

# Town of West Yellowstone

Tuesday, October 24, 2023

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

Meeting ID: 893 834 1297.

## WORK SESSION

5:30 PM

FY 2024, 1<sup>st</sup> Quarter Financial Update

Discussion/Action

Billings Clinic 2023 Update

Discussion/Action

## TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

### Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders:

Claims

Business License Applications: Gibbon Meadows Lodge

Consent Agenda

Minutes: **October 3, 2023 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

## ACTION ITEMS

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Marketing and Promotions Fund Award Recommendation  
2023 Yellowstone Ski Festival, \$23,000

Discussion/Action

Correspondence/FYI/Meeting Reminder



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

Public Hearing/Public Meeting

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

Oral Communication

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

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any citizen, council member, or town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command. Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Town Manager.

General Town Council Meeting Information

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



# Quarterly Update

## Healthcare Services Agreement January - September 2023



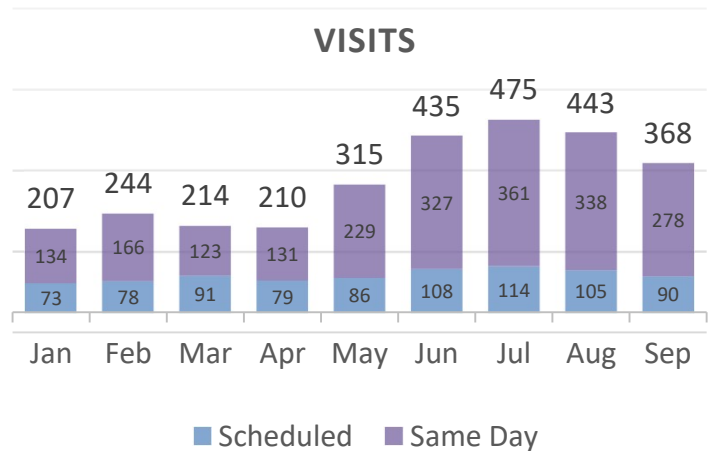
### Overview

In the first year of operation, the West Yellowstone branch clinic saw success with recruitment efforts for providers, integrating with Billings Clinic systems and resources, ongoing process improvement, and staffing development. Here are a few highlights:

- The clinic has had zero (0) days without a provider available in the clinic.
- Billings Clinic has recruited two fulltime healthcare providers to West Yellowstone:
  - Emma Sparboe, DNP began accepting patients in September.
  - Samone Franzese, MD will start in January, 2024.
- The Clinic extended operating hours Jun 3 through Sept 1. During these weeks, the clinic was open on weekdays until 7pm and open on Saturdays for urgent care needs from 9a-1p.
- The clinic implemented an enhanced translation experience through Video translation tools.
- Staff successfully prepared for their first accreditation survey with DNV.
- Billings Clinic Hospital became the first and only Trauma Level 1 facility in the region.
- Billings Clinic and Logan Health merged effective Sept 1, 2023 to enhance resources available across our region and maintain local healthcare decision-making.

### Volumes:

- Total unique patients served from Jan 2023 - Sept 2023: 1,420
- Total visits through Sept 2023: 2904



### Staffing:

Staffing levels for 2023 have allowed for consistent patient access and expanded seasonal hours. Provider hours of coverage through Sept was equivalent to a 1.3 FTE and accomplished through a rotation of regional providers.

- Jan-May, this consisted primarily of three (3) providers (2 physicians and 1 APP)
- Jun-Aug consisted primarily of 2 (two) APPs
- Sept-Dec will be just over a 1.0 FTE with one fulltime APP and the ability to backfill vacation
- Provider FTEs after Jan 2024 will be 2.0

## Staffing Cont'd:

Support staffing status:

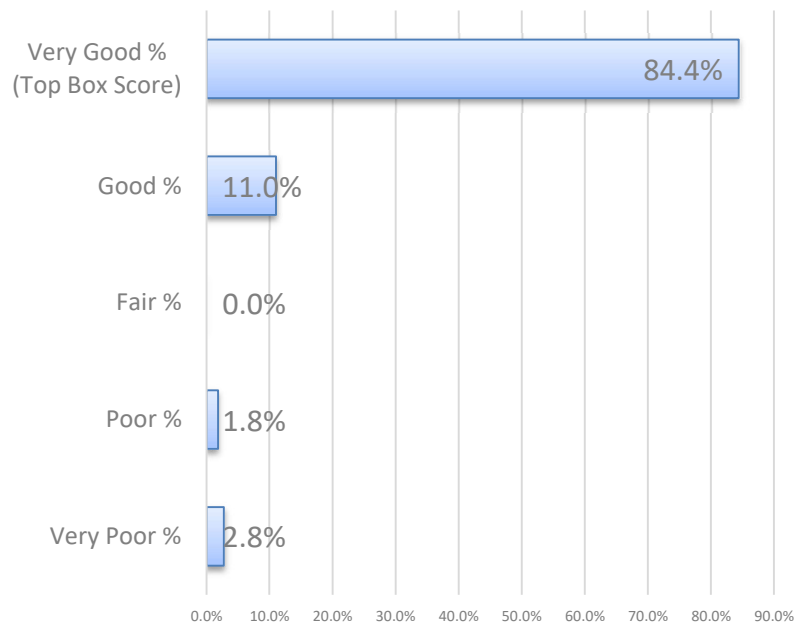
1. 0.75 FTE Lead Clinic RN, also licensed as a Limited Xray Tech, and serving as onsite clinic leadership
2. Per diem RN providing “as needed” coverage – will be moving at the end of October.
3. 0.8 FTE Certified Medical Assistant, cross-trained for Registration, and awaiting her licensing exam to also be a Limited Xray Tech
4. 0.8 FTE LPN, cross-trained for Registration
5. Per diem Registration Staff
6. .8 FTE Registration staff – starting late October 2023, and already found housing

## Patient Experience:

Patient experience focuses on delivering critical aspects of healthcare such as easy access to information and good communication with health care providers. Billings Clinic utilizes a standardized survey tool that allows national comparisons and can be used to fulfill regulatory requirements. Surveys started June 1, 2023. Surveys are sent to eligible patients who have an office visit with a medical provider.

- 109 responses received for date of service through Aug 31, 2023.
- Overall assessment question - Top Box Score is 84.4% (versus the national average of 84.37%). “Top Box” indicates the best possible answer. We monitor the best possible answer to make sure we have consistent communication processes in place for each and every patient.
- Themes identified in the survey comments: easy to contact the clinic, ease of access, felt the team cared. Some challenges exist with coordination with a patient’s primary provider when traveling or on time constraints.

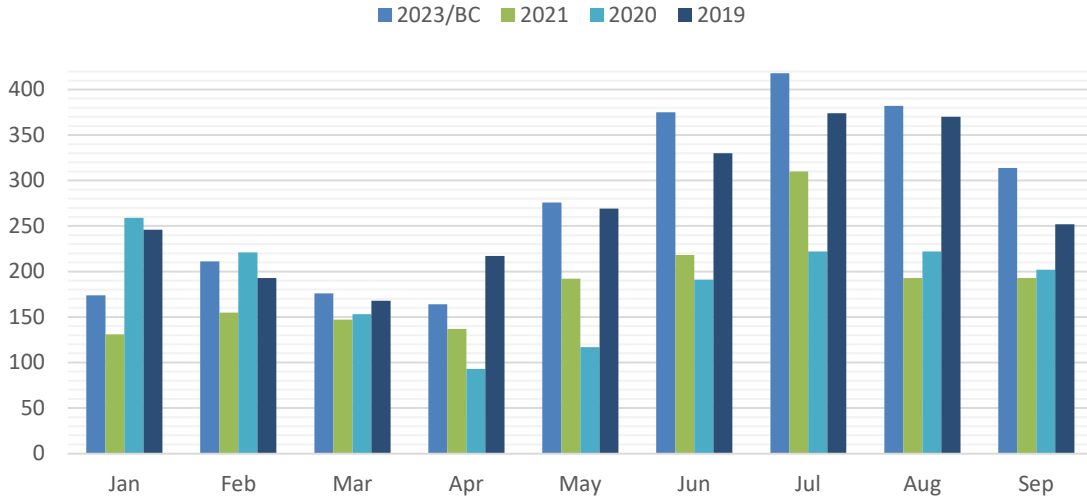
### Staff worked together care for you



“I’ve had very good experiences with Billings Clinic in West Yellowstone. Staff are prompt, courteous, and helpful.”  
- Patient Experience Survey Comment

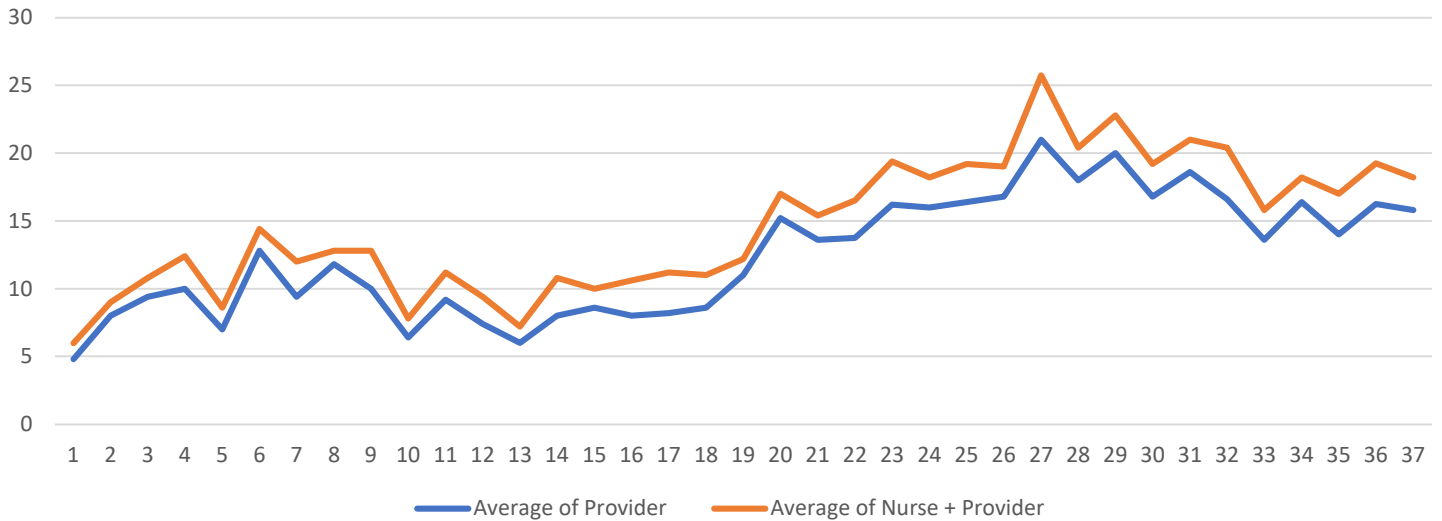
# Annual Provider Visit Comparison

Does not include Nurse Visits



- Average *provider* visits per day: 12.5 for Jan-Sept.
- Average *total* visits per day: 14.8
- Average *total* visits per day (excluding Saturdays) for Apr-Sept: 17
- We strive for 15 visits per day on average. Mid-May, or week 20, is when we started to see over 15 per day on average consistently.

## Average Daily Visits by Week

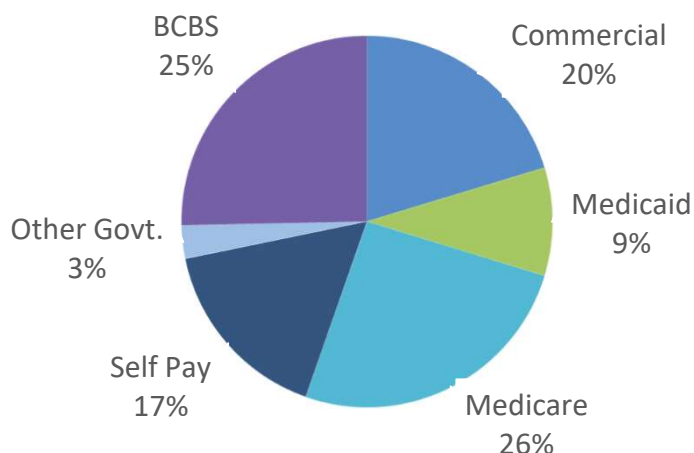


# Quarterly Financial Statement

	Start Up	Q1	Q2	Q3	Year to Date
<b>REVENUE</b>					
Total Patient Revenue	0	\$ 177,325.01	\$ 258,544.02	\$ 406,150.60	\$ 842,019.63
Total Deductions	0	\$ 79,140.15	\$ 70,091.27	\$ 151,318.08	\$ 300,549.50
<b>TOTAL NET PATIENT REVENUE</b>	\$ -	\$ 98,184.86	\$ 188,452.75	\$ 254,832.52	\$ 541,470.13
Other Revenue	\$ 1,485.62	\$ -	\$ -	\$ -	\$ 1,485.62
<b>TOTAL OPERATING REVENUE</b>	\$ 1,485.62	\$ 98,184.86	\$ 188,452.75	\$ 254,832.52	\$ 542,955.75
<b>EXPENSE</b>					
Total Salaries and Benefits	\$ -	\$ 118,193.24	\$ 130,479.21	\$ 167,550.15	\$ 416,222.60
General Supplies/Drugs	\$ 25,858.40	\$ 27,802.63	\$ 20,982.32	\$ 23,069.34	\$ 97,712.69
Repairs, Maintenance, Utilities	\$ -	\$ 4,690.79	\$ 3,281.54	\$ 3,362.49	\$ 11,334.82
Insurance	\$ -	\$ -	\$ -	\$ 4,041.03	\$ 4,041.03
Education and Business Travel	\$ 5,227.78	\$ 21,531.18	\$ 10,455.42	\$ 7,528.00	\$ 44,742.38
Rents and Lease	\$ 1,200.00	\$ -	\$ -	\$ 5,366.67	\$ 6,566.67
Depreciation and Ammortization	\$ -	\$ 4,333.34	\$ 6,499.99	\$ 6,500.01	\$ 17,333.34
General and Administrative	\$ 12,713.91	\$ 17,527.74	\$ 12,016.33	\$ 11,548.99	\$ 53,806.97
Central Services, Business Office, Support Svcs		\$ 30,775.29	\$ 30,775.29	\$ 30,775.29	\$ 92,325.87
IT, Licensing, Business Intelligence		\$ 13,691.57	\$ 13,691.57	\$ 13,691.57	\$ 41,074.71
<b>TOTAL OPERATING EXPENSE</b>	\$ 45,000.09	\$ 238,545.78	\$ 228,181.67	\$ 273,433.54	\$ 785,161.08
<b>OPERATING INCOME (LOSS)</b>	\$ (43,514.47)	\$ (140,360.92)	\$ (39,728.92)	\$ (18,601.02)	\$ (242,205.33)
Add back depreciation	\$ -	\$ 4,333.34	\$ 6,499.99	\$ 6,500.01	\$ 17,333.34
Capital and Equipment	\$ (106,330.17)	\$ -	\$ -	\$ -	\$ (106,330.17)
<b>CASH FLOW</b>	\$ (149,844.64)	\$ (136,027.58)	\$ (33,228.93)	\$ (12,101.01)	\$ (331,202.16)
Initial FF&E	\$ (52,000.00)				
Initial hardware	\$ (17,586.00)				
Signage	\$ (6,744.17)				
Initial licensing and IT setup	\$ (30,000.00)				

\*Financials are preliminary and may not include all charges, expenses, or deductions until the financial year is finalized.

## Payer Mix:



4.7%

Charity Care & Bad Debt

60 days

in Gross AR

\$270K

Charges in AR



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TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 10/23

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Report ID: AP100

For dates posted from 10/04/23 to 10/20/23, FSB - Operating account  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	09/27/23	supplies	198.00*		DISPAT	2850 420750	216	101000
	09/27/23	headsets	2,657.80*		DISPAT	2850 420750	216	101000
	09/30/23	bank fee	39.00*		DISPAT	1000 410510	630	101000
50505	E	2673 First Bankcard	438.50					
	09/05/23	advance police concepts llc	198.00		POLICE	1000 420100	380	101000
	09/15/23	coating sealant for office	108.99		POLICE	1000 420100	220	101000
	09/18/23	rug for cheifs office	131.51		POLICE	1000 420100	220	101000
50506		151 Gallatin County WY TS/Compost	1,594.00					
	09/30/23	Household waste	1,594.00		PARKS	1000 460430	534	101000
50508		2845 Kasting, Kauffman & Mersen, PC	5,839.79					
	230837 10/10/23	legal services 9/2023	5,715.00		LEGAL	1000 411100	352	101000
	230837 10/10/23	record	10.00		LEGAL	1000 411100	870	101000
	230837 10/10/23	travel	114.79		LEGAL	1000 411100	373	101000
50510	E	2673 First Bankcard	992.22					
	09/30/23	Books	992.22		LIBRAR	2220 460100	215	101000
50511	E	2673 First Bankcard	578.74					
	09/01/23	supplies for self care fair	94.95		HELP	7010 450135	790	101000
	08/30/23	supplies for self care fair	195.31		HELP	7010 450135	790	101000
	09/07/23	self care grand prize	200.00		HELP	7010 450135	790	101000
	09/15/23	supplies	23.49		HELP	7010 450135	220	101000
	09/28/23	paper	64.99		SOCIAL	1000 450135	220	101000
50513		73 Westmart Building Center	1,787.36					
	09/27/23	Street Supplies	422.81		STREET	1000 430200	220	101000
	09/27/23	Sewer Supplies	111.07		SEWER	5310 430600	220	101000
	09/27/23	Water Supplies	179.85		WATER	5210 430550	220	101000
	09/27/23	Police Suuplies	5.22		POLICE	1000 420100	220	101000
	09/27/23	Parks Repair Supplies	466.76		PARKS	1000 460430	369	101000
	09/27/23	Parks Supplies	486.85		PARKS	1000 460430	220	101000
	09/27/23	Street Equipment Repairs	43.59		STREET	1000 430200	369	101000
	09/27/23	Cemetery Supplies	71.21		CEMET	2240 430900	220	101000
50517		2952 DIS Technologies	839.94					
	12540 10/05/23	Monthly Managed IT	839.94		IT	1000 410580	355	101000



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50518		2952 DIS Technologies	735.00					
	12543	10/05/23 Monthly IT	735.00		IT	1000 420160	398	101000
50519		2421 NAPA Auto Parts	1,257.04					
	09/30/23	Napa Supplies	427.71		STREET	1000 430200	220	101000
	09/30/23	Napa Equipmnt repairSupplies	625.53		STREET	1000 430200	369	101000
	09/30/23	NAPA Fuel & Oil supplies	203.80		STREET	1000 430200	231	101000
50521	E	2673 First Bankcard	2,136.76					
	09/01/23	supplies	29.94		STREET	1000 430200	345	101000
	09/06/23	battery and concrete rake spre	307.38		PARKS	1000 460430	220	101000
	10/09/23	apple	0.99		STREET	1000 410210	345	101000
	10/09/23	apple	5.99		STREET	1000 410210	345	101000
	09/13/23	adobe	19.99		STREET	1000 410210	335	101000
	09/13/23	cleaning supplies	58.78		PARKS	1000 460430	220	101000
	09/14/23	cleaning supplies	252.70		PARKS	1000 460430	220	101000
	09/13/23	supplies	994.11		STREET	1000 430200	369	101000
	10/05/23	cameras	75.00		TWNHL	1000 410210	345	101000
	10/09/23	apple	5.99		STREET	1000 410210	335	101000
	09/22/23	battery backup surge protector	55.00		BLDG	1000 420531	220	101000
	09/25/23	cleaning supplies	39.92		TWNHL	1000 411250	220	101000
	09/26/23	supplies	284.98		PARKS	1000 460430	220	101000
	10/09/23	apple	5.99		STREET	1000 410210	335	101000
50523		3400 Julie Brown	2,795.00					
	102023	10/20/23 Cleaning Town Office	1,100.00		TWNHLL	1000 411250	357	101000
	102023	10/20/23 Cleaning TrailheadBuilding	120.00		TRLHD	1000 411256	350	101000
	102023	10/20/23 Cleaning Library	337.50		LIBRY	1000 411259	357	101000
	102023	10/20/23 Cleaning Dispatch w/laundry	487.50		DSPTCH	1000 411258	398	101000
	102023	10/20/23 Cleaning Povah	750.00		POVAH	1000 411255	350	101000
50525		2 Forsgren Associates P.A.	18,115.00					
	123406	09/25/23 on-call	240.00		PLANNI	1000 411000	357	101000
	123406	09/25/23 ww fps/per	8,000.00		WATER	5210 430500	398	101000
	122529	12/31/22 on-call	9,875.00		PLANNI	1000 411000	357	101000
50526		2789 WEX Bank	5,673.17					
	10/01/23	JD Loader 624P	313.00		STREET	1000 430200	231	101000
	10/01/23	10 JD Backhoe 310SJ	0.00		STREET	1000 430200	231	101000
	10/01/23	91 Ford 6-582	80.07		STREET	1000 430200	231	101000
	10/01/23	SS Snow Blower Green	0.00		STREET	1000 430200	231	101000
	10/01/23	Grader	522.52		STREET	1000 430200	231	101000
	10/01/23	14 Water Truck	0.00		STREET	1000 430200	231	101000
	10/01/23	2010 JD 772 Grader	0.00		STREET	1000 420100	231	101000

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	10/01/23	92 SS Blower-Yellow	0.00		STREET	1000 430200	231	101000
	10/01/23	02 Freightliner Dump 6-54564A	38.72		STREET	1000 430200	231	101000
	10/01/23	08 GMC Pickup 6-1484	378.06		STREET	1000 430200	231	101000
	10/01/23	JD Loader 624P	0.00		STREET	1000 430200	231	101000
	10/01/23	08 CAT 938H Loader	503.50		STREET	1000 430200	231	101000
	10/01/23	08 904B MiniLoader	62.14		STREET	1000 430200	231	101000
	10/01/23	15 Ford F-250	66.92		STREET	1000 430200	231	101000
	10/01/23	18 2018 Dodge Ram-PW	386.16		STREET	1000 430200	231	101000
	10/01/23	18 Dodge Ram-Police	286.50		POLICE	1000 420100	231	101000
	10/01/23	19 Dodge Durango	243.33		POLICE	1000 420100	231	101000
	10/01/23	Multi-Use Vehicle - Sienna	25.19		STREET	1000 430200	231	101000
	10/01/23	Multi-Use Vehicle - Sienna	38.58		HELP	7010 450135	231	101000
	10/01/23	Multi-Use Vehicle - Sienna	38.39		LIBRY	2220 460100	370	101000
	10/01/23	Multi-Use Vehicle - Sienna	43.83		FINADM	1000 410510	370	101000
	10/01/23	06 Dodge Durango 6-1374/6-2010	68.09		STREET	1000 430200	231	101000
	10/01/23	15 Sweeper	372.00		STREET	1000 430200	231	101000
	10/01/23	'00 FL Dumptrk 6-60700A	204.27		STREET	1000 430200	231	101000
	10/01/23	'14 Ford Intercep	346.14		POLICE	1000 420100	231	101000
	10/01/23	PD Dodge Ram#1	648.23		POLICE	1000 420100	231	101000
	10/01/23	PD Dodge Ram#2	333.60		POLICE	1000 420100	231	101000
	10/01/23	01 Frht truck #1	0.00		STREET	1000 430200	231	101000
	10/01/23	01 Frht truck #2	0.00		STREET	1000 430200	231	101000
	10/01/23	19 Dodge 5500	165.53		STREET	1000 430200	231	101000
	10/01/23	20 Dodge Ram (silver)	226.86		POLICE	1000 420100	231	101000
	10/01/23	'17 Chevy 3/4 ton white	138.28		WATER	5210 430500	231	101000
	10/01/23	'13 Chevy 3500	86.01		STREET	1000 430200	231	101000
	10/01/23	77 Int'l Dump 6-1368	20.02		STREET	1000 430200	231	101000
	10/01/23	Pickup 6-1450	37.23		STREET	1000 430200	231	101000
50527		2558 Hebgen Basin Fire District	55,849.00					
	10/01/23	October 2023	48,294.00		FIRE	1000 420400	357	101000
	10/01/23	October 2023	7,555.00		FIRE	1000 420400	140	101000
50559		2398 George Watson, Ph.D.	1,500.00					
	S,S,S,S	10/10/23 Psych Eval New Hire Dispatch	1,500.00		DSPTCH	1000 420100	351	101000
50560		1934 Brenda Martin	38.94					
	10/12/23	Reimburse supplies	38.94		DSPTCH	1000 420160	220	101000
50561		999999 PARK COUNTY JUSTICE COURT	265.00					
	10/11/23	Pass Through Warrant-Morgan	265.00		COURT	7469 213000		101000

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50562		999999 LISA GRIMSLEY	350.00					
	09/30/23	Povah Cleaning Deposit	350.00		POVAH	2210 214001		101000
50563		40 Jerry's Enterprises	375.29					
	09/28/23	Fuel	375.29		STREET	1000 430200	231	101000
50564		171 Montana Food Bank Network	1,267.65					
	31429-1 09/21/23	Food Bank Supplies	1,267.65		HELP	7010 450135	220	101000
50565		533 Market Place	152.39					
	09/23/23	Disptch supplies	9.18		DSPTCH	1000 420160	220	101000
	09/27/23	Help fund supplies	2.58		HELP	7010 450135	220	101000
	09/27/23	Help fund supplies	45.22		HELP	7010 450135	220	101000
	09/29/23	Sum Rec Supplies	80.71		SUMREC	1000 460449	220	101000
	09/29/23	Sum Rec Supplies	14.70		SUMREC	1000 460449	220	101000
50566		3239 Salt Lake Wholesale Sports	170.25					
	92893 10/02/23	Police supplies	170.25		POLICE	1000 420100	212	101000
50567		764 General Distributing Co.	66.66					
	1294109 09/30/23	Welding supplies	66.66		STREET	1000 430200	231	101000
50568		60 Westgate Station	120.00					
	092723-1 09/27/23	Fuel Voucher	60.00		HELP	7010 450135	231	101000
	092523-1 09/25/23	Fuel Voucher	60.00		HELP	7010 450135	231	101000
50569		2647 Flathead Beacon Productions	95.00					
	94501 09/29/23	Web Hosting termination	95.00		IT	1000 410580	355	101000
50570		2537 Balco Uniform Co., Inc.	743.72					
	76440 10/03/23	Police Uniforms	380.54		POLICE	1000 420100	226	101000
	76349-1 09/11/23	Police Uniforms	65.00		POLICE	1000 420100	226	101000
	76464-1 09/11/23	Police Uniforms	79.00		POLICE	1000 420100	226	101000
	76286 09/19/23	Police Uniforms	133.39		POLICE	1000 420100	226	101000
	76464-2 09/22/23	Police Uniforms	85.79		POLICE	1000 420100	226	101000
50571		3403 Armscor Cartridge Inc.	2,112.00					
	2673 09/09/23	Training Materials	2,112.00		POLICE	1000 420100	389	101000

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TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 10/23

Page: 6 of 9  
Report ID: AP100

For dates posted from 10/04/23 to 10/20/23, FSB - Operating account  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50572		3315 IAS EnviroChem	1,530.00					
	2306024	09/29/23 B.O.D. Samplies	80.00		SEWER	5310 430600	348	101000
	2306303	10/11/23 B.O.D. Samplies	240.00		SEWER	5310 430600	348	101000
	2306342	10/12/23 Testing samplies	1,130.00		SEWER	5310 430600	348	101000
	2306343	10/12/23 B.O.D. Samplies	80.00		SEWER	5310 430600	348	101000
50573		3241 Bridger Analytical Lab	300.00					
	2310108	10/06/23 Water Samplies	300.00		WATER	5210 430500	348	101000
50574		2470 Island Park News	350.00					
	3948	09/17/23 Display Ad for Water Dept	350.00		WATER	5210 430500	327	101000
50575		2800 RDO Equipment Co.	6,271.82					
	P6982916	10/04/23 fuel/oil supplies	2,023.82		STREET	1000 430200	231	101000
	P6991716	10/10/23 Repair supplies	2,048.00		STREET	1000 430200	369	101000
	E0270316	10/06/23 Repair supplies	2,200.00		STREET	1000 430200	369	101000
50576		2099 Quick Print of West Yellowstone	53.24					
	18289	09/26/23 Supplies for JS	33.25		STREET	1000 430200	220	101000
	18293	09/26/23 11x17 paper	19.99		ADMIN	1000 410210	220	101000
50577		3424 Ernesto Romero Rivero	4,200.00					
	Sept 09/15/23	09.15.2023 Chamber Bathrooms	1,300.00		CHMBR	1000 411257	357	101000
	Sept 09/15/23	09.15.2023 Park Bathrooms	800.00		PARK	1000 411253	357	101000
	Oct 10/15/23	10.15.2023 Chamber Bathrooms	1,300.00		CHMBR	1000 411257	357	101000
	Oct 10/15/23	10.15.2023 Park Bathrooms	800.00		PARK	1000 411253	357	101000
50578		3393 Katie Thompson	224.60					
	10/17/23	MLCT travel reimbursement	224.60		FINANC	1000 410510	370	101000
50579		547 WY Chamber of Commerce	4,500.00					
	10/13/23	MAP ERR: Kids n Snow	4,500.00		MAP	2101 410130	398	101000
50580		3360 Lisa Griffith	659.65					
	10/17/23	reimb travel, MLCT conf	659.65		LEGIS	1000 410100	370	101000
50581		3401 Brian Benike	312.21					
	10/17/23	reimb travel, MLCT conf	312.21		LEGIS	1000 410100	370	101000

10/20/23  
16:13:12

TOWN OF WEST YELLOWSTONE  
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50582		3375 Travis Watt	62.00					
	10/17/23	reimb travel, MLCT conf	62.00		LEGIS	1000 410100	370	101000
50583		3324 Dan Walker	176.60					
	10/17/23	reimb travel, MLCT conf	176.60		ADMIN	1000 410100	370	101000
50584		1282 Elizabeth Roos	110.00					
	10/17/23	reimb travel, MLCT conf	110.00		ADMIN	1000 410100	370	101000
50585		309 PJ's Plumbing & Heating	685.00					
	99011449 10/09/23	toilet repair	240.00		POLICE	1000 411258	366	101000
	99011449 10/09/23	corner sink installation	445.00		POLICE	1000 411258	366	101000
50586		2116 DEQ/WWO	1,228.00					
	512404125 10/06/23	community connection	1,228.00		WATER	5210 430500	335	101000
50587		3432 JED Enterprises	4,226.87					
	203302 10/06/23	IT services	1,486.95		POVAH	1000 411255	350	101000
	203302 10/06/23	IT services	689.98		STREET	1000 430200	357	101000
	203302 10/06/23	IT services	344.99		WATER	5210 430530	212	101000
	203302 10/06/23	IT services	1,014.97		SEWER	5310 430630	357	101000
	203302 10/06/23	IT services	344.99		SEWER	5310 430630	357	101000
	203302 10/06/23	IT services	344.99		SEWER	5310 430630	357	101000
50588		2586 Waxie Sanitary Supply	606.95					
	81887719 08/04/23	trash bags	606.95		PARKS	1000 460430	220	101000
50589		2800 RDO Equipment Co.	245.00					
	P7002716 10/16/23	adaptor	245.00		STREET	1000 430200	231	101000
50590		3437 T-Mobile	123.30					
	09/29/23	security cameras	123.30		TWNHL	1000 411250	345	101000
50591		1194 Montana Historical Society	35.00					
		annual renewal	35.00		LIBRAR	2220 460100	330	101000
50592		54 Bozeman Daily	336.75					
	10/14/23	annual subscription	336.75		ADMIN	1000 410210	333	101000

10/20/23  
16:13:12

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50593		3314 Intrinsik Architecture	105.00					
	20230332	10/09/23 Planners	105.00		PLANNI	1000 411000	354	101000
50594		3243 Susan Swimley	37.00					
	12853	10/04/23 legal	37.00		LEGAL	1000 411100	352	101000
		# of Claims	57	Total:				209,289.01
		Total Electronic Claims	11,971.98	Total Non-Electronic Claims				197317.03

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Fund/Account	Amount
1000 General Fund	
101000 CASH	\$115,139.63
2101 Marketing & Promotions (MAP)	
101000 CASH	\$4,500.00
2210 Parks & Recreation	
101000 CASH	\$350.00
2220 Library	
101000 CASH	\$1,065.61
2240 Cemetery	
101000 CASH	\$71.21
2850 911 Emergency	
101000 CASH	\$2,955.80
5210 Water Operating Fund	
101000 CASH	\$10,556.82
5310 Sewer Operating Fund	
101000 CASH	\$3,361.72
5320 Sewer Replacement Depreciation Fund	
101000 CASH	\$20,000.00
7010 Social Services/Help Fund	
101000 CASH	\$1,987.78
7202 TBID Agency Fund	
101000 CASH	\$49,035.44
7469 City Court - Judge Jent	
101000 CASH	\$265.00
Total:	\$209,289.01



# Town of West Yellowstone Business License Application

Business Name: Gibbon Meadows Lodge  
 Applicant: Michael and Theresa Allred (Mike and Teri)  
 Contact Person: Theresa Allred  
 Mailing Address: PO Box 384 Lehi UT 84043  
 Physical Address of Business: 522 Gibbon Ave, West Yellowstone, MT 59758  
 Phone Number: 801-362-8374 Fax Number: \_\_\_\_\_  
 Email Address: GibbonMeadows@outlook.com, tcallred@live.com Website: www.gibbonmeadows.com

Signature of Property Owner of Record: Theresa Allred

Subdivision: WEST YELLOWSTONE ORIGINAL PLAT, S34, T13 S, R05 E, BLOCK 9, Lot 3, ACRES 0.344  
 Block: 9 Lot: 3

Zoning District, please mark one:

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

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

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

Vacation Rental Home with 6 bedrooms, 6 1/2 bathrooms

Vacation Rental Apartment located over garage with 2 bedrooms, 2 bathrooms

Business License Fee: \$50 <sup>3.00 per unit</sup> <sub>3.00 56.</sub>  
 Resort Tax Bond: \$500.00

Theresa Allred  
Signature of Applicant

Total Amount Due: \$556.00

Signature of Applicant

October 13, 2023  
Date

<b>FOR OFFICE USE ONLY</b>			
Date Approved: _____	<input type="checkbox"/> Town Council	<input type="checkbox"/> Administration	_____
Date _____	Check # <u>5264</u>	Amount \$ <u>556.00</u>	License # _____
SCN _____	BLP _____	STX _____	RDX _____





CERTIFICATE OF OCCUPANCY

Facility Information

Occupant Name: Gibbon Meadows

Inspection Date: 09/22/2023

Occupant Street Number: 522

Occupant Street Type: Avenue

City: Town of West Yellowstone

Occupant Street Name: Gibbon

Postal Code: 59758

Street Type: Avenue

State: MT

Street Name: Gibbon

Street Number: 522

Inspector: Egging, Carrie

Inspection Information

Inspection Type: Certificate Of Occupancy

Passed: Yes

Inspection Fee: 25.00

Inspection Number: 230922206

Signatures

Type	First Name	Last Name	Signature Date	Signature Graphic
Inspector	Carrie	Egging	09/22/2023	



# Public Accommodation License Application

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

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

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

Please Print

Licensee Name (Business Owner) Michael and Theresa Allred

Establishment Name Gibbon Meadows Lodge

Establishment Location Address 522 Gibbon Avenue Unit B

City West Yellowstone      Zip Code 59758      County Gallatin

Mailing Address (If different from above) PO Box 384

City Lehi      State UT      Zip Code 84043

Establishment Telephone \_\_\_\_\_      Owner/Corporate Telephone 801-362-8374

Establishment Fax \_\_\_\_\_      E-mail address gibbonmeadows@outlook.com

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

Licensee Signature Theresa C Allred      Date October 11, 2022

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

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

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

Hotel/Motel # of rooms \_\_\_\_\_       Bed & Breakfast # of rooms \_\_\_\_\_

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

Water Supply

Sewage Treatment

Public, PWSID # MT0003136

Public Town of West Yellowstone

Private, Test Results Satisfactory?       Yes       No

Private, Permit # \_\_\_\_\_

Previously Licensed  Yes       No      Former Name of Establishment \_\_\_\_\_

Previous License Number \_\_\_\_\_      Last Calendar Year Licensed \_\_\_\_\_

License Limitations and Restrictions \_\_\_\_\_

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

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

Printed Name of Regulatory Authority Jera Samuelson      Date 10/11/23

\*\*\*Please do NOT staple check or money order to license application\*\*\*

WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**October 3, 2023**

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

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Katie Thompson, Public Services Superintendent Jon Simms, Chief of Police Mike Gavagan, Town Clerk Liz Roos

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

Portions of the meeting are being recorded, the meeting is being broadcast over the internet using a program called Zoom.

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

**Public Comment Period**

Bob Lindstrom addresses the Town Council regarding an application to the State of Montana for a grant to fund a wildlife mitigation project on Highway 191 through the Montana Wildlife & Transportation Partnership Project Program. Lindstrom suggests a resolution of support for the project that he can submit with the application for funding.

Jackson Doyel speaks on behalf of Clint Nygel and the Buffalo Field Campaign to introduce West Yellowstone Wildlife Coalition. He explains that their goal is to develop a plan for the best wildlife mitigation strategy for a project along Highway 191. He explains that using the data they have compiled from multiple sources to apply for Montana Wildlife & Transportation Partnership Project funding in May 2024.

**Council Comments**

No comments are received.

**ACTION TAKEN**

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- 1) Motion carried to approve purchase order #5959 for \$5636.55 to RDO Equipment to swap an attachment for the new grader. (McBirnie, Benike)
- 2) Motion carried to approve purchase order #6587 to RDO Equipment to purchase a thumb for the backhoe for \$5772.50. (McBirnie, Benike)
- 3) Motion carried to approve purchase order #6593 to SWS Equipment to purchase a loader mounted snow blower for \$222,795.00. (Benike, McBirnie)
- 4) Motion carried to approve purchase order #6601 to Waxie Sanitary Supply for \$5795.50 for janitorial supplies. (McBirnie, Benike)
- 5) Motion carried to approve the claims, which total \$83,536.58. (Mathews, McBirnie)
- 6) Motion carried to approve the meeting minutes from the September 19, 2023, amended to reflect that Jane Mersen and Jeff McBirnie were not present at the meeting. (McBirnie, Benike) Griffith is opposed, motion carries.
- 7) Motion carried to adopt Ordinance No. 275, the adoption of the 2021 International Fire Codes, on the second reading. (McBirnie, Benike)
- 8) Motion carried to approve the appeal of two connection fees made by Chipper and Amber Smith for the Arrowhead II building at 311 Hayden Street. (McBirnie, Benike) See next motion.

- 9) Secondary motion to table the appeal of two connection fees made by Chipper and Amber Smith and waive the \$6000 fee for two sewer connections for Arrowhead II. (Mathews, Watt) McBirnie, Benike, and Griffith are opposed, motion fails, see next motion.
- 10) Secondary motion carried to approve the appeal of two connection fees made by Chipper and Amber Smith and waive the \$6000 fee for two sewer connections for Arrowhead II. (McBirnie, Griffith) Watt is opposed, motion passes.

**Proclamation:** Mayor Watt reads the Naming Proclamation for the **Bob Jacklin Casting Pond**. Prior to the Town Council Meeting, a dedication ceremony was held at the new casting pond and Bob Jacklin was honored for his contributions to the fly fishing culture and community in West Yellowstone. The new pond is located directly south of the Union Pacific Dining Lodge, 200 Yellowstone Avenue. The event was attended by approximately 50 members of the community.

**Public Hearing:** Ordinance No. 275, an ordinance to adopt the 2021 International Fire Codes Mayor Watt opens the hearing, the hearing was advertised in the Bozeman Daily Chronicle, online, and posted publicly in West Yellowstone. No public comments are received. There is brief discussion about correct grammar in the third paragraph.

## **DISCUSSION**

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- A) **Town Manager & Staff Reports:** Town Manager Dan Walker credits Dianna Hansen and the Social Services Department for their work to put together the recent Self Care Fair. He also recognizes the West Yellowstone Police Department for their presence at community events. He reports that they received a new submittal from Moonrise Meadows last week, which will be reviewed by the development review group and then move through the formal review process. He reports that he recently attended the Montana Planning Conference and several members of the staff will attend the Montana League of Cities & Towns conference next week. He says that they recently replaced the roof on the Town Hall and insulation is scheduled soon. He also mentions that the Police Officer position closes this Friday.
- B) **Advisory Board Reports:** Council Member Brian Benike reports that the Parks & Recreation Advisory Board met and elected Rachel Spence to be the chair for that board.
- 8) Chipper and Amber Smith present information to the Town Council regarding the appeal they filed to the Town for the connection fees for the Arrowhead II building at 311 Hayden. Chipper Smith contends that he has been invoiced for 2 single family equivalency (SFE) units for the laundry facilities in the new building. Smith argues that the billing has been inconsistent and provides reasons for disagreeing with what has been invoiced. Amber Smith presents an argument citing legal reasons as to why the charge for the 2 SFEs is unjust and argues that this equates to a rate change. McBirnie agrees with the argument made by the Smiths. Benike says he doesn't believe a guest laundry is the same as a laundromat. Mathews says he believes this issue should be tabled and has questions about several aspects of the issue. Griffith agrees with the Smith's arguments. Smith says that he thinks this appeal should be handled by an appeal board that is composed of citizens and not just staff and the Town attorney. It is suggested that they review other connection fee invoices to other businesses that may have been charged incorrectly. Staff members advise the Council to table the issue so the Town Attorney and Town Engineer can review the presented information.

The meeting is adjourned at 8:45 PM. (McBirnie, Benike)

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Mayor

ATTEST:

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Town Clerk

DRAFT

Police Department - Department Head(s) Report October 5 – October 11, 2023

- 90 calls for service
  - 5 citations issued
  - 32 Warnings
  - 5 Cases Generated
  - 0 Arrests
  - 25 Public Assists
  - 1 Agency Assists
- 
- Calls included: Traffic Stops, School Resource Officer calls, Illegal Camping, Animal Complaints, Vehicle Crashes, Welfare Checks, 911 calls, Lost/Found articles, Parking, Suspicious Persons/Activity, Citizen Assists, Agency Assists, Reckless Driving, Burglary Alarm, Disturbance, Disorderly Conduct, Fingerprints, Civil Standby, Disabled Vehicle and other fun stuff.
  - Though we have been working on one dispatch station for the last week (which works out with people on vacation this time of year) we have officially made the switch over to the new radio system (one console only, the second is being installed as I type this). This has been a very long process and there are a few things that we are still working out, but overall, it is great to have the new system up and running. Thank you to Chief Grube for all the time he has put into this radio project, could not have done it without you.
  - With the new radios came a new integration with the phone system, it took a little bit but with the help of the guys at Vision net we now (for the first time in this department's history, since Brenda started in dispatch 21 years ago) have this integration which will be a great thing for the center.
  - Last Friday Brenda turned in our Agency Functional Testing for Central Square, this too was a long process but with the help of Chief Gavagan and John Hinkle for GC911 we were able to get it submitted and approved. We will be moving forward with the Go Live date of November 15, for the new CAD/RMS system. Training for this is scheduled for October 30th-November 9th, Dispatchers and Officers will all be pulling long hours and extra shifts on days off to make sure that all shifts get adequate training.
  - We have run into an issue with the recorder upgrades, the new software is too new for the old hardware that we have in place. We will be looking for quotes for the hardware upgrade.
  - GC911 is going out to RFP for new phone systems as all of our phones are at the end of life, we will be joining them in the process once again, like we did in 2015. It was a smooth process and gave both agencies a larger discount, to do this.
  - Pily returns from vacation this Saturday and Bonnie leaves for vacation this Sunday.
  - Linda Wolf will start in Dispatch on Monday the 16<sup>th</sup> after completing all testing. Still looking for one more dispatcher.

- The deadline for the Police Patrol Officer was last Friday. We had five applications turned in by the deadline. I will be meeting with the Police Commission on Tuesday morning to review the candidates and determine who we set-up interviews with. I have intentions of interviewing within the next two weeks, but it may have to be pushed back due to the CAD/RMS integration, radio system install and testing, and normal police stuff. Everything seems to be on a collision course with each other over the next 30 days.

Until next week, Mike & Brenda



## **Week of 10.16.2023**

- Prepared for the 10.24.2023 Town Council meeting.
- Attended the West Yellowstone Project call regarding the Facility Planning Study.
- Assisted the resort tax auditors with their needs while they were here. They were here on Tuesday and Wednesday.
- Worked on Annual Financial Report.
- Met with Dave Noel, Jon Simms, and Jon Brown regarding projects, invoicing from Forsgren, and Lead and Copper next steps.
- Met with Jon Simms regarding CIP list and his department's status.
- Submitted ARPA quarterly report and RRGL quarterly progress reports.
- Finished reconciling bank accounts for September 2023.
- Peggy is out this week and next, so I am also keeping her position afloat while she is away.





# OCTOBER 20, 2023

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TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

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- Attended Montana League of Cities & Towns Conference in Helena. We are hosting this conference next year, October 1-4, 2024, here in West Yellowstone. I must note that after I trained everyone on how to enter the drawings, Katie won a cooler, Brian won a cooler, and Travis won a grill. Liz did not win. 😞
- Received the ballot box for the 2024 municipal election. Ballots were mailed by the Gallatin County Elections Office on October 20, 2024. Registered voters should expect to receive their ballots within the next couple of days. Ballots may be returned by mail, postage paid, or dropped at the Town Hall during regular business hours. Ballots must be received by the Elections Office or deposited at the Town Hall by 8 PM on November 7, 2023. The Town Hall will be open to accept ballots from 7 AM until 8 PM on November 7, 2023.
- Attended High School volleyball game in Gardiner on October 17. Our varsity team beat Gardiner in 5 sets, the first time that has happened in anyone's memory.
- Conducted orientation with our newest employee, Linda Wolf has started work as a dispatcher (911 Telecommunicator) in the Police Department!
- Processed payroll for October 20, 2023 and prepared agenda/packet for October 24, 2023 Town Council Meeting.



**From:** [Dan Walker](#)  
**To:** [Elizabeth Roos](#)  
**Subject:** FW: Bullet points  
**Date:** Friday, October 20, 2023 9:08:38 AM

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**From:** Kyle Tanner <ktanner@townofwestyellowstone.com>  
**Sent:** Friday, October 20, 2023 9:08 AM  
**To:** Jon Simms <jsimms@townofwestyellowstone.com>  
**Cc:** Dan Walker <dwalker@townofwestyellowstone.com>  
**Subject:** Bullet points

Bullet points 10/20/2023

- #1 Final inspection and Certificate of Occupancy for 316 Lewis.
- #2 Email violation letter sent for 221 Faithful for using unapproved triplex modular home with no SFE.
- #3 DRG zoning prep for 6 Firehole Ave employee housing.
- #4 512 Gibbon Ave final inspection.
- #5 Safety meetings / tailgate meetings.

Recreation Department  
Highlights  
October 12, 2023

- Flag Football and Soccer have ended for the fall season.
- Trunk or Treat will be on October 27<sup>th</sup> from 5pm to 7pm. Lindsey and I are trying to get other business to sign up and maybe it will be bigger than last year.
- We will be showing a movie after trunk or treat.
- I helped Debbi put away a big food donation.
- I took Kid packs to the school
- Getting ready to start cooking class for the off season.

Thank you,

Vely

## **SOCIAL SERVICES**

### **HIGHLIGHTS**

**OCTOBER 5-19, 2023**

Dianna traveled to Bozeman twice to pick up our food orders from MFBN.

Many food donations from businesses that are closing for the season. This really helped fill up the food bank. So far this month, we have received 2451 pounds of food

Many are taking advantage of the lobby food. We are seeing more people who have been laid off and need food assistance

Several vouchers for gas and RX

Vely delivered the Kid Pack to the school

Assisting clients with SNAP renewal application

Guiding clients with medical bills and medical concerns

Many are checking out the job board

Thanks to the Public Works gentleman for always helping us out

Coordinating with the school regarding student volunteers. 8 students helped in the Clothing Bank

We plan to share some of our donated produce with the Senior Center on Friday

LAST BEST DAY ACTIVITY - 1938 bus trip into 7 mile bridge for a picnic Thank you Jeremy Roberson



## **Public Services Dept. Bi-Weekly Report: Sept 15<sup>th</sup> through Oct 18<sup>th</sup>, 2023**

### **Work Performed**

Cremation: Patricia Mathieson. Winterize sprinkler lines, buildings, hose bibs, drinking fountains, etc. Ice rink installed and park nets down. Drained casting pond (we've built jack fencing and have surrounded the perimeter to protect our investment). Calls for curb stop service requests going into winter shutdown. Grading: ongoing. Finalized running our york rake throughout the interior parks, town rights-of-way and the old airport to clean everything up. Vehicle and equipment maintenance: ongoing, our fleet is old and it's a constant battle to keep things running. Replace flats on trash trailer, work on replacing ignition switch in FL 112, and installing kill switches. Freightliner 49 and 55 both have electronic master board and joystick control issues were out-sourcing. Ball joints and steering linkage issues on the other dumps we've ordered parts for. Reels are being redone on rotary's and getting beefed up/ reinforced with metal stock. Drive seals being replaced on yellows rotary. HVAC building upgrades: ongoing. Manhole inspections for the facilities planning study: ongoing. Continue filling in low spots within each snow storage area. Asphalt patch in parking lot at visitor's center. Fix door closers at UPDL. Fill in treasure hunters' holes around town. Event support. Deliver 48 yds of wood chips to Jim Kitchen at the Smoke Jumpers Station. Get bases setup and move evaporators at lagoon. Winterize the street sweeper and put it away for the winter. Get Zamboni running and hooked up to JD 5055. Install new tool racks at the park shop. Continue brooming aprons in alleyways and sidewalks. Signage updates and pole repairs: ongoing. Performed water samples and WW samples. Rake off surface debris from Cell B at sewage lagoon, redirect flows within IP cells. Replace heaters, flush sensors, hand dryers, door handles, closers, doorway thresholds, wax rings on toilets, stall door hardware, light fixtures, and cadets in facilities as needed. Water and SAS inspections: ongoing. Continue installing utility locate whiskers in all parkways. Exercise service and gate valves to be able to isolate town in case of major supply break (in many locations these valves were never turned or exercised in 40 years, so they'll need to be replaced, we'd recommend budgeting to replace 4-5 per year). Install risers and replace castings on SAS and STS manholes. Reset manhole castings to proper grade. Add material to berms at intersections where washouts have occurred. Continue mowing lawns, trimming, and spraying weeds. Serviced both zero turn mowers, now put away for the season. Pothole repairs. Restock supplies at public works shop and reorganize our stock at town park. Continue to adjust and tighten hardware on all playground equipment, door closer and lavatory fixtures. Clean out signage trailer and roll off container at PW shop. Sightline hazards and tree work. Continue to fill in potholes along town streets, alleyways, and parking lots. Utility locate requests: as needed. Respond to flag lowering notifications. Cleanup graffiti and respond to vandalism: ongoing. Cleaned up debris blowing out of triple bin roll off containers and Abitibi's at PW shop. Adjust/ tighten face plates on all light poles in central business district. Disconnect and remove streetlight poles that continue to fall down along the highway (these poles are likely 40+ years old and have been crumbling for decades). Continue cleaning up loose tree limbs, brush and debris around town. Working on intersection sightline hazards. Remove jagged fence posts along streets and alley ROW's. Pickup roadkill: as needed. Continue to fill in tree pits throughout central business area to help mitigate tripping hazards. Crews continue to study and practice pre-trips for CDL examination. Trash route and litter collection: ongoing. We've begun disinfecting trash containers, steam cleaning the insides, adjusting, and lubing hardware and putting away for the season.

## Administrative

Facilitated the necessary updates to the town hall roof where water intrusion has taken place over the years. Work with American Insulation to get roof lid and baffles sprayed with closed cell insulation. Continue lining up projects and go over scheduling with contractors. Spoke with vendors on equipment upgrades and repairs. Line up cremation service as well as headstone deliveries with monument companies. Coordinated HVAC services with Sprinter heating and cooling, inspections, and repairs, set up duct cleaning. Continuing to look for a good dumping location for spoils from the street sweeper and from other miscellaneous work detail debris. The former 20 acres we had at the WW plant was our old spot, now we're having a hard time finding a new location for spoils. If anyone has solutions or good ideas, please contact me. Meetings with DEQ, Engineers, Department Heads and Utility Providers, town manager and finance director. Meet with engineers regarding facility planning study, high BOD readings, trunkline models and the upcoming lead and copper rule. Coordinate with Behm Electric to eliminate power supply to more of the streetlights along Highway 20 that are crumbling and falling. Have Tyler Behm look at installing additional service outlets for us, reached out to look at lighting upgrades needed at the PW Shop and grounding fault on Electric Street. Met with Ed Geiger regarding security camera needs to help mitigate vandalism. Reached out to Anthem Broadband on getting Wi-Fi in select location for new cameras. Set up accounts with Reo-link and T-Mobile for remote access and recording capabilities. Met with contractor regarding sewer and water upgrades. Coordinate with John Deere on delivery for newly leased 772 grader, which is onsite. Schedule cleaning for Whiskey Spring holding tank this month with Midco. Spoke with Liberty Lawn and Landscape about invasive weed control and mitigation within town. Showed them around and gave them our plan for spraying next season. Line up tech at Kenco Security to come down and service monitoring panel at town hall. Working on coordinating the light pole replacement project with ES2 Engineering/ Rocky Mountain Electric, poles are now ordered and are on schedule to be placed this spring. Received proposal from Ark Lock and Security to install access controls/ software into town hall and the community center. Discussed concerns from business owners regarding sidewalks. I've begun conducting a full sidewalk inventory to identify tripping hazards and problem areas. Will be seeking funding from "safe routes to school" programs. Coordinating the updates to strobes and radios on our fleet vehicles with our vendor, Jeff Gurr. Fill in shifts on equipment, trash route, litter collection, skimming suspended sewage from Cell B at WW lagoon and daily lift station monitoring as needed. Continued SAS line, field verification and manhole inspections for Forsgren Engineering. Dealt with staffing issues. Continue to put out building cleaning and trash route rotation schedule for public works crew. Our PT/ seasonal employees' last day for the season was Oct 7<sup>th</sup>. Lined up carpet deep cleaning with Cold Creek for the springtime. Met with Claud Coffin regarding what they'll need from the town for the community feed on November 16<sup>th</sup>. Continue reaching out to certified techs who are willing to work on the town's outdated equipment. Work with DIS on getting PW's crew computer synced up along with KC's new computer upgrades. Discuss utility locating call-out procedural issues with our local providers. Coordinate hauling abandoned vehicles for the Police Department, as needed. Continue to explore options for a used vector truck, once again when the town has a major backup in any SAS mainline/ lift station and contractor is not available, or their equipment is down the town will run into problems (town staff continues to open problem areas on a weekly basis at intersecting SAS manholes where sanitary debris has potential of accumulating). Go over importance of water service requests, access dates for turning on & off curb stops with Jon Brown. Discussed encroachment issues with town residents and staff. Continue looking for utility locator training opportunities for public works crew. Continue meeting with public works staff to discuss

ongoing laundry list items within the department and how we can work more effectively and improve our operations for next year. Discuss easement and setback requirements with business owners and residents, clarify municipal codes. Schedule parts orders and updates to town's fleet. Place orders for necessary O&M supplies, follow up with vendors on supply chain issues. Coordinate with staff at Forsgren and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Jon is doing a fantastic job taking inventory and being proactive at meeting the EPA's deadline next October for the nationwide lead and copper rule. Investigate weir levels on cells A & B at lagoon and adjust as needed. Coordinate monthly coliform/ bac- T samples with Jon Brown. Adjust water well pump outputs, accordingly, keep the distribution systems pressure regulated remotely. Follow up on proposals for CIP projects. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Evaluate 2024 budgetary needs, review purchase orders and submit weekly invoices. Enter timesheets and payroll for crew. Respond to WY pump status reports and dispatch to town as necessary. Ticket entry for 811's new "positive response" reporting software.





THE TOWN OF

WEST YELLOWSTONE

## Marketing and Promotion Fund Advisory Board (MAPFAB)

### RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: \_\_\_\_\_

Event or Project Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Approved by MAPFAB: \_\_\_\_\_

Requested Funding Amount: \_\_\_\_\_

Approved Funding Amount: \_\_\_\_\_

Comments:

Recommendation submitted by: John M. Greve, MAPFAB Secretary

This MAP Fund Award Recommendation is approved by the Town Council

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

Signature \_\_\_\_\_

*MAYOR OR APPOINTED REPRESENTATIVE*

Date \_\_\_\_\_

Comments:

Copy 1 – Town Clerk

Copy 2 – Town Council

Copy 3 – MAP Fund Advisory Board



# Marketing and Promotion (MAP) Fund APPLICATION COVER PAGE

## APPLICANT INFORMATION

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

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Application Submission Date: \_\_\_\_\_

## EVENT OR PROJECT INFORMATION

Event or Project Name: \_\_\_\_\_

Location of Event or Project: \_\_\_\_\_

Date(s) of Event or Project: \_\_\_\_\_

Estimated Total Event or Project Cost: \_\_\_\_\_

MAP Fund Amount Requested: \_\_\_\_\_

## SECTION 1 · PROPOSED EVENT OR PROJECT SUMMARY

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

## SECTION 2 • PROPOSED TIMELINE

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

## SECTION 3 • PUBLICITY, PROMOTION, MARKETING

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

## SECTION 4 • PROPOSED BUDGET

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

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

2023 Yellowstone Ski Festival Budget

<b>Income</b>			
	Trail Pass Sales		\$40,000.00
	Local Sponsors		\$4,000.00
	Race Entries		\$7,500.00
	Clinic Entries		\$15,000.00
	MAP Funds		\$23,000.00
		<b>Total</b>	<b>\$89,500.00</b>
<b>Expenses</b>			
	Race Expenses		\$17,750.00
	Clinic Expenses		\$19,000.00
	Grooming		\$10,000.00
	Trail Maintenance		\$4,000.00
	Forest Service Special Use Permit		\$3,000.00
	Trail Passes & Administration		\$5,300.00
	Credit card processing fees		\$1,000.00
	Chamber administration fee		\$2,500.00
	Event insurance		\$1,500.00
	Porta Potties		\$1,000.00
	Advertising		\$3,000.00
	Payroll (Director & assistant)		\$6,500.00
	Portion of Annual Expenses (1/12)		\$667.00
	Miscellaneous		\$2,200.00
		<b>Total</b>	<b>\$77,417.00</b>
<b>MAP request</b>			
	Advertising		\$2,500.00
	Grooming (contracted)		\$6,700.00
	Porta Potties		\$1,000.00
	Payroll (Director & assistant)		\$2,700.00
	Race Expenses (timing personnel)		\$3,800.00
	Race Expenses (Chef of Competition)		\$3,000.00
	Race Expenses (Technical Delegates)		\$1,000.00
	Race Expenses (medals, award money)		\$2,300.00
		<b>Total</b>	<b>\$23,000.00</b>

## SECTION 5 - APPLICATION REVIEW CRITERIA

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

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

## SECTION 5 - APPLICATION REVIEW CRITERIA

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



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

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

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

## SECTION 6 · APPLICATION SUPPORTING DOCUMENTATION

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



(406) 646-7701 PO Box 458 West Yellowstone, MT 59758 [destinationyellowstone.com](http://destinationyellowstone.com)

April 12, 2023

MAP funds outcome report

The 2022 Yellowstone Ski Festival was a wonderful success. We attribute the success largely to two things: dedicated attendees and snow volume. One measure of success was the daily number of skiers on the trails (Figure 1). Friday was the busiest day on the trails, followed by Thursday and Saturday. We are estimating that 2000 people attended this year's Yellowstone Ski Festival. The biathlon race held 23 November had 90 registrants and the NRL race held 26 November had 200 registrants, for both races these numbers are consistent with the highest of any previous Ski Festival.

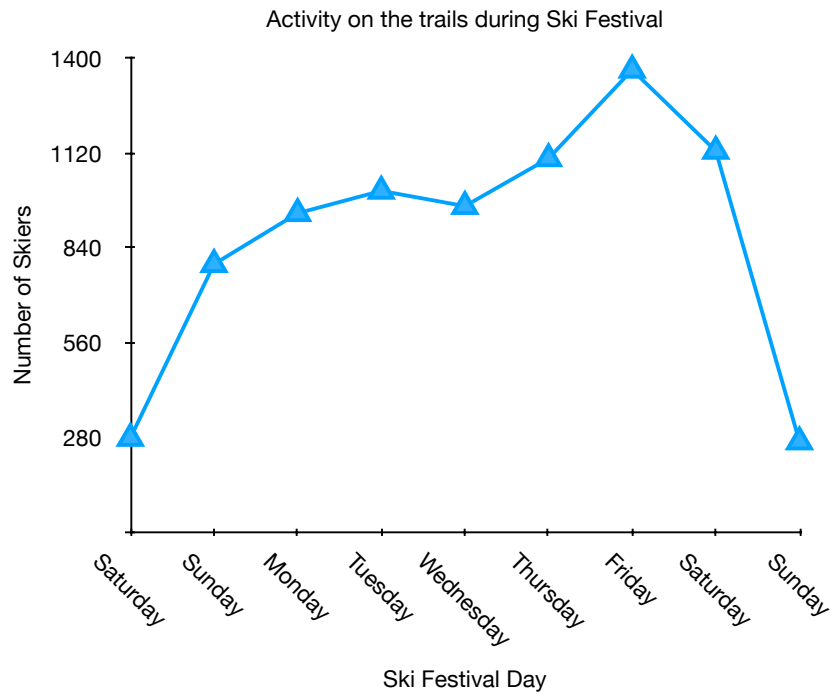
As mentioned at the MAP meeting, Destination Yellowstone hired a marketing firm to expand the reach of West Yellowstone's brand. One aspect of the marketing that is new to our local marketing approach is geofencing. Geofencing allows for the advertising to be presented to a specified population (the target with our marketing was Ikon pass holders). Whenever an Ikon pass holder visited a ski resort's webpage, they were presented with an ad for West Yellowstone. This November that allowed for 33,346 ad views. From that, have data showing that there were 71 clicks. As this is new, we only have information from this year. In addition to the geofencing, Destination Yellowstone also placed a press release and marketing with SkinniSki.com. The sidebar ads reached 48,000 viewers during the 6 week period, October 3 - November 13. The press releases were run September 15-21 (6000 viewers), October 5 -11 (6500 viewers), November 15-21 (39,000 viewers). SkinniSki noted that "In general, we've had a very strong season, with overall traffic for 2022-2023 timeframe up 14% over the previous year." These numbers will have greater meaning when we are able to compare them across years, which will start next year.

Given the significant activity on the trails, the impact on local businesses could only have been positive. In conversations with business owners around town that were open during Ski Festival week, business was up. Among others, I spoke with Jeremy at the Brandin' Iron and Makenzie at the Golden Stone, both told me that during a time when would otherwise be quiet they were busy. Makenzie shared that not only were they booked, but upon checking out many customers went ahead and reserved rooms for next years Ski Festival (letter attached).

The impact on town business and activity can also be seen by TBID fees collected (Figure 2). Per request, the numbers from as far back as were available were requested; those numbers are presented in a table as well as graphed to visually represent the relationship. The TBID collections show a significant increase for 2022 over all previous years. While I am sure the November 2022 collections were increased, it is unlikely that the increase was over 100%. And more closely looking at the data, many of the collections received in November were not for November but early months or combinations of months. I chose to go ahead and present the data as is to be consistent with data for previous years (I do not have the raw data for all of the years, so I can not create November only files).

As always, we are grateful for the funds provided by MAP. For many us, local and nonresidents, the Ski Festival represents the beginning of the winter season and all of the potential adventures to be had! We look forward to next year, hoping for loads of snow (maybe a little less than this year...), and winter-loving travelers!

Week day	Counter tally
Saturday	279
Sunday	792.5
Monday	943
Tuesday	1009
Wednesday	964
Thursday	1105
Friday	1366.5
Saturday	1127
Sunday	268.5





January 16, 2023

Dear Marketing and Promotions Committee:

I am writing to express the enthusiastic support for the Yellowstone Ski Festival and to share my experiences as a member of the West Yellowstone business community.

The Golden Stone Inn always truly enjoys the Ski Festival. We are usually sold out, or pretty close to being sold out throughout the event. Our proximity to the trails, along with our accommodations make our Inn a very appealing option. We do get a handful of early reservations, as well as a couple in the days leading up to the event. This year some of our Ski Festival guests have already booked their rooms for next year!

Everyone who stays with us during the Ski Festival, and who I notice around town, is so friendly; they are genuinely happy to be here and to be skiing. It seems like the town benefits from their business in all aspects (restaurants, hotels, shops, etc.). The Ski Festival attendees that stay with us are always so appreciative. They notice our efforts to above and beyond the expected to make their experience great, which we appreciate. We haven't had a single bad experience during the Ski Festival.

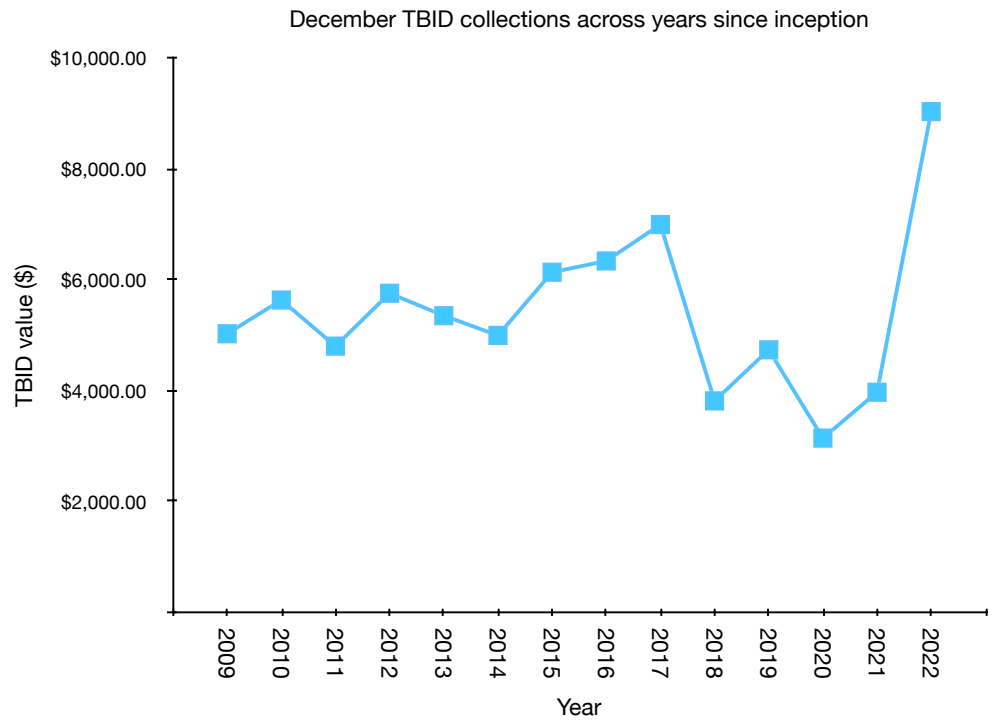
Given that the Yellowstone Ski Festival brings a bump to the business district of West Yellowstone during a slow time of year, I think the festival is an excellent use of MAP funds.

Sincerely,

Makenzy Ross  
General Manager  
Golden Stone Inn

*Makenzy R.*

Year	December
2009	\$5,027.04
2010	\$5,635.00
2011	\$4,803.00
2012	\$5,758.00
2013	\$5,353.00
2014	\$4,997.00
2015	\$6,137.00
2016	\$6,341.00
2017	\$6,998.00
2018	\$3,815.17
2019	\$4,737.60
2020	\$3,143.00
2021	\$3,971.00
2022	\$9,037.00



# Certification

Applicant Individual or Organization: Destination Yellowstone

Event or Project Contact Person: Julie Wieseler

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

1. The submitted application meets the eligibility requirements for MAP funds.
2. MAP funds will not be awarded to this event or project without 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 Julie Wieseler

Name (printed) Julie Wieseler

Title Grant Administrator

Date 21 Sept 2023

## FOR OFFICE USE ONLY

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

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

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

Reason:

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

Town of West Yellowstone  
MAP Fund Advisory Board Meeting Minutes  
9.14.23 at 12:00pm at the Povah Center

Present: John, Steve, Brian, Katrina, Janna, Jerry

Agenda

1. Public comment
2. Approve 8.11.23 Meeting Minutes
3. Review Financials
4. Updates
5. \$100K new, multi-day event- Discussion/action
6. Next proposed meeting- 10.12.23

Meeting called to order 12:06pm    **Action items in red. Also, additions to \$100K New, Multi-day Event Info Public Comment- None**

**8.11.23 Meeting Minutes-** Approved (Katrina, Steve) **John will email approved Minutes to Liz.**

**Financials**

1. Katrina recently submitted final ERRs for Music in the Park- \$12,441.70 and Kids ‘N’ Snow- \$4500
2. Fund Balance: 303,291.43. Board’s Working Balance: \$262,220.63. July remits increased \$5,250
3. Approved Financials. (John, Brian)

**Updates**

1. John and Brian summarized Council comments on their approval of our \$100K Event Proposal.
  - **Jan. 2024, we’ll review policy of providing max funding of 35% of event’s total expense budget.**
2. Janna summarized comments made by Carrie Coan from a recent discussion w/ her.
3. Katie Thompson couldn’t attend this meeting to discuss the \$100K Event Proposal Funding Payment Structure. **We’ll email her a copy of the Minutes.**

**\$100K New, Multi-day Event-** Discussion/action

**DOCUMENTS TO BE COMPLETED/REVISED/CREATED BY APPLICANT AND MAPFAB**

**Our Application- Funding Payment Structure**

Add “Addendum A” for applicants applying for the \$100K event funding. It’ll include the following info:

1. Up to \$25K in Advance Funds may be requested and awarded with the following conditions:
  - Applicant completes our current Advance Funding Request (AFR) Document
  - Applicant must submit all expense invoices AND PROOF OF PAYMENT totaling the amount of Advance Funds before being eligible to receive additional funds.
  - Invoices to be submitted in increments of \$10K or more, except perhaps the final \$5K.
2. Up to an additional \$50K may be requested and awarded with the following conditions:
  - Applicant must submit all expense invoices totaling up to the additional \$50K. **PROOF OF PAYMENT IS NOT NECESSARILY REQUIRED AT THIS TIME.**
  - Invoices to be submitted in increments of \$10K or more.
3. Up to a final \$25K may be requested and awarded with the following conditions:
  - Applicant must submit all expense invoices AND PROOF OF PAYMENT totaling the previously awarded \$50K. Invoices to be submitted in increments of \$10K or more.
  - Applicant must submit all expense invoices AND PROOF OF PAYMENT totaling the final \$25K. Invoices to be submitted in increments of \$10K or more, except perhaps the final \$5K.



Discussion on additional documents tabled until next meeting

**Next scheduled meeting: Thurs. 10.12.23 from 12:00pm-1:00pm at the Povah Center.**

- If necessary, the meeting may extend to 1:30pm
- John will email Liz to inform her of the date and Vely to reserve the room.

Adjourned 1:07pm

**Meeting Minutes approved on 10.12.23 as submitted by John Greve, MAPFAB Secretary**

# TOWN OF WEST YELLOWSTONE

## PUBLIC NOTICE

### 2023 BALLOT INITIATIVE

## Repeal the Prohibition of Marijuana Businesses in West Yellowstone

- On November 8, 2022, electors in the Town of West Yellowstone voted to prohibit marijuana businesses within the boundaries of the Town.
- Recently, Jerry Johnson successfully circulated a petition to put the issue of allowing marijuana businesses in the Town to another vote.
- A vote FOR the Initiative will reverse the vote from 2022 and allow all types of marijuana businesses to operate in the Town.
- A vote AGAINST the Initiative will leave the prohibition in place so marijuana businesses cannot operate in Town.
- The current Ordinance DOES NOT prohibit the legal USE of marijuana in West Yellowstone.
- If the Initiative passes, the Town will collect resort tax on sales but no other tax benefit will be received. The Town has received **\$1603.90** for the first two distribution periods this year from the marijuana local option tax from sales in Gallatin County. The Town cannot estimate the costs related to business regulation and law enforcement for marijuana businesses.

Ballots will be mailed October 20, 2023 to registered voters. Ballots may be returned by mail, or dropped at the ballot box at the Town Hall, 440 Yellowstone Avenue. Ballots must be received by the Gallatin County Elections Office or deposited at the Town Hall by 8 PM on Tuesday, November 7, 2023.

440 Yellowstone Avenue \* PO Box 1570 \* West Yellowstone, MT 59758 \* (406) 646-7795  
[www.townofwestyellowstone.com](http://www.townofwestyellowstone.com)

