

Town of West Yellowstone

Tuesday, May 21, 2024

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 2025 Budget

Discussion

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders

Claims

Business License Applications: 25 Yellowstone LLC, 3 nightly rentals at 512 Gibbon Avenue

Consent Agenda

Minutes: **May 6, 2024 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

NEW BUSINESS

Permanent Encroachment Request, Ventures West/Grizzly RV Park Discussion/Action

Resolution No. 801, Permanent Encroachment, Ventures West/Grizzly RV Park Discussion/Action

Engineering Services Agreement, Thomas Dean & Hoskins Discussion/Action

Marketing and Promotions Fund Award Recommendation, Music in the Park 2024 Series Discussion/Action

Bid Recommendations: Police Station Roof, Museum Roof Discussion/Action

Executive Session: West Development LLC Litigation Update, Closed to the Public

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.





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 3, 2024. This form will be required to be considered for FY 24-25 budget process.

These funds are distributed out of the Town's fiscal year budget under legislative services. The Town Council has full discretion on the amount awarded each year.

Organization Name: Destination Yellowstone / West Yellowstone Chamber of Commerce

Contact Name and Title: Janna Turner, 4th of July Committee Chair

Contact Email: Janna.Turner@ourbank.com

Contact Phone: 406-641-0096

Requested Amount: \$ 10,000.00

Overall Budget Amount: \$ 19,075.00

Percent of budget that you are requesting: 53%

Description of Event or Activity:

The majority of the requested funds will be used to pay for the annual Fourth of July Fireworks Display. There are also some expenses associated with the Parade and advertising.

Description of Community Served:

Both locals and visitors to the area enjoy our Fourth of July Celebrations. We pull from neighboring communities such as Island Park and Big Sky.

Anticipated Number of Participants: 9,000 - 10,000 visitors and local community members

Description of program goals: To provide a small-town celebration for both our community members and visitors to enhance their time in West Yellowstone.

Projected economic impact: Our annual Fourth of July Celebration brings one of the busiest weekends for our community. Added activities such as the Parade and Firework Show only betters their experience, making it more likely they will return in the future.

State the consequences if you don't receive these requested funds:

Historically, the fireworks have been 100% funded through donations and contributions from local business owners, the Town of West Yellowstone, TBID and some community members.

Over the years, those contributions have dramatically decreased. We are looking at additional funding sources for the future, but if we do not receive these funds, it's likely fireworks will not continue.

List other funding sources: Local business owners and some private individuals provide donations. We also receive funding from TBID.

Required Supplemental Documentation: Last Fiscal Year Balance Sheet, Last Fiscal Year Profit and Loss Statement and Current Budget

Signature of Applicant:  Date: 5/3/24

Signature of Board Member (if applicable): _____

If awarded, an outcome report is required.

Destination Yellowstone - West Yellowstone Chamber of Commerce



4th of July Committee

	2024 Budget		2023	
Income		Budget	Actual	Difference
Donations-Businesses	\$3,000.00	\$5,000.00	\$2,500.00	-\$2,500.00
Town of WY	\$10,000.00	\$7,000.00	\$7,000.00	\$0.00
TBID	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00
From Reserves	\$3,575.00	\$3,640.00	\$4,416.95	\$776.95
	\$19,075.00	\$18,140.00	\$16,416.95	-\$1,723.05
Expense				
Big Sky Fireworks	\$16,000.00	\$15,665.00	\$15,663.72	\$1.28
Hotel Rooms	\$800.00	\$500.00	\$761.12	-\$261.12
Postcard Mailing	\$800.00	\$500.00	\$242.11	\$257.89
Advertising - Print/News	\$500.00	\$500.00	\$100.00	\$400.00
Admin Fee	\$450.00	\$450.00	\$450.00	\$0.00
Permit Fee	\$25.00	\$25.00	\$25.00	\$0.00
Parade	\$500.00	\$500.00	\$500.00	\$0.00
	\$19,075.00	\$18,140.00	\$17,741.95	\$398.05
Net Income	\$0.00		-\$4,416.95	

11:37 AM
05/02/24
Cash Basis

West Yellowstone Chamber of Commerce-General
Balance Sheet
As of May 2, 2024

	May 2, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · Main Company	
1001 · Building Reserve	5,733.86
1002 · Cash For General	60,508.95
1003 · Cycle Events	20,610.78
1004 · Event Reserve	7,805.96
1005 · Fourth of July	9,206.90
1006 · KNS PRIVATE FUNDING	-2,655.00
1006.6 · KNS ICE CAMPS	3,230.00
1008 · ICE FISHING PRIVATE FUNDING	5,625.52
Total 1000 · Main Company	110,066.97
1007 · VIC Account	6,213.92
1010 · Direct Deposits	154.65
1015 · Petty Cash	1,304.05
1017 · Groomer Checking	9,613.63
1018 · Groomer Savings	1,889.06
1020 · State Accommodations	80,371.85
1026 · X-C Ski Funds	156,330.44
Total Checking/Savings	365,844.57
Accounts Receivable	328.49
Other Current Assets	11,268.04
Total Current Assets	377,541.10
Fixed Assets	324,003.51
TOTAL ASSETS	701,544.61
LIABILITIES & EQUITY	
Liabilities	9,209.79
Equity	692,334.82
TOTAL LIABILITIES & EQUITY	701,644.61

11:28 AM
05/02/24
Cash Basis

West Yellowstone Chamber of Commerce-General
Profit & Loss
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
Ordinary Income/Expense	
Income	
General Income	
4400 · Events	
4405 · Contributors	13,325.00
Total 4400 · Events	<u>13,325.00</u>
Total General Income	13,325.00
Total Income	<u>13,325.00</u>
Gross Profit	13,325.00
Expense	
6000 · Administrative Expense	450.00
6020 · EVENT OPERATIONS	
6025 · Event Production	
6027 · Fourth of July	17,281.53
Total 6025 · Event Production	<u>17,281.53</u>
Total 6020 · EVENT OPERATIONS	17,281.53
6300 · OPERATIONS	
6325 · Credit Card Processing Fees	10.42
Total 6300 · OPERATIONS	<u>10.42</u>
Total Expense	<u>17,741.95</u>
Net Ordinary Income	-4,416.95
Net Income	<u><u>-4,416.95</u></u>

Town of West Yellowstone Budget Request Form

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These funds are distributed out of the Town's fiscal year budget under legislative services.

Town Council has full discretion on the amount awarded each year.

Organization Name: Music in the Park Black Mountain Productions:

Contact Name and Title: Kristy Coffin, Committee Member- Doug Schmier, President

Contact Email: kcoffintbid@gmail.com, musicinwest@gmail.com

Contact Phone: (406)-640-0069, (406)-640-1344

Requested Amount: \$16,000.00

Overall Budget Amount: 2024

Percent of budget that you are requesting:

Description of Event or Activity: Black Mountain Productions is a non-profit 501(c)(3) organization whose goal is to bring family oriented live entertainment to West Yellowstone. Black Mountain Products owns its own equipment, stage and extensive sound system. Our main focus has been live music in the City Park. Music in the Park Concert series is a Free concert series. The "Music in the Park" series began in the summer of 2006 through the efforts of Black Mountain Productions and local support. The positive response from local and summer residents, visitors, employees, and businesses continues to reinforce the value of this event.

Description of Community Served:

The Music in the park series is a Free concert series that is enjoyed by locals and visitors alike. This series of musical events will span multiple genres for a diverse and fun event throughout the summer season.

Anticipated Number of Participants: The following numbers are for the summer concert series 2023. These numbers are generated by the software program Placer which can give numbers on high traffic areas in West Yellowstone. The weather will always play a factor in the attendance at Pioneer park as this is an outdoor event. The data points are as follows:

7/4: 1,133

7/22: Under 200

8/4: 955

8/5: 221

8/26: Under 200

Description of program goals: This year 2024 and next year 2025, we are planning six events, starting with the Annual July 4th concert, adding a concert on 7/20. Concerts on both 8/2 & 8/3 adding this years date 8/10, and concluding with a final concert on 8/24. The 4th of July adds to existing events and is the most highly attended event. The Aug. 2nd and 3rd concerts will also happen in conjunction with Rod Run weekend, with a goal of attracting more attendance for all activities. Again this year, we will be adding a concert on Friday night, as well as the concert on Saturday afternoon. All negotiations have been finalized with the opening bands, as well as headliners, and deposits have been paid. We work hard to get the best pricing possible when booking bands by looking for bands that are already on tour going through our area or attending regional festivals, or simply want to visit Yellowstone and Montana and are willing to fit us in at a reasonable rate. This year we are extremely pleased to be bringing back many popular bands that have played in West Yellowstone in the past. We are always trying to grow the events to keep West Yellowstone the Premier summer Destination and keep visitors returning. Our current bookings include:

7/4 Zech and Spicy Dave (classic country), Tessy Lou and Band (country), The Powell Brothers (country/rock):

7/20 Bo Pena (Americana/Country) , Lies and Lullabies (Brian Adams/John Mellancamp cover band)

8/2 John Gospoderek and Band (local rock/country) Tail-hooked (Rock/Country)

8/3 The Waiting (Tom Petty cover band)

8/10 Charlie Denison and Depot Hill (Americana), Slamabama (Rock/Pop/Country)

8/24 Sunsha 406 (Americana), Austin English + Band (Country)

Projected economic impact: It is no longer enough just to be a "community on the border of Yellowstone Park," we need to offer something more to make Yellowstone-bound and repeat visitors choose West Yellowstone over Big Sky, Cody, Jackson Hole, Bozeman, Livingston, Island Park, Cooke City, and/or Red Lodge. Studies have found that the more tourists are aware of festivals (or other music events), the more likely they are to consider these festivals/dates as an important factor in their destination choice. The level of satisfaction from attending the festivals was directly proportional to the level of overall satisfaction of the destination. Satisfied visitors mean return visitors to West Yellowstone.

Our events offer our visitors and locals a unique and fun experience in the heart of West Yellowstone. It prolongs the amount of time a visitor spends in West Yellowstone which increases revenues from food, beverage, gas, and retail. And, promotes overnight stays for available rooms. By leveraging existing events at the same time or location, we build an even larger audience of visitors and positive social media experiences. With visitors willing to travel further to locate a "cheaper" hotel rate, we need activities such as these concerts to help entice visitors to book here and stay here and enjoy everything that our Town has to offer. These events add a richness to our community as a whole - for both visitors and residents.

State the consequences if you don't receive these requested funds: If the funding isn't received we run the risk of losing forward momentum with growing a popular entertainment segment for our summer season. The funds are necessary to book and secure the band for the upcoming 2025 summer events. We ONLY use these funds for the upcoming years deposits on bands. We wont need these funds dispersed to our coffers until: January 1, 2025.

List other funding sources: Requested Map Grant, \$25,915.75 for 2024 music series.

Music in the Park has received \$3,000.00 for the 2024 season.

Requested \$6,000 from Yellowstone Country Grant for the 2024 Season.

Business Sponsorship estimated \$16,500 and in-kind est \$10,000.

Required Supplemental Documentation: Last Fiscal Year Balance Sheet, Last Fiscal Year Profit and Loss Statement and Current Budget

Signature of Applicant:  Date: 5.3.2024

Signature of Board Member (if applicable): _____

If awarded, an outcome report is required.

MUSIC IN THE PARK Budget 2024

INCOME		
STARTING BALANCE	\$ 4,778.49	
Public Support (Individual & Business)	\$ 16,500.00	
Town of West Yellowstone Special Request	\$ 8,000.00	Awarded Sept 2023 - Used for deposits of 2024 Season
MAP Grant Request	\$ 25,915.75	Cover Marketing , band costs, insurance
Yellowstone Country Grant Request	\$ 6,000.00	Marketing, Audio & lighting equipment
West Yellowstone Foundation Grant Request	\$ 3,000.00	Band Costs
In-Kind (Lodging, food, volunteer time, etc)	\$ 10,000.00	
TOTAL INCOME:	\$ 74,194.24	
OPERATIONS		
Marketing/Advertising	\$ 11,500.00	
Band Costs (Band & Rooms)	\$ 45,000.00	35000 bands - Cash outlay 9000 rooms & 1000 meals,etc - mix of cash outlay & In-kind
Taxes & Licenses	\$ 70.00	
Audio & Lighting Equipment	\$ 5,500.00	
Sound Technicians/Engineer Costs/Lights	\$ 8,000.00	
Insurance-Equipment & Liability	\$ 1,500.00	
Event Permit	\$ 25.00	
Outside Labor	\$ 2,000.00	Possible \$625 cash outlay for school group help & the rest in-kind volunteer time
Supplies & Repairs, etc.	\$ 450.00	
TOTAL OPERATIONS:	\$ 74,045.00	Any monies carried forward will go towards-2025-Band-Deposits

**Black Mountain Productions
Profit & Loss**

Cash Basis

January 1 through December 17, 2023

	<u>Jan 1 - Dec 17, ...</u>
Income	
Grants	8,000.00
Individual, Business Donations	14,535.20
MAP Grant	21,988.75
Total Income	<u>44,523.95</u>
Expense	
Advertising	9,302.35
Bands	25,250.00
Banking fees	20.00
Business License	50.00
DJ and Sound Board Technic...	5,000.00
Equipment	4,659.02
License & Permits	25.00
Lighting	800.00
Lodging for Bands	5,944.04
Postage	64.29
Repairs & Maint	66.26
Resort Tax	3.51
Stage Setup	250.00
Supplies	22.04
Total Expense	<u>51,456.51</u>
Net Income	<u><u>-6,932.56</u></u>

Black Mountain Productions

Balance Sheet

As of December 17, 2023

	<u>Dec 17, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
First Security Checking	7,868.49
Total Checking/Savings	<u>7,868.49</u>
Total Current Assets	7,868.49
Fixed Assets	
Furniture and Equipment	21,889.89
Total Fixed Assets	<u>21,889.89</u>
TOTAL ASSETS	<u><u>29,758.38</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	36,690.94
Net Income	<u>-6,932.56</u>
Total Equity	<u>29,758.38</u>
TOTAL LIABILITIES & EQUITY	<u><u>29,758.38</u></u>

**Black Mountain Productions
Music in the Park 2023 Summer Concert Series
FINAL REPORT**



In 2023, Music in the Park hosted 5 concerts from July 4-August 26 at Pioneer Park (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 Devon Worley Band. This was a well-attended concert. We had so many wonderful comments on the event and the following fireworks that started at the end of the Star-Spangled Banner, sung by The Devon Worley Band.

This year we added an additional concert on July 22nd and brought back The Powell Brothers, by popular demand! We again hosted concerts 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 4th featured Slamabama, another crowd favorite, and the Saturday, August 5th concert featured Imagine, a Beatle Tribute Band. Thunderstorms rained out affected both concerts, however the bands continued to play, but it did affect attendance.

Our final concert this year was on August 26th, instead of on Labor Day Weekend, as last year we didn't have very good attendance. This concert featured Luke Dowler & Midnight Conversations, again drawing several hundred in attendance. We also had openers for every concert and included an up and coming local high schooler, Emily Jehle, as an additional opener for two of the concerts.

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 2024 Music in the Park series – July 4th (Powell Brothers), July 20th (Lies or Lullabies), August 3rd, August 10th (Slamabama) and August 24th (Austin English). We have secured the bands for all of the headliners with deposits and are working on securing the opening bands.

Approximately \$36,488.75 of outside grant and additional contributions, as well as sponsors and donations. Here is the breakout:

Town of West Yellowstone Special Request - \$7,500.00

- Used this money to secure deposits for the 2023 summer season bands. Paid this money out prior to the season.

Town of West Yellowstone MAP Grant - \$21,988.75

- Mobile Location Targeting & Display Ads, as well as Facebook ads – targeted 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 Island Park News, Bozeman Daily Chronicle and Madisonian
- Posters distributed around West Yellowstone and the surrounding area, including Island Park, Big Sky, Ennis and Belgrade/Bozeman
- Covered partial costs for bands, insurance and admin

Yellowstone Country Region Event Grant - \$7,000.00

- Covered partial costs for sound and lighting equipment – we had to buy a new soundboard as well as lights this year.

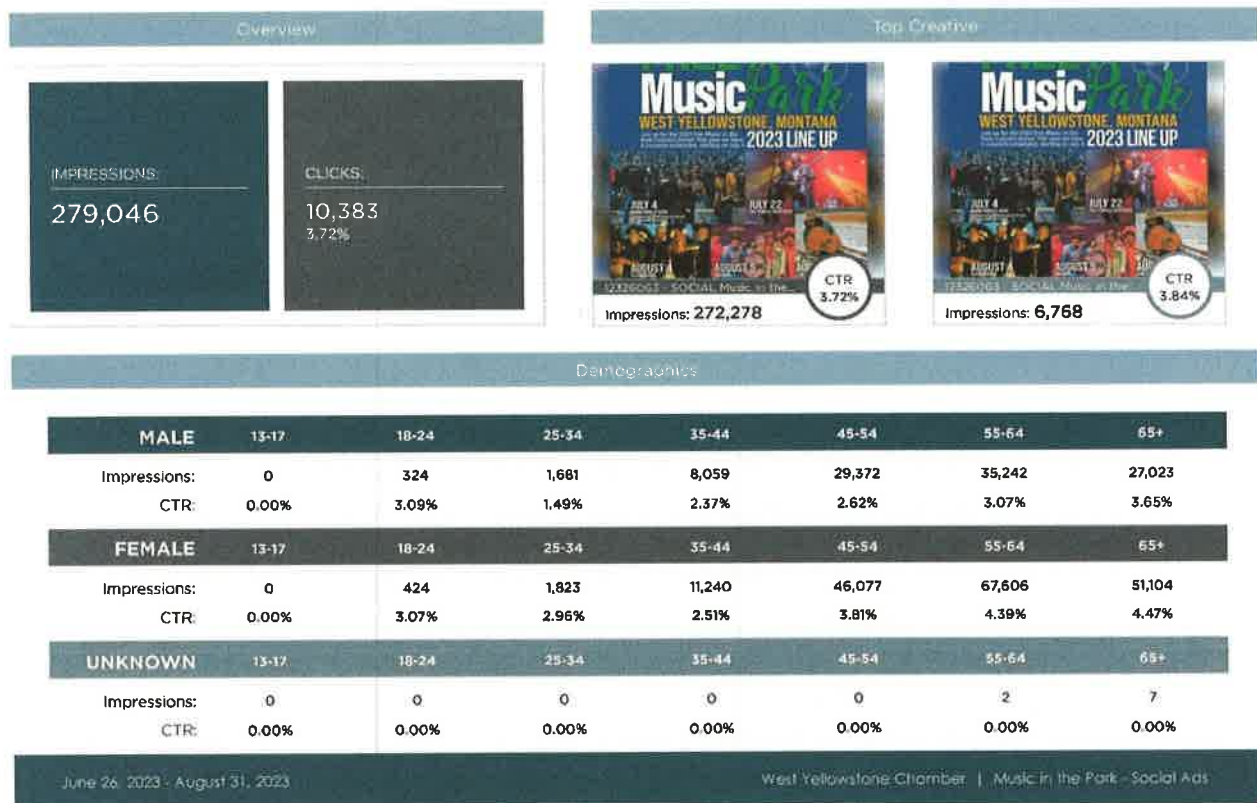
West Yellowstone CVB Lodging Facilities Use Tax:

- Social media posts and ads
- Events were also added to online calendars and included on the CVB website and summer event posters
- Covered partial costs for marketing and 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. We had a ton of band interaction as well as interaction with Lively Times.

SOCIAL ADS



Ad Samples:

FREE Music in the Park
WEST YELLOWSTONE, MONTANA
 Join us for the 2023 Free Music in the Park Concert Series! This year we have 5 concerts scheduled, starting on July 4.
2023 LINE UP

JULY 4
DEVON WORLEY BAND

JULY 22
THE POWELL BROTHERS

AUGUST 4
SLAMABAMA

AUGUST 5
IMAGINE

AUGUST 26
LUKE DOWLER & MIDNIGHT CONVERSATIONS

7:00PM - PIONEER PARK IN WEST YELLOWSTONE - MONTANA

FREE Music in the Park
WEST YELLOWSTONE MONTANA

2023 LINE UP

JULY 4
DEVON WORLEY BAND

JULY 22
THE POWELL BROTHERS

AUGUST 4
SLAMABAMA

AUGUST 5
IMAGINE
Starts at 12:00PM

AUGUST 26
LUKE DOWLER & MIDNIGHT CONVERSATIONS

7:00PM - PIONEER PARK

FREE Music in the Park
WEST YELLOWSTONE, MONTANA

JULY 4
DEVON WORLEY BAND

JULY 22
THE POWELL BROTHERS

AUGUST 4
SLAMABAMA

AUGUST 5
IMAGINE

AUGUST 26
LUKE DOWLER & MIDNIGHT CONVERSATIONS

Pioneer Park (corner of Highways 20 and 101) show starts at 7:00PM

FREE Music in the Park
WEST YELLOWSTONE, MONTANA 7:00PM - PIONEER PARK

JULY 4
DEVON WORLEY BAND

JULY 22
THE POWELL BROTHERS

AUGUST 4
SLAMABAMA

AUGUST 5
IMAGINE

AUGUST 26
LUKE DOWLER & MIDNIGHT CONVERSATIONS

FREE Music in the Park
WEST YELLOWSTONE, MONTANA 7:00PM

JULY 4
DEVON WORLEY BAND

JULY 22
THE POWELL BROTHERS

AUGUST 4
SLAMABAMA

AUGUST 5
IMAGINE
Starts at 12:00PM

AUGUST 26
LUKE DOWLER & MIDNIGHT CONVERSATIONS

7:00PM
West Yellowstone Montana

Poster:

FREE Music IN THE Park

WEST YELLOWSTONE, MONTANA

Join us for the 2023 free Music in the Park Concert Series! This year we have 5 concerts scheduled, starting on July 4. **2023 LINE UP**

Date	Band	Start Time
July 4	DEVON WORLEY BAND	Start time at 5:00PM Break for Parade. Music resumes at 7:00PM
July 22	THE POWELL BROTHERS	
August 4	SLAMABAMA	
August 5	IMAGINE	Start time at 12:30PM
August 26	LUKE DOWLER & MIDNIGHT CONVERSATIONS	

7:00PM • PIONEER PARK
WEST YELLOWSTONE • MT

SUPPORT THE MONTANA DEPARTMENT OF REVENUE

Montana Lottery MONTANA

donate now →

Facebook Post Samples:

 Free Music in The Park BMP
July 1, 2023 · 🌐

We would like to say a huge THANK YOU to our Stage, Corporate and Platinum Level sponsors as well as our Partners.

Without your support, Music in the Park would not be possible and we wouldn't be bringing 5 amazing concert events to West Yellowstone this summer.

#musicinthepark2023 #westyellowstone #westyellowstonemontana



STAGE SPONSORS

- GRAY WOLF INN & SUITES
- Three Bear Lodge and restaurant

CORPORATE SPONSORS

- FALL RIVER
- Yellowstone T-SHIRT CO.
- FORSGREN
- JIM & PEGGY RUSSELL
- WESTMART A  Center

PLATINUM SPONSORS

- CONOCO SUPERSTAR
- WEST YOUNG RESTAURANT
- Exxon
- CENEX
- ROUNDER
- CUSTER

Partners

- SUPPORT of West Yellowstone Businesses
- DESTINATION YELLOWSTONE WEST YELLOWSTONE, MT
- Yellowstone Country MONTANA

Free Music In The Park BMP
July 31, 2023

In 5 short days, we will be rocking out for a jam-packed two days of Music in the Park 2023 concerts in conjunction with the 52nd Annual Yellowstone Rod Run.

Starting on Friday night we will have Zach Feasby Music and Back By Popular Demand - SLAMMABAMA then to round out the West Yellowstone Rod Run weekend, on Saturday at 12:00pm IMAGINE: Remembering the PSU Fall will take the stage.

Are you going to be here with us? You are not going to want to miss all of these beautiful... See more

FREE Music in the Park
EST. YELLOWSTONE, MONTANA

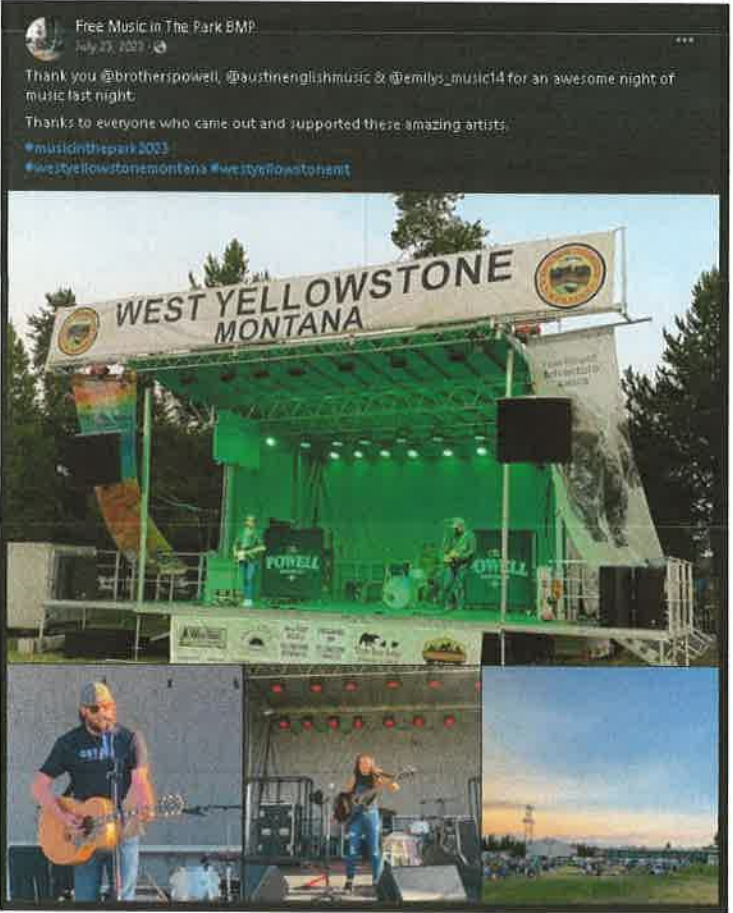
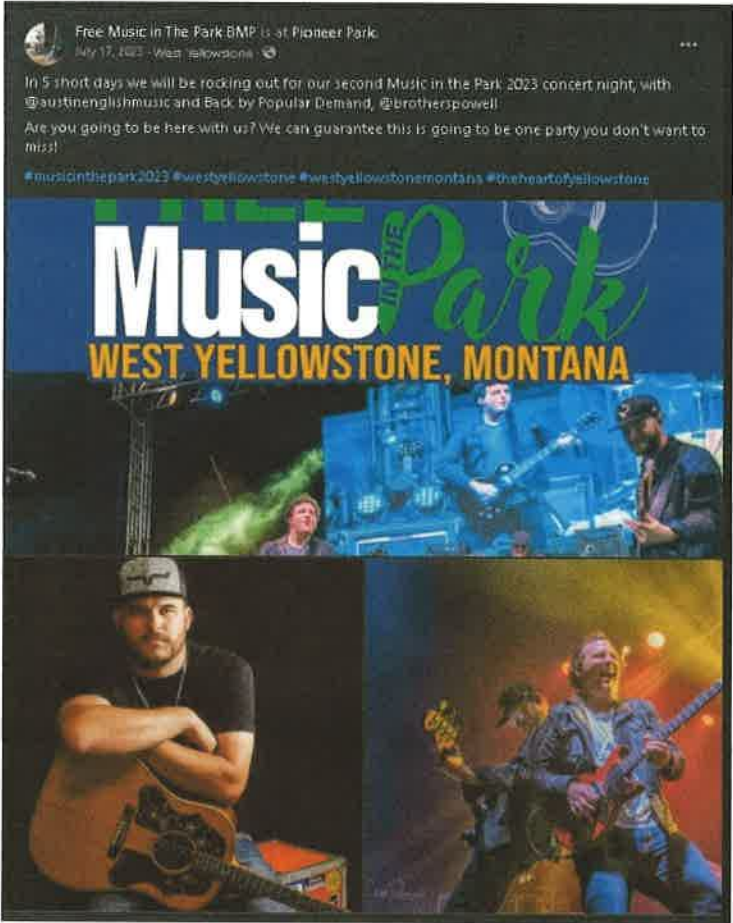
GUST 4
BAMA

GUST 5
IMAGINE

YELLOWSTONE Rod Run
AUGUST 4TH & 5TH
YELLOWSTONERODRUN.COM

DINEER PARK IN WEST YELLOWSTONE - MONTANA





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 3, 2024. This form will be required to be considered for FY 24-25 budget process.

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Organization Name: Destination Yellowstone - The West Yellowstone Visitor Information Center

Contact Name and Title: Katrina Wiese, President/CEO

Contact Email: president@destinationyellowstone.com

Contact Phone: 406.646.7701 OR 406.539.1713 - Cell

Requested Amount: \$83,000 (\$40,000 VIC Staffing/Operational Costs - \$43,000 Public Bathrooms)

Overall Budget Amount: \$185,480.00

Percent of budget that you are requesting: Total 44.74% (28% of staffing & 100% of bathroom)

Description of Event or Activity:

Staffing and operational expenses for the Visitor Information Center and cleaning and supply costs for the public bathroom attached to the West Yellowstone Visitor Information Center housed at the Chamber.

Description of Community Served:

The Visitor Information Center serves all visitors to our Town in addition to all businesses and residents. Likewise, the public bathrooms attached to our building serve the same community in addition to all YNP travelers who stop here to use the facilities, including tour buses. Many of these visitors, but not all by a long shot, come into the actual VIC.

Anticipated Number of Participants: Last year approximately 200,000 visitors into the VIC (already up 10.54% over where we were at last year at this time, & estimated 1.5 million bathroom visitors

Description of program goals: Keep both the VIC and public bathrooms open for the community - including both visitors and residents.

Projected economic impact: _____

The largest and most important part of what we do in the VIC is sell our community. We actively work at keeping visitors here in our hotels. We offer all of the amazing activities and amenities that our Town offers to entice visitors to extend their stay by a night or two.

State the consequences if you don't receive these requested funds:

Without the requested funds the VIC would not be able to stay open 7 days a week, 8:00-5:00 from
October - May of every year, severely impacting the visitor experience and resulting in extra strain upon
the businesses of town. The visitor's will still need assistance. The West Yellowstone VIC is the busiest
VIC in the state of Montana. Without the bathroom funds we will have to close the public bathrooms, leaving the near
1.5 million visitors who use it a year without a bathroom facility to use.

List other funding sources: _____
See detailed budget

**Required Supplemental Documentation: Last Fiscal Year Balance Sheet, Last
Fiscal Year Profit and Loss Statement and Current Budget**

Signature of Applicant:  Date: 5/3/2024

Signature of Board Member (if applicable): _____

If awarded, an outcome report is required.



(406) 646-7701 PO Box 458 West Yellowstone, MT 59758 destinationyellowstone.com

May 3, 2024
Town of West Yellowstone
Town Council Members
PO Box 1570
West Yellowstone MT 59758

Dear Council Members,

I would like to submit a formal Letter of Request to the Town Council along with the Budget Request Form, asking for a continued partnership with the West Yellowstone Visitor Information Center as a financial contributor for FY24'-FY25' for both staffing and operational costs, as well as public bathroom cleaning and supply costs.

The VIC is asking for fiscal support of a combined \$83,000 for FY24'-FY25' - \$40,000 for staffing and operational expenses for the VIC and \$43,000 for the public bathroom operational costs, which include cleaning and supplies (budget with operational expense detail attached).


Without this amount of money, the VIC would not be able to stay open 7 days a week, 8:00am-5:00pm from October - May of every year - severely impacting the visitor experience and resulting in extra strain upon the businesses of the town, as the visitor's will still have the same questions, but no one to go to for the answers or business recommendations they receive from the VIC staff. The West Yellowstone VIC is the busiest VIC in the entire State of Montana, we helped approximately 200,000 visitors last year - this year is pacing higher than that, currently up 10.54% YTD.

The bathroom cleaning costs will cover both the Men's & Women's bathrooms to be cleaned twice a day during the busy season of May-October and then once a day from November-April. It will also cover a deep clean once a year after the busy season wraps up. Without this money, the VIC public bathrooms would have to close, as neither the VIC or the Chamber could take on this expense. We very much appreciate that the Town of West Yellowstone has graciously provided this funding and oversight since the bathrooms were constructed, but agree that it makes more sense for the VIC to oversee it.

The VIC staffing & operational expenses budget is funded through 5 different funding sources. We have secured financial contributions from Yellowstone Country (increased this year to \$45,000 to be used Memorial Day - October 2024) and State Accommodations (Bed Tax - \$40,500). Destination Yellowstone (West Yellowstone Chamber of Commerce) continues to support financially (estimated to be at least \$10,000 for FY25'), as well as provide the space and means to which the Visitor Center resides. The West Yellowstone Tourism Business Improvement District (TBID) has written the VIC into their budget as a line item, but the amount won't be set until a later date when their budget is set. In the past we have received between \$7,000 - \$8,000 depending on their funding.

We feel we have been excellent stewards of Town funds over the years. Again, we thank you for your support and ask for the continued partnership and Special Fund Request in the Town's FY24'-FY25' budget in the amount of \$83,000 to be granted to the Visitor Information Center for staffing and operational expenses and public bathroom cleaning and supply costs.

Sincerely,


Katrina Wiese
President/CEO

Visitor Information Center Budget FY24-25

(July 1, 2024 - June 30, 2025)

FUNDING SOURCES	
Chamber of Commerce	\$ 10,000.00
Yellowstone Country Montana - Staffing (Can use 5/24/24 - 10/30/24)	\$ 45,000.00
CVB State Accomodations (Bed Tax) - Staffing	\$ 40,500.00
West Yellowstone TBID - Staffing	\$ 7,000.00
Town of West Yellowstone - Staffing & Bathrooms (Special Fund Request)	\$ 83,000.00
TOTAL FUNDING AVAILABLE:	\$ 185,500.00

LABOR	
Labor-Staff	\$ 130,000.00
OPERATIONS	
Payroll Processing	\$ 7,000.00
Staffing Software (Whentowork)	\$ 200.00
Centrylink: Phones (1/2 of total expense)	\$ 1,800.00
Safelink: WiFi Hot Spot (1/2 of total expense)	\$ 580.00
Brochure Storage (1/2 of total expense)	\$ 990.00
Computer IT	\$ 960.00
Supplies/Equipment	\$ 500.00
Staff Appreciation	\$ 450.00
VIC Bathrooms - Cleaning	\$ 35,000.00
VIC Bahtrooms - Supplies	\$ 8,000.00
TOTAL LABOR & OPERATIONS:	\$ 185,480.00

5.1.24

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 05/02/24
 Cash Basis

**West Yellowstone Chamber of Commerce-General
 Profit & Loss
 July 2023 through June 2024**

	Jul '23 - Jun 24
Ordinary Income/Expense	
Income	
General Income	
4800 · Prior Year Income	5,174.50
Total General Income	5,174.50
5700 · VIC Support	
5705 · BED TAX	40,500.00
5720 · TOWN OF WEST YELLOWSTONE	40,000.00
Total 5700 · VIC Support	80,500.00
Total Income	85,674.50
Gross Profit	85,674.50
Expense	
6000 · Administrative Expense	
6300 · OPERATIONS	
6400 · MAINTENANCE	
6405 · Building	1,572.00
6415 · Computer	1,920.00
6425 · Public Restroom Supplies	888.89
Total 6400 · MAINTENANCE	4,380.89
6500 · SUPPLIES	
6505 · Building/Shop	184.40
Total 6500 · SUPPLIES	184.40
Total 6300 · OPERATIONS	4,565.29
6600 · PAYROLL EXPENSES	
6615 · Payroll	95,515.18
6620 · Workers Comp Insurance	187.81
Total 6600 · PAYROLL EXPENSES	95,702.99
6630 · Rent Expense	990.00
7000 · UTILITIES	
7010 · Internet	563.70
7015 · Telephone	1,800.00
Total 7000 · UTILITIES	2,363.70
Total Expense	108,121.98
Net Ordinary Income	-22,447.48
Net Income	-22,447.48

* Yellowstone
 Country FY24
 came in May
 2023 and
 FY25 has
 not come in
 yet.

* Waiting on
 \$7000.00
 from
 TBID
 for FY24

> still have
 4 payrolls

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 05/02/24
 Cash Basis

West Yellowstone Chamber of Commerce-General Balance Sheet As of May 2, 2024

	May 2, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · Main Company	
1001 · Building Reserve	5,733.86
1002 · Cash For General	60,508.95
1003 · Cycle Events	20,610.78
1004 · Event Reserve	7,805.96
1005 · Fourth of July	9,206.90
1006 · KNS PRIVATE FUNDING	-2,655.00
1006.5 · KNS ICE CAMPS	3,230.00
1008 · ICE FISHING PRIVATE FUNDING	5,625.52
Total 1000 · Main Company	110,066.97
1007 · VIC Account	6,213.92
1010 · Direct Deposits	154.65
1015 · Petty Cash	1,304.05
1017 · Groomer Checking	9,613.63
1018 · Groomer Savings	1,889.06
1020 · State Accommodations	80,371.85
1025 · X-C Ski Funds	156,330.44
Total Checking/Savings	365,944.57
Accounts Receivable	328.49
Other Current Assets	11,268.04
Total Current Assets	377,541.10
Fixed Assets	324,003.51
TOTAL ASSETS	701,544.61
LIABILITIES & EQUITY	
Liabilities	
Equity	9,209.79
TOTAL LIABILITIES & EQUITY	701,544.61

← only line applicable to the VIC - the rest is the Chamber. The Chamber holds the books for the VIC.

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 3, 2024**. This form will be required to be considered for FY 24-25 budget process.

These funds are distributed out of the Town's fiscal year budget under legislative services. The Town Council has full discretion on the amount awarded each year.

Organization Name: West Yellowstone Foundation (Transit)
Contact Name and Title: Carrie Coan, Executive Director
Contact Email: ed@wyfmt.org
Contact Phone: 406-646-1152
Requested Amount: \$25,000
Overall Budget Amount: \$183,280

Percent of budget that you are requesting: 14%

Description of Event or Activity: Our Public Transportation service was established in 1994. We offer year round Public Transportation from West Yellowstone to Big Sky, Belgrade, Bozeman and back twice weekly and seasonally we offer service from West Yellowstone to Rexburg and Idaho Falls one day per week. Now that the West Yellowstone Senior Center has been approved as a Qualified Human Service Organization, we are hoping to expand our service this year to offer transit to the West Yellowstone Senior Center clients for 'field trips' such as cultural events and health & wellness classes not offered in West Yellowstone, however, we are not asking TOWY for financial support for the possible Senior Center expanded service.

Description of Community Served: Our transit program serves seniors, low income, seasonal employees/residents and other community members who need safe, reliable transportation to services and goods not available in West Yellowstone.

Anticipated Number of Participants: We expect to provide at least 2000 rides in FY25.

Description of program goals: Our goal is to provide safe, reliable transportation to services and goods not available in West Yellowstone for our community members and visitors.

Projected economic impact: WYF provided 1,947 rides in FY23, a 24% increase from FY22, and increased our unduplicated riders by 66% in FY23. 31% of our ridership were seniors or disabled. We expect these trends to continue in FY24 & FY25. FY24 data is not yet available.


State the consequences if you don't receive these requested funds: We would likely have to cut our hours of operation, which would have serious negative effects on several passengers that are receiving weekly medical treatments on Bozeman. There are no other alternatives for our passengers, especially in the winter. We are committed to actively seeking other funding sources rather than increase our TOWY funding request, as you will see by the diversity of our other funding sources listed below.

List other funding sources:

50%	\$92,020	Montana Department of Transportation 5311, Transade & RTAP
14%	\$26,000*	Gallatin County (applied, not yet approved)
14%	\$26,000*	Montana Community Foundation Grant (applied, not yet approved)
14%	\$25,000*	TOWY (applied, not yet approved)
4%	\$7,500*	Rider Contributions (estimate based on prior years)
4%	\$6,780*	Community Support Business/Individual Donations (estimate)

Required Supplemental Documentation: Last Fiscal Year Balance Sheet, Last Fiscal Year Profit and Loss Statement and Current Budget

Signature of Applicant:  Date: 04/29/2024

Signature of Board Member (if applicable): 

If awarded, an outcome report is required.

West Yellowstone Foundation
Balance Sheet
 As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Basin Bank Checking .1%	
Artisan Gallery	5,739.00
AS Memorial Fund	14,751.00
BJ Casting Pond	96,615.00
Bus Account	55,970.00
Charitable Scholarship	37,210.00
Food Bank	12,408.00
Green Up WY	4,770.00
Yellowstone Expeditions	-119.00
Basin Bank Checking .1% - Other	115,285.16
Total Basin Bank Checking .1%	342,629.16
FSB Bus MM 7433	69,548.10
FSB Gen Ops MM 7174	144,943.33
Petty Cash-5519	1,209.79
Total Checking/Savings	558,330.38
Total Current Assets	558,330.38
Fixed Assets	
Accumulated Depreciation	-203,166.06
Buildings	310,873.29
Equipment	3,686.49
Furniture and Equipment	1,974.00
Vehicles	118,013.00
Total Fixed Assets	231,380.72
Other Assets	
Montana Community Fund	
After School Endowment WYAS(a)	65,154.46
Cameron Comm Club WYCC(a)	36,019.85
Comm West Outreach WYCW (a)	44,812.02
Exp. Yellow Endowment WYFY(a)	113,343.72
Food Bank Endowment WYFB(a)	39,624.94
Smoking Water Endowment WYSW(a)	155,699.05
WYF Endowment WYRF(a)	433,452.69
Total Montana Community Fund	888,106.73
Vanguard Funds	
Total Stock mkt Idx Adm	
Robinson Award (0585-###9585)	159,220.70
Siegel BOD Grant (0585-###9607)	76,439.10
Total Total Stock mkt Idx Adm	235,659.80
Total Vanguard Funds	235,659.80
Total Other Assets	1,123,766.53
TOTAL ASSETS	1,913,477.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,714.97
Total Other Current Liabilities	1,714.97
Total Current Liabilities	1,714.97
Total Liabilities	1,714.97

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04/08/24

Accrual Basis

West Yellowstone Foundation
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
Equity	
Net Asset w/ Donor Restriction	1,268,142.00
Net Asset w/o Donor Restriction	527,184.04
Net Income	116,436.62
	<hr/>
Total Equity	1,911,762.66
	<hr/>
TOTAL LIABILITIES & EQUITY	1,913,477.63
	<hr/> <hr/>

WYF Transit EXPENSES	FY24 Bus Budget revised- approved 1/30/24
ADVERTISING/MARKETING/NEWSLETTERS/WEBSITE FEES	\$ 3,000.00
DRUG TESTING	\$ 750.00
DUES & SUBSCRIPTIONS	\$ 1,000.00
EMPLOYEE TRAINING - RTAP	\$ 1,400.00
EMPLOYEE TRAINING - OTHER	\$ -
FUEL-GASOLINE	\$ 10,000.00
EQUIPMENTS	\$ 150.00
INSURANCE	\$ 12,000.00
LICENSES & PERMITS	\$ -
MATERIALS/SUPPLIES	\$ 2,800.00
MEALS/ENTERTAINMENT	\$ 250.00
MISCELLANEOUS	\$ -
OFFICE SUPPLIES	\$ 2,000.00
PAYROLL - DISPATCHER WAGES	\$ 14,400.00
PAYROLL - DRIVER WAGES	\$ 23,000.00
PAYROLL - ADMIN WAGES	\$ 58,000.00
PAYROLL TAXES- DRIVER/DISPATCH	\$ 3,000.00
PAYROLL TAXES- MANAGER/ADMIN	\$ 4,000.00
PAYROLL TAXES- WORKER'S COMPENSATION	\$ 1,000.00
PAYROLL EXPENSES-OTHER	\$ -
PROFESSIONAL FEES	\$ 9,000.00
REPAIRS & MAINTENANCE - BUILDING	\$ 1,250.00
REPAIRS & MAINTENANCE - OTHER (VEHICLES)	\$ 4,500.00
RENT	\$ 80.00
TRAVEL/MEETINGS	\$ 1,000.00
UTILITIES- ELECTRICITY	\$ 800.00
UTILITIES- GAS	\$ 750.00
UTILITIES- SNOW REMOVAL	\$ 400.00
UTILITIES- TELEPHONE- CELL PHONES (DRIVER & DISPATCH & INTERNET)	\$ 2,000.00
UTILITIES- WATER	\$ 700.00
VEHICLE REGISTRATION	\$ 250.00
TOTAL EXPENSES	\$ 157,480.00

WYF Transit INCOME	FY24 BUS ANTICIPATED as of 1/18/24
Gallatin County	\$ 23,000.00
MDT GRANT	\$ 73,000.00
RIDER CONTRIBUTIONS*	\$ 14,500.00
RTAP MDT Reimbursement	\$ 2,000.00
TOWN GRANT	\$ 25,000.00
Direct Community Support/Individ/Business Contributions	\$ 200.00
TRANSADE	\$ 3,494.00
Interest Income	\$ -
TOTAL INCOME	\$ 141,194.00

(+26,000 for senior field trips if grant is secured)

+ 26,000 see Above note

West Yellowstone Foundation
Profit & Loss by Class
 July 2022 through June 2023

	Bus Operations	TOTAL
Ordinary Income/Expense		
Income		
Bus Income		
Gallatin County	11,500.00	11,500.00
MDT	40,290.00	40,290.00
Rider Contributions		
RTAP	17,115.00	17,115.00
Town of West Yellowstone	2,861.18	2,861.18
	25,000.00	25,000.00
Total Bus Income	96,766.18	96,766.18
Direct Public Support		
Individ/ Business Contributions	215.00	215.00
Total Direct Public Support	215.00	215.00
One Valley Grant Funds	16,000.00	16,000.00
Other Types of Income		
Miscellaneous Revenue	26.11	26.11
Other Types of Income - Other	1.00	1.00
Total Other Types of Income	27.11	27.11
Total Income	113,008.29	113,008.29
Expense		
Advertising/Marketing		
Website Fees	219.14	219.14
Advertising/Marketing - Other	723.79	723.79
Total Advertising/Marketing	942.93	942.93
Bank Charges	15.00	15.00
Drug Testing	228.69	228.69
Dues & Subscriptions	921.65	921.65
Employee Training		
RTAP	2,666.78	2,666.78
Total Employee Training	2,666.78	2,666.78
Fuel		
Gasoline	8,341.31	8,341.31
Total Fuel	8,341.31	8,341.31
Insurance		
Liability Insurance	3,556.00	3,556.00
Vehicle Insurance	5,825.00	5,825.00
Total Insurance	9,381.00	9,381.00
Licenses & Permits	10.00	10.00
Materials and Supplies	3,114.15	3,114.15
Meals	200.99	200.99
Medical	140.00	140.00
Office Supplies	729.40	729.40
One Valley Grant		
Advertising & Marketing	4,241.74	4,241.74
Drug Testing	76.23	76.23
Fuel/Gasoline	815.12	815.12
Materials/Supplies	553.46	553.46
Office Supplies	391.87	391.87
Payroll Expenses Driver	3,076.51	3,076.51
Payroll Expenses/Dispatch	2,400.00	2,400.00
Training	150.00	150.00

West Yellowstone Foundation
Profit & Loss by Class
July 2022 through June 2023

	Bus Operations	TOTAL
Utilities		
Telephone		
Driver & Dispatch	1,003.64	1,003.64
Office	834.99	834.99
Total Telephone	1,838.63	1,838.63
Total Utilities	1,838.63	1,838.63
Total One Valley Grant	13,543.56	13,543.56
Payroll Expenses		
Dispatcher Wages	8,100.00	8,100.00
Driver Wages	21,456.34	21,456.34
Manager/Admin Wages	37,167.05	37,167.05
Payroll Taxes - Driver/Dispatch	3,033.17	3,033.17
Payroll Taxes - Manager/Admin	3,196.73	3,196.73
Worker's Compensation	2,051.60	2,051.60
Payroll Expenses - Other	0.00	0.00
Total Payroll Expenses	75,004.89	75,004.89
Professional Fees		
Accounting	5,264.00	5,264.00
Professional Fees - Other	8,655.30	8,655.30
Total Professional Fees	13,919.30	13,919.30
Rent	80.00	80.00
Repairs & Maintenance		
Repairs & Maintenance/Building	827.84	827.84
Vehicle	6,202.72	6,202.72
Total Repairs & Maintenance	7,030.56	7,030.56
Travel & Meetings	610.42	610.42
Utilities		
Electricity	672.49	672.49
Gas	1,426.15	1,426.15
Snow Removal	422.15	422.15
Telephone		
Driver & Dispatch	722.29	722.29
Internet	727.50	727.50
Office	344.58	344.58
Total Telephone	1,794.37	1,794.37
Water	571.47	571.47
Total Utilities	4,886.63	4,886.63
Vehicle Registration	119.82	119.82
Total Expense	141,887.08	141,887.08
Net Ordinary Income	-28,878.79	-28,878.79
Other Income/Expense		
Other Income		
Interest Income	169.09	169.09
Total Other Income	169.09	169.09
Other Expense		
Depreciation	15,969.11	15,969.11
Total Other Expense	15,969.11	15,969.11
Net Other Income	-15,800.02	-15,800.02
Net Income	-44,678.81	-44,678.81

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
51135		254 Firehole Fill Up/Economart	83.43					
	1726855	04/02/24 Fuel	83.43		STREET	1000 430200	231	101000
51136		266 Utilities Underground Location	25.80					
	4045377	04/30/24 excavation notifications	12.90		WATER	5210 430500	357	101000
	4045377	04/30/24 excavation notifications	12.90		SEWER	5310 430600	357	101000
51139	E	2964 CITI CARDS	1,103.60					
	04/23/24	Hotel Credits Fairmont	-321.00		LEGIS	1000 410100	370	101000
	04/23/24	Hotel Credits Fairmont	-294.00		FINADM	1000 410510	370	101000
	04/23/24	Hotel Credits Fairmont	-294.00		ADMIN	1000 410210	370	101000
	04/09/24	TC Supplies	103.84		LEGIS	1000 410100	220	101000
	04/09/24	Supplies	15.84*		ADMIN	1000 410210	220	101000
	04/10/24	Supplies	14.00*		ADMIN	1000 410210	220	101000
	04/10/24	Supplies	15.99*		ADMIN	1000 410210	220	101000
	04/12/24	TCSupplies	91.28		LEGIS	1000 410100	220	101000
	04/17/24	WMT-Plus	12.95		ADMIN	1000 410210	870	101000
	04/19/24	MSU-Local GovInstitute-Roos	275.00		ADMIN	1000 410210	380	101000
	04/19/24	MSU-Local GovGriffith,Mathews	450.00		LEGIS	1000 410100	380	101000
	04/19/24	BearCountryTC Supplies	53.30*		LEGIS	1000 410100	870	101000
	04/23/24	Gall County Clerk	2.50		ADMIN	1000 410210	870	101000
	04/23/24	Wild West	117.01		LEGIS	1000 410100	220	101000
	04/25/24	Court Furniture	388.71		COURT	1000 410360	364	101000
	04/25/24	Court Furniture	152.90		COURT	1000 410360	364	101000
	05/02/24	Rec Supplies	121.81		REC	1000 460440	220	101000
	05/03/24	Supplies	197.47*		ADMIN	1000 410210	220	101000
51143		2845 Kasting, Kauffman & Mersen, PC	12,813.18					
	05/06/24	legal services 4/1-4/30/2024	12,754.09*		LEGAL	1000 411100	352	101000
	05/06/24	phone/fax	0.00		LEGAL	1000 411100	345	101000
	05/06/24	travel	59.09		LEGAL	1000 411100	373	101000
51144	E	2673 First Bankcard	1,163.73					
	04/17/24	Supplies	53.97*		ADMIN	1000 410210	220	101000
	04/18/24	Clerk Institute - Russell	415.00		FINADM	1000 410510	380	101000
	04/18/24	Clerk Institute - Thompson	415.00		FINADM	1000 410510	380	101000
	04/19/24	Base Fee	39.00*		FINADM	1000 410510	630	101000
	04/19/24	Food Roundup	12.37*		ADMIN	1000 410210	220	101000
	04/19/24	Running Bear -Groupcoffee	76.27*		ADMIN	1000 410210	220	101000
	04/23/24	Copy Paper	105.98		FINADM	1000 410510	220	101000
	04/23/24	BL Envelopes	46.14		FINADM	1000 410510	220	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
51145	E	2673 First Bankcard	3,503.21					
	1310383	04/03/24 Copier maintenance	94.48		LIBRY	2220 460100	398	101000
	04/15/24	Supplies	652.77		LIBRY	2220 460100	220	101000
	04/15/24	Books	9.99		LIBRY	2220 460100	215	101000
	04/15/24	Membership	14.99		LIBRY	2220 460100	398	101000
	04/15/24	books	19.21		LIBRY	2220 460100	215	101000
	04/17/24	supplies	23.43		LIBRY	2220 460100	220	101000
	04/18/24	Books	86.84		LIBRY	2220 460100	215	101000
	04/19/24	Liibry conference Butte	485.76		LIBRY	2220 460100	370	101000
	04/20/24	Liibry conference Butte	485.76		LIBRY	2220 460100	370	101000
	04/20/24	Liibry conference Butte	161.92		LIBRY	2220 460100	370	101000
	04/23/24	Supplies	609.85		LIBRY	2220 460100	220	101000
	04/25/24	Books	78.36		LIBRY	2220 460100	215	101000
	04/25/24	supplies	9.99		LIBRY	2220 460100	220	101000
	04/26/24	Subscription	34.00		LIBRY	2220 460100	330	101000
	04/26/24	Wordpress	300.00		LBRYIT	2220 460100	355	101000
	04/27/24	Supplies	119.67		LIBRY	2220 460100	220	101000
	04/27/24	Supplies	141.14		LIBRY	2220 460100	220	101000
	04/29/24	Supplies	103.17		LIBRY	2220 460100	220	101000
	04/29/24	Books	71.88		LIBRY	2220 460100	215	101000
51151		2952 DIS Technologies	842.04					
	13897	05/05/24 Monthly Managed IT	842.04		IT	1000 410580	355	101000
51153	E	2673 First Bankcard	352.00					
	130963	04/10/24 Uniform Boots-Stoneburner	352.00		POLICE	1000 420100	226	101000
51157		2558 Hebgen Basin Fire District	55,849.00					
	05/01/24	May 2024	48,294.00		FIRE	1000 420400	357	101000
	05/01/24	May 2024	7,555.00		FIRE	1000 420400	140	101000
51158	E	2673 First Bankcard	4,028.12					
	04/03/24	Apple	5.99		ADMIN	1000 410210	335	101000
	04/05/24	New Flag	48.95*		PARKS	1000 460430	220	101000
	04/09/24	Apple	0.99		ADMIN	1000 410210	335	101000
	04/10/24	Apple	5.99		ADMIN	1000 410210	335	101000
	04/11/24	BW PlusGrantCreekInn-Tanner	573.25*		STREET	1000 430200	370	101000
	04/12/24	RiversideHotel-Simms	991.44*		STREET	1000 430200	370	101000
	04/12/24	APWA Conference	325.00		STREET	1000 430200	380	101000
	04/13/24	Adobe	19.99		ADMIN	1000 410210	335	101000
	04/13/24	Int'l Code Council Membership	165.00*		BULDNG	1000 420531	335	101000
	04/16/24	Int'l Code Council Membership	383.00*		BULDIN	1000 420531	335	101000
	04/16/24	Stones Town&countryDodge550	536.20*		STREET	1000 430200	361	101000
	04/17/24	Apple	5.99		ADMIN	1000 410210	335	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	04/18/24	U-Line Supplies	487.72*		PARKS	1000 460430	220	101000
	04/18/24	MSU-Extin-MoldenhauerWater	300.00		WATER	5210 430500	380	101000
	04/19/24	T-Mobile-Cameras	137.50*		TWNHLL	1000 411250	345	101000
	04/24/24	Apple	5.99		ADMIN	1000 410210	335	101000
	04/30/24	Park Supplies	29.13*		PARKS	1000 460430	220	101000
	05/02/24	Apple	5.99		ADMIN	1000 410210	335	101000
51159	E	2673 First Bankcard	341.22					
	04/04/24	Help FundSupplies	204.49		HELP	7010 450135	220	101000
	04/04/24	Social Supplies	64.59		SOCSER	1000 450135	220	101000
	04/12/24	Social Supplies	48.14		SOCSER	1000 450135	220	101000
	04/13/24	Help fund supplies	24.00		HELP	7010 450135	220	101000
51160		2952 DIS Technologies	735.00					
	13900 05/05/24	Monthly IT	735.00		IT	1000 420160	398	101000
51161	E	2673 First Bankcard	214.74					
	04/12/24	Dispatch/Supplies	18.89		DSPTCH	1000 420160	220	101000
	04/17/24	Background check	150.00*		POLICE	1000 420100	398	101000
	04/24/24	Supplies	9.38		DSPTCH	1000 420160	220	101000
	05/02/24	Supplies	36.47		POLICE	1000 420100	220	101000
51164		3400 Julie Brown	2,530.00					
	051724 05/17/24	Cleaning Town Office	1,375.00*		TWNHLL	1000 411250	357	101000
	051724 05/17/24	Cleaning TrailheadBuilding	80.00		TRLHD	1000 411256	350	101000
	051724 05/17/24	Cleaning Library	225.00*		LIBRY	1000 411259	357	101000
	051724 05/17/24	Cleaning Povah	775.00		POVAH	1000 411255	350	101000
	051724 05/17/24	Public Works Shop	75.00*		PARKS	1000 411253	357	101000
51190		2099 Quick Print of West Yellowstone	87.50					
	19086 05/09/24	ProperBathroomEtiquettesigns	87.50*		PARKS	1000 460430	220	101000
51191		2937 CINTAS First Aid & Safety	239.05					
	5210709648 05/10/24	First Aide Supplies	239.05*		STREET	1000 430200	398	101000
51192		2586 Waxie Sanitary Supply	264.77					
	82379645 03/29/24	Cleaning supplies	264.77*		PARKS	1000 460430	220	101000
51193		497 MT Dept Environmental Quality	70.00					
	5R2402795 05/01/24	DrinkingwaterRenewalfeeBrow	30.00		WATER	5210 430500	335	101000
	5R2402795 05/01/24	Wastewater RenewalfeeBrown	40.00		SEWER	5310 430600	335	101000

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51194		3250 Dianna Hansen	60.00					
	05/06/24	Voucher Bus	60.00		HELP	7010 450135	370	101000
51195		999999 KARA VAZQUEZ	350.00					
	05/06/24	RefundCleaningDep	350.00		POVAH	2210 214001		101000
51196		135 Food Roundup	144.86					
	04/03/24	Supplies	19.53		STREET	1000 430200	220	101000
	04/08/24	Rec Supplies	54.90		REC	1000 460440	220	101000
	04/10/24	Rec Supplies	40.83		REC	1000 460440	220	101000
	04/14/24	Police Supplies	11.66		POLICE	1000 420230	220	101000
	04/24/24	Help Fund supplies	17.94		HELP	7010 450135	220	101000
51197		533 Market Place	144.78					
	04/24/24	Help fund Demonstrationfood	144.78		HELP	7010 450135	220	101000
51198		999999 LISA GRIFFITH	313.08					
	05/10/24	MMCI in Fairmont	313.08		LEGIS	1000 410100	370	101000
51199		2455 Tri State Excavating, LLC	41,851.25					
	15688SMAR 04/23/24	March 2024 SnowRemoval	41,851.25*		STREET	1000 430200	357	101000
51200		3226 Peggy Russell	31.00					
	05/13/24	MMCI Fairmont	31.00		FINADM	1000 410510	370	101000
51201		3067 Dude & Roundup Motel	79.40					
	331-2 05/13/24	Lodging Voucher	79.40		HELP	7010 450135	370	101000
51202		183 Traveler's Lodge	147.60					
	460-1 05/12/24	Lodging Voucher	147.60		HELP	7010 450135	370	101000
51203		3242 Fisher's Technology	463.85					
	1317335 04/18/24	Toner	463.85		DSPTCH	1000 420160	220	101000
51204		3468 Mickelle O'Brien	25.00					
	05/16/24	Notary course	25.00		DSPTCH	1000 420160	380	101000
51205		2537 Balco Uniform Co., Inc.	320.00					
	79376-1 05/16/24	Uniform-Liszka	320.00		POLICE	1000 420100	226	101000

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51206		2078 MJC&MCCA	50.00					
	05/08/24	Court Clerk Dues 7/24-6/25	50.00		COURT	1000 410360	335	101000
51207		3469 Buffalo Restoration, Inc	2,797.69					
	38122 02/27/24	Police/DispatchFloodcleanup	2,797.69*		POLICE	1000 411258	398	101000
51208		3470 MARS of Bozeman, Inc.	300.00					
	1-001-1158 03/14/24	'19DodgeDurangoDetail	300.00		POLICE	1000 420100	870	101000
51209		3376 A-1 Fire Protection Services	766.00					
	27349 04/26/24	Extinguishers service	766.00*		STREET	1000 430200	398	101000
51210		2382 Neil Courtis	372.48					
	05/15/24	Training	372.48		POLICE	1000 420100	370	101000
51211		3008 Liz Roos	261.48					
	05/14/24	Clerks Institute - Roos	261.48		TWNCLR	1000 410210	370	101000
51212		3241 Bridger Analytical Lab	300.00					
	2405043 05/03/24	water testing	300.00		WATER	5210 430500	348	101000
51213		307 Summit Fire & Security, LLC	1,298.75					
	1555536 05/10/24	UPDL Inspection	543.75		UPDL	1000 411252	357	101000
	1555539 05/10/24	UPDL Fire inspection	435.00		UPDL	1000 411252	357	101000
	1555541 05/10/24	Povah Inspection	320.00		POVAH	1000 411255	350	101000
51214		3471 Daniel Svalstad	338.18					
	05/15/24	CDL Testing	338.18*		STREET	1000 430200	370	101000
51215		3437 T-Mobile	26.70					
	993459434 04/30/24	Camera internet	26.70		ADMIN	1000 410210	345	101000
51216		3386 Eagle Safe Surfaces Colorado	620.34					
	6001333 12/28/23	Repairs Equipment Supplies	620.34		STREET	1000 430200	369	101000
51217		65 Tractor & Equipment	1,544.06					
	0467618 04/29/24	Equipment Repairs	1,544.06		STREET	1000 430200	369	101000
51218		3391 TSC Corner Station, INC.	249.00					
	1018733 04/02/24	Fuel	29.00		STREET	1000 430200	231	101000
	1018830 04/08/24	Fuel Voucher	60.00		HELP	7010 450135	231	101000
	1018954 04/15/24	Fuel Voucher	50.00		HELP	7010 450135	231	101000
	1018963 04/15/24	Fuel Voucher	50.00		HELP	7010 450135	231	101000
	1019203 04/24/24	Fuel Voucher	60.00		HELP	7010 450135	231	101000

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51219		3245 4 Corners Recycling LLC	949.85					
	5178 04/28/24	Pull Fees/Plasticprocess/ONPPr	949.85		PARKS	1000 460430	534	101000
51220		379 Energy Laboratories, Inc	185.00					
	627248 05/02/24	Water Testing	62.00		WATER	5210 430500	348	101000
	627247 05/02/24	Water Testing	123.00		WATER	5210 430500	348	101000
51221		1992 Big Sky Journal	30.00					
	05/04/24	1 yr subscription	30.00		LIBRY	2220 460100	215	101000
51222		171 Montana Food Bank Network	311.72					
	33396-1 05/16/24	Help Fund Supplies	311.72		HELP	7010 450135	220	101000
51223		3330 Sam Moldenhauer	144.00					
	05/17/24	WaterClassBillings Sam	144.00		WATER	5210 430500	370	101000
		# of Claims 48	Total: 138,722.46					
		Total Electronic Claims	10,706.62	Total Non-Electronic Claims		128015.84		



Town of West Yellowstone Business License Application

Business Name: 25 YELLOWSTONE AV LLC.
 Applicant: MARK DEIFT
 Contact Person: MARK DEIFT
 Mailing Address: 560 NW 114 AVE PLANTATION FL 33325
 Physical Address of Business: 512 GIBBON AVE WEST YELLOWSTONE MT 59758
 Phone Number: 954-448-9413 Fax Number: _____
 Email Address: MARKA.DEIFT.JET Website: _____

Signature of Property Owner of Record: [Signature]

Subdivision: Old Town
 Block: 9 Lot: 2

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 NA

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.

3 NEW NIGHTLY RENTALS,

Business License Fee: \$ 50.00
 Resort Tax Bond: \$ ~~9.00~~

[Signature]
 Signature of Applicant

Total Amount Due: \$ _____

Signature of Applicant
5-6-2024
 Date

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



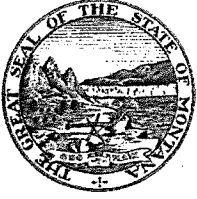
25 Yellowstone Av / Mark Deift

Chapter 17.42 zoning- Off street Parking

Parking for 4 single family residences used for short term rentals needs 2 space per=8 spaces required.

Property provides 10, with 2 extra

Kyle C Tamer 5-9-2024



Public Accommodation License Application

Montana Department of Public Health & Human Services
Food & Consumer Safety Section

Check # 1228 for \$120

License Fees 1 – 10 rooms - \$40 11 – 25 rooms - \$80 26 or more rooms - \$160

**Make check payable to – Montana Department of Public Health & Human Services (MDPHHS)

Please Print

Licensee Name (Business Owner) 25 Yellowstone Ave LLC

Establishment Name The Rustic Bison (518)

Establishment Location Address 514 Gibbon Ave

City West Yellowstone ⁵¹⁸ Zip Code 59758 County Gallatin

Mailing Address (If different from above) 560 NW 118 Ave

City Plantation State FL Zip Code 33325

Establishment Telephone 954-448-9413 Owner/Corporate Telephone _____

Establishment Fax _____ E-mail address mark@deift.net

I hereby certify that the information I have supplied above is true and correct.

Licensee Signature *[Signature]* Date 05/02/2024

**Regulatory authority must submit applications with fees to DPHHS/FCSS
DPHHS will not accept license applications directly from applicants**

This section is to be completed and signed by the Regulatory Authority Only!

Type of Establishment (Check one or more – fee is determined by the total number of guest rooms available)

Hotel/Motel # of rooms _____ Bed & Breakfast # of rooms _____

Boarding House/Rooming House/Hostel # of rooms _____ Tourist Home / Vacation Home # of rooms 2

Water Supply

Sewage Treatment

Public, PWSID # MT0003136

Public 1964001

Private, Test Results Satisfactory? Yes No

Private, Permit # _____

Previously Licensed Yes No Former Name of Establishment _____

Previous License Number _____ Last Calendar Year Licensed _____

License Limitations and Restrictions _____

(The above statement will appear on the printed license identifying restriction with this license)

Signature of Regulatory Authority *[Signature]*
(Signature verifies compliance with applicable statutes and rules for this establishment)

Printed Name of Regulatory Authority Jeremy Jenks, RS Date 05/03/2024

Please do NOT staple check or money order to license application

Town of West Yellowstone
Town Council Meeting
May 6, 2024

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

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

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

The meeting is being broadcast over the internet using a program called Zoom.

Public Comment Period

No comments are received.

Council Comments

Mayor Watt mentions upcoming events this weekend including Mothers Day, the high school prom, high school district track, the last junior high track meet of the season, and the Special Olympics Torch Run.

WORK SESSION

Mayor Watt calls the meeting to order. The topic of the work session is the development of the 80 Acres, the two parcels annexed west of Town. Town Manager Dan Walker briefly describes the progress that has already been accomplished including annexing the land, conceptual study, and designing, planning, bidding, for construction of a new wastewater treatment facility to serve the development. He explains that the next steps in development including actual construction of the wastewater treatment plant, which is expected to be completed by March of 2026. The next item is the zoning code update, which they anticipate to have completed by fall of 2024. They have started housing coalition work, which includes several housing groups that are all working towards improving housing in the West Yellowstone area. A housing needs assessment was completed in the fall of 2023. A Housing Strategy Group began meeting in February 2024 with the goal of completing a housing strategy by late summer for inclusion in the Town Growth Policy. The Gallatin County Regional Housing Coalition (One Valley Foundation) is targeting unhoused to housed progression, permanently affordable housing, and communications. Walker explains that he anticipates three to four facilitated community discussions and feedback sessions to discuss the most effective strategies and tools for affordable housing in West Yellowstone, open space and park needs, gather community feedback, create a strategy and plan to ensure we are providing the best options. Regarding funding, they are setting aside \$300,000 annually for sewer infrastructure for the 80 acres, he recommends considering additional funding for architect/surveyor/engineering fees for subdivision design, possible grant funding, tree removal/fire mitigation, partnership developments, need to identify additional funding sources for relocating Public Services, parks and trail development, streets, and other infrastructure. Walker summarizes the steps they will take over the next two years to be ready for actual development of the parcels in two years. Mathews asks if there is any planning to attract year round employers once they have housing available. Walker says that that has not been a priority yet, they are focusing on housing people that are already here. Brad Schmier asks if there has been any discussion of which part will be developed first. Walker responds that they will likely start where the infrastructure is easiest to connect. Schmier also asks about whether they will consider using other developers to develop smaller portions of the parcels. Walker answers that they have not progressed to that point and will make those decisions carefully. Watt says that twenty years ago, he thinks there would have been a lot of pushback for things like land trusts and deed restrictions, but it seems like that attitude has changed. Walker explains that he doesn't have facts about that, but points out that the people they are trying to provide homes for are teachers, firefighters, and nurses, people that work in the community. Fire Chief Shane Grube mentions the Bridgerview Development in Bozeman, which is a combination of market homes and community land trust properties. The work session is adjourned at 6:50 PM

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6639 to Franklin Covey to purchase 500 self-help books for \$5342.86. (McBirnle, Benike)
- 2) Motion carried to approve Purchase Order #6625 to RDO Equipment to replace the pushbox on the backhoe for \$14,243.00. (Griffith, McBirnle)
- 3) Motion carried to approve Purchase Order #6626 to Tri-State Excavating for contract snow removal in March for \$41,851.25. (McBirnle, Benike)
- 4) Motion carried to approve Purchase Order #6627 to Asphalt Systems, Inc. to sealcoat the east/west streets for \$99,900.00 (McBirnle, Benike)
- 5) Motion carried to approve the claims, which total \$112,407.12. (McBirnle, Benike)
- 6) Motion carried to approve the new business license application for HCA House Painting to operate as a contractor. (McBirnle, Benike)
- 7) Motion carried to approve the minutes of the April 23, 2024 Town Council Meeting. (McBirnle, Benike) Griffith is opposed.
- 8) Motion carried to approve the request to waive the resort tax bond for the West Yellowstone Community Market for the 2024. (Benike, McBirnle)
- 9) Motion carried to approve the updates to the Drug Free Workplace Policy, Alcohol and Drug Testing Policy, and Safety Policy, as presented. (McBirnle, Benike)
- 10) Motion carried to approve Change Order No. 1 for the Wastewater Treatment Plant project. (Griffith, McBirnle)

DISCUSSION

- 1) Griffith says that people in the community have expressed concern about the purchase of 500 self-help books. Finance Director Katie Thompson explains that these books are for an event in June where Covey will be speaking. The purchase of the books is coming from the Community Help Fund. Local colleges have been invited to attend, attendance will be limited to 500.
- 3) Griffith inquires if we have a contract with Tri-State Excavating for rates and snow removal. She suggests that in the future they put it out to bid.
- 9) Town Manager Dan Walker explains that they have revised and reviewed the appendices for the Town Personnel Policy Manual, the drug testing and drug free workforce policy and the safety policy. He explains that the biggest change is the elimination of the random drug testing. He clarifies that they still have a drug free workplace and no one may come to work under the influence. They will still conduct pre-employment, for cause testing, and DOT required testing.
- 10) Dave Noel, contract engineer for Forsgren Associates, explains Change Order #1 for the wastewater treatment plant to change the electrical source for the project from above ground to underground. He says that they are shifting costs from Fall River to RSCI (the contractor) but everything is based on estimates. RSCI will have additional costs. He says that the increase of cost for the project will increase from \$31,209,695.88 to \$31,243,499.88, and increase of \$33,804.00. Noel explains that the net increase from this change order should be approximately \$900, and could be even less, but there is a contingency that must be paid to Fall River Electric. The excess contingency will be refunded after this portion of the project is complete.

- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports that the Give Big Event last week raised \$36,000 for nine different non-profits in West Yellowstone. He reports that they have started negotiations with both bargaining units where they presented their initial proposals. Walker reports that he met with representatives from the National Park Service, which is the recipient of a \$40 million dollar gift that they wish to use to build housing. They will be having more discussions going forward. He reports on a meeting with the Resort Tax Association, completed department head evaluations, housing meetings, and he is leaving on vacation tomorrow.
- B) **Advisory Board Reports:** Mathews reports on the meetings the Business Improvement Advisory Board held with the Western Transportation Institute and discussed several traffic control improvements.

The meeting is adjourned at 7:35 PM. (McBirnle, Benike)

Mayor

ATTEST:

Town Clerk

Police Department - Department Head(s) Report May 9 – May 15, 2024

127 calls for service

- 2 citations issued
 - 51 Warnings
 - 3 Cases Generated
 - 0 Arrests
 - 14 Public Assists
 - 6 Agency Assists
 - 8 Ambulance requests
-
- Calls included: Traffic Stops, School Resource Officer calls, 911 calls, Citizen Assists, Agency Assists, Fraud (3), Harassment, Burglar alarms (4), Parking, Reckless, Suicide Threat, Injured/Dead Animals, Suspicious Person/Activity, Lost/Found, Noise Complaints, Domestic Violence, Crashes and other fun stuff.
-
- WYPD participated in the annual full scale emergency mass casualty exercise at the Yellowstone Airport. All of our partner agencies were in attendance as well. PD participants included: Officers Courtis, Sosa, Liszka, Gavagan; Dispatchers Collins, Righenour, Martin. As with all big exercises like this, lessons were learned and we are all more prepared for an event like this.
 - The Special Olympics Montana Torch Run was held on Friday. We had several participants and the school's track team. A good turnout for a good cause, lots of fun photos taken and posted to our Facebook page. Thanks to everyone who participated and to Officer Stoneburner for coordinating everything and collecting money for this cause.
 - The radio consoles had a hardware and software update this week.
 - The CAD maps were updated on our CAD/RMS system.
 - Continuing work with EFJohnson to update our Logger/Recorder software.
 - We have 2 openings within dispatch - We have an interview set up for next week with 1 applicant.
 - Jon Simms and I had another walk about and meeting with WTI (Matt Madsen) about the traffic calming project on Highway 20 through town. The meeting was also attended by MDT and our local DOT. Good progress is being made. I also sent Matt some preliminary budget info about two fixed mounted digital radar signs with data collection ability. I still feel that these signs (similar to the ones you see at all the 45 mph zones in Island Park) would be the most effective traffic calming (slowing) devices we should consider.
 - Officer Stoneburner attended a two-day evidence tech class this week. We will be erecting two walls and a door in the basement of the town hall in the police and records storage room. We need to create a secure storage area for evidence

collected in crimes. Our current set-up is not secure. We will also be revamping our procedure for checking evidence in and out. More on this coming up.

- I have renewed our relationship with the West Yellowstone Sports Shooting Association and we will begin our monthly shoots on the third Wednesday of every month from 3:00 – 5:30 pm at the outdoor range. I have also obtained individual memberships for all of the officers so that they can practice with their three issued firearms on a more regular basis outside of our organized monthly trainings. Thanks to Mark Freedman and the rest of the WYSSA board for allowing the range to be closed for 2 ½ hours once a month for us to train.
- If things go according to plan, our newest new officer will start on June 9th. Background, physical, and psychological testing has been completed. His name is Christian Slowinski. Officer Nick Liszka will be starting Phase One, Week Two on Sunday. Long road ahead for both of them and the Training Officers, but we expect really good things from them.

Until next week, Mike & Brenda

Water/Wastewater Report

05/13/24: Performed water/wastewater rounds. Construction meeting with RSCI and Fall River Electric to go over placement of electrical transformer and tree removal. Fall River Electric is in the process of running their main electrical lines to the entrance of the facility. RSCI is trenching and installing the new electrical service. This is the first beginning phase of the project. Daniel Tracy is the superintendent for RSCI and has a very hands-on professional approach.

Here are some beginning pictures.



05/14/24: Performed water/wastewater rounds. Alan Larson from SWS Equipment brought over a sewer Vactor truck to demo. Jeff Mathews, Jeff McBirnie, Jon Simms, Shane Grube, operations staff and I attended the demonstration of the truck. I want to personally thank the council members and staff that attended. I am working with Katie Thompson for figures on what we have spent in the last 2 years on sewer cleaning from hired contractors so we can show the difference between owning our own equipment verse outsourcing.

Vactor truck with staff:



We found a broken main service water line. As a demonstration we were able to use the Vactor truck to remove debris and soil from the exposed excavation site to show how well the truck works in hydro excavation. In the process of replacing some of the old line with new updated poly-vinyl chloride pipe. This is an ongoing project.

05/15/24: Performed water/wastewater rounds. Inspected progress on new wastewater treatment plant. Worked with Jon Simms on water valves service 811 locates. There are numerous water service valves throughout town that we cannot shut off, so this requires us to dig down with a backhoe to expose the valves for repair and replacement. The Vactor truck would save time and money on these repairs. Lift station maintenance.

05/16/24: Performed water/wastewater rounds. Worked on the main service water line at the museum and I was able to restore water to the building. Met with the contractor for the new school housing project in Madison Addition. There were some sewer line discrepancies that we needed to go over with the contractor and engineers.

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

Jon Brown

Public Services Dept. Bi-Weekly Report: May 2nd through May 16th, 2024

Work Performed

- Vehicle and equipment repairs: ongoing.
- Grade parkways, sweep streets, fill potholes. Begin York rake operations.
- RSCI onsite, mobilized, and broke ground at WW treatment plant.
- Flush SAS service laterals and mainlines that continue accumulating debris.
- Building maintenance and service calls: ongoing.
- Daily trash/ refuse route: ongoing.
- SAS weekly manhole/ problem areas inspections: ongoing.
- Perform water & WW samples: ongoing.
- Sewer and water systems maintenance: ongoing. Curb-stop requests.
- Continue inventory for the EPA's lead and copper rule/ data entry to meet the October 16th, 2024, deadline.
- Utility locates ongoing.
- Respond to vandalism: ongoing.
- Code enforcement and citations issued: ongoing.
- Cross training the PW crew on vehicle maintenance, daily lift stations route, utility locates, water monitoring and testing, equipment, etc.
- Training: Sam (DEQ-2A water school in Billings), KC (Safety-Fest in Missoula).
- Fix damaged castings and signage: ongoing.

Administrative

- Continue to work with vendors and technicians on fleet updates: ongoing. Chase parts
- Coordinate parts and supplies orders: ongoing.
- Demo on Vactor truck with SWS Equipment (5-14).
- Line up burial services and coordinate headstone deliveries w/ monument companies.
- Met with RSCI, Fall River Electric, Plumbers, Roofers, Electricians, HVAC contractors, etc.
- Work with/ meet contractors on project scheduling: ongoing.
- Fill in for staff/ operate equipment/ wrench on equipment.
- Manage current public works staff and seek ways to recruit additional employees: ongoing.
- Met with residents and business owners regarding complaints: ongoing.
- Continue to seek bids for future CIP's, get the ball rolling years in advance.
- Submit departmental reports to the Town Manager.
- Meetings with Town Manager, Department Heads, Engineer, PW crew, Contractors.
- Code bills and submit check request: ongoing.
- Seek additional training opportunities for the crew.
- Evaluate building and infrastructure issues, coordinate repairs as needed.



Week of 05.13.2024

- It has been audit week which means majority of my time has been answering questions and pulling information for the Amatics CPA team.
- Peggy has sent out resort tax delinquent letters this week and has been busy starting to issue business license renewals.
- Worked on the FY2025 budget.
- Another big task of the week was prepping the closing documents for our Loan A and Loan B bonds. I had a call with Dan Semmens, our bond counsel, to go over edits and questions I had. He is making revisions. Also talked with Steve with DEQ about our first draws to make the official closing date of May 29th. As of right now, everything is submitted on behalf of the Town, we will await the edits and make sure those are complete and accurate before final signatures are needed.
- ARPA reporting also happened this week, Shawna and I discussed the possibilities of timing to close this grant as quickly as possible for both of our behalf. This way the Town won't worry about having to do extra reporting for the next two years, but we can be awarded and closed out while we work on this project. There will be more to come after a few meetings in the coming month, but I will keep the Council and community up to date on discussions and best timing.
- Prepped for the Work Session on 05.21.2024. As of this report, we will be discussing the Special Budget Requests that came in, update on CIP, and debt options.

Library Quarterly Report

May 2024

Samantha Powell is the new hire. So far, she is doing great. Sam is smart, friendly, and creative. We are currently training her to work at the front desk. Also, she is working on improving the library's website, and she will write library articles for the newsletter.

Childrens Programs:

Lego Club: Tuesday 3:15 pm. Average attendance of 35 children, plus some parents. Lego Club will be on pause for the summer; the last one will be on May 14th.

Storytime: Wednesdays 11:00. Average attendance of 8 children and their parents

Storytime Outreach: Friday mornings at Little Rangers

Megan is tutoring a Hispanic five-year-old; helping her prepare for kindergarten.

Children & Adult Summer Reading Challenge Summer 2024! More information coming soon!

Language Classes:

Intermediate Spanish to English: Monday & Wednesdays 5:00 pm

Beginner Spanish: Tuesday & Thursday Mornings 8:00 am

English as a Second Language (non-Spanish) Tuesdays 4:30 pm, first class will be June 11th

Adult Programs:

Book Club: The third Wednesday of the month, 6:30 pm

Cookin' the Books: The fourth Wednesday of the month, 6:00 pm

Twice a Month Adult Art Classes at the Library, coming soon!!

·Michele and Megan attended continuing education conferences in May

·Working with Yellowstone Log Chinking to paint the exterior of the building, just waiting for the weather to warm up.

·The wooden fence in the garden area will be replaced this summer with West Yellowstone Public Library Foundation money.



MAY 17, 2024

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Attended Municipal Institute at Fairmont Hot Springs, May 7-9, 2024. This training is put on by the MSU Local Government Center for clerks, treasurers, and elected officials. There were some good sessions on executive sessions and recording meetings, the hiring process, boards and committees, local government review process, changes at the state level pertaining to land use, and generational communication styles. The hot pools were very nice, too.
- Multiple cemetery plot sales, this is the time of year that is the busiest
- Posted/prepared for Planning Board Meeting on 5/23/24. Scott Hazelton of Hyalite will be here to present a draft of the revised zoning code.
- Prepared payroll for 5/17/24 and posted/prepared for Town Council meeting on 5/21/24



APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: 05/13/2024

APPLICANT: Neal Pringle, President of Ventures West, Inc.

MAILING ADDRESS: 24 N. Faithful Street, West Yellowstone, MT 59758

PHYSICAL ADDRESS: 24 N. Faithful Street, West Yellowstone, MT 59758

PHONE: 406-646-4113

INTEREST IN PROPERTY: Owner

OWNER OF RECORD'S SIGNATURE: 

1. LEGAL DESCRIPTION:

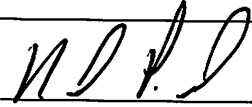
Subdivision: THE AMENDED PLAT - BLOCK 5, LOTS 1 TO 9, WHICH AMENDS LOTS 18 TO 27 IN BLOCK 4 AND BLOCK 5 OF THE GRIZZLY PARK ADDITION - PHASE 2

Block: 5

Lot: 3

Zoning District Number: PUD

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment. The building as marked with red on the attached sketch encroaches on a utility easement area by approximately 10' for a distance of approximately 20'.
The building is a cabin used for short-term rental. It is believed that the cabin comes within a few feet of an existing sewer line. The building in question was approved at the time of construction by the Town of West Yellowstone.


Signature of Applicant

5/13/24
Date

FOR OFFICE USE ONLY

Approved

Disapproved

Mayor/Town Manager

Date



NOTE:
 THE STREET RIGHT-OF WAY (FAITHFUL STREET) ALONG THE NORTHERLY AND EASTERLY LOT LINES OF LOTS #2 THROUGH #6 SHALL ACT AS A NO ACCESS STRIP FOR VEHICLE APPROACHES TO FAITHFUL STREET.

Grizzly Park Addition Planned Unit Development



ALUMINUM CAP
 CENTER 1/16 CORNER OF
 SW 1/4 OF SECTION 34

RESOLUTION NO. 801

**A RESOLUTION OF THE TOWN OF WEST YELLOWSTONE TO ALLOW FOR A
PERMANENT ENCROACHMENT
FOR THE CABIN (B5) ON LOT 3, BLOCK 5, GRIZZLY PARK ADDITION
IN THE TOWN OF WEST YELLOWSTONE**

BE IT RESOLVED by the Town Council of the Town of West Yellowstone, Montana, as follows:

WHEREAS, Ventures West, Inc., a Montana Corporation of _____, West Yellowstone, Montana, 59758, is the owners of the property described below:

Cabin B5, Lot 3, Block 5 of the Amended Plat-Block 5, Lots 1 to 9, which amends Lots 18 to 27 in Block 4 and Block 5 of the Grizzly Park Addition- Phase 2, to the Town of West Yellowstone, Gallatin County, Montana, according to the official plat thereof on file and of record in the office of the Clerk and Recorder of Gallatin County, Montana. (Plat J-194-A), (the "Property");and

WHEREAS, Ventures West Inc., is in the process of selling the Property and learned that Cabin B5 located on the Property is located within the Town's sewer line easement. The cabin is not over the sewer line but is within less than two feet from the line and the manhole; and

WHEREAS, the location of the Cabin was approved by the Town before it was constructed; and

WHEREAS, under Title 12.16.010, West Yellowstone Municipal Code, (the "Town Code"), an encroachment is defined as any physical device of any nature which is place in or allow to occupy space in any public right of way. Encroachments include budlings; and

WHEREAS, the Town Council of the Town of West Yellowstone believes the interests of the community would be served by allowing this encroachment to receive permanent authority to remain within the sewer easement with the understanding that the Town will not be responsible for damage to the encroachment which may be occasioned by ordinary uses, including sewer maintenance or repair by the Town in accordance with Section 12.16.050(A)(3) of the Town Code; and

WHEREAS, the Town has the authority to grant a permanent encroachment if the facts and circumstances so require. See Section 12.16.050(A)(3) of the Town Code; and

WHEREAS, based on the fact that the Town gave approval for the location of the Cabin before it was built, knowing the location of its sewer line easement, an encroachment as set out below is a reasonable resolution to the situation.

NOW THEREFORE, the Town Council of the Town of West Yellowstone, hereby resolves as follows:

1. Ventures West, Inc., or its successors or assigns, is hereby granted a permanent encroachment for Cabin 5B to remain in its current location within the Town's sewer line easement.
2. The Town shall not be held responsible for damages to the Cabin caused by the Town's work maintaining or repairing the sewer line or manhole.
3. If the Cabin is removed from its current location, for any reason, including but not limited to fire, damage, destruction, acts of God, or acts of the owner of the Cabin, it shall not be rebuilt within the Town's sewer line easement and this Resolution shall be of no force or effect.

This Resolution shall become effective immediately and shall run with the land identified above.

Passed by the Town Council and Approved by the Mayor this _____ day of May, 2024.

Mayor Travis Watt

Council Member Jeffrey Mathews

Council Member Brian Benike

Council Member Lisa Griffith

Council Member Jeff McBirnie

ATTEST:

Town Clerk Elizabeth Roos



ENGINEERING SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2024, by and between the **TOWN OF WEST YELLOWSTONE, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 1570, West Yellowstone, Montana 59758, hereinafter referred to as “Town,” and TD&H Engineering, of 234 E. Babcock Street, #3, Bozeman, Montana 59715, herein after referred to as “Engineer.”

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. **Purpose:** Town agrees to hire Engineer as an independent contractor to perform engineering services as requested by the Town. This Agreement is not exclusive and is not intended to in any way limit the ability of the Town to employ other engineers as needed.

2. **Term of Agreement:** This Agreement is effective May 1, 2024, through April 30, 2027. Both parties reserve the right to cancel this Agreement by providing a written thirty (30) day notice to the other party.

3. **Scope of Work:** Engineer will perform the work and provide the services in accordance with the requirements of the Town.

4. **Payment:** Town agrees to pay Engineer pursuant to the schedule of fees and costs attached hereto as **Exhibit A**. Exhibit A may be amended from time to time upon written agreement by the parties. The parties must agree to any extra charges in writing.

5. **Independent Contractor Status:** The parties agree that Engineer is an independent contractor for purposes of this Agreement and is not to be considered an employee of the Town for any purpose. Engineer is not subject to the terms and provisions of the Town’s personnel policies handbook and may not be considered a Town employee for workers’ compensation or any other purpose. Engineer is not authorized to represent the Town or otherwise bind the Town in any dealings between Engineer and any third parties unless specifically authorized in writing to do so.

Engineer shall comply with the applicable requirements of the Workers’ Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Engineer shall maintain workers’ compensation coverage for all members and employees of Engineer’s business, except for those members who are exempted by law.

Engineer shall furnish the Town with copies showing one of the following: **(1)** a binder for workers’ compensation coverage by an insurer licensed and authorized to provide workers’ compensation insurance in the State of Montana; or **(2)** proof of exemption from workers’ compensation granted by law for independent contractors.

6. **Indemnification:** To the fullest extent permitted by law, Engineer shall fully indemnify, defend, and save Town, its agents, representatives, employees, and officers harmless from and against any and all claims, actions, costs, fees, losses, liabilities or damages of whatever kind or nature arising from or related to Engineer’s performance of this Agreement.

7. **Insurance:** Engineer shall purchase and maintain insurance coverage as set forth below. The insurance policy must, unless not available from the insured, name the Town, (including its elected or appointed officers, officials, employees, or volunteers), as an additional insured and be written on a “primary—noncontributory basis.” Engineer will provide the Town with applicable additional insured endorsement documentation. Each coverage shall be obtained from an insurance company that is duly licensed and authorized to transact insurance business and write insurance within the state of Montana, with a minimum of “A.M. Best Rating” of A-, VI, as will protect the Engineer, the various acts of subcontractors, the Town and its officers, employees, agents, and representatives from claims for bodily injury and/or property damage which may arise from operations and completed operations by the Engineer under this Agreement. All insurance coverage shall remain in effect throughout the life of this Agreement and for a minimum of one (1) year following the date of expiration of Engineer’s warranties, if any. All insurance policies must contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least forty-five (45) days prior written notice has been given to Engineer, Town, and all other additional insureds to whom a certificate of insurance has been issued. All insurance documentation shall be in a form acceptable to the Town.

Engineer shall acquire and maintain:”

Coverage	Policy limits of not less than:
Workers’ Compensation	
State	Statutory
Employer’s Liability	
Each accident	\$1,000,000
Each employee	\$1,000,000
Policy limit	\$1,000,000
Commercial General Liability	
General Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,500,000
Bodily Injury and Property Damage—Each Occurrence	\$1,500,000
Automobile Liability	
Bodily Injury	
Each Person	\$See Combined
Each Accident	\$See Combined
Property Damage	
Each Accident	\$See Combined
Or	

Coverage	Policy limits of not less than:
Combined Single Limit	
Combined Single Limit (Bodily Injury and Property Damage)	\$1,000,000
Excess or Umbrella Liability	
Each Occurrence	\$8,000,000
General Aggregate	\$8,000,000
Professional Liability	
Each Claim	\$2,000,000
Annual Aggregate	\$2,000,000
Unmanned Aerial Vehicle Liability Insurance	
Each Claim	\$1,000,000
General Aggregate	\$1,000,000
Other Insurance [Specify]	
Each Claim	\$NA
General Aggregate	\$NA

With respect to any insurance policy provided by the Engineer under this agreement which is a “claims made” policy, in the event at any time any such policy is canceled or non-renewed, the Engineer shall provide a substitute policy with terms and conditions and in amounts which comply with the terms of this agreement and which provide for retroactive coverage to the date of cancellation or non-renewal to fill any gaps in coverage which may exist due to the cancellation or non-renewal of the prior “claims made” policy. With respect to all “claims made” policies that are renewed, the Engineer shall provide coverage retroactive to the date of commencement of work under this agreement. All substitute or renewed “claims made” policies shall be maintained in full force and effect for three (3) years from the date of completion of the project. If the Town has a project task that requires increased insurance coverage limits, the additional insurance would be acquired at the time that project task is authorized. Any cost associated with purchasing additional insurance coverage for a project task will be negotiated between the parties. Engineer shall name the Town as a named insured on all policies described above.

Bodily Injury portion shall include coverage for injury, sickness or disease, and death, arising directly or indirectly out of, or in connection with, the performance of work under this Contract, and shall provide for a limit of not less than 1.5 million (\$1,500,000) dollars for all damages arising out of bodily injury, sickness or disease and death of one or more persons in any one occurrence.

Property Damage portion will provide for a limit of not less than 1.5 million (\$1,500,000) dollars aggregate for all damages arising out of injury to or destruction of property of others arising directly or indirectly out of or in connection with the performance of work under this Contract and in any one occurrence including explosion, collapse and underground exposure.

Automobile Liability including non-ownership and hired car coverage as well as owned vehicles shall provide for a combined single limit of not less than 1.5 million (\$1,500,000) dollars for bodily injury and property damage.

8. Professional Service: Engineer agrees that all services and work performed hereunder will be accomplished in a professional manner and in accordance with all standards that apply to professional engineers.

9. Compliance with Laws: Engineer agrees to comply with all federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, MCA.

10. Nondiscrimination: Engineer agrees that all hiring by Engineer of persons performing under this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, national origin, sexual orientation or other class protected by state and/or federal law.

11. Default and Termination: If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party, at its option, may terminate this Agreement and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

12. Modification and Assignability: This document contains the entire agreement between the parties and no statements, promises or inducements made by either party or agents of either party, which are not contained in this written Agreement, may be considered valid or binding. This Agreement may not be enlarged, modified or altered except by written agreement signed by both parties hereto. The Engineer may not subcontract or assign Engineer's rights, including the right to compensation or duties arising hereunder, without the prior written consent of Town. Any subcontractor or assignee will be bound by all of the terms and conditions of this Agreement.

13. Ownership and Publication of Materials: All reports, information, data, and other materials prepared by the Engineer pursuant to this Agreement are the property of the Town, unless the parties have agreed in writing that the information shall remain the property of the Engineer. The Town has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. Any re-use without written verification or adaptation by the Engineer for the specific purpose intended will be at the Town's sole risk and without liability or legal exposure to the Engineer. No material produced in whole or in part under

this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the Town.

14. Liaison: The Town's designated liaison with Engineer is the Town Manager and Engineer's designated liaison with Town is Kyle Scarr.

15. Applicability: This Agreement and any extensions hereof shall be governed and construed in accordance with the laws of the State of Montana.

16. Equal Opportunity: Pursuant to Sections 49-2-303 and 49-3-207, MCA no part of this contract may be performed in a manner which discriminates against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by person performing the contract. Any hiring must be on the basis of merit and qualifications directly related to the requirements of the particular position being filled.

17. Prevailing Wage Rates: Engineer must pay the standard prevailing wage rates, including fringe benefits for health and welfare and pension contributions and travel allowance provisions in effect and applicable to the Town when required. Any questions concerning prevailing wages should be directed to the Montana Department of Labor and Industry, Labor Standards Bureau, Capitol Station, Helena, Montana, 59620, Phone: 444-5600. Engineer shall post in a prominent and accessible site on the project or work area, not later than the first day of work, a legible statement of all wages to be paid to the employees employed on the site or work area. Section 18-2-406, MCA

The current standard prevailing wage rates published by the Montana Department of Labor and Industry for each relevant job classification necessary to complete the Scope of Work are incorporated by reference into this Agreement.

18. New Laws and Regulations: If during the term of this Agreement new laws or regulations become applicable, Engineer shall also comply with them without notice from TOWN.

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

Engineer will indemnify, hold harmless, and defend the Town and its agents, principals, and employees from and against any and all claims, demands, damages, costs, expenses, losses, liability (including liability where activity is inherently or intrinsically dangerous), judgments, defense expenses, and attorney's fees rising out of or resulting from Engineer's wrongful acts, errors, omissions, or negligence, or from Engineer's failure to comply with the requirements of

this Agreement or with federal, state and local law applicable to the performance under this Agreement. Town may elect to represent itself and incur all costs and expenses of suit which shall be subject to reimbursement by Engineer.

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

21. Notice: All notices and certifications made pursuant to this agreement shall be delivered to the address above by first class mail, certified mail or personal delivery in care of the person set forth in Section 14 of this Agreement. A party shall give the other notice of any change in address.

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

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

24. Non-Assignment: Town and Engineer, respectively, bind themselves, their successors, assigns and legal representatives to the other party with respect to all covenants, terms, or conditions of this Agreement. Neither Town nor Engineer shall assign this Agreement without the written consent of the other. Such consent shall not be unreasonably withheld.

25. Execution of Agreement: The Clerk/Treasurer of the Town of West Yellowstone will keep the original Agreement. An exact unaltered copy of the original Agreement has the same force and effect as the original.

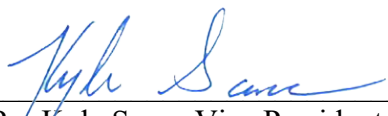
These obligations shall survive termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

**TOWN OF WEST YELLOWSTONE
MONTANA**

ENGINEER

By: Daniel Walker, Town Manager



By: Kyle Scarr, Vice President
TD&H Engineering

ATTEST:

(Seal of the Town)

Elizabeth Roos, Town Clerk

APPROVED AS TO FORM:

By _____
Jane Mersen, Town Attorney



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: _____

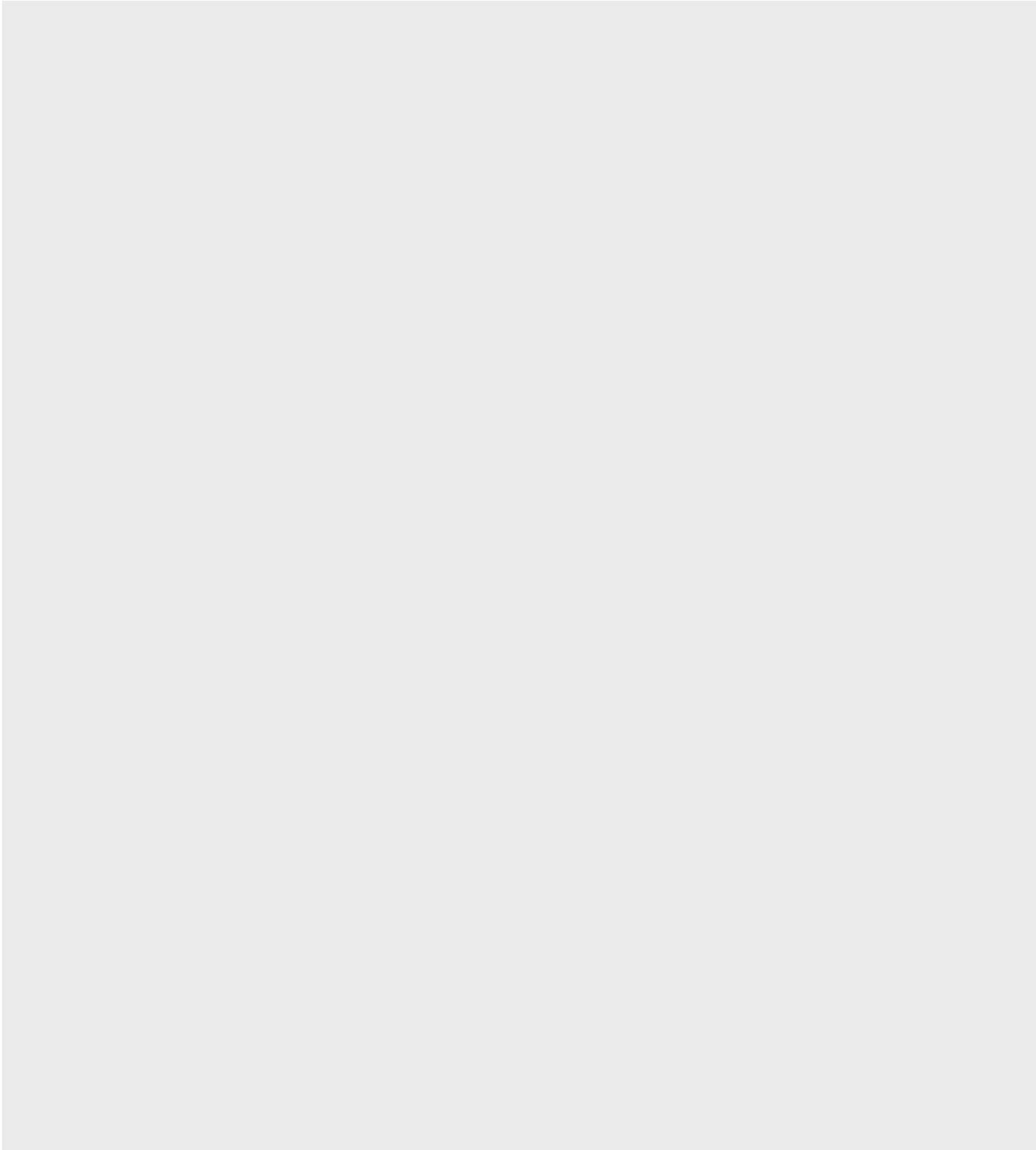
MAP Fund Amount Requested: _____

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 2 Continued: Proposed Timeline

EVENT PLANNING:

January

- Determine and secure bands & lodging
- Apply for grants

April

- Apply for grants

May

- 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.

June

- Work with the Town of West Yellowstone on venue and organizations on insurance, co-promotion, and food/beverage booths.
- 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.
- 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 · 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 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. QR code on this poster requesting donations – provides visitors that love these events, an easy way to help support.

Event listings and ads:

- 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.
- 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. Using retargeting, we can focus ads served to those who have been here before or engaged with past ads.

Social Media:

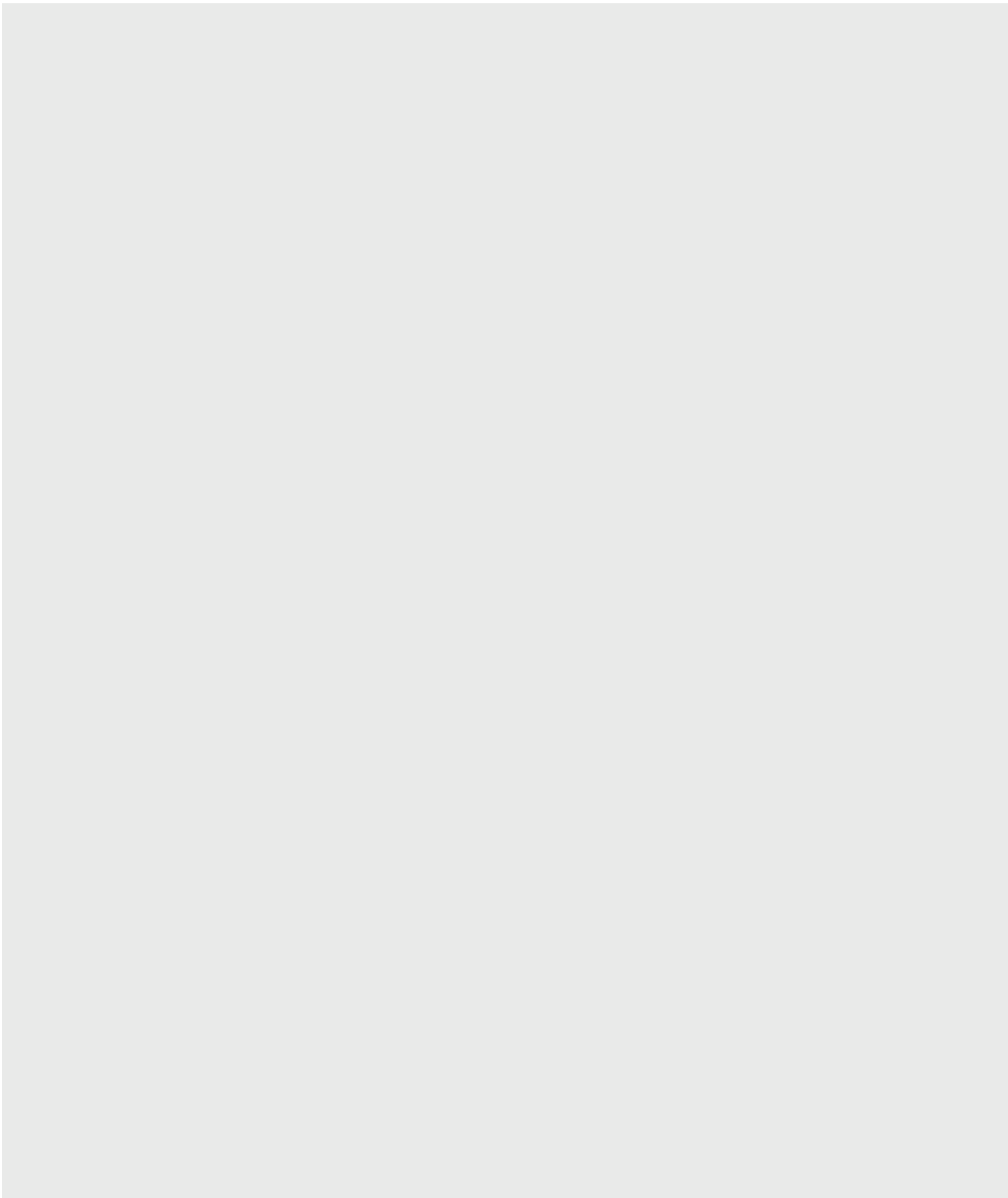
- Promote our events on Facebook through our page, "Free Music in the Park BMP," and on Instagram through "westyellowstonemusicinthepark", as well as work with the West Yellowstone Chamber and TBID to provide materials for posts on their Facebook and Instagram platforms. Work with local businesses to cross promote the series on their social media sites by providing a series of pre-made Facebook and Instagram posts, and photographs, as well as highlight sponsors.
- Additionally, 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:

- 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:

- Work with the West Yellowstone Chamber to add event listings, special news stories to their website. A Music in the Park landing page was created on the Chamber website for free to be able to have a dedicated location to push out as well as bring people for up-to-date information and donation opportunity.
- 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 2024

INCOME		
STARTING BALANCE	\$ 4,778.49	
Public Support (Individual & Business)	\$ 16,500.00	
Town of West Yellowstone Special Request	\$ 8,000.00	Awarded Sept 2023 - Used for deposits of 2024 Season
MAP Grant Request	\$ 25,915.75	Cover Marketing , band costs, insurance
Yellowstone Country Grant Request	\$ 6,000.00	Marketing, Audio & lighting equipment
West Yellowstone Foundation Grant Request	\$ 3,000.00	Band Costs
In-Kind (Lodging, food, volunteer time, etc)	\$ 10,000.00	
TOTAL INCOME:	\$ 74,194.24	
OPERATIONS		
Marketing/Advertising	\$ 11,500.00	
Band Costs (Band & Rooms)	\$ 45,000.00	35000 bands - Cash outlay 9000 rooms & 1000 meals,etc - mix of cash outlay & In-kind
Taxes & Licenses	\$ 70.00	
Audio & Lighting Equipment	\$ 5,500.00	
Sound Technicians/Engineer Costs/Lights	\$ 8,000.00	
Insurance-Equipment & Liability	\$ 1,500.00	
Event Permit	\$ 25.00	
Outside Labor	\$ 2,000.00	Possible \$625 cash outlay for school group help & the rest In-kind volunteer time
Supplies & Repairs, etc.	\$ 450.00	
TOTAL OPERATIONS:	\$ 74,045.00	Any monies carried forward will go towards 2025 Band Deposits

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:



2/23/2024

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

RE: West Yellowstone Historic District Roof Replacement Projects

Dear Jon Simms,

Attached, you will find the bid tabulations for the West Yellowstone Historic District Roof Projects. Below is a summary of the bid tabulations for the **Police Station Roof Replacement**:

1. Bridger Built:	\$139,897.00
2. Briggs Roofing Company:	\$143,476.84
3. Great White Construction:	\$ 95,380.00
4. JMG Construction:	\$164,715.00

After careful review and analysis of the received bids for the **Police Station Roof Replacement**, Forsgren Associates recommends that the Town has received a competitive bid from Great White Construction that is eligible for award of the contract for the amount of \$95,380.

Here is a summary of the bid tabulations for the **Yellowstone Museum Roof Replacement**:

1. Bridger Built:	\$787,780.90
2. Briggs Roofing Company:	\$775,172.60
3. Great White Construction:	\$625,623.95
4. JMG Construction:	\$655,725.00

After reviewing and analyzing the bids received for the **Yellowstone Museum Roof Replacement**, Forsgren Associates recommends that the Town has received a competitive bid from Great White Construction that is eligible for award of the contract for the amount of \$625,623.95.

Based on our evaluation, Great White Construction has demonstrated a combination of competitive pricing, experience, and capability that meets the expectations of the project requirements.

Once you have had the opportunity to review the attached bid tabulations, let me know if you have any questions or require further clarification.

Sincerely,
Forsgren Associates, Inc.

A handwritten signature in black ink, appearing to read "D. Noel". The signature is fluid and cursive, with a large initial "D" and a stylized "Noel".

Dave Noel, P.E.
Project Manager





**DURING THE WEEK OF
June 4-June 7, 2024**

The Town will pick up yard debris left along parkways of streets between 8am and 2pm free of charge according to the schedule below

Tuesday, June 4-Parkway A & B
Wednesday June 5-Parkway C & D
Thursday - Friday June 6th & 7th
Madison Addition
No appliances, no pieces of large furniture, no business and commercial debris, no household trash will be accepted.

On Friday, June 7, 2024 everyone is invited to meet at Pioneer Park at 3pm to 5pm to form groups and establish routes. The Town's dump trailers will be parked at Pioneer Park for free disposal of yard debris between the hours of 12pm - 6pm.

Trash bags and gloves will be available all week at Town Hall during business hours.

Town of West Yellowstone
440 Yellowstone Ave
406-646-7795



COMMUNITY CLEANUP

June 4 - JUNE 7, 2024

SAVE THE DATE FOR OUR ANNUAL EVENT

JUNE 7, 2024 FREE BBQ AT 3pm

**All community clean up participants are invited to attend
a free BBQ at the pavilion in Pioneer Park**

Businesses, community organizations, families, individuals all are encouraged to select an area of public property to clean up! Please coordinate with the Town Hall to avoid duplication of efforts!

