

Town of West Yellowstone

Tuesday, January 21, 2014

West Yellowstone Town Hall, 440 Yellowstone Avenue

Town Council Meeting

7:00 PM

TOWN COUNCIL MEETING AGENDA

Pledge of Allegiance

Purchase Orders #6209, Teton Communications, Inc., 2 Computer Stations, \$5983.00 ∞

Treasurer's/Securities Report

Claims ∞

Consent Agenda: **January 7, 2014 Town Council Meeting** ∞

January 13, 2014 Budget Work Session ∞

Business License Applications

- Espresso West, 2nd Location & Resort Tax Bond Waiver Request ∞

Advisory Board Report(s)

Operations Manager & Department Head Reports

Assignments Report

Council Comments

Public Comment Period

NEW BUSINESS

Marketing and Promotions Advisory Board Appointment ∞

Discussion/Action

Marketing and Promotions Fund Award Recommendations ∞

Discussion/Action

- Snow Shoot 2015, \$7500
- Snowmobile EXPO 2014, \$7960

Clothing Bank Ad Hoc Committee Appointments ∞

Discussion/Action

Outside Amplification Permit, Pedigree Stage Stop Dog Race, Feb. 2, 2014 ∞

Discussion/Action

Future Use of Fire Station One (400 Yellowstone) Committee Appointments ∞

Discussion/Action

Memorandum of Agreement for new Water (Flush) Truck ∞

Discussion/Action

Correspondence/FYI

- Letter of Response regarding Government Shutdown, US Senator Jon Tester ∞
- Letter of Support, Snowmobile Trail Grooming funding ∞

Meeting Reminders

Adjournment



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Operations 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 Povah Community Center located at 10 S. Geyser Street.
- Presently, informal Town Council work sessions are held at 7:30 AM on the first and third Tuesdays of each month and occasionally on other mornings and evenings. Work sessions also take place at the Povah Community Center located at 10 S. Geyser Street
- 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 always 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 are available online at the Town's website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at 646-7795.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.

Adopted November 3, 2010, a complete copy of this policy is available at the Town Offices.

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE
MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

2850-~~0000~~ 420750-945

Date 1/17/2014

Ship Via

Order No. 006209

Department 911 Center - DISPATCH

TO: Teton COMMUNICATIONS INC.

ADDRESS: 545 S. UTAH CIRCLE, IDAHO FALLS, IDAHO 83402

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
2	New PC'S Using Windows 7+ Latest Avtec Console Software

Estimated Cost \$ \$5,983.⁰⁰

Authorized By Becky Quay
Requested By: Gardner L. Berger

VENDOR COPY - White OFFICE COPY - Canary



Wireless Solutions

545 S. Utah Circle
 Idaho Falls, ID 83402
 PH: 208-522-0750/FAX 208-525-3400

System Proposal For:
 City of West Yellowstone
 C/O Kathy Hopkins

Sales Person: Tony Hafla
Quote # : CityofWestYellowstone010714
Date : 1/07/13
Effective For: 45 days

Phone: 406-646-7600
Fax: 406-646-7650

System Type: New Console Position
 Computers

Signature:

Item	QTY	Model/Description	Unit Price	Extended Price
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Option #1

Upgrade customer existing PC's to Windows 7 and the latest Avtec Console Software. Exchange PC's at the customer location

Equipment	\$450.00
Travel & Labor	<u>\$1,475.00</u>
	\$1,925.00

Option #2

Supply 2 new PC's using Windows 7 and the latest Avtec Console Software. Exchange PC's at customer location

Equipment	\$4,508.00
Travel & Labor	<u>\$1,475.00</u>
	\$5,983.00

Installation and Other Charges:

Accepted by: *Chief J.L. Berger*
1-8-2014

Equipment Total
 Sales Tax
 Delivery
 Estimated Installation

Grand Total \$ As Quoted Above

01/17/14
17:45:08

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/14

Page: 1 of 7
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
39538	56 McKenna Law P.C.	2,858.80							
	12/23/13 legal services	2,773.00		LEGAL	1000 411100	352		101000	
	12/23/13 postage/copies	85.80		LEGAL	1000 411100	870		101000	
39541	2551 Thyssenkrupp Elevator Corp	376.04							
	3000859890 01/01/14 elevator maint-Povah	376.04		POVAH	1000 411255	350		101000	
39545	2204 Republic Services	483.39							
	12/28/13 dumpster lease police	240.73		POLICE	1000 411258	534		101000	
	12/28/13 dumpster lease/shop	242.66*		PARK	1000 460430	534		101000	
39547	146 Morrison-Maierle, Inc	130.00							
	17394 01/08/14 PD online backup	70.00		DISPAT	1000 420160	355		101000	
	17395 01/08/14 Town Offices online backup	60.00		FINADM	1000 410510	356		101000	
39549	2789 WEX Bank	5,961.23							
	35286292 01/01/14 07 Ford Expedition	99.00		SS	1000 450135	231		101000	
	01/01/14 06 Dodge Durango 6-1374	103.84		POLICE	1000 430200	231		101000	
	01/01/14 10 Ford Crown Vic 6-34157A	208.67		POLICE	1000 430200	231		101000	
	01/01/14 08 Ford Crown Vic 6-1437	109.26		POLICE	1000 430200	231		101000	
	01/01/14 10 Ford Expedition 6-000046	441.50		POLICE	1000 430200	231		101000	
	01/01/14 11 Ford Expedition 6-21425A	440.59		POLICE	1000 430200	231		101000	
	01/01/14 77 Intl Dumptruck	196.88		STREET	1000 430200	231		101000	
	01/01/14 78 Chevy Dumptruck	0.00		STREET	1000 430200	231		101000	
	01/01/14 78 Autocar Dumptruck	0.00		STREET	1000 430200	231		101000	
	01/01/14 85 Ford Dumptruck	0.00		STREET	1000 430200	231		101000	
	01/01/14 140 G Grader	599.66		STREET	1000 430200	231		101000	
	01/01/14 CAT 936 Loader	641.12		STREET	1000 430200	231		101000	
	01/01/14 91 Ford Pickup	0.00		STREET	1000 430200	231		101000	
	01/01/14 95 Mobile Sweeper	0.00		STREET	1000 430200	231		101000	
	01/01/14 97 Athey Sweeper	0.00		STREET	1000 430200	231		101000	
	01/01/14 99 SS Snowblower	772.76		STREET	1000 430200	231		101000	
	01/01/14 00 Freightliner Dump 6-60700A	498.31		STREET	1000 430200	231		101000	
	01/01/14 Snowmobile	0.00		STREET	1000 420100	231		101000	
	01/01/14 02 Freightliner Dump 6-54564A	76.87		STREET	1000 430200	231		101000	
	01/01/14 08 Ford Pickup 6-1450	544.84		STREET	1000 430200	231		101000	
	01/01/14 08 GMC Pickup 6-1484	177.43		STREET	1000 430200	231		101000	
	01/01/14 08 CAT 938H Loader	489.03		STREET	1000 430200	231		101000	
	01/01/14 08 904B MiniLoader	284.84		STREET	1000 430200	231		101000	
	01/01/14 YNP Truck #1	0.00		STREET	1000 430200	231		101000	
	01/01/14 YNP Truck #2	0.00		STREET	1000 430200	231		101000	

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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
	01/01/14 08 Ford Escape (multi-use)	173.11		STREET	1000 430200	370	101000		
	01/01/14 93 Dodge Pickup 6-2010	79.17		STREET	1000 460430	231	101000		
	01/01/14 Kubota Tractor	25.08		PARKS	1000 460430	231	101000		
	01/01/14 rebate	-0.73		STREET	1000 430200	231	101000		
39550	2558 Hebgen Basin Fire District	43,143.00							
	01/15/14 January 2014	43,143.00		FIRE	1000 420400	357	101000		
39555	95 Energy West-Montana	3,082.87							
	12/31/13 nat gas - 62211 - updh	215.11		UPDH	1000 411252	344	101000		
	12/31/13 nat gas - 62017 - police sta.	25.88		POLICE	1000 411258	344	101000		
	12/31/13 nat gas - 12204-pub.svcs	27.18		STREET	1000 430200	344	101000		
	12/31/13 nat gas - 62214- old firehall	18.00		PARK	1000 460430	344	101000		
	12/31/13 nat gas - 01603 - Bldg. Dept.	145.06		INSPET	1000 420531	344	101000		
	12/31/13 nat gas - 61962 - library	358.56		LIBRAR	2220 460120	344	101000		
	12/31/13 nat gas - 07154 - Povah Ctr.	687.05		POVAH	1000 411255	344	101000		
	12/31/13 nat gas - 62207 - pub svcs	722.72		PUBSVC	1000 430200	344	101000		
	12/31/13 nat gas -17279 -Town Hall	854.81		TWNHAL	1000 411250	344	101000		
	12/31/13 nat gas -17569-Sewer Lift	28.50		SEWER	5310 430600	344	101000		
39584	2291 American Express	6,419.81							
	12/05/13 Dell,Town Clerk computer	721.99		FINADM	1000 410510	216	101000		
	12/09/13 Target, Town Hall open house	97.84		LEGIS	1000 410100	220	101000		
	12/09/13 Wal-mart, Town Hall open house	29.46		LEGIS	1000 410100	220	101000		
	12/09/13 Michaels, Town Hall open house	9.98		LEGIS	1000 410100	220	101000		
	12/09/13 Costco, Town Hall open house	63.96		LEGIS	1000 410100	220	101000		
	12/11/13 Costco, printer ink	281.96		STREET	1000 430200	220	101000		
	12/11/13 Costco, coat racks x 3	269.97		TWNHAL	1000 411250	364	101000		
	12/12/13 Costco, pictures for Twn Hall	1,676.73		TWNHAL	1000 411250	364	101000		
	12/12/13 Pro Vision, cameras	2,316.44		POLICE	1000 420100	212	101000		
	12/16/13 Target, Town Hall open house	7.38		LEGIS	1000 410100	220	101000		
	12/17/13 Wild West, pizza for work sess	72.57		LEGIS	1000 410100	220	101000		
	12/17/13 Costco, chairs	79.96		TWNHAL	1000 411250	364	101000		
	12/17/13 Book Peddler, PSS office	657.66		TWNHAL	1000 411250	364	101000		
	12/17/13 Homeroom, PSS office	150.00		TWNHAL	1000 411250	364	101000		
	01/02/14 Amazon, supplies	9.19		FINADM	1000 410510	220	101000		
	01/02/14 B & N, digital book	0.99		LIB	2220 460100	215	101000		
	01/02/14 B & N, digital book	3.99		LIB	2220 460100	215	101000		
	01/06/14 Itunes, GoodReader app	4.99		LEGIS	1000 410100	220	101000		
	01/06/14 Itunes, GoodReader app	4.99		LEGIS	1000 410100	220	101000		
	12/20/13 Northern Tool mbship refund	-39.99		STREET	1000 430200	369	101000		
	01/04/14 AX savings	-0.25		LIB	2220 460100	215	101000		

01/17/14
17:45:08

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For the Accounting Period: 1/14

Page: 3 of 7
Report ID: AP100

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
39585		2140 MMIA MONTANA		407.00					
	1213016	01/07/14 liability claim, tree well		407.00*		INS	1000 510330	512	101000
39586		2673 First Bankcard		22.78					
	12/02/13	FC reversal		-12.72		FINADM	1000 410510	630	101000
	12/17/13	USPS, postage		35.50*		WATER	5210 430500	311	101000
39587		2733 James Patterson		188.94					
	01/15/14	reimb grille for 06 Durango		188.94		STREET	1000 430200	220	101000
39588		2421 NAPA Auto Parts		1,220.71					
	12/31/13	auto supplies		1,220.71		STREET	1000 430200	220	101000
39589		2833 Cold Creek Cabinets, Inc.		8,979.75					
	01/16/14	furniture, Town Hall, balance		8,979.75		TWNHAL	1000 411250	364	101000
39590		2404 Montana-Wyoming Systems		300.00					
	22245	01/01/14 fire alarm monitoring		300.00		POVAH	1000 411255	350	101000
39591		764 General Distributing Co.		39.37					
	193061	12/31/13 compressed O2		39.37		STREET	1000 430200	220	101000
39592		2635 Jake's Automotive and Tire		101.99					
	9557	11/20/13 flat repair 08 F350		25.20		STREET	1000 430200	369	101000
	9593	12/01/13 flat repair 93 Dodge		24.95		STREET	1000 430200	369	101000
	9684	12/16/13 air fittings		51.84		STREET	1000 430200	369	101000
39593		2096 Pump Tech Co., Inc.		1,023.00					
	21834	01/10/14 serv call, monitor Lift Statio		1,023.00		SEWER	5310 430600	398	101000
39594		73 Westmart Building Center		1,159.20					
	01/01/13	supplies		386.70		STREET	1000 430200	366	101000
	01/01/13	supplies		260.29*		TWNHAL	1000 411250	366	101000
	01/01/13	supplies		489.43		PARKS	1000 460430	220	101000
	01/01/13	supplies		22.78		PARKS	1000 460430	366	101000
39595		2792 NAMI-Bozeman		200.00					
	01/15/14	CIT regis, McCoy		100.00		POLICE	1000 420100	380	101000
	01/15/14	CIT regis, Cisneros		100.00		POLICE	1000 420100	380	101000

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
39596	171 Montana Food Bank Network	185.94							
37343-1	09/25/13 commodities	24.27		HELP	7010 450135	220		101000	
38761-1	01/08/14 commodities	161.67		HELP	7010 450135	220		101000	
39597	2481 Platt	364.62							
B207389	12/30/13 supplies	364.62		PARKS	1000 460430	220		101000	
39598	2507 Silvertip Pharmacy	212.68							
121913/01	12/19/13 Rx	44.67		HELP	7010 450135	351		101000	
122613/02	12/26/13 Rx	65.00		HELP	7010 450135	351		101000	
120413/02	12/04/13 Rx	40.00		HELP	7010 450135	351		101000	
120513/01	12/06/13 Rx	18.67		HELP	7010 450135	351		101000	
121013/01	12/10/13 Rx	14.34		HELP	7010 450135	351		101000	
120513/01	12/04/13 Rx	30.00		HELP	7010 450135	351		101000	
39599	40 Jerry's Enterprises	75.95							
12/31/13	radioshack	50.95		HELP	7010 450135	220		101000	
122313/01	12/23/13 fuel	25.00		HELP	7010 450135	220		101000	
39600	1930 Wagner Group Associates	383.00							
<p>Shortly before John Knapp quit, he withdrew \$3000 from his unreimbursed medical account. Since he quit in the middle of the plan year, he had only contributed \$2000. IRS regulations allow an employee to withdraw funds they haven't contributed yet under the assumption that those contributions will be made later in the year. Since Knapp made the withdrawal before he quit, he was able to take the entire amount. When this happens, the Town is obligated to cover the shortfall. In the past, we have asked departed employees to reimburse the Town for the amount they received but did not contribute and everyone has complied. Knapp refused and we have no choice but to pay the Wagner Group for the shortfall. er</p>									
	01/15/14 Flex plan overdraw, John Knapp	1,000.00		OTHER	1000 510300	140		101000	
	01/15/14 Flex plan-not claimed, Dittman	-600.00		OTHER	1000 510300	140		101000	
	01/15/14 Flex plan-not claimed, Stubble	-17.00		OTHER	1000 510300	140		101000	
39601	2143 Crimestar Corporation	900.00							
01/08/14	annual support fee	900.00		DISPAT	1000 420160	398		101000	
39602	2843 Rhonda McCoy	89.27							
01/17/14	reimb clothing bank purchases	89.27		HELP	7010 450135	220		101000	

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
39603	999999 ERIN ZAHARIEV 01/17/14 refund deposit, cancelled	350.00 350.00		UPDL	2210 214000		101000
39604	489 MSE ANALYTICAL LABORATORY 1312084 01/09/14 water samples 1312044 01/09/14 water samples 1311051 01/09/14 water samples	1,751.40 207.00 855.90 688.50		WATER WATER WATER	5210 430500 5210 430500 5210 430500	357 357 357	101000 101000 101000
39605	2844 Duval Ford EGB11309 10/30/13 2014 Ford Interceptor Police	34,465.00 34,465.00		POLICE	1000 420100	944	101000
39606	1955 Dellinger & Gallagher, Inc. 139684 01/06/14 year end closing assist FY 13	2,875.00 2,875.00		FINADM	1000 410530	353	101000
39607	148 Local Government Center 12/19/13 training fee + travel	530.50 530.50*		LEGIS	1000 410100	380	101000
39608	2306 Brandy Holland 01/09/14 reimb swimsuit 01/09/14 reimb travel, BZN class	204.54 19.99 184.55		REC REC	1000 460440 1000 460440	226 370	101000 101000
39609	2845 Kasting, Kauffman & Mersen, P.C. 01/05/14 legal services 01/05/14 postage/copies 01/05/14 phone/fax 01/05/14 travel	5,795.84 5,555.00 38.48 8.87 193.49		LEGAL LEGAL LEGAL LEGAL	1000 411100 1000 411100 1000 411100 1000 411100	352 870 345 373	101000 101000 101000 101000
39610	2813 Century Link 12/28/13 fire/alarm lines Town Hall	39.53 39.53		TWNHAL	1000 411250	345	101000
39611	1454 Big Sky Publishing 1015150 12/31/13 town hall open house ad	132.50 132.50			1000 410210	327	101000
39613	2099 Quick Print of West Yellowstone 4586 12/31/13 printing 4485 12/10/13 scanning 4532 12/18/13 files 4536 12/20/13 paper	54.34 15.25 15.50 19.99 3.60		POLICE TWNHAL FINADM FINADM	1000 420100 1000 411250 1000 410510 1000 410510	220 364 220 220	101000 101000 101000 101000

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
39614	533 Market Place	450.00							
12/31/13	Xmas GC x 9	450.00		LEGIS	1000 410100	220		101000	
39615	135 Food Roundup	269.43							
01/01/14	help fund supplies	29.95		HELP	7010 450135	220		101000	
01/01/14	Xmas GC	50.00		LEGIS	1000 410100	220		101000	
01/01/14	supplies	34.39		STREET	1000 430200	220		101000	
01/01/14	supplies	38.77		HELP	7010 450135	220		101000	
01/01/14	supplies-foundation grant	14.16		HELP	7010 450135	220		101000	
01/01/14	prisoner food	102.16		JAIL	1000 420230	220		101000	
39616	2673 First Bankcard	3,094.74							
12/06/13	Book Peddler, Twn hall open ho	544.06		LEGIS	1000 410100	220		101000	
12/09/13	Home Depot, hinges	100.68		PARKS	1000 460430	366		101000	
12/23/13	Blind Guy, blinds Twn hall	2,450.00		TWNHAL	1000 411250	364		101000	
39617	1796 Barta Electric, Inc.	8,469.35							
4002 12/29/13	ballast, dispatch center	46.43		DISPAT	1000 411258	366		101000	
3997 12/29/13	Skating Rink lights	1,512.18		PARKS	1000 460430	365		101000	
3996 12/29/13	Park restrooms heat	350.92		PARKS	1000 460430	365		101000	
3999 12/29/13	Lights-Povah Center	1,042.91		POVAH	1000 411255	366		101000	
3998 12/29/13	Town Hall electrical work	3,766.91*		TWNHAL	1000 411250	366		101000	
4007 01/13/14	Street Lights, 14 lamps	1,750.00*		LIGHTS	1000 430263	357		101000	
39618	2842 PayneWest Insurance	92.00							
24488 12/19/13	Notary Bond, Rightenour	92.00		DISPAT	1000 420160	335		101000	
39619	2837 Sheri Holtzen	35.97							
Reimburse petty cash									
12/17/13	supplies-TC training	13.91		LEGIS	1000 410100	220		101000	
01/17/14	postage	22.06		FINADM	1000 410510	311		101000	

of Claims 42 Total: 136,919.48

136,919.48

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$132,721.07
2210 Parks & Recreation	
101000 CASH	\$350.00
2220 Library	
101000 CASH	\$363.29
5210 Water Operating Fund	
101000 CASH	\$1,786.90
5310 Sewer Operating Fund	
101000 CASH	\$1,051.50
7010 Social Services/Help Fund	
101000 CASH	\$646.72
Total:	\$136,919.48

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
January 7, 2014

COUNCIL MEMBERS PRESENT: Mayor Jerry Johnson, Brad Schmier, Doc Stewart, John Costello, Tom Cherhoniak

OTHERS PRESENT: Operations Manager Becky Guay, Finance Director Lanie Gospodarek, Chief of Police Gordon Berger, Town Attorney Jane Mersen

The meeting is called to order by Mayor Jerry Johnson at 7:00 PM in the Povah Community Center

Portions of the meeting are being recorded.

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

Mayor Johnson thanks Stewart and Cherhoniak for their time and dedication to the Town and for their willingness to serve on the council. He also thanks the staff for their hard work and says that they have really got a lot of things accomplished over the last couple of years.

The first order of business is to swear in the new council members, Greg Forsythe and Cole Parker. Town Clerk Liz Roos administers the Oaths of Office for Forsythe and Parker. The next item is election of the Mayor and Deputy Mayor. Costello nominates Brad Schmier and the motion is seconded by Forsythe. Schmier accepts the nomination. Johnson says that he thinks Schmier is the most qualified individual at the table. The motion is passed unanimously.

Mayor Schmier asks for nominations for Deputy Mayor. Forsythe nominates John Costello and it is seconded by Parker. Costello accepts the nomination and the motion passes unanimously.

ACTION TAKEN

- 1) Motion carried to nominate Brad Schmier to be the Mayor for 2014. (Costello, Forsythe)
- 2) Motion carried to nominate John Costello to be the Deputy Mayor for 2014. (Forsythe, Parker)
- 3) Motion carried to approve the claims, which total \$48,278.68. (Johnson, Costello)
- 4) Motion carried to approve the Consent Agenda, which includes the minutes of the December 3, 2013 Town Council Meeting, December 10, 2013 Town Council Meeting, and December 17, 2013 Town Council Meeting & Training Session. (Johnson, Costello)
- 5) Motion carried to the approve the Application to Maintain an Encroachment made by DP Holdings LLC (commonly known as Ernie's Bakery & Deli) to replace a damaged sign on public property in the interior park of Block 10. (Johnson, Costello) Motion fails by unanimous vote.
- 6) Motion carried to reappoint John Greve to the Marketing and Promotions Fund Advisory Board for a term of three years. (Johnson, Forsythe)
- 7) Motion carried to approve the six applications for the Colothing Bank Ad Hoc Committee: Doug Buskirk, Grace McCoy, Brian McCoy, Corinne Fagerburg, Salle Engelhardt, and Bob Everest. (Forsythe, Johnson)
- 8) Motion carried to approve the Outside Amplification Permit for the Fun Run Sled Dog Races on January 18-19, 2014 between the hours of 8 AM and 1 PM. (Johnson, Costello)
- 9) Motion carried to approve the Special Event Permit and request for assistance made by Charlotte Mooney/Klondike Dreams to run a sled dog race down Yellowstone Avenue on February 2, 2014. (Johnson, Costello)

Council Comments

Parker says he got a call last night about the ice skating rink and asks why it is not open. Patterson says that they poured it again this week and it didn't freeze hard enough last night so they had to let it sit another day. Forsythe says that based on the numbers from skate rentals at Westmart, they had a phenomenal response during the Christmas and New Years period and it appears that the new location is working out very well. Parker says he has also heard requests for a port-a-potty. Patterson says that a lot of people do not realize that the restrooms in the city park are open. Parker suggests a sign. Costello says that he saw a comment on Facebook from Rose Patnode where she offered to make a sign and perhaps they should take her up on that. Costello asks Town Attorney Jane Mersen what the proper procedure is for Council Members contacting the attorney and whether such inquiries should go through the Operations Manager or the Mayor, first. Mersen says that there is no hard and fast rule so it is really up to the Council as to how to handle that. She says that in other municipalities they typically went through the Mayor, mostly for the purpose of keeping the bill from the attorney under the control. Schmier asks Johnson how it has been handled in the past. Johnson says that such inquiries usually went either through the Mayor or the Operations Manager. The Council agrees to discuss this with Guay at a later date.

Public Comment Period

No public comment is received.

DISCUSSION

- 3) Schmier explains that there is one addition to the claims list tonight, \$890 for the annual financial report filing fee. Costello asks what that fee is for. Gospodarek answers that not only do they have to submit a very detailed financial report to the State on an annual basis, they have to pay to submit it.
- 4) The minutes are approved. Stewart and Cherhoniak also indicate they approve the minutes as written.
- 5) Schmier explains that the application is to replace a sign that we recently destroyed by a car accident. Forsythe asks if the sign is on city property. Stewart explains that the sign was located in the interior park. Stewart says that the sign has been there a very long time, since before he owned the business. If the encroachment is approved, he will also have to get a permit from the State and then a sign permit from the Town. Forsythe asks if there are many other signs on public property. Johnson responds that he doesn't know of any other signs that are on public property. The Council asks about the size of the sign. Stewart responds that it would be 6' by 8' and between 8' and 10' tall. Forsythe questions whether approving this will open it up for everyone else asking to put up signs on public property. He admits that he had never thought about the fact that that sign was on public property. Schmier asks that since the sign has been there forever, does it set a legal precedence. Mersen says that their code outlines a process for sign permits and encroachments. Approving this encroachment does not mean they have to approve the next application. Costello says that considering how long the sign was there, they should approve it. Johnson says that he thinks the sign should only say "Parking" and not actually identify "Ernie's Deli." The Council considers how to handle the request. Mersen encourages the Council to take public comment on the issue. Marysue Costello suggests that the sign should resemble the parking signs in the downtown area for the sake of consistency and identification. The Council asks Stewart if he would be satisfied with a sign that just said "Parking." Stewart answers that he is not willing to spend \$3000 on a parking sign. The Council votes on the application as written and it is not approved.
- 6) Johnson commends Greve for his past service on the MAP Board as a very dedicated and hard-working board member. Town Clerk Liz Roos clarifies that there is still one more vacancy on the board. Marysue Costello also expresses appreciation for Greve's efforts on the board in the past.

- 7) Benny McCracken asks the Council to consider appointing someone from the Hispanic community to serve on this board. He says that part of the community utilizes the clothing bank and he thinks they should be involved. Forsythe asks McCracken if he is willing to encourage someone from that community to apply. McCracken says he will do what he can. Stewart questions whether race can be a qualification to serve on the committee. The Council responds that they cannot, but agree it would be a benefit. Parker suggests they post the notice in Spanish and perhaps they will get a more diverse response. Johnson says he has already offered to represent the Council on this committee. He asks Mersen if the committee members must be appointed by the Council and she indicates that they should be appointed by the Council.
- 9) Charlotte Mooney of Klondike Dreams explains that she is requesting permission to run the International Pedigree Stage Stop Sled Dog Race (IPSSSR) down Yellowstone Avenue on February 2, 2014. To do this, they need two alleys of snow down the street, approximately two feet tall and five feet apart. Fire Chief Waldron expresses concern about getting the ladder truck or other emergency vehicles out of the Fire Station in the case of the emergency. The Council asks Patterson how he feels about the request. Patterson says that this will cost quite a bit of money. He says it will take them six to seven hours to haul the snow with all the trucks and the grader and then another six to seven hours to remove the berm. Schmier estimates that the berm could be there as long as three days. Patterson says they would probably have to build the berm through the night, but they should consider overtime and personnel costs. Mooney says this race is part of an 8-day race, the largest race in the lower 48 states and second only to the Iditarod. The Council asks Berger how he feels about the request. Berger says he has the same concerns as the Fire Department, emergency response. Schmier asks if they interested parties can get together and work out some solutions and bring this back to the Council. He says the Town has to consider the cost of building the berm, but they also need to work out the concerns from the Fire and Police departments. Stewart and Cherhoniak both voice support for the event and encourage the Council to approve the request. Mooney shares more information about the race and the route for the dog sleds. Johnson expresses support for the race and thinks they need to make an effort to encourage spectators to come out and witness the race. Forsythe asks why they want to go down Yellowstone rather than Madison. Mooney explains that historically when they ran dog races through West Yellowstone, they always went down Yellowstone Avenue-right in front of the Union Pacific buildings. The Council encourages Mooney to work with the Fire, Police, and Public Services Department on the details so the event can happen without endangering the public.
- A) Operations Manager/Department Head Reports: Johnson explains that Operations Manager Becky Guay called him today, she is fighting strep throat and bronchitis and will not be here this evening. She did tell him that she has no concerns about the Fire Departments proposal to establish a 911 Advisory Board and they will work on putting that together.

CORRESPONDENCE

Dated December 15, 2013, Fire Chief Scott Waldron writes to express concerns about the current issues in the Dispatch/911 Center and request the formation of a 911 Advisory Board. Johnson restates that from his conversation with Guay earlier today, she completely supports establishing a 911 advisory board and they can work on establishing that board at the next Town Council Meeting. Waldron addresses the Council and explains that all the agencies that use the Town's dispatch share responsibility for the problems they are having. He says that as he explained in the letter, he thinks they need to form a 911 advisory board to work on some of these problems. Berger explains that the Dispatch Sergeant has been in touch with Teton Communications and they are planning to update their software and equipment in the near future.

The meeting is adjourned. (8:35 PM)

WEST YELLOWSTONE TOWN COUNCIL

Work Session
January 13, 2014

COUNCIL MEMBERS PRESENT: John Costello, Cole Parker, Greg Forsythe,

OTHERS PRESENT: Operations Manager Becky Guay, Finance Director Lanie Gospodarek,

The meeting was held at 2:00 PM in the Conference Room at the Town Hall

Public Comment Period

No public comment is received.

DISCUSSION

Deputy Mayor Costello calls the meeting to order and asks for public comment. The purpose of the meeting is to discuss the budget for FY 2014, municipal budgeting in general, and other related topics for the benefit of the new council members. Finance Director Lanie Gospodarek explains fund accounting, the code-specific requirements of municipal budgeting and reporting and the fund balance policy. As the group reviewed the budget for 2013-2014 fiscal year they discussed revenues and expenditures budgeted for the different funds and the differences in requirements of spending in each type of fund. Operations Manager, Becky Guay explained some of the types of projects the town pays for and out of which funds and how those projects can be financed. Guay and Gospodarek covered fund balance and oversight provided by council during the budgeting process. Costello, Forsyth and Parker all ask questions to clarify their understanding about different aspects of the budget.

The meeting is adjourned. (4:15 PM)

Deputy Mayor

ATTEST:

Finance Director

COPY

West Yellowstone Town Offices
PO Box 1570
West Yellowstone, MT 59758

Re: Business License Application
Espresso West

Town Council,

Attached please find the following:

Town of West Yellowstone Business License Application
Site Plan
Plot Map
Check in the amount of \$50.00

This application is for a drive through espresso business, similar to the one I own here in town, Espresso West.

The building will be built on property we have owned since 1995 and will be built in accordance with Gallatin County's health codes requirements and licensed by the state of Montana. I do not anticipate any parking problems, as it is a drive through, however there are ample spaces on the property and I have designated two (2).

I am asking the town of West Yellowstone to consider waiving the \$500 resort tax bond based on my past pay history.

If you should have any questions please feel free to telephone me at 640-1906.

Sincerely,

Billie Richards

Town of West Yellowstone Business License Application

Business Name: ESPRESSO WEST
 Applicant: BILLIE RICHARDS
 Contact Person: BILLIE OR GEOFF RICHARDS
 Mailing Address: PO BOX 915 WEST YELLOWSTONE MT. 59758
 Physical Address of Business: 625 HWY 80 WYS MT 59758
 Phone Number: 640-1906 Fax Number: 646-4543
 Email Address: bjr.washington@aol.com Website: NONE

Signature of Property Owner of Record: *[Signature]*

Subdivision: OLD TOWN
 Block: 8 Lot: 3 & 4

Zoning District, please mark one:

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

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

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

DRIVE THROUGH ESPRESSO BUILDING SIMILAR TO MY BUILDING AT THE CORNER OF CANYON ST & YELLOWSTONE AVE. (ESPRESSO WEST)
THIS WILL BE A MOVEABLE BUILDING

Business License Fee: \$ 50⁰⁰
 Resort Tax Bond: \$ _____

[Signature]
 Signature of Applicant

Total Amount Due: \$ _____

Signature of Applicant
[Signature]
 Date

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

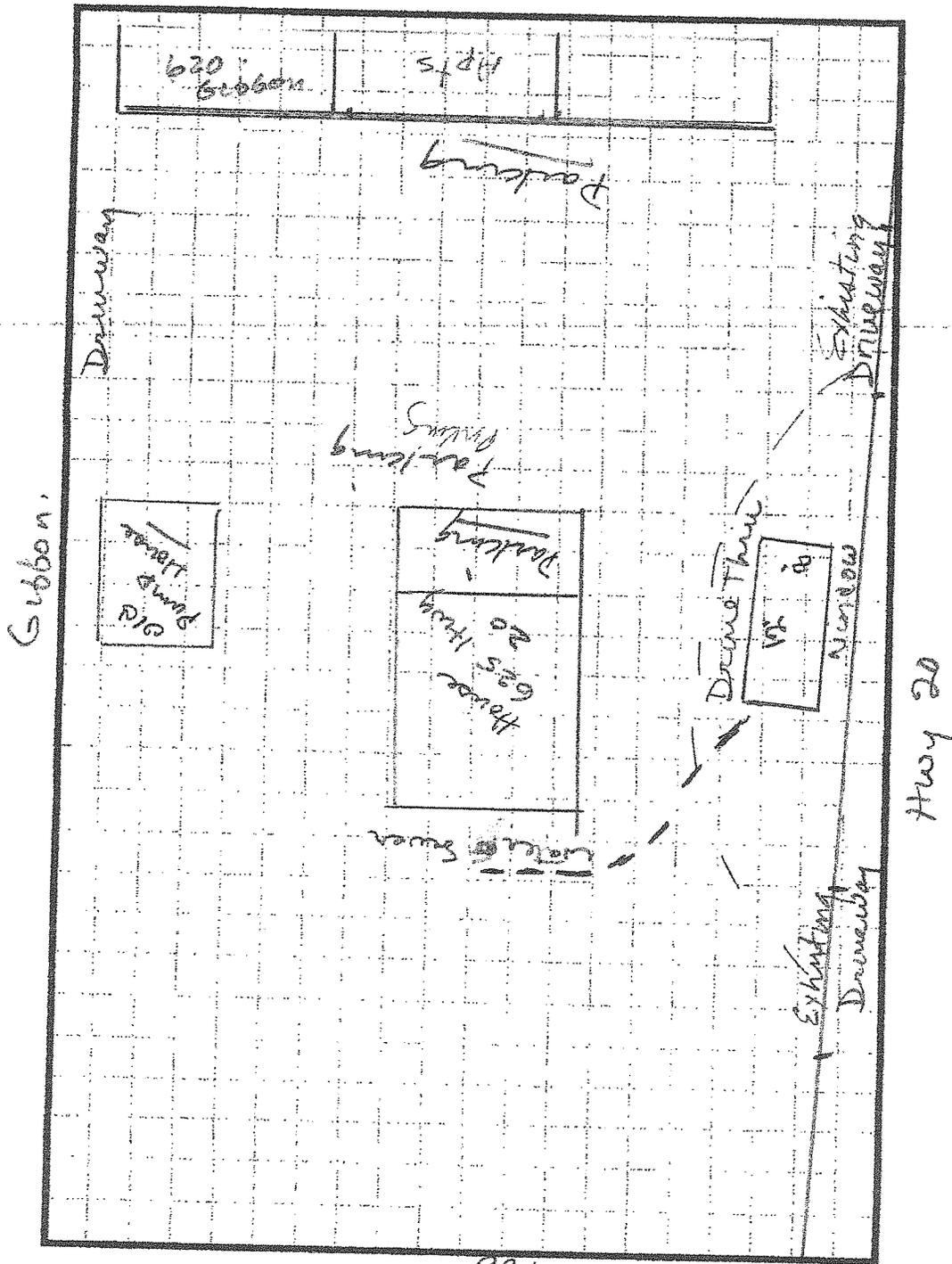
Site Plan

Business Name: Espresso West

Business Owner: Billie Richards

Business Street Address: 625 Hwy 20

Block: 8 Lot: 3 & 4 Subdivision:



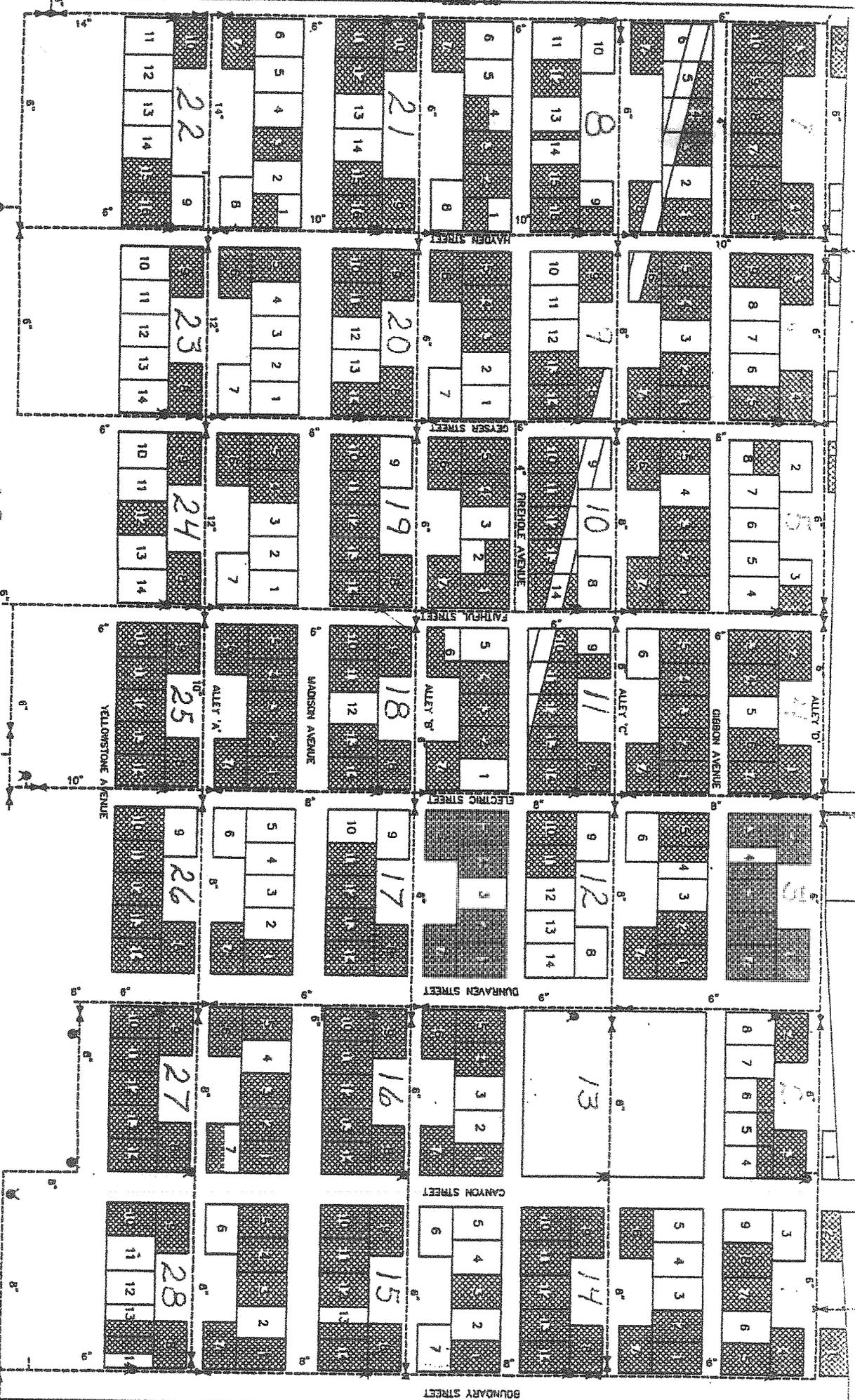
Scale: 1 inch = 20 feet

Note: This grid represents a standard Town lot, 100 feet by 150 feet.

31

30

29



BOUNDARY STREET

32

PUBLIC NOTICE

Marketing and Promotion Fund Advisory Board

The West Yellowstone Town Council is seeking an interested individual to serve on the Marketing and Promotion (MAP) Advisory Board in accordance with Section 3.12.140 of the West Yellowstone Municipal Code. Board members are appointed by the Mayor, subject to the consent of the Town Council, for a term of three years. The board's responsibilities include the development of a general marketing plan, the creation of annual budgets, and the establishment of criteria by which specific marketing projects are selected and funded.

In accordance with adopted policies and procedures, the board selects individual marketing and promotion projects and makes recommendations to the Town Council on the expenditure of MAP funds for such projects.

Interested individuals should complete and return the 'Application for Boards and Committees' which is available from the Town Offices, 10 S Faithful, West Yellowstone, MT. This position is open until filled. For more information or to request an application by e-mail, please contact the Town Offices, 646-7795, or info@townofwestyellowstone.com.

Elizabeth Roos
Town Clerk



Received
1-14-2014
AK

APPLICATION FOR BOARDS AND COMMITTEES

Name Kim Howell Date Jan 10 2014

Address 99 Fishing Lane

City West Yellowstone State MT Zip 59758

Phone (Home): 406 9026 (Work): _____ (Cell/Other): 406 461 1024

E-Mail Address: bozemandg@gmail.com

Are you a resident of West Yellowstone? YES Length of residency in West Yellowstone: 8 years

Board or Committee you are applying for: MAP Fund

Occupation: business owner

Employer: SELF

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

If so, which board, and for how long? DID - 4 years Planning board - 1 year

~~Past Memberships and Associations:~~ Chamber member 8 years - Chamber Board member 2 years.

Current Memberships and Associations: I am a member of the Montana Snowmobile Association, Montana Nurses Association, West Yellowstone Chamber

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: I am a business owner in the downtown area. I have much love for West Yellowstone and hope to see it continue to be a successful, beautiful town people want to → member of Board.

What are your primary objectives for serving on this board? I would like to serve the community of West Yellowstone Marketing & Promotion Fund by offering ideas and knowledge to the current board members and community.

References (Individual or Organization):
James Patterson Phone: _____
BRAD Schmiel Phone: _____
Greg Forsyth Phone: _____

Signature: Kim Howell Date: Jan 14 2014

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



Received
1-8-14 ER

APPLICATION FOR BOARDS AND COMMITTEES

Name Janna Turner Date 1/8/14

Address PO Box 2184 510 Firehole

City West Yellowstone State MT Zip 59758

Phone (Home): 406.646.4180 (Work): 406.646.7646 (Cell/Other): 406.641.0096

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 20yrs.

Board or Committee you are applying for: MAP Fund Advisory Board

Occupation: Financial

Employer: First Security Bank

Have you previously served on a County or City board? NO

If so, which board, and for how long? _____

Past Memberships and Associations: WY Chamber, WY Economic Development, Yell. Historical Center, Kiwanis, Big Brother's Big Sisters

Current Memberships and Associations: WY Chamber - EXPO committee

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: I have served on several boards and committees in West

Yellowstone and am familiar with the various community organizations. I believe my knowledge and experiences could shed a good perspective on making decisions to fund requests presented to the Board.

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

I have not served on any community boards in the last year, and would like to begin to get involved in the promotion and growth of our town again.

References (Individual or Organization):

Marysue Castello Phone: 406.646.7701

Gleinn Hales Phone: 406.646.4100

Mike Polkowske Phone: 406.646.7646

Signature: Janna Turner Date: 1/8/14

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

Town of West Yellowstone
Marketing and Promotion Fund Advisory Board (MAPFAB)
Recommendation to Town Council for Award Approval

Event or Project Applicant: W.Y. C. of C. Snowmobile Events Comm.

Event or Project Name: Snow Shoot 2015

Date Submitted: 12/31/13

Date Approved by MAP Fund Advisory Board: 1/9/14

Requested Amount: \$7500.00

Approved Amount: \$7500.00

Exceptions: None

Comments: None

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

_____ Date: _____

Comments:

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

MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE

Applicant Information

Applicant Individual or Organization: *West Yellowstone Chamber
Snowmobile Events Committee*

Event or Project Contact Person: *Marge Warner*

Address: *30 Yellowstone Ave.*

Phone: *406-539-7895* Fax: *406-646-9691* Email: *MARGEWAR@YELLOWSTONE.COM*

Application Submission Date: *12/31/13*

Event or Project Information

Event or Project Name: *Snow Shoot 2015*

Location of Event or Project: *AIRPORT*

Date(s) of Event or Project: *Feb. 15 - March 8*

Estimated Total Event or Project Cost: *\$ 98,000.00*

MAP Fund Amount Requested: *\$ 7500.00*

Project Name: Snow Shoot 2015 (Held in 2014)

**Project Sponsor: West Yellowstone Snowmobile Events Committee
West Yellowstone Chamber of Commerce**

Each year the four major snowmobile manufacturers (Arctic Cat, Polaris, Skidoo, and Yamaha) host an annual event called "*Snow Shoot*" where they invite all the snowmobile media to come to *Ride, Test and Write* about their snowmobiles for the next year. This is the most significant media event of the year for these manufacturers.

In preparation for the event, the manufacturers arrive several days ahead of the media with engineers and other support staff to prepare for the event, ride snowmobile trails, set-up their headquarters, and prepare a media center. Then, two different groups of media arrive and are hosted by the manufacturers and the location hosting the event. The media represents snowmobiling and winter sports publications, websites, and social media from both the United States and Europe.

Year 2000, West Yellowstone, Montana hosted this event for two years. At that time, the community came together and prepared the necessary infrastructure needed to put on "*Snow Shoot*." Fall River Electric and Qwest invested over \$23,000.00 in phone and power lines at the West Yellowstone Airport to support the power and communications needed for this event.

Since then, "*Snow Shoot*" has traveled to different venues in Canada and the United States. In *July 2010, 2011, 2012 and 2013*, West Yellowstone, Montana was awarded the venue for their "*Snow Shoot*" which occurs 3-4 weeks from mid February through early March.

We were awarded this bid because of our existing infrastructure and experience with the event, great snow and groomed trails, security management, and because of our ability to host the event not just this year, but in future years.

The Snowmobile Manufacture coordination group, for "*Snow Shoot*" has been seeking a venue that can manage this event on a multiple-year basis (3+ years) instead of moving to a new location each year. At the final days of Snow Shoot in 2012 a meeting was held with the Snow Shoot manufactures, local dealers, City Council, Chamber and TBID representation. A discussion and invitation was extended to the decision makers of the event. The results after additional input from the media attending--- *We received official notice that West Yellowstone would host Snow Shoot 2014—approximately February 18- March 8, 2013.*

That was a big decision by the manufactures, and for West Yellowstone, which changed a long history of moving the vent to other communities.

In 2013... the day of departure of the manufacture decision makers came to me, Marge Wanner and asked to return in 2014. We were told that the manufactures, including the media, unanimously agreed to return to West Yellowstone in 2014.

The positive impact to West Yellowstone is both immediate and long-term. In a struggling winter economy, this event will bring over 1,300 rooms night to West Yellowstone in February and March. Attendees and participants will be eating all of their meals in West Yellowstone,

renting cars from a local business, buying over \$20,000.00 worth of gas for snowmobiles and more for rental cars, consuming power and phone services, shopping retail stores, and using local laundry, dry cleaning, copying and shipping services.

The captive media audience that is covering the new manufacturer models will also be profiling West Yellowstone. They will be seeking supplemental stories on our great location, snowmobile trails, local lodging and eating establishments, profiling Yellowstone Park in winter, and other human interest stories. Positive publicity about our community appearing in these publications and their respective web stories will have a ripple effect. The amount and extent of this publicity is something that we could never afford to buy through existing marketing funds.

We again need MAP's assistance for 2013 to put on this important event. We are requesting \$7,500.00 in assistance to repeat West Yellowstone respected hosting responsibilities for this unique opportunity as outlined in the following pages at this time.

Section II: Proposed Timeline

Planning is already underway for this important event. The manufacturers crew will start to arrive before February 15, 2014. The media will be scheduled to arrive February 22 and be in two groups until their scheduled departure March 8, 2013

The manufacturers and media choose and reserve their own rooms. A list of businesses with supplied brochures has been forwarded already and they are in the process of booking rooms. Manufacturers like to have all their staff in one location and would like access to a private suite or meeting room for their staff gatherings, media tech privacy, and a place they can call home for 3 weeks. They are responsible for their own expenses. *Note:* The type of lodging can range from vacation rentals to small motels to larger hotels.

Section III: Budget

The Snowmobile Events committee has a few financial obligations to meet and they include; temporary restrooms, one public relations tent on site for gathering and lunch, trash removal, gas tanks, and two "Meet and Greet" casual receptions. These expenses total approximately \$15,000.00. Additionally, the manufacturers will pay more than \$80,000.00 for logistical costs such as rental trailers, gasoline, utilities, grooming of special use areas, forest service permits, security, propane, vehicle washing.

This is a huge opportunity for West Yellowstone economically and exposure to the snowmobile media. During 2013 attending media was posting comments and pictures on social media sites of the great snow conditions in West Yellowstone at that time. Because this is not a public event to the general public, it does not have a funding resource attached to it. Consequently, this event is being funded and supported in multiple ways; including:

1. **Funding Commitment from the Business Community** – In order to help fund this event the Snowmobile Events Committee asked for support from the business community. We asked for a 10% commission from the lodging properties for each "Snow Shoot" attendee room nights. To date, the following properties have committed to

this commission: Best Western Desert Inn, Blue Cloud House, Brandin' Iron, Brook Trout Inn, Comfort Inn, Days Inn, Grey Wolfe Inn & Suites, Hibernation Station, Holiday Inn, Kelly Inn, Three Bear Lodge, Yellowstone Lodge, Yellowstone Park Inn and Suites, Yellowstone Vacation Cabins, Yellowstone Wildlife Cabins. We also require 10% commission on all lunches delivered to the event site throughout the event.

2. **Contributions from other organizations:** We will be applying to TBID to again for \$5,500.00 to extending media stays before or after their arrival to profile West Yellowstone. The extra day(s) allows us to arrange for snowmobiling on our trails and powder with local rental equipment and guides for marketing exposure of our expertise of the back country and Yellowstone National Park. These extended pre and post days give the media a chance to experience snowcoach and snowmobile tours of Yellowstone Park and squelch the negative comments being guided, a chance to cross country ski the Rendezvous and other trails, and even snow shoe. Additionally, we can profile additional attractions such as the GWDC, IMAX, Yellowstone and National Forest Service interpretive programs. We want to broaden the scope of media coverage to portray West Yellowstone as a *complete winter destination with a full range of activities for anyone of any ability*.
3. **Operations Support** – The manufactures are very happy with the welcome they received from the community and their support. They look forward to the “*Meet and Greet*” receptions to meet the community leaders and appreciate the *thank you* they receive during the networking event.

The Chamber Accommodations budget does not have any funds allocated or available to this project. However, the Chamber is providing support including copying, faxing, book keeping. Marge Wanner, Event Coordinator is paid a minimal fee by Snowmobile Events Committee for organizing event operations, infrastructure, setup, meals, “Meet & Greet” social events, Marge’s previous experience and knowledge was a critical factor in being awarded the event. Daily phone calls and on-site preparation are underway.

4. **Volunteer Support** - The Snowmobile Events Committee and is volunteering considerable time to organize and assist coordinate this event. The Chamber Marketing Committee will be hosting a *S'mores* event during the event and all event participants will be invited. This will be a chance to meet folks from our local community and winter visitors.
5. **Inter Agency Support** – We are working with the **U.S. Forest Service** for trail access permits; **Montana Department of Aeronautics** for use of the West Yellowstone Airport, **Nevada Automotive Test Center (NATC)** winter lease company of airport tarmac.

Section IV: Publicity, Promotion, Marketing

The requested \$7,500.00 in MAP funding would be used to host two "Meet and Greet" casual receptions required as part of our hosting location responsibilities.

Two different media receptions are required because the two different media groups will here on different dates. Local businesses are in the process of bidding to host these receptions.

The receptions will be for the manufacturers, support staffs, media representatives, and limited local contacts (approximately 100 per reception). Each reception is hosted as a welcome by our community to the manufactures and media the night before each group starts their working schedule the following day. At this time we are unable to finalize reception costs due to lack of attendee numbers and costs by facilities appropriate to host these events. At this time we do not anticipate a reception costs increase.

2013 Receptions cost was \$7050.00 way under original anticipated cost of \$ 9,500.00 due to creative negotiations with businesses hosting the events.

Section 5: Application Review Criteria

1. What do you expect the economic and social benefits of the event or project to be for the community and surrounding area?

As stated above, the positive impact to West Yellowstone is both immediate and long-term. In a struggling winter economy, this event will bring over 1,300 rooms night to West Yellowstone in February and March. Attendees and participants will be eating all of their meals in West Yellowstone, renting cars from a local business, buying gas, consuming power and phone services, shopping retail stores, and using local laundry, dry cleaning, copying and shipping services. The manufacturers will also spend over \$45,000.00 in operations costs. We have the potential to host this event consecutively for 3 years if we are great hosts.

2. How does the event or project reach potential visitors outside West Yellowstone?

The articles, web blogs, and photos of West Yellowstone, surrounding scenery and snowmobile trails, and Yellowstone in winter will reach millions of readers around the world.

3. How does the event or project have the potential to increase the number of visitors to West Yellowstone or to extend the visitor stay?

Again--the median articles, web blogs, and photos of West Yellowstone, surrounding scenery and snowmobile trails, and Yellowstone in winter will reach millions of readers around the world.

At this point, we do not know the continued effects of recession on winter tourism.. By including information in media packets focused on a wide variety of activities especially the chance to visit Yellowstone; we would hope to extend some visitors' stays.

4. How does the event or project complement or enhance existing events or projects.

The health of our overall winter season will enable businesses to support and enhance our winter events by being open and by being sponsors. As well, maintaining or the length of their visit supports local business and subsequently, employment, Resort Tax, MAP & TBID collections.

5. How does previous experience support this type of event or project as viable?

As stated above, there has already been an investment by local companies in the utility infrastructure for this event. West Yellowstone has hosted this event successfully in the past. We have knowledgeable and proactive resources that the manufacturers have trust and confidence in West Yellowstone putting on this event.

Again—Marge Wanner, Event Coordinator is well known and respected by the manufactures as their “GO TO PERSON” and has numerous years of experience hosting this event in West Yellowstone as well as attending other Snow Shoot event sites as a guest of the manufactures and media.

6. How does the event or project enhance the aesthetics of the Town for the benefit of the traveling public and Town residents?

Keeping winter lively in West Yellowstone is important to all. Guests have a better experience when more businesses can be open. Our residents have employment opportunities and enjoy better services when more businesses can prosper. Having visitors in town make for positive attitudes of employee and owners.

7. How does this event or project economically benefit a number of diverse town interests?

As listed above, this event benefit the entire gamut of business in West Yellowstone: lodging, catering, restaurants, bars, attractions, retail stores, service businesses, gas station operators, rental car businesses, etc.

8. Can this event or project proceed without MAP Funds?

Maybe— the event can proceed. The snowmobile Event Committee has limited funding sources from this event to meet all expenses. And these receptions are an important part and opportunity of the event and a requirement of the bid process. Therefore, we would have to find additional funding sources for the receptions and airport usage through local businesses. MAP funds represent all forms of local businesses.

9. How will you acknowledge the receipt of MAP funds as a funding source for the event or project?

Since this does not involve specific ads or promotions, we will be noting the Town of West Yellowstone support on signs at the receptions and in any printed materials distributed to event coordinators. We need to adhere to the security restrictions for this event that would preclude news or press releases.

Section 6: Supporting Documentation.

We would be happy to furnish any additional information needed upon request.

Section 7: Event or Project Outcome

1. Economic Impact

Approximately 80 additional "Heads in beds and at the tables" for 3 weeks.

2. Marketing Efforts

We will also track resulting articles and media coverage, and any direct inquiries that result from this publicity. These results will take longer to track. While there will be some immediate publicity on the web, most printed articles will not appear until late 2014/2015 winter season year.

3. Attendance

We will report how many attendees came to each reception and any feedback (anecdotal). To date, these are the anticipated media companies:

At this time we do not have a complete list of media attending.

4. Inquiries

We can track email and phone inquiries to the Chamber; however, we do know that it is likely that the vast majority will wind up directly with our private sector.

5. New Developments

While West Yellowstone previously hosted this event a decade ago, and 2010, 2011, 2012 and 2013, A successful, well-executed event could bring "Snow Shoot" back here for long term and there is discussion amongst the manufactures right now to make West Yellowstone the home of Snow Shoot.

Airport authority has contracted with the Chamber of Commerce a 5 year option lease to host this event.

The International Snowmobile Manufactures Association (ISMA) has chosen the Snow Shoot event to shoot their Snowmobile Safety Guide and photos for any media, clubs and the public to use for Safety articles and classes.

Recently Wisconsin Snowmobiler had a photo of the ISMA family ride in West Yellowstone as their middle insert. GO West Yellowstone!!!

6. Partnerships

We are currently partnering with local businesses, TBID, the U.S. Forest Service, Montana Aeronautics Division, NATC and the West Yellowstone Chamber.

7. Aesthetic or other Beneficial Enhancements

We will measure this by a comments received from West Yellowstone businesses and on our social networking and web sites.

8. Other: *Attachments: 2013 Event Final Budget*



Certification

Applicant Individual or Organization: *W. Y. Chamber - Snowmobile Events Committee*
Event or Project Name: *Snow Shoot 2015*

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

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

Signature: *Margel Warren* Name (printed): _____
Title: *Snowmobile Event Coordinator* Date: *12/31/13*

For Office Use Only

This application has been approved by MAPFAB Date: _____

This application has not been approved by MAPFAB Date: _____

**Town of West Yellowstone
Marketing and Promotion Fund Advisory Board (MAPFAB)
Recommendation to Town Council for Award Approval**

Event or Project Applicant: W.Y. C. of C. Snowmobile Events Comm.

Event or Project Name: Snowmobile Expo 2014

Date Submitted: 12/31/13

Date Approved by MAP Fund Advisory Board: 1/9/14

Requested Amount: \$7960.00

Approved Amount: \$7960.00

Exceptions: None

Comments: None

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

_____ Date: _____

Comments:

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

MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE

Applicant Information

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

Event or Project Contact Person: Marge Wanner, Event Coordinator

Address: West Yellowstone Chamber, PO Box 458, West Yellowstone, MT 59758

Phone: 406-539-7895 *Fax:* 406-646-9691 *Email:* margew@wyellowstone.com

Application Submission Date: 11/01/2012

Event or Project Information

Event or Project Name: Snowmobile EXPO 2014

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

Date(s) of Event or Project: March 14-16, 2014

Estimated Total Event or Project Cost: \$ 194,406.00

MAP Fund Amount Requested: \$ 7,960.00

SECTION ONE: PROJECT SUMMARY

EXPO 2014 will take place on March 14-16th, 2014 and will again feature the unveiling and exhibition of **YEAR 2015** models where all the manufacturers--**ARCTIC CAT, SKIDOO, POLARIS, and YAMAHA**—will be displaying under one roof at the same location. Hundreds of snowmobile aftermarket products and destinations are also on display at the **EXHIBITATION CENTER**.

As always, premier snowmobile racing and exhibitions take place EXPO weekend. featuring the world renowned **WEST YELLOWSTONE SNOWEST SNO-CROSS**, sanctioned by MOUNTAIN WEST RACING, Pro-Class racers compete on a specially designed racetrack of curves, straights, and jumps all right in front of the thousands of fans. Other annual crowd favorites are planned including **SNOWDRAGS / SPEED RUNS** sanctioned by the WASHINGTON STATE RACING ASSOCIATION. **MOTORCYCLE FREESTYLE STREETSTYLE** bringing thousands of people downtown enhancing the local business economy will return again.

In addition, we host the **INFAMOUS KITTYCAT AND 120'S, WESTERN DIVISION VINTAGE EXHIBITION** celebrating their 11th anniversary in West Yellowstone, that brings an ardent following of owners of original snowmobiles.

We have asked the four major snowmobile manufacturers to step up and be more proactive in promoting and supporting EXPO. The past two years, we have experienced competition with an event called "Sneak Peak." This is a roll-out of the next year's models in various locations across the United States. Last year, the new models could be seen prior to the EXPO weekend and in competitive locations (Rexburg, Idaho for example) in the weeks after EXPO. This year, the four manufacturers have committed to not supporting any new model previews in the West until after EXPO- we will be the first western location. Additionally, they will not be participating in Sneak Peek in close locations after our event. This will build excitement that EXPO is the premiere new model event!

We have an exciting addition to this year's EXPO weekend. Over the past three years, we have noted an increasing interest in vintage snowmobiles. We have always had a vintage show, but last year we added vintage racing on a slightly modified SnoCross track. The participation for a first year event was excellent. It also caught the attention of a number of vintage clubs and a nationwide organization of clubs and vintage racing enthusiasts.

Consequently, the WSVSA (Western States Vintage Snowmobile Association) is once again - for the third time - pleased to announce that they will be hosting the "9th Annual VSCA (Vintage Snowmobile Club Association) National Vintage Snowmobile Show" at the 2014 World Snowmobile Expo in West Yellowstone, Montana on March 14th and 15th, 2014.

It's one of the largest gatherings of vintage and antique snowmobiles in the West with U.S. and Canadian participants from all over the 'snow belt.' More than 200 immaculate snowmobiles encompassing the entire spectrum of snowmobiling history are expected to participate. The VSCA

National will be held in an outdoor venue on snow for the very first time. There will be Vintage Oval Racing with One Lunger, Fanner's, and Free Air's taking the stage in two sessions on both Friday and Saturday

EXPO has only succeeded from the immense public-private partnership that occurs each year in putting on this event. In return, all types of businesses have benefitted from EXPO including lodging, restaurants, retail, snowmobile rental and service businesses, and oil/gas operators. It has positively impacted collections for town's resort taxes during the month of March each year.

The goals of this event are: Maintain the production of a world-class event by cooperative efforts

- 1) Sustain winter business as we discover a new winter identity for our community.
- 2) Ensure attendance by our existing customer base
- 3) Attract new attendees based on new "WOW" family events and enhanced marketing
- 4) Highlight Yellowstone National Park as an additional component to Expo extending the length of visitor stays
- 5) Leverage the awareness of West Yellowstone and winter in Yellowstone Park of marketing campaigns already in progress from the Chamber, TBID, and private businesses.

Additionally, the Snowmobile Events Committee went through a major initiative to contact local businesses and organizations this summer to ascertain the continuing level of support for the event among local businesses. The Committee also asked for comments and suggestions on how to improve the event and attendance. To date, over \$14,000.00 in local business funds have been committed and we are continuing these efforts.

The Committee is also working on ways to reduce costs or operate the event more cost effectively. We are looking for ways to expand with additional activities or events throughout the weekend. We are also working with the current activity coordinators (such as MWR races, the Vintage Snowmobile Association, and Octane Addictions) on improving their portion of EXPO.

SECTION TWO: TIMELINE

Here is an outline that covers the scope of work and deliverables schedule for the event.

Post- EXPO - June 30 or whenever completed:

- Organize tear-down and 1st cleanup of race track
- Airport Final clean-up by June 15.
- Verify all invoices to be paid- ongoing into June or farther
- Collect outstanding accounts receivable until all is collected – ongoing sometimes into July
- Update budget to actual
- Send thank you to sponsors, partners
- Set dates for next year events
- Compile event reports to partners and submit

July, August, September

Snowmobile Events: EXPO 2014 MAP Application

- Negotiate convention center lease for future EXPO event
- Answer phone and email questions about next EXPO, booths, other events.
- Take names of booth inquiries
- Investigate additional "Wow" events that enhance the EXPO event
- Solicit Corporate sponsors
- Commit to Fall marketing snowmobile shows
- Solicit Fall show partners for fall marketing snowmobile shows.

September- January

- Send prior year vendor invitations for next EXPO.
- Attend key Fall Snowmobile Shows paid by lodging partners for an EXPO presence and exposure to market the EXPO. Meet with manufactures, organizations for EXPO concern /discussions
- Constant contact with manufactures marketing and race directors
- Answer EXPO date and booth questions and inquiries from April to day of EXPO.
- Solicit additional vendors and make booth space reservations
- Solicit additional partnership ex: TBID, MAP, YC, ACCOM tax, TBL, etc.
- Negotiate contracts with individual event organizations sanctioning/administrating the race or exhibition
- Assist with marketing EXPO event
- Start building event program with SnoWest, gather information, letters, maps of shuttle and event sites
- Order, mail to snowmobile dealers in surrounding states, distributes event flyers in town and within 200 miles of Montana and Idaho.

February

- Finish Event Program for distribution
- Order Corporate & Manufacture banners for track
- All permit applications- Forest Service & City
- Apply for event insurance using correct terminology, additionally insured and signatures of sanction organizations responsible
- Meet with race organizations prior to event to verify their needs, contracts, donated rooms etc.
- Organize donated rooms for race officials 15-20 rooms Order electricity, bathrooms, waste containers,
- Order fence materials needed
- Line up fence setup volunteers
- Order office supplies needed for admissions, counting
- Order trophies accordingly
- Make sure tickets, wristbands stamps are ordered by admission chairman/event accounting person
- Meet with event site builder/groomer of race tracks, bleachers, racer parking
- Contact or support lead groomer in soliciting assistance from city, state in kind or equipment
- Contract concessions businesses for EXPO Central and Race site for on site
- Work with vendors, event convention services company for placement and needs of vendors prior to event and during.
- Line up security for EXPO Central
- Assist with contacting volunteers for various locations
- Line up Old airport site mobile office
- Distribute Event program locally
- Make Old Airport venue site maps
- Line up volunteers snowmobiles, trailers etc for fencing
- Lineup supervisors for each venue or responsibility (admissions, casino night, Calcutta, fencing,

Snowmobile Events: EXPO 2014 MAP Application

- Contact sponsors for announcer ads at track
- Pick up Sponsor banners for track

Week of EXPO & during event

- Setup Coordinators office, collect donations, prizes,
- Meet with media
- Checks written for race organizations, payouts, prizes etc.
- Order lunches for track officials and volunteers and distribute
- Assist vendors into their respective booths and assist to their needs
- Make Old Airport venue site maps
- Distribute race lineup copies to airport info admissions locations
- Shuttle signs where needed
- Cover no parking signs in south Grizzly Park
- Gather all EXPO information, community interests handouts, etc and distribute to admissions locations
- Call for trash pickup and bathroom cleaning and pumping during event as needed
- On call 24/7 for whatever someone needs

Year around ongoing

- Solicit funding thru partners, sponsors etc.
- Look for new ideas for event enhancement
- Attend all post and pre-meetings regarding Expo and Snowmobile Events to be aware of what is discussed and decided what I need to do to accomplish those decisions.
- Read snowmobile magazines both hard copy and online, monitor web sites for trends, discussions events etc.
- Check for mail, income, bills to pay, booth income and contracts
- Assist with marketing
- Keep within budget established
- Keep community and the outside world informed about EXPO dates, activities

SECTION THREE: BUDGET

Please see the detailed budget totaling \$194,406.00 (Addendum One) to this proposal. The entire marketing budget of \$ \$22,993.00 is also included as Addendum Two. We are asking for MAP funding in the amount of \$7,960.00 to cover costs of the following items. Please note that multiple grants could share in specific costs; this is the amount only for MAP.

item/ad	budget	description
Eastern Idaho/Jackson web	\$ 650.00	Teton Valley News (Driggs, Teton, Teton): Creative, Newspaper ads, web banners. (Using single day admission pass give-aways as a trade-out which reducing this by an additional \$275.00 in ad cost.)

Snowmobile Events: EXPO 2014 MAP Application

Eastern & Central Idaho newsprint & web	\$	600.00	Idaho State Journal (Pocatello, Blackfoot, Shelley and surrounding areas in Idaho): Creative and 3-Peat Newspaper Ads & On-line AD, and Online E-sticky note.
MT Television	\$	2050.00	MT TV Commercials to Air on the Local CBS TV Stations in Each Market: Missoula-\$800 35x :30 ROS-6am-mid rotator 35X :30 Bonus Non-profit match Great Falls: \$800 31x-:30 ROS 6am-mid rotators 31X- 30 Bonus Non-profit match; Helena: \$400 40x :30 ROS 6am-mid 40x-:30 Bonus Non-profit match; Butte: \$800 50x-:30 ROS 6am-mid 50x-:30 bonus non-profit match; Banner ad: Missoula-\$100 Great Falls-\$200 Butte-\$200
Teton Valley News - Teton Publishing (Driggs and Teton Valley, ID)	\$	660.00	Newspaper Ads: 1/2 page & web banner (passes)
Regional reach	\$	3,750.00	Eastern Montana-North-South Dakota on-line web advertising specific to power sports enthusiasts with reach into Baaken areas. Utah web banners specific to sports pages in deseretnews.com
Media Pass exchange program	\$	250.00	Print costs

7,960.00

SECTION FOUR: PUBLICITY, PROMOTION, MARKETING

The ongoing challenge of Expo is in marketing and publicizing this event to retain large numbers of attendees. Traditionally, there is a core group of annual attendees numbering in the thousands who need to be kept up to date and encouraged. And, as in all previous years of EXPO we continuously seek new avenues to attract new visitors through marketing and specialty sub-events.

We need to attract people that make spontaneous decisions to come for a day (and hopefully overnight) as well as those who tend to plan long-range for extended stays. We also need to attract people that want to create a longer winter vacation by combining EXPO with snowmobiling outside the park, a Yellowstone park tour, and taking advantage of other local attractions.

We have successfully tapped into a new market segment of power sports enthusiasts through selectively choosing to promote in markets including Rexburg, Idaho Falls, and Pocatello, ID and Billings and Butte, Montana. We have also been successful in receiving significant editorial and televised media coverage. We had articles resulting from press releases sent to regional

newspapers and websites.

The challenge is that the overall marketing plan is dependent on the amount of funding. We will use existing marketing tools including our website, www.snowmobileexpo.com, as well as Twitter and Facebook pages for social media promotion. We have also already begun promoting EXPO 2014 by attending fall snowmobile events and shows including HayDays (Minnesota) which is the largest and first snowmobile show of the season, the Western Washington Snowmobile Show, and the SnoWest Snowmobile Show (Sandy, Utah). Local businesses have also taken information on EXPO to consumer shows throughout the U.S. this past fall.

The 2013/2014 Chamber Marketing Plan funded by Accommodations collections began promoting the EXPO and West Yellowstone snowmobiling with ads in regional and national snowmobile publications. This funding is also paying for upcoming ads in SnoWest magazine, Sled Heads magazine, web banners on the SnoWest website, and the EXPO program distributed at the event. Total commitment for promoting EXPO is \$6,000.00.0020

The Chamber Accommodations funding focuses on regional or national coverage. We need additional funds to fund a big push in local, regional, and drive markets to get the word out on EXPO in the four weeks prior to the actual event. This could include newsprint, radio, and television, all with an accompanying web banner whenever possible. We have a commitment of \$9,436.00 for continued event marketing from the West Yellowstone TBID grant program. However, we need to enhance this amount, especially into areas such as South and North Dakota, western Montana and Wyoming where there are large numbers of Baaken oil field workers with available time and money to attend the weekend. Last year, we ran some test advertising and had immediate results of visitors (snowmobiles loaded in their trucks) showing up for EXPO and to ride that weekend around West Yellowstone.

SECTION FIVE: APPLICATION REVIEW CRITERIA

- 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?**

We believe that EXPO has had a long history of bringing business to West Yellowstone in March that positively impacts many aspects of the local community including lodging, eateries, attractions, and retail shops and services. Additionally, by promoting "come early before EXPO to take advantage of the last winter weekend/week to enjoy Yellowstone by an over snow tour" could also benefit snowmobile rental, Yellowstone snowcoach and snowmobile tour properties.

This project has a direct benefit on West Yellowstone businesses during a traditionally slow

weekend without a major event. However, it also benefits those who work in the businesses by providing greater employment opportunities

2. How does the event or project reach potential visitors outside West Yellowstone?

The entire intent of this campaign is to attract local and regional visitors, as well as snowmobile, power sport enthusiasts, and winter-activity market consumers. The marketing plan described above outlines our multi-media and PR approach to specific geographic areas and specific activity segments.

3. How does the event or project have the potential to increase the number of visitors to West Yellowstone or to extend the visitor stays?

At this point, we do not know the continued effects of recession and continuing changes to Yellowstone access on winter tourism. We do plan on offering the same array of events that attracted new EXPO attendees last year and diligently continue to look at snowmobile events new trends to sustain and enhance our event and therefore the winter economy. By including information and advertising focused on a wide variety of activities especially the chance to visit Yellowstone; we would hope to extend some visitors' stays.

4. How does the event or project complement or enhance existing events or projects?

Your financial support is essential to sustain a historical annual destination event an important foundation to the winter economy in West Yellowstone. The health of our overall winter season will enable businesses to support and enhance our winter events by being open and by being sponsors. As well, maintaining or increasing the number of attendees or the length of their visit supports local business and subsequently, Resort Tax collections.

How does previous experience support this type of event or project as viable?

EXPO is now in its 23rd year as an annual event. The event is planned by the Snowmobile Events Committee, has its own Event Manager, and an experienced base of volunteers dedicated to making this project a success.

5. 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 been paid associate with the event(s) or project(s)?

The Chamber Snowmobile Events Committee has received the following MAP funding for this project for the past four years All vendors associated with these projects have been paid. Final reports for all of these projects have been submitted.

6. Can this event or project proceed without MAP Funds?

Yes, the event can proceed, however the majority of advertising and promotions, as well as website and internet presence, is reliant on supplementary funding sources. Without approval, we will eliminate specific geographies from our advertising campaigns including Billings, Helena, Great Falls, and Missoula, Montana (print and television), the Montana Snowmobile Association, the regional drive markets in western and southwestern Montana, and the ability to remedy our website challenges.

7. How will you acknowledge the receipt of MAP funds as a funding source for the event or project?

We will include the appropriate verbiage and image on all event signage, advertising, promotional, and publicity efforts. We will work with the MAP Board regarding this as well as what can be given to West Yellowstone businesses demonstrating their support.

ADDENDUM ONE: 2014 EVENT BUDGET

NOTE: THIS BUDGET IS STILL UNDER REVISION. AREAS HIGHLIGHTED IN YELLOW ARE PLACES WHERE THE COMMITTEE IS LOOKING TO REDUCE COSTS AND ENSURE A BREAK-EVEN/REVENUE PRODUCING EVENT. THE MARKETING GRANTS SECTION WILL ALSO BE UPDATED PENDING THE DECISION OF THE MAP APPLICATION AND POSSIBLE OTHER ACCOMMODATIONS SPENDING.

World Snowmobile Expo Budget:

	2009	2010	2011	2012	2013	2014
INCOME:	Actual	Actual	Actual	Actual	Actual	Budget
AIRPORT:						
ADMISSIONS	19,366	26,651	13,350	6,620	10,272.00	10,000.00
FREESTYLE			19,575	3,630	3,640.00	3,500.00
CONCESSIONS	877	512	132	100	154.00	150.00
MANUFACTURERS BOOTHS	1,800	1,200	600	600	600.00	600.00
PIT WRISTBANDS	1,235	3,920	2,755	1,690	1,130.00	1,000.00
ENTRY FEES (SPEED & SNOXCROSS)	8,060	7,055	6,388		0.00	
<i>Speed Runs - 2131.88 (2011)</i>				1,395	1,140.00	1,100.00
<i>SnoCross - 3057.00 (2011)</i>				1,014	4,050.00	2,500.00
<i>Enduro - 1200.00 (2011)</i>				0	0.00	
RACER INSURANCE, ALL RACES	2,790	3,690	2,649	1,200	1,115.00	1,000.00
EXHIBITION:						
ADMISSIONS	0	22,597	35,660	36,990	36,370.10	35,000.00
BOOTH RENTAL	63,805	67,225	64,567	69,775	64,550.00	69,000.00
CONCESSIONS	1,617	0	0	0	154.00	0.00
RETAIL		260	0	0		0.00
OTHER:						
CALC08,CONCERT 09, CALC 10	5,029	1,530	850	1,833	0.00	2,000.00
CASINO NIGHT	2,611	3,852	2,859	3,037	3,011.20	3,000.00
SWAP MEET		650	680	480	160.00	0.00
SPONSORS (Corporate)	3,000	5,000	6,000	7,000	11,450.00	7,000.00
FALL MARKETING		5,900	6,463	4,800	4,800.00	4,800.00
STREET BIKE DONATIONS			1,950	0	0.00	0.00
COMMUNITY INV. (BestofBest)	12,775	9,337	11,875	11,400	10,200.00	23,400.00
3Bear, MAP, TBID, ACC TAX	22,000	27,657	26,970	27,330	34,340.00	15,436.00
YELLOWSTONE COUNTRY			7,650	0		4,000.00
WYF - vintage						1,500.00
OTHER:	47,000				8,014.00	3,000.00
MISC (Rod Run BBQ)				600	200.00	4,100.00
TOTAL INCOME	191,964	187,035	210,973	179,494	195,350.30	192,086.00

Snowmobile Events: EXPO 2014 MAP Application

EXPENSES:						
BATHROOMS	1,800	2,200	2,000	1,800	2,700.00	2,700.00
CALCUTTA (concert in 2009)	5,107	333	75	100	0.00	300.00
CASINO NIGHT	952	644	676	806	917.15	1,000.00
CONCESSIONS EXPENSE	1,484	0	0		0.00	0.00
COORDINATOR'S SALARY (GROSS)	22,018	19,772	22,279	21,149	22,500.00	22,500.00
FACILITY LEASE	65,000	69,000	65,300	64,000	61,300.00	64,000.00
INSURANCE	3,060	2,750	2,395	2,855	4,116.00	4,200.00
MARKETING	7,750	7,022	7,000	6,055	10,326.27	10,000.00
Website Design & Maint.					0.00	8,000.00
Reimbursed Marketing	22,000	27,657	26,970	27,330	34,340.00	15,436.00
Promotional						
OFFICE RENT (MARGE)	3,300	3,600	3,600	3,600	3,600.00	3,600.00
PERMITS	250	337	439	436	600.00	600.00
SANCTION ROOMS	2,094	1,890	1,890	1,759	1,301.30	1,300.00
SANCTION FEES	11,000	9,000				
<i>SnoCross, FS, 120's</i>			3,000	4,000	2,000.00	2,000.00
<i>Speed & Snow Drags</i>			5,000	5,000	5,000.00	5,000.00
<i>Snowmobile Freestyle</i>				6,000	8,000.00	8,000.00
<i>Motorcycle Streetstyle</i>			2,500	2,500	3,200.00	3,200.00
<i>Vintage</i>					0.00	1,500.00
FENCING MATERIALS	460	4,491	388	595	0.00	400.00
SECURITY (at Holiday Inn)			600	890	640.00	800.00
SOUND SYSTEM	2,600	3,200	3,400	3,400	3,150.00	3,150.00
STORAGE	2,280	2,130	2,520	1,920	1,920.00	1,920.00
SUPPLIES	330	983	991	261	216.00	300.00
TRASH REMOVAL			1,049	599	0.00	600.00
TRACK SETUP, MAINT, MEALS, LABOR	5,444	5,057	5,372	3,103	2,403.00	2,400.00
TROPHIES & PAYBACKS	19,481	18,698	900	1,526	2,885.00	2,900.00
<i>SnoCross</i>			4,000	4,000	3,690.00	3,600.00
<i>Speed</i>			2,131	1,840	3,199.00	3,000.00
<i>Enduro</i>			1,200	0	0.00	0.00
<i>Freestyle Aerials</i>			17,738	5,685	7,227.50	7,500.00
<i>Motorcycle Streetstyle</i>			0	0	0.00	0.00
MISCELLANEOUS EXPENSE	1,477	750	945	250	408.00	500.00
CREDIT CARD / BANK CHARGES		1,570	2,510	1,384	1,468.00	1,500.00
GROOMING	6,999	5,610	5,555	4,590	4,950.00	5,000.00
VOLUNTEER EXPENSE	1,288	1,902	0	1,535	550.00	1,500.00
PRIOR YEAR'S EXPENSE		512	1,746	0	0.00	

Snowmobile Events: EXPO 2014 MAP Application

PAYMENTS TOWARDS LOAN		773	15,415	0		
TBD "WOW" EVENTS				0		
COC SUPPORT						2,000.00
Other 120 purchase and raffle					4,419.00	4,000.00
TOTAL EXPENSES	186,174	189,881	209,583	178,968	192,607.22	194,406.00
NET INCOME (b4 commission)	5,790	-2,846	1,390	526	2,743.08	-2,320.00
Commission (16%)				84	439	
NET INCOME	5,790	-2,846	1,390	442	2,304	

ADDENDUM TWO: 2014 EVENT MARKETING BUDGET

Snowmobile Destination Event: 2014 Marketing Budget		
item/ad	estimated cost	description
Idaho State Snowmobile Association	\$ 450.00	3/4 vertical color print ad in February and March; negotiate for web link
MT State Snowmobile Association	\$ 350.00	1/4 b&w - January & February print , web link
WA State Snowmobile Association	\$ 1,420.00	3/4 vertical color print ad in January and March; negotiate for web link
SnoWest/Harris Publications	\$ 4,060.00	Dec & January Dec 1/2 page V color print; Feb full page online; 3 email blast; website catalog (1 year); website link; EXPO program ads
Island Park Journal & News	\$ 450.00	Weekly small newsprint ads in February & March; hit on Island Park vacationers and second home owners
Idaho Falls paper & web	\$ 1,571.00	Post Register EXPO: (Idaho Falls and eastern Idaho): Creative, Farm & Ranch Full color 8.514 inches x 11 inches Fri 3/9 and 3/16; 3X times 5.042 X 10" color; skyscraper \$59 X 2 weeks. Outdoors section covers stories on outdoor events--hiking, fishing, etc. It runs on Thursdays only. The Main News is our A-section with both local and national news coverage. The Main News for Sunday, Sports for Wednesday, Outdoors for Thursday (week of EXPO).
Admissions Passes	\$ 350.00	Creative and print cost for promotions (radio, TV, print) used to trade out for additional media at no or reduced costs and giveaway/promotion packages to snowmobile clubs in 6 states and snowmobile dealers in 3 states
Eastern Idaho/Jackson web	\$ 750.00	Teton Valley News (Driggs, Teton, Teton): Creative, Newspaper ads, web banners. (Using single day admission pass give-aways as a trade-out which reducing this by an additional \$275.00 in ad cost.)
Eastern & Central Idaho newsprint & web	\$ 1,650.00	Idaho State Journal (Pocatello, Blackfoot, Shelley and surrounding areas in Idaho): Creative and 3-Peat Newspaper Ads & On-line AD, and Online E-sticky note.
MT Television - (split with other grants)	\$ 3,300.00	MT TV Commercials to Air on the Local CBS TV Stations in Each Market: Missoula-\$800 35x :30 ROS-6am-mid rotator 35X :30 Bonus Non-profit match Great Falls: \$800 31x-:30 ROS 6am-mid rotators 31X- 30 Bonus Non-profit match; Helena: \$400 40x :30 ROS 6am-mid 40x-:30 Bonus Non-profit match; Butte: \$800 50x-:30 ROS 6am-mid 50x-:30 bonus non-profit match; Banner ad: Missoula-\$100 Great Falls-\$200 Butte-\$200
Teton Valley News - Teton Publishing (Driggs and Teton Valley, ID)	\$ 1,357.00	Newspaper Ads: 1/2 page & web banner (passes)
Idaho Falls, ID & eastern Idaho Television	\$ 1,475.00	KIFI- Local News 8 Idaho Falls, ID; 53% of adults 18 years and older an average of 2.2 times from March 4-12.
Regional reach	\$ 3,750.00	eastern Montana-North-South Dakota on-line web advertising specific to power sports enthusiasts with reach into Baaken areas. Utah web banners specific to sports pages in deseretnews.com

Snowmobile Events: EXPO 2014 MAP Application

Media Pass exchange program	\$	250.00	Print costs
Butte & Helena, MT	\$	985.00	Mini-Nickel; Thrifty Standard 1/4 page ads; 9.889 X 6"
Website Development	\$	450.00	Additional website updates including ability to purchase tickets
Ad development	\$	375.00	Creative and design costs
		\$22,993.00	

Certification

Applicant Individual or Organization:

Event or Project Name:

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

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

Signature: Marge Warner Name (printed): Marge Warner

Title: Snowmobile Events Coordinator Date: 12/30/13
West Yellowstone Chamber

For Office Use Only

This application has been approved by MAPFAB Date: _____

This application has not been approved by MAPFAB Date: _____

PUBLIC NOTICE

Clothing Bank Ad Hoc Committee

The Town is creating an ad hoc committee of interested citizens and Town employees to consider and create a recommendation for the future use and location of the Social Services clothing bank. This will be the committee's sole purpose and the committee will be dissolved following a final decision by the Town Council.

Interested individuals should complete and return the 'Application for Boards and Committees' which is available from the Town Offices, 440 Yellowstone Avenue, West Yellowstone, MT, or online at www.townofwestyellowstone.com. These positions are open until filled. For more information or to request an application by e-mail, please contact the Town Offices, 646-7795, or info@townofwestyellowstone.com.

Elizabeth Roos
Town Clerk



APPLICATION FOR BOARDS AND COMMITTEES

Name **Blaize "Doc" Stewart** Date **Jan 12, 2014**

Address **PO Box 2034**

City **West Yellowstone** State **MT** Zip **59758**

Phone (Home): **770-214-0506** (Work): **406-646-9467** (Cell/Other):

E-Mail Address: **docBlaize@gmail.com**

Are you a resident of West Yellowstone? **Yes** Length of residency in West Yellowstone: **7 yrs**

Board or Committee you are applying for: **Clothing Bank Ad Hoc Committee**

Occupation: **Business Owner, Ernie's Bakery and Deli**

Employer: **Ernie's Bakery and Deli**

Have you previously served on a County or City board? **Yes**

If so, which board, and for how long? West Yellowstone Town Council, Planning and Zoning Advisory Board, Sign Review and Appeals Board, Sign Ordinance Review Board

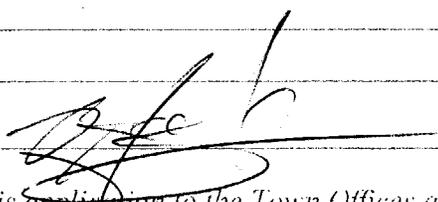
Past Memberships and Associations: **First Baptist Church**

Current Memberships and Associations:

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: **West Yellowstone Town Council**

What are your primary objectives for serving on this board? **I hope to assist in guiding this committee to developing a useful and comprehensive report to the Town Council that will enable the Council to choose the most beneficial direction for the future of the clothing bank.**

References (Individual or Organization):
Jerry Johnson Phone: **406-640-7000**
Brad Schmier Phone: **406-646-7735**
Becky Guay Phone: **406-640-1473**

Signature:  Date: **1-16-2014**

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



Received
1-17-14
[Signature]

APPLICATION FOR BOARDS AND COMMITTEES

Name KATHI ARNOLD Date 1/17/2014

Address 602 PARKWAY A/PO BOX 277

City West Yellowstone State MT Zip 59758

Phone (Home): _____ (Work): 406-646-7311 (Cell/Other): 406-640-0085

E-Mail Address: dauidkathi@msn.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 7yr

Board or Committee you are applying for: Clothing Bank

Occupation: Human services

Employer: Job + social services

Have you previously served on a County or City board? no

If so, which board, and for how long? _____

Past Memberships and Associations: -

Current Memberships and Associations: -

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: I have volunteered 1yr and employed 5yr with the Job + Social services, I have operated the Community Clothing Bank for 6 years personally and know the vulnerable needs of the residents of West Yellowstone & Gallatin County.

What are your primary objectives for serving on this board? My objective is to secure a stable long-term placement for the Community Clothing Bank to the West Yellowstone residence and Gallatin County, who are most vulnerable in basic need as warm reusable clothing, blanket and other needed living items.

References (Individual or Organization):
GRACE MCCOY Phone: home 406-646-7152
Jose E. Berger's Phone: (325) 513-2636
Karla Rodriguez Phone: (406) 646-9476
Phone: (208) 881-2038

Signature: Kathi Arnold Date: 1/17/14

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

Application for Outside Amplification Permit
Town of West Yellowstone
Gallatin County, Montana

Event: International Pedigree Stage Sled Dog Race

Contact Person: Charlotte Meaney

Address of Contact Person: PO Box 1374 West Yellowstone

Phone Number: 646-4988

Signature of Property Owner of Record: _____

Date(s) of Event: Feb 2, 2014

Location: Yellowstone Ave near canyon st in front of Museum

Amplification between the hours of: 8 AM/PM and 10 AM/PM

Description of Event: Sled dog races


Signature of Applicant

1-15-14
Date

FOR OFFICE USE ONLY

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

Conditions: _____

Signature of Mayor/Operations Manager: _____

_____ Date



HEBGEN BASIN FIRE DISTRICT

P.O. Box 1508 • West Yellowstone, MT 59758

Station 1

10 S. Faithful

West Yellowstone, MT 59758

Station 2

20 Tern Lane

West Yellowstone, MT 59758

Station 3

10 Denny Creek Road

West Yellowstone, MT 59758

406-646-9094 • 406-646-9090 fax

January 15, 2014

West Yellowstone Town Council,

This letter is to request the Town Council appoint two members of the Council to begin preliminary discussions on the future use of the ESB building. Two members of the Board of Trustees have been appointed to represent the Fire District. It is the desire of the Board to pursue this discussion for the benefit of the public we both serve. We look forward to your response.

Thank you,

Robert Godwin
Hebgen Basin Fire District
Board Chairman



January 10, 2014

Rebecca Guay
City of West Yellowstone
Operations Manager
PO Box 1570
West Yellowstone, MT 59758

Subject: Funding Agreement for 2013 Montana Air and Congestion Initiative (MACI) Program Equipment

Enclosed are three copies of the agreement for the subject project to be executed between the Montana Department of Transportation (MDT) and the City of West Yellowstone. Please review the attached agreement and, if acceptable, obtain designated local official signatures and dates for all copies. Return **all** of the agreements to MDT at the following address. I will obtain MDT signatures and return an executed agreement to you for your files.

Montana Department of Transportation
Rail, Transit & Planning Division
Attn: Sandy Waddell
PO Box 201001
Helena, MT 59620-1001

Equipment & Delivery

The equipment listed in the agreement is the low bid item that met the minimum specifications of the bid package for the type of equipment that the City of West Yellowstone requested. The agreement shows the required local match that the City of West Yellowstone must pay prior to acquiring the equipment.

The equipment will be delivered F.O.B. to MDT – Helena headquarters. MDT personnel will inspect the equipment to ensure the bid specifications have been met. The local government is responsible for picking the equipment up from MDT. The delivery of the equipment to MDT – Helena headquarters is dependent on the vendor's delivery schedule. Contact Tim Mahlum at (406) 444-6812 or e-mail: tmahlum@mt.gov to determine a tentative delivery schedule. Training on how to operate and maintain the equipment will be provided by the vendor and arranged by the local government directly.

Payment

When the agreement is executed, MDT will invoice you for the local match no more than 60 days prior to the equipment delivery, as described in the agreement and the local agency will submit payment to the state within thirty (30) days of billing.

Please be aware that your award includes equipment that has a delivery date in August of 2014, and this may impact a new fiscal budget year. The match requirement will need to be considered in your planning processes.

If you have any questions, please call me at (406) 444-7614 or e-mail me at swaddell@mt.gov.

Sandy Waddell
Rail/Air Quality Planner

CC: Christopher Dorrington, Multimodal Bureau Chief

**Memorandum of Agreement
Between the
Montana Department of Transportation (MDT) and the City of West Yellowstone
for Air Quality Equipment – UPN 6774
CFDA# 20.205**

This Agreement made and entered into by and between the Montana Department of Transportation (MDT) and the City of West Yellowstone is to address the need for improving air quality by reducing PM-10 particulate matter in West Yellowstone. The acquisition of equipment identified in this Agreement provides the City of West Yellowstone the means to reduce PM-10 particulate matter and it is understood the equipment will be used solely for this purpose. The parties to this Agreement agree to the following:

1. The purpose of this Agreement is to set forth the terms and conditions for the MDT to acquire, and then transfer title of one (1) Equipment

Item Description: (one) Flush Truck	
Total Cost inclusive of Indirect Cost:	<u>\$174,533.08</u>

2. This agreement is effective for this equipment purchase for the useful life of the equipment as per Title 49 CFR Section 18.32. Actual award is contingent on FHWA funding.

3. It is understood and agreed between the parties that: Section 17-1-106. MCA requires any state agency, including MDT that receives non-general funds to identify and recover its indirect costs. These costs are in addition to direct project costs. MDT's indirect cost rate is determined annually as a percentage of the project's direct costs to cover the projects share of MDT's indirect costs as defined by 2 CFR Part 225 (formerly OMB Circular A-87). MDT's current indirect cost rate is 9.12% for this project.

For this project, MDT billings to the City of West Yellowstone will include a charge for the indirect costs at the current fiscal year indirect cost rate, which amount will be applied toward the total project contribution of the City. If this project extends across more than one fiscal year, more than one annual rate will be involved, as the rates may change during the life of the project.

4. The acquisition of the equipment shown above under item (1) will be funded with Montana Air and Congestion Initiative (MACI) program funds made available to the City of West Yellowstone and non-federal local match. The financial responsibility of the parties in this Agreement is:

MDT	MACI Funds (86.58%)	\$151,110.74
City of West Yellowstone Non-Federal match (13.42%)		<u>\$ 23,422.34</u>
	Total	\$174,533.08

5. Method of payment – MDT will invoice the City of West Yellowstone for the non-federal matching funds shown under item (4) once the equipment vendor has been selected and MDT has received an invoice for the equipment. The local agency will submit payment to MDT within thirty (30) days of billing. If payment is not made within that thirty (30) day period, interest on the unpaid amount will accrue at the rate of 10% per year, and continue to accrue until paid in full. If the City of West Yellowstone does not make timely payment, MDT may not participate in any future funding agreements with the City of West Yellowstone until full payment, including interest, is received. The equipment will not be released by MDT until these requirements are met. The contact for billing, accounting and change order questions for the Local Agency shall be:

Rebecca Guay, West Yellowstone Operations Manager, PO Box 1570, West Yellowstone, MT 59758

6. Receipt of Equipment – the equipment listed under item (1) will be delivered by the vendor to MDT in Helena, MT. The City of West Yellowstone agrees to receive the equipment from MDT Equipment Shop located in Helena, MT, and to bear the cost of transporting the equipment to their locale. The City of West Yellowstone agrees to activate the warranty and title of the equipment upon receipt from MDT. The City of West Yellowstone agrees to maintain the Project equipment at a high level of safety and mechanical soundness.

7. Retention /Disposal of Equipment – The City of West Yellowstone agrees to retain and maintain the equipment for its stated program purposes for the useful life of the equipment. After its useful life, any income generated by the lease, sale, or other use of equipment acquired with federal funds, shall be on the basis of fair market value. Such income shall be used on this Congestion Mitigation and Air Quality (CMAQ) project or any other Title 23 (transportation) eligible project. The City of West Yellowstone agrees to record the receipt of the proceeds of the lease, sale or other use of the equipment in the City of West Yellowstone's accounting system, showing that the funds are restricted for use in a subsequent acquisition of equipment compatible with the program purpose. The City of West Yellowstone agrees to maintain records of the disposition of the equipment for a period of three years beyond the useful life of the equipment, failure to comply with this may impact City of West Yellowstone's future program eligibility.

8. Access and Retention of Records – The City of West Yellowstone agrees to provide the State, Legislative Auditor or their authorized agents access to any records necessary to determine compliance with this Agreement. The City of West Yellowstone agrees to create and retain records supporting this Agreement for a period of three years after the completion date of this Agreement or the conclusion of any claim, litigation or exception relating to this Agreement taken by the State of Montana or a third party.

9. Assignment, Transfer and Subcontracting – The City of West Yellowstone shall not assign, transfer or subcontract any portion of this Agreement without the express written consent of the State.

10. Choice of Law and Venue – In the event of litigation concerning this Agreement, venue will only be in District Court of the First Judicial District of the State of Montana in and for the County of Lewis and Clark. This Agreement will be interpreted according to Montana law.

11. Agreement Modification – Any change to this Agreement will only be by written agreement between parties.

12. Indemnification - The parties agreed that MDT's only role in this Agreement is to pay for part of the requested equipment. The City of West Yellowstone agrees to protect, defend, and save the State, MDT, its elected and appointed officials, agents and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the costs of defense thereof, arising in favor of the City of West Yellowstone's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of performance of this Agreement, including any use of the equipment purchased under this Agreement.

13. Severability and Integration – If any single part or parts of this Agreement are determined to be void, the remaining parts will remain valid and operative. This Agreement, as written, expresses the total, final and only agreement of the parties relevant to its subject matter. No provision, expressed or implied, arising from any prior oral or written request, bid, inquiry, negotiation, contract, or any other form of communication shall be a provision of this Agreement unless specifically provided within the written terms herein.

14. Compliance with Laws – The City of West Yellowstone must, in the performance of this Agreement, fully comply with all applicable federal, state or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Attachment A, Non-Discrimination Notice, is incorporated into this Agreement and during the performance of this Agreement, The City of West Yellowstone for itself, its assignees and successors in interest, agrees to adhere to the contents of Attachment A.

15. Termination – The parties may mutually terminate this Agreement in writing at any time. MDT, at its sole discretion, may terminate or reduce the scope of this Agreement if available funding is reduced for any reason. MDT may terminate this Agreement in whole or in part at any time The City of West Yellowstone fails to perform the Agreement terms as set forth.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

STATE OF MONTANA
DEPARTMENT OF TRANSPORTATION

CITY OF WEST YELLOWSTONE

By: _____
Lynn Zanto
Planning Administrator

By: _____
Rebecca Guay
West Yellowstone Operations Mgr.

Dated: _____, 2014

Dated: _____, 2014

Approved for Legal Content

By: Carol Shell Morris Date Jan-3, 2014
MDT Legal Services

By: _____ Date _____, 2014
City of West Yellowstone Attorney (optional)

Approved by Civil Rights

By: Patti Mc Cubbin Date 1.6, 2014

Attachment A

NON-DISCRIMINATION NOTICE

During the performance of this Agreement, and the local agency named in this agreement, City of West Yellowstone, (hereafter in this Section "the Party"), for itself, its assignees and successors in interest, agrees as follows:

A) **COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 FOR FEDERAL-AID CONTRACTS**

- (1) Compliance with Regulations: The Party shall comply with all Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, 49 Code of Federal Regulations (CFR) Part 21, as they may be amended (hereafter referred to as the Regulations), which are incorporated by reference and made a part of this Agreement, even if only state funding is here involved.
- (2) Nondiscrimination: The Party, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of sex, race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Party shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR Sec. 21.5.
- (3) Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations, whether by competitive bidding or negotiation by the Party for work to be performed under a subcontract, including procurement of materials or leases of equipment, any potential subcontractor or supplier shall be notified by the Party of the Party's obligations under this Agreement and the Regulations relative to nondiscrimination.
- (4) Information and Reports: The Party will provide all reports and information required by the Regulations, or directives issued pursuant thereto, and permit access to its books, records, accounts, other sources of information and its facilities as may be determined by State or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with Regulations or directives. Where any information required of the Party is in the exclusive possession of another who fails or refuses to furnish this information, the Party shall so certify to the Department or the FHWA as requested, setting forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the Party's noncompliance with the nondiscrimination provisions of this Agreement, State may impose sanctions as it or the FHWA determines appropriate, including, but not limited to,
 - (a) Withholding payments to the Party under the Agreement until the Party complies, and/or
 - (b) Cancellation, termination or suspension of the Agreement, in whole or in part.
- (6) Incorporation of Provisions: The Party will include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Party will take such action with respect to any subcontract or procurement as the State or the FHWA may direct to enforce such provisions including sanctions for noncompliance: Provided, however, that in the event the Party is sued or is

threatened with litigation by a subcontractor or supplier as a result of such direction, the Party may request the State to enter into the litigation to protect the interests of the State, and, in addition, the Party or the State may request the United States to enter into such litigation to protect the interests of the United States.

B) COMPLIANCE WITH THE MONTANA GOVERNMENTAL CODE OF FAIR PRACTICES, SEC. 49-3-207, MCA

In accordance with Section 49-3-207, MCA, the Party agrees that for this Agreement all hiring will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the Agreement.

C) COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA)

- (1) The Party will comply with all regulations relative to implementation of the AMERICANS WITH DISABILITIES ACT.
- (2) The Party will incorporate or communicate the intent of the following statement in all publications, announcements, video recordings, course offerings or other program outputs: **"The Party will provide reasonable accommodations for any known disability that may interfere with a person in participating in any service, program or activity offered by the Party. In the case of documents, recordings or verbal presentations, alternative accessible formats will be provided. For further information call the Party."**
- (3) All video recordings produced and created under contract and/or agreement will be closed-captioned.

D) COMPLIANCE WITH PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISES IN DEPARTMENT OF TRANSPORTATION FINANCIAL ASSISTANCE PROGRAMS, 49 CFR PART 26

Each Agreement the Department signs with a Party (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The Party, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Party shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Party to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate

JON TESTER
MONTANA

COMMITTEES

APPROPRIATIONS
BANKING
INDIAN AFFAIRS
VETERANS' AFFAIRS
HOMELAND SECURITY AND
GOVERNMENTAL AFFAIRS

United States Senate

SENATE HART BUILDING
SUITE 706
WASHINGTON, DC 20510
202-224-2644
INTERNET
<http://tester.senate.gov/contact>

November 7, 2013

The Honorable Jerry Johnson, Mayor
Town of West Yellowstone
PO Box 1570
West Yellowstone, Montana 59758-1570

Dear Jerry,

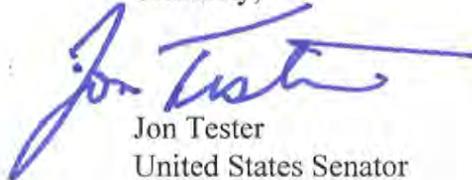
Thank you for contacting me about the recent government shutdown. I appreciate your thoughts.

I'm relieved that the House passed the Senate's bipartisan legislation to fund the government and pay our bills, but it is unacceptable that we ended up here. Shutting down the government hurt Montana's economy by closing our national parks and public lands, as well as delaying the release of funds for everything from education to road building. Nationwide, the shutdown cost America as much as \$24 billion in economic activity, which is real money to small businesses and local governments. Threatening to not pay our bills jeopardized America's reputation and could have driven up interest rates on everything from home loans to small business loans.

Unfortunately, over the last several years a very small group of my colleagues has been willing to manufacture political crisis after crisis. These crises may have served narrow political interests, but they put our economy, Social Security benefits, veterans' benefits, and our national security at risk. I strongly disagree with this approach and believe that Congress should be focused on responsible solutions that create jobs, grow our economy, and help make education affordable. I'm pleased that the Continuing Appropriations Act sets up a Conference Committee between the House of Representatives and Senate to reconcile their budgets. I hope that their work will be another step toward a bipartisan, long-term plan to get our fiscal house in order. While we already have cut our deficit in half since the economic recession of 2009, balancing the federal budget will take further responsible and significant spending cuts.

As Montanans, we know how to live within our means. Our government must do the same. Please don't hesitate to contact me again if I can be of further assistance.

Sincerely,



Jon Tester
United States Senator

BOZEMAN
(406) 586-4450

BUTTE
(406) 723-3277

GLENDIVE
(406) 365-2391

GREAT FALLS
(406) 452-9585

HELENA
(406) 449-5401

KALISPELL
(406) 257-3360

BILLINGS
(406) 252-0550

MISSOULA
(406) 728-3003

TOWN OF WEST YELLOWSTONE
MONTANA
naturally inviting!

January 10, 2014

Beth Shumate, Trails Grant Coordinator
Parks Division
Helena, MT 59620

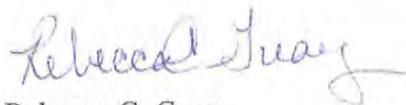
Dear Ms. Shumate:

The Town of West Yellowstone supports the West Yellowstone Chamber of Commerce Snowmobile Trail Grooming Committee's grant request to help fund the snowmobile trail grooming program in the West Yellowstone area.

Snowmobiling plays a vital role in West Yellowstone's winter economy. The trail system in this area is known to snowmobilers far and wide as one of the best maintained systems in the United States and Canada, bringing thousands of winter recreationists to the area. We trust that you will consider fully funding the Chamber of Commerce Trail Grooming Committee's grant request.

Please don't hesitate to contact me by telephone at 406-646-7795 or by email at rguay@townofwestyellowstone.com if we may provide additional information.

Sincerely,



Rebecca C. Guay
Operations Manager



Town of West Yellowstone
MAP Fund Advisory Board Meeting Minutes
11/14/13 at noon at the Povah Center

In attendance: Gloria, Jerry, Barb, John, Kay

Also in attendance: Jan Stoddard, Kristy Coffin, Cynthia Knapp

Agenda:

1. Public Comment
2. Approve 7/11/13 Meeting Minutes
3. Review Financials
4. Review Applications
 - 12:10pm WY/HL Ice Fishing Tournament \$3500
 - 12:35pm WY/ Cof C Mkting Kids N Snow \$5000
5. Board Member Service Term Expirations- John, Jo
6. Updates
7. New Business
8. Next meeting date

Action items in red

Public Comment- None

Approved the 7/11/13 Meeting Minutes- (Barb, Kay) **John will email copy to Liz.**

Reviewed Financials

1. \$51,948.77 available. Financials approved. (Kay, Gloria)

Board Member Service Term Expirations

1. John will request council approval for another 3 year term.
2. Jo will not request another service term.
3. **John will notify Liz of the above.**

Review WY/HL Ice Fishing Tournament Application \$3500

1. Jan Stoddard discussed application with the Board. This is 3rd year application has been submitted.
2. Application approved for recommendation to the council. (John, Gloria)
3. Jerry is the Board's event manager.
4. **John will email recommendation to Liz for addition to 11/19/13 council agenda.**

Review WY C of C Mkting Comm. Kids N Snow Event Series \$5000

1. Jan Stoddard and Cynthia Knapp discussed the application with the Board.
2. Movement of the ice rink to Pioneer Park will create a more centralized location w/ greater visibility for improved participation.
3. The Committee will try and track lodging facilities used by visitors to the events.
4. All events in the program are free except the GWDC. Committee will try and better track attendance at each of the events.

5. Barb- This may never be a self-funding event.
6. Kay- Businesses contribute resort tax money to the MAP Fund. This event requests MAP Fund funds. Then the event also requests individual donations from businesses.
7. Gloria- This is the 4th year application has been submitted, but amounts requested has declined over the years.
8. John- He would like to see an activity list for each day or night.
9. Application approved for recommendation to the council. (Barb, John)
10. Gloria is the Board's event manager.
11. John will email recommendation to Liz for addition to 11/19/13 council agenda.

Updates

1. Jerry- TBID requirements for funding
 - If an event coincides with another annual event, then both events need to be marketed.
 - The TBID marketing person, Jan, needs to be used for marketing.
 - **Can these requirements be applied to MAP funding, too?**
2. Still need final fund reimbursement requests and Outcome Reports from Expo, Pine Needle Stampede, Fall Cycle Tour and FFF.

New Business

1. Jerry- **Can our MAP Fund Policies and Procedures be revised to establish criteria for funding an event on an annual basis?**

Next meeting: Thurs. 12/12/13 at noon at Povah Center. John will notify Liz and reserve room.

Adjourned 1:25pm

Meeting minutes approved as submitted by John Greve, MAPFAB Secretary 1.09.14

Town of West Yellowstone Directory

Town Departments	Phone	2nd Line	Fax	E-mail
Court	646-7845		646-7845	kbrandis@townofwestyellowstone.com
Fire Department	646-9094	646-9073		swaldron@hbrfd.com
Library	646-9017			brucemcph@aol.com
Operations Manager	646-7795	646-9435	646-7511	rguay@townofwestyellowston.com
Police	646-7600	646-7334	646-7650	police@townofwestyellowstone.com dispatch@townofwestyellowstone.com
Public Services	646-7609	646-9074	646-7104	
Recreation/Povah Ctr	646-7715	640-1676		bholland@townofwestyellowstone.com
Social Services	646-7311		646-7311	socialservices@townofwestyellowstone.com
Town Offices	646-7795	646-9435	646-7511	info@townofwestyellowstone.com

Cell Phones

	640-0512	Berger, Gordon	640-1754
Austin, Mark	640-1103	Frank, Aaron	640-1755
Dittman, Jack	640-1438	Conlon, Kevin	640-1756
Holtzen, Kurtis	640-1461	McCoy, Brian	640-1757
Hoskins, Dan	640-1462		640-1758
Arnado, David	640-1463	Courtis, Neil	640-1759
Guay, Becky	640-1472	McCord, Rick	640-7547
Holland, Brandy	640-1676	Patterson, James	640-9074
	Cutietta, Madeline	406-539-3996	

Individual E-mail Addresses

Email addresses are First Initial Last Name @townofwestyellowstone.com (all lower case)

Exceptions:

McPhearson, Bruce: BruceMcPh@aol.com Groomer Shed 646-7750

Greg optional email: gforsythe2@wyellowstone.com

Town Council

Jerry Johnson	646-7980	Greg Forsythe	
Work	646-9317	Work	646-9578
Cell	640-7000	Cell	640-1555
PO Box	405	PO Box	614

John Costello		Cole Parker	
Work	646-7575	Work	
Cell	640-1413	Cell	640-0565
PO Box	548	PO Box	1231

Brad Schmier			
Work	646-7735		
Cell	640-1241		
Home	646-9241		
PO Box	1029		



Black Mountain Software

UB & Cem (Helena) 888-272-8047 www.blkmountain.com
Accounting (Polson) 800-353-8829

Chamber of Commerce

646-7701
646-9691 (Fax) www.westyellowstonechamber.com

Dick Dyer, Town Engineer

877-721-5025
208-656-8808 (Fax) Cell: 208-390-9700
[E-mail: wdyer@theddyergroup.com](mailto:wdyer@theddyergroup.com)

Transfer Station

646-9383
646-9298 (Office)

Hours:	May-October	Nov-April
	M-F: 8 to 4	M & W: 1 to 5
	Sat: 9 to 2	Sat: 9 to 2

Kasting, Kauffman & Mersen, P.C.

586-4383 587-7871 (fax) kkm@kkmlaw.net

WY News

646-9719 646-4023 (Fax)
Web Site: WestYellowstoneNews.com
Email: news@westyellowstonenews.com

TBID: Kristy Coffin 640-0069

MAP: John Greve 580-1520

WYED: Clyde Seeley 646-7119

Pierre Martineau

"Bozeman Bus" 640-0244