

# Town of West Yellowstone

Tuesday, February 18, 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 – 5:00 PM

Wastewater Treatment Plant Project Update, Forsgren Associates

Discussion

## TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #7057 to Swiss Precision Landscaping, tree guards & grates, \$57,939.54

Claims

Business License Applications:

Consent Agenda

Minutes: **February 4, 2025 Town Council Meeting**

Town Manager & Staff Reports

- Library Department Report
- Recreation Department Report

Advisory Board Reports

## NEW BUSINESS

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Marketing and Promotions Fund Advisory Board Recommendations

Discussion/Action

- Yellowstone Rendezvous Race, \$8500
- Taste of the Trails, \$465

Resolution No. 815, Business Improvement Advisory Board

Discussion/Action

Town Manager Evaluation

Discussion

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 about 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, the 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](http://www.townofwestyellowstone.com). Questions about the agenda may be directed to the Town Clerk at (406) 646-7795 or [eroos@townofwestyellowstone.com](mailto:eroos@townofwestyellowstone.com).
- Official minutes of the Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of the approved minutes are available at the Town Clerk's office or on the Town's website: [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com).



# West Yellowstone WWTP Update February 18, 2025



# Schedule

- 548 Calendar Days to Substantial Completion
- 578 Calendar Days to Final Completion
  - 5/28/24 to 11/27/24 expends 184 calendar days (32%)
  - 364 calendar days remaining
- Winter shutdown 11/28/24 to 5/5/25
- WWTP Operational – May to September 2026
- Final Completion – Fall 2026

# Financial

- Total RSCI Contract Amount
  - \$31,209,695.88 (original)
  - \$31,275,152.88 (with CO 1&2)
- Total Payments to RSCI
  - \$6,665,055.60
  - 22% of contracted amount

# Work Done

- Building permit acquired
- Power relocation – CO1
- Excavation – 90%
- Install drain lines below basins
- Concrete for basins – 2030 yds poured, 50% of total
- Install effluent Bypass Line
- Submittals
  - 103 completed, 3 reviewing
  - Approx. 122 left
- 34 RFI's completed

# Next Steps

- Solicit or Select Scada Programmer / Integrator

P.O. BOX 1570

# TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER *Budgeted*

Date *2-12-25*

Ship Via

Order No. **7057**

Department *PUBLIC WORKS*

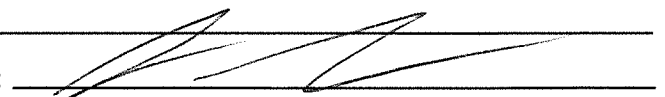
TO: *SWISS PRECISION*

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	<i>Tree guards &amp; grates for new sites</i>
	<i>planted along Canyon St.</i>

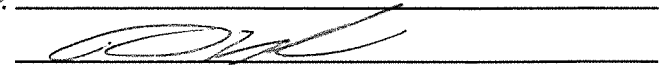
Estimated Cost \$ *57,939.<sup>54</sup>*

Requested By: 

Accounting Code *1000-430200-221*

Authorized By: 

VENDOR COPY - White OFFICE COPY - Canary

Approved By: 



**Bid**



Idaho Falls ID #290  
 4030 N Haroldsen Dr  
 Idaho Falls, ID 83401-1102  
 W: (208)227-0695

**Bill To:**

Swiss Precision Enterprises (#222365)  
 PO Box 842  
 Ashton, ID 83420-0842  
 C: (208)351-5412

**Ship To:**

Swiss Precision Enterprises (#222365)  
 PO Box 842  
 Ashton, ID 83420-0842  
 C: (208)351-5412

Created	Quote#	Due Date	Expected Award Date	Expiration Date
01/20/2025	7429768	02/20/2025	02/20/2025	02/20/2025

Printed	Job Name	Job Description	Job Start Date
01/20/2025 11:42:33	WY gates		02/20/2025

Line #	Item #	Item Desc	Qty	UOM	Unit Price	Extended Price
1	cox48-48I99TGHP	48" x 48" Corona Tree Grate	17		1,321.06	22,458.06
2	FRE48-48M	48" x 48" 'E' Embedment Frame (square/Rectangle)	17		651.18	11,070.18
3	BTG60-18DIA2B	60" x 18" Dia Basicc Tree Guard/Planter Fence	17		1,216.25	20,625.25
4	BILLEDFREIGHT	Freight	1	EA	3,786.05	3,786.05

**Total Price: \$ 57,939.54**

Quoted price is for material only. Applicable sales tax will be charged when invoiced. All product and pricing information is based on the latest information available and is subject to change without notice or obligation.

Local tax may differ based on locations and local codes.

02/12/25  
08:27:50

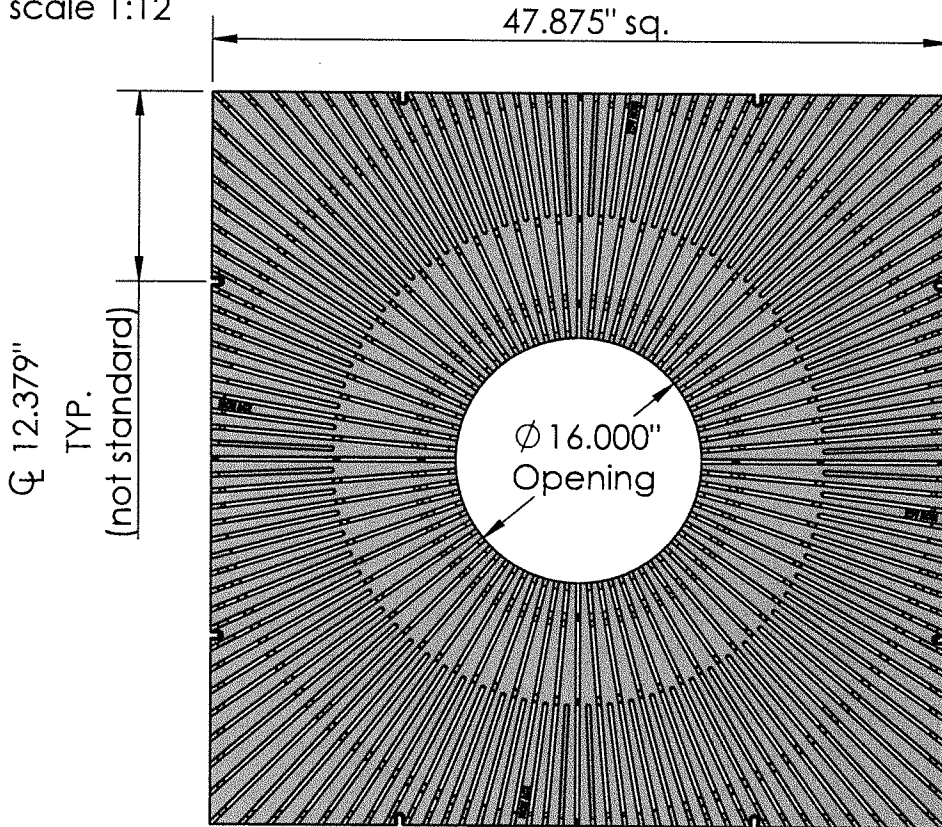
TOWN OF WEST YELLOWSTONE  
Expenditure Budget vs. Actual Query  
For the Accounting Period: 2 / 25

Page: 1 of 1  
Report ID: B100A

Funds 1000-1000, Objects 221-221, Accounts 430200-430200

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
1000 General Fund							
430200 Road & Street Services							
	221 Agriculture & Horticulture Supplies	0.00	45,905.86	125,000.00	125,000.00	79,094.14	37%
	<b>Account Total:</b>	<b>0.00</b>	<b>45,905.86</b>	<b>125,000.00</b>	<b>125,000.00</b>	<b>79,094.14</b>	<b>37%</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>45,905.86</b>	<b>125,000.00</b>	<b>125,000.00</b>	<b>79,094.14</b>	<b>37%</b>
	<b>Grand Total:</b>	<b>0.00</b>	<b>45,905.86</b>	<b>125,000.00</b>	<b>125,000.00</b>	<b>79,094.14</b>	<b>37%</b>

**TOP VIEW**  
scale 1:12

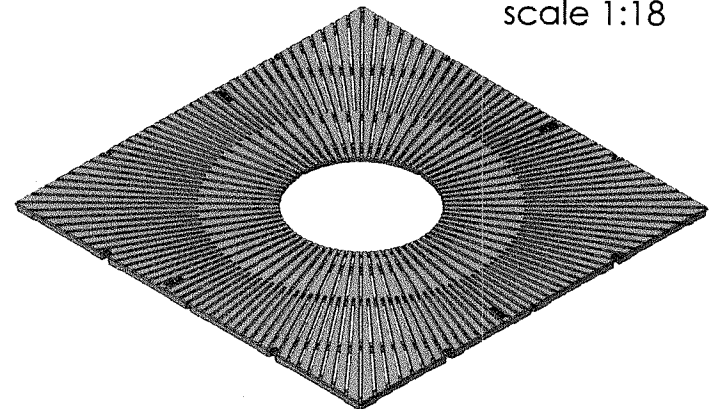


**CASTING-ID**  
scale 1:2



1/4"-20 (8x)  
Pan Head  
STD-Bolt

**ISO-VIEW**  
scale 1:18



**SIDE VIEW**  
scale 1:12




**NOTES:**

1. Heelproof: No thru openings greater than 1/4".
2. Pieces per Set: 4
3. Due to casting inconsistencies, all dimensions are nominal.
4. Center Opening Options:  
Cast at 16", 20" & 24".
5. Pedestrian Load Only.

**Corona 4' x 4' Tree Grate - Heel Proof**

Made in USA ©2014 Iron Age Designs

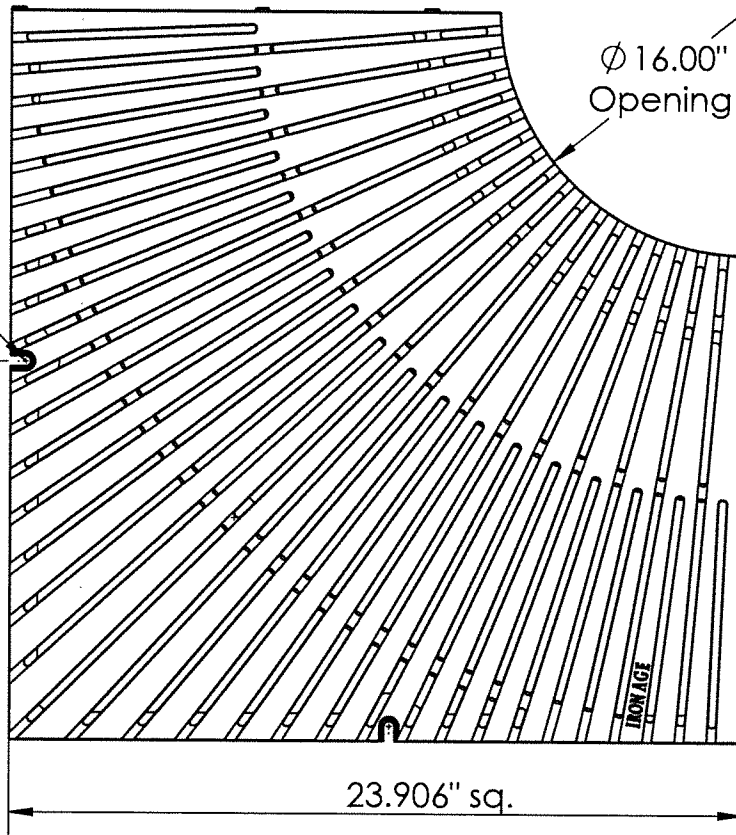
 <p><b>IRON AGE</b> <b>DESIGNS</b> Telephone 206.276.0925 www.ironagegrates.com</p>	<b>Material:</b> Cast Iron CL 35 or better	<b>Weight:</b> 197.40 lbs.	<b>Free Drain Area:</b> 466.72 in/sq. or 22.36 %	<b>By:</b> MS	<b>Checked:</b> MS	<b>Date:</b> 11-23-22
	<b>Finish:</b> Raw	<b>Edge:</b> 1.000"	<b>Flow Rate:</b> 611.40 GPM	<b>© Registration:</b> VA 1-970-750		
	<b>Fits:</b> Iron Age Custom Frame SOLD SEPARATELY	<b>Product ID:</b> COX48-48I99TGHP	<b>Drawing Name:</b> 06_COR_I_48x48HP_TreeGrate_Comp			

**TOP VIEW**  
scale 1:6

1/4"-20 (2x)  
Pan Head  
STD-Bolt

Ø 12.379"  
TYP.  
(not standard)

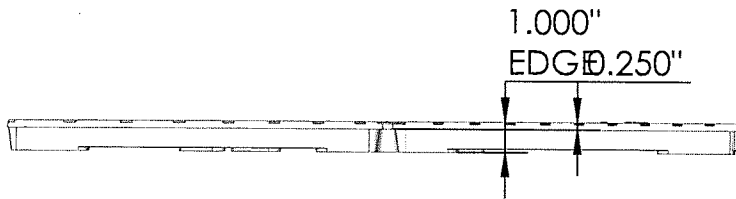
Ø 16.00"  
Opening



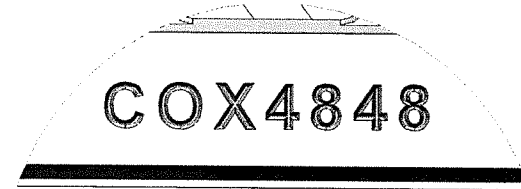
23.906" sq.

**SIDE VIEW**  
scale 1:6

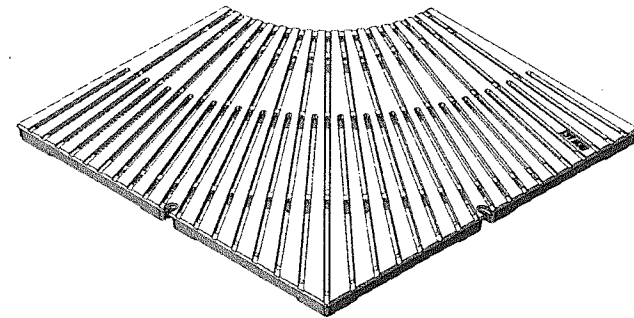
1.000"  
EDG Ø.250"



**CASTING-ID**  
scale 1:1



**ISO-VIEW**  
scale 1:18



**Corona 4' x 4' Tree Grate - Heel Proof - Quarter Panel**

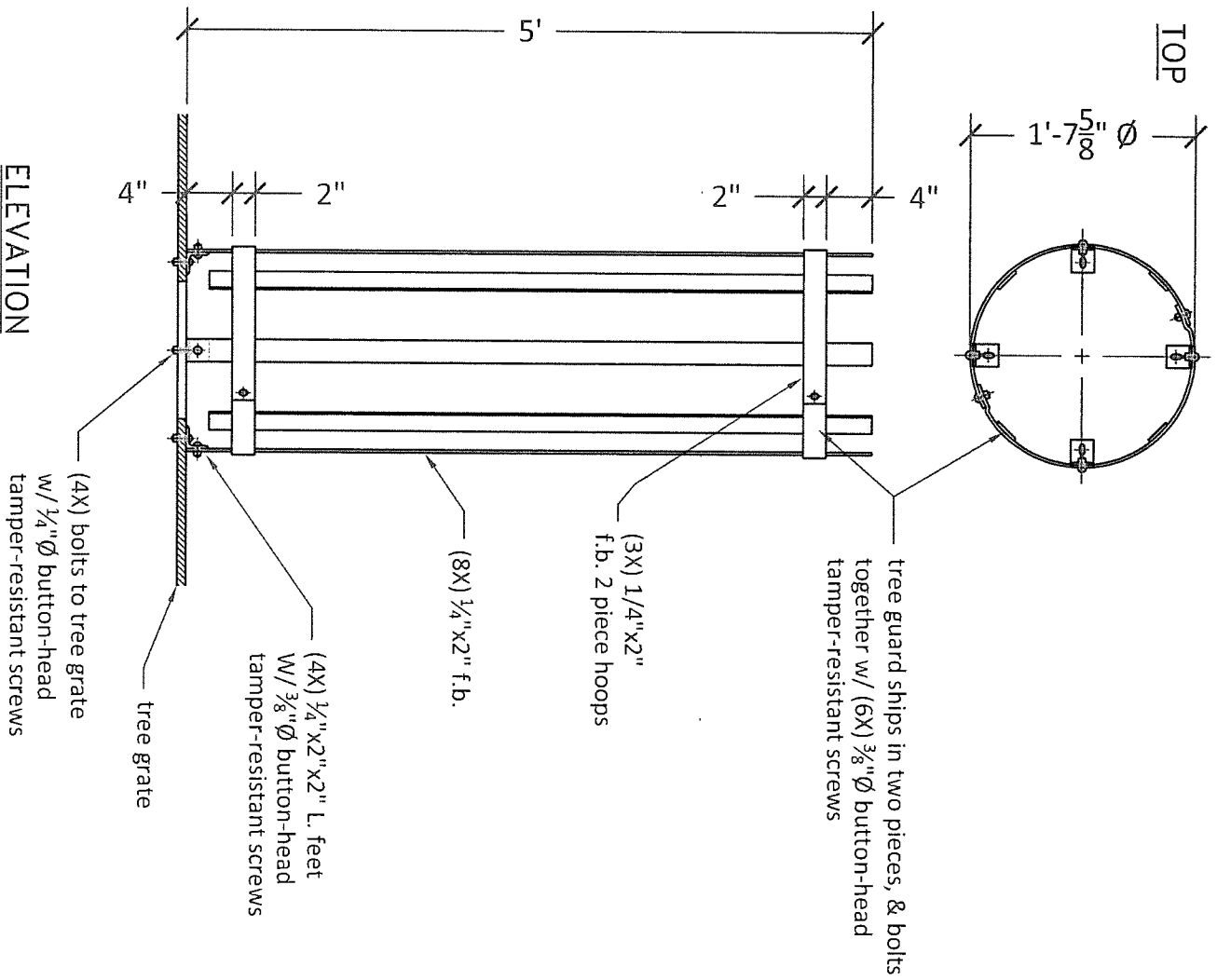
**NOTES:**

1. Heelprof: No thru openings greater than ¼".
2. Due to casting inconsistencies, all dimensions are nominal.
3. Pedestrian Load Only.

Made in USA ©2014 Iron Age Designs

**IRON AGE**  
**DESIGNS**  
Telephone 206.276.0925  
www.ironagegrates.com

<b>Material:</b> Cast Iron CL 35 or better	<b>Weight:</b> 49.35 lbs.	<b>Free Drain Area:</b> 116.68 in/sq. or 22.36 %	<b>By:</b> MS	<b>Checked:</b> MS	<b>Date:</b> 11-23-22
<b>Finish:</b> Raw	<b>Edge:</b> 1.000"	<b>Flow Rate:</b> 152.85 GPM	<b>© Registration:</b> VA 1-970-750		<b>Scale:</b> NTS
<b>Fits:</b> Iron Age Custom Frame SOLD SEPARATELY	<b>Product ID:</b> COX48-48I99TGHP	<b>Drawing Name:</b> 06_CAR_I_48x48HP_TreeGrate			



**Notes:**

1. Ships in 6 pieces; 2 fabricated pieces & 4 adjustable tabs
2. Fits Tree grates manufactured by: Iron Age™

Iron Age Approved PDF  
 Jonathan  
 12/05/2018

**Basic 60" Tree Guard**

Material: Mild Steel

Made in USA ©2009 Iron Age Designs

By: JH Date: 12/5/18  
 Scale: 1:15



Standard Options: Powdercoat/Galvanized  
 Finish: 'Cardinal Powdercoating Colors'  
 Fits: Iron Age™ Tree Grates w/ Typical Breakout Rings  
 Drawing Name: STD\_TGUARD\_60\_Boulevard

©Registration: ...

**Domestic Steel Required?**

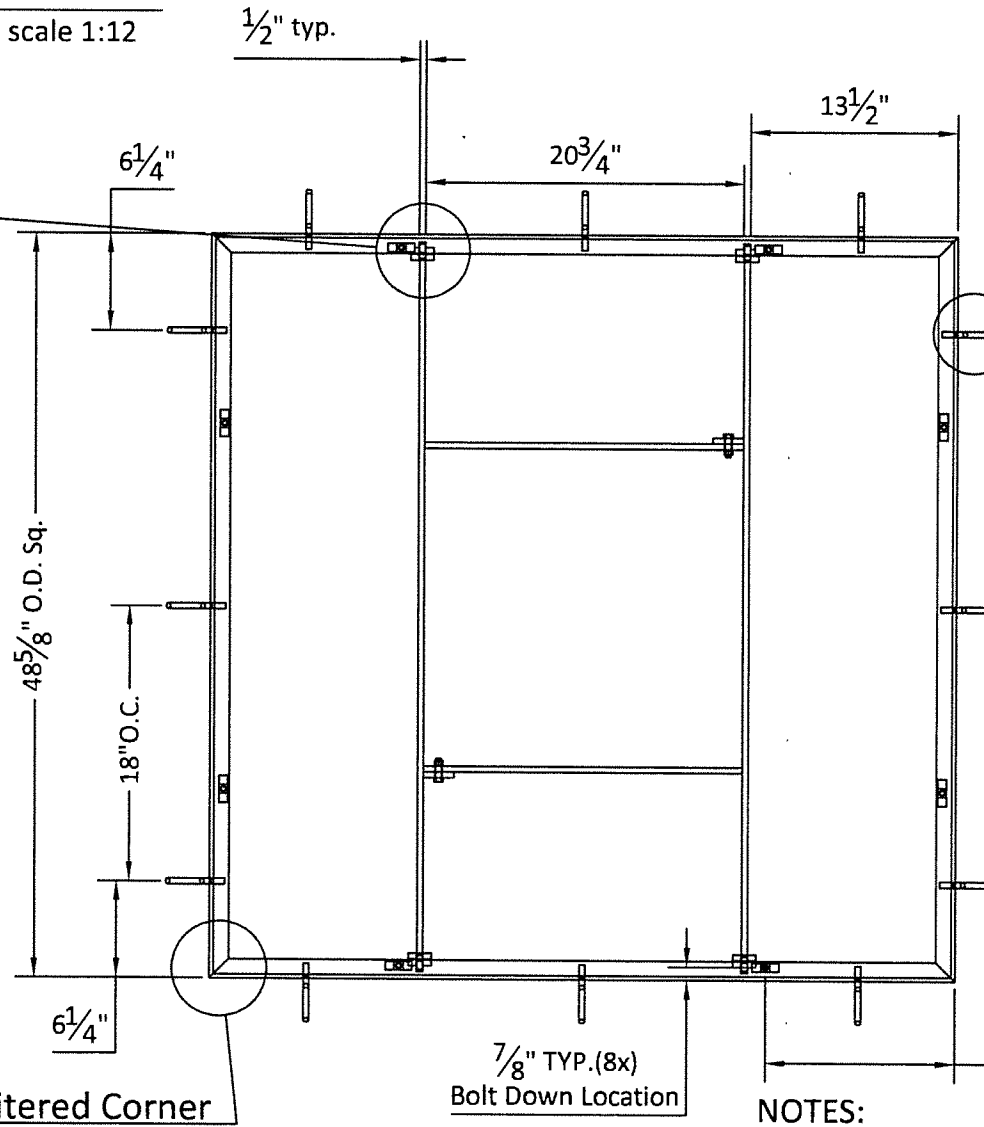
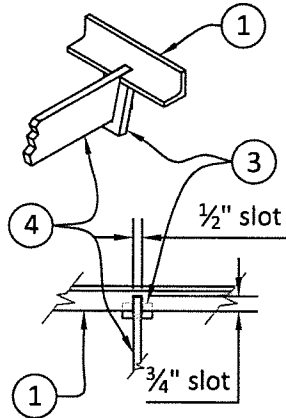
Yes  No  
 If left blank, Steel will be chosen at the discretion of Iron Age Designs

**TOP VIEW**  
 scale 1:12

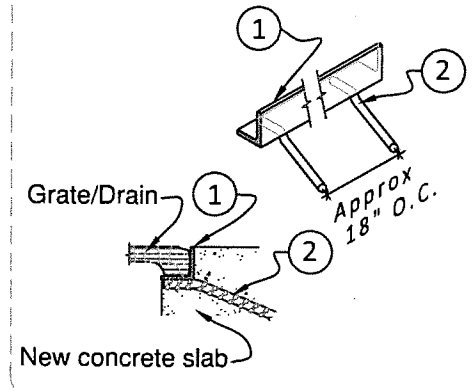
Item#	MATERIALS LIST	Qty.
1	1 1/4" x 1 1/4" x 1/4" Angle	4
2	3/8" dia. Bar	12
3	1 1/2" x 2 1/2" x 3/8" Saddle	4
4	STD_FR_H_SUPPORT_48"	1

**DETAIL 'B'**

(4X) Saddle Bracket @ H Support



**DETAIL 'A' - Typical**



(4x) Mitered Corner

**NOTES:**

1. All welds to be kept outside of grate bearing surfaces, or ground smooth.
2. Ships as 3 Pieces; 1 Frame, 2 Supports w/ hardware.

Made in USA

©2022 Iron Age Designs

**48" x 48" Tree Grate 'E' Embedment Frame**

**IRON AGE DESIGNS**  
 Telephone 206.276.0925  
 www.ironagegrates.com

<b>Material:</b> Mild Steel A36	<b>Weight:</b> Approx. 65 lbs.
<b>Finish:</b> Raw	<b>Casting Thickness:</b> 1.000"
<b>Fits:</b> 48" x 48" 2/4pc. Iron Age Tree Grate	<b>Product ID:</b> FRE48-48M

N/A	<b>By:</b> RJ	<b>Date:</b> 5-10-22
	N/A	<b>Scale:</b> NTS
<b>Drawing Name:</b> STD_FR_TreeGrate_48x48_E		<b>Page 1</b>

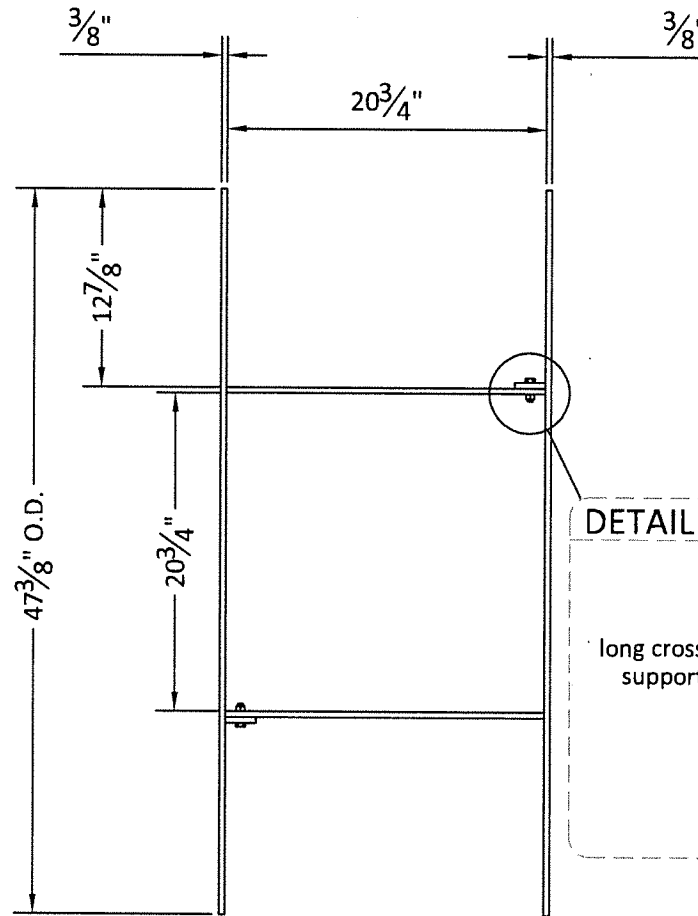
**Domestic Steel Required?**

Yes  No

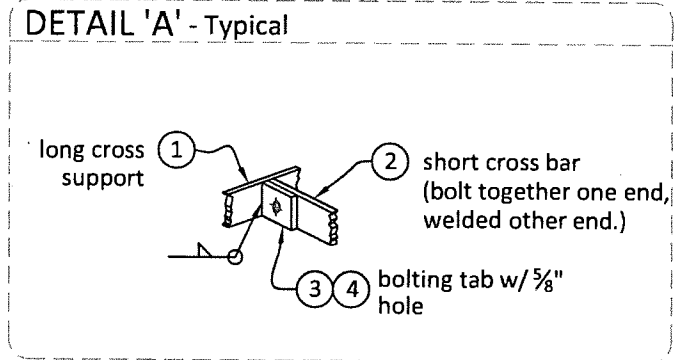
If left blank, Steel will be chosen at the discretion of Iron Age Designs

**TOP VIEW**

scale 1:12



Item#	MATERIALS LIST	Qty.
1	2"x 47 3/8" x 3/8" F.B.	2
2	2"x 20 3/4" x 3/8" F.B.	2
3	2"x 2" x 3/8" F.B. Tab	2
4	1/2" Ø Hardware	2



**NOTES:**

- All welds to be kept outside of grate bearing surfaces, or ground smooth.
- Ships as 2 Pieces; 2 Supports w/ hardware.

Made in USA

©2022 Iron Age Designs

**48" Standard 'H' Support**

**IRON AGE  
DESIGNS**  
Telephone 206.276.0925  
www.ironagegrates.com

Material: Mild Steel A36	N/A	N/A	By: RJ	Date: 3-23-22
Finish: Raw	N/A		N/A	Scale: NTS
Fits: 48" x 48" Iron Age Tree Grate Frame	Product ID: FRHS48-48M	Drawing Name: STD_FR_TREEGRATE_48x48_H_Support		Page 1

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52051		3315 IAS EnviroChem	1,582.00					
	2500347	01/21/25 WW Testing Fees	1,582.00		SEWER	5310 430600	348	101000
52052		266 Utilities Underground Location	5.25					
	01/31/25	excavation notifications	5.25		SEWER	5310 430600	357	101000
52053		2264 MORNING GLORY COFFEE & TEA	37.50					
	143550	02/02/25 Dispatch coffee	37.50		DISP	1000 420160	220	101000
52054		2575 WY Tourism Business Improvement	5,581.38					
	01/31/25	Collections in January 2025	5,581.38		TBID	7202 411800	540	101000
52055		151 Gallatin County WY TS/Compost	369.00					
	01/31/25	Household waste	369.00		PARKS	1000 460430	534	101000
52057	E	2673 First Bankcard	89.98					
	01/31/25	Supplies	89.98		FINADM	1000 410510	220	101000
52058	E	2673 First Bankcard	2,793.34					
	01/06/25	Fishers	47.44		LIBRY	2220 460100	398	101000
	01/07/25	Zoom	165.90		LIBRY	2220 460100	355	101000
	01/08/25	BER-Training	295.00		LIBRY	2220 460100	380	101000
	01/08/25	Demco furniture	789.79		LIBRY	2220 460100	364	101000
	01/08/25	WestMart	119.99		LIBRY	2220 460100	220	101000
	01/09/25	WordPress	12.00		LIBRY	2220 460100	355	101000
	01/09/25	MontanaHistoricalSocietySubscr	35.00*		LIBRY	2220 460100	330	101000
	01/10/25	ConsumerReportsSubscrip	35.00*		LIBRY	2220 460100	330	101000
	01/10/25	Books	16.99		LIBRY	2220 460100	215	101000
	01/13/25	Books	18.89		LIBRY	2220 460100	215	101000
	01/13/25	Books	220.96		LIBRY	2220 460100	215	101000
	01/13/25	Supplies	330.17		LIBRY	2220 460100	220	101000
	01/12/25	Books	20.98		LIBRY	2220 460100	215	101000
	01/12/25	Supplies	41.97		LIBRY	2220 460100	220	101000
	01/12/25	Supplies	71.99		LIBRY	2220 460100	220	101000
	01/12/25	Books	15.77		LIBRY	2220 460100	215	101000
	01/12/25	Furniture	174.40		LIBRY	2220 460100	364	101000
	01/15/25	Membership	14.99		LIBRY	2220 460100	398	101000
	01/16/25	America's test Kitchen	29.95*		LIBRY	2220 460100	330	101000
	01/25/25	Supplies	237.50		LIBRY	2220 460100	220	101000
	01/26/25	Supplies	33.28		LIBRY	2220 460100	220	101000
	01/26/25	Supplies	22.99		LIBRY	2220 460100	220	101000
	01/25/25	Books	17.40		LIBRY	2220 460100	215	101000
	01/28/25	Books	24.99		LIBRY	2220 460100	215	101000



\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52059		2546 Century Link QCC	12.55					
	720845792	01/24/25 long dist chg 406-646-7600	12.55		DISPAT	1000 420160	345	101000
52063		2952 DIS Technologies	833.40					
	15626	02/05/25 Monthly Managed IT	833.40		IT	1000 410580	355	101000
52064		2421 NAPA Auto Parts	2,706.78					
	01/31/25	Napa Supplies	568.52		STREET	1000 430200	220	101000
	01/31/25	Napa repairs Supplies	1,341.80		STREET	1000 430200	361	101000
	01/31/25	Napa Equipmnt repairSupplies	70.01		STREET	1000 430200	369	101000
	01/31/25	NAPA Fuel & Oil supplies	316.08		STREET	1000 430200	231	101000
	01/31/25	Park supplies	28.50		PARKS	1000 460430	220	101000
	01/31/25	Sewer Equip Repairs	381.87		SEWER	5310 430600	369	101000
52065	E	2673 First Bankcard	185.00					
	01/04/25	Uniform - Slowinski	185.00*		POLICE	1000 420100	226	101000
52066		2558 Hebgen Basin Fire District	56,686.67					
	02/01/25	February 2025	49,018.40		FIRE	1000 420400	357	101000
	02/01/25	February 2025	7,668.27		FIRE	1000 420400	140	101000
52067	E	2673 First Bankcard	4,483.39					
	01/07/25	MidnightAuto	461.89		SEWER	5310 430600	369	101000
	01/07/25	PermaBand	198.00		STREET	1000 430200	243	101000
	01/08/25	Big Rig World	251.23		STREET	1000 430200	369	101000
	01/07/25	Ricks Electric Motor	49.60		PARKS	1000 460430	220	101000
	01/08/25	Apple	5.99		ADMIN	1000 410210	335	101000
	01/09/25	Apple	0.99		ADMIN	1000 410210	335	101000
	01/13/25	Adobe	19.99		ADMIN	1000 410210	335	101000
	01/15/25	Apple	5.99		ADMIN	1000 410210	335	101000
	01/15/25	MT Rural WaterSystemConfer	257.50*		WATER	5210 430500	380	101000
	01/15/25	MT Rural WaterSystemConfer	257.50		SEWER	5310 430600	380	101000
	01/16/25	Amazon-Supplies	49.44		STREET	1000 430200	220	101000
	01/16/25	Amazon-Supplies	27.99		STREET	1000 430200	220	101000
	01/17/25	Amazon-Supplies	16.89		STREET	1000 430200	220	101000
	01/17/25	Amazon-Supplies	35.99		TWNHLL	1000 411250	364	101000
	01/17/25	Southco Metals	69.96		WATER	5210 430500	369	101000
	01/18/25	Apple	5.99		ADMIN	1000 410210	335	101000
	01/19/25	T-Mobile	137.50		PARKS	1000 460430	345	101000
	01/25/25	Action Lighting	399.22*		TWNHLL	1000 411250	366	101000
	01/26/25	BestBuy	517.44		STREET	1000 430200	220	101000
	01/27/25	Rapid Radios	699.00		WATER	5210 430550	220	101000
	01/28/25	Best Buy	540.17		STREET	1000 430200	220	101000
	01/29/25	Apple	5.99		ADMIN	1000 410210	335	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	01/30/25	Amazon-Supplies	93.89		WATER	5210 430550	220	101000
	01/30/25	Lowes	375.24		PARKS	1000 460430	220	101000
52068	E	2673 First Bankcard	619.81					
	01/03/25	Social Supplies	28.39		SOCSER	1000 450135	220	101000
	01/07/25	Social Supplies	23.88		SOCSER	1000 450135	220	101000
	01/09/25	Help Fund Supplies	43.51		HELP	7010 450135	220	101000
	01/13/25	Help fund supplies	24.00		HELP	7010 450135	220	101000
	01/16/25	Social Supplies	12.30		SOCSER	1000 450135	220	101000
	01/16/25	Social Sm itemEquip	73.92		SOCSER	1000 450135	212	101000
	01/21/25	Help Fund smitemequip	61.96		HELP	7010 450135	212	101000
	01/22/25	Social Supplies	37.76		SOCSER	1000 450135	220	101000
	01/24/25	Social Supplies	62.09		SOCSER	1000 450135	220	101000
	01/24/25	Social Supplies	19.98		SOCSER	1000 450135	220	101000
	01/28/25	Help Fund Supplies	9.12		HELP	7010 450135	220	101000
	01/29/25	Social sm item equip	23.90		SOCSER	1000 450135	212	101000
	01/31/25	Training	199.00		SOCSER	1000 450135	380	101000
52069		2952 DIS Technologies	740.00					
	15629	02/05/25 Monthly IT	740.00		IT	1000 420160	398	101000
52070	E	2673 First Bankcard	2,369.16					
	01/04/25	Dispatch Supplies	61.44		DSPTCH	1000 420160	220	101000
	01/13/25	BigSkyCommunications	910.00		911	2850 420750	212	101000
	01/16/25	Transunion/bckgrnd	75.00		POLICE	1000 420100	398	101000
	01/31/25	Apco911WellnessSummit	498.00		DSPTCH	1000 420160	380	101000
	01/31/25	911WellnessSummitTrainingPhill	412.36		DSPTCH	1000 420160	370	101000
	01/31/25	911WellnessSummitTrngCothrenl	412.36		DSPTCH	1000 420160	370	101000
52071		2852 Blackfoot Communications	1,977.72					
	02/01/25	646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	02/01/25	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	02/01/25	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	02/01/25	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	02/01/25	646-7311, social services	20.24		SOCSRV	1000 450135	345	101000
	02/01/25	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	02/01/25	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	02/01/25	646-7609, public works	28.58		PUBSVC	1000 430200	345	101000
	02/01/25	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	02/01/25	646-7715, povah center	25.06		POVAH	1000 411255	345	101000
	02/01/25	646-7795, town hall	232.51		TWNHAL	1000 411250	345	101000
	02/01/25	646-7845, court clerk	14.99		COURT	1000 410360	345	101000
	02/01/25	646-9017, library	44.06		LIBRAR	2220 460100	345	101000
	02/01/25	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	02/01/25	ethernet, library	300.00		LIBRAR	2220 460100	345	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	02/01/25	ethernet, povah center	146.26		POVAH	1000 411255	345	101000
	02/01/25	ethernet, police station	359.95		POLICE	1000 411258	345	101000
	02/01/25	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	02/01/25	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	02/01/25	602-4909, town hall judge	14.60		COURT	1000 410360	345	101000
	02/01/25	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	02/01/25	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/25	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/25	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	02/01/25	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	02/01/25	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/25	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/25	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/25	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/25	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	02/01/25	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	02/01/25	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	02/01/25	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	02/01/25	6024044 Soc Ser Pantry	10.00		SOCSE	1000 450135	345	101000
52073		3400 Julie Brown	2,160.00					
	021425	02/14/25 Cleaning Town Office	1,100.00*		TWNHLL	1000 411250	357	101000
	021425	02/14/25 Cleaning TrailheadBuilding	160.00		TRLHD	1000 411256	350	101000
	021425	02/14/25 Cleaning Library	225.00		LIBRY	1000 411259	357	101000
	021425	02/14/25 Cleaning Povah	675.00		POVAH	1000 411255	350	101000
52077	E	2964 CITI CARDS	2,189.67					
	01/06/25	Zoom	159.90		LEGIS	1000 410100	220	101000
	01/10/25	Supplies	54.90		ADMIN	1000 410210	220	101000
	01/13/25	Rec Supplies	28.19		REC	1000 460440	220	101000
	01/13/25	Supplies	95.64		ADMIN	1000 410210	220	101000
	01/14/25	Rec Supplies	36.80		REC	1000 460440	220	101000
	01/21/25	Wild West	123.22		LEGIS	1000 410100	220	101000
	01/24/25	Bluehost Renewal	47.88		IT	1000 410580	355	101000
	02/04/25	Study CommissionTrainings	1,500.00		LGR	1000 411870	220	101000
	02/04/25	Wild West	143.14		LEGIS	1000 410100	220	101000
52082		2800 RDO Equipment Co.	126.05					
	P7997416	01/29/25 Repair supplies	126.05		STREET	1000 430200	361	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52084		2845 Kastig, Kauffman & Mersen, PC	5,977.50					
	02/04/25	Legal Fees	5,977.50		LEGAL	1000 411100	352	101000
	02/12/25	Travel	0.00		LEGAL	1000 411100	373	101000
	02/12/25	Postage	0.00		LEGAL	1000 411100	870	101000
52085	E	2789 WEX Bank	7,867.52					
	02/01/25	10 JD Backhoe 310SJ	0.00		STREET	1000 430200	231	101000
	02/01/25	91 Ford 6-582	202.72		STREET	1000 430200	231	101000
	02/01/25	Larue D55 SnowBlower	336.99		STREET	1000 430200	231	101000
	02/01/25	Grader	0.00		STREET	1000 430200	231	101000
	02/01/25	14 Water Truck	0.00		STREET	1000 430200	231	101000
	02/01/25	2010 JD 772 Grader	1,292.78		STREET	1000 420100	231	101000
	02/01/25	92 SS Blower-Yellow	440.69		STREET	1000 430200	231	101000
	02/01/25	02 Freightliner Dump 6-54564A	316.55		STREET	1000 430200	231	101000
	02/01/25	08 GMC Pickup 6-1484	92.93		STREET	1000 430200	231	101000
	02/01/25	JD Loader 624P	625.63		STREET	1000 430200	231	101000
	02/01/25	08 CAT 938H Loader	174.42		STREET	1000 430200	231	101000
	02/01/25	08 904B MiniLoader	0.00		STREET	1000 430200	231	101000
	02/01/25	15 Ford F-250	179.41		STREET	1000 430200	231	101000
	02/01/25	18 2018 Dodge Ram-PW	304.35		STREET	1000 430200	231	101000
	02/01/25	18 Dodge Ram-Police	488.16		POLICE	1000 420100	231	101000
	02/01/25	19 Dodge Durango PD	115.05		POLICE	1000 420100	231	101000
	02/01/25	Multi-Use Vehicle - Sienna	0.00		FINADM	1000 410510	370	101000
	02/01/25	Multi-Use Vehicle - Sienna	0.00		POLICE	1000 420100	231	101000
	02/01/25	06 Dodge Durango 6-1374/6-2010	0.00		STREET	1000 430200	231	101000
	02/01/25	Dumptruck	410.74		STREET	1000 430200	231	101000
	02/01/25	15 Sweeper 6-1151	152.68		STREET	1000 430200	231	101000
	02/01/25	'00 FL Dumptrk 6-60700A	216.52		STREET	1000 430200	231	101000
	02/01/25	'14 Ford Intercep	0.00		POLICE	1000 420100	231	101000
	02/01/25	PD Dodge Ram#1	734.60		POLICE	1000 420100	231	101000
	02/01/25	PD Dodge Ram#2	191.59		POLICE	1000 420100	231	101000
	02/01/25	01 Frht truck #1	240.82		STREET	1000 430200	231	101000
	02/01/25	01 Frht truck #2	173.10		STREET	1000 430200	231	101000
	02/01/25	19 Dodge 5500	0.00		STREET	1000 430200	231	101000
	02/01/25	'17 Chevy 3/4 ton white	213.22		WATER	5210 430500	231	101000
	02/01/25	'17 Chevy 3/4 ton white	213.22		SEWER	5310 430600	231	101000
	02/01/25	'13 Chevy 3500	131.72		STREET	1000 430200	231	101000
	02/01/25	77 Int'l Dump 6-1368	133.94		STREET	1000 430200	231	101000
	02/01/25	Pickup 6-1450	0.00		STREET	1000 430200	231	101000
	02/01/25	2022 Ford F-150 Police	237.23		POLICE	1000 420100	231	101000
	02/01/25	Tractor	0.00		STREET	1000 430200	231	101000
	02/01/25	2010 Ford Exped6-000046	136.25		HELP	7010 450135	231	101000
	02/01/25	SS Blower Green	112.21		STREET	1000 430200	231	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52104		2 Forsgren Associates P.A.	10,000.00					
	125041	01/25/25 Sampling, Analysis&Reporting	10,000.00*		PLNNG	1000 411000	357	101000
52105		2099 Quick Print of West Yellowstone	154.64					
	20144	01/08/25 NoWheeledVehiclesigns	61.25		PARKS	1000 460430	220	101000
	20211	01/23/25 Supplies	27.95		STREET	1000 430200	220	101000
	20218	01/23/25 BuildingInspeccSupplies	9.25		BULDNG	1000 420531	220	101000
	20264	02/03/25 Supplies	28.09		WATER	5210 430500	870	101000
	20264	02/03/25 Supplies	28.10		SEWER	5310 430600	870	101000
52106		2844 Duval Ford	67,995.00					
	RKE23502	01/07/25 '24FordF-150PoliceResp	67,995.00		POLICE	4000 420110	944	101000
52107		999999 VICTOR REDDING	100.00					
	02/07/25	Refund on ZoningPermit	100.00		PLNNG	1000 331010		101000
52108		135 Food Roundup	19.61					
	01/20/25	Supplies	19.61		DSPTCH	1000 420160	220	101000
52109		3467 Hyalite Engineers PLLC	9,062.50					
	11696	02/02/25 80AcreZoning	9,062.50		PLNNG	1000 411000	354	101000
52110	E	2673 First Bankcard	745.51					
	01/29/25	Dan's WindowTint	360.00*		POLICE	1000 420100	870	101000
	01/30/25	Meetingw/GallatinCntySheriff	60.66*		POLICE	1000 420100	870	101000
	01/30/25	VehicleRegistration	36.97*		POLICE	1000 420100	870	101000
	01/31/25	Adobe	287.88		POLICE	1000 420100	321	101000
52111		999999 CHARLOTTE MOONEY	350.00					
	02/10/25	RefundCleaningDepositPovah	350.00		POVAH	2210 214001		101000
52112		3499 BROADWATER EQUIPMENT SERVICES	9,239.32					
	1028	02/05/25 Equipment Repairs 938Loader	2,496.61		STREET	1000 430200	369	101000
	1029	02/05/25 Equipment RepairsCH55Dump	1,494.53		STREET	1000 430200	369	101000
	1030	02/05/25 Equipment RepairsJD310Backhoe	802.66		STREET	1000 430200	369	101000
	1031	02/05/25 Equipment RepairsSR21snowblowe	803.93		STREET	1000 430200	369	101000
	1032	02/05/25 Equipment RepairsCH49FLDump	1,181.93		STREET	1000 430200	369	101000
	1033	02/06/25 Equipment RepairsFL112Dump	2,459.66		STREET	1000 430200	369	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52113		3437 T-Mobile	31.46					
	993459434p	01/30/25 Monthlyconnectdevicefee	31.46*		PARKS	1000 460430	357	101000
52114		3261 Targhee Services	1,262.00					
	012225	01/22/25 Tires-'24FordF-150 PD	1,262.00		STREET	1000 430200	361	101000
52115		65 Tractor & Equipment	835.37					
	2795950	02/06/25 RepairsSewerEquipment	341.42		SEWER	5310 430600	369	101000
	0855038	02/04/25 RepairsSewerEquipment	364.85		SEWER	5310 430600	369	101000
	2785230	01/31/25 Repairs Vehicle	129.10		STREET	1000 430200	361	101000
52116		764 General Distributing Co.	92.75					
	1467422	01/31/25 Welding supplies	92.75		STREET	1000 430200	231	101000
52117		2614 Clair & Dee's Operations, LLC	157.86					
	5004886	01/06/25 SewerEquipmentRepairs	157.86		SEWER	5310 430600	369	101000
52118		40 Jerry's Enterprises	1,027.87					
	01/30/25	Fuel	967.87		STREET	1000 430200	231	101000
	012725-1	01/27/25 Gas Voucher	60.00		HELP	7010 450135	231	101000
52119		2481 Platt	1,534.49					
	5W84113	01/22/25 Sewer Supplies	850.77		SEWER	5310 430600	220	101000
	5W87016	01/24/25 Sewer Supplies	67.69		SEWER	5310 430600	220	101000
	5W87030	01/24/25 Sewer Supplies	616.03		SEWER	5310 430600	220	101000
52120		3241 Bridger Analytical Lab	300.00					
	2502101	02/08/25 Water Testing Fees	300.00		WATER	5210 430500	348	101000
52121		2952 DIS Technologies	79.95					
	15740	02/05/25 Library security	79.95		LIBRY	2220 460100	398	101000
52122		547 WY Chamber of Commerce	5,000.00					
	25-06	02/13/25 KidsNsnowMap request 25-06	5,000.00		MAP	2101 410130	398	101000
52123		379 Energy Laboratories, Inc	55.00					
	689907	02/13/25 Water Testing	55.00		WATER	5210 430500	348	101000
52124		2937 CINTAS First Aid & Safety	249.71					
	5254184703	02/13/25 Firstaide supplies	249.71		STREET	1000 430200	220	101000
# of Claims 43			Total: 207,686.71					
Total Electronic Claims			21,343.38	Total Non-Electronic Claims		186343.33		

Fund/Account	Amount
1000 General Fund	
101000 CASH	117,088.71
2101 Marketing & Promotions (MAP)	
101000 CASH	5,000.00
2210 Parks & Recreation	
101000 CASH	350.00
2220 Library	
101000 CASH	3,219.55
2850 911 Emergency	
101000 CASH	991.06
4000 Capital Projects/Equipment	
101000 CASH	67,995.00
5210 Water Operating Fund	
101000 CASH	1,716.66
5310 Sewer Operating Fund	
101000 CASH	5,409.51
7010 Social Services/Help Fund	
101000 CASH	334.84
7202 TBID Agency Fund	
101000 CASH	5,581.38
Total:	207,686.71

**Town of West Yellowstone**  
**Town Council Meeting**  
**February 4, 2025**

TOWN COUNCIL MEMBERS PRESENT: Mayor Jeff McBirnie, Lisa Griffith by Zoom, Travis Watt, 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 Chris Wigner, Town Attorney Jane Mersen is present virtually by Zoom

Present by Zoom: Jan Neish-Island Park News,

The meeting is called to order by 2024 Mayor Jeff McBirnie at 7:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

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

### **WORK SESSION**

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Mayor McBirnie calls the meeting to order. The purpose of the meeting is for each department of the Town to deliver a report about the last year. Chief Chris Wigner addresses the Council on behalf of the Police Department, Wigner was hired in December 2024. He reports on calls, hiring new employees, and technology updates. He reports that they received a new patrol vehicle just a couple weeks ago. In 2025, they anticipate sending dispatchers to several training courses, implementing an internship position, updating computer systems. They hope to hire two more officers and one more dispatcher this year, complete in-house training, create a sergeant position, order three additional vehicles, convert the citation process, remodel the Chief's office, apply for a grant to fund bullet proof vests and body cameras, start some community action programs, and send everyone to field training officer school. He would also like to send the officers to investigation training. He says he is also working on a proposal to adopt state traffic violations by local ordinance. Public Services Superintendent Jon Simms distributes a spreadsheet to break out all the public works categories. The spreadsheet summarizes projects, equipment needs, and historical building maintenance. He shares a parable about a donkey rescuing itself from a well shaft by shaking off the dirt and walking out. He says he has definitely struggled in this role but appreciates the challenge and opportunity to move forward. Dianna Hansen, Social Services Director reports that in 2024, they saw 2954 clients in their office. They also received a \$35,000 donation specifically for the self-reliance program. In addition, they received over \$28,000 in donations for the food bank and other programs. They put up three screens to advertise events and information for the department. She displays pictures of the food that is available in the lobby of their office as well as the food bank. She notes two special events they held this year: Sean Covey made a presentation on his book, "The 6 Most Important decisions You'll Ever Make" and the Self-Care Fair where they had over 20 booths. She highlights a current project where they are preparing hygiene kits for people in need. She also displays some pictures of the clothing bank that is in the basement of the Town Hall. She reports on consistent volunteers they have had in the department this year and a point system she recently developed to encourage people to volunteer to earn specialty items. She highlights a self-reliance program they developed this year to teach clients independence and develop self-regard. She highlights the holiday programs they provide including Thanksgiving boxes and helping local families with Christmas gifts. She also reports on focusing on mental health awareness, counseling services, and prevention. Goals for 2025 include more clients on the point system, installing fencing downstairs, introducing more whole grain/food options, obtaining further certifications for the 7 Habits of Highly Effective People program and International Integrative Nutrition. Jon Brown, Deputy Public Services Superintendent/Water & Wastewater, addresses the Council and reports that they have 836 water connections in Town. He says performing the lead and copper inventory was a major project for this year. He reports on the high quality of their water. He reports that Whiskey Springs produced 164 million gallons of water last year and the wells produced another 54 million gallons. June 25 was the highest flow day of the year. He reports that they did exceed their nitrate loading in the lagoons and it is a good thing they are building the new plant. He states that they have spent \$172,000 over three years on sewer line cleaning through a contractor. He says that to purchase a vactor truck is over \$500,000 and an annual lease/buy payment is approximately \$80,000. He encourages the



Council to consider purchasing a vector truck. Brown shares multiple pictures of the construction of the wastewater treatment plant, from the start of construction through winter shut-down in December. Finance Director Katie Thompson reports on 2024 projects including reporting, collections, grant applications, financing of the \$38 million dollar wastewater treatment plant, and the payoff of the Town Hall. She says that they were able to complete nearly all of the capital improvement projects for 2024 that were on the plan. She says that she spends the majority of her days behind a computer screen but loves the collaboration it takes to accomplish projects. In 2025, she wants to focus on efficiency, cleaning up processing and software, so they can focus on Council priorities. She recommends that the Council update the resort tax ordinance this year. Town Clerk Liz Roos reports on Town Council decisions including the adoption of three ordinances and 14 resolutions. Payroll cost for the year was just over \$2.4 million and they implemented two new collective bargaining agreements, a department head pay plan, and new Town Manager contract. They hired 8 new employees, sold 37 cemetery plots and issued 15 event permits. They hosted the Montana League of Cities & Towns conference and updated the Employee Personnel Policy Manual. With support from Gallatin County, they put on a memorial service for Ashlee Stoneburner on New Years Eve and also provided a luncheon for the hundreds that attended. They are still working to support Ashlee's family through payroll, taxes, and death benefits. Goals and projects for 2025 include changing the domain for the Town's website, updating the zoning map to include the 80 acres, creating a job description for a Deputy Clerk/Permitting Tech, revising existing forms, and supporting the Local Government Review process. KC Tanner reports that he issued 9 building permits this past year, conducted 54 inspections, did some tag-alongs with the State inspector and is working on getting mechanical and electrical certifications. He attended training and safety conferences. He reports on implementing the new zoning code, specifically the sign code and encroachment enforcement. He reports on the safety program and the regular safety meetings they conduct. He says his goals this year include obtaining his residential electrical and mechanical certifications and requested a specific book for the library on building decks to assist homeowners. Town Manager Dan Walker expresses appreciation to the Department Heads for their efforts and dedication.

The work session is adjourned at 6:30 PM, the regular meeting will begin at 7:00 PM.

#### **ACTION TAKEN**

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- 1) Motion carried to approve the claims, which total \$169,694.20. (Watt, Mathews)
- 2) Motion carried to approve the minutes of the January 21, 2025 Town Council Meeting. (Mathews, Watt) See next motion
- 3) Secondary motion to approve the minutes noting that McBirnie is the Mayor for the year 2025, not 2024, and Griffith was opposed to the approval of Resolution No. 813. (Mathews, Watt) Griffith is opposed, motion carries.
- 4) Motion carried to approve the conditional use application and business license application for Quantum Print & Stitch, LLC. (Watt, Mathews)
- 5) Motion carried to amend the insurance requirements for the Wild West Winter Block Party to require a cancellation policy that names the Town of West Yellowstone as additionally insured for the first \$100,000 and reducing the general liability policy to \$3 million dollars. (Watt, Mathews) Griffith is opposed.
- 6) Motion carried to adopt the 2025 Town Council Priorities as presented. (Watt, Mathews) Griffith abstains, motion carries.
- 7) Motion carried to approve Resolution No. 815 and set the payment in lieu of parking fee at \$250 with an annual 4% inflation factor. (Watt, Mathews) Griffith is opposed, motion carries.

### **Public Comment Period**

Travis Watt reports that long-time resident and renown artist Gary Carter passed away, his service will be Monday, February 17, 2025 at 11 AM.

### **Council Comments**

Mayor McBirnie describes a new process they will be using this year to conduct the Town Manager's Evaluation. Jeff Mathews offers to assist with the process.

### **Public Hearing: Conditional Use Application, Quantum Print & Stitch, LLC**

Mayor McBirnie opens the hearing and reads the hearing notice. The hearing was advertised in the Bozeman Chronicle, online, and posted publicly at the Town Hall and Post Office. The Planning Board held a public hearing on the application on January 24, 2025. The application is for a home-based business in the R-2, Medium Density, zoning district of the Madison Addition. No public comments are received.

## **DISCUSSION**

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- 2) Griffith notes that the wrong year is cited as McBirnie to be the Mayor and that she was opposed to the approval of Resolution No. 813.
- 4) Town Manager Dan Walker explains that home occupations require a conditional use permit in the residential zones. He says that the application meets the criteria outlined in the code for a home-based occupation. The Planning Board held a hearing and recommended approval on condition that the business comply with any established noise ordinance. Watt motions to approve the conditional use application, seconded by Mathews. Watt amends his motion to include approval of the business license application. Griffith inquires whether the motion is to approve as written or includes the recommendation about the noise ordinance. Watt clarifies the motion is to approve as applied.
- 5) Town Clerk Liz Roos explains the request to reduce the bond and liability policy for the Wild West Winter Block Party. Town Attorney Jane Mersen explains that when the original requirements were established, they established the need for a \$500,000 performance bond. She says that they did not know at that time that the successful applicant would be a locally established business owner. She says that she does not know what the difference is between a \$3 million dollar policy and \$5 million, but the policy is to protect the community. Griffith comments that she is comfortable with replacing the bond requirement with the cancellation policy, but does not agree with reducing the \$5 million dollar general liability policy. She says that if they do make this change, they should change the application for any future "Big Events" to reflect the new limits.
- 6) Town Manager Dan Walker presents the 2025 Town Council Priorities pursuant to the meetings they have held. Griffith says she is going to abstain from voting on the priorities because this list does not reflect her priorities. Shane Grube says that he is disappointed because he has appealed to the Council on several occasions to prioritize funding for the Hebgen Basin Fire District and it is not on the priority list.
- 7) Town Manager Dan Walker explains that with the adoption of the revised zoning code, they shall collect an annual fee for cash in lieu parking spaces. Walker explains that money collected through this process will go into the street and parking maintenance fund. They have developed a schedule to establish the annual cost of a parking space with an annual inflator of 4%. Griffith inquires of the attorney whether council members should vote on this resolution if they have purchased or are associated with someone that has purchased parking spaces. Mersen responds that she does think it is a conflict of interest if parking spaces have already been paid for nor if they purchase parking in the future. Mathews comments that the physical size of a parking space is more valuable to a business than for a parking area and thinks this is a fair way to address it. Mathews asks how they came up with the 4% inflation factor. Kyle Scarr says that 4% is a common

inflation factor used in construction projects. Griffith says that the fee is based on maintenance costs and questions why previously purchased spaces are not subject to the fee. Misty Hecht comments that it makes sense that the money collected through this process to use the money to create nice parking areas. Aaron Hecht comments that this concept has always confused him about where the actual parking spaces are. He says that by allowing more parking, they will collect more taxes and that will benefit the city.

- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports that they hosted a housing meeting last week that was attended by over 65 community members. The next housing meeting is next Tuesday, February 11. Walker reports that there will be meeting in the near future to discuss a county-wide EMS program that he will participate in and Chief Grube has also been invited to attend. Walker reports that he participated in a hearing for House Bill 298 regarding elections for marijuana initiatives. The Town is opposed to the bill in its current format as is the League of Cities & Towns. He reports on working with Scott Hazelton, Master Planner for Hyalite, on developing the 80 acres zoning map. Hazelton is preparing another draft for the Planning Board to review later in February.

#### **CORRESPONDENCE**

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Mayor McBirnie notes that in the packet the Yellowstone Nature Connection provided an annual report.

The meeting is adjourned at 8:00 PM.

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Mayor

ATTEST:

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Town Clerk

# RECREATION DEPARTMENT

FEBRUARY 4, 2025



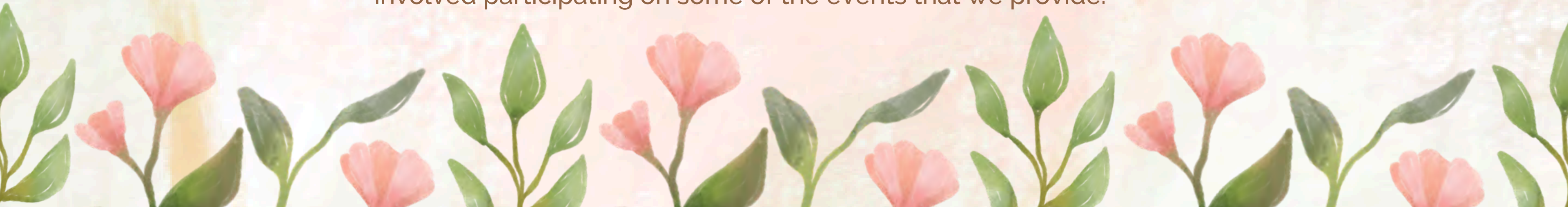
# RECREATION & COMMUNITY CENTER

- CHRISTMAS BREAK CAMP
- SUMMER DAY CAMP
- SPRING SPORTS
- FALL SPORTS
- EASTER EGG HUNT
- CINCO DE MAYO
- TRUNK OR TREAT
- CRAFT NIGHT
- TEEN CENTER
- RESERVATIONS FOR THE POVAH COMMUNITY CENTER
- RESERVATIONS FOR THE PAVILION



# GOALS

- To provide a safe and fun environment for kids, somewhere where they can be kids and have fun also be respectful and responsible.  
With the help of four counselors we influence the kids to be positive, respectful and to believe in themselves.
- Include kids 12-14 in the day camp, kids at this age need somewhere to go and be safe.
- 5th counselor
- Green space for day camp
- Get the community involved in the programs that we provide. It has taken a bit but I see more community members getting involved participating on some of the events that we provide.



THANK  
YOU



# TOWN OF WEST YELLOWSTONE

02/06/2025 – 02/12/2025 Weekly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Dispatchers	6	5	1
Police Officers	7	5	2

Operations:

Operations Tempo				
	Current Stats	Previous Week	Monthly	2025 Total
Calls Total	153	132	285	720
Reports Total	1	1	2	7
Citations	1	3	4	11
Warnings	28	23	51	142
Arrest	0	1	1	3
DUI	0	0	0	1
Fire/EMS Calls	12	14	26	56
Patrol Checks	53	41	94	192
Public Assist	15	8	23	42
Agency Assist	4	2	6	19
Crashes	10	9	19	40
Search and Rescue	0	1	1	5





# TOWN OF WEST YELLOWSTONE

## PERSONAL:

- Jess Finished up her last week of training this week. She has been amazing and we are excited to watch her grown in this position
- Held Dispatch Meeting
- Officer White is scheduled to start on the 20th.

## TRAINING:

- Working with Gallatin County on some training for officers.
- We are hosting a Marijuana DUI class on the 19th from 3 pm to 5 pm.
- Dispatcher Rightenour and Chief Wigner will be attending NIBRS in Bozemen the 24th and 25th.
- We are in the process of setting up an CPR / First Aid / AED class for all officers and dispatchers.

## Other:

- Crafts with a Cop has been scheduled for March 1 from 11 am to 1 pm at the library.
- Working with Gallatin County on some training for officers.
- We are hosting a Marijuana DUI class on the 19th from 3 pm to 5 pm.
- Continuing to work on the security operation plan for March 7-8,2025
- Chief Wigner has spoken with the public safety community about applicants ans she has offered to come by the police department to review the applications.





FEBRUARY 14, 2025

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TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Working on multiple event permits, new permit this week for Wild Bill Days to have this event on the 80 acres property (old airport) on June 21, 2025.
- Worked with the family of Gary Carter to prepare for his funeral and burial at Fir Ridge Cemetery on Monday, February 17, 2025.
- Posted and facilitated Business Improvement Advisory Board meeting, Marketing and Promotions Fund Advisory Board Meeting
- Attended more Wolverine basketball games, the season is almost over, provided childcare at the Community Housing Meeting.
- Prepared and distributed payroll for February 7, Town Council Agenda & Packet for February 18, 2025.





## **Week of 02.10.2025**

Attended the monthly meeting with TD&H to go over our ongoing projects and progress that is being made. We were able to have a long conversation with Deb working on water rights to get some of her questions answered along with getting some more information from her.

Researched some information for the Povah Community Center along with Summer Rec. I have begun the research stage of the process of possibly turning the Povah Community Center into its own Enterprise Fund.

Prepared for and attended the MAPFAB meeting on Thursday. They have had a lot of great applications this year and funding is running out for their budgeted amount. My goal is to help assist them with understanding municipal finance and looking forward to years to come with this fund.

I was able to attend my first board meeting for the Montana Municipal Clerks, Treasurers, and Finance Officers Association. We are planning our conference in May and trying to gather some speakers for the classes. This will be held in Fairmont Hot Springs May 4-8, 2025. We also discussed some legislative issues that are in committees that we are either testifying for or against.

I worked on grant management this week. I had to gather and report information back on our police vehicle grant and our planning grant.

Efficiency Update: Peggy has been continuing her work on scanning in our claims this way when we are audited every year, we aren't spending so much time trying to pull paper documents and then scan them in. We can easily go into Black Mountain Software and pull those for the auditor. This will be a huge time saver for us, and it has been really nice for our internal use when we need to double check an item.

## Water/Wastewater report

02/05/25 – 02/13/25

Water bacteria samples for the month of February were taken to Bridger Labs. Samples came back non-detect for E-coli and total coliform bacteria.

Influent and effluent wastewater samples were delivered to IAS Labs for the month of February. These samples take about 3 weeks to get the results back from the lab.

Metal panel sampling for Whisky Spring and Well #3 taken. These samples consist of arsenic and fluoride. These constituents come from the natural rock and ground on which the aquifer is a part of. We report to DEQ on these samples quarterly.

Wastewater lagoon weir adjustments making sure we keep a consistent flow, so we do not freeze up between lagoons cells or IP cells during this cold snap. If you think about when it is -38 below zero that is 70 degrees below where water freezes, that makes the water superintendent stay up at night worrying about the systems.

We are consistently taking 400,000 to 450,000 thousand gallons of wastewater daily, that averages 295 gallons a min through the Iris and Madison lift stations, 24 hours a day and in the summer months it will reach flows as high as 541 gallons a min.

Working with Forsgren Engineering on some submittals on electrical conduit and painting in the electrical room at the new wastewater facility.

Having some minor electrical issues in chlorine disinfection and flow meter building, working on them.

Iris and Madison lift station maintenance. Wastewater facility blower adjustments and service work.

Attended a Wastewater class sponsored by the southeastern operator section of the PNCWA in Idaho falls this class was about the future of PFAS [forever chemicals] in the wastewater stream and how to remove them. Yes, the EPA is also looking very closely at this besides the PFAS in our water as the technology advances also does the concern on what these man-made chemicals are doing to are health also concerning is the micro plastics that we consume each day like drinking from a simple plastic water bottle. We have micro plastics all around us and never think twice about the health risks.

If you have questions, please feel free to reach out.

Jon Brown



# Highlights

Week of February 7th, through February 13th, 2025  
Job and Social Services

## Overview

**# of Clients Served: 14**

**Last Week Clients Served: 31**

## Highlights

### February/March Classes

Job and Social Services has put together three classes for the month of February. These events help connect the office to the community by teaching fun and exciting classes that help individuals learn new skills.

February 12th: Valentine's Day Sweet Treats - Clients were able to come and decorate heart shaped sugar cookies and rice crispy treats. They were also able to take home some cake pops to give to a loved one! There was a lot of interest in a cake pop decorating class which Dianna and Tia are working on adding to the calendar of events. Surveys and photos will be sent with email.

February 20th: Pizza can be Healthy - Teaching how to make a healthy crust topped with toppings that will make households feel better about the foods they consume.

March 6th: Financial Wellness with Dianna Hansen - Tips and tool to find a balance with budgeting and other financial needs.

## **Craft with a Cop Assistance**

Job and Social Services is helping outsource items for the Craft with a Cop activity on March 1st at the Povah Center put on by the West Yellowstone Police Department.

The Home Depot is donating some piggy bank for kids to make.

Wooden frames and coloring books will also be provided to help the PD make connections that will last a lifetime here in the community.

The office is happy to be able to help put together a fun community event.

## **Donations**

The office also received two food donation from wonderful community members.

Marketplace also donated a variety of breads and other nonperishable goods that help keep the lobby stocked for many community members.

## **Volunteer Outreach Update**

This week Job and Social Services has had two volunteer check ins this week, we are very grateful for our repeated volunteers who work hard to keep up cleaning. As well as taking clothing items that aren't being utilized to a center that will use the clothing as insulation for house thanks to Habitat for Humanity.

## **Public Assistance**

This week, Job and Social Services provided a food box to family in need.

We had over 10 check-ins for lobby food this week and are grateful to be able to provide a variety of goods for clients.

As well as assisting another client with their SNAP application to help them get food assistance.

Clients are making appointments more and more which allows the team to be able to assist them in a timely and detailed manner.

# Upcoming Events:

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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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-



Recreation Department  
Highlights  
February 13, 2025

- Unemployment
- Reservations for meetings at the Povah
- Helped Dianna with Valentines cookie class
- I have been working on putting together all of the things that I do that you asked to see.
- Putting classes and activities together for the next 4 months
- I am sorry that I didn't send you the highlights last week, as you are aware last week was a tough week for me!

Thank you,

Vely

## Public Services Dept. Bi-Weekly Report: Jan 31<sup>st</sup> through Feb 12<sup>th</sup>, 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.
- Removing roof snow at Police Department, UPDL and ice on rear overhang at Library.
- Prep Interment: Gary Carter on (2-17)
- Ice rink maintenance. Winter signage repairs.
- Event support: Dog Sled Race Series.
- Respond to potential sanitary sewer backup at 535 Yellowstone Ave. (Point-S)
- Repairs on oven at Povah Ctr. Install new sink at Povah, replace hardware and repair door stalls. Install new operator at PW shop. Patching holes in drywall, repainting needed areas. Adjusting door closers and tightening hardware. Replacing flush sensors on lavatory fixtures. Fix banister in west stairwell at Povah. Water leak in town hall basement and replace supply line. Get new flagpole spotlights installed. Get vent fan repair scheduled at Town Hall women's room. PW crew began installing fence separation in basement for Social Services Department.
- Vehicle and equipment repairs: ongoing. 10,000 hr. service and replace hood actuator motor on 938, fix engine oil leak and replace gasket, installed new and adjusted brakes, changed transmission fluid. Engine coolant leak on 112, replace cooler piping, installed new water pump, vacuum tested the seals, wiring harness on truck bed fixed, new taillight bulbs replaced. Exhaust leak fixed on 49, installed new recirculatory heater, vacuum tested all seals, air brake valve hoses needed replaced, replaced air dryer element. Installed new struts on Backhoe, resealed quick couplers, hydraulic fittings and lines repaired on equipment. Flushed the fuel system after ice build-up in mainlines, running very rough, removed fuel tank and cleaned out properly, installed new filters, found contamination in filter housing, algae built up, replaced turn switch assembly. Fixed hoses on SR121 snowblower, rigged up a more secure bracket, installed new electrical connectors on wiring harness, heat shrink all wiring components to eliminate moisture intrusion. Batteries need to be replaced with sienna van again due to sitting out in the cold.  
(These cold temperatures are very challenging to get vehicles and equipment going. We should be thinking about some heated storage down the road, it would go a long way.)
- 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.
- Sort through park shop and PW supplies for restock and disposal of expired chemicals
- 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.

### Administrative

- Continue to work with vendors and technicians on fleet updates: ongoing. Chase parts
- Coordinate parts and supplies orders: ongoing.
- 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/ Calls to: Annual City Council Presentation, Business Improvement Board, DRG, Mountain States Lighting, Sweet Electric, Kodiak Blowers, 811 Locating Services, ArcGIS/ ESRI, I-Worq's, SWS Equipment, Action Lighting, MMC Mechanical, Geneva Equipment, J & V Supply, National Sign & Barricade, Republic Services, Platt Electric, Sessions Electric, Swiss Precision, Yellowstone Paving Solutions, ASI, Idaho Traffic Safety, Titan Machinery, NW Pipe, The Door Man, Joe Johnson Equipment, MDOT, TD&H, Systems NW, All-State Machine Shop, Torgeson's, Fall River, MH Valve Co., Bridger Built LLC, Department Heads, T&E CAT, MySlik, Zamboni, Napa, Brady Plus, SHPO, Ed Geiger, Sprinter Heating & Cooling, WY Log Chinking, 3H Construction, Stress Crete, Tri-State, Freightliner, Broadwater Equipment Services, Door Guys of Montana, RDO, John Deere, Electricians, Plumbers, HVAC, and GC's, Hannah Snyder on wastewater issues and background on our facilities. Dog Sledding event folks, Tyler Johnson regarding upcoming Octane Rodeo, Public Works Crew to address ongoing laundry list items.
- Discuss snow removal procedures with businesses and residents.
- Reach out to SHPO for the town engineers regarding projects at PD & UPDL.
- Continue to seek bids for future CIP's, get the ball rolling years in advance.
- Follow up with Curt Owen at Freightliner on used equipment options. 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.
- Put together Excel spreadsheet for council and upper admin review. Use CIP tracker to better monitor PW categories and budget processes.
- 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.
- Look for a beneficial APWA conference to attend this spring or summer.
- Evaluate building and infrastructure issues, coordinate repairs as needed.
- Had to let full-time Equipment Operator Todd Nickolich go. Misc. employee write-ups.



## 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



# 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 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.**

<b>Income</b>			
	Sponsor Income	\$4,000.00	
	Retail Income	\$500.00	
	Race Registrations	\$40,000.00	
	<b>MAP grant</b>	<b>\$17,000.00</b>	
	<b>TOTAL</b>	<b>\$61,500.00</b>	
<b>Expenses</b>			
	Bibs	\$4,460.00	
	Feed stations	\$1,500.00	
	Promotional gear	\$10,000.00	
	Miscellaneous	\$2,000.00	(e.g., photographer, course supplies, snowmobile fuel, medals, etc.)
	Banquet	\$4,000.00	(Space, chairs, catering)
	Prize money	\$6,000.00	
	Medals	\$4,400.00	
	Timing	\$4,860.00	
	Grooming	\$6,700.00	
	U.S. Forest Service	\$2,500.00	
	Marketing	\$2,500.00	
	Payroll	\$6,700.00	(e.g., Director, Chiefs of comp, course, volunteers, etc.)
	Porta Potties	\$1,500.00	
	Insurance	\$1,350.00	
	Clean up (Squeaky Clean)	\$225.00	
	Miscellaneous	\$3,000.00	(e.g., credit card processing fees, accounting, postage, etc.)
	<b>TOTAL</b>	<b>\$61,695.00</b>	
<b>Proposed MAP Budget Request</b>			
	Marketing:QuickPrint	\$1,000.00	
	Medals	\$3,000.00	
	Bibs	\$4,000.00	
	Promotional gear	\$5,000.00	
	Timing	\$2,500.00	
	Porta potties	\$1,500.00	
	<b>TOTAL</b>	<b>\$17,000.00</b>	



## SECTION 5 - APPLICATION REVIEW CRITERIA

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

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

**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.



May 20, 2024

MAP Funds outcome report

The 2024 Yellowstone Rendezvous Race was a success with 544 participants. Even though the weather was creative (snowing big wet flakes heavily before and during the race), some participant didn't make due to bad roads, and many of the 50 km skiers didn't finish their race, feedback from participants was positive. We were very excited when we realized, 6 Olympians had competed in the Rendezvous race this year. It seems everybody had a good time, and felt a sense of unity with everyone else that had completed the race.

The impact on local businesses was positive as described in the letter from Makenzy Ross, General Manager at the Golden Stone Inn (see attached letter). Though the TBID collections do not necessarily reflect that when compared to years past (see attached Table & Figure). I have found that the TBID collections provide a general sense of activity, however given the variability of submission frequency (by that, I mean some businesses pay monthly, some submit for several months in one submission, etc.) they must be interpreted with a grain of salt.

The Rendezvous race was promoted heavily through the marketing firm using online tools including geofencing. This tool allows for the advertising to be presented to a specified population (consistent with last year, Ikon pass holders were a target). This means that whenever an Ikon pass holder visited a ski resort's webpage, they were presented with an ad for West Yellowstone. These numbers will have greater meaning when we are able to compare them across multiple years. Additionally, The Utah Nordic TUNA news report again ran a story on the Rendezvous Race that likely enhanced West Yellowstone's exposure, though we do not have data from that.

We are grateful for the funds provided by MAP. These funds help alleviate some of the financial stress and burden of hosting an event like the Rendezvous Race. And because of these funds, we were able to offer a positive and hospitable experience to all that raced, volunteered, and spectated. This positive of an experience sets us up to be even more successful next year.

Thank you.



April 19, 2024

Dear Marketing and Promotions Committee,

This letter is in support of the Yellowstone Rendezvous Race and the benefits of the race to the Golden Stone Inn & other businesses throughout the town.

The Golden Stone Inn has experienced many successful Rendezvous Races over the past 5 years. We look forward to these races because our rooms are reliably sold out during a time of year that is otherwise slower for us. The race takes place during a quiet period, when the days are longer and the snow melts, skiing and snowmobiling begins to slow down as the seasons transition, and business is quieter than we would prefer. The Race brings skiers, spectators, and great guests to town, creating a much-needed busy weekend.

Our business is grateful for the Yellowstone Rendezvous Race as we are for all the events held on the Rendezvous Trail System, bringing skiers and families to town, and enjoying what West Yellowstone has to offer. This event is a great use of Marketing and Promotion Funds.

Sincerely,

Makenzy Ross

General Manager

(406) 580-3911

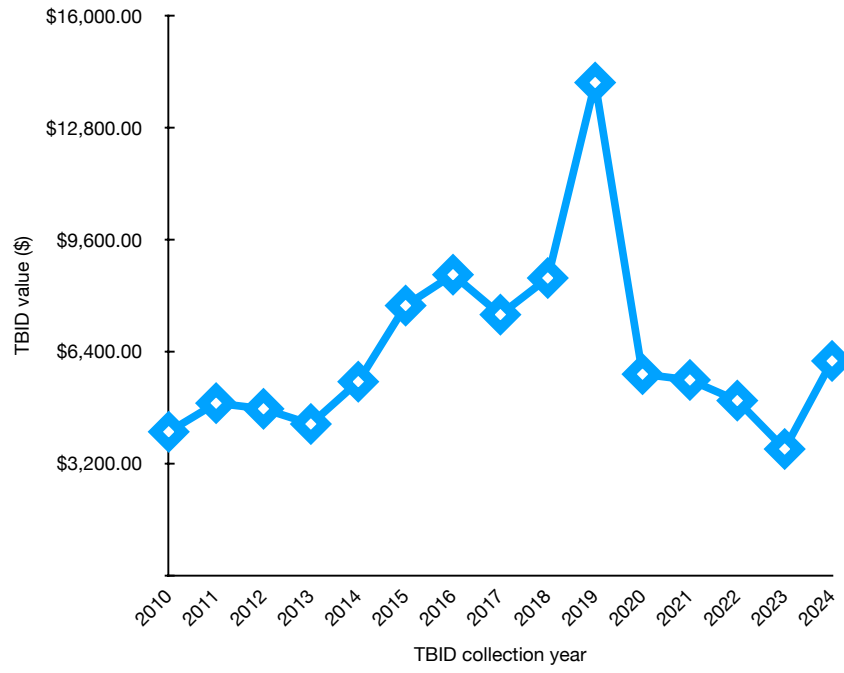
Makenzy@goldenstoneinn.com

Golden Stone Inn

Table & Figure

Year	April
2010	\$4,099.00
2011	\$4,917.00
2012	\$4,755.00
2013	\$4,321.00
2014	\$5,531.00
2015	\$7,707.00
2016	\$8,590.00
2017	\$7,448.00
2018	\$8,495.00
2019	\$14,083.00
2020	\$5,746.00
2021	\$5,580.00
2022	\$4,991.00
2023	\$3,606.00
2024	6123.61

April TBID collections across years since inception



# Certification

Applicant Individual or Organization: Yellowstone Rendezvous Race

Event or Project Contact Person: Julie Wieseler

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

1. The submitted application meets the eligibility requirements for MAP funds.
2. MAP funds will not be awarded to this event or project without approval by the Town Council and written notification of that approval by MAPFAB.
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Signature Julie Wieseler

Name (printed) Julie Wieseler

Title Grant Administrator

Date 24 Jan 2025

## FOR OFFICE USE ONLY

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

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

Reason:

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

# Certification

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

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

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

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

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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: W. Yell. Ski Education Foundation

Event or Project Name: Taste of the Trails

Date Submitted: 1.24.25

Date Approved by MAPFAB: 2.13.25

Requested Funding Amount: \$500

Approved Funding Amount: \$465

Comments: **Budget limitations restricted our award recommendation to only \$465.  
Event expenses to be funded: Grooming- \$100, Band- \$365**

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: West Yellowstone Ski Education Foundation

Event or Project Contact Person: Julie Wieseler

Address: PO Box 956

Phone: 406.539.6021 Email: wysefgrants@gmail.com

Application Submission Date: 24 January 2025

### EVENT OR PROJECT INFORMATION

Event or Project Name: Taste of the Trails

Location of Event or Project: Rendezvous Ski Trails

Date(s) of Event or Project: 15 February 2025

Estimated Total Event or Project Cost: \$3282

MAP Fund Amount Requested: \$500

## SECTION 1 - PROPOSED EVENT OR PROJECT SUMMARY

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

The Taste of the Trails has been held on the Rendezvous Ski Trails for many years and is well attended. In recent years, the event has been capped at 120 participants, and often sells out.

Taste of the Trails is designed to encourage skiers of all ages and abilities to try cross-country skiing in a simple and festive format. A 5 km (3.1 mile) course takes skiers and snowshoers around the Rendezvous Ski Trails. Four feed stations are staffed by volunteers and each offers a different course. That is, Station 1 offers an appetizeer, Station 2 offers soup, Station 3 offers the main course, and Station 4 offers dessert. Skiers and snowshoers can casually stride from station to station, revel in the winter landscapes, refuel with friends and explore the trails in a relaxed, noncompetitive atmosphere.

Last year was our first year of having a band at the dessert station, and it was a hit. We fully expect to hear the same reviews this year. Ski-4-Light will also be using the trails that weekend (visual impaired skiers and their guides), which means the trails will be busy and full of activity. We are excited to continue with the band and to promote the Rendezvous Trail System.

We are seeking funding from the MAP board to cover the cost of the band and some of the grooming.

## 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.

The event is scheduled to take place 15 February, 2025. Event general planning started in June 2024, with more specifics being considered at board meetings in November, December, and January. Initial marketing started in late August.

11:45a - 1:00p check-in (we request snowshoers to check in by noon such that they can make to the stations before they close up)

1:45p station 1 closes

2:30p station 2 closes

3:15p station 3 closes

4:00p station 4 closes

- station closings depend on activity.

# *Taste of the Trails*



## 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.

The Taste of the Trails is marketed through printed posters at the Rendezvous Trailhead building and via social media (Facebook and Instagram). The event is promoted through regional ski associations. And yes, West Yellowstone, MT, is clearly identified as the event location and the place to be on 15 February 2025.

## 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.

## 2025 Taste of the Trails Budget

<b>Income</b>			
	Registration		\$2,700.00
	MAP Funds		\$500.00
		<b>Total</b>	<b>\$3,200.00</b>
<b>Expenses</b>			
	Event expenses		
	Supplies		\$400.00
	Band		\$400.00
	Grooming		\$1,500.00
	Forest Service Special Use Permit		\$82.00
	Event insurance		\$300.00
	Marketing		\$150.00
	Payroll (Director)		\$250.00
	Miscellaneous		\$200.00
		<b>Total</b>	<b>\$3,282.00</b>
<b>MAP request</b>			
	Grooming		\$100.00
	Band		\$400.00
		<b>Total</b>	<b>\$500.00</b>

## SECTION 5 - APPLICATION REVIEW CRITERIA

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

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

**The Taste of the Trails is a well known Rendezvous Trail event, and we hope to grow it to be more impactful for the West Yellowstone businesses.**

- 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 will measure the success of the Taste of the Trails through the number of registrants for the event and trail pass sales, and overall feedback from participants and event workers.**

- 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)?

**WYSEF's Taste of the Trails was awarded its first MAP grants last year (2024), and yes all vendors and expenses have be paid.**

- 4** Can your event or project proceed without MAP funds?

**The Taste of the Trails would be able to proceed without MAP funds though without the band that will help us grown the event.**

- 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"

**The appropriate wording ("Supported by West Yellowstone Businesses") and image will gladly be printed on all event signage, advertising, promotional, and publicity efforts.**

## **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.

**I am including the map of the Taste of the Trail stations for a visual of the route, as well as a copy of last year's Outcome Report.**



June 26, 2024

MAP Funds outcome report

The 2024 Taste of Trails was a moderate success with 94 people attending. The day ended up being beautiful and the feedback was very positive. With respect to the addition of the band, we were told "We thought - how could this be any better? And then there was live music and it was better!"

Many of the participants came from Gallatin County with almost 30% coming from Bozeman alone, with others coming from McAllister, Livingston, and Helena. Additionally people came from Texas, Utah, and Washington. This is a popular event, as the focus is to leisurely ski or snowshoe from one station to another to eat.

The impact on local businesses was positive as described in the letter from Kelli Hart and Melissa Alder, Owners of the Freeheel and Wheel.

We are grateful for the funds provided by MAP. These funds helped us provide a more fun and engaging experience to all that participated. This sets us up to be even more successful next year.

Thank you.





May 29, 2024

Dear Marketing and Promotions Committee,

We are writing with enthusiastic support of the West Yellowstone Ski Education Foundation's Taste of Trails event. We are excited that they are working to grow the event and combine it with a XC nordic ski SPAM race during the same weekend. Back-to-back events will bring in more people to town, encouraging them to spend a night or two.

It is well known within our community that as a ski shop in town that we are intimately involved in the ski community and with the Rendezvous Ski Trails. We work with the West Yellowstone Ski Education Foundation, the U.S. Forest Service, and Destination Yellowstone through volunteering for trail work and donating some or all of the gear costs for the children's programs on the trails. We participate on both the WYSEF and WY Chamber Boards. As a business and particularly a XC Ski business, we benefit when events are held on the Rendezvous Trails.

The Taste of Trails is a great opportunity for the West Yellowstone Ski Education foundation to grow an event that is popular and will intimately bring more people to town each year. The Taste of Trails is a great event to be the recipient of the Marketing and Promotions Funds.

Sincerely,

  
Kelli Hart

Co-owner

Freeheel & Wheel

  
Melissa Alder

Co-owner

Freeheel & Wheel

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Signature *Julie Wieseler*

Name (printed) Julie Wieseler

Title Grant Administrator

Date *2/1/2025*

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Title Grant Administrator

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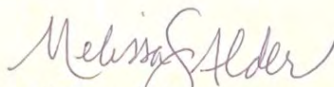
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Melissa Alder

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Name (printed) Julie Wieseler

Title Grant Administrator

Date 24 Jan 2025

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



## Town Council Agenda Item Summary Report

<b>Meeting Date:</b>	
<b>Item Title:</b>	
<b>Submitted By (Name/Title):</b>	
<b>Discussion Only</b>	<b>Discussion/Action</b>
<b>Funding Source:</b>	<b>Budgeted</b>
<b>Estimated Date of Completion:</b>	

### Item Summary

### Staff Recommendation

### Suggested Motion

# Business Improvement Advisory Board

BOARD MEMBER	APPOINTED	EXPIRES	E-MAIL ADDRESS
Grant Evje *	10/19/21	10/18/23	<a href="mailto:grant.evje@gmail.com">grant.evje@gmail.com</a>
Kelli Hart **	1/23/24	1/23/28	<a href="mailto:kelli@freecheelandwheel.com">kelli@freecheelandwheel.com</a>
Garrett Ostler *	10/19/21	10/18/24	<a href="mailto:garrett@madisonhotelmotel.com">garrett@madisonhotelmotel.com</a>
Leah Sherman **	10/19/21	10/18/25	<a href="mailto:leahksherm@gmail.com">leahksherm@gmail.com</a>
Carrie Coan***	10/18/22	10/18/26	<a href="mailto:ed@wyfmt.org">ed@wyfmt.org</a>
Marysue Costello***	2/21/23	2/20/27	<a href="mailto:marysuec43@gmail.com">marysuec43@gmail.com</a>
Jeff Mathews, Town Council – concurrent with term			<a href="mailto:jmathews@townofwestyellowstone.com">jmathews@townofwestyellowstone.com</a>

## Staff Support – concurrent w/ employment

Jon Simms, Public Services Superintendent  
 Vely Vazquez, Recreation Coordinator

[jsimms@townofwestyellowstone.com](mailto:jsimms@townofwestyellowstone.com)  
[ivazquez@townofwestyellowstone.com](mailto:ivazquez@townofwestyellowstone.com)

*Reorganized by the Town Council 10/19/21 via Resolution No. 764, 4-year terms.*

*\*2 positions – business owners that own their business property*

*\*\*2 positions – business owners that lease their business property*

*\*\*\*2 positions – community at large*

Updated 2/1/25 - er



# RESOLUTION NO. 815

## A RESOLUTION ESTABLISHING A BUSINESS IMPROVEMENT ADVISORY BOARD AND PROVIDING FOR THE BOARD'S ADOPTION OF POLICIES AND PROCEDURES, STRUCTURE AND RESPONSIBILITIES

**WHEREAS**, the Charter for the Town of West Yellowstone authorizes the Mayor, with the consent of the Town Council, to appoint boards, commissions, or committees as necessary; and

**WHEREAS**, these bodies shall serve at the pleasure of the Council and exercise only those powers granted by the Council through specific resolution or ordinance; and

**WHEREAS**, in August 2008, the Town Council passed Resolution No. 538 creating the Downtown Improvement District and in October 2021, the Town Council passed Resolution No. 764 to update the structure and responsibilities of the board and change the name to the Business Improvement Advisory Board; and

**WHEREAS**, the Town Council desires to develop a strategic beautification plan for the commercial areas; and

**WHEREAS**, the Town Council wishes to proceed with the establishment of the Business Improvement Advisory Board and set general guidelines for its operation.

### **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE:**

1. The Mayor and Town Council shall appoint seven members to the Business Improvement Advisory Board. Members of the board shall be residents of School District No. 69. A representative of the Chamber of Commerce shall serve as an ex-officio member of the board.
2. Membership of the board shall include one representative from the Town Council, four business owners, and two members from the community at large.
3. Each board member shall be appointed by the Mayor and Town Council, for a term of four years. Initial appointments may be shorter to provide for staggered terms. The Town Council Member that serves on the board shall serve a term concurrent with their town council term.
4. The Town Council hereby establishes a board to develop a strategic plan for the commercial areas and to address issues including but not limited to beautification, parking, signs, landscaping, garbage, recycling, public restrooms, and wayfinding. The board will make recommendations to the Town Council on these issues.

5. The Business Improvement Advisory Board shall operate under the following guidelines:
- A. The Business Improvement Advisory Board shall be subject to the open meeting laws in the State of Montana. All meetings shall be properly noticed to the public.
  - B. The Business Improvement Advisory Board shall adopt an organizational structure and establish by-laws and regulations for the conduct of business.
  - C. The Business Improvement Advisory Board shall report on its activities to the Town Council on a quarterly basis at a regularly scheduled Town Council Meeting.
  - D. The Business Improvement Advisory Board is advisory in nature and has no authority to seek funds or obligate Town funds or resources without prior authorization from the Town Council.

**PASSED BY THE TOWN COUNCIL FOR THE TOWN OF WEST  
YELLOWSTONE THIS 18<sup>TH</sup> DAY OF FEBRUARY 2025.**

---

Mayor Jeff McBirnie

---

Council Member Travis Watt

---

Council Member Lisa Griffith

---

Council Member Brian Benike

---

Council Member Jeff Mathews

ATTEST:



---

Town Clerk Elizabeth Roos

# GALLATIN COUNTY ZONING REFORM LISTENING SESSIONS



Over the years, residents have highlighted challenges and gaps in the County's planning and zoning framework.

Now, Gallatin County wants to hear directly from **YOU** about these issues and explore potential **zoning reform** solutions **together!**

Share your thoughts at these sessions with the Gallatin County Commission, Planning Department, Planning and Zoning Commission, and Planning Board!

**18**  
February

**1-4 PM**

ZOOM DIAL-IN OPTION: 1-669-444-9171  
MEETING ID: 893 9634 2356  
PASSCODE: 063314

**13**  
March

**1:30-4 PM**

ZOOM DIAL-IN OPTION: 1-669-444-9171  
ZOOM MEETING ID: 874 3270 9581  
PASSCODE: 210481

**25**  
March

**6-8:30 PM**

ZOOM DIAL-IN OPTION: 1-669-444-9171  
ZOOM MEETING ID: 890 1755 2965  
PASSCODE: 388643

*All meetings will be held in the **Community Room of the Gallatin County Courthouse** - 311 W. Main St. in Bozeman - and **virtually on Zoom** via web link or dial in.*

*Find Zoom links and more info at **envisiongallatin.com**. Find dial-in options on the left.*

**Scan for more info!**





# PUBLIC MEETING

JOIN US FOR A PUBLIC INFORMATION MEETING TO REVIEW THE HEBGEN BASIN RURAL RESORT TAX DISTRICT.

WEDNESDAY, FEBRUARY 19TH  
POVAH CENTER  
5-7 PM

Can't make the meeting and have questions?  
Please reach out to Shane Grube directly at any time!  
[sgrube@hbrfd.com](mailto:sgrube@hbrfd.com)  
406-646-9094



LIGHT REFRESHMENTS AND SNACKS WILL BE SERVED.



# CHILD ABUSE: WHO IS AT RISK?

## IDENTIFICATION & PREVENTION

**SPEAKERS:**

**Deb Cades, PA-C  
Erin Clements**

**JOIN US**

**February 26, 2025  
5:30p-7:00p  
Povah Community  
Center**

*Dinner & Childcare  
Provided*

**Sponsored by the  
Wolverine Care Fund,  
Gallatin County  
Sheriff's Office &  
Bozeman Health**

### **Who should attend?**

All Community Members are Welcome!

For anyone interested in learning about typical child development, when children are more at risk for abuse, situations that may put kids more at risk for abuse, and resources for parents help during these periods of development.