

Town of West Yellowstone

Tuesday, January 21, 2025

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

Meeting ID: 893 834 1297.

WORK SESSION – 5:30 PM

Town Council Priorities for 2025

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:

Consent Agenda

Minutes: **January 7, 2025 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

NEW BUSINESS

Resolution No. 813, water and wastewater allocation and connection process

Discussion/Action

Marketing and Promotions Fund Award Recommendations

Discussion/Action

- Kids 'N' Snow Event Series 2024-2025, \$7775
- Snow Shoot 2026 (Held in 2025), \$25,400
- Octane Expo & Snowmobile Rodeo, \$40,000

Octane Rodeo & Vintage Race Event, March 7-8, 2025

Discussion/Action

- Encroachment Permit, closure of portions of Gibbon and Dunraven
- Resolution No. 814, Exempt Open Container Ordinance during event
- Outside Amplification Permit

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 2024 Review and 2025 Priorities
Town Manager Dan Walker
Work Session January 21, 2025**

Completed primary and secondary projects from 2024:

80 Acres Development Plan/strategy.

- ✓ Complete Zoning Code update – Approved 9/3/24
- ✓ Wastewater Plant Construction -Bid awarded 1/23/24
 - Construction progressing on schedule
 - Work session update from Forsgren 2/18/25

Housing solutions.

- ✓ Housing Needs Assessment – Completed 1/24
- ✓ Housing Strategy Report– Approved 1/7/25

Review Engineer contract/RFP

- ✓ Completed 5/21/24

Support the work of the Advisory Boards and community partners on small projects for future consideration.

- ✓ Outdoor sales and display – Approved 9/3/24
- ✓ Attractive streetscapes - ongoing

Infrastructure/CIP Projects

- ✓ Highway 20 Streetlights
- ✓ Electric Street sidewalk/lights
- ✓ Electric St. courts
- ✓ Sealcoating projects: Yellowstone, Madison, Firehole, Gibbon
- ✓ Canyon Street tree project
- ✓ Police station and Depot roofs

Review SFE calculator.

- ✓ Work Session 10/15/24, no action taken

Lead and copper inventory mandate.

- ✓ Completed 10/24

Ongoing Projects started in 2024 with anticipated 2025 completion:

- Identified CIP projects (spring/summer 2025)
- 80 acres zoning map updates (late winter 2025)
- 80 Acres Community meetings (Jan/Feb 2025)
- Mammoth Room (Needs further analysis)

Other identified 2024 priorities that need to be discussed further or reprioritized:

- **Growth Policy review.**
- **Review advisory boards.**
- **Town Policy Manual update/revisions.**
- **Improved community communications/information**
- **Support the work of the Advisory Boards and community partners on small projects for future consideration.**
 - Beautification efforts
 - Public restrooms
 - Exploring parking solutions
 - Signage/Wayfinding

Ongoing large scale multi-year projects:

- 80 Acre development
- Water rights/new well
- Wastewater treatment plant
- Housing solutions

Other completed tasks/projects/highlights from 2024:

- New hires- Patrol Officer, Dispatch, Public Services, Library, Social Services Assistant.
- Police Chief hire
- Staffing Plan update
- ZERO employee grievances in 2024
- Negotiated new Collective Bargaining Agreements with PPU and MFPE
- Salary exempt employee policies
- Town Manager contract renewal
- Updated Employee Personnel Policy, Safety Policy, Drug and Alcohol Testing Policy, and Drug-free Workplace Policy
- 18 Town Council Work Sessions
- Wolverine Care fundraiser
- Hebgen Lake Ice Fishing Tournament
- Moonlight ski/taste of the trail
- Give Big fundraiser- meat raffle!
- YHC banquet

- The Happening
- 4th of July events
- Town Christmas party
- House Bill 819 funding (planning grant)
- House Bill 355 funding (streetlights)
- Senate Bill 540 funding (police vehicle)
- Town Hall loan payoff
- Emergency Medical Services Study- Gallatin Co.
- Facility Planning Study- WWTP
- WWTP discharge permit renewal
- WWTP Operations Manual
- TBID assessment fees
- Cemetery fees
- Highway 20 traffic calming project
- DRG/site plan reviews
- Moonrise zoning permit application approved- 200 apartment units
- Generator building refurbishment
- Library remodel
- HBFD meeting
- Housing strategy work group
- Gallatin County listening session
- Reimagining rural sessions
- Gateway Community Meeting-FS
- Montana City and County Managers Association member
- MLCT annual conference – hosted by West Yellowstone
- Montana Association of Planners conference- Lewistown
- Maintain AICP accreditation
- Resort Tax Association meetings- executive board member
- Hebgen Lake Zoning Advisory Committee member
- One Valley Housing Coalition- hosted 2024 meeting
- West Yellowstone Housing Coalition
- Dan Clark board training
- Department Head leadership activities

Other ongoing outstanding issues:

- West Development lawsuit
- Moonrise Meadows lawsuit
- MAOA lawsuit

Identified projects to consider for 2025:

Primary:

- Complete started/ongoing 2024 projects
- Water rights/Water well
- Growth Policy review
- 80 Acres planning (attainable housing strategy, subdivision planning, infrastructure development, etc.)
- Cemetery expansion project
- Parks Master Plan
- Parking ordinance review
- Mammoth Room repairs

Secondary:

- Improved community communications/information sharing
- Support the work of the Advisory Boards and community partners on small projects for future consideration.
 - *Beautification Efforts*
 - *Public Restrooms*
 - *Exploring Parking Solutions*
 - *Signage/Wayfinding*
- Resort Tax Ordinance review
- Deputy Clerk/Permit Technician position
- Review Advisory boards
- Town Policy Manual update/revisions
- County-wide EMS

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
51962		2800 RDO Equipment Co. P7966516 01/15/25 Equipment Repairs	334.80 334.80			1000 430200	369	101000
51963		3013 IntelliChoice, Inc. / EForce 1233755 01/15/25 Class B License	6,180.00 6,180.00		911	2850 420750	398	101000
51967		151 Gallatin County WY TS/Compost 12/31/24 Household waste	295.00 295.00		PARKS	1000 460430	534	101000
51969	E	2673 First Bankcard	423.92					
		12/17/24 Shopw/acop Food	37.82*		POLICE	1000 420100	870	101000
		12/17/24 Shopw/a Cop Walmart	299.78*		POLICE	1000 420100	870	101000
		12/19/24 Supplies	8.99		LEGIS	1000 410100	220	101000
		12/28/24 Ashlee's Service	29.66*		ADMIN	1000 410210	870	101000
		12/25/24 Ashlee's Service	47.67*		ADMIN	1000 410210	870	101000
51970	E	2673 First Bankcard	1,055.20					
		12/04/24 Supplies	13.90		LIBRY	2220 460100	220	101000
		12/04/24 Books	22.99		LIBRY	2220 460100	215	101000
		12/04/24 Supplies	29.97		LIBRY	2220 460100	220	101000
		12/04/24 Fishers Copier	46.83		LIBRY	2220 460100	398	101000
		12/05/24 supplies	26.96		LIBRY	2220 460100	220	101000
		12/05/24 supplies	170.99		LIBRY	2220 460100	220	101000
		12/06/24 Supplies	7.36		LIBRY	2220 460100	220	101000
		12/08/24 Books	15.30		LIBRY	2220 460100	215	101000
		12/08/24 Books	68.95		LIBRY	2220 460100	215	101000
		12/11/24 Supplies	29.98		LIBRY	2220 460100	220	101000
		12/11/24 Supplies	16.99		LIBRY	2220 460100	220	101000
		12/11/24 Books	14.85		LIBRY	2220 460100	215	101000
		12/13/24 Supplies	26.51		LIBRY	2220 460100	220	101000
		12/13/24 Supplies	22.32		LIBRY	2220 460100	220	101000
		12/15/24 Membership Fee	14.99		LIBRY	2220 460100	398	101000
		12/18/24 Supplies	82.94		LIBRY	2220 460100	220	101000
		12/16/24 Supplies	15.99		LIBRY	2220 460100	220	101000
		12/19/24 Supplies	17.99		LIBRY	2220 460100	220	101000
		12/19/24 Supplies	10.29		LIBRY	2220 460100	220	101000
		12/19/24 Supplies	27.99		LIBRY	2220 460100	220	101000
		12/20/24 Books	177.93		LIBRY	2220 460100	215	101000
		12/20/24 Books	26.95		LIBRY	2220 460100	215	101000
		12/21/24 Supplies	23.99		LIBRY	2220 460100	220	101000
		12/21/24 Books	9.73		LIBRY	2220 460100	215	101000
		12/26/24 Supplies	28.99		LIBRY	2220 460100	220	101000
		12/28/24 Supplies	30.18		LIBRY	2220 460100	220	101000
		01/02/25 Books	13.34		LIBRY	2220 460100	215	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	01/01/25	Membership fees	60.00		LIBRY	2220 460100	335	101000
51975		2952 DIS Technologies	811.00					
	15487 01/05/25	Monthly Managed IT	811.00		IT	1000 410580	355	101000
51977	E	2673 First Bankcard	383.00					
	01/01/25	Uniform holster	383.00*		POLICE	1000 420100	226	101000
51978		2558 Hebgen Basin Fire District	56,686.67					
	01/01/25	January 2025	49,018.40		FIRE	1000 420400	357	101000
	01/01/25	January 2025	7,668.27		FIRE	1000 420400	140	101000
51979	E	2673 First Bankcard	3,690.37					
	12/05/24	Water Supplies	27.72		WATER	5210 430500	220	101000
	12/05/24	Sewer Supplies	159.88		SEWER	5310 430600	220	101000
	12/05/24	Stones Town&CountryRepairs	445.90		STREET	1000 430200	361	101000
	12/05/24	Sewer Supplies	186.53		SEWER	5310 430600	220	101000
	12/09/24	Apple	5.99		ADMIN	1000 410210	335	101000
	12/10/24	Apple	0.99		ADMIN	1000 410210	335	101000
	12/12/24	Sewer Supplies	510.54		SEWER	5310 430600	220	101000
	12/12/24	Stones-repairs Ram2500	2,054.85		STREET	1000 430200	361	101000
	12/13/24	Adobe	19.99		ADMIN	1000 410210	335	101000
	12/16/24	Toner	95.99		BULDNG	1000 420531	220	101000
	12/18/24	Apple	5.99		ADMIN	1000 410210	335	101000
	12/18/24	VehicleSafetySupply	164.02		STREET	1000 430200	369	101000
	12/21/24	Apple	5.99		ADMIN	1000 410210	335	101000
	01/02/25	Apple	5.99		ADMIN	1000 410210	335	101000
51980	E	2673 First Bankcard	1,467.00					
	12/09/24	D&PWAGrantHelpfund	1,026.77		HELP	7010 450135	790	101000
	12/09/24	Social Supplies	15.87		SOCSER	1000 450135	220	101000
	12/09/24	Travel	12.00		SOCSER	1000 450135	370	101000
	12/10/24	Social Supplies	26.89		SOCSER	1000 450135	220	101000
	12/10/24	Social Supplies	22.55		SOCSER	1000 450135	220	101000
	12/10/24	Help fund supplies	30.71		HELP	7010 450135	220	101000
	12/10/24	Social Supplies	45.06		SOCSER	1000 450135	220	101000
	12/10/24	Help fund supplies	23.99		HELP	7010 450135	220	101000
	12/13/24	Help fund supplies	24.00		HELP	7010 450135	220	101000
	12/18/24	Stamps	29.20		SOCSER	1000 450135	311	101000
	12/19/24	Social Services	19.92		SOCSER	1000 450135	212	101000
	12/23/24	Help fund supplies	11.86		HELP	7010 450135	220	101000
	12/28/24	Social Small Equip	95.00		SOCSER	1000 450135	212	101000
	12/28/24	Social Small Equip	34.50		SOCSER	1000 450135	212	101000
	01/02/25	Bus Voucher	48.68		HELP	7010 450135	370	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
51981		2952 DIS Technologies	1,985.00					
	159490	01/05/25 Monthly IT	740.00		IT	1000 420160	398	101000
	15395	12/27/24 EndpointProtectw/AI	1,245.00		DSPTCH	1000 420160	216	101000
51982	E	2673 First Bankcard	75.00					
		11/30/24 TransUnionBackground	75.00		POLICE	1000 420100	398	101000
51985		3400 Julie Brown	2,150.00					
	011625	01/16/25 Cleaning Town Office	1,100.00*		TWNHLL	1000 411250	357	101000
	011625	01/16/25 Cleaning TrailheadBuilding	200.00		TRLHD	1000 411256	350	101000
	011625	01/16/25 Cleaning Library	225.00		LIBRY	1000 411259	357	101000
	011625	01/16/25 Cleaning Povah	625.00		POVAH	1000 411255	350	101000
51990	E	2964 CITI CARDS	1,273.64					
		12/13/24 Rec Supplies	76.84		REC	1000 460440	220	101000
		12/13/24 Rec Supplies	34.83		REC	1000 460440	220	101000
		12/16/24 USPS PostageRT Audit	21.24		FINADM	1000 410510	311	101000
		12/28/24 FoodforCelabrationofLife	795.68*		ADMIN	1000 410210	870	101000
		12/28/24 AshleeMemorial	68.70*		ADMIN	1000 410210	870	101000
		12/30/24 FoodforCelabrationofLife	79.40*		ADMIN	1000 410210	870	101000
		12/30/24 FoodforCelabrationofLife	196.95*		ADMIN	1000 410210	870	101000
51992		3492 Triple S Cleaning and Remodeling	960.00					
		12312024 12/31/24 12.2024 Park Bathroom Cleani	900.00		PARKS	1000 411253	357	101000
		12312024 12/31/24 12.2024 Bathroom Cleaning Su	60.00		PARKS	1000 460430	220	101000
51997		709 TD&H Engineering	12,551.02					
	41072	12/18/24 Professional fee	11,373.02		PLNNG	1000 411000	357	101000
	39456	08/23/24 Professional fee	1,178.00		PLNNG	1000 411000	357	101000
51998		2845 Kasting, Kauffman & Mersen, PC	8,545.62					
	010325-1	01/03/25 Legal Fees	8,545.62		LEGAL	1000 411100	352	101000
		01/12/25 Travel	0.00		LEGAL	1000 411100	373	101000
		01/12/25 Postage	0.00		LEGAL	1000 411100	870	101000
52027		135 Food Roundup	1,177.16					
		12/04/24 Gift Certificates	1,000.00		LEGIS	1000 410100	220	101000
		12/06/24 Police supplies	19.43		POLICE	1000 420100	220	101000
		12/14/24 Rec Supplies	79.29		REC	1000 460440	220	101000
		12/14/24 Rec Supplies	61.38		REC	1000 460440	220	101000
		12/17/24 Police supplies	7.07		POLICE	1000 420100	220	101000
		12/30/24 Water	9.99		LEGIS	1000 410100	220	101000

01/16/25
16:33:45

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/25

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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52028		40 Jerry's Enterprises	1,326.74					
	120524-1	12/05/24 Gas Voucher	60.00		HELP	7010 450135	231	101000
	121124-1	12/11/24 Gas Voucher	60.00		HELP	7010 450135	231	101000
		12/31/24 Fuel	1,206.74		STREET	1000 430200	231	101000
52029		3499 BROADWATER EQUIPMENT SERVICES	14,936.93					
	1011	01/06/24 EquipmentRepairs 938Loader	2,487.62		STREET	1000 430200	369	101000
	1012	01/08/25 EquipmentRepairs 08F350	1,263.71		STREET	1000 430200	369	101000
	1013	01/08/25 EquipmentRepairs FL112	1,038.61		STREET	1000 430200	369	101000
	1014	01/09/25 EquipmentRepairs GRNSnowblower	1,038.77		STREET	1000 430200	369	101000
	1015	01/09/25 EquipmentRepairs FL 80	1,050.60		STREET	1000 430200	369	101000
	1016	01/10/25 EquipmentRepairs CH55Dump	1,858.67		STREET	1000 430200	369	101000
	1017	01/10/25 EquipmentRepairs JD310SJbackh	2,498.67		STREET	1000 430200	369	101000
	1018	01/12/25 EquipmentRepairs Ylwsnowlower	2,451.40		STREET	1000 430200	369	101000
	1019	01/12/25 EquipmentRepairs 904Snowblower	1,248.88		STREET	1000 430200	369	101000
52030		533 Market Place	1,097.60					
		12/07/24 Gift Certificates	1,000.00		LEGIS	1000 410100	220	101000
		12/06/24 Policesupplies	97.60		POLICE	1000 420100	220	101000
52031		2099 Quick Print of West Yellowstone	67.34					
	20124	01/02/24 Notarybooksheets	39.04		ADMIN	1000 410210	220	101000
	20164	01/13/25 New TBID forms	28.30		TBID	7202 411800	220	101000
52032		171 Montana Food Bank Network	1,061.10					
	35312-1	01/09/25 Food Bank supplies	1,061.10		HELP	7010 450135	220	101000
52033		547 WY Chamber of Commerce	5,500.00					
	24-04Icefi	01/08/25 HebgenLakeIceFishingTourn	5,500.00		MAP	2101 410130	398	101000
52034		1454 Bozeman Daily Chronicle/Big Sky	120.00					
	591121-2	01/06/25 PublicHearingAmendedBudg23-2	40.00		ADMIN	1000 410210	327	101000
	598948	01/14/24 PublichearingCondtnaluse	80.00		ADMIN	1000 410210	327	101000
52035		1140 Sagebrush Floral	279.00					
	075563	12/31/24 Flowers-AshleeService	140.00*		ADMIN	1000 410210	870	101000
	075564	12/31/24 Flowers-AshleeService	35.00*		ADMIN	1000 410210	870	101000
	075568	12/23/24 Wreaths	104.00*		TWNHLL	1000 411250	220	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52036		2455 Tri State Excavating, LLC	4,146.62					
	16251	10/06/24 Trench/materialforWretchedMess	4,146.62		UPDL	1000 411252	357	101000
52037		3021 MSU Extension Local Government	1,100.00					
	2561	12/26/24 StudyCommissionIn-personreview	1,100.00		LOCGOV	1000 411870	220	101000
52038		2507 Silvertip Pharmacy	243.66					
	081924-1	08/19/24 Pharmacy Voucher	29.56		HELP	7010 450135	358	101000
	102124-1	10/21/24 Pharmacy Voucher	20.50		HELP	7010 450135	358	101000
	102324-1	10/23/24 Pharmacy Voucher	107.46		HELP	7010 450135	358	101000
	121724-1	12/17/24 Pharmacy Voucher	61.14		HELP	7010 450135	358	101000
	010725-1	01/07/25 Pharmacy Voucher	25.00		HELP	7010 450135	358	101000
52039		3245 4 Corners Recycling LLC	1,200.70					
	5458	12/28/24 PullFeesforDec24	1,200.70		PARKS	1000 460430	534	101000
52040		3422 Sprinter Heating & Air LLC	412.97					
	22266	12/25/24 Povah Furnace	412.97		POVAH	1000 411255	366	101000
52041		3192 Floyd's Truck Center	2,766.52					
	401197599	01/15/25 Repairs	310.43		STREET	1000 430200	369	101000
	401197309	01/07/25 Repairs	612.36		STREET	1000 430200	369	101000
	401197345	01/13/25 Repairs	1,843.73		STREET	1000 430200	369	101000
52042		2822 ClearBlu Business Services	600.00					
	2850	01/10/25 Manhole cleaning	600.00		SEWER	5310 430630	369	101000
52043		2963 Gallatin County Emergency	500.00					
	250106-02	01/06/25 SFY25CommunityNotifSyst	500.00		911	2850 420750	398	101000
52044		2537 Balco Uniform Co., Inc.	716.70					
	82187-1	12/30/24 Uniforms	716.70*		POLICE	1000 420100	226	101000
52045		3342 EVS, LLC	538.00					
	8	12/22/24 Repairs	538.00		STREET	1000 430200	361	101000
52046		3214 Axon Enterprise, Inc.	3,431.99					
	311375	01/01/25 SmallItemsofEquipment	3,431.99		POLICE	1000 420100	212	101000

01/16/25
16:33:45

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/25

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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52047		3236 Nubia Allen	187.50					
	12/12/24	Spanish interpreter x2	187.50		COURT	1000 410360	350	101000
52048		999999 MARY S. ANDERSON	55.00					
	01/08/25	Restitution Disburse-Meyer	55.00		COURT	7469 212401		101000
52049		999999 TOWN OF WEST YELLOWSTONE	500.00					
	01/08/25	RestitutionDisburse-Dimitrov	500.00		COURT	7469 212401		101000
		# of Claims	40	Total:	140,832.77			
			Total Electronic Claims	8,368.13	Total Non-Electronic Claims		132464.64	

Town of West Yellowstone
Town Council Meeting
January 7, 2025

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

OTHERS PRESENT: Town Manager Dan Walker, Town Clerk Liz Roos, Finance Director Katie Thompson, Public Services Superintendent Jon Simms, Chief of Police Mike Gavagan, Town Attorney Jane Mersen is present virtually by Zoom, John Greve, Guy Mraz, Ms Patti, Fire Chief Shane Grube, Officer Christian Slowinski, Janna Turner, Misty Hecht, Aaron Hecht

Present by Zoom: Jan Neish, Brock Wilson, Carrie Coan, Chipper Smith, Gay McBirnie, Karen McBirnie, Jess Cothren, Kayla Wilson, Peggy Russell

The meeting is called to order by 2024 Mayor Travis Watt at 7:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana. Watt asks everyone in the room to observe a moment of silence in memory of West Yellowstone Police Officer Ashlee Stoneburner. Officer Stoneburner took her own life on December 24, 2024. She had served as a police officer in West Yellowstone since April of 2022.

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

ACTION TAKEN

- 1) Motion carried to elect Jeff McBirnie as Mayor and Travis Watt as Deputy Mayor for the year 2025. (Benike, Mathews) Griffith is opposed, motion carries.
- 2) Motion carried to approve the claims, which total \$94,573.13. (Mathews, Benike)
- 3) Motion carried to approve the business license application for Yellowstone Provisions Fine Foods & Fine Wines, made by Misty Hecht to operate a market at 239 Firehole Avenue, West Yellowstone, MT 59758. (Benike, Mathews)
- 4) Motion carried to approve the minutes of the December 17, 2024 Town Council Meeting. (Benike, Mathews) Griffith is opposed, motion carries.
- 5) Motion carried to approve Resolution No. 811, a budget amendment for the FY 2024 municipal budget. (Mathews, Benike)
- 6) Motion carried to approve Resolution No. 812, the West Yellowstone Local Housing Strategy dated October 2024 and direct staff to consider incorporating the document into the updated Growth Policy. (Benike, Mathews)
- 7) Motion carried to reappoint Katrina Wiese, Jerry Johnson and Janna Turner to the Marketing and Promotions Fund Advisory Board for three year terms. (Benike, Mathews)
- 8) Motion carried to approve the amended Staffing Plan to remove the Administrative Assistant position and add a Deputy Clerk/Permit Technician position and also change the title of Water, Sewer & Equipment Operator to Water, Sewer & Equipment Operator II. (Watt, Benike)

Public Comment Period

Fire District Shane Grube reports that the Gallatin County Commissioners held a public hearing today and approved the placement of the Hebgen Basin Rural Resort Tax Area on the May ballot.

Aaron Hecht, event organizer for the Wild West Winter Block Party March 7-8, 2025, reports that ticket sales are picking up and they have less than two months before the event.

Council Comments

Griffith congratulates McBirnie on becoming the Mayor. Mathews compliments the street crew on the condition of the streets. Mayor McBirnie mentions that there will be a community housing meeting next Tuesday, January 14, at 5:30 PM at the school.

Public Hearing: FY 2024 Budget Amendment, Tourism Business Improvement District

Mayor McBirnie opens the hearing and reads the hearing notice. The hearing was advertised twice in the Bozeman Chronicle, online, and posted publicly at the Post Office and Town Hall. Guy Mraz asks for clarification about what “TBID” stands for (Tourism Business Improvement District), no other public comments are received.

DISCUSSION

- 2) Thompson reports that there was an addition to the claims list, a claim to HK Contractors was added pursuant to a purchase order that was approved last July.
- 3) Town Manager Dan Walker reports that the zoning permit and site plan for this business was approved a few months ago. Griffith inquires about the procedure for approving new business licenses.
- 5) Griffith comments that she is in favor of the substance of the resolution but believes the grammar and punctuation should be corrected.
- 8) Town Manager Dan Walker describes the recommended changes to the staffing plan which include moving the Administrative Assistant under the Town Clerk and changing the title of Water, Sewer & Equipment Operator to Water, Sewer & Equipment Operator II for the purpose of conforming with the language in the union agreement.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker congratulates Jeff McBirnie on accepting the position of Mayor. Walker thanks the staff, law enforcement agencies, and other entities that supported the Town through the tragedy of losing Officer Ashlee Stoneburner and her memorial service last week. He also reports on a meeting today with the water rights attorney for expansion in the 80 acres. He says they had a good attendance to the housing co-op presentation this afternoon. He reports that they made an offer of employment to a post-certified officer today. He briefly describes a schedule of meetings for the next two months.
- B) **Advisory Board Reports:** Jeff Mathews reports that the Business Improvement Advisory Board is also promoting the housing meeting next Tuesday, January 14, where they will discuss mobile and manufactured housing as well as housing cooperatives.

The meeting is adjourned at 7:45 PM.

Mayor

ATTEST:

Town Clerk

TOWN OF WEST YELLOWSTONE

01/09/2025 – 01/15/2025 Weekly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Dispatchers	6	5	1
Police Officers	7	4	3

Operations:

Operations Tempo				
	01/09/2024 – 01/15/2024	Previous Week	Monthly	2025 Total
Calls Total	111	108	219	219
Reports Total	1	1	2	2
Citations	2	0	2	2
Warnings	26	15	41	41
Arrest	0	0	0	0
DUI	0	0	0	0
Fire/EMS Calls	3	11	13	13
Business Checks	27	17	17	44
Public Assist	6	1	7	7
Agency Assist	2	4	6	6
Crashes	6	10	16	16



TOWN OF WEST YELLOWSTONE

PERSONAL:

- Dispatcher Cothren is finishing up her 8th week of training
- We are making a conditional job offer to Jonathan Smith for a dispatcher position. He has previous experience.
- Corey White has accepted his conditional job offer for a police officer position and is expecting to start on February 20, 2025.

TRAINING:

- All employees are completing Sexual Harassment training on Police One.
- Officers have completed the Taser update training.

Other:

- We are in the process of gathering the paperwork needed on the Ford Expeditions we are looking to purchase.
- One of the new F-150's is ready to be picked up and we will be doing that soon.





JANUARY 17, 2025

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Participated in a meeting with interested parties regarding expansion of the cemetery. We currently have 40 full size lots available and 10 cremains lots available. Plot sales have definitely slowed down since the price increased, but we don't usually sell very many during the winter months.
- Completed our quarterly payroll reports for the 4th quarter of 2024. Gross pay for our entire staff for the calendar year 2024 was \$2.4 million. Processed payroll for January 10, 2024
- I'm working with the newly elected study commissioners to get that process started. Email addresses have been created and the first meeting for the commission is scheduled for Tuesday, January 28, at 5:00 PM. It looks like Tuesday evenings are the only night that all the commissioners can make it, so we are trying to schedule it early to minimize the conflict with the housing meetings.
- Prepared and distributed the Town Council Agenda & Packet for January 21, 2025.



Public Services Dept. Bi-Weekly Report: Dec 12th through Jan 16th, 2025

Work Performed

- Snow removal, groom/ maintain snow floor. Cleared around hydrants and electrical/ signal boxes, sightline hazards, haul away snow in inner parks to make room for future storms, sanding intersections.
- Ice rink maintenance.
- Flags lowered in remembrance of former President Jim Carter.
- Continue to spray down dump bodies with snow releasing agent.
- Help property owners with any potential freezing issues during winter.
- Work with property owners on water meter repairs and replacements.
- Addressing fire hydrant issues, struck by vehicles, installing boulders around perimeter, get them isolated so there are no further issues/ leaking. Waiting on parts to repair in the spring.
- Winter signage repairs.
- Repair leaking sink at City Park in women's RR. Clogged P-trap in sink at Social Services and Admin area at Town Hall. HVAC pressure switch and blower motor mount at Povah Center. Water heater thermostat issues at Town Hall. Replace circuit breaker 9 at PW shop, issues with in-floor heat boiler, recharge glycol.
- Vehicle and equipment repairs: ongoing. Repair and weld damaged plow shoe mounts and legs on 938 Henke Blade. Interaxle differential and rocker differential on Freightliner 55 repaired. Failed alternator on 08 GMC, damaged belt tensioner, replace air cooler pipe, replace broken block heater. Combustion issues on burner of Hotsy pressure washer. Replaced block heater on yellow snow rotary, replace zerks behind reel shaft, replace butterfly pin behind reel shaft, replace fan blade, repair blower chute, hydraulic leaks fixed, built out new hoses. Failed second stage on 904 blower, damaged blower shaft, busted fan assembly needs rebuilt (don't know how much money we want to keep putting into this machine.) Welded shaft for now to limp us by. Backhoe thumb installed, auxiliary hose on arm leak, replace coupler, cracked/ frayed hydraulic lines, installed new auxiliary valve. Install new turn assembly on 55, new wiring harness installed. ABS relay valve leak on 49, installed new transfer valve, installed block heater, repaired exhaust leak, replace air dryer, replace driver side mirror and wired in heater kit, installed new linkage on driver side door. New brake chamber on 112, coolant leak, water pump replaced, replace check valve/ reducer valve, differential lock switch replaced, inter axle switch bad also, replaced bulbs on marker lights. Glow plugs replaced on 938. Windsheild wiper assembly and motor out on green blower, also ordered hardware and parts for driver side door, installed new block heater, master switch replaced. Rear tailgate valve leak on 80, rewire reverse lights, center right brake chamber mounts replaced, installed new hardware. Cylinder ram being rebuilt for Henke blade at MMC. Repair drag and water flow valve on Zamboni. Repair tube slides on 772 and replace 1 3/4" pivot bolt on wing.
- Get mezzanine organized and get return credits on retired fleet inventory/ stock through Napa, and Tractor & Equipment. Continue going through more stock.

- Flush SAS service laterals and mainlines that continue accumulating debris.
- SAS weekly manhole/ problem areas inspections: ongoing.
- Perform water & WW samples: ongoing.
- Sewer and water systems maintenance: ongoing. Fixing broken lines, Curb-stop requests.
- Building maintenance and service calls: ongoing.
- Daily trash trailer/ refuse route: ongoing. Litter collection through alleyways and snow parks: ongoing.
- Utility locates ongoing.
- Respond to vandalism: ongoing.
- Haul away abandoned vehicles.
- 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.
- 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.
- Coordinate event needs for Octane Rodeo and Wild West Block Party.
- Work with/ meet contractors on project scheduling: ongoing.
- Fill in for staff/ operate equipment/ wrench on equipment.
- Manage current public works staff and continue building morale for employees: ongoing.
- Met with residents and business owners regarding complaints: Ongoing. Snow Wars.
- Meetings: Cemetery Board, Town Manager: Core Values, Engineers, Water Rights Specialist, Planners, SHPO, ASI, National Sign & Barricade, MDOT, TD&H, Goble Sampson, Blackfoot Communications, Anthem Broadband, Systems NW, Mountain Alarm, Cintas, All-State Machine Shop, Torgeson's, Fall River, Kennedy Hydrants, Great White Construction Department Heads, T&E CAT, MySlik, Napa, Waxie, Ed Geiger, Sprinter Heating & Cooling, WY Log chinking, Bridger Built, 3H Construction, Stress Crete, RPA Engineering, Tri-State, Gallatin County Game Warden, Freightliner, Broadwater Equipment Services, Smart Cover, Door Guys of Montana, Dijulio Displays, RDO, John Deere, Code Enforcement, Electricians, Plumbers, HVAC, and GC's, Public Works Crew to address ongoing laundry list items.
- Reached out to U.S. Fish and wildlife agent Doug Ekberg to come up with some solutions for the ongoing raven issues in town.
- Discuss snow removal procedures with businesses and residents.
- Continue to seek bids for future CIP's, get the ball rolling years in advance.
- Test drive used 2016 Freightliner with side dump, we'll be needing this in a few years as we upgrade trucks. We also need to start considering our solids handling operations once the WW plant is online.
- Working through sidewalk inventory and identifying ADA compliance hazards.

- Submit departmental report to the Town Manager.
- Code bills and submit check request: ongoing.
- Put together next month's "On-Call" schedule for the crew.
- Seek additional training opportunities for the crew.
- Evaluate building and infrastructure issues, coordinate repairs as needed.

From: [Kyle Tanner](#)
To: [Dan Walker](#); [Jon Simms](#); [Elizabeth Roos](#)
Subject: Bullet points 1/16/2025
Date: Thursday, January 16, 2025 2:28:55 PM
Attachments: [image001.png](#)

Bullet points 1/16/2025

1. Framing inspection 513 Gallatin
2. DRG prep for 124 N Electric
3. DRG prep for 216 Dunraven
4. Zoning encroachment prep
5. Help with broken equipment
6. Snowmobile trail signage put up
7. Safety meetings



K.C. Tanner
Deputy Director Public Services
Building Codes Inspector
Code Enforcement

Ktanner@townofwestyellowstone.com

Cell # 406-640-0141

Water/Wastewater report

1-6-25 thru 1-16-25

Wastewater samples taken delivered to IAS Labs Pocatello Idaho.

Water bacteria samples taken delivered to Bridger labs Belgrade.

Water samples came back from lab non-detect for total coliform and E-coli bacteria.

Metal panel soc-voc water samples are underway this requires numerus samples throughout the year.

Worked on service work on wastewater air blowers changing oils and grease.

Worked on iris lift station and Madison station cleaning the sonic starts this is the devise that measures the water in the wet well and tells the pumps when to turn on and off, critical to keep clean.

Working on finishing up the DMR” s Discharge monitoring report for the last quarter of 2024 also the well monitoring reports.

Manhole inspections

Working on welding and repairing hinky snow plow blade that got damaged during snow removal.

Been super sick with the FLU missed a few days. Hope nobody else gets that stuff super bad strain this year.

If you have any Questions or concerns fill free to contact me.

Jon Brown



Week of 01.13.2025

This week I have continued to work on Montana Legislative items. I have submitted our written testimony for HB12. I have also been tracking a few other house bills and listening to committee sessions.

I have submitted our RRGL and ARPA quarterly progress reports for the WWTP. This was completed for Q4 2024 so we would stay in compliance.

Attended the Core Values Training hosted by Dan Walker.

I have updated the MHPG (Montana Historic Preservation Grant) budget.

Also attended the monthly engineering meeting, we covered the chief of police office, well #5 building, SFE resolution, cash-in-lieu memo, and the Mammoth Room roof.



Highlights

Week of January 10th, through January 16th, 2025
Job and Social Services

Overview

of Clients Served: 35

Last Week Clients Served: 39

Highlights

New Year, New Office	What's new?
<p>In preparation for 2025, Job and Social Services is adapting new practices in order to keep the office running smoothly.</p>	<p>At the beginning of the new year, SSN collected from previous years have been shredded in order to keep paperwork orderly. Clients are expected to give their SSN again as they come in for the first time. This is also to ensure the office can make sure policies of safety are being followed and accurate information is being stored.</p>
	<p>Job and Social Services is also reviewing documents varying from clothing bank sign ins to vouchers to see what is eligible to be purged/ shredded. This will help the office stay orderly and be easier to find information that is prevalent to the needs of our clients.</p>

Office of Public Assistance, SNAP, Medicaid Update

The office recently learned that SNAP has changed the way to schedule interviews for approval. Unfortunately, the call menu was redesigned so clients as well as us calling on behalf of clients can no longer schedule a call back time; now, their office is just having hopeful applicants just wait on the line until an operator can take their call. This has caused a HUGE increase in frustration for both our office and clients. Job and Social Services is consistently still calling to schedule interviews for five clients.

But, the office was able to secure an interview for a client who has been waiting since October and after failed attempts on OPA's part to contact him. He was able to renew his SNAP as well as receiving two months worth of benefits right away.

Hopefully for 2025, OPA will be able to streamline the issues with interviewing clients and reviewing applications for other benefits outside of food assistance. Our office will keep working on supporting those in need.

Donations

Marketplace donated a variety of items ranging from dairy, bread, and non perishables to the food bank.

The office has also received some wonderful winter items from community members such as gloves, hats, socks, heated blankets, and even some household items.

We are working tirelessly in order to be able to open back up our donations as well as being able to implement the new donation system.

Voucher Revamp

With the new year, Job and Social Services wants to be efficient and also be vigilant with the vouchers that are given out. To avoid any issues with fake vouchers, the department purchased an embosser to verify vouchers that are given out.

Volunteer Outreach

Job and Social Services is lucky to have some reoccurring volunteers that have consistently dedicated their time and effort to going through items as well as reorganizing.

The goal for the department is to increase volunteer engagement from members of West Yellowstone.

Ways to do this include brand new flyers telling what volunteers would do as well as where they can sign up for shifts. These are displayed on the Optisigns monitors as well throughout the office. Hopefully, having the Point System will increase the numbers of volunteers. The office is monitoring the volunteer site to see when people sign up as well as updating when the office is closed.

Upcoming Events:

6 month calendar of activities/ classes at the Povah Center is still in the works and Dianna and Vely are working to get that completed.

Notes

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RESOLUTION NO. 813

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, TO ADOPT A PROCESS FOR ISSUING LETTERS OF CAPACITY FOR WATER AND SEWER

BE IT RESOLVED by the Town Council of the Town of West Yellowstone, Montana, that the Town desires to adopt a standard process for providing water and sewer to projects within the Town:

WHEREAS: The Town has a process in place for issuing zoning permits and building permits and believes it is in the best interests of the citizens of the Town to have a standard process in place which provides for the issuance of letters of capacity for water and sewer connections and further provides for the expiration of such permits and capacity letters.

NOW, THEREFORE, BE IT RESOLVED:

The Town Council of the Town of West Yellowstone, Montana hereby adopts the following process for the award of capacity to the Town's Sewer and Water facilities for both residential and commercial projects.

1. An applicant with a project must submit a zoning permit application with a nonrefundable application fee, the amount of which will be set by the Town Council by resolution.
2. The Design Review Group will review the application which will include review by the Town Engineer to determine if capacity for sewer and water is available for the Project.
3. If capacity is available, the Town Engineer will issue a Capacity Letter. The reserved capacity is specific to the project and is non-transferable.
4. Upon issuance of the zoning permit and Capacity Letter, the applicant will have up to sixty (60) days from the date of the invoice for the connection to the Town's water and sewer system to pay for the connection. Once payment is made, the applicant will be billed on a monthly basis for sewer and water use. If payment is not made within sixty (60) days, the reservation of capacity will be void and of no further force or effect.
5. The applicant will have up to 180 days after issuance of the zoning permit to request and obtain a building permit. If the applicant does not apply for a building permit within this time period, the Capacity Letter will be void and of no further force or effect.
6. Once a Building Permit is obtained, the applicant will have up to 180 days to begin work on the Project. The applicant may receive one extension of this time period, for an additional 180 days, if the extension is requested within the first 180 day time period. If

no extension is granted and no work has started, the building permit shall expire and the Capacity Letter will be void and of no further force or effect.

- A. This authorization and reservation of capacity becomes null and void if work or construction authorized is not commenced within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work is commenced. The applicant may request extensions of one year each for a total of three years from the date of the Capacity Letter. Such request must be submitted in writing and provide good cause for the extension.
 - B. Extension requests must be submitted to the Town prior to the expiration of the building permit (180 days from the date of issuance).
7. Commercial projects must provide the Town with a copy of the state issued building permit within 10 days of issuance of the permit.

Nothing in this process relieves the applicant from meeting all state and local regulations applicable to its project.

General Conditions for use of reserved capacity for water and sewer: When an applicant has received a Capacity Letter for a project, the reservation of capacity shall remain in effect for up to 180 days from the date the building permit is issued on the following conditions:

- a. The project form and use does not change from the information provided by the applicant.
- b. The applicant has reviewed and concurs with the calculation for Single Family Equivalency as set out in the chart adopted by the Town Council and on file with the Town, (“SFE”), set out in the Capacity Letter.
- c. The reserved capacity is specific to the project and is non-transferable.
- d. The applicant understands that capacity in the Town system is being reserved and agrees to start paying the monthly base rate fee for water and sewer effective as of the connection fee invoice date.
- e. In the event that the Capacity Letter has expired, all reserved capacity will be voided and returned to the Town. The Town will reimburse the applicant up to 95% of the initial connection fee.
- f. An applicant may voluntarily return all or a portion of their reserved capacity to the Town. The Town will reimburse the applicant 95% of the initial capacity reservation fee.
- g. Periodically, the Town may adjust the SFE calculation based on actual usage. The Applicant must acknowledge and agree to adjustment in the SFE calculations.

Approved by the Town Council of the Town of West Yellowstone on the
21st day of January, 2025.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:



Town Clerk



RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: _____

Event or Project Name: _____

Date Submitted: _____

Date Approved by MAPFAB: _____

Requested Funding Amount: _____

Approved Funding Amount: _____

Comments:

Recommendation submitted by: John M. Greve, MAPFAB Secretary

This MAP Fund Award Recommendation is approved by the Town Council

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

Signature _____

MAYOR OR APPOINTED REPRESENTATIVE

Date _____

Comments:

Copy 1 – Town Clerk

Copy 2 – Town Council

Copy 3 – MAP Fund Advisory Board



THE TOWN OF

WEST YELLOWSTONE

Marketing and Promotion (MAP) Fund APPLICATION COVER PAGE

APPLICANT INFORMATION

Applicant Individual or Organization: Destination Yellowstone (Chamber Kids'N'Snow Committee)

Event or Project Contact Person: Katrina Wiese & Kristy Coffin

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

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

Application Submission Date: December 23, 2024

EVENT OR PROJECT INFORMATION

Event or Project Name: Kids'N'Snow Event Series 2024/2025

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

Date(s) of Event or Project: Dec 21, 2024; Jan. 4, Feb. 1 & March 1, 2025

Estimated Total Event or Project Cost: \$24,225.00

MAP Fund Amount Requested: \$7,775.00

SECTION 1 - PROPOSED EVENT OR PROJECT SUMMARY

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

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

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

Scheduled opportunities to connect & learn more about nature include ice fishing, Nordic skiing, snowmobiling, sled dog rides, snowshoeing, avalanche training with the Forest Service as well as winter horse-drawn sleigh rides. Meeting a live raptor, learning winter snow safety, discovering the magic of hibernation, and tracking wildlife in the snow are other activities.

The December event is also in conjunction with the Christmas Stroll (on the same weekend). We again are lucky to secure Amy Freed as our coordinator, and she and her family will be traveling back to our community for Kids N Snow weekends.

In its 13th year, the program is still going strong with more than 1,000 participants spanning more than ten states over the four weekends each winter. We are always researching ways to expand the outdoor programming & working to increase the outdoor winter play experiences for children of all ages and their families.

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

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

In 2017/18, Yellowstone National Park granted approval for snowcoach samplers to resume - a big draw every weekend. We offer 4 snowcoach sampler times every weekend.

Receiving financial, logistical, and creative support for Kids'N'Snow allows this program, which benefits thousands of children and family members for years to come.

SECTION 2 - PROPOSED TIMELINE

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

October/November:

Finalize marketing budget & Outline press/media plan
December advertising placement & creative, media & publicity
Creative & produce print pieces
Website updates
Newsletters sent regularly to almost 400 people!
Social Media focus - let's get the excitement rolling
Set-up Kids'N'Snow Patrol - volunteers + paid activity coordinators

December:

December 21, 2024 – Event, in conjunction with Christmas Stroll on December 20
Finalize and publicize December event schedule
December advertising & publicity
January advertising placement & creative, media & publicity
Create & setup Kids Headquarters
Event management/Administrative (billing, communications)
Survey of attendee's
Website updates

January:

January 4, 2025 - Event
Finalize and publicize January event schedule
January advertising & publicity
February advertising placement & creative, media & publicity
Setup Kids Headquarters & signage
Event management/Administrative (billing, communications)
Website updates

February:

February 1, 2025 – Event
March advertising placement & creative, media & publicity
Setup Kids Headquarters & signage
Coordination with schedules & partners
Event management/ Administrative (billing, communications)
Survey of attendee's
Website updates

March:

March 1, 2025 – Event
Media updates
Setup Kids Headquarters & signage
Coordination with schedules & partners
Event management/ Administrative (billing, communications, final reports)

SECTION 3 · PUBLICITY, PROMOTION, MARKETING

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

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

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

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

SECTION 4 · PROPOSED BUDGET

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

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

KidsNSnow Prelim Budget 2024/25

Income		
Committed: State Accommodations (Marketing)		\$2,000.00
Committed: Remaining from 23/24		\$3,000.00
MAP(Marketing Grant)		\$7,775.00
Sponsorships/Donations		\$2,700.00
In-Kind Donations/Chamber Donated Expenses & Payroll		\$8,750.00
		\$24,225.00

Pending App

Expenses		
Marketing	Print/Online/Social Media	\$3,500.00
	Print: posters, Passports, flyers, banners, signage	\$1,000.00
	Website Updates	\$2,000.00
Staffing	Marketing & Project Management	\$5,500.00
	Visitor Center Staff support	\$500.00
	Activity Coordinators/Supervisors - rink, M120, ski, etc	\$3,000.00
	Event Coordinator (Admin & Reg. Desk)	\$4,000.00
Event supplies, equipment, insurance, etc.	S'mores supplies (including wood)	\$400.00
	Supplies/Equipment for Activities	\$200.00
	M120 Repairs/Upkeep	\$500.00
	Insurance & Bookkeeping	\$850.00
	Event Permit -City	\$25.00
	Grooming of sled hill	\$750.00
	Activities (GWDC, Art, etc)	\$2,000.00
	Total	\$24,225.00

* Partial Costs are covered by in-kind donations

** Chamber & Accommodations cover partial costs

SECTION 4 · PROPOSED BUDGET

See attached.

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

- Marketing - up to \$4,275.00 (includes paid advertisements, print projects/signage, and website)
- Supplies for s'mores and activities - up to \$500.00
- Admin - up to \$3,000.00 (includes accounting fees, insurance, coordinator pay)

SECTION 5 - APPLICATION REVIEW CRITERIA

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

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

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

Kids'N'Snow events encourage families to spend one or more nights and enjoy all of the activities that KNS has to offer, including smores, sledding and M120s late into the night. We work with local lodging properties to include this information on their websites and in their own promotion efforts, as well as offer packages or specials that would encourage an overnight stay. We feel that by giving visitors more to do while they are here, even if only one day of the weekend, they are still encouraged to spend at least one night in West Yellowstone, or extend their stay. We now have people emailing and messaging us for dates so they can plan their family trip around one of the event weekends.

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

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

SECTION 5 · APPLICATION REVIEW CRITERIA

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

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

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

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

- \$3,3830.00 for Kids'N'Snow (2010 – pilot program with limited activities)
- \$1,550.00 for Earth Day (2011)
- \$5,985.00 Kids'N'Snow (2012)
- \$5,000.00 Kids'N'Snow (2014)
- \$5,000.00 Kids'N'Snow (2016)
- \$6,500.00 Kids'N'Snow (2018)
- No events during 2020 & 2021
- \$7,000.00 Kids'N'Snow (2022)
- \$7,299.00 Kids'N'Snow (2011)
- \$5,000.00 Kids'N'Snow (2013)
- \$3,000.00 Kids'N'Snow (2015)
- \$5,000.00 Kids'N'Snow (2017)
- \$7,000.00 Kids'N'Snow (2019)
- \$8,500.00 Kids'N'Snow (2023)

4 Can your event or project proceed without MAP funds?

Kids'N'Snow would not be able to proceed without MAP Funds. As this is a free event to the public we rely on sponsorship and grants - without it it would reduce the amount of marketing and publicity locally (signage), near-by communities, and destination family markets. We would have to reduce the event activities, marketing, and promotion.

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

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

SECTION 6 - APPLICATION SUPPORTING DOCUMENTATION

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

Attached

Certification

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

Event or Project Contact Person: Katrina Wiese & Kristy Coffin

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

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

Signature 

Name (printed) Katrina Wiese

Title President/CEO

Date 12/23/2024

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:



Enjoy a special Day
 in West Yellowstone, MT
 filled full of fun activities for kids,
 parents and grandparents too!

2024-2025
December 21, 2024
January 4, 2025
February 1, 2025
March 1, 2025

**Join us for other events
 in West Yellowstone**

Dec. 20	Christmas Stroll
Jan. 11	National Ice Fishing Tournament
March 8	Rendezvous Ski Race

WWW.KIDSNSNOW.ORG SUPPORT of West Yellowstone Businesses



Nov 23-30	Yellowstone Ski Festival
Nov 26	Try It Biathlon
Nov 27	Biathlon
Dec 13	Moonlight Ski & Snowshoe
Dec 15	West Entrance to Yellowstone Park Opens
Dec 20	Annual Christmas Stroll
Dec 21	Kids N Snow & Kids Ice Fishing Camp
Dec 21	Spam Cup Classic Cross Country Ski Race & Biathlon
Jan 4	Kids N Snow & Kids Ice Fishing Camp
Jan 10	Moonlight Ski & Snowshoe
Jan 11	West Yellowstone Ice Fishing Tournament
Jan 11	Free Ski Day and Try It Biathlon
Jan 12	Spam Cup and Biathlon
Jan 25-26	Sled Dog Fun Run Races
Feb 1	Kids N Snow & Kids Ice Fishing Camp
Feb 7	Moonlight Ski & Snowshoe
Feb 7-9	Yellowstone Special Sled Dog Races
Feb 15	Taste of the Trails
Mar 1	Kids N Snow & Kids Ice Fishing Camp
Mar 7-8	Wild West Block Party
Mar 8	Rendezvous Ski Race
Mar 15	West Entrance to Yellowstone Park Closes



WWW.DESTINATIONYELLOWSTONE.COM/CALENDAR
 Don't Hope For Snow... ..Come To West Yellowstone

December 2024 SCHEDULE

KIDS IN SNOW

WEST YELLOWSTONE-MT

SATURDAY - DECEMBER 21ST

8:00am - 12:00pm	Kids Ice Fishing Camp
9:00am - 10:00am	Snowcoach Sampler*
10:30am	Pack Chat Program at the GWDC
11:00am - 12:00pm	Snowcoach Sampler*
12:00pm - 1:00pm	1st Avalanche Training
1:00pm - 2:00pm	Snowcoach Sampler*
1:00pm - 3:00pm	Horse-Drawn Sleigh Ride Sampler
1:30pm	Pack Chat Program at the GWDC
2:50pm	Keeper Kids Program at the GWDC
3:00pm - 4:00pm	Snowcoach Sampler*
3:30pm - 4:30pm	Snow Art
4:00pm - 6:00pm	M120 Kids Snowmobile Rides
5:30pm - 7:30pm	2nd Avalanche Training
6:00pm - 8:00pm	S'mores, Skatin' & Sleddin'

**) prior registration required*

West Yellowstone
Businesses
SUPPORT

Sweet Home
Montana
PROPERTY MANAGEMENT



For a full schedule and to register for activities please go to ►
KIDSNSNOW.ORG

WEST YELLOWSTONE MAP



1. West Yellowstone Visitor Information Center

KIDS'N'SNOW HEADQUARTERS

30 Yellowstone Ave

Snowcoach Sampler

Scavenger Hunt and Form Pickup

1st Avalanche Training

Horse-Drawn Sleigh Sampler

Kids Ice Fishing Camp Class

2. West Yellowstone Public Library

23 Dunraven St.

3. Yellowstone Giant Screen

101 South Canyon St.

4. Grizzly & Wolf Discovery Center

201 S. Canyon St.

5. Old Airport

the East end of town, off Iris St.

Sled Dog Sampler Rides

6. West Yellowstone Pioneer Park

Corner of Gibbon Ave and Dunraven St

2nd Avalanche Training

Art | S'mores | Sledding | M120s

7. Rendezvous Trailhead Building

Corner of Geyser St. and Obsidian Ave

Learn to Ski Basics

8. Yellowstone Holiday

16990 Hebgen Lake Road

Kids Ice Fishing Camp



2023/2024 FINAL REPORT

MAP Grant Funding
\$8,500.00

Admin: Coordinator	\$ 4,000.00
Advertising/Marketing	\$ 4,290.00
Supplies: Fire Wood	\$ 210.00
TOTAL:	\$ 8,500.00

Kids'N'Snow MAP FINAL REPORT
2023/2024



SECTION ONE: Event Organization

Even with having to cancel two of our monthly events, the December event due to no snow and the January event due to too cold of temperatures, we were still able to construct a multi-month Kids'N'Snow program with the assistance of many public and private partnerships. The West Yellowstone MAP funds were an essential part that enabled us to extend our advertising to a much larger audience, both on-line and geographically across the region.

Kids'N'Snow was awarded \$8,500, which we spent \$8,500. Even with the cancellation of the two first events, we still had to pay for advertising that we had placed as well as coordinator fees, as Amy worked long hours getting children registered and then having to coordinate many, many cancelations.

We were once again able to promote several events and winter segments in the same ads and procure matching programs from media partners, helping us offset advertising costs and extend our reach.

With assistance of the partners below, we were able to build a program that incorporated existing or new events as well as existing programs offered by our strategic partners and organizations. The following sample "passport" outlines the different programs offered throughout the winter.

KidsNSnow Prelim Budget 2023/24

Income		
Committed: State Accommodations (Marketing)		\$2,000.00
Committed: Remaining from 22/23		\$3,047.07
MAP(Marketing Grant)		\$8,500.00
Sponsorships/Donations		\$3,050.00
		\$16,597.07

FINAL BUDGET

\$ 2,000.00
\$ 3,047.07
\$ 8,500.00
\$ 2,050.00
\$ 15,597.07

Expenses		
Marketing	Print/Online/Social Media	\$3,500.00
	Print: posters, Passports, flyers, banners, signage	\$1,000.00
	Website Updates	\$2,000.00
Staffing	Marketing & Project Management	\$5,500.00
	Visitor Center Staff support	\$500.00
	Activity Coordinators/Supervisors - rink, M120, ski, etc	\$1,800.00
	Event Coordinator (Admin & Reg. Desk)	\$4,000.00
Event supplies, equipment, insurance, etc.		
	Snow Patrol (gear/prize)	\$250.00
	S'mores supplies (including wood)	\$600.00
	Supplies/Equipment for Activities <i>1600 was for ice fishing gear - covered by donation from Ice Fishing Calcutta last year</i>	\$2,000.00
	M120 Repairs/Upkeep	\$500.00
	Insurance & Bookkeeping	\$850.00
	Event Permit -City	\$25.00
	Grooming of sled hill	\$750.00
	Activities (GWDC, Art, etc)	\$2,000.00
	Total	\$25,275.00
-	Est. In-Kind	(\$8,750.00)
	Marketing & Operating	\$16,525.00

\$ 4,850.00
\$ 767.64
\$ 2,436.75
\$ 5,500.00
\$ 500.00
\$ 900.00
\$ 4,000.00
\$ -
\$ 316.75
\$ 500.00
\$ 850.00
\$ 25.00
\$ 750.00
\$ 2,000.00
\$ 23,396.14
\$ 8,750.00
\$ 14,646.14

Covered by the Ice Fishing Committee

* Partial Costs are covered by in-kind donations & ** Chamber & Accommodations cover partial costs

SECTION TWO: Marketing

Advertising campaigns were placed into our winter drive markets in Idaho, Wyoming, Utah, and Montana. We also used news releases, event calendars, the website, and social media markets to publicize the weekends.

We placed print calendar ads within Montana Parent and utilized Outside Bozeman for digital banner ads and newsletter ads. We also used social media to do geofencing and look back ads served to different interest groups.

Note: We used the MAP logo in corresponding print and on-line advertising materials, as well as placing the logo on the partners page of the kidsnsnow.org website.

SECTION THREE: Results

We continued the online registration process (attendance lists). Again, many participants signed up immediately upon registration opening. Activities that required pre-registration like snowcoach, ski, snowshoe and the ice fishing camp all filled within hours of online registration opening, some with within the first hour. We had hundreds of registrants and waitlists for each activity each weekend.

This not only lets us know where people are staying and how long, but also gives us their origin market, if they are new or repeat participants, and email leads to add to our lists.

This year we saw a 5% increase in out-of-town families registering, coming from locations outside of West Yellowstone including: Butte, Big Sky, Belgrade, Bozeman, Missoula, Montana; Island Park, Ashton, St. Anthony, Boise, Victor and Idaho Falls, Pocatello Idaho; and many winter destination visitors from Utah – giving us an 85% visitor/15% local split.

There were a number of families who came to West Yellowstone and spent one or two nights, or came back more than one weekend to attend multiple activities. We've learned that repeat families also bring new families.

Website Analytics – kidsnsnow.org

We find that we have a wide geographic range that accesses the website to register and learn about the Kids'N'Snow events. Many families are actually emailing and calling to find out when the registration opens for each month. We also continue to get visitors to the website to read the pages about last year's programs and planning a family winter vacation to West Yellowstone.



Kids'N'Snow MAP FINAL REPORT
2023/2024

For the 2023-2024 Event Series we recorded the following analytics:

8,541 sessions (increase over prior year)

19,549 pageviews (increase over prior year)

2.00 pages per session (increase over prior year)

3:00 minutes avg. on site (increase over prior year)

64% of sessions are new users (we had more return visitors than new)



Top countries: United States, Canada, UK, Germany, India, Italy, Australia & France

Top states: Montana, Idaho, Utah, California, Colorado, North Dakota

The Google analytics reports also provided insight into the direct referrals coming from other websites including our advertisers. There were direct clicks to the Kids'N'Snow website from web banners placed in the regional markets. Our online campaigns resulted in CTRs up to .38% (well above industry average).

The corresponding Kids'N'Snow FaceBook page also sent direct referrals to the website (#1). Also important to note is that the visitors from advertising and other local websites spent longer on the Kids'N'Snow website and looked at more pages than those coming from a general organic search.

11,700 Facebook page views

21,000 Facebook reach

109 New followers (Currently 990)

We also track resulting articles and media coverage, and any direct inquiries from publicity efforts and develop our own 'media champions.'

Kids'N'Snow MAP FINAL REPORT
2023/2024

AD SAMPLES:

On January 13, 2024

Enjoy a special Day in West Yellowstone, MT filled full of fun activities for kids, parents and grandparents too!

WWW.KIDSNSNOW.ORG

KIDS 'N' SNOW
WEST YELLOWSTONE-MT

SUPPORT
West Yellowstone
Businesses

A collage of small images showing children and families participating in various winter activities like sledding, snow play, and bird watching.

Enjoy a special Saturday in West Yellowstone, MT filled full of fun activities for kids, parents and grandparents too!

KIDS 'N' SNOW
WEST YELLOWSTONE-MT

2023-2024

December 17, 2023
January 13, 2024
February 10, 2024
March 9, 2024

Join us for other events in West Yellowstone

Dec. 16	Christmas Stroll
Jan. 6	National Ice Fishing Tournament
March 2	Rendezvous Ski Race

WWW.KIDSNSNOW.ORG

SUPPORT
West Yellowstone
Businesses

A collage of small images showing children and families participating in various winter activities like sledding, snow play, and bird watching.

To MAP Board of Directors:

The "Kids in Snow" events have been highly successful for many years. As a year around business we have seen the need for off season and winter events in order for West Yellowstone to become a destination community. We have many customers who come year after year to bring their families to "Kids in Snow". Freeheel & Wheel has benefited directly from Kids in Snow through equipment rental along with retail sales. Many participants need winter clothing or accessories. We also see an uptick in our coffee bar sales during these weekends. This event, along with our other winter recreation opportunities, puts "heads in beds" and at tables in restaurants for multiple days.

The health of our community relies heavily on sustaining a year around economy. Without events like this our winter businesses will suffer.

Thank you for your time and consideration.

Melissa Alder
Co-owner Freeheel & Wheel, Inc.
info@freeheelandwheel.com



RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: W. Yell. Chamber/Snowmobile Events Comm.

Event or Project Name: Snow Shoot 2026 (Held in 2025)

Date Submitted: 12.20.24

Date Approved by MAPFAB: 1.9.25

Requested Funding Amount: \$25,400

Approved Funding Amount: \$25,400

Comments: **The Event's Total Expense Budget is submitted as \$118,575, and it is accepted by MAPFAB. The App's Cover Page incorrectly stated the Total Event Cost as \$111,500.**

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

Signature _____
MAYOR OR APPOINTED REPRESENTATIVE

Date _____

Comments:

Copy 1 – Town Clerk
Copy 2 – Town Council
Copy 3 – MAP Fund Advisory Board



Marketing and Promotion (MAP) Fund APPLICATION COVER PAGE

APPLICANT INFORMATION

Applicant Individual or Organization: _____

Event or Project Contact Person: _____

Address: _____

Phone: _____ Email: _____

Application Submission Date: _____

EVENT OR PROJECT INFORMATION

Event or Project Name: _____

Location of Event or Project: _____

Date(s) of Event or Project: _____

Estimated Total Event or Project Cost: _____

MAP Fund Amount Requested: _____

SECTION 1 · PROPOSED EVENT OR PROJECT SUMMARY

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

SECTION 2 • PROPOSED TIMELINE

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

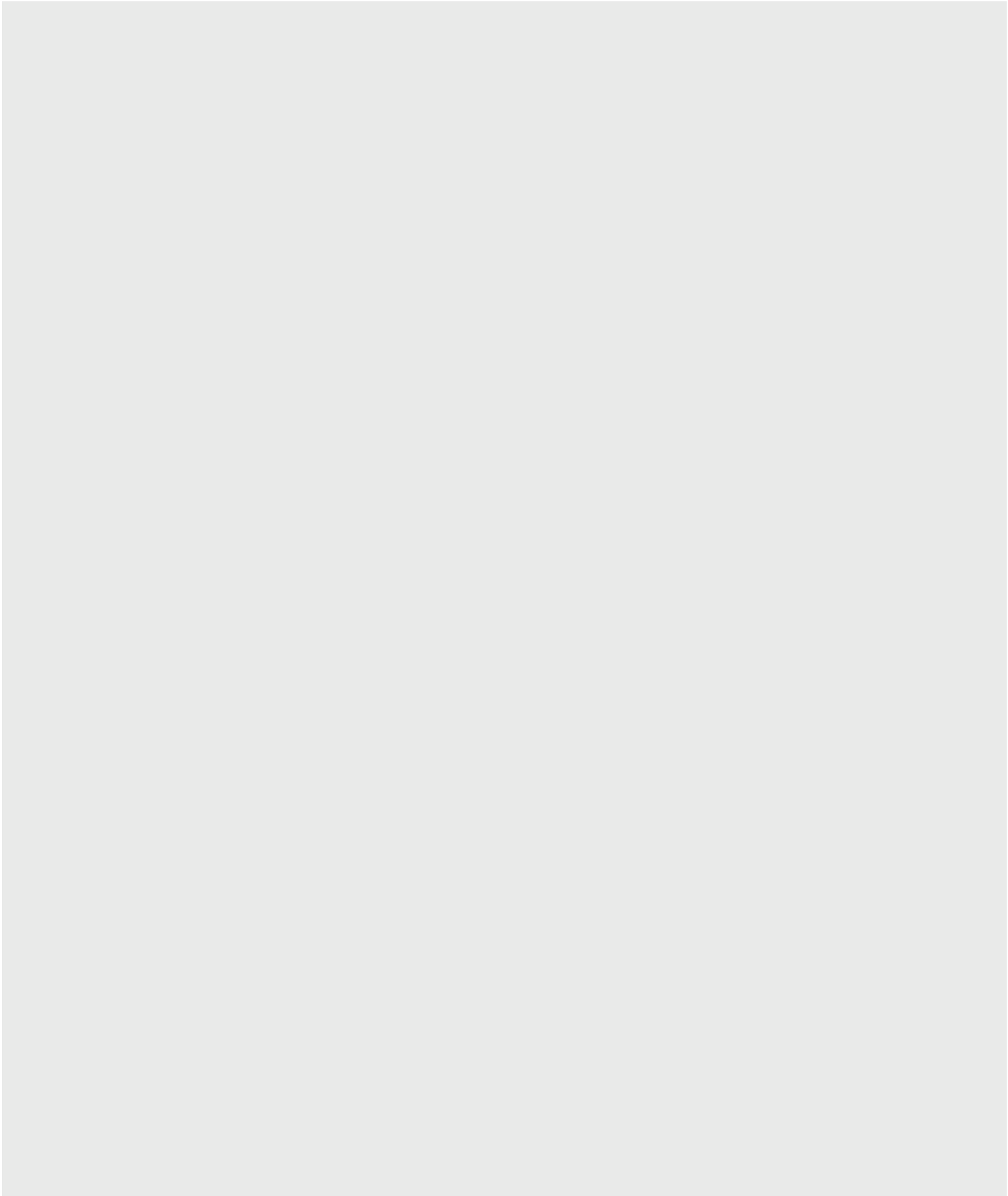
SECTION 3 • PUBLICITY, PROMOTION, MARKETING

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

SECTION 4 • PROPOSED BUDGET

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

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



SECTION 5 · APPLICATION REVIEW CRITERIA

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

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

SECTION 5 - APPLICATION REVIEW CRITERIA

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

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

4 Can your event or project proceed without MAP funds?

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

SECTION 6 · APPLICATION SUPPORTING DOCUMENTATION

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

2026 Snowshoot Event (Held February 2025)

Income:	proposed budget 2026	MAP request	Budget Breakdown Each OEM
Manufacturer's Pre-Event Deposit	72,000.00		36000
Lunches collected on site (media & Skidoo)	3,000.00		
CoC Snowmobile Events Funding/Rollover	11000		
Balance billed to reconcile with OEM's	10476		
MAP funding requested	25,400.00		
Total Income:	121,876.00		
Expenses:			
Permit - DOT Airport lease	11,000.00	3,000.00	4,000.00
Media Marketing supplies (MAP)	2000	2,000.00	
Lunch and Office chairs, tables, and supplies	550		
Event Office, lunch and OEM Trailers (MAP)	30,000.00	10,000.00	10,000.00
Restrooms	3400	1,800.00	800.00
Waste receptables / recycling	1100	600	250
Administrative/coordinator Fees - (MAP)	17,000	8,000.00	5,000.00
Office Supplies	500		250
Phone/DSL/fax	1000		500
Power Materials & usage	2500		1250
Propane	550		250
Grooming & Setup	4500		2250
Gas tanks & materials, pumps	2500		1250
Fuel - 91 Premium	15000		7500
SM Permits - Idaho 32.50	2925		1463
SM Permits - Montana 25.00	2250		1125
Forest Service Use Permits & COC ins	5000		2500
storage units (2400 + 1200)	800		400
Meals	12000		1200
CC/bank fees	1000		500
Misc/ CoC Staffing & Help/meals	3000		1000
Total Expenses:	\$ 118,575	25,400.00	41,488.00

Each OEM

OEM Portion/Contribution	82,976
CoC Snowmobile Events Funding/Lunches	14,000
Proposed MAP Contribution	25,400
Budgeted Net Income/Loss	3,801.00

SNOW SHOOT 2025 (held in 2024)

MAP Fund final outcome/report

West Yellowstone Chamber of Commerce/Snowmobile Events Committee hosted the annual Snow Shoot 2025 event February 24 thru March 1, 2024 at the West Yellowstone airport north of town on the south tarmac.

January: Due to lack of snow in the Midwest the Snow Shoot event site was built early to host an OEM (manufacture) photo shoot for Polaris Industries. All trailers were delivered by Jan 3. Polaris event was held January 14-27, and brought 43 marketing officers, engineers, photo and videographers, and riders to town for 13 -20 days and approximately 602 room nights. Polaris event used the event site for privacy and guarantee of snow to film their new product for the forthcoming year in 2025. Because of this event site option, the community benefitted greatly by the additional heads in beds and at the tables along with additional services provided in West Yellowstone.

February: Yamaha Motor Corporation also took advantage of the event site and the snow conditions around West Yellowstone and held their OEM (manufacture) Photo Shoot a week before Snow Shoot February 15-24, 2024. This brought an additional 27 attendees to film their forthcoming product. Approximately 400 room nights was generated and again our community saw huge benefits with this additional event.

Snow Shoot took place February 24 thru March 1. Approximately 67 OEM marketing staff, and engineers started to arrive as early as February 3rd with the majority arriving the 17th to calibrate their product and test suspensions etc. getting ready for the 72 International media that arrived the 23rd until March 2. Approximately 1400 rooms nights were generated. We have no formula to estimate residues of meals and additional retail items and fuel from these attendees.

The Lunch/Media trailer that the \$9858.00 grant from MAP Fund pays for is used by the above 3 events in addition to the OEM inviting their product "Influencers and Dealers" to also ride their product before their product is released to the general public. This portion of the grant is HUGE!!! The Lunch/Media trailer serves a head quarter and gathering area for all events.

All events were successful and the community is the recipients. I Marge Wanner, Event Coordinator, shares the fact that The Town of West Yellowstone and the MAP Fund contribute \$17,000.00 to this event which is acknowledged and appreciated by International Snowmobile Association (ISMA) which represents all four snowmobile manufactures hosting Snow Shoot and making the annual decision to return.

I am the Event Coordinator and Brad Delaney is my assistant. Travis Watt is our Snowmobile Event Committee Chairman. These events are all about "More heads in beds and at the tables."

Thank you for being a partner in these events.

Marge Wanner

Certification

Applicant Individual or Organization: West Yellowstone Chamber of Commerce/Snowmobile Events

Event or Project Contact Person: Snow Shoot 2026 (held in 2025)

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 Marge Wanner

Name (printed) Marge Wanner

Title Event Coordinator

Date 12/9/2024 ~~12/19/24~~

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:



RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: Octane Addictions

Event or Project Name: Octane Expo & Snowmobile Rodeo

Date Submitted: 1.6.25

Date Approved by MAPFAB: 1.16.25

Requested Funding Amount: \$40,000

Approved Funding Amount: \$40,000

Comments: **None**

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

Signature _____
MAYOR OR APPOINTED REPRESENTATIVE

Date _____

Comments:

Copy 1 – Town Clerk
Copy 2 – Town Council
Copy 3 – MAP Fund Advisory Board



APPLICATION COVER PAGE

APPLICANT INFORMATION

Applicant Individual or Organization: Octane Addictions

Event or Project Contact Person: Tyler Johnson

Address: 7108 Niehenke Ave Billings MT 59101

Phone: 406-861-0288 Email: octaneaddictions@hotmail.com

Application Submission Date: 01/06/2025

EVENT OR PROJECT INFORMATION

Event or Project Name: Octane Expo & Snowmobile Rodeo

Location of Event or Project: West Yellowstone City Park (Pending Application Approval)

Date(s) of Event or Project: March 7th & 8th 2025

Estimated Total Event or Project Cost: \$80,150.00

MAP Fund Amount Requested: \$40,000.00

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.

West Yellowstone was once known as the Snowmobile Capital of the world! When the busy winter season started slowing down many would pack the city in anticipation of checking out all that EXPO had to offer. From Vendors packing the Holiday Inn to the excitement of Snow Cross Races throughout the day. Then our shows come to a close with the heart thrilling Octane Freestyle shows. This exact setting is what most of us Remember. Our goal is to start bringing something back to West Yellowstone, a celebration to finish up the winter festivities.

The event will be a two possibly three-day event with shows each day including neck to neck competition from the world's best Freestyle riders. They will each be given a slotted time to hype the crowd and show what they are capable of!

We will also have a Snowmobile Rodeo where five teams can compete for the purse in fun events known to create nothing but entertainment and humor!

Currently there are discussions on bringing the vintage races as well we are simply in the design stages for this area of the event.

Our plan is also to have the street lined with vendors creating a fun atmosphere and drive business for not only West Yellowstone but those willing to travel and set up a vendor space.

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.

Set up starting March 6th

Gates open 1pm March 7th (same schedule the following day)

Show starts 2pm

Gates Close 4 or 5pm

SECTION 3 · PUBLICITY, PROMOTION, MARKETING

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

We plan several forms of marketing all including the logo provided by MAP fund representing the support of West Yellowstone Businesses.

Examples include

Radio

TV

Print

Social Media

Snowmobile Ads etc.

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 50% of your event's or project's total expense budget or \$50,000 maximum. It is within the Board's discretion to consider additional funds.**
- All budget expenses must be subsequently supported with invoices, bills, receipts, electronic payment method statements 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, but requests can not exceed 25% of the event's or project's total expense request or final approved total award amount. 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 (admin) expenses. Click on this [link](#) to view the Allowable Admin. Expenses document and certain admin expenses with funding request limit percentages.
- 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 specified limit percentages of certain expenses or the approved amount of total funding.

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

SECTION 4 - PROPOSED BUDGET

Octane Rodeo		Income	
Expenses			
Riders Purse	\$5,000.00	Vendors	\$5,000.00
Travel for Riders	\$10,000.00	Sponsors	\$15,000.00
Trash	\$250.00	Ticket sales \$20.00 each	\$20,000.00
Advertising	\$15,000.00	Grant	\$40,000.00
Groomer	\$3,500.00	Total Income	\$80,000.00
Security	\$2,500.00		
Announcer	\$1,000.00		
Fuel	\$2,500.00		
Toilets (6) (2)ADA	\$2,400.00		
Insurance	\$1,500.00		
Boon Dock Nation	\$7,500.00		
Print posters/flyers	\$1,500.00		
Signage/banners	\$2,500.00		
Octane Freestyle	\$25,000.00		
show-includes riders, ramp and staff			
Total Expenses	\$80,150.00		

SECTION 5 - APPLICATION REVIEW CRITERIA

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

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

The location we have chosen is perfect being in the heart of West Yellowstone. This will allow attendees to come on foot and then stop by several of the local businesses. West Yellowstone is needing more winter events and reasons for people to travel. This is one of the best times as people are getting cabin fever and looking for things to do. It's been proven and shown the successes in the past, so our goal is to build again!

With having the event a two possibly three day event many will stay in West for the weekend, enjoy the Octane show during the day hours then attend the Wild West Street Fest at night promising to attract more people.

- 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.

This being the first year our success will be measured on business & city support. Other forms of success will be vendors, sponsors and attendees.

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

No this will be the first time Octane Addictions has applied for MAP and looking forward to a successful event and protentional future partnership with the City of West Yellowstone/MAP

4 Can your event or project proceed without MAP funds?

This Event can succeed without the MAP funds however it would require ticket prices to be increased and looking at more of a loss.

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

We plan several forms of marketing all including the logo provided by MAP fund representing the support of West Yellowstone Businesses. We also plan to promote the city of live feed.

Examples include

Radio

TV

Print

Social Media

Snowmobile Ads et

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.

Please see link for Video Footage


Certification

Applicant Individual or Organization: Octane Addictions

Event or Project Contact Person: Tyler Johnson

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 approval by the Town Council and written notification of that approval by MAPFAB.
3. If awarded funds, Awardee will be required to review and execute a separate contract with MAPFAB known as the "Event Award Agreement (EAA)" before any funds are disbursed or reimbursed. To preview the EAA, it can be linked to and downloaded [here](#).
4. MAP funded events or projects must comply with all federal, state and community licenses, permits, ordinances, laws and regulations.
5. 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) Tyler Johnson

Title Owner

Date 1-6-2025

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:

Octane Rodeo

<u>Expenses</u>		<u>Income</u>	
Riders Purse	\$5,000.00	Vendors	\$5,000.00
Travel for Riders	\$10,000.00	Sponsors	\$15,000.00
Trash	\$250.00	Ticket sales \$20.00 each	\$20,000.00
Advertising	\$15,000.00	Grant	\$40,000.00
Groomer	\$3,500.00		\$80,000.00
Security	\$2,500.00		
Announcer	\$1,000.00		
Fuel	\$2,500.00		
Toilets (6) (2)ADA	\$2,400.00		
Insurance	\$1,500.00		
Boon Dock Nation	\$7,500.00		
Print posters/flyers	\$1,500.00		
Signage/banners	\$2,500.00		
Octane Freestyle show-includes riders, ramp and staff	\$25,000.00		
	\$80,150.00		

Expenses Paid By MAP

Travel	\$1,920.00
Trash	\$250.00
Advertising	\$15,000.00
*Print	
*Design	
*Radio	
*Social media	
*TV	
Announcer	\$2,250.00
Security	\$1000.00
Toilets	\$900.00

Insurance	\$1,500.00
Signs/Banners Design	\$2,500.00
<u>Octane Show</u>	
*Riders	\$10,000.00
*Amplification Rental	\$680.00
*Employee Wages	\$4,000.00
	\$40,000

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

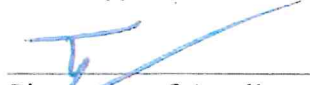
Town of West Yellowstone, Montana



Event: Octane Rodeo and Vintage Race
Sponsor Organization: OA Promotions
Sponsor Address: 7108 Niehenke Ave Billings, MT 59101
Contact Person: Tyler Johnson
Contact Phone: 406-861-0288
E-mail Address: octaneaddictions@hotmail.com
Date(s) of Event: March 7,8 2025
Location of Event: City Park

- A. **Event Detail:** Use the attached sheet to describe the event in detail and any special accommodations required from the Town.
- B. **Site Plan:** Detail the physical layout of the event on the attached site plan and return with the application. Provide as much detail and measurements as possible.
- C. **Liability Insurance:** If the event is taking place on public property, please provide a copy of the event's liability insurance naming the Town of West Yellowstone as additionally insured. Liability insurance coverage shall be in the minimum amounts of \$750,000 per claimant/\$1,500,000 per occurrence and include alcohol liability, if applicable. The Town Manager may grant exception to these limits based on general public health, safety and welfare associated with the request for exception, as well as the liability risk and the applicant's ability to pay.
- D. **Vendor List:** If the event includes vendors, provide a list of the names and addresses of all participating vendors 14 calendar days in advance.
- E. **Fees:** The basic fee for an event is \$25. Events that include vendors shall also pay \$25 per vendor for every vendor that does not already hold a business license in the Town of West Yellowstone.
- F. **Resort Tax:** The sponsor of exposition events must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code (www.codepublishing/MT/WestYellowstone.html). The sponsor and vendors must collect 4% on all resort tax applicable sales and remit to the Town by the 20th of the month after the month of the event. All sales, including entrance and participation fees, are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information, including possible exemptions. The bond will be returned within 90 calendar days of remittance of the resort tax.
- G. **Alcohol Consumption:** Public drinking and public display of alcoholic beverages must conform with Section 9.12.020 of the West Yellowstone Municipal Code. The public place where the event will be held must be exempted by resolution of the Town Council before alcoholic beverages may be allowed. Please attach a separate letter addressed to the West Yellowstone Town Council making this request.
- H. **Sound:** Amplified sound may be allowed by obtaining an additional non-fee special permit from the Town Council, in accordance with Section 8.16.020 of the West Yellowstone Municipal Code. If applicable, please attach the Outside Amplification Permit Application.

Event Fee: \$ _____
Resort Tax Bond: \$ _____
Vendor(s) Fee: \$ _____
Total Due: \$ _____



Signature of Applicant
JAN 14 2025

Date

Date Received by the Town: 1-15-25 gr

Event Detail

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

This event will take place in the City Park March 7th and 8th from 8:30am until 5:00pm both days.

We would need Gibbon and Duraven shut down starting March 5th at noon until March 9th at 5:00pm.

The reasoning for shutting down these streets would be for Vintage Racing pits and vendors for the

Octane Expo. Vintage Racing would start parking March 6th at 10:00am and racing would begin at 9:00am

March 7th. Vintage would conclude Friday March 7th on or before 5:00pm so everyone could attend the

concert. Vintage Racing would start back up March 8th at 9:00am and would conclude by 2:00pm.

At 2:30pm Octane Addictions Rodeo and Freestyle Show would start. The Octane show would last no

longer than 2.5 hours and conclude by 5:00pm so everyone could attend the concert venue again. We

expect to have up to 15 vendors selling and displaying product. Hanks will be catering alcohol during

the show times and will provide a catering license as well as insurance. We would like to start fencing the

venue off as early as Monday March 3rd or Tuesday March 4th. Followed by getting our groomer into the

venue to build racetrack, spectator area, freestyle area and entrance off of the street. We will have

security starting 9:00am Friday and Saturday for the duration of the event. The City would need to provide

barricades to be placed around event. Trash and clean-up will be provided by us as well as toilets and fencing.

We plan on having over 100 Vintage Racers and 5 of the top snowmobile freestyle riders in the world.

Spectator attendance is estimated between 500 and 2500 people. There will be amplified sound from 8:00am

until 5:00pm both days. There will be a roped-off spectator area serving beverages and potentially a food

vendor as well. All event signage will be provided and placed around town as early as is allowed by the

City. There will be a \$20 entrance fee for the weekend to attend the racing and freestyle rodeo.

Surrounding businesses will be contacted concerning encroachment to make appropriate accommodations.

VENDING AND SALES

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

Event: Octane Rodeo and Vintage Race

Date(s) March 7th, 8th

Attach additional sheets as necessary.

Primary Sponsor: OA Promotions
Contact Person: Tyler Johnson
Address: 7108 Niehenke Ave
Billings, MT 59101
Phone: 406-861-0288
Type of sales: Merchandise
Resort Tax applicable: YES NO

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

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

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

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

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

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

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

FOR OFFICE USE ONLY

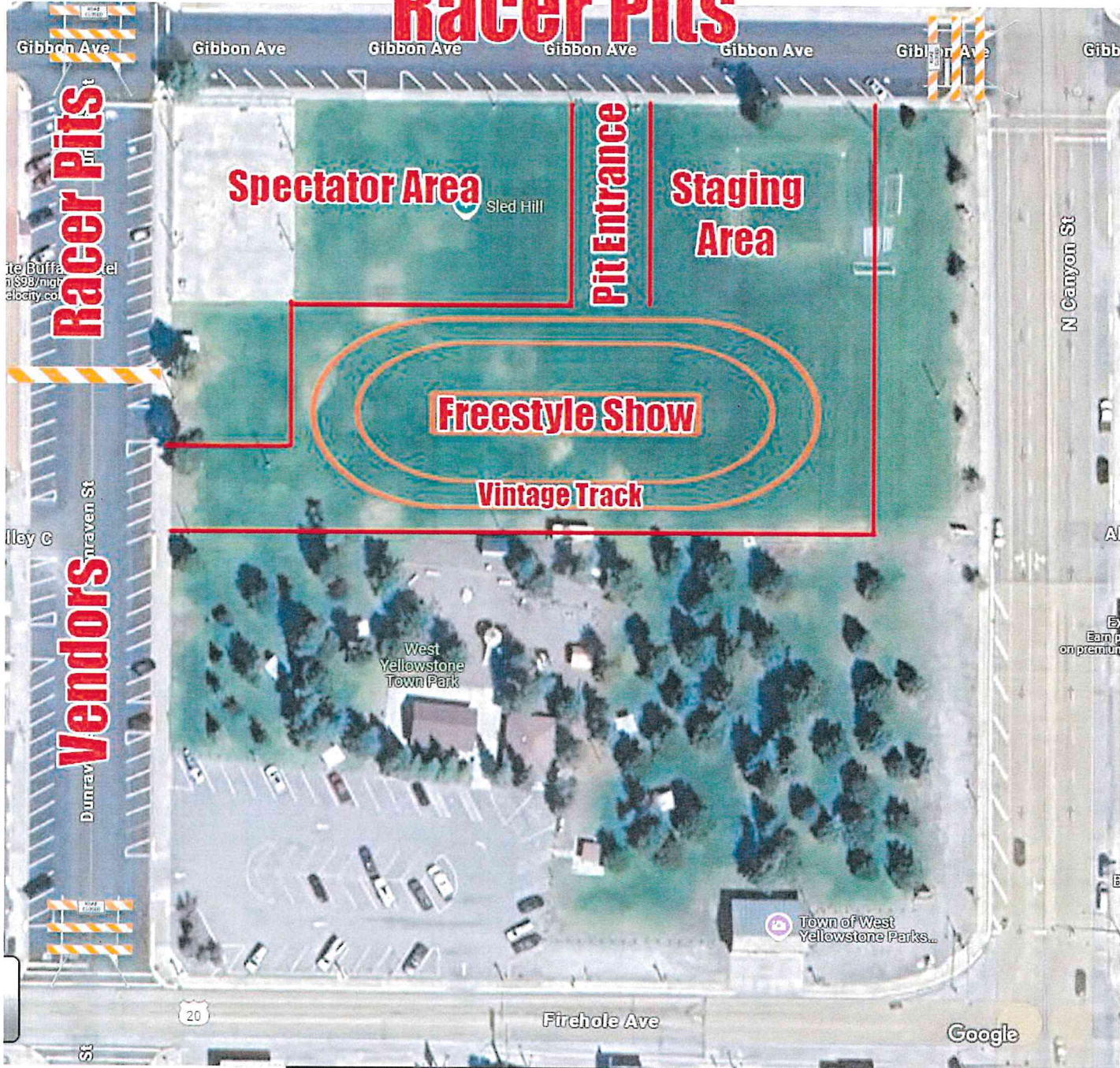
Department	Initials	Date	Comments
Pub Services			
Fire			
Police			
Finance			
Administration			
Notes/Conditions: _____			

Approved	Denied	_____	Town Clerk
			Date

ATTACHMENTS

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

Racer Pits



Racer Pits

Vendors

Spectator Area

Pit Entrance

Staging Area

Freestyle Show

Vintage Track

Sled Hill

West Yellowstone Town Park

Town of West Yellowstone Parks...

Firehole Ave

Google

20

Gibbon Ave

Gibbon Ave

Gibbon Ave

Gibbon Ave

Gibbon Ave

Gibbon Ave

Gibbon Ave

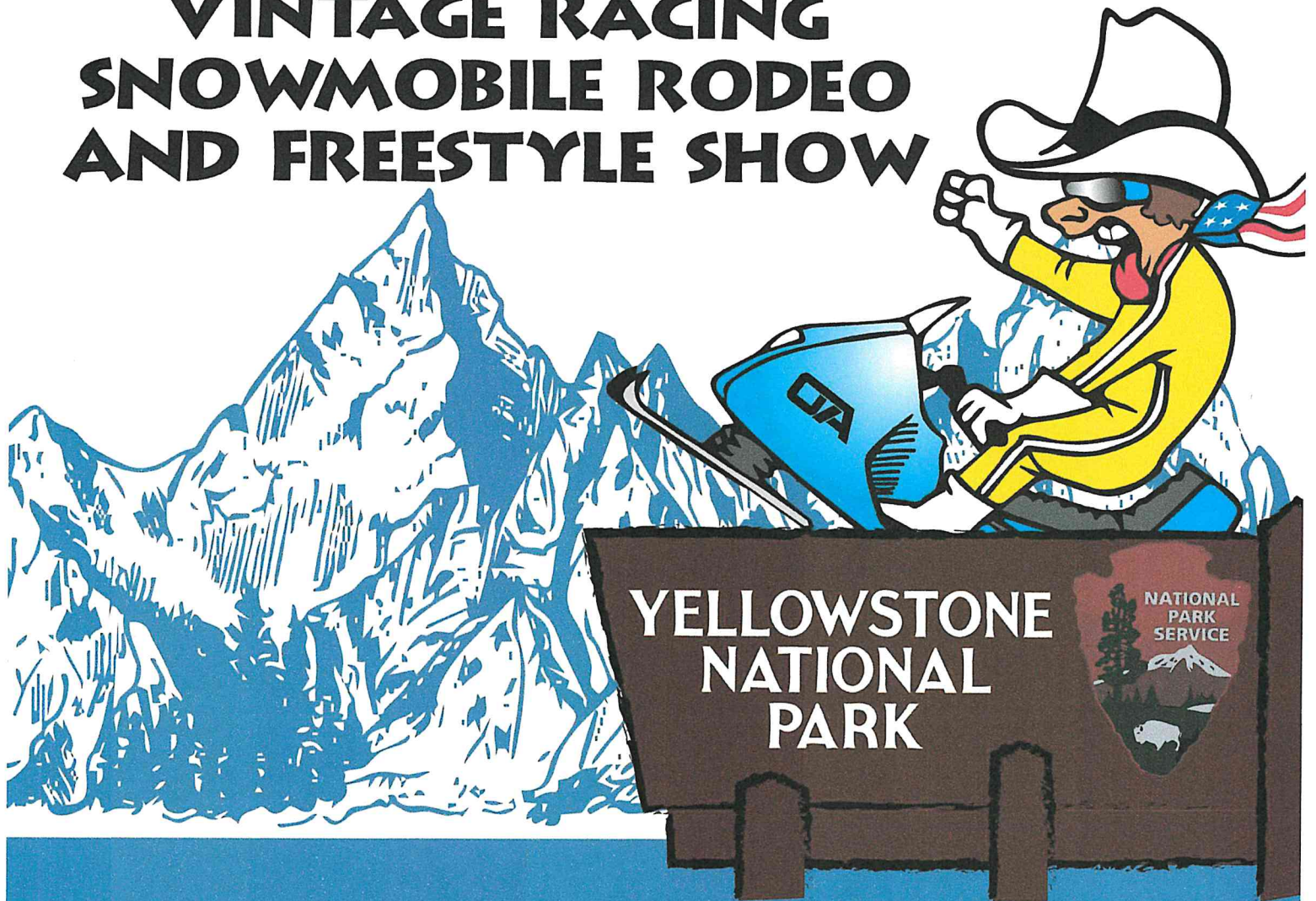
N Canyon St

Dunraven St

St

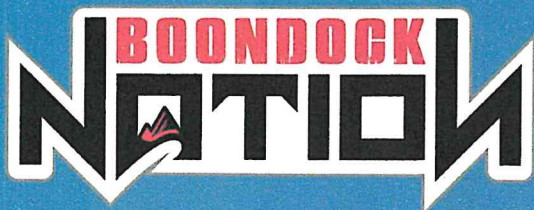
OCTANE EXPO

VINTAGE RACING
SNOWMOBILE RODEO
AND FREESTYLE SHOW



West Yellowstone, MT
Saturday, March 7, 8th 2025

MAKE EXPO GREAT AGAIN!



APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: _____
APPLICANT: _____
MAILING ADDRESS: _____
PHYSICAL ADDRESS: _____
PHONE: _____
INTEREST IN PROPERTY: _____

OWNER OF RECORD'S SIGNATURE: _____

1. LEGAL DESCRIPTION:

Subdivision: _____
Block: _____ Lot: _____
Zoning District Number: _____

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. _____



Signature of Applicant

Date

FOR OFFICE USE ONLY		
_____ Approved	_____ Disapproved	_____ Mayor/Town Manager
		_____ Date

Resolution No. 814

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA TO EXEMPT PIONEER PARK FROM SECTION 9.12.020 OF THE WEST YELLOWSTONE MUNICIPAL CODE, PUBLIC DRINKING PROHIBITED, MARCH 7-8, 2025 DURING THE OCTANE RODEO AND VINTAGE SNOWMOBILE RACE

WHEREAS, the Town Council of the Town of West Yellowstone desires to support and encourage events that bring visitors to the Town; and

WHEREAS, the Octane Rodeo and Vintage Snowmobile Race is a special event that will be held in Pioneer Park in the Town of West Yellowstone; and

WHEREAS, Altitude Properties LLC dba Hank's Chop Shop, a locally licensed business, desire to sell and allow the consumption of alcoholic beverages in Pioneer Park on March 7-8, 2025, between the hours of 8 AM and 6 PM each day; and

WHEREAS, in accordance with Section 9.12.020, Part B of the West Yellowstone Municipal Code, the Town Council may exempt by resolution a specific area of a public place where an event or activity will be held from the prohibition of public display or public drinking of alcoholic beverages.

NOW THEREFORE BE IT RESOLVED THAT the Town Council of the Town of West Yellowstone, County of Gallatin, State of Montana, grants an exemption to Altitude Properties LLC dba Hank's Chop Shop to sell and allow the consumption of alcoholic beverages in Pioneer Park on March 7-8, 2025, between the hours of 8 AM and 6 PM each day.

PASSED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF WEST YELLOWSTONE THIS 21st DAY OF JANUARY 2025.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:



Town Clerk



Outside Amplification Permit Application Town of West Yellowstone

Event: Octane Rodeo and Vintage Race

Contact Person: Tyler Johnson

Mailing Address: 7108 Niehenke Ave Billings, MT 59102

Email Address: octaneaddictions@hotmail.com

Phone Number: 406-861-0288


Signature of Property Owner of Record: _____

Date(s) of Event: March 7,8

Location: City Park

Amplification between the hours of: 8:00am and 5:00pm

Description of Event: Motorsports Freestyle and Racing



Signature of Applicant

1-14-2025

Date

FOR OFFICE USE ONLY

Decision by Town Council: **Approved** **Disapproved**

Conditions: _____

Signature of Mayor/Town Manager: _____

Date