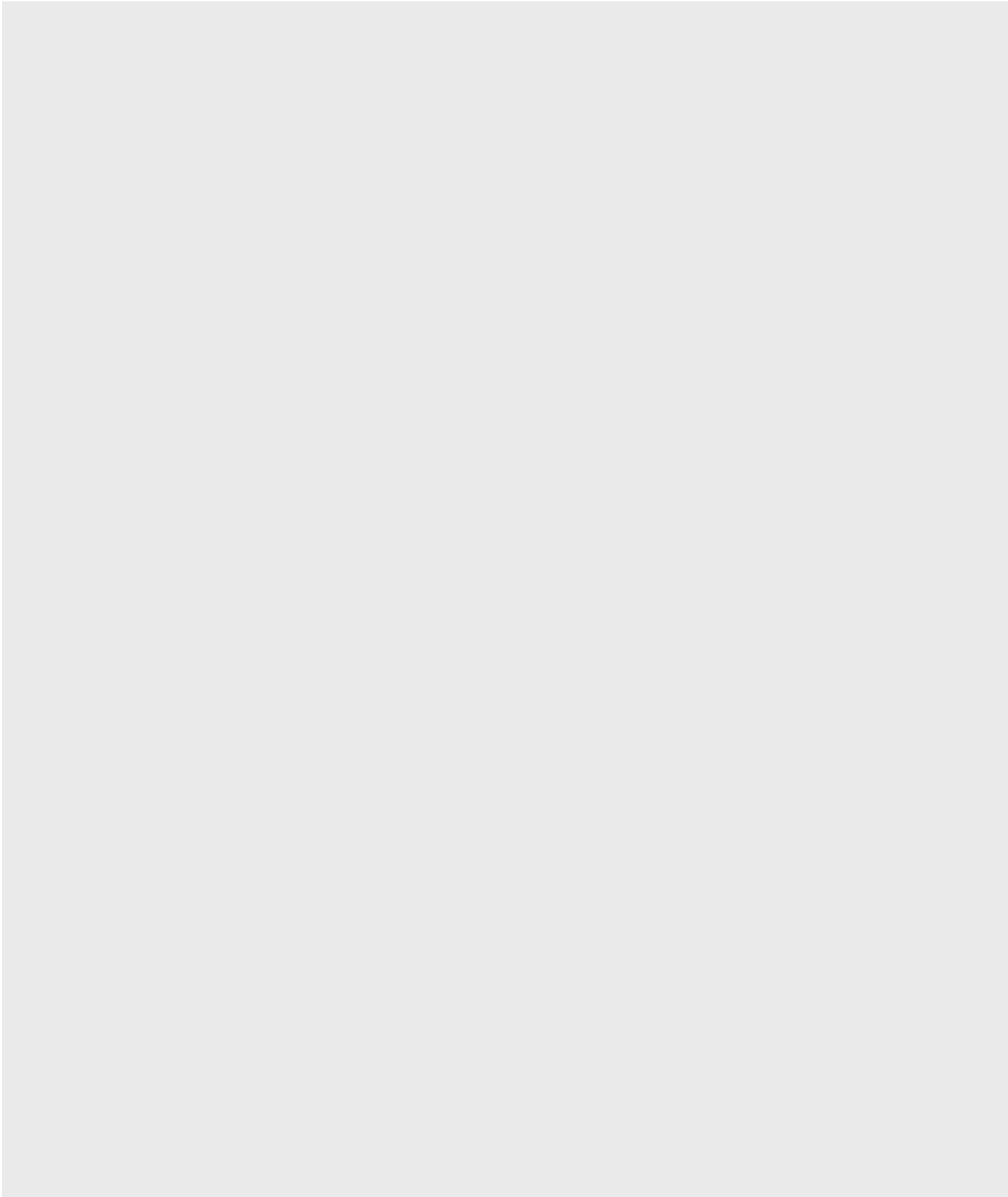
SECTION 3 • PUBLICITY, PROMOTION, MARKETING

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

SECTION 4 • PROPOSED BUDGET

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

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



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.

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:

SECTION 2 Continued: Proposed Timeline

EVENT PLANNING:

March/April

- Determine and secure bands.
- Apply for grants
- Contact local businesses for financial assistance, fund raising and marketing strategies.
- Send out postcards to all registered PO Boxes in West Yellowstone to help raise additional funds and support.
- Determine advertising schedules, creative, and placement. Start initial publicity and promotion.

May - June

- Work with the Town of West Yellowstone on venue and organizations on insurance, co-promotion, and food/beverage booths.

June

- Finalize schedules, equipment, insurance, permits, and volunteers for set-up.
- Work with bands on co-promotion.

July - August

- Logistics for each show
- Each show takes a minimum of eight people working for 18 to 20 hours per event. Manhours include setup and tear down of stage equipment, canopies, and clean-up of venue grounds and concessions areas.
- We also provide our own security to alleviate the added duties of our local police. All "Music in the Park" events will take place at Pioneer Park, more commonly known as the City Park. Setup generally begins around 8:00 AM the morning of the show. Music will start between 6:00-7:00 PM and will be completed by 10:00 PM. The stage & equipment is removed by 12:00 noon the following day, unless needed for another event the following night.
- We work closely with the Town of West Yellowstone Public Works Department to coordinate these logistics.
- Advertising and promotion underway
- Work with organizations involved with the events

SECTION 3 Continued: Publicity, Promotion, Marketing

Posters:

- We will produce a printed (and electronic version) of the "Music in the Park" series poster with a full season schedule and information on the various music groups. These posters will be distributed around West Yellowstone and the surrounding area, including Island Park, Big Sky, Belgrade/Bozeman and Ennis.

Flyer/information sheet:

- We will create a one-page, easy-to-read informational flyer that will be distributed to employees at local businesses and can be used for reference throughout the entire summer.

Event listings and ads:

- We will list our schedule on free calendar of events website pages including the West Yellowstone Chamber events calendar, community online calendars, social media, etc. We will place ads with the full summer schedule in local and area newspapers (Big Sky Weekly, Island Park Journal, and Madisonian). The final placement budget will be determined by grant awards and contributions from local businesses.
 - By publishing the series schedule, we can push the entire series and encourage repeat visitors, as well as raise local awareness.
- We will take out digital ads (banners and on-line event listings) on regional websites with a strong music following where their readers choose a travel destination based on concerts.

Social Media:

- We will promote our events on Facebook through our page, "Free Music in the Park BMP," and will work with the West Yellowstone Chamber and TBID to provide materials for posts on their Facebook and other social media platforms. We will work with local businesses to cross promote the series on their social media sites by providing a series of pre-made Facebook posts, Twitter tweets, and photographs.
- Additionally, we will work with the bands to promote the events and West Yellowstone. By posting dates and information on their Facebook, Twitter, and Instagram pages we can reach their followers, broaden our reach throughout Montana and neighboring states, without any additional cost.

News releases and editorial content:

- We will submit news releases about the series and about individual events to regional newspapers. We are asking the West Yellowstone Chamber to help promote the series with "news stories" on their website and inclusion in any news releases they create about summer events and distributed information for summer visitors.

Websites:

- We will work with the West Yellowstone Chamber to add event listings, special news stories to their website.
- We will also ask each band to post information on their respective websites including links back to West Yellowstone websites for lodging and West Yellowstone information.

MUSIC IN THE PARK Budget 2023

INCOME		
STARTING BALANCE	\$ 18,274.05	\$7,500 was from special funding from Town to help with band deposits
Public Support (Individual & Business)	\$ 12,000.00	We brought in 10,200 last year
MAP Grant Request	\$ 21,988.75	Cover half of Marketing , band costs, insurance, admin
Yellowstone Country Grant Request	\$ 8,000.00	Cover half of Marketing & half of audio & lighting equipment
West Yellowstone Foundation Grant Request	\$ 2,750.00	Band Costs
TOTAL INCOME:	\$ 63,012.80	
OPERATIONS		
Marketing/Advertising	\$ 10,000.00	
Band Costs (Band & Rooms)	\$ 37,500.00	27500 bands 9000 rooms 1000 meals,etc
Business License	\$ 50.00	
Audio & Lighting Equipment	\$ 5,000.00	
Sound Technicians/Engineer Costs/Lights	\$ 6,000.00	
Insurance-Liability	\$ 1,500.00	
Event Permit	\$ 25.00	
Outside Labor	\$ 2,000.00	
Admin-Accounting Fees	\$ 750.00	
TOTAL OPERATIONS:	\$ 62,825.00	

*All profits will be going to band deposits and equipment needs for the 2024 Music in the Park season.

Black Mountain Productions Music in the Park 2022 Summer Concert Series FINAL REPORT



In 2022, Music in the Park hosted 4 concerts from July 4-Sept. 4 at the Town Park in West Yellowstone, Montana.

We know that the 4th of July adds to existing events and is the most highly attended event. We feel that all concerts add to an increased sense of community and give visitors a reason to stay and a way to immerse themselves in local culture. This event featured The Powell Brothers. This was our largest 4th of July event in recent years. We had so many wonderful comments on the event and the show.

This year we added an additional concert on the weekend of the Annual Rod Run. We ran both of these concerts in conjunction with the existing Annual Rod Run Classic Car Show, with the purpose of increasing the chances of visitors staying an extra night and enhancing the activities for participants of that event. The Friday night concert on August 5th featured Chris Loid and the Saturday, August 6th concert featured Daniel Kosel. There were several hundred people who showed up for the Friday night concert. Thunderstorms rained out the Saturday concert, however the band continued to play, but it did effect attendance.

Our final concert on Labor Day Weekend featured Aaron Davis and the Mystery Machine, again drawing several hundred in attendance.

While it is hard to estimate room nights or attendance numbers because the concerts are free, the feedback from residents and visitors alike is always positive. Many local businesses also support this series and see the value to our local economy.

We will continue the program, as it has great community support, and is seen as an added amenity for locals and guests alike. We have already set the dates for the 2023 Music in the Park series – bringing on an additional concert for a total of 5 next summer. July 4th, July 22nd, August 4th and 5th and August 26th. We have begun reaching out to secure bands for these dates. We also know that next year we will need to raise an additional \$5-6K for capital improvements on equipment for a new light and sound board. We have begun looking for possible grants to help fund this.

Marketing & Promotion Funds

Approximately \$25,000.00 of outside marketing grant contributions contributed to the advertising budget. Here is the breakout:

Town of West Yellowstone MAP grant - \$14,900.00

- Digital and mobile banner ads – target to a regional drive market in SW Montana and SE Idaho within a 150 mile drive market, featured on Facebook as well on Lively Times and The Bozone
- Prints ads in Outside Bozeman, Island Park News and Madisonian
- Posters distributed around West Yellowstone and the surrounding area, including Island Park, Big Sky, and Belgrade/Bozeman
- Covered partial costs for bands, insurance and admin

Yellowstone Country Region Event grant - \$5,750.00

- Covered partial costs for marketing and advertising; sound and lighting equipment

West Yellowstone Foundation Grant - \$833.33

- Covered part of the bands

West Yellowstone CVB Lodging Facilities Use Tax:

- Social media posts and ads
- Events were also added to online calendars and included on the CVB website and summer event posters
- Events added to online calendars on the State of Montana Tourism & Yellowstone Country
- Covered partial costs for admin

Results

- We asked each band to post information on their respective websites and social media including links back to West Yellowstone websites for lodging and West Yellowstone information for increased traffic.
- Additionally, we worked with the bands to promote the events and West Yellowstone. By posting dates and information on their Facebook, Twitter, and Instagram pages we reached their followers, broaden our reach throughout Montana and neighboring states, without any additional cost.

Ad Samples:

Poster:

FREE Music IN THE Park

WEST YELLOWSTONE, MONTANA

Join us for the 2022 free Music in the Park Concert Series! This year we have 4 concerts scheduled, starting on July 4. **2022 LINE UP**

Date	Artist
JULY 4	THE POWELL BROTHERS
AUGUST 5	CHRIS LOID
AUGUST 6	DANIEL KOSEL
SEPTEMBER 3	ARRON DAVIS & THE MYSTERY MACHINE

7:00PM • PIONEER PARK
WEST YELLOWSTONE • MONTANA

SUPPORT West Yellowstone Businesses
Yellowstone Country MONTANA
DESTINATION YELLOWSTONE



THE TOWN OF

WEST YELLOWSTONE

Marketing and Promotion Fund Advisory Board (MAPFAB)

RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: _____

Event or Project Name: _____

Date Submitted: _____

Date Approved by MAPFAB: _____

Requested Funding Amount: _____

Approved Funding Amount: _____

Comments:

Recommendation submitted by: John M. Greve, MAPFAB Secretary

This MAP Fund Award Recommendation is approved by the Town Council

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

Signature _____

MAYOR OR APPOINTED REPRESENTATIVE

Date _____

Comments:

Copy 1 – Town Clerk

Copy 2 – Town Council

Copy 3 – MAP Fund Advisory Board



THE TOWN OF

WEST YELLOWSTONE

Marketing and Promotion (MAP) Fund APPLICATION COVER PAGE

APPLICANT INFORMATION

Applicant Individual or Organization: Wild Bill Productions

Event or Project Contact Person: Katrina Mann

Address: 175 Oldroyd Rd West Yellowstone MT 59758

Phone: 406-640-0725

Email: kmann@wildbillproductionsmt.com

Application Submission Date: 03/21/2023

EVENT OR PROJECT INFORMATION

Event or Project Name: Wild Bill Days MT

Location of Event or Project: 175 Oldroyd Rd West Yellowstone MT 59758

Date(s) of Event or Project: 07/15/2023

Estimated Total Event or Project Cost: \$103,700.00

MAP Fund Amount Requested: \$36,295

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.

Wild Bill Productions was established in 2014 bringing winter shows to West Yellowstone. During the two years we did our winter shows proved to bring a large number of attendees to our small town.

We have since shifted to a summer show in conjunction with the local rodeo, and we're happy this year will be our 5th annual summer event.

What makes Wild Bill Days different from other special events? We are here to make a difference, to change lives!

Its our mission to make a difference, we have enjoyed having repeat attendees and hearing them express the way our event impacted them.

Over the years we have raised over \$65,000.00 in chosen charities such as the Local Football team, and help covering medical expenses for multiple deserving families facing unexplained circumstances.

Wild Bill Productions has booked national talent, such as Blackhawk, Confederate Railroad, Warrant, Jackyl, Clare Dunn, Chris Janson, and Sawyer Brown, Tyler Farr just to name a few. These artists come to our community spend time in hotels, restaurants, bars and enjoying what West Yellowstone provides.

All of these artists have advertised their shows as well as their time spend on their social media platforms which has been viewed by millions. It hasn't stopped there; we have been recommended as one of the top production companies to work with in the business something we have worked hard for.

With these ratings we have artists now contacting us wanting to come to our event and working to book with us in future shows. Special events and Festivals have proven to be an important part of the state economy. We know this is something that can and will be a destination event for years to come.

After our shows we have such an outpour of support and people wanting to be a part of making a difference. Currently we are working with world circuit athletes that are trying to route their rodeo schedule to our show.

Should our goals be reached to schedule these athletes there will be a large following into our local economy. We currently have some large Artists that are coming this summer that also plan to be in our area. What does that mean for us? Local business and national advertising for no cost.

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.

Wild Bill Days MT Schedule -

Tickets now on sale discounted until March 31st

-Marketing campaign- social media is started, Website designed.

-Increase on Marketing for social media, Radio, TV, print etc will start in April

-Marketing Campaign until day of show

-Set up will begin July 13th

-Event set up completion July 15th Event Schedule Doors open 4pm Rodeo 5pm Concerts start

@ 7pm Concerts end by 11PM

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.

Methods of Marketing

Social Media

TV

Radio

Billboards

Posters (located within a 150 mile radius)

SECTION 4 · PROPOSED BUDGET

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

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

SECTION 4 · PROPOSED BUDGET

OPERATING EXPENSES ESTIMATED

Advertising 25,000.00
Uncle Kracker 35,000.00
Adam & The Metal Hawks 7,500.00
Sound and Lights stage 13,000.00
Insurance 3,500.00
Tents 2,000.00
Trash 1,000.00
Merch 6,000.00
Fuel 1,000.00
Website 1,200.00
Food 1,500.00
Tickets 250.00
Interest 1,500.00
Supplies 1,000.00
CC fees 150.00
Wire fees 100.00
Security 2,000.00
Rentals (tables/porta potties) 2,000.00
Charity
Total Operating Expenses 103,700.00

INCOME ESTIMATED

Net sales 36,000.00
Vendors 2,000.00
Merch 1,500.00
sponsors 5,000.00
MAP Fund 36,295.00
Total Income 80,795.00

**Planned Expenses to cover should MAP Fund be awarded are as follows

*\$18,000.00 Advertising

*\$18,295.00 Bands/Entertainment

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?

Wild Bill Productions has worked hard over the years putting together events with one goal Giving Back!

It has been our mission not only to give back to a specific family or group that has needed additional help, but to also bring something back to our community. This area is our home and location of multiple businesses.

We strive every year to look for ways or avenues to bring more to this area. With the passion we have in these events we know it has and will continue to change our town. Creating a destination in and of itself will impact our economy each year with repeat attendees as well as additional attendees looking for ways to spend their time.

This is also the case with locals who are wanting to have something to look forward to during our busy summer months. As mentioned, additional advertising is done bringing our small town to millions of followers from all of the talent we book annually. Many of these artists have returned to West Yellowstone with families or friends. Rodeo has a large following in the Western States, this portion of our event also offers additional advertising for business in West Yellowstone.

Over the last couple years our summer show has had 70-80 contestants competing during the event. All of which bring family and friends that are going into town to purchase, food, drinks, and lodging. Outdoor Festivals have proven and are a large part of Montana's Economy. It's our vision to become that as well. We know through word of mouth, and advertising our venue has and will continue to be a destination. It's exciting to see our attendee numbers increasing year over year. The local residents work so hard year-round providing a place for visitors to enjoy, our event provides a good time for our locals and visitors. Something different! This also gives those attending to be a part of something bigger, to make a difference in someone's life.

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.

Methods and measurements on our success are as follows

We have found over the years having support from Local businesses, the City of West Yellowstone and the offered Grants are some of our largest successes and give us the chance to continue doing what we love and building this amazing opportunity. Being awarded the requested Map Fund Grant would be a massive success for our venue.

Sponsorships not only with funds donated, but the items different businesses and individuals offer for the Auction that is the main fund-raising event for Wild Bill Productions. This has been the largest driving force in helping us give to those Charities or Individuals in need.

Vendors* Having the presence of small businesses helps build this event, each year we have *been adding more and we see this as a success we hope continues to grow.*

Funds raised for the given cause that specific year is a big success. This has been and will continue to be our biggest focal point on the show' s success. Our venue being created and based on being able to give back and change lives.

We then look over ticket sales and where we can continue to grow and improve whether that improvement is in marketing or changes needing made to the venue. Ticket sales are a big factor in helping pay for the venue in order to continue our event.

Volunteers contribute more than we can express, we have a lot of people graciously giving of their time and talents to help us set up/take down this venue.

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)?

We have recieved MAP funds in 2015,2016 & 2022

All vendors and expenses have been paid.

4 Can your event or project proceed without MAP funds?

We can however the continued losses in building our venue may prove to be difficult and potentially cause the end of our events.

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"

Should our event be awarded MAP funds we would have logos and recognition on all advertising

SECTION 6 · APPLICATION SUPPORTING DOCUMENTATION

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

See attached

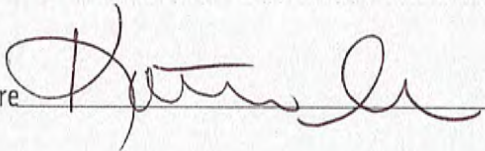
Certification

Applicant Individual or Organization: WILD BILL Productions

Event or Project Contact Person: Katrina Mann

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

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

Signature 

Name (printed) Katrina Mann

Title Owner

Date 3/21/23

FOR OFFICE USE ONLY

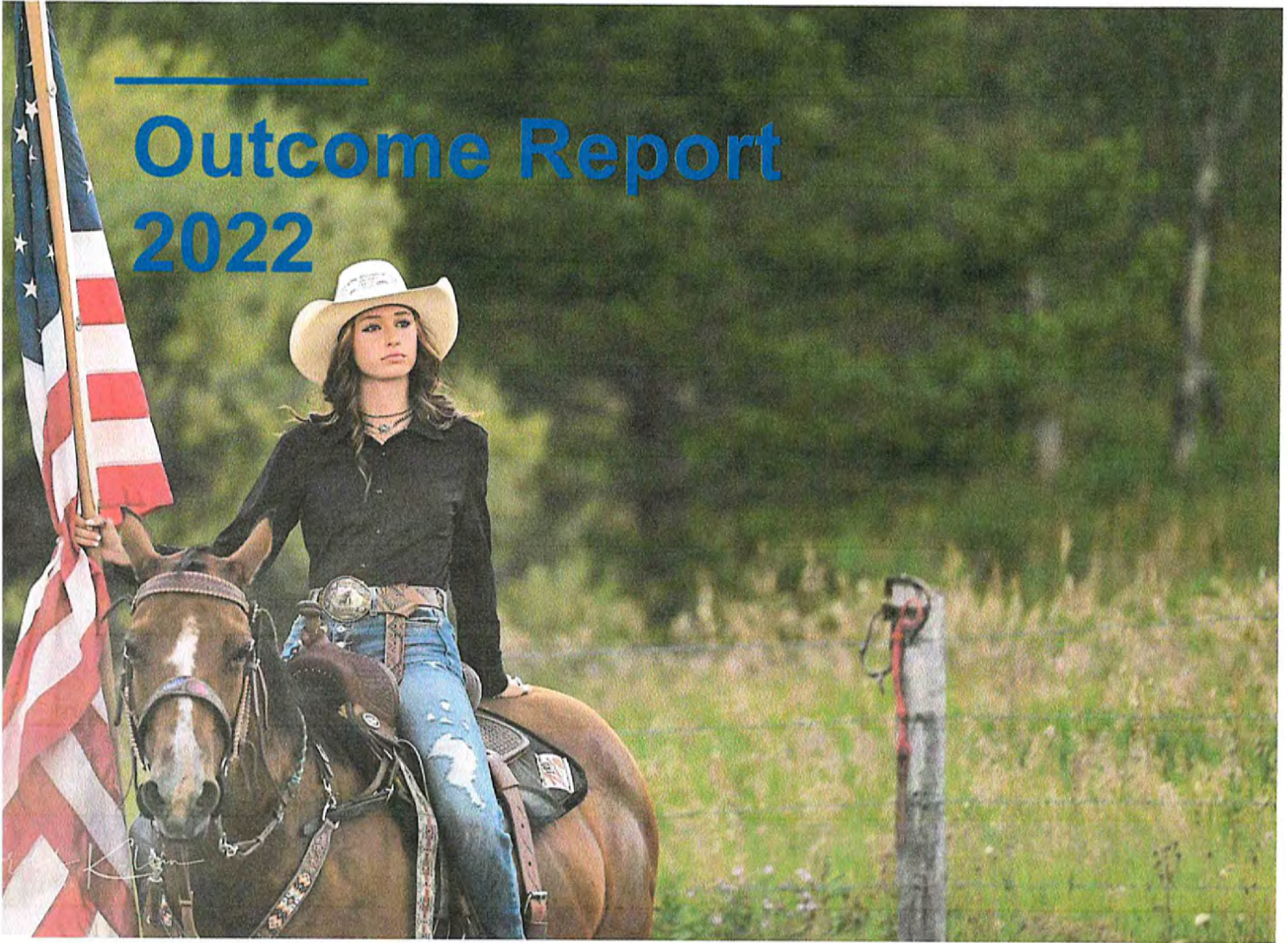
Application approved by MAPFAB for total requested amount of _____ Date _____

Application approved by MAPFAB for only _____ of total requested amount Date _____

Application not approved by MAPFAB Date _____

Reason:

Outcome Report 2022



MARCH 23

Wild Bill Productions

Event: Wild Bill Days 2022

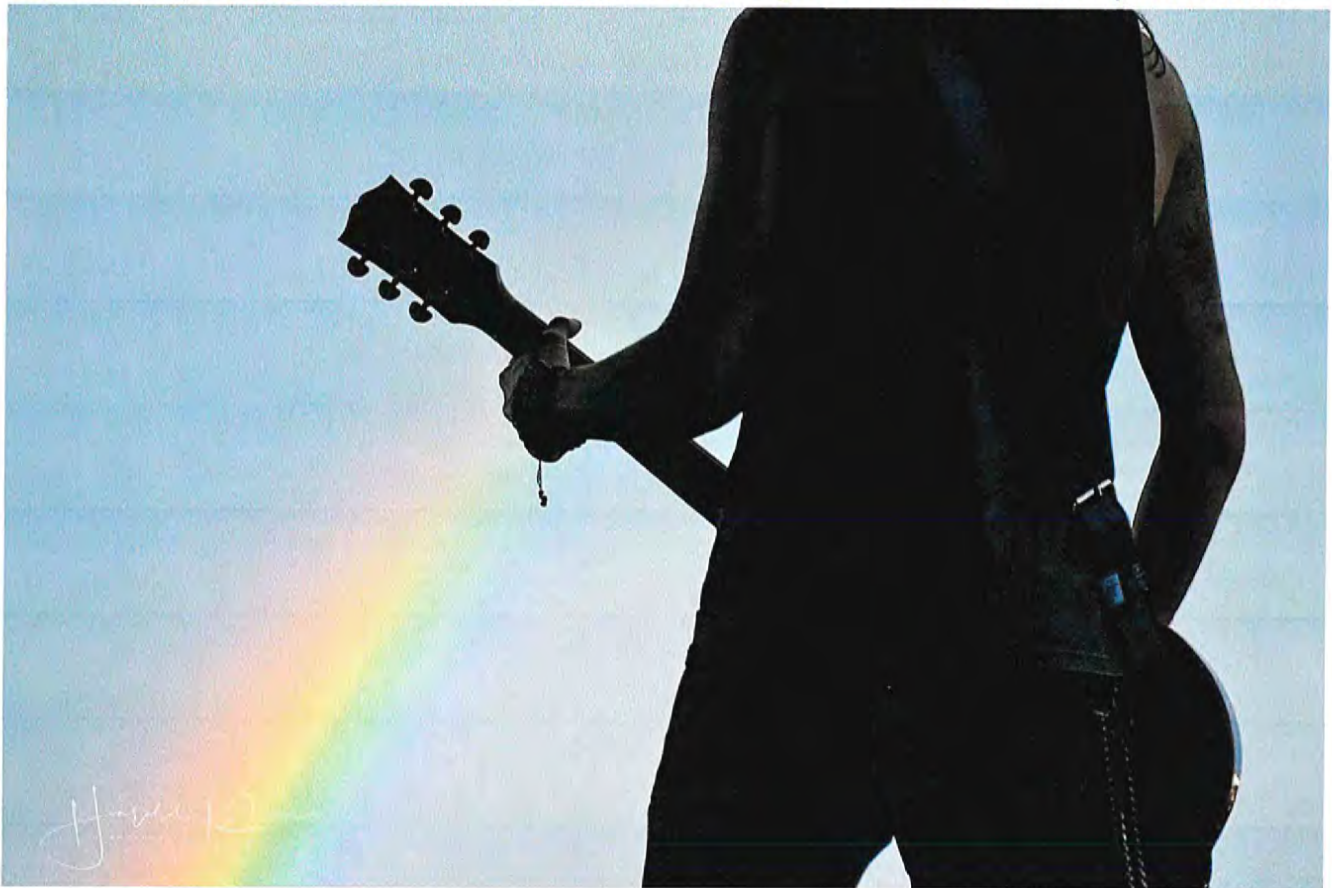
Authored by: Katrina Mann

Wild Bill Days Outcome Report 2022

Wild Bill Productions

Goals

July 16, 2022 Wild Bill Productions hosted the 4th Annual Wild Bill Days. Our goal from last years event was to raise awareness for our charity. Drive more business to West Yellowstone. Build the event larger in attendance from years past, create a memorable night that would leave an impression on people so they talk about their time and create discussion by word of mouth. We also focused our goals set from years past and implemented a lot of improvement with advertising and overall event improvement.



“The task ahead of you is never greater than the strength within you”

Recap of 2022

With the approval of the MAP Fund Grant we were able to really ramp up our advertising from years past we spent just over \$14,000.00 in advertising. We had a social medial presence, radio, TV, Print, multiple billboards in over a 200-mile radios etc. Our concert attendees couldn't say enough about the event, the fun they had and most importantly the feeling they had while attending. Last year was the moment we starting seeing a shift that its catching on and things are starting to move forward in a direction we feel really excited about.

Our Charity was for a former State Trooper who was left as a widower last winter leaving him with five young children. Our total money raised for him was \$14,510.00, its been truly amazing seeing everyone so eager to donate not only for the show but also for the cause.

We sold a total of 419 tickets we had 520 in attendance with ticket giveaways. Nothing to write home about "Yet" however each year has substantial growth over double. Our event did sustain a financial loss again in 2022 however we are optimistic for the future and making this a destination as many festivals are in Montana.

This event is attracting more vendors, food trucks and sponsors each year. More attendance as well as interest for this year's event. We attracted attendees from over 500 miles away which was exciting!

Future

There is no question we are creating a name for this event. One people are excited about and coming year after year. Many talked about this being a destination and the reason for their travels. They also discussed the fact they were staying in our area for more than the night they made a weekend of it. This winter we have had weekly calls asking about the event, who is playing and when tickets go on sale. Our first day of ticket sales we had more presales then ever before. Not record-breaking numbers however, a massive response.

We have a lot of excitement for this years headliner and many asking "How"? The answer is simple we have created a name, we have made a difference, we are good to work with. There is a buzz in the music industry and artists are finally seeking us out

and cutting their cost to attend and be a part of Wild Bill Days. We have a long way to go however each year we learn, we improve, we push forward. Thank you for everything and taking the time to review our application and outcome report.





Marketing and Promotion Fund Advisory Board (MAPFAB)

RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: West Yellowstone Foundation

Event or Project Name: Wretched Mess Arts Fest

Date Submitted: 3.24.23

Date Approved by MAPFAB: 4.13.23

Requested Funding Amount: \$8,500

Approved Funding Amount: \$8,500

Comments:
None

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: West Yellowstone Foundation

Event or Project Contact Person: Carrie Coan

Address: PO Box 255 West Yellowstone, MT 59758

Phone: 406-646-1152 Email: ed@wyfmt.org

Application Submission Date: 03.24.2023

EVENT OR PROJECT INFORMATION

Event or Project Name: Wretched Mess Arts Fest

Location of Event or Project: Heritage Park

Date(s) of Event or Project: 8/26/23 Saturday 8a-5p

Estimated Total Event or Project Cost: \$24,920

MAP Fund Amount Requested: \$8,500

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.

The Wretched Mess Arts Fest is a one day outdoor event celebrating West Yellowstone history and promoting local and regional art in many inclusive and interactive ways.

There are many components to our event:

- 1) Chalk Art: We will hire professional chalk artists from as close to West Yellowstone as possible. These artists will be creating one of a kind temporary art while also educating amateur artists and onlookers. Some will encourage the public to help finish their masterpieces and others will be actively teaching amateur artists while they create their own works of art. We will have chalk art squares for sale, providing participants ages 12 and up with all the professional materials and tutorials needed to create art around the park sidewalks. There will be adaptive tools available for those with limited mobility or other special needs so that everyone can participate in creating art. We will also have free chalk available for artists of all ages to create art. This chalk art will likely remain for a few weeks, even through some rain!
- 2) Art Vendor Booths: We anticipate 30-50 local and regional artists to participate in selling their art. We require the art to be not mass produced, not second sales and not consumable in order to provide smaller more local artists the opportunity to connect with our community and visitors while promoting and selling their great works of art.
- 3) "What's Your Wretched Mess?" Art Gallery: This pop up gallery will showcase local artists only. This art will not be for sale however the artists can choose to promote themselves with attendees.
- 4) Free Art Activities: Local and regional organizations will provide free art activity booths for locals and visitors to join in the fun in creating art in fun and unexpected ways. This will include things like making musical instruments from found materials, painting rocks, print making, etc. They will produce art that they can take home with them, learn new skills and contribute pieces of art to the West Yellowstone Library.
- 5) Local Food Trucks: We will invite food trucks that already have business licenses in town to join our event, starting first with those who committed to Music in the Park happening that night.
- 6) Bike Rodeo and Safety Fair: This popular event first took place in August 2022. They will join us this year. This will include safety tips for families, free bike giveaways for locals and healthcare and social services organizations will provide free art activities and giveaways to attendees.
- 7) Music: We are hoping to pipe in recorded music to contribute to our festive atmosphere

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.

Planning started in December, we meet monthly or more often as needed. We have a strong committee that has divided all of our tasks and is making progress towards all that needs to be done.

Weekend Timeline:

Friday, August 25, 2023:

- Help Music in the Perk set up their stage
- Number sidewalk squares
- Prep outdoor gallery
- Professional Chalk Artists will start their creations (materials on hand to protect from rain)

Saturday, August 26, 2023:

7a set up park

8a Info Booth Open- welcome chalk artists, hand out materials

8a-? Chalk Artists create art

8a-9:30a Set Up- Artists set up vendor booths, Orgs set up Free Art Activity Booths, Bike Rodeo set up, outdoor gallery, food trucks, etc

10a-5p Public welcome

- Art Vendor Booths
- Food Trucks
- Free Art Activities
- Free Bike Rodeo & Safety Fair
- Free Art Gallery
- Roaming performing artists
- Chalk Art (Amateur & Professional)
- Chalk Art education

5p-6p Clean up & Resort Tax collection (before Music in the Park performers start)

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.

We will work with Destination Yellowstone, the regional art community (other art festivals, art dept at MSU and art organizations in Montana and Idaho), do press releases, posters from Idaho Falls to Bozeman, social media ads, etc. Our event logo has "West Yellowstone, MT" on it so all marketing materials will have our town listed on it. We are open to specific requests from the MAP group on this as well.

SECTION 4 • PROPOSED BUDGET

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

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

SECTION 4 • PROPOSED BUDGET

Wretched Mess Arts Fest 2023 Budget				
Income		\$ 6,585.00	West Yellowstone Foundation	
		\$ 1,875.00	Art Vendor Booth Expected Fees	
		\$ 750.00	Chalk Art Square Expected Sales	
		\$ 700.00	Merchandise Expected Sales	
			subtotal	\$ 9,910.00
	Grants Applied for	\$ 6,550.00	Town Pump Art Education Grant	
		\$ 8,500.00	MAP	
			subtotal	\$ 15,050.00
	WMAF 2023 TOTAL EXPECTED INCOME			\$ 24,960.00
	Expenditures	Artist Expenditures	\$ (700.00)	Performing Artist (Artist fee & lodging/travel)
\$ (250.00)			Facepainter	
\$ (3,600.00)			Pancake Artists	
\$ (2,500.00)			Professional Chalk Artist (Artist fee & lodging/travel)	
\$ (2,500.00)			Professional Chalk Artist (Artist fee & lodging/travel)	
\$ (2,500.00)			Professional Chalk Artist (Artist fee & lodging/travel)	
\$ (2,500.00)			Professional Chalk Artist (Artist fee & lodging/travel)	
\$ (200.00)			1 High School Chalk Artist	
		subtotal	\$ (14,750.00)	
Music Expenditures		\$ (450.00)	Sound Production	
		\$ -	Musician	
		subtotal	\$ (450.00)	
Marketing Expenditures		\$ (1,550.00)	Marketing	
		\$ (300.00)	Stickers for resale	
		\$ (300.00)	Volunteer Tshirts	
		\$ (500.00)	Tshirts for resale	
		subtotal	\$ (2,650.00)	
Annual Supply Expenditures		\$ (40.00)	Compostable Cups	
		\$ (2,080.00)	150 Chalk Kits (some carried over to next year)	
		\$ (275.00)	Misc one time use supplies (zip ties, tape, sponges, etc)	
		\$ (100.00)	Trash can rental	
		\$ (300.00)	Clean up before & after	
		subtotal	\$ (2,395.00)	
Misc Expenditures (start up)		\$ (1,000.00)	Event Signage (reusable)	
		\$ (550.00)	Misc reusable supplies (wayfinding etc)	
		\$ (1,000.00)	Professional Chalk (some carried over year to year)	
		\$ (500.00)	Free Chalk (some carried over year to year)	
	\$ (550.00)	Graphic Design (logo and marketing materials)		
	\$ (500.00)	Extra tables & tents		
	\$ (575.00)	Adaptable tools for limited mobility		
	subtotal	\$ (4,675.00)		
WMAF 2023 TOTAL EXPECTED EXPENDITURES			\$ (24,920.00)	
WMAF 2023 EXPECTED BALANCE			\$ 40.00	

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?

The Wretched Mess News is a unique parody of fishing magazines published from the early 1960s to 1980s based in West Yellowstone, Montana. Its creator Milford ("Stanley") Poltroon aka David Bascom, blends wacky humor, inventive aesthetics, and exaggerated exaggeration of the fishing lifestyle. The articles included many of his sketches and "found" art that combine with a writing style that frontiers, according to Mr. Poltroon, "America's last stronghold of honest yellow journalism".

David Bascom's "Piscatorial Periodical" is rich in West Yellowstone references and history. The copyrights to his Wretched Mess artwork, newsletters and books were given to the Yellowstone Historic Center who are allowing us to use the name and artwork for our arts festival. His family still owns property in the area and support this event.

The Wretched Mess Arts Fest will be a nod to the past as we support our current and future local and regional artists. We are excited to introduce the art and humor of the Wretched Mess to a new generation and visitors. As the only Arts Festival in town, this will be a prime opportunity to celebrate our local artists and encourage community building. This event will be as interactive and educational as we can make it. Our professional chalk artists will be educating the amateur artists and onlookers.

We expect this event to grow year after year and attract more artists to our area. We hope to make this a repeatable destination event with a strong emphasis on showcasing our local and regional artists by offering art vendor booths, hiring local/regional artists and hosting a free art gallery showing only local artists.

Although chalk art is a temporary medium, we do anticipate the art to remain on the sidewalks for quite sometime, even with our daily 5pm summer showers!

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.

Our success will be best demonstrated after a few years. We expect chalk artist participation, art vendor participation and art activity booths to grow bigger and bigger year after year. We will keep detailed metrics of each aspect of the event to compare as we grow. Another measure of success will be the progression of the artists involved. As with most Chalk Art festivals, the same artists comeback year after year and you can usually see their skills improve over time. We require our professional chalk artists to also teach others while they are working, which will help educate those around them.

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)?

No

4 Can your event or project proceed without MAP funds?

Yes but we would have to scale back. Because this is the first year of the event there are start up costs and learning curves so not having MAP funds would make it more difficult.

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"

It would be noted on marketing materials and advertisements.

SECTION 6 - APPLICATION SUPPORTING DOCUMENTATION

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

See attached for logo, event map and photos from previous Chalk Art festivals that the West Yellowstone Foundation's Executive Director has organized in the past.

Certification

Applicant Individual or Organization: West Yellowstone Foundation

Event or Project Contact Person: Carrie Coan

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 Carrie Coan

Name (printed) Carrie Coan

Title Executive Director

Date 03/24/2023

FOR OFFICE USE ONLY

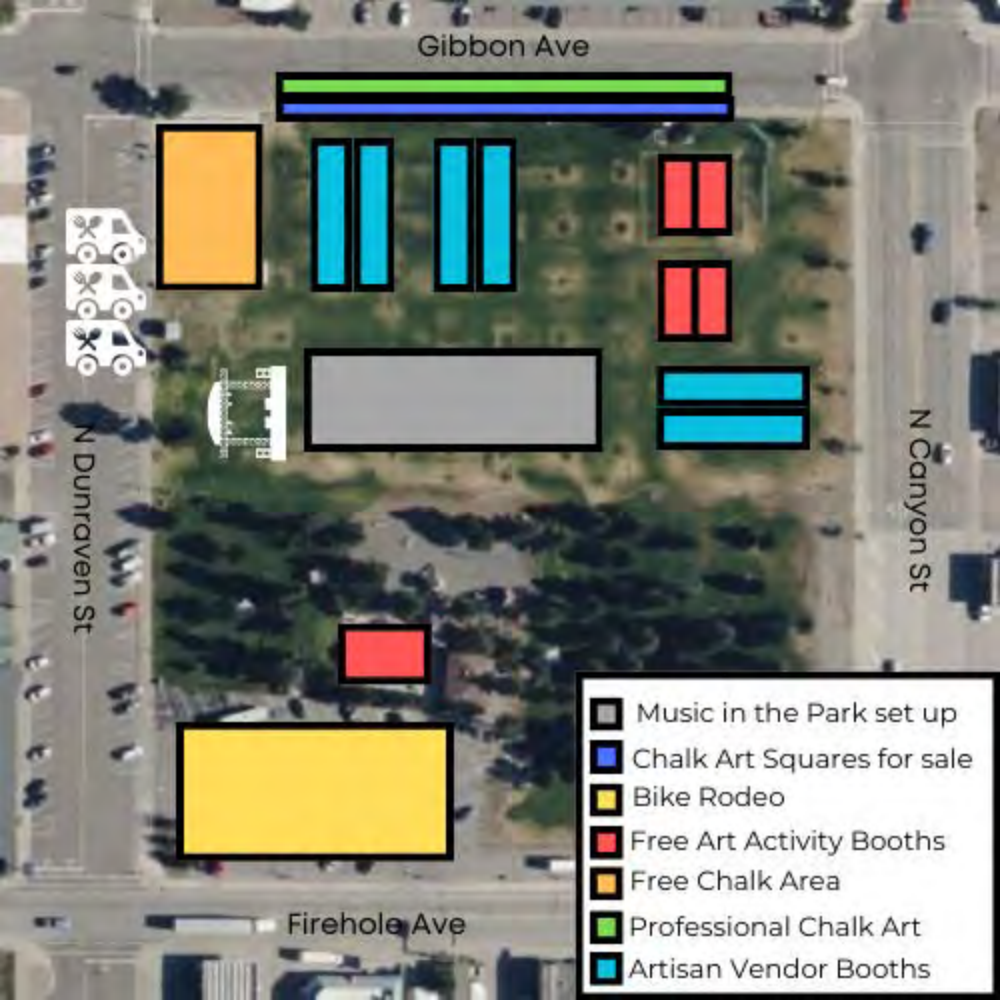
Application approved by MAPFAB for total requested amount of _____ Date _____

Application approved by MAPFAB for only _____ of total requested amount Date _____

Application not approved by MAPFAB Date _____

Reason:

_____	_____	_____
_____	_____	_____
_____	_____	_____



Gibbon Ave

N Dunraven St

N Canyon St

Firehole Ave

- Music in the Park set up
- Chalk Art Squares for sale
- Bike Rodeo
- Free Art Activity Booths
- Free Chalk Area
- Professional Chalk Art
- Artisan Vendor Booths

LOGO MOCK UPS

DESIGN #1



West Yellowstone, Montana

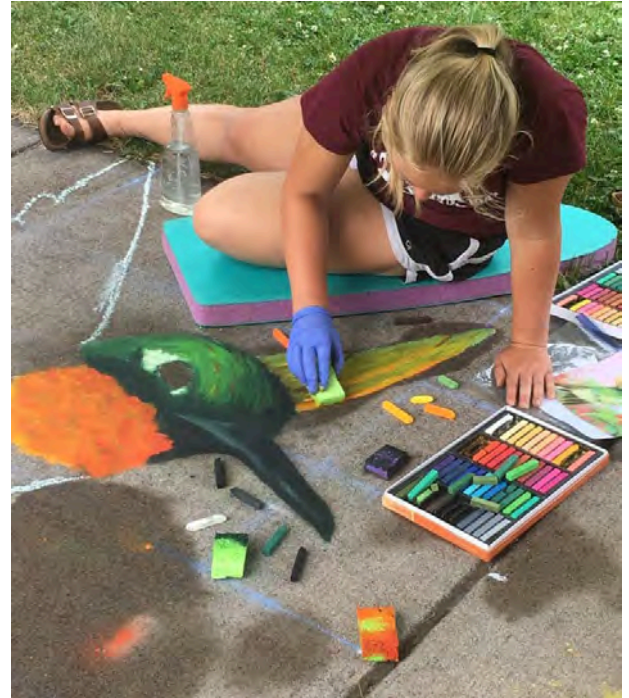
DESIGN #2



DESIGN #3



(continued from WEST YELLOWSTONE, MONTANA)





**Regular Meeting of the
Business Improvement Advisory Board (BIAB)**
Thursday, April 13, 2023, 5:30p.m.
Location: Town Hall

CALL TO ORDER

Ms. Sherman called to order the meeting of the Regular Meeting of the BIAB 5:34p.m. on Thursday, April 13, 2023.

ROLL CALL

Present:

Carrie Coan
Garrett Ostler
Leah Sherman

Kelli Hart

Not Present:

Grant Evje
Jeff Mathews

APPROVAL OF MINUTES

Ms. Coan MOTIONS to approve March 2023 minutes. Ms. Hart SECONDS. ALL IN FAVOR. MOTION CARRIES.

DISCUSSION

1. *Business Improvement Incentive Pilot Program*

Ms. Coan presented information on a potential pilot program to offer mini grants to local commercial property and business owners to improve our gathering spaces & facades and increase public art & beautification. The group discussed funding sources and agreed to find outside funding for this project. We would like to apply for a Rural Community grant for \$40,000 to offer at least 20 mini grants, no more than \$2,000 each. Those eligible would be within the BIAB focus area as defined by the Town staff. This pilot program would offer one mini grant per property and/or business owner. It would follow MAP's process, with an application and BIAB would make the recommendation to the council for funding approval. As a pilot program, after the first round of funding we would access the program statistics to determine if it was a success and if it should continue or change at all. **Ms. Coan makes the MOTION to recommend to the council that we implement the Business Improvement Incentive Pilot Program pending that BIAB secures outside funding (as approved or in collaboration with town staff) to commence when funding is secured. BIAB agrees to complete any grant applications and will only submit with town staff authorization. Ms. Hart SECONDS. ALL IN FAVOR. MOTION CARRIES.**

2. *BIAB Priorities/Goals*

The group discussed setting some clear priorities that we can narrow our focus. Six common themes emerged: Beautification, wayfinding, parking (with an emphasis on snow parks), pedestrian friendly, cleanliness and public restrooms. Although all the themes are important, after much discussion we decided to focus on three themes this year: (1) beautification, (2) parking and (3) pedestrian friendly. We decided we will explore these three themes with a more in-depth brainstorming session at our May meeting.

ACTION

1. We will continue to work on the details of a Business Improvement Incentive Pilot Program. After council approval is obtained we will need to complete the grant application and create a community application for the program in collaboration with town staff.

2. BIAB members will be prepared to discuss short and long term priorities regarding our three agreed upon themes at our May meeting- (1) beautification, (2) parking and (3) pedestrian friendly.

NEXT MEETING

May 11, 2023 5:30pm

ADJOURN

Ms. Sherman adjourns meeting at 6:57p.m.

Respectfully submitted,

Carrie Coan
BIAB Member

4/14/2023

date



THE BUSINESS REVITALIZATION INCENTIVES PROGRAM AIMS TO:

- Retain existing businesses, while encouraging new businesses in our community.
- Introduce new features and amenities that create interest, improve accessibility, enhance safety, and increase vibrancy, helping to transform our businesses into a place people want to spend time.
- Enhance the aesthetic qualities of private buildings and property to improve the character and quality of our town.
- Leverage public funding to catalyze private investment in the business district.



NEXT STEPS?

Visit townofwestyellowstone.com to review grant criteria and program area map

Apply townofwestyellowstone.com
Applications will be accepted until [FILL IN DATE] or until Program funding has been exhausted



BUSINESS REVITALIZATION

INCENTIVES PILOT PROGRAM



GENERAL GUIDELINES UP TO \$2,000

- Funding is provided on a first-come, first-served basis
- Grants are provided as reimbursements
- All grants are 75% matching grants
- Grants are for businesses and organizations located in the downtown area (see website for map)
- Projects must meet the program guidelines and design standards
- Projects must be completed within 12 months
- Applicants are responsible for paying contractors
- Application must be approved before construction begins
- Limits may apply to shared buildings or spaces

For full terms and conditions of participation, please visit www.townofwestyellowstone.com

PROJECT FOCUS AREAS



Gathering Spaces

High quality patios/public seating and bike racks contribute to downtown revitalization by creating attractive, lively and pedestrian & bike friendly streets and encourage the use of under-utilized privately-owned space or municipal land, where feasible and safe.



Public Art

Engagement with local visual artists to create beautiful artwork on a property structure or building.



Facade

Improvements may include new cladding or architectural features, new window and doors, lighting, signage, weather protection and upgrades to improve accessibility. Improvements are focused on facades that face towards the street or snow parks.



Beautification

Small scale upgrades to increase the curb appeal of downtown storefronts including entryways facing snow parks, window displays, planters and holiday lighting.



TBID Board of Trustees

NAME	APPOINTED	EXPIRES	LENGTH
Jeff Schoenhard, Chair 50-100	5/4/21	5/4/25	4 Years
Jerry Johnson 10-49	5/4/21	5/4/25	4 Years
Lisa Johnson 100+	9/6/22	9/6/26	4 Years
Sara Mauer 10-49 Rooms	5/5/20	5/5/24	4 Years
Jeremy Roberson 50-100 Rooms	4/16/19	3/31/23	4 Years
John Stallings At Large	4/16/19	3/31/23	4 Years
Alma Clark At Large	8/4/20	8/4/24	4 Years

* 4/4/17-Daniel Reger appointed to replace Audria Butler on behalf of Delaware North, will complete Butler's unexpired term

* Terms are 4-year, some initial terms were shorter in order to provide for staggered terms

* Kristy Coffin was hired as the TBID Administrator. (10-18-12)

*8/4/20 Brock Kelley was appointed to complete the remainder of Dan Reger's term as the representative for hotels with 100+ rooms (Reger no longer works for DNC). Alma Clark was appointed to fill one of the at-large positions.

Updated 5/5/21 er



Received
4/12/23
JR

APPLICATION FOR BOARDS AND COMMITTEES

Name John Stallings Date 4/23

Address Box 952

City W. Yellowstone State MT Zip 59758

Phone (Home): 406 576-3705 (Work): 646-9557 (Cell/Other): _____

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 15

Board or Committee you are applying for: T.B.I.D.

Occupation: Operator of Crosswinder Inn

Employer: West Fork LLC

Have you previously served on a County or City board? yes

If so, which board, and for how long? T.B.I.D.

Past Memberships and Associations: _____

Current Memberships and Associations: T.B.I.D.

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: _____

What are your primary objectives for serving on this board? _____

References (Individual or Organization):

Phone: _____

Phone: _____

Phone: _____

Signature: John Stallings Date: 4/23

Please return this application to the Town Offices at 10 S Faithful, West Yellowstone, Montana. An interview may be required if deemed necessary. Thank you in advance for your interest.

2023 Tentative Town Council Work Session Topics (Updated 04/06/23)

April 2023

4/18/23. Budget Kick-off Meeting. Katie will be doing an initial presentation for the FY 2024 Budget. Work sessions in May to August will be dedicated to budget matters. We may have other issues to work session as well.

May 2023

5/9/23. Legal RFP Interviews. We will plan on conducting legal RFP interviews.

5/23/23. CIP Budget Meeting. Katie will be discussing the CIP Budget for FY 2024.

June 2023.

6/6/23- General Fund Budget.

6/20/23- Special Revenue and Debt Service Funds.

July 2023.

7/5/23. Budget Special Request, Enterprise Funds.

7/18/23- Budget Overall Review.

August 2023

8/1/23 Budget Revisions (IF NEEDED)

Potential future topics (updated as priorities and timing require.)

Town Policy Manual Update. We have a number of polices that are in need of revision. Further discussion is needed to discuss how we want to address those revisions.

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

Additional Water Source. To accommodate future growth, the Town will need to identify and plan for a new water source. Forsgren has suggested we start to explore options in 2023.

Growth Policy. A review of the Town Growth Policy is required by MCA 76-1-601 every 5 years. Our last update was done in December of 2017. We should review the policy and determine if any updates are necessary.

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

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

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

2023 past work session topics

1/10/23 Town Council Goals/Priorities.
1/17/23. Dan Clark- Effective Town Policy.
1/18/23. Real Colors- Dan Clark.
1/24/23 Department Head Update.
2/7/23. WWTP Alternative (Moonrise Proposal).
2/21/23. Mobile Food Vendor Ordinance.
3/7/23 Auditor Report.
3/7/23 Mobile Food Vendor Ordinance (take 2).
4/4/23 Mammoth Room.

2022 past work session topics

1/18/22 Council Direction for 2022/CIP Update.
1/19/21 Town Council Roles and Responsibilities Meeting.
2/1/22 WWTP Updates.
2/15/22 Final Staffing Plan/Town Leases.
3/1/22 Auditor Report
4/5/22 Marijuana Business Zoning Laws
4/19/22. Water/Wastewater rate review.
5/3/22. US-191 Wildlife and Transportation Assessment.
5/3/22. A Seat at the Table Update.
5/10/22. Healthcare Services Providers.
5/17/22 Wastewater rate review.
5/24/22 Dan Clark Revisited
6/7/22 Water/Wastewater rate review.
6/21/22 General Fund Budget.
6/28/22 Special Revenue and Debt Service Funds
7/5/22 Budget Special Request, Enterprise Funds
7/19/22 Capital Improvement Projects
7/26/22 Single Family Equivalent (SFE) Calculator & Budget Revisions/Review.
8/2/22 Budget Revisions/Review.
8/30/22 Single Family Equivalent (SFE) Calculator
09/20/22 CIP Project Update and Mammoth Room Update.

10/18/22 Wastewater Treatment Facility Update.

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

12/06/22 Wastewater Treatment Facility Update.