

# Town of West Yellowstone

## Tuesday, December 19, 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.

### TOWN COUNCIL MEETING

**12:00 PM**

Pledge of Allegiance

#### Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #5971 to Tractor & Equipment, equipment repairs, \$39,890.77  
#5806 to 3H Construction, lift station and sewer line cleaning, \$6121.50

Claims

Business License Applications

Consent Agenda

Minutes: **December 5, 2023 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

#### ACTION ITEMS

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Marketing and Promotions Fund Award Recommendations

Discussion/Action

- Snow Shoot 2025 (held in 2024), \$17,000
- Kids'n'Snow Season 2023-2024, \$8500

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).



P.O. BOX 1570

# TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER 1000 - 430200 - 309 *KA*

Date 12-15-23

Ship Via

Order No. 005371

Department PUBLIC WORKS

TO: Tractor & Equipment

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description	Repairs on Equipment
	904	\$ 6,098.19
	938	\$ 16,583.71
	RSS-1000 (Yellow)	\$ 5,566.54
	RSS-1000 (Green)	\$ 7,651.02
	FL-80	\$ 3,991.31

Estimated Cost \$ 39,890.77

Authorized By 

Requested By 

VENDOR COPY - White OFFICE COPY - Canary

**T & E TRACTOR  
EQUIPMENT CO.**



**YOUR CATERPILLAR DEALER  
SINCE 1929**

**SOLD TO**  
CITY OF WEST YELLOWSTONE  
PO BOX 1570  
WEST YELLOWSTONE MT 59758-1570

**INVOICE**

BILLINGS, MONTANA - (406) 656-0202

Please Remit To: Harnish Lockbox LB1208  
PO Box 35144  
Seattle, WA 98124-5144

**SHIP TO**  
WEST YELLOWSTONE  
1835 HARNISH BOULEVARD

Billings, MT 59101

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL34686	12-13-23	9101662		90	G	DPM	2	1
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.
BL34686	11-06-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO	
AA	904B CB	*CAT0904B4L01074*			4442.0		B10377	
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE	EXTENSION		

\* \* \* PROFORMA INVOICE \* \* \*

**PERFORM 2000 SERVICE HOUR MAINT**

PERFORMED 2000 HR MAINTENANCE INCLUDING  
TAKING SOS SAMPLES OF ALL COMPARTMENTS  
CHANGING ENGINE OIL AND FILTER  
CHANGING FUEL FILTER  
CHANGING HYDRAULIC OIL AND FILTERS  
CHANGING DIFFERENTIAL AND FINAL DRIVE OILS  
CHANGING COOLANT  
CHANGING TRANSFER DRIVE OIL  
CHECKED PARKING BRAKE  
REPLACED BELT  
CHANGED ENGINE AIR FILTERS  
GREASED MACHINE

1	51-8670	FILTER A	S	54.04	54.04
1	096-4177	VAC VALVE	S	30.89	30.89
1	120-0664	FILTER-OIL	S	17.59	17.59
1	128-8614	SEAL KIT	S	4.66	4.66
1	134-8726	ELEMENT AS	S	34.13	34.13
1	140-2334	ELEMENT A	S	31.29	31.29
1	156-1200	ELEMENT	S	29.16	29.16
3	238-8648	CAT ELC	S	17.20	51.60
1	253-0509	SEAL AS	N	5.98	5.98
1	263-5728	FILTER AS	S	54.21	54.21
1	270-6339	BELT-V	S	22.05	22.05
1	271-5183	V-BELT	N	20.46	20.46

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**TERMS:** ALL PARTS AND SERVICE INVOICES ARE DUE THE 10TH OF THE MONTH FOLLOWING THE DATE OF PURCHASE. MACHINE INVOICES NET 10 DAYS FROM DATE OF INVOICE.

Each payment or sum past due shall bear a late payment charge of the lesser of 1 1/2% per month, which is an annual percentage rate of 18%, or an amount not to exceed the highest rate permitted by law.



<b>PAY THIS AMOUNT</b> ▶	CONT'D
<b>AMOUNT CREDIT</b> ▶	



YOUR CATERPILLAR DEALER  
SINCE 1929

SOLD TO  
CITY OF WEST YELLOWSTONE  
PO BOX 1570  
WEST YELLOWSTONE MT 59758-1570

# INVOICE

BILLINGS, MONTANA - (406) 656-0202

Please Remit To: Harnish Lockbox LB1208  
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Seattle, WA 98124-5144

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PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.	
BL34686	11-06-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	METER READING	MACHINE ID NO			
AA	904B CB	*CAT0904B4L01074*		4442.0	B10377			
QUANTITY	ITEM	N/R	DESCRIPTION	UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

1	583-9922		GASKET-THERM	S	1.30	1.30
1	T&E2006		6 PAK SOS	S	186.58	186.58
12	3096932		CAT HYDO ADV 10 CAS		27.15	325.80
2	5153973		CAT DEO-ULS 15W-40S		21.17	42.34
1	8T9582		CAT GO 80W-90 PAILS		129.36	129.36
			TOTAL PARTS	SEG. 01		1041.44 *
			FIELD LABOR			1624.50
			FIELD LABOR			340.50
			TOTAL LABOR	SEG. 01		1965.00 *
1.00			UPW RED DIR			42.00
1.00			UPS RED DIR			42.00
1.00			OUT SHIP&HANDLE			60.50
1.00			OUT SHIP&HANDLE			20.00
			TOTAL MISC CHGS	SEG. 01		164.50 *
			SEGMENT 01 TOTAL			3170.94 T

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TROUBLESHOOT WORK LIGHT(S)

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PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.	
BL34686	11-06-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING	MACHINE ID NO.		
AA	904B CB	*CAT0904BJB4L01074*			4442.0	B10377		
QUANTITY	ITEM	N/R	DESCRIPTION	UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

COMPLAINT: RIGHT REAR WORK LIGHT WAS NOT  
FUNCTIONING  
CAUSE: FAILED BULB  
RESULTANT DAMAGE:  
COMPLICATIONS:  
CORRECTION: REMOVED LIGHT COVER, REPLACED BULB,  
AND VERIFIED THE REPAIR.

\*\*\*\*\*

FIELD LABOR	1.00 RT HOURS		171.00
TOTAL LABOR	SEG. 02		171.00 *
SEGMENT 02 TOTAL			171.00 T

## TROUBLESHOOT ENGINE COOLANT HEATER

COMPLAINT: ENGINE COOLANT HEATER NOT FUNCTIONING  
CAUSE: FAILED HEATING ELEMENT  
RESULTANT DAMAGE:  
COMPLICATIONS:  
CORRECTION: REMOVED FLOORMAT, REMOVED ENGINE  
COVER, DRAINED COOLANT, REMOVED HEATER ELEMENT AND  
CORD, CLEANED UP MATING SURFACES AND INSTALLED  
NEW HEATER ELEMENT, INSTALLED AND SECURED NEW

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BL34686	12-13-23	9101662		90	G	DPM	2	4
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.
BL34686	11-06-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.	
AA	904B CB	*CAT0904BJB4L01074*			4442.0		B10377	
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE	EXTENSION		

\*\*\* PROFORMA INVOICE \*\*\*

CORD. TESTED TO ENSURE THAT IT WAS WORKING PROPERLY.

\*\*\*\*\*

1	270-6187		GASKET	N	1.67	1.67
1	287-8047		HEATER AS	N	256.40	256.40
1	288-4497		CORD AS	N	102.26	102.26
			TOTAL PARTS	SEG. 03		360.33 *
FIELD LABOR			3.50 RT HOURS			598.50
			TOTAL LABOR	SEG. 03		598.50 *
1.00			UPSSCS			5.42
1.00			OUT SHIP&HANDLE			20.00
			TOTAL MISC CHGS	SEG. 03		25.42 *
			SEGMENT 03 TOTAL			984.25 T

.....  
TROUBLESHOOT HYDRAULIC OIL FOR LEAKS

COMPLAINT: MACHINE HAS OIL LEAK COMING FROM QUICK

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BL34686	12-13-23	9101662		90	G	DPM	2	5
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.	
BL34686	11-06-23	10	10	10			2	
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.	
AA	904B CB	*CAT0904BJB4L01074*			4442.0		B10377	
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE	EXTENSION		

\* \* \* PROFORMA INVOICE \* \* \*

COUPLER  
CAUSE: FAILED COUPLER  
RESULTANT DAMAGE:  
COMPLICATIONS:  
CORRECTION: REPLACED QUICK COUPLERS

*****					
2	2M-9780	SEAL O RING	S	1.57	3.14
2	6V-8398	SEAL O RING	S	1.32	2.64
1	152-5717	CAP	S	5.91	5.91
1	152-5718	CAP	S	5.91	5.91
1	153-2994	COUPLING	S	85.62	85.62
1	153-2995	COUPLING	S	61.75	61.75
		TOTAL PARTS	SEG. 05		164.97 *
	FIELD LABOR	2.00 RT HOURS			342.00
		TOTAL LABOR	SEG. 05		342.00 *
1.00		OUT SHIP&HANDLE			21.00
		TOTAL MISC CHGS	SEG. 05		21.00 *
		SEGMENT 05 TOTAL			527.97 T

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PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.
BL34686	11-06-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.	
AA	904B CB	*CAT0904B4L01074*			4442.0		B10377	
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE		EXTENSION	

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### TRAVEL TO/FROM MACHINE

CHARGED RST TO MACHINE IN WEST YELLOWSTONE							
TRAVEL TIME LBR	3.00	RT	HOURS				411.00
			TOTAL LABOR	SEG. 99			411.00 *
1.00			MECH EXP-LODGING				104.24
1.00			MECH EXP - MEALS				37.96
187.00			MILEAGE				456.28
			TOTAL MISC CHGS	SEG. 99			598.48 *
			SEGMENT 99 TOTAL				1009.48 T

CONSUMABLES 234.55 T  
BILLINGS NT .00 T

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PAY THIS AMOUNT ▶	6098.19
AMOUNT CREDIT ▶	

**TRACTOR & EQUIPMENT CO.**



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BL34527	12-13-23	9101662		90	G	DPM	2	1
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.
BL34527	10-24-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.	
AA	938H	*CAT0938HJMJC00124*		08.1342	9797.0		PL9962G	
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE		EXTENSION	

\* \* \* PROFORMA INVOICE \* \* \*

**PERFORM 2000 SERVICE HOUR MAINT**

PERFORMED 2000 HR SERVICE INCLUDING:  
 CHANGED DIFFERENTIAL AND FINAL DRIVE OIL- 30W TDTO  
 CHANGED ENGINE OIL AND FILTER- 15W-40 DEO  
 CHANGED FUEL FILTERS  
 CHANGED TRANSMISSION OIL AND FILTER- 30W TDTO  
 CHANGED HYDRAULIC OIL FILTERS  
 PERFORMED ENGINE VALVE LASH CHECK/ADJUST  
 REPLACED ENGINE AIR FILTERS  
 REPLACED CAB AIR FILTERS  
 REPLACED ENGINE BELT  
 TOOK SOS SAMPLES OF ALL OILS  
 HAD TROUBLE WITH FUEL FILTER. ORDERED THE CORRECT  
 174-9570 FUEL FILTER GP. BUT AFTER INSTALLATION,  
 FUEL PUMP STARTED SUCKING AIR. REPLACED WITH A  
 NAPA 3606 FUEL FILTER AND THE ISSUE WENT AWAY.  
 ALSO ORDERED EXTRA FILTERS FOR CUSTOMER TO STOCK.

1	1G-8878	FILTER	S	76.30	76.30
1	5F-9144	SEAL	S	1.02	1.02
1	8F-7219	SEAL	S	.90	.90
1	111-8738	FILTER	S	8.66	8.66
1	144-0832	ELEMENT-FILT	S	77.23	77.23
1	154-9024	VALVE-SAMPLI	S	30.72	30.72
1	157-0670	CAP-DUST	S	5.19	5.19
6	177-9343	CAP&PROBE G.	S	2.14	12.84

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AA	938H	*CAT0938HJMJC00124*		08.1342	9797.0		PL9962G	
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE	EXTENSION		

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1	180-7487		FILTER	S	71.24	71.24
1	201-0624		ADAPTER	N	11.75	11.75
1	220-8678		SEAL	S	.73	.73
1	225-4118		FILTER HYD	S	112.54	112.54
1	243-2143		BELT	S	56.08	56.08
2	256-7902		PRIMARY ELEM	S	60.41	120.82
2	256-7903		SECONDARY EL	S	44.61	89.22
1	273-5711		FILTER AS	S	18.80	18.80
7	299-8229		FILTER AS-FU	S	28.80	201.60
1	317-3064		GASKET-COVER	S	41.89	41.89
1	326-1644		FILTER AS	S	43.40	43.40
1	326-7289		SEAL O RING	S	8.77	8.77
1	343-5527		BOWL AS FUEL	S	35.94	35.94
4	462-1171		FILTER-LUBE	S	18.50	74.00
1	T&E2006		6 PAK SOS	S	186.58	186.58
5	5153973		CAT DEO-ULS 15W-40S	S	21.17	105.85
2	6243379		CAT HYDRAULIC OIL S	S	38.42	76.84
9	BT9572		CAT TDTO 30 PAIL 5S	S	114.87	1033.83
TOTAL PARTS					SEG. 01	2502.74 *
FIELD LABOR		3.50 RT HOURS				598.50
FIELD LABOR		5.50 OT HOURS				1248.50
FIELD LABOR		5.50 PT HOURS				1556.50
TOTAL LABOR					SEG. 01	3403.50 *

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PAY THIS AMOUNT ▶	CONT'D
AMOUNT CREDIT ▶	

**TRACTOR & EQUIPMENT CO.**



**YOUR CATERPILLAR DEALER  
SINCE 1929**

**SOLD TO**  
CITY OF WEST YELLOWSTONE  
PO BOX 1570  
WEST YELLOWSTONE MT 59758-1570

**INVOICE**

BILLINGS, MONTANA - (406) 656-0202

Please Remit To: Harnish Lockbox LB1208  
PO Box 35144  
Seattle, WA 98124-5144

**SHIP TO**  
WEST YELLOWSTONE

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL34527	12-13-23	9101662		90	G	DPM	2	3
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.
BL34527	10-24-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.	
AA	938H	*CAT0938HJMJC00124*		08.1342	9797.0		PL9962G	
QUANTITY	ITEM	N/R	DESCRIPTION	UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

1.00			OUT SHIP&HANDLE		38.50
1.00			OUT SHIP&HANDLE		28.00
1.00			SPO SHIP&HANDLE		37.00
			TOTAL MISC CHGS	SEG. 01	103.50 *
			SEGMENT 01 TOTAL		6009.74 T

**TROUBLESHOOT WIRING HARNESS (ABC)**

COMPLAINT: HENKE V-PLOW ONLY WORKS ON ONE SIDE  
 CAUSE: BLOWN FUSE  
 RESULTANT DAMAGE:  
 COMPLICATIONS:  
 CORRECTION: TESTED WIRING AT SWITCH AND FOUND THAT  
 THE SWITCH WAS NOT GETTING ANY POWER. TRACED WIRE  
 TO FUSE BLOCK AND FOUND BLOWN FUSE. REPLACED FUSE  
 AND VERIFIED THAT IT WAS WORKING PROPERLY.

\*\*\*\*\*

1	4D-9986	SEAL	S	1.74	1.74
1	189-3158	SUPPRESSOR	S	26.50	26.50
1	260-1555	ELEMENT AS-J	S	146.13	146.13
1	260-1566	CORD AS-JW	S	62.23	62.23
		TOTAL PARTS	SEG. 02		236.60 *

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BL34527	12-13-23	9101662		90	G	DPM	2	4
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.
BL34527	10-24-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.	
AA	938H	*CAT0938HJMJC00124*		08.1342	9797.0		PL9962G	
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE		EXTENSION	

\* \* \* PROFORMA INVOICE \* \* \*

FIELD LABOR	1.00 RT HOURS		171.00
	TOTAL LABOR	SEG. 02	171.00 *
1.00	OUT SHIP&HANDLE		80.44
1.00	OUT SHIP&HANDLE		27.15
1.00	SPO SHIP&HANDLE		37.00
	TOTAL MISC CHGS	SEG. 02	144.59 *
	SEGMENT 02 TOTAL		552.19 T

## REMOVE AND INSTALL HYDRAULIC STARTER

COMPLAINT: CUSTOMER REQUESTED STARTER TO BE REPLACED AS IT DID NOT WORK AT ONE POINT UNTIL IT WAS HIT WITH A HAMMER

CAUSE:

RESULTANT DAMAGE:

COMPLICATIONS:

CORRECTION: REMOVED STARTER, REPLACED WITH CUSTOMER SUPPLIED STARTER. VERIFIED REPAIR.

\*\*\*\*\*

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INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER			STORE	DIV	SALESMAN	TERMS	PAGE
BL34527	12-13-23	9101662				90	G	DPM	2	5
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO		
BL34527	10-24-23	10	10	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACHINE ID NO.		
AA	938H	*CAT0938HJMJC00124*			08.1342	9797.0		PL9962G		
QUANTITY	ITEM	N/R	DESCRIPTION			UNIT PRICE		EXTENSION		

\* \* \* PROFORMA INVOICE \* \* \*

FIELD LABOR	3.00 RT HOURS		513.00
TOTAL LABOR	SEG. 03		513.00 *
SEGMENT 03 TOTAL			513.00 T

REMOVE AND INSTALL BATTERY

COMPLAINT: CUSTOMER REQUESTED BATTERY TO BE REPLACED  
CAUSE:  
RESULTANT DAMAGE:  
COMPLICATIONS:  
CORRECTION: REPLACED BATTERY WITH CUSTOMER SUPPLIED BATTERY.

\*\*\*\*\*

FIELD LABOR	1.00 RT HOURS		171.00
TOTAL LABOR	SEG. 04		171.00 *
SEGMENT 04 TOTAL			171.00 T

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BL34527	12-13-23	9101662		90	G	DPM	2	6
PSD/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.	
BL34527	10-24-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	METER READING	MACHINE ID NO.			
AA	938H	*CAT0938HJMJC00124*	08.1342	9797.0	PL9962G			
QUANTITY	ITEM	N/R	DESCRIPTION	UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

### ADJUST PARKING BRAKE

COMPLAINT: FOUND LOOSE PARKING BRAKE ADJUSTMENT  
DURING INSPECTION  
CAUSE: NORMAL WEAR  
RESULTANT DAMAGE:  
COMPLICATIONS:  
CORRECTION: ADJUSTED PARKING BRAKE

*****			
FIELD LABOR	0.50 RT HOURS		85.50
TOTAL LABOR	SEG. 05		85.50 *
SEGMENT 05 TOTAL			85.50 T

### REMOVE AND INSTALL ENGINE COOLANT HEATER

COMPLAINT: CUSTOMER REQUESTED BLOCK HEATER TO BE  
REPLACED  
CAUSE:  
RESULTANT DAMAGE:  
COMPLICATIONS:  
CORRECTION: PULLED A VACUUM ON THE COOLING SYSTEM.

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BL34527	12-13-23	9101662		90	G	DPM	2	7
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.	
BL34527	10-24-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING	MACHINE ID NO.		
AA	938H	*CAT0938HJMJC00124*		08.1342	9797.0	PL9962G		
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE	EXTENSION		

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REMOVED OLD BLOCK HEATER AND INSTALLED NEW BLOCK HEATER AND CORD.

\*\*\*\*\*

FIELD LABOR	2.00 OT HOURS		454.00
TOTAL LABOR	SEG. 06		454.00 *
SEGMENT 06 TOTAL			454.00 T

## TROUBLESHOOT FUEL FOR LEAKS

COMPLAINT: FOUND FUEL LEAK DURING INSPECTION  
CAUSE: CRACKED 267-6214 FUEL RETURN HOSE  
RESULTANT DAMAGE: FUEL LEAK  
COMPLICATIONS:  
CORRECTION: REPLACED 267-6214 FUEL HOSE. VERIFIED IT WAS NO LONGER LEAKING

\*\*\*\*\*

4	6K-8178	CLIP	S	9.30	37.20
5	164-4225	CLIP	N	10.96	54.80
1	215-9509	CONNECTOR-SP	S	6.20	6.20
2	277-6165	CONNECTION-F	S	28.84	57.68
1	319-7347	TUBE AS	N	118.68	118.68

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BL34527	12-13-23	9101662				90	G	DPM	2	8
PSQ/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.			
BL34527	10-24-23	10	10	10			2			
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.			
AA	938H	*CAT0938HJMJC00124*		08.1342	9797.0		PL9962G			
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE		EXTENSION			

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1	365-3750		HOSE AS.	N		64.23	64.23
			TOTAL PARTS		SEG. 07		338.79 *
	FIELD LABOR		3.00 RT HOURS				513.00
			TOTAL LABOR		SEG. 07		513.00 *
1.00			OUT SHIP&HANDLE				22.00
1.00			SPO SHIP&HANDLE				37.00
			TOTAL MISC CHGS		SEG. 07		59.00 *
			SEGMENT 07 TOTAL				910.79 T

## TROUBLESHOOT BRAKING SYSTEM

COMPLAINT: MACHINE HAS CODES FOR BRAKE  
ACCUMULATORS AND CHARGING VALVE CYCLES TOO QUICKLY  
CAUSE: FAILED ACCUMULATORS  
RESULTANT DAMAGE:  
COMPLICATIONS:  
CORRECTION: CHARGED ACCUMULATORS AND REPLACED  
THEM. VERIFIED REPAIR.

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BL34527	12-13-23	9101662		90	G	DPM	2	9
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.
BL34527	10-24-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	METER READING	MACHINE ID NO.			
AA	938H	*CAT0938HJMJC00124*	08.1342	9797.0	PL9962G			
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\*\*\*\*\*

2	3J-1907		SEAL	S	1.27	2.54
3	6V-8397		SEAL	S	1.29	3.87
6	8T-4139		BOLT	S	1.26	7.56
6	8T-4223		WASHER	S	.91	5.46
2	240-5972		ACCUMULATOR	N	427.08	854.16
			TOTAL PARTS	SEG. 08		873.59 *
FIELD LABOR			1.50 RT HOURS			256.50
FIELD LABOR			1.50 OT HOURS			340.50
			TOTAL LABOR	SEG. 08		597.00 *
1.00	OUT SHIP&HANDLE					20.00
1.00	SPO SHIP&HANDLE					104.00
			TOTAL MISC CHGS	SEG. 08		124.00 *
			SEGMENT 08 TOTAL			1594.59 T

.....  
TROUBLESHOOT WORK LIGHT(S)

COMPLAINT: FOUND SEVERAL LIGHTS NOT FUNCTIONING

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PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.
BL34527	10-24-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.	
AA	938H	*CAT0938HJMJC00124*		08.1342	9797.0		PL9962G	
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE	EXTENSION		

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DURING INSPECTION  
CAUSE: FAILED BULBS, FAILED LED STROBE  
RESULTANT DAMAGE:  
COMPLICATIONS:  
CORRECTION: GAVE LED STROBE NAPA PART NUMBER FOR  
CUSTOMER TO ORDER. ORDERED NEW WORK LIGHT BULB.  
REPLACED RIGHT FRONT WORK LIGHT BULB. REPLACED  
BOTH OUTSIDE TURN SIGNALS ON FRONT WORK LIGHTS.

3	9X-3465		BULB 24V	S	10.91	32.73
5	100-3245		BULB 24V	S	2.30	11.50
			TOTAL PARTS	SEG. 09		44.23 *
	FIELD LABOR		1.00 RT HOURS			171.00
			TOTAL LABOR	SEG. 09		171.00 *
1.00			OUT SHIP&HANDLE			17.00
			TOTAL MISC CHGS	SEG. 09		17.00 *
			SEGMENT 09 TOTAL			232.23 T

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BL34527	12-13-23	9101662		90	G	DPM	2	11
PSQ/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.
BL34527	10-24-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.	
AA	938H	*CAT0938HJMJC00124*		08.1342	9797.0		PL9962G	
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**TROUBLESHOOT DIRECTION SIGNAL**

COMPLAINT: FOUND DURING INSPECTION THAT EMERGENCY  
FLASHERS WERE FUNCTIONAL, BUT INDIVIDUAL TURN  
SIGNALS WERE NOT FUNCTIONAL  
CAUSE: FAILED 189-3158 ARC SUPPRESSOR  
RESULTANT DAMAGE: NO TURN SIGNALS  
COMPLICATIONS:  
CORRECTION: REMOVED INSTRUMENT PANEL. TESTED FOR  
POWER AT 24V FLASHER. FOUND THAT IT WAS GETTING  
POWER FROM THE HAZARD SWITCH, BUT NOT THE TURN  
SINGAL SWITCH. FOLLOWED THE WIRING AND FOUND THAT  
THE ARC SUPPRESSOR APPEARED TO HAVE HAD A THERMAL  
EVENT AND WAS MELTED. REPLACED WITH A WIRE TO  
ENSURE THAT IT WORKED AGAIN, WHICH IT DID. ORDERED  
A NEW ARC SUPPRESSOR. REPLACED THE ARC  
SUPPRESSOR AND VERIFIED THAT THE TURN SIGNALS WORK  
BOTH WAYS AND THAT THE HAZARDS WORKED AS WELL.

\*\*\*\*\*

FIELD LABOR	1.00 OT HOURS	227.00
FIELD LABOR	0.50 RT HOURS	85.50
TOTAL LABOR	SEG. 10	312.50 *
SEGMENT 10 TOTAL		312.50 T

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BL34527	12-13-23	9101662		90	G	DPM	2	12
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.
BL34527	10-24-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.	
AA	938H	*CAT0938HJMJC00124*		08.1342	9797.0		PL9962G	
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE	EXTENSION		

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### SUPPLY PARTS CUTTING EDGE

CALLED HENKE MANUFACTURING AND ORDERED A WEAR KIT FOR THE V-PLOW. WAITING ON PARTS TO RETURN AND INSTALL - 11/16/23  
INSTALLED NEW CUTTING EDGES.

	FIELD LABOR	2.50 RT HOURS		427.50
	TOTAL LABOR		SEG. 11	427.50 *
1.00	WEAR KIT			2476.10
	TOTAL MISC CHGS		SEG. 11	2476.10 *
	SEGMENT 11 TOTAL			2903.60 T

### TRAVEL TO/FROM MACHINE

	CHARGED RST TO MACHINE IN WEST YELLOWSTONE			
	TRAVEL TIME LBR	5.00 RT HOURS		685.00
	TOTAL LABOR		SEG. 99	685.00 *

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PAY THIS AMOUNT ▶	CONT'D
AMOUNT CREDIT ▶	

**TRACTOR & EQUIPMENT CO.**



**YOUR CATERPILLAR DEALER  
SINCE 1929**

**SOLD TO**  
CITY OF WEST YELLOWSTONE  
PO BOX 1570  
WEST YELLOWSTONE MT 59758-1570

**INVOICE**

BILLINGS, MONTANA - (406) 656-0202

Please Remit To: Harnish Lockbox LB1208  
PO Box 35144  
Seattle, WA 98124-5144

**SHIP TO**  
WEST YELLOWSTONE

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL34527	12-13-23	9101662		90	G	DPM	2	13
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.	
BL34527	10-24-23	10	10	10			2	
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.	
AA	938H	*CAT0938HJMJC00124*		08.1342	9797.0		PL9962G	
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE	EXTENSION		

\* \* \* PROFORMA INVOICE \* \* \*

1.00	MECH EXP-LODGING	91.71
2.00	MECH EXP - MEALS	83.91
255.00	MILEAGE	1129.65
	TOTAL MISC CHGS	1305.27 *
	SEG. 99	
	SEGMENT 99 TOTAL	1990.27 T
-----		
	CONSUMABLES	629.18 T
	ENVIROMENTAL FEE	225.12 T
	BILLINGS NT	.00 T

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<b>PAY THIS AMOUNT</b> ▶	16583.71
<b>AMOUNT CREDIT</b> ▶	



YOUR CATERPILLAR DEALER  
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CITY OF WEST YELLOWSTONE  
PO BOX 1570  
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# INVOICE

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Please Remit To: Harnish Lockbox LB1208  
PO Box 35144  
Seattle, WA 98124-5144

SHIP TO  
WEST YELLOWSTONE

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL35125	12-13-23	9101662		90	G	DPM	2	1
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.	
BL35125	12-04-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	METER READING	MACHINE ID NO.			
SW	RSS-1000	08VF167381		1.0				
QUANTITY	ITEM	N/R	DESCRIPTION	UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

## TROUBLESHOOT ELECTRIC SYSTEM

COMPLAINT: UNLOADER VALVE ONLY WORKS PROPERLY WHEN AN AUXILIARY SWITCH SENDS POWER TO IT.

CAUSE: UNKNOW, COULD NOT REPLICATE ISSUE, POSSIBLE LOOSE CONNECTION.

RESULTANT DAMAGE:

COMPLICATIONS:

CORRECTION: CUSTOMER HAD A TEMPORARY SWITCH INSTALLED TO SEND POWER TO THE UNLOADER VALVE IN ORDER TO BE ABLE TO USE THE HYDRAULICS. FOUND THAT THE POWER WAS SUPPOSED TO COME FROM MICROSWITCHES ON THE JOYSTICK TO A RELAY AND THEN TO THE VALVE. FOUND THAT POWER WAS COMING TO THE JOYSTICK AND ALSO COMING OUT OF IT. FOLLOWED THE WIRING TO THE RELAY AND FOUND THAT IT WAS GETTING CIRCUIT POWER AND CONTROL POWER AND IT WAS ALSO CLOSING AS IT SHOULD. FOLLOWED IT BACK TO THE CONNECTOR TO THE VALVE AND IT WAS GETTING POWER AND GROUND AS WELL. PLUGGED IT IN AND EVERYTHING WORKED AS IT SHOULD. COULD NOT REPLICATE THE ISSUE. ALSO USED THIS SEGMENT TO REMOVED A SWITCH AND INSULATE THE WIRES TO PREVENT THEM FROM TOUCHING ANYTHING.

\*\*\*\*\*

FIELD LABOR	2.00 RT HOURS	342.00
-------------	---------------	--------

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PAY THIS AMOUNT ▶	CONT'D
AMOUNT CREDIT ▶	



**INVOICE**

BILLINGS, MONTANA - (406) 656-0202

**YOUR CATERPILLAR DEALER  
SINCE 1929**

Please Remit To: Harnish Lockbox LB1208  
PO Box 35144  
Seattle, WA 98124-5144

**SOLD TO**  
CITY OF WEST YELLOWSTONE  
PO BOX 1570  
WEST YELLOWSTONE MT 59758-1570

**SHIP TO**  
WEST YELLOWSTONE

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL35125	12-13-23	9101662		90	G	DPM	2	2
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEG NO.
BL35125	12-04-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.	
SW	RSS-1000	08VF167381			1.0			
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE		EXTENSION	

\* \* \* PROFORMA INVOICE \* \* \*

TOTAL LABOR	SEG. 01	342.00 *
SEGMENT 01 TOTAL		342.00 T

**PERFORM 2000 SERVICE HOUR MAINT**

**PERFORMED SERVICE ON MACHINE INCLUDING:**

- CHANGED ENGINE OIL AND FILTER
- CHANGED FUEL FILTERS
- CHANGED TRANSMISSION OIL AND FILTER
- CHANGED HYDRAULIC OIL AND FILTER
- CHANGED DIFFERENTIAL OILS
- CHANGED FINAL DRIVE OILS
- CHANGED PLANETARY GEAR OIL
- CHANGED FRONT GEAR BOX OIL

4	3096931	CAT HYDO ADV 10 PAS	134.38	537.52
		TOTAL PARTS	SEG. 02	537.52 *
		FIELD LABOR	6.50 RT HOURS	1111.50
		FIELD LABOR	2.00 OT HOURS	454.00
		FIELD LABOR	3.50 PT HOURS	990.50

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PAY THIS AMOUNT ▶	CONT'D
AMOUNT CREDIT ▶	



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INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL35125	12-13-23	9101662		90	G	DPM	2	3
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.
BL35125	12-04-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	METER READING	MACHINE ID NO.			
SW	RSS-1000	08VF167381		1.0				
QUANTITY	ITEM	N/R	DESCRIPTION	UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

TOTAL LABOR                    SEG. 02                    2556.00 \*  
SEGMENT 02 TOTAL                    3093.52 T

**INSTALL DISCONNECT SWITCH**

INSTALLED MASTER SWITCH ON MACHINE. HAD TO GO TO NAPA AND GET 4/0 CABLE AND LUGS.

1	3E-8320		PLATE INST	S	9.67	9.67
1	7N-0718		SWITCH A	S	107.29	107.29
2	7P-1695		WASHER	S	.47	.94
1	8T-4133		NUT	S	.43	.43
1	232-3121		NUT-HEX	S	.47	.47
3	266-3315		BOLT-FLANGE	S	1.41	4.23

TOTAL PARTS                    SEG. 03                    123.03 \*

FIELD LABOR                    2.00 OT HOURS                    454.00

TOTAL LABOR                    SEG. 03                    454.00 \*

1.00                    BATTERY CABLE &                    176.05  
1.00                    OUT SHIP&HANDLE                    20.00

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PAY THIS AMOUNT ▶	CONT'D
AMOUNT CREDIT ▶	



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WEST YELLOWSTONE MT 59758-1570

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WEST YELLOWSTONE

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL35125	12-13-23	9101662		90	G	DPM	2	4
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.	
BL35125	12-04-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	METER READING	MACHINE ID NO			
SW	RSS-1000	08VF167381		1.0				
QUANTITY	ITEM	N/R	DESCRIPTION	UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

TOTAL MISC CHGS      SEG. 03      196.05 \*

SEGMENT 03 TOTAL      773.08 T

TRAVEL TO/FROM MACHINE

CHARGED RST TO MACHINE IN WEST YELLOWSTONE  
TRAVEL TIME LBR      3.00 RT HOURS      411.00

TOTAL LABOR      SEG. 99      411.00 \*

1.00      MECH EXP-LODGING      122.51  
1.00      MECH EXP - MEALS      72.07  
97.00      MILEAGE      429.71

TOTAL MISC CHGS      SEG. 99      624.29 \*

SEGMENT 99 TOTAL      1035.29 T

CONSUMABLES      209.76 T

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PAY THIS AMOUNT ▶	CONT'D
AMOUNT CREDIT ▶	

**TRACTOR & EQUIPMENT CO.**



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SINCE 1929**

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PO BOX 1570  
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BL35125	12-13-23	9101662		90	G	DPM	2	5
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.
BL35125	12-04-23	10	10	10				2
MAKE	MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	METER READING	MACHINE ID NO.			
SW	RSS-1000	08VF167381		1.0				
QUANTITY	ITEM	N/R	DESCRIPTION	UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

ENVIROMENTAL FEE 112.89 T  
BILLINGS NT .00 T

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<b>PAY THIS AMOUNT</b> ▶	5566.54
<b>AMOUNT CREDIT</b> ▶	

**TRACTOR & EQUIPMENT CO.**



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WEST YELLOWSTONE MT 59758-1570

**INVOICE**

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Please Remit To: Harnish Lockbox LB1208  
PO Box 35144  
Seattle, WA 98124-5144

**SHIP TO**  
WEST YELLOWSTONE  
1835 HARNISH BOULEVARD

Billings, MT 59101

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER			STORE	DIV	SALESMAN	TERMS	PAGE
BL34689	12-13-23	9101662				90	G	DPM	2	2
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
BL34689	11-06-23	10	10	10				1		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACHINE ID NO.		
SW	RSS-1000	1S9SB3020N3133019				1.0				
QUANTITY	ITEM	N/R	DESCRIPTION			UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

SEGMENT 01 TOTAL 1043.34 T

**TROUBLESHOOT TURBOCHARGER**

COMPLAINT: TURBOCHARGER IS LOOSE AND LEAKING OIL INTO THE EXHAUST  
 CAUSE: FAILED TUBROCHARGER SEALS AND BEARINGS  
 RESULTANT DAMAGE:  
 COMPLICATIONS:  
 CORRECTION: CALLED AND ARRANGED FOR SHIPPING OF THE TURBO TO THE JOB SITE. REMOVED AIR CLEANER AND PIPING. REMOVED TURBOCHARGER COMPRESSOR HOUSING. REMOVED TURBOCHARGER CARTRIDGE. INSTALLED NEW CARTRIDGE AND REASSEMBLED IN REVERSE ORDER. RAN MACHINE AND VERIFIED REPAIR.

\*\*\*\*\*

FIELD LABOR	1.00 RT HOURS	171.00
FIELD LABOR	1.50 OT HOURS	340.50
FIELD LABOR	1.00 PT HOURS	283.00

TOTAL LABOR SEG. 02 794.50 \*

SEGMENT 02 TOTAL 794.50 T

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PAY THIS AMOUNT ▶	CONT'D
AMOUNT CREDIT ▶	



YOUR CATERPILLAR DEALER  
SINCE 1929

# INVOICE

BILLINGS, MONTANA - (406) 656-0202

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PO Box 35144  
Seattle, WA 98124-5144

**SOLD TO**  
CITY OF WEST YELLOWSTONE  
PO BOX 1570  
WEST YELLOWSTONE MT 59758-1570

**SHIP TO**  
WEST YELLOWSTONE  
1835 HARNISH BOULEVARD

Billings, MT 59101

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL34689	12-13-23	9101662		90	G	DPM	2	3
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.	
BL34689	11-06-23	10	10	10				1
MAKE	MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	METER READING	MACHINE ID NO.			
SW	RSS-1000	1S9SB3020N3133019		1.0				
QUANTITY	ITEM	N/R	DESCRIPTION	UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

## PERFORM 2000 SERVICE HOUR MAINT

### PERFORMED SERVICE ON MACHINE INCLUDING:

- CHANGED ENGINE OIL AND FILTER
- CHANGED COOLANT FILTER/SCA ADDITIVE
- CHANGED FUEL FILTERS
- CHANGED TRANSMISSION OIL AND FILTER
- CHANGED HYDRAULIC OIL AND FILTER
- CHANGED DIFFERENTIAL OILS
- CHANGED FINAL DRIVE OILS
- CHANGED PLANETARY GEAR OIL AND FILTER
- CHANGED FRONT GEAR BOX OIL
- SET INJECTOR HEIGHT AND VALVE LASH

FIELD LABOR	14.00 RT HOURS	2394.00
FIELD LABOR	4.00 OT HOURS	908.00
FIELD LABOR	2.00 PT HOURS	566.00

TOTAL LABOR                      SEG. 03                      3868.00 \*

SEGMENT 03 TOTAL                      3868.00 T

## WASH MACHINE

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PAY THIS AMOUNT ▶	CONT'D
AMOUNT CREDIT ▶	

**TRACTOR & EQUIPMENT CO.**



**YOUR CATERPILLAR DEALER  
SINCE 1929**

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PO BOX 1570  
WEST YELLOWSTONE MT 59758-1570

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PO Box 35144  
Seattle, WA 98124-5144

**SHIP TO**  
WEST YELLOWSTONE  
1835 HARNISH BOULEVARD

Billings, MT 59101

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER			STORE	DIV	SALESMAN	TERMS	PAGE
BL34689	12-13-23	9101662				90	G	DPM	2	4
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO		
BL34689	11-06-23	10	10	10				1		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACHINE ID NO.		
SW	RSS-1000	1S9SB3020N3133019				1.0				
QUANTITY	ITEM	N/R	DESCRIPTION			UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

WASHED MACHINE AFTER REPAIRS AND SERVICE

FIELD LABOR	1.00 PT HOURS	283.00
FIELD LABOR	1.50 RT HOURS	256.50
TOTAL LABOR	SEG. 04	539.50 *
SEGMENT 04 TOTAL		539.50 T

TRAVEL TO/FROM MACHINE

CHARGED RST TO MACHINE IN WEST YELLOWSTONE

TRAVEL TIME LBR	3.00 RT HOURS	411.00
TOTAL LABOR	SEG. 99	411.00 *
2.00	MECH EXP-LODGING	190.36
3.00	MECH EXP - MEALS	168.45
140.00	MILEAGE	341.60
TOTAL MISC CHGS	SEG. 99	700.41 *
SEGMENT 99 TOTAL		1111.41 T

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PAY THIS AMOUNT ▶	CONT'D
AMOUNT CREDIT ▶	



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Billings, MT 59101

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL34689	12-13-23	9101662		90	G	DPM	2	5
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.	
BL34689	11-06-23	10	10	10				1
MAKE	MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	METER READING	MACHINE ID NO.			
SW	RSS-1000	1S9SB3020N3133019		1.0				
QUANTITY	ITEM	N/R	DESCRIPTION	UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

CONSUMABLES 294.27 T  
BILLINGS NT .00 T

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PAY THIS AMOUNT ▶	7651.02
AMOUNT CREDIT ▶	

**TRACTOR & EQUIPMENT CO.**



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SINCE 1929**

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WEST YELLOWSTONE MT 59758-1570

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Seattle, WA 98124-5144

**SHIP TO**  
WEST YELLOWSTONE

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL35176	12-13-23	9101662		90	G	DPM	2	2
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.	
BL35176	12-06-23	10	10	10			1	
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.	
FT	FL80	1FVHBXAKX2HJ53659			1.0			
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE	EXTENSION		

\* \* \* PROFORMA INVOICE \* \* \*

7	5153973		CAT DEO-ULS 15W-40S		21.17	148.19
			TOTAL PARTS	SEG. 02		148.19 *
	FIELD LABOR		3.00 RT HOURS			513.00
			TOTAL LABOR	SEG. 02		513.00 *
			SEGMENT 02 TOTAL			661.19 T

INSTALL DISCONNECT SWITCH

INSTALLED MASTER SWITCH UNDER SEAT FOR CUSTOMER.  
HAD TO FABRICATE A CABLE.

	FIELD LABOR		2.00 RT HOURS			342.00
			TOTAL LABOR	SEG. 03		342.00 *
			SEGMENT 03 TOTAL			342.00 T

TROUBLESHOOT ENGINE

This Service is subject to all terms and conditions set forth in the Tractor & Equipment Co. Work Authorization, including LIMITED WARRANTY AND RELEASE and EXCLUSION OF LIABILITIES set forth on that authorization.

TERMS: ALL PARTS AND SERVICE INVOICES ARE DUE THE 10TH OF THE MONTH FOLLOWING THE DATE OF PURCHASE. MACHINE INVOICES NET 10 DAYS FROM DATE OF INVOICE.

Each payment or sum past due shall bear a late payment charge of the lesser of 1 1/2% per month, which is an annual percentage rate of 18%, or an amount not to exceed the highest rate permitted by law.



PAY THIS AMOUNT ▶	CONT'D
AMOUNT CREDIT ▶	





YOUR CATERPILLAR DEALER  
SINCE 1929

SOLD TO  
CITY OF WEST YELLOWSTONE  
PO BOX 1570  
WEST YELLOWSTONE MT 59758-1570

# INVOICE

BILLINGS, MONTANA - (406) 656-0202

Please Remit To: Harnish Lockbox LB1208  
PO Box 35144  
Seattle, WA 98124-5144

SHIP TO

WEST YELLOWSTONE

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL35176	12-13-23	9101662		90	G	DPM	2	3
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEC NO.
BL35176	12-06-23	10	10	10				1
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING	MACHINE ID NO.		
FT	FL80	1FVHBXAKX2HJ53659			1.0			
QUANTITY	ITEM	N/R	DESCRIPTION	UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

## FOR LEAKS

COMPLAINT: MACHINE HAS ENGINE OIL LEAK  
 CAUSE: FAILED HEUI PUMP-TO-CYLINDER HEAD HOSE.  
 THIS HOSE WAS AN AFTERMARKET HOSE.  
 RESULTANT DAMAGE:  
 COMPLICATIONS:  
 CORRECTION: ORDERED CORRECT TUBE AND ADAPTERS AND  
 INSTALLED ON ENGINE. WASHED ENGINE AND ENSURED  
 THAT IT WAS NO LONGER LEAKING.

\*\*\*\*\*

1	6V-8636	CONNECTOR	S	6.09	6.09
1	6V-9001	ELBOW	S	15.45	15.45
1	8C-5748	BOLT	S	.71	.71
1	8S-8820	CLIP	S	5.77	5.77
1	9M-1974	WASHER	S	.36	.36
1	133-6934	SPACER	S	18.68	18.68
2	214-7568	SEAL-O RING	S	4.96	9.92
2	228-7089	SEAL-O-RING	S	4.91	9.82
5	241-3782	TUBE AS	N	59.55	297.75
TOTAL PARTS				SEG. 04	364.55 *
FIELD LABOR				2.00 OT HOURS	454.00
TOTAL LABOR				SEG. 04	454.00 *

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PAY THIS AMOUNT ▶	CONT'D ↓
AMOUNT CREDIT ▶	

**TRACTOR & EQUIPMENT CO.**



**YOUR CATERPILLAR DEALER  
SINCE 1929**

**SOLD TO**  
CITY OF WEST YELLOWSTONE  
PO BOX 1570  
WEST YELLOWSTONE MT 59758-1570

**INVOICE**

BILLINGS, MONTANA - (406) 656-0202

Please Remit To: Harnish Lockbox LB1208  
PO Box 35144  
Seattle, WA 98124-5144

**SHIP TO**  
WEST YELLOWSTONE

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL35176	12-13-23	9101662		90	G	DPM	2	4
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO	
BL35176	12-06-23	10	10	10				1
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACHINE ID NO.	
FT	FL80	1FVHBXAKX2HJ53659			1.0			
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE	EXTENSION		

\* \* \* PROFORMA INVOICE \* \* \*

1.00			OUT SHIP&HANDLE			79.58	
1.00			SPO SHIP&HANDLE			38.00	
			TOTAL MISC CHGS	SEG. 04		117.58	*
			SEGMENT 04 TOTAL			936.13	T

**PERFORM INSPECTION**

PERFORMED ROUGH INSPECTION OF TRUCK. FOUND MILKY OIL IN FRONT HUBS AND SOME LIGHTS THAT WERE NOT WORKING CORRECTLY.

	FIELD LABOR	1.00 RT HOURS				171.00	
		TOTAL LABOR	SEG. 05			171.00	*
		SEGMENT 05 TOTAL				171.00	T

**DRAIN AND FILL WHEEL HUB ASSEMBLY**

REMOVED HUB CAPS AND DRAINED HUB OIL. INSTALLED NEW GASKETS AND NEW OIL.

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<b>PAY THIS AMOUNT</b> ▶	CONT'D
<b>AMOUNT CREDIT</b> ▶	



YOUR CATERPILLAR DEALER  
SINCE 1929

SOLD TO  
CITY OF WEST YELLOWSTONE  
PO BOX 1570  
WEST YELLOWSTONE MT 59758-1570

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PO Box 35144  
Seattle, WA 98124-5144

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WEST YELLOWSTONE

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL35176	12-13-23	9101662		90	G	DPM	2	5
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.	
BL35176	12-06-23	10	10	10				1
MAKE	MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	METER READING	MACHINE ID NO.			
FT	FL80	1FVHBXAKX2HJ53659		1.0				
QUANTITY	ITEM	N/R	DESCRIPTION	UNIT PRICE	EXTENSION			

\* \* \* PROFORMA INVOICE \* \* \*

FIELD LABOR	1.50 RT HOURS		256.50
TOTAL LABOR	SEG. 06		256.50 *
SEGMENT 06 TOTAL			256.50 T

## TROUBLESHOOT STOPLIGHT/TAILLIGHT

COMPLAINT: LEFT REAR TAILLIGHT HAS REVERSE LIGHT ON WHEN TAILLIGHTS SHOULD BE ON  
CAUSE: NOT WIRED CORRECTLY  
RESULTANT DAMAGE:  
COMPLICATIONS:  
CORRECTION: WIRED TAILLIGHT CORRECTLY AND ENSURED THAT TAILLIGHTS AND TURN/STOP LIGHTS WORKED CORRECTLY

\*\*\*\*\*  
COMPLAINT: RIGHT HEADLIGHT IS OUT  
CAUSE: BURNT OUT BULB  
RESULTANT DAMAGE:  
COMPLICATIONS:  
CORRECTION: REMOVED RIGHT SEALED BEAM HEADLIGHT ASSEMBLY AND TESTED IT AND FOUND THE BULB WAS BURNT OUT. REPLACED HEADLIGHT ASSEMBLY AND

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PAY THIS AMOUNT ▶  
AMOUNT CREDIT ▶

CONT'D

**TRACTOR & EQUIPMENT CO.**



**YOUR CATERPILLAR DEALER  
SINCE 1929**

**SOLD TO  
CITY OF WEST YELLOWSTONE  
PO BOX 1570  
WEST YELLOWSTONE MT 59758-1570**

**INVOICE**

BILLINGS, MONTANA - (406) 656-0202

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PO Box 35144  
Seattle, WA 98124-5144**

**SHIP TO  
WEST YELLOWSTONE**

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER			STORE	DIV	SALESMAN	TERMS	PAGE
BL35176	12-13-23	9101662				90	G	DPM	2	6
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
BL35176	12-06-23	10	10	10				1 1		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACHINE ID NO.		
FT	FL80	1FVHBXAKX2HJ53659				1.0				
QUANTITY	ITEM	N/R	DESCRIPTION			UNIT PRICE		EXTENSION		

\* \* \* PROFORMA INVOICE \* \* \*

VERIFIED IT WAS WORKING CORRECTLY.

\*\*\*\*\*

FIELD LABOR	1.00 RT HOURS		171.00
TOTAL LABOR	SEG. 07		171.00 *
SEGMENT 07 TOTAL			171.00 T

TRAVEL TO/FROM MACHINE

CHARGED RST TO MACHINE IN WEST YELLOWSTONE			
TRAVEL TIME LBR	1.50 OT HOURS		268.50
TOTAL LABOR	SEG. 99		268.50 *
1.00	MECH EXP-LODGING		124.99
2.00	MECH EXP - MEALS		95.36
83.00	MILEAGE		367.69
TOTAL MISC CHGS	SEG. 99		588.04 *
SEGMENT 99 TOTAL			856.54 T

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PAY THIS AMOUNT ▶	CONT'D
AMOUNT CREDIT ▶	



YOUR CATERPILLAR DEALER  
SINCE 1929

SOLD TO  
CITY OF WEST YELLOWSTONE  
PO BOX 1570  
WEST YELLOWSTONE MT 59758-1570

# INVOICE

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PO Box 35144  
Seattle, WA 98124-5144

SHIP TO  
WEST YELLOWSTONE

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
BL35176	12-13-23	9101662		90	G	DPM	2	7
PSD/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.
BL35176	12-06-23	10	10	10				1
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING	MACHINE ID NO		
FT	FL80	1FVHBXAKX2HJ53659			1.0			
QUANTITY	ITEM	N/R	DESCRIPTION		UNIT PRICE	EXTENSION		

\* \* \* PROFORMA INVOICE \* \* \*

CONSUMABLES	150.57 T
ENVIROMENTAL FEE	76.38 T
BILLINGS NT	.00 T

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PAY THIS AMOUNT ▶	3991.31
AMOUNT CREDIT ▶	

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE  
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER 5310-430630-357

Date 12-15-23

Ship Via KA

Order No. 005806

Department public works

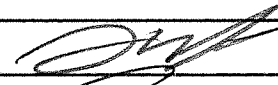
TO: 3H construction

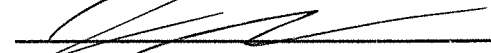
ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	<u>LFT station 3 Line cleaning</u>

Estimated Cost \$ 6,121.<sup>50</sup>

Authorized By 

Requested By: 

# 3H CONSTRUCTION LLC

PO Box 2250  
Idaho Falls, ID 83403

## Invoice

Date	Invoice #
11/30/2023	2340

Bill To
Town of West Yellowstone West Yellowstone, MT 59758

P.O. No.	Project	Terms
11/16/23 - 11/17/23		Net 30

Description	Quantity	UM	Rate	Amount
Pipe Line Cleaning	5,162	LF	0.75	3,871.50
Lift Station Cleaning	4	HR	375.00	1,500.00
Mobilization	1	EA	750.00	750.00

Thank you for your business.		<b>Total</b>	\$6,121.50
Phone #	Fax #	<b>Payments/Credits</b>	\$0.00
208-359-8009	208-359-1512	<b>Balance Due</b>	\$6,121.50

12/15/23  
15:45:25

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 12/23

Page: 1 of 8  
Report ID: AP100

For dates posted from 12/06/23 to 12/15/23, 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
50685		266 Utilities Underground Location	14.13					
	3115373	11/30/23 excavation notifications	14.13		SEWER	5310 430600	357	101000
50686		2264 MORNING GLORY COFFEE & TEA	33.75					
	359054	12/12/23 Dispatch coffee	33.75		DISP	1000 420160	220	101000
50688	E	2964 CITI CARDS	1,778.21					
	11/07/23	WildWest TC Meet	112.03		LEGIS	1000 410100	220	101000
	11/10/23	Rec Supplies	49.95		REC	1000 460440	220	101000
	11/10/23	WWTP Bid Ads	340.51		ADMIN	1000 410210	327	101000
	11/10/23	WWTP Bid Ads	477.67		ADMIN	1000 410210	327	101000
	11/13/23	WWTP Bid Ads	143.56		ADMIN	1000 410210	327	101000
	11/13/23	Rec Supplies	11.97		REC	1000 460440	220	101000
	11/14/23	Court Supplies	26.43		COURT	1000 410360	220	101000
	11/15/23	Rec Supplies	49.90		REC	1000 460440	220	101000
	11/15/23	Rec Small Item of Equipment	205.99		REC	1000 460440	212	101000
	11/16/23	Admin supplies	12.99		ADMIN	1000 410210	220	101000
	11/20/23	Court-Language Services	220.00		COURT	1000 410360	350	101000
	11/21/23	Rec supplies	178.68		REC	1000 460440	220	101000
	11/21/23	WildWest TC meet	72.25		LEGIS	1000 410100	220	101000
	11/06/23	Refund of Late fees	-41.00		ADMIN	1000 410210	870	101000
	11/06/23	Refund Interest charge	-82.72		ADMIN	1000 410210	870	101000
50689		2813 Century Link	1,566.81					
	11/19/23	E911 Viper 255-9710	988.48		E911	2850 420750	345	101000
	11/19/23	E911 Viper 255-9712	33.98		E911	2850 420750	345	101000
	11/19/23	E911 Viper 646-5170	123.18		E911	2850 420750	345	101000
	11/19/23	Alarm Lines 646-5185	102.42		TWNHLL	1000 411250	345	101000
	11/19/23	Police - 646-7600	318.75		POLICE	2850 420750	345	101000
50690		151 Gallatin County WY TS/Compost	531.00					
	11/30/23	Household waste	531.00		PARKS	1000 460430	534	101000
50692		2845 Kastig, Kauffman & Mersen, PC	15,114.79					
	12/05/23	legal services 11/1/-11/30/23	15,000.00		LEGAL	1000 411100	352	101000
	12/05/23	phone/fax	0.00		LEGAL	1000 411100	345	101000
	12/05/23	travel	114.79		LEGAL	1000 411100	373	101000
50694	E	2673 First Bankcard	1,554.31					
	11/05/23	Refund	-100.30		PARKS	1000 460430	220	101000
	11/07/23	Town Envelopes/Postage	630.00		FINADM	1000 410510	311	101000
	11/07/23	Town Envelopes	176.30		FINADM	1000 410510	220	101000
	11/09/23	Water postage	5.52		WATER	5210 430500	311	101000
	11/13/23	Cleaning supplies	41.95		PARKS	1000 460430	220	101000



12/15/23  
15:45:25

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 12/23

Page: 2 of 8  
Report ID: AP100

For dates posted from 12/06/23 to 12/15/23, 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
	11/13/23	Hotel in Bozemanfortraining	359.89		FINADM	1000 410510	370	101000
	11/13/23	Hotel in Bozemanfortraining	359.89		SOCSE	1000 450135	370	101000
	11/15/23	GovernmentFinance Assoc	600.00		FINADM	1000 410510	380	101000
	11/14/23	Hotel Refund	-321.97		FINADM	1000 410510	370	101000
	11/14/23	Hotel Refund	-321.97		SOCSE	1000 450135	370	101000
	11/21/23	IIMC Membership	185.00		FINADM	1000 410510	335	101000
	11/21/23	IIMC Membership Refund	-60.00		FINADM	1000 410510	335	101000
50695	E	2673 First Bankcard	898.03					
	11/03/23	Supplies	48.98		LIBRY	2220 460100	220	101000
	11/03/23	Books	67.37		LIBRY	2220 460100	215	101000
	11/03/23	Books	24.98		LIBRY	2220 460100	215	101000
	11/06/23	Supplies	18.98		LIBRY	2220 460100	220	101000
	11/06/23	Books	192.84		LIBRY	2220 460100	215	101000
	11/08/23	Copier	33.40		LIBRY	2220 460100	398	101000
	11/13/23	Books	16.46		LIBRY	2220 460100	215	101000
	11/13/23	Books	14.77		LIBRY	2220 460100	215	101000
	11/13/23	Membership fee	14.99		LIBRY	2220 460100	398	101000
	11/16/23	Books	33.23		LIBRY	2220 460100	215	101000
	11/20/23	Books	15.99		LIBRY	2220 460100	215	101000
	11/21/23	Supplies	48.87		LIBRY	2220 460100	220	101000
	11/22/23	Books	24.30		LIBRY	2220 460100	215	101000
	11/23/23	Trash can	65.98		LIBRY	2220 460100	870	101000
	11/25/23	Supplies	39.99		LIBRY	2220 460100	220	101000
	11/25/23	Books	127.91		LIBRY	2220 460100	215	101000
	11/30/23	Books	82.00		LIBRY	2220 460100	215	101000
	11/30/23	Supplies	13.24		LIBRY	2220 460100	220	101000
	11/30/23	Supplies	13.75		LIBRY	2220 460100	220	101000
50700		95 Energy West-Montana	3,084.28					
	12/04/23	nat gas 210361788 updl	339.70		UPDH	1000 411252	344	101000
	12/04/23	nat gas 210360293 Police	26.68		POLBLD	1000 411258	344	101000
	12/04/23	nat gas 210361746 Pub Services	708.16		STREET	1000 430200	344	101000
	12/04/23	nat gas 210361811 old firehall	151.98		PARK	1000 460430	344	101000
	12/04/23	nat gas 210363966 old bld ins	126.78		STREET	1000 430200	344	101000
	12/04/23	nat gas 210360540 library	296.84		LIBBLD	1000 411259	344	101000
	12/04/23	nat gas 210364599 Povah	721.07		POVAH	1000 411255	344	101000
	12/04/23	nat gas 210361697 Iris Lift St	41.12		SEWER	5310 430600	344	101000
	12/04/23	nat gas 210365425 Twn Hall	638.16		TWNHAL	1000 411250	344	101000
	12/04/23	nat gas 210361655 Mad Add Sewe	33.79		SEWER	5310 430600	344	101000

12/15/23  
15:45:25

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 12/23

Page: 3 of 8  
Report ID: AP100

For dates posted from 12/06/23 to 12/15/23, 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
50701		2952 DIS Technologies	845.36					
	12917	12/05/23 Monthly Managed IT	845.36		IT	1000 410580	355	101000
50702		2952 DIS Technologies	740.00					
	12920	12/05/23 Monthly IT	740.00		IT	1000 420160	398	101000
50703		2421 NAPA Auto Parts	3,297.34					
	11/30/23	Napa Supplies	2,983.52		STREET	1000 430200	220	101000
	11/30/23	Napa repairs Supplies	48.25		SEWER	5310 430600	220	101000
	11/30/23	Napa Equipmnt repairSupplies	22.98		WATER	5210 430500	369	101000
	11/30/23	NAPA Repair Vehicle	242.59		STREET	1000 430200	361	101000
50704	E	2673 First Bankcard	691.96					
	11/07/23	Animal Control Supplies	299.99		ANIMAL	1000 440600	220	101000
	11/11/23	Animal Control Supplies	16.19		ANIMAL	1000 440600	220	101000
	11/14/23	Adobe Acrobat Pro	239.88		POLICE	1000 420100	216	101000
	11/15/23	Buff Bar Training	135.90		POLICE	1000 420100	357	101000
50706		3400 Julie Brown	2,035.00					
	12/15/23	Cleaning Town Office	825.00		TWNHLL	1000 411250	357	101000
	12/15/23	Cleaning TrailheadBuilding	80.00		TRLHD	1000 411256	350	101000
	12/15/23	Cleaning Library	225.00*		LIBRY	1000 411259	357	101000
	12/15/23	Cleaning Dispatch w/laundry	355.00		DSPTCH	1000 411258	398	101000
	12/15/23	Cleaning Povah	550.00		POVAH	1000 411255	350	101000
50709		2558 Hebgen Basin Fire District	55,849.00					
	12/01/23	December 2023	48,294.00		FIRE	1000 420400	357	101000
	12/01/23	December 2023	7,555.00		FIRE	1000 420400	140	101000
50710		2789 WEX Bank	3,887.48					
	12/01/23	JD Loader 624P	0.00		STREET	1000 430200	231	101000
	12/01/23	10 JD Backhoe 310SJ	0.00		STREET	1000 430200	231	101000
	12/01/23	91 Ford 6-582	129.68		STREET	1000 430200	231	101000
	12/01/23	SS Snow Blower Green	0.00		STREET	1000 430200	231	101000
	12/01/23	Grader	0.00		STREET	1000 430200	231	101000
	12/01/23	14 Water Truck	0.00		STREET	1000 430200	231	101000
	12/01/23	2010 JD 772 Grader	0.00		STREET	1000 420100	231	101000
	12/01/23	92 SS Blower-Yellow	0.00		STREET	1000 430200	231	101000
	12/01/23	02 Freightliner Dump 6-54564A	59.94		STREET	1000 430200	231	101000
	12/01/23	08 GMC Pickup 6-1484	192.14		STREET	1000 430200	231	101000
	12/01/23	JD Loader 624P	0.00		STREET	1000 430200	231	101000
	12/01/23	08 CAT 938H Loader	0.00		STREET	1000 430200	231	101000
	12/01/23	08 904B MiniLoader	0.00		STREET	1000 430200	231	101000
	12/01/23	15 Ford F-250	158.37		STREET	1000 430200	231	101000

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15:45:25

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For dates posted from 12/06/23 to 12/15/23, 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
	12/01/23	18 2018 Dodge Ram-PW	345.28		STREET	1000 430200	231	101000
	12/01/23	18 Dodge Ram-Police	359.97		POLICE	1000 420100	231	101000
	12/01/23	19 Dodge Durango	260.38		POLICE	1000 420100	231	101000
	12/01/23	Multi-Use Vehicle - Sienna	36.07		STREET	1000 430200	231	101000
	12/01/23	Multi-Use Vehicle - Sienna	31.91		ADMIN	1000 410210	370	101000
	12/01/23	06 Dodge Durango 6-1374/6-2010	27.33		STREET	1000 430200	231	101000
	12/01/23	15 Sweeper	0.00		STREET	1000 430200	231	101000
	12/01/23	'00 FL Dumptrk 6-60700A	105.11		STREET	1000 430200	231	101000
	12/01/23	'14 Ford Intercep	330.25		POLICE	1000 420100	231	101000
	12/01/23	PD Dodge Ram#1	442.98		POLICE	1000 420100	231	101000
	12/01/23	PD Dodge Ram#2	493.44		POLICE	1000 420100	231	101000
	12/01/23	01 Frht truck #1	0.00		STREET	1000 430200	231	101000
	12/01/23	01 Frht truck #2	121.36		STREET	1000 430200	231	101000
	12/01/23	19 Dodge 5500	0.00		STREET	1000 430200	231	101000
	12/01/23	20 Dodge Ram (silver)	174.48		POLICE	1000 420100	231	101000
	12/01/23	'17 Chevy 3/4 ton white	318.73		WATER	5210 430500	231	101000
	12/01/23	'13 Chevy 3500	115.69		STREET	1000 430200	231	101000
	12/01/23	77 Int'l Dump 6-1368	0.00		STREET	1000 430200	231	101000
	12/01/23	Pickup 6-1450	0.00		STREET	1000 430200	231	101000
	12/01/23	Dumptruck	184.37		STREET	1000 430200	231	101000
50711	E	2673 First Bankcard	7,173.42					
	11/07/23	Repairs	1,563.08		STREET	1000 430200	361	101000
	11/08/23	Oil Change	139.98		STREET	1000 430200	361	101000
	11/08/23	Apple	5.99		ADMIN	1000 410210	335	101000
	11/09/23	Apple	0.99		ADMIN	1000 410210	335	101000
	11/09/23	Tires	933.12		STREET	1000 430200	239	101000
	11/10/23	Water Supplies	12.12		WATER	5210 430500	220	101000
	11/13/23	Adobe	19.99		ADMIN	1000 410210	335	101000
	11/15/23	Supplies	1,295.98		STREET	1000 430200	220	101000
	11/15/23	Supplies	168.06		STREET	1000 430200	220	101000
	11/15/23	Repairs	1,902.46		STREET	1000 430200	361	101000
	11/15/23	Supplies	94.96		ADMIN	1000 410210	220	101000
	11/16/23	Apple	5.99		ADMIN	1000 410210	335	101000
	11/17/23	Repairs	285.00		STREET	1000 430200	361	101000
	11/22/23	Apple	5.99		ADMIN	1000 410210	335	101000
	11/19/23	T-mobile	181.53		ADMIN	1000 410210	335	101000
	11/29/23	Supplies	115.00		STREET	1000 430200	220	101000
	11/28/23	Supplies	48.98		STREET	1000 430200	220	101000
	11/29/23	Repairs	227.00		STREET	1000 430200	361	101000
	11/29/23	Water supplies	146.22		WATER	5210 430550	220	101000
	11/30/23	Apple	5.99		ADMIN	1000 410210	335	101000
	11/30/23	Supplies	14.99		STREET	1000 430200	220	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50712	E	2673 First Bankcard	4,020.72					
		11/11/23 Social Supplies	25.21		SOCSER	1000 450135	220	101000
		11/20/23 Social Supplies	80.99		SOCSER	1000 450135	220	101000
		11/28/23 Social Supplies	79.97		SOCSER	1000 450135	220	101000
		11/28/23 Social Supplies	11.37		SOCSER	1000 450135	220	101000
		11/29/23 Social Supplies	206.49		SOCSER	1000 450135	220	101000
		11/30/23 Help fund supplies	21.69		HELP	7010 450135	220	101000
		12/26/23 Social Services Training	3,595.00		SOCSER	1000 450135	380	101000
50720		3386 Eagle Safe Surfaces Colorado	798.73					
		6001266 11/15/23 Repair Supplies	798.73		STREET	1000 430200	369	101000
50738	E	2673 First Bankcard	284.18					
		11/09/23 Dispatch/Police Supplies	85.18		POLICE	1000 420230	220	101000
		11/12/23 Dropbox Pro	199.00		DSPTCH	1000 420160	398	101000
50739		2 Forsgren Associates P.A.	16,916.40					
		123506 11/25/23 WWTP/Bidding-Negotiating	7,601.40		SEWER	5320 430640	951	101000
		123511 11/25/23 WW CollectionFPS/PER	9,000.00		WATER	5210 430500	398	101000
		123507 11/25/23 MoonriseEngSupport	315.00		PLNNG	1000 411000	357	101000
50740		1140 Sagebrush Floral	42.00					
		103548 12/12/23 Poinsettias	42.00		TWNHLL	1000 411250	220	101000
50741		2099 Quick Print of West Yellowstone	747.37					
		18498 11/27/23 Supplies	3.50		BULDNG	1000 420531	220	101000
		18442 11/11/23 Revise Zoning Plan	60.00		BULDIN	1000 420531	357	101000
		18434 11/08/23 Police Letterhead	255.00		POLICE	1000 420100	321	101000
		18441 11/11/23 LCRR Supplies	428.87		WATER	5210 430500	870	101000
50742		3239 Salt Lake Wholesale Sports	1,356.04					
		94299 11/29/23 Sights	1,356.04		POLICE	1000 420100	212	101000
50743		3380 LES SCHWAB TIRE CENTER	87.20					
		260588 11/30/23 FlatTireRepairYellowSnowblower	87.20		STREET	1000 430200	239	101000
50744		2800 RDO Equipment Co.	1,128.00					
		1586116 12/05/23 Grader Motor Repair	1,128.00		STREET	1000 430200	369	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50745		3398 CentralSquare Technologies, LLC	26,363.70					
	397272	11/21/23 911 Upgraded system	2,340.00*		911	2850 420750	398	101000
	397271	11/21/23 911 System Upgrade	24,023.70*		911	2850 420750	398	101000
50746		2937 CINTAS First Aid & Safety	652.29					
	5176894203	09/27/23 First Aide Supplies	652.29*		POLICE	1000 420230	351	101000
50747		1928 Michele DesRochers	133.00					
	12/01/23	Travel for Library Meeting	133.00		LIBRY	2220 460100	370	101000
50748		3315 IAS EnviroChem	160.00					
	2307392	12/06/23 B.O.D. Testing	160.00		SEWER	5310 430600	348	101000
50749		3314 Intrinsic Architecture	667.50					
	20230427	12/11/23 Zoning Permit	667.50		PLNNG	1000 411000	354	101000
50750		254 Firehole Fill Up/Economart	129.80					
	11/21/23	Fuel	64.90		WATER	5210 430500	231	101000
	11/21/23	Fuel	64.90		SEWER	5310 430600	231	101000
50751		3445 ALLSTATE MACHINE SHOP	1,470.43					
	144598	11/13/23 Equipment Repairs	134.25		STREET	1000 430200	369	101000
	144708	11/29/23 Equipment Repairs	1,336.18		STREET	1000 430200	369	101000
50752		3192 Floyd's Truck Center	214.24					
	401185923	12/07/23 Equipment Repairs	214.24		STREET	1000 430200	369	101000
50753		3241 Bridger Analytical Lab	300.00					
	2312157	12/08/23 Testing	300.00		WATER	5210 430500	348	101000
50754		65 Tractor & Equipment	41,815.33					
	BL34686	12/13/23 Repairs Equipment 904	6,098.19		STREET	1000 430200	369	101000
	BL34527	12/13/23 Repairs Equipment 938	16,583.71		STREET	1000 430200	369	101000
	BL35125	12/13/23 Repairs EquipmentRSS1000 yell	5,566.54		STREET	1000 430200	369	101000
	BL34689	12/13/23 Repairs EquipmentRSS1000 gree	7,651.02		STREET	1000 430200	369	101000
	BL35176	12/13/23 Repairs Equipment FL-80	3,991.31		STREET	1000 430200	369	101000
	BL35177	12/13/23 Repairs FL 112	1,924.56		STREET	1000 430200	369	101000
50755		3337 Lexipol LLC	888.84					
	PRA120293	11/01/23 PoliceOneAcademyAnnual	888.84		POLICE	1000 420100	389	101000

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\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50756		3236 Nubia Allen	45.00					
	12/14/23	Interpreter	45.00		COURT	1000 410360	350	101000
50757		3317 3H Construction LLC	6,121.50					
	2340 11/30/23	Lift Station& Linecleaning	6,121.50		SEWER	5310 430630	357	101000
50758		999999 JEFFREY L. HEANEY	550.00					
	12/14/23	RestituDisbursement-Andersen	550.00		COURT	7469 212401		101000
50759		40 Jerry's Enterprises	313.28					
	11/09/23	Fuel	313.28		STREET	1000 430200	231	101000
50760		764 General Distributing Co.	66.66					
	1315232 11/30/23	Welding supplies	66.66		STREET	1000 430200	231	101000
50761		2403 Way West Services	449.34					
	2951 12/12/23	WorkonSeniorCenterFreezer	449.34		POVAH	1000 411255	350	101000
50762		2600 Goldstar Products, Inc.	574.43					
	79306 11/30/23	Tar remover	574.43		STREER	1000 430200	220	101000
50763		3422 Sprinter Heating & Air LLC	4,185.00					
	20466 10/18/23	Heater repair	4,185.00*		CLINIC	1000 411251	366	101000
50764		3221 Rocky Mountain Electric	45,898.92					
	2023-186 11/17/23	US 20 Lighting	45,898.92		CIPIMP	4000 430263	937	101000
		# of Claims 46	Total: 255,474.77					
		Total Electronic Claims	16,400.83		Total Non-Electronic Claims	239073.94		

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Fund/Account	Amount
1000 General Fund	
101000 CASH	\$155,760.61
2220 Library	
101000 CASH	\$1,031.03
2850 911 Emergency	
101000 CASH	\$27,828.09
4000 Capital Projects/Equipment	
101000 CASH	\$45,898.92
5210 Water Operating Fund	
101000 CASH	\$10,299.34
5310 Sewer Operating Fund	
101000 CASH	\$6,483.69
5320 Sewer Replacement Depreciation Fund	
101000 CASH	\$7,601.40
7010 Social Services/Help Fund	
101000 CASH	\$21.69
7469 City Court - Judge Jent	
101000 CASH	\$550.00
Total:	\$255,474.77

Need to add \$19,600.00 for panel, check was already printed.

New Total of Claims to be Approved: **\$275,074.77**

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TOWN OF WEST YELLOWSTONE  
Claim Details  
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For Doc # = 50733, FSB - Operating account  
\* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50733	60506S	3438 ESG (Elemental Solutions Group)	19,600.00					
	Scada system for Madison lift Station							
1	e232e015 11/07/23 panel		19,600.00		SEWER	5310 430630	941	101000
		<b># of Claims</b>	<b>1</b>	<b>Total:</b>				<b>19,600.00</b>



WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**December 5, 2023**

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

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

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**

No public comment is received.

**Council Comments**

Mayor Watt reports that the high school girls basketball team is down by 7 points against Three Forks right now at the school. He also thanks the council for taking care of business while he was absent at the last meeting.

**ACTION TAKEN**

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- 1) Motion carried to approve Purchase Order #5969 to United Rentals for purchase a 6" mobile bypass pump for \$32,907.76 for the sewer system. (McBirnie, Benike)
- 2) Motion carried to approve the claims, which total \$172,224.48. (Mathews, McBirnie)
- 3) Motion carried to approve the minutes from the November 21, 2023 Town Council Meeting. (McBirnie, Benike) Griffith is opposed, motion passes.
- 4) Motion carried to approve the event application for the Christmas Stroll and permissions sought as listed in the application. (McBirnie, Benike)
- 5) Motion carried to approve the event application for the 2023-2024 Kids N Snow Season including the horse drawn sleigh rides on the streets during the events. (McBirnie, Benike)

**DISCUSSION**

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- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports on a recent meeting with representatives of other resort tax communities about forming an association to participate at the state level. He met last week along with Finance Director Katie Thompson and Town Clerk Liz Roos with the Gallatin County Housing Coalition to discuss housing needs in West Yellowstone. They met last week with Town Engineer Dave Noel about the Facilities Planning Study regarding infrastructure needs. A public hearing on the study will be scheduled for early next year. Forsgren Associates reported that there are eight general contractors holding plans for the wastewater treatment facility and they know of about twenty sub-contractors that are interested in the project. Bids are due in January. They held a Development Review Group meeting to review the resubmittal from Moonrise Meadows last week. They are evaluating the project and will respond to Moonrise by the end of the week through Intrinsic Architecture. He says there aren't a lot of questions about the resubmitted plan and they anticipate bringing it before the Planning Board and Council after the first of the year. Walker recognizes Deputy Superintendent Jon Brown for obtaining his 1C water license. He also notes that the

police and dispatch employees have been dedicated to installing the new operating system and extensive training. He says that there are a few outstanding projects that they intended to address this year including the policy manual, employee personnel manual, and growth policy. He reminds the Council to be thinking about what their priorities are for next year and they will meet early in the year to discuss those priorities. Griffith asks if there will be a snow meeting this year. Public Services Superintendent Jon Simms responds that they have not planned to have one, he doesn't think anyone got anything out of it in the past. Island Park News reporter Jan Neish inquires about the process regarding the resubmittal from Moonrise. Walker responds that the DRG will likely meet again and then a staff report will be produced with assistance from Intrinsic. After that, the application will go to the Planning Board and then the Council.

- 4) Mayor Watt explains that the application includes requests to close the street for tree lighting, parade, and arrival of Santa, assistance from the Police Department, encroachment application to place the Christmas tree on South Canyon Street and put burn barrels for marshmallow roasting on four street corners.
- 5) Mayor Watt explains that the application includes a request to operate horse-drawn sleigh rides on the streets and the events will take place at the city park.

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

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Mayor

ATTEST:

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Town Clerk

Police Department - Department Head(s) Report November 30 – December 6, 2023

- 74 calls for service
  - 10 citations issued
  - 14 Warnings
  - 1 Cases Generated
  - 1 Arrests
  - 7 Public Assists
  - 2 Agency Assists
  - 2 Ambulance requests
- 
- Calls included: Traffic Stops, School Resource Officer calls, Animal Complaints, Welfare Check, 911 calls, Parking, Suspicious Persons/Activity, Citizen Assists, Agency Assists, Abandoned Vehicle, Mental Health, Ordinance Violation, and other fun stuff.
  - LeadsOnline account was establish. This service allows us to check pawn shops all over the country in an effort to find stolen/pawned items related to theft and burglary cases we are currently working and will continue to get. Training for the officers soon.
  - Neil and I are headed to Livingston on Monday morning to pick up the new patrol vehicle.
  - Mike attended the annual Search & Rescue meeting in West
  - Attended the town council meeting on Tuesday night.
  - Brenda, Mike and Chief Grube attended a 911 Public Safety Systems User group meeting.
  - I met with a member of the Missouri River Drug Task Force, ongoing drug investigations in West.
  - I attended a meeting of the Domestic Violence Response Team Offender Intervention Subcommittee. Reminded the committee that West Yellowstone is in Gallatin County.
  - Brenda held a dispatch meeting.
  - Gallatin County 911 released the RFP for a new 911 phone system. We have joined the RFP. This process closes at the end of December.
  - HBFD got new pagers, this changed our radio setup and changed how we page. The dispatchers are doing great with all of the changes that we have been implementing over the last two months.
  - Brenda is still working with DIS to complete the ANI/ALI transfer to the new CAD system. We continue to troubleshoot set-up issues and fine-tune our system, but it's going well.
  - Background investigation for new officer is still ongoing. Should be wrapped up next week, then on to psych testing.

Until next week, Mike & Brenda



# DECEMBER 15, 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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- Participated in Alcoholics Anonymous community support meeting
- Participated in the Montana League of Cities & Towns Conference site committee meeting. The Board of Directors for the League sought proposals to host the conference multiple years in a row instead of rotating the conference among the eight cities that have traditionally hosted it. We have hosted the conference four times and will host again in 2024, but it's a big undertaking considering our staff is a fraction of the size of the other cities that host. Bozeman is in line to host the conference in 2025 but is struggling to find facilities large enough to accommodate the entire conference and room rates in Bozeman are very high, even in October. Billings has the capacity to do it, so they may take 2025 and give Bozeman another year to figure it out. In the end, we did not come up with a good option to host the conference for multiple years. Every city has some sort of constraint, either lack of facilities, lack of vendor space, remote location (that's our problem), or rooms are just too expensive.
- Conducted daily drawings and some reindeer games for Town Employees. Vely Vazquez won the "Price is Right" competition, Pily Collins (sweet) and Dianna Hansen (savory) won the snack competition.
- Processed payroll for December 15, 2023. All employees received a \$25 gift card to Market Place and a \$25 gift certificate to Food Roundup for the holidays.
- Prepared agenda/packet for December 19, 2023 Town Council Meeting



Department Head(s) Report December 7 – 13, 2023

- 74 calls for service
  - 8 citations issued
  - 12 Warnings
  - 1 Arrests
  - 8 Public Assists
  - 5 Agency Assist
  - 1 Case Generated
- 
- Call types consisted of: Traffic Stops, Traffic Accidents (7), School Resource, 911 Calls, ABANDONED Vehicles, Parking, Noise Complaints, Warrants, Ordinance Violations, Traffic Hazard, Domestic, Civil, Suspicious Person/Circumstances, Welfare Check, Agency Assists, Animal Complaints, Mental Health
  - Officer Courtis and I went to Livingston to pick up the new Patrol Truck from Dana Safety. It is awesome. Next vehicle order will be presented to the council in January.
  - Chief Grube and I finished hooking up the radio and antenna in the new vehicle, as well as reprogramming it and downloading the latest firmware. We also installed the computer mount in the truck and wired that in. Vehicle is ready to go.
  - A stakeholders meeting was held in town to discuss options for alcohol and drug services, and mental health services. Attending this meeting: Officers Trujillo, Stoneburner, Courtis, & myself. Court Clerk Kerry Parker, Town clerk Liz Roos, Local Alcoholics Anonymous and Alcohol Recovery Program leaders Melissa Meyers and Tom Buhcannon, Mary Sue Costello, Public Works Director Dianna Hanson, and Billings Clinic RN Beck Goltz. This was the first of quarterly meetings planned to continue to keep all of us linked in, connected, and aware of the limited services in Gallatin County and West Yellowstone for our residents in need of any of these services.
  - We completed our background investigation of the police officer candidate and I am sad to report that we will not be extending an official offer of employment. We will now be moving on to our second choice candidate and starting a background on that applicant.
  - Dispatcher Linda Wolf continues her training and is now starting to answer non-emergent phone calls.
  - Verizon phone calls to 911 continue to drop after two minutes. We continue to try and solve this problem, but it is proving to be a challenge.
  - Central Square CAD/RMS and the county wide radio system are both going well. Still some small issues and a large learning curve for all of us, but we are very happy with these major upgrades. Brenda continues to take the brunt of all the programing and training on these systems, and she is killing it.
  - Pily and Brenda worked on what is sure to be the winning Ugly Christmas Sweater.
  - Looking forward to seeing everyone at the Town Christmas party on Friday.

Until next week,

Mike & Brenda

Recreation Department  
Highlights  
December 14, 2023

- Unemployment
- Printed flyers for winter day camp and took to school, camp will start on December 20<sup>th</sup> thru the 29<sup>th</sup>.
- Ordered craft things for winter day camp
- Worked on what I would like to do for the coming year, I gave Dianna a copy of my list.
- Called all the families on Adopt a Star program so they can come pick up the presents on Friday at the Povah from noon to 5pm

Thank you,

Vely



## Week of 12.11.2023

- Prepared for the Town Council meeting on 12.19.2023 entering claims.
- Attended the DNRC Forestry Grant Call. I have started preparation work for two grants with DNRC to help pay for funding for new trees on Canyon.
- Attended the monthly engineering meeting with Forsgren (Dave, Kevin and Camille). Went over status of projects and next expectations with WWTP.
- Attended the WWTP project conference call. Went over timelines of expectations for funding. Everyone is very excited about us being out to bid. I sent out a revised WWTP budget along with the invitation to bid on the project, so all funding agencies are current with their files at this point.
- Call with Sonja (RRGL rep.) on Wednesday morning. We went over both grant agreements, the project grant (WWTP) and the planning grant (PER FPS). The planning grant must be complete by the end of the year for billable work, the final reporting will be done early into 2024 to close out this grant and receive our funding.
- Met with Carrie Coan and Dianna Hansen regarding the endowment held with the WY Foundation for the food bank, we decided it was best to take the interest this year! We will also be taking the interest from the Smoking Water Day Camp endowment for scholarships for next year's summer rec program.
- Attended the MAP meeting to represent the Town in the Big Event discussion.
- Continued working on the AFR, hoping to get some assistance soon on a part that isn't tying out. I have a couple calls out there but will continue moving forward on other parts.

## **Public Services Dept. Bi-Weekly Report: Nov 30<sup>th</sup> through Dec 15<sup>th</sup>, 2023**

### **Work Performed**

- Vehicle and Equipment repairs: ongoing
- Snow removal: ongoing
- Establish the snow yard.
- Water repair in Alley A, replace curb stops.
- Building maintenance and service calls: ongoing
- Trash route: ongoing
- PW crew attended the IRWA's annual water conference.
- SAS weekly manhole/ problem areas inspections: ongoing
- Perform water & WW samples: ongoing
- Continue inventory for the EPA's lead and copper rule/ data entry to meet the October 16<sup>th</sup>, 2024, deadline.
- Utility locates: ongoing
- Respond to vandalism: ongoing
- Maintain the ice rink.
- Code enforcements and citations issued: ongoing
- Cross training the PW crew on: vehicle maintenance, daily lift stations route, utility locates, water monitoring and testing, etc.
- Ricky and Jose continue to study and practice pre-trips for CDL examination.
- Fix damaged castings and signage: ongoing

### **Administrative**

- Continue to work with vendors and technicians on fleet updates: ongoing
- Coordinate parts and supplies orders: ongoing
- Work with contractors on projects and scheduling: ongoing
- Manage current public works staff and seek ways to recruit additional employees to help offset the workload: ongoing
- Chase parts orders: ongoing
- Meet with residents and business owners regarding complaints: ongoing
- Meetings with Department Heads, Engineers, and Town Manager.
- Continue to seek bids for CIP's and get the ball rolling years in advance.
- Line up future interments at Fir ridge Cemetery and coordinate monuments/ headstone deliveries.
- Send out planning board meeting minutes.
- Attend town council meeting and work session.
- Code bills and submit check request for invoices: ongoing
- Seek additional training opportunities for the crew.
- Evaluate building and infrastructure issues, coordinate repairs as needed.



## Water/Wastewater report

12/4/23: Water/Wastewater rounds. Repaired Grader hinky mount snowblade

The grader hit a storm drain that was hidden in the snow. I spent the day repairing it and getting it back onto the grader. In house repair. Working with Ben the cat mechanic he is finishing up some more work on the green snow blower and the cat 938 also some repairs on the dump trucks, he has been very helpful to us this season.

12/5/23: Water/Wastewater rounds. Lead & copper inventory.

12/6/23: Water/Wastewater rounds. BOD Wastewater samples and regular monthly wastewater sampling completed and delivered to the lab. Also attended a staff CIP meeting.

12/7/23: Water/Wastewater rounds. Water bacteria Bac-Tee Samples taken thought town and delivered to the lab. Manhole inspections- water valve repair on Alley A.

12/8/23: Water/Wastewater rounds. Water Bac-Tee Samples came back from lab with non-detect for any coliform bacteria. Working on snow blade for new Johndeere loader had to do some modifications to blade to make it usable.

Lead & copper inventory. Manhole inspections.

Wastewater flows for this week have been 305,000 GPD

If you have any Questions please contact me.

Jon Brown

## West Yellowstone Social Service

### Highlights for the Week of

November 7-14 2023

- Many individuals are utilizing the free lobby food
- Assisting many clients with Unemployment issues
- Vouchers for gasoline given to 2 individuals in need
- Judge Jent prepared an affidavit for a client
- Assisting clients with medical bills
- Sent out our Christmas thank you card to businesses and individuals who have assisted our office
- Kid Packs were delivered to the school by Vely
- Many people are checking out the job board and using the computers to apply
- Several Emergency boxes prepared
- New winter Employees are coming to the office needing food and clothing
- Meet with Yellowstone Foundations regarding new possibilities and endowment funding
- Dianna traveled to Bozeman to pick up our TEFAP food order
- Student volunteers came and helped in the clothing bank. The students wrote paragraphs about helping at the office. Very rewarding!



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: \_\_\_\_\_

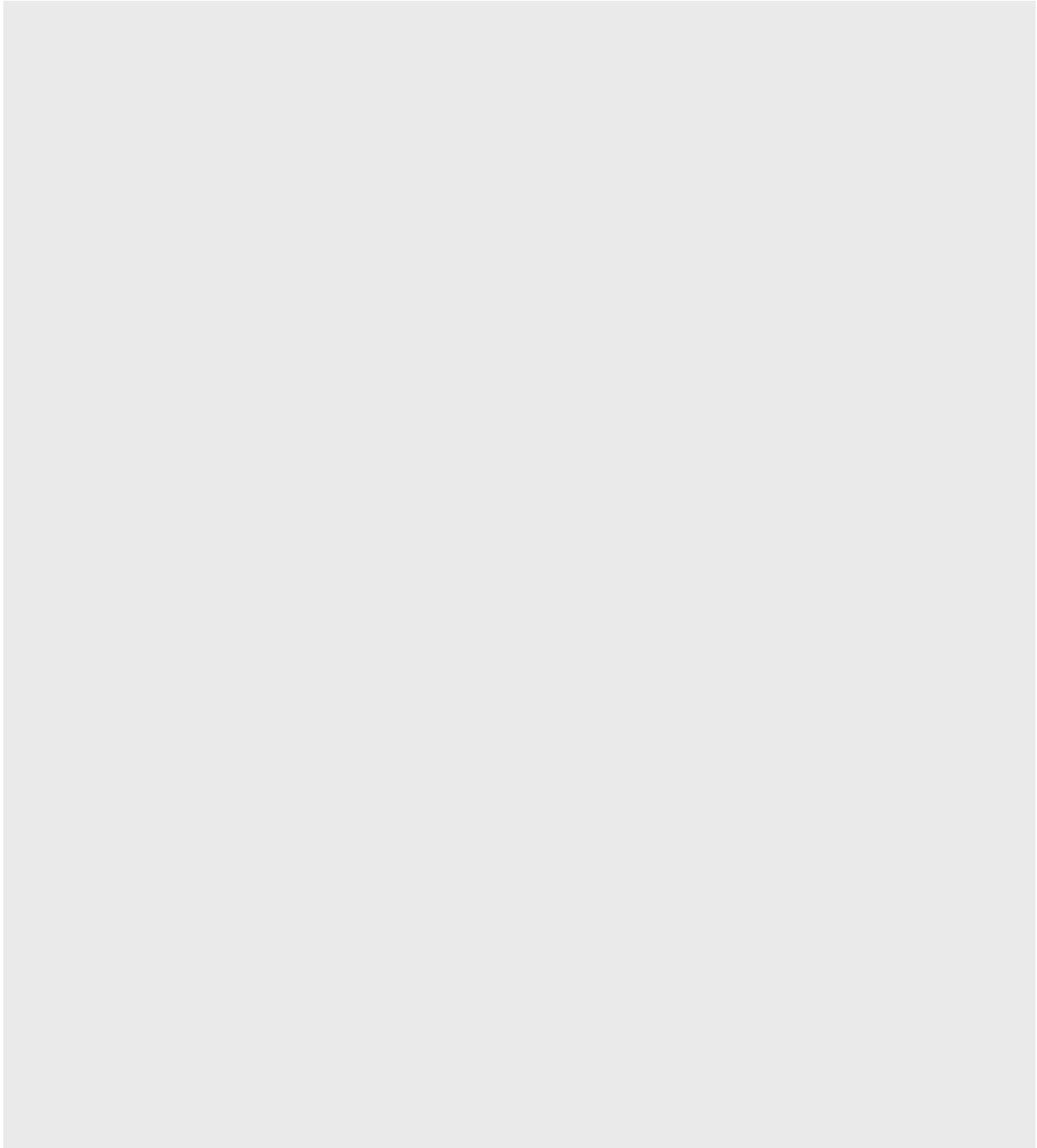
MAP Fund Amount Requested: \_\_\_\_\_

## 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.



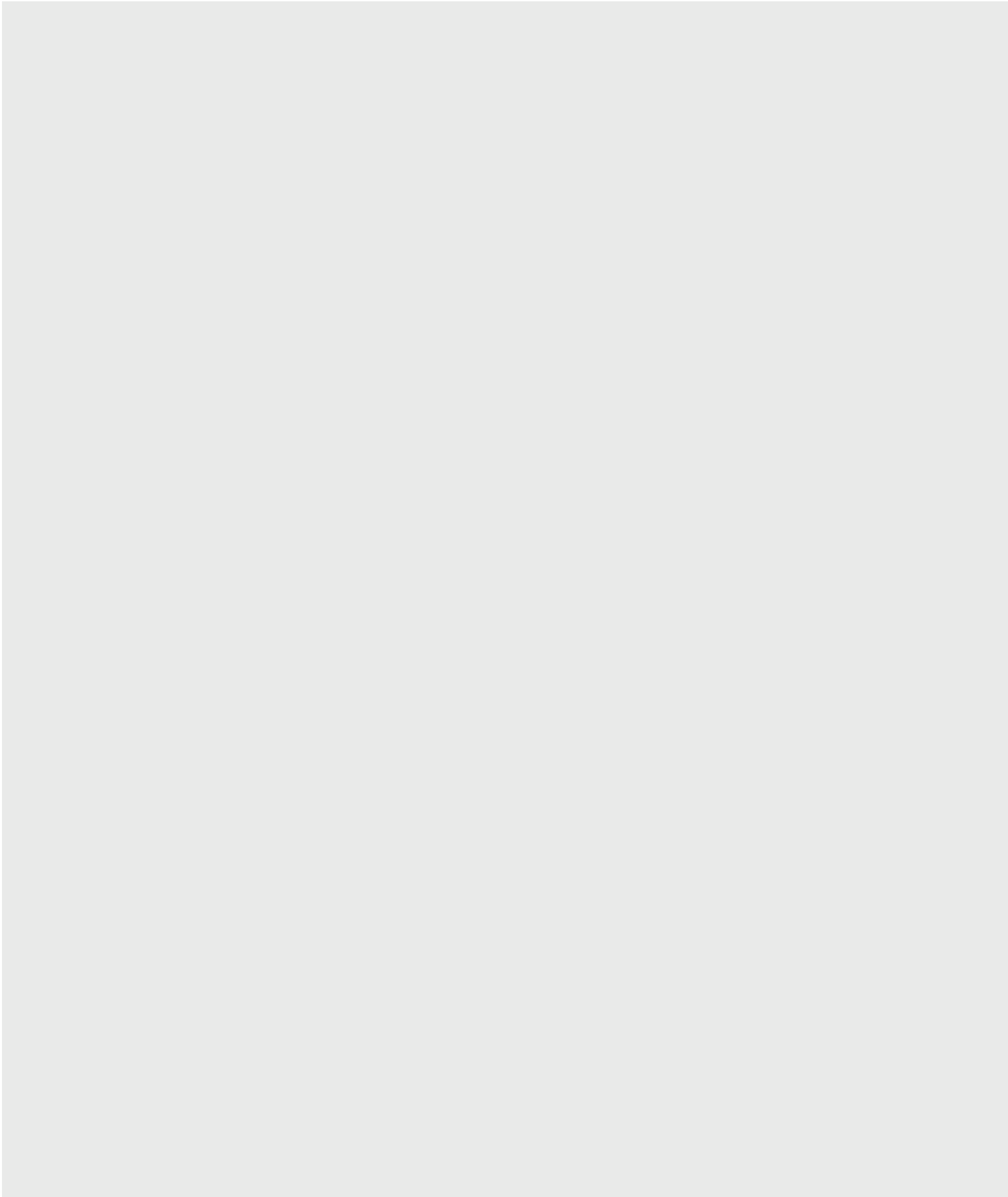
## SECTION 3 • PUBLICITY, PROMOTION, MARKETING

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.**





## SECTION 5 · APPLICATION REVIEW CRITERIA

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

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

## SECTION 5 - APPLICATION REVIEW CRITERIA

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

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

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

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

## SECTION 6 · APPLICATION SUPPORTING DOCUMENTATION

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

# Certification

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

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

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

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

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

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

## FOR OFFICE USE ONLY

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

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

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

Reason:

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

**2025 Snowshoot Budget**

\*\*Reminder that the 2025 Snowshoot will take place in February of 2024

<u>Income:</u>	Chamber	OEM	Grand Total	Arctic Cat	Polaris	Ski-Doo	Yamaha	
Manufacturers Pre-Event Deposit		112,000.00	\$ 112,000.00	20,000.00	32,000.00	45,000.00	15,000.00	
Income rollover from 2022	4,000.00		\$ 4,000.00					
Lunches collected on site (media & Skidoo)	4,409.16		\$ 4,409.16					
Fuel (resale balance)	861.00		\$ 861.00					
MAP funding	17,000.00		\$ 17,000.00					
<b>Total Income:</b>	<b>26,270.16</b>		<b>\$ 138,270.16</b>					
			\$ -					
<u>Expenses:</u>			\$ -					
Permit - DOT Airport lease		8,400.00	\$ 8,400.00	2,100.00	2,100.00	2,100.00	2,100.00	
Media Marketing supplies (MAP)	2,000.00	0.00	\$ 2,000.00					
Lunch and Office chairs, tables, and supplies		400.00	\$ 400.00	100.00	100.00	100.00	100.00	
Event Office, lunch and OEM Trailers (MAP)	10,000.00	31,600.00	\$ 41,600.00	800.00	13,000.00	17,000.00	800.00	
Restrooms		2,200.00	\$ 2,200.00	550.00	550.00	550.00	550.00	
Waste receptables / recycling		1,800.00	\$ 1,800.00	450.00	450.00	450.00	450.00	
Administrative/coordinator Fees - (MAP)	5,000.00	8,000.00	\$ 13,000.00	2,000.00	2,000.00	2,000.00	2,000.00	Marge 10K, Brad 4K, Al 2k, Travis 1K
Office Supplies		600.00	\$ 600.00	150.00	150.00	150.00	150.00	
Trailer washing		300.00	\$ 300.00			300.00		
Phone/DSL/fax		220.00	\$ 220.00	55.00	55.00	55.00	55.00	
Power Materials & usage		4,025.00	\$ 4,025.00	575.00	1,150.00	1,725.00	575.00	
Propane		917.46	\$ 917.46	539.43			378.03	
Grooming & Setup		5,200.00	\$ 5,200.00	1,300.00	1,300.00	1,300.00	1,300.00	*600 for clearing ice off pad/sweep 2500
Gas tanks & materials, pumps		140.00	\$ 140.00	35.00	35.00	35.00	35.00	
Fuel - 91 Premium		18,806.20	\$ 18,806.20	3882.03	4270.59	9231.05	1422.53	
SM Permits - Idaho 32.50		7,227.50	\$ 7,227.50	1,120.00	1,015.00	4,462.50	630.00	
SM Permits - Montana 25.00		7,325.50	\$ 7,325.50	1,904.00	1,725.50	2,625.00	1,071.00	
Forest Service Use Permits & COC ins storage unit	1,200.00	1,200.00	\$ 2,400.00	300.00	300.00	300.00	300.00	*Al 4373.24
Meals (collected + CoC staff \$1048.12)	5,457.28	3,536.00	\$ 8,993.28	1,411.00	1,445.00	170.00	510.00	8400 9518.64 7629.66 11302.79
CC/bank fees	300.00	0.00	\$ 300.00					
Misc/ CoC Staffing & Help	1,500.00	0.00	\$ 1,500.00					Polaris 2 models 250.00/Al fuel\$180 Kristy 500, COC 1000
<b>Total Expenses:</b>	<b>25,457.28</b>	<b>111,897.66</b>	<b>137,354.94</b>	<b>19,771.46</b>	<b>32,146.09</b>	<b>45,053.55</b>	<b>14,926.56</b>	
<b>Net Income/Loss (due from OEM's)</b>	<b>812.88</b>	<b>102.34</b>	<b>915.22</b>	<b>228.54</b>	<b>-146.09</b>	<b>-53.55</b>	<b>73.44</b>	102.34



# Marketing and Promotion Fund Advisory Board (MAPFAB)

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

Event or Project Applicant: Destination Yellowstone (C of C Kids'N' Snow Comm.)

Event or Project Name: Kids 'N' Snow Event Series 2023/24

Date Submitted: 11.20.23

Date Approved by MAPFAB: 12.14.23

Requested Funding Amount: \$8,500

Approved Funding Amount: \$8,500

Comments:  
**None**

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

Signature \_\_\_\_\_  
*MAYOR OR APPOINTED REPRESENTATIVE*

Date \_\_\_\_\_

Comments:

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



THE TOWN OF

WEST YELLOWSTONE

# Marketing and Promotion (MAP) Fund APPLICATION COVER PAGE

## APPLICANT INFORMATION

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

Event or Project Contact Person: Katrina Wiese & Kristy Coffin

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

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

Application Submission Date: November 20, 2023

## EVENT OR PROJECT INFORMATION

Event or Project Name: Kids'N'Snow Event Series 2023/24

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

Date(s) of Event or Project: Dec 17, 2023; Jan. 13, Feb. 10 & March 9, 2024

Estimated Total Event or Project Cost: \$25,275

MAP Fund Amount Requested: \$8,500

## SECTION 1 - PROPOSED EVENT OR PROJECT SUMMARY

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

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

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

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

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

In its 12th year, the program is still going strong with more than 1,000 participants spanning more than ten states and several countries over the four weekends each winter. We are always researching ways to expand the outdoor programming & working to increase the outdoor winter play experiences for children of all ages and their families.

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

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

In 2017/18, Yellowstone National Park granted approval for snowcoach samplers to resume - a big draw every weekend. This year we are back to offering 4 snowcoach sampler times per weekend.

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



## SECTION 2 - PROPOSED TIMELINE

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

### October/November:

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

### December:

December 17, 2023 – Event Weekend in conjunction with Christmas Stroll on December 16  
Finalize and publicize December event schedule  
December advertising & publicity  
January advertising placement & creative, media & publicity  
Create & setup Kids Headquarters  
Event management/Administrative (billing, communications)  
Survey of attendee's  
Website updates

### January:

January 7 - Ice Fishing Camp in conjunction with West Yellowstone Ice Fishing Tournament  
January 13, 2024 – Event  
Finalize and publicize January event schedule  
January advertising & publicity  
February advertising placement & creative, media & publicity  
Setup Kids Headquarters & signage  
Event management/Administrative (billing, communications)  
Website updates

### February:

February 10, 2024 – Event  
March advertising placement & creative, media & publicity  
Setup Kids Headquarters & signage  
Coordination with schedules & partners  
Event management/ Administrative (billing, communications)  
Survey of attendee's  
Website updates

### March:

March 9, 2024 – Event  
Media updates  
Setup Kids Headquarters & signage  
Coordination with schedules & partners  
Event management/ Administrative (billing, communications, final reports)

## SECTION 3 · PUBLICITY, PROMOTION, MARKETING

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

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

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

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

## SECTION 4 · PROPOSED BUDGET

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

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

## SECTION 4 - PROPOSED BUDGET

See attached.

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

- Marketing - up to \$4,500.00 (includes paid advertisements, print projects/signage, and website)
- Supplies for s'mores and activities - up to \$1,000.00
- Admin - up to \$3,000.00 (includes accounting fees, insurance, coordinator pay)

## SECTION 5 - APPLICATION REVIEW CRITERIA

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

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

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

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

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

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

## SECTION 5 · APPLICATION REVIEW CRITERIA

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

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

- We can use monthly resort tax and TBID collections in a year-over-year comparison.
- We plan to continue the registration process. We are asking each child/family to register and receive a Kids'N'Snow Passport at the Kids Headquarters located in the Visitor Center. This registration process gathers information regarding numbers of family groups and lodging nights.
- We have an email address which will be used in all marketing efforts. This will allow us to track the number and type of requests. We keep a Kids'N'Snow email list with leads we gather through registration and pre-registration and inquiries through the website.
- We use analytics from the [www.kidsnsnow.org](http://www.kidsnsnow.org) website to track the number of visitors.
- We will also track resulting articles and media coverage, and any direct inquiries from publicity efforts.
- Our partners like GWDC and Yellowstone Giant Screen provide coupons with specific codes to track use.

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

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

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

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

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

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

## SECTION 6 - APPLICATION SUPPORTING DOCUMENTATION

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

Attached

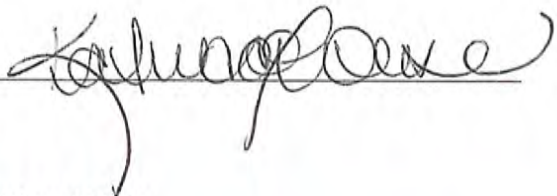
# Certification

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

Event or Project Contact Person: Katrina Wiese & Kristy Coffin

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

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

Signature 

Name (printed) Katrina Wiese

Title President/CEO

Date 11/20/23

## 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:

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

KidsNSnow Prelim Budget 2023/24

Income		
<b>Committed: State Accommodations (Marketing)</b>		\$2,000.00
<b>Committed: Remaining from 22/23</b> (Unrestricted – sponsorships, donations, etc)		\$3,047.07
<b>MAP(Marketing Grant)</b>		\$8,500.00
<b>Sponsorships/Donations</b>		\$3,050.00
		<b>\$16,597.07</b>

Pending App

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

1600 was for ice fishing gear - covered by donation from Ice Fishing Calcutta last year

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





# KIDS 'N' SNOW

WEST YELLOWSTONE • MT

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

**2023-2024**

**December 17, 2023**

**January 13, 2024**

**February 10, 2024**

**March 9, 2024**

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

Dec. 16

Jan. 6

March 2

Christmas Stroll

National Ice Fishing Tournament

Rendezvous Ski Race

**WWW.KIDSNSNOW.ORG**

**SUPPORT**  
of  
West Yellowstone  
Businesses

# WINTER EVENTS WEST YELLOWSTONE MONTANA 2023/2024

WWW.DESTINATIONYELLOWSTONE.COM/CALENDAR

Don't Hope For Snow...

...Come To West Yellowstone



Enjoy a special Day  
in West Yellowstone, MT  
filled full of fun activities for kids,  
parents and grandparents too!  
[WWW.KIDSNSNOW.ORG](http://WWW.KIDSNSNOW.ORG)

- Nov 18-26** Yellowstone Ski Festival
- Dec 15** West Entrance to Yellowstone NP Opens
- Dec 16** Annual Christmas Stroll
- Dec 16-17** IMD Opener Skate Sprint, Classic Distance
- Dec 17** Kids'N'Snow & Kids Ice Fishing Camp
- Dec 22** Moonlight Ski & Showshoe
- Jan 6** Free Ski Day & Try Biathlon
- Jan 6** West Yellowstone Ice Fishing Tournament
- Jan 7** Kids Ice Fishing Camp
- Jan 13** Kids'N'Snow
- Jan 20-21** Sled Dog Fun Run Races

- Jan 26** Moonlight Ski & Showshoe
- Feb 7-9** Yellowstone Special Sled Dog Races
- Feb 10** Kids'N'Snow & Kids Ice Fishing Camp
- Feb 17** Taste of the Trails
- Feb 18** SPAM Cup and Biathlon
- Feb 23** Moonlight Ski & Showshoe
- March 2** Yellowstone Rendezvous Race
- March 9** Kids'N'Snow & Kids Ice Fishing Camp
- March 15** West Entrance to Yellowstone NP Closes





## 2022/2023 FINAL REPORT



### **SECTION ONE: Event Organization**

We were able to construct a multi-month Kids'N'Snow program with the assistance of many public and private partnerships. The West Yellowstone MAP funds were an essential part that enabled us to extend our advertising to a much larger audience, both on-line and geographically across the region.

Kids'N'Snow was awarded \$7,000, which we spent \$7,000. In addition, we were able to promote several events and winter segments in the same ads and procure matching programs from media partners, reducing our advertising costs in other areas.

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

Kids'N'Snow MAP FINAL REPORT  
2022/2023



1. West Yellowstone Visitor Information Center  
30 Yellowstone Ave
2. West Yellowstone Public Library  
23 Dunraven St.
3. Yellowstone Giant Screen  
101 South Canyon
4. Grizzly & Wolf Discovery Center  
201 S. Canyon
5. Boundary Trailhead  
1 mile north of West Yellowstone along the east side of Highway 191 (truck pullout)
6. West Yellowstone Sled Hill  
Pioneer Park - Corner of Gibbon Ave and Dunraven St.
7. Rendezvous Trailhead Building  
Corner of Geysir St. and Obsidian Ave



## Saturday • Feb 4, 2023

- 9:00 AM Snowcoach Sampler / registration required
- 9:00AM - noon Kids Ice Camp / registration required
- 10:30 AM Pack Chat Programs - GWDC
- 12:00PM Learn to Ski Basics / registration required
- 12:00PM Snowshoe Walk / registration required
- 1:30PM Pack Chat Programs - GWDC
- 2:00 PM Yellowstone Movie at Yellowstone Giant Screen
- 2:45PM Keeper Kids - GWDC / sign up by 2:15 (45min)
- 3:30-4:30 PM Snow Art
- 6:00-8:00PM S'mores & Sleddin'
- 6:00-8:00PM M120 Kids Snowmobile Rides

## WINTER EVENTS 2022/2023 West Yellowstone • MT

*The Heart of Winter Fun*

<b>Dec 17</b>	SPAM Cup and Biathlon (Nordic Ski)
<b>Dec 17</b>	Annual Christmas Stroll
<b>Dec 17</b>	Kids'N'Snow
<b>Jan 6</b>	Moonlight Ski/Showshoe
<b>Jan 7</b>	Free Ski & Try Biathlon Day
<b>Jan 7</b>	Kids'N'Snow
<b>Jan 8</b>	West Yellowstone/Hebgen Lake NAIFC Ice Fishing Qualifier Tournament
<b>Jan 21-22</b>	Sled Dog Fun Run Races
<b>Feb 3</b>	Moonlight Ski/Showshoe
<b>Feb 4</b>	Kids'N'Snow
<b>Feb 8-10</b>	Sled Dog Yellowstone Special Races
<b>Feb 11</b>	Taste of the Trails (Nordic Ski/Snowshoe)
<b>March 4</b>	Yellowstone Rendezvous Race (Nordic Ski)
<b>March 4</b>	Kids'N'Snow
<b>March 10</b>	Moonlight Ski/Showshoe
<b>March 15</b>	West Entrance to Yellowstone Park Closes

[WWW.DESTINATIONYELLOWSTONE.COM/CALENDAR](http://WWW.DESTINATIONYELLOWSTONE.COM/CALENDAR)



## SECTION TWO: Marketing

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

- Digital Campaigns had CTR of up to .28%
- Social Campaigns had engagement rates of 14-22%
- Email campaigns had Click-thru rates of 26% (above industry avg)

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



## SECTION THREE: Results

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

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

Another good snow year attracted many families to our events. Many were emailing and calling for December's registration in early fall to plan ahead.

Approximately 80% of the families came from locations outside of West Yellowstone including: Butte, Big Sky, Belgrade, Bozeman, Missoula, Montana; Island Park, Ashton, St. Anthony, Boise, Victor and Idaho Falls, Pocatello Idaho; and many winter destination visitors from Utah.

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

Kids'N'Snow MAP FINAL REPORT  
2022/2023

**Website Analytics – kidsnsnow.org**

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



For the 2022-2023 Event Series we recorded the following analytics:

8,250 sessions (6.67% increase over previous year)

19,205 pageviews (27.75% increase over previous year)

1.90 pages per session (slight decrease over previous year)

2:15 minutes avg. on site (slight decrease over previous year)

62% of sessions are new users (we had more return visitors than new)



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

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

The Google analytics reports also provided insight into the direct referrals coming from other websites including our advertisers. There were direct clicks to the Kids'N'Snow website from web banners placed in the regional markets. Our online campaigns resulted in CTRs up to .34% (well above industry average).

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

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

NAIFC and many other partners also shared the weekend activities on their social media channels, spanning nationwide.

Kids'N'Snow Website Homepage

AD SAMPLES:

**KIDS Kids'N'Snow Weekends**  
WEST YELLOWSTONE-MT  
DEC 17 • JAN 7 • FEB 4 • MARCH 4  
[WWW.KIDSNSNOW.ORG](http://WWW.KIDSNSNOW.ORG)

*The Heart of Winter Fun* **EVENTS 2022/2023**

Month	Event	Date
<b>NOVEMBER</b>	Yellowstone Ski Festival	19-27
<b>DECEMBER</b>	Moonlight Ski/Snowshoe	9
	West Entrance to Yellowstone Park Opens	15
	SPAM Cup and Biathlon (Nordic Ski)	17
	Annual Christmas Stroll	17
	Kids'N'Snow	17
<b>JANUARY</b>	Moonlight Ski/Snowshoe	6
	Free Ski & Try Biathlon Day	7
	Kids'N'Snow	7
	West Yellowstone/Hebgen Lake NAIFC Ice Fishing Qualifier Tournament	8
	Sled Dog Fun Run Races	21-22
<b>FEBRUARY</b>	Moonlight Ski/Snowshoe	3
	Kids'N'Snow	4
	Sled Dog Yellowstone Special Races	8-10
	Taste of the Trails (Nordic Ski/Snowshoe)	11
<b>MARCH</b>	Yellowstone Rendezvous Race (Nordic Ski)	4
	Kids'N'Snow	4
	Moonlight Ski/Snowshoe	10
	West Entrance to Yellowstone Park Closes	15

**DESTINATION YELLOWSTONE**  
WEST YELLOWSTONE, MT  
[@HeartOfYellowstone](https://www.instagram.com/HeartOfYellowstone)  
 For activities, dining and lodging info: [DestinationYellowstone.com](http://DestinationYellowstone.com)

**KIDS Kids'N'Snow**  
WEST YELLOWSTONE-MT  
**2022-2023**  
 December 17, 2022  
 January 7, 2023  
 February 4, 2023  
 March 4, 2023

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

Join us for other events in West Yellowstone:
 

- Dec. 17 Christmas Stroll
- Jan. 8 National Ice Fishing Tournament
- March 4 Rendezvous Ski Race

[WWW.KIDSNSNOW.ORG](http://WWW.KIDSNSNOW.ORG)



## KIDS 'N' SNOW

MARCH 4, 2023

The Kids 'N' Snow Program in West Yellowstone takes the fear out of first-ever winter experiences. Kids and their families can get outdoors in the winter and try a new activity, like ice-skating, cross-country skiing or snowshoeing in a safe environment.

Since its inception seven years ago, the program has expanded to more than 1,000 participants, spanning more than 10 states and several countries over four weekends each winter. West Yellowstone Kids 'N' Snow Final weekend will be held March 4, 2023.

### KIDS 'N' SNOW MARCH 4, 2023 SCHEDULE:

- » 9 a.m.-noon: Kids Ice Fishing Camp
- » 9-10 a.m.: Snowcoach Sampler
- » 10:30 a.m.: Pack Chat Program at the GWDC
- » 1:30-2:30 p.m.: Snowshoe Walk
- » Noon-1 p.m.: Learn to Ski Basics
- » 1:30 p.m.: Pack Chat Program at the GWDC
- » 2:45 p.m.: Keeper Kids Program at the GWDC
- » 3:30-4:30 p.m.: Snow Art
- » 6-8 p.m.: M120 Kids Snowmobile Rides
- » 6-8 p.m.: S'mores & Sleddin'

More activities are always being added. For updates, questions and more information visit [www.kidsnsnow.org](http://www.kidsnsnow.org), follow on Facebook [www.facebook.com/KidsNSnow](https://www.facebook.com/KidsNSnow), email [kidsnsnow@gmail.com](mailto:kidsnsnow@gmail.com) or call 406-646-7701. ☎



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August 15, 2023

To MAP Board of Directors:

We are writing this letter in support of the MAP Grant application being submitted for the "Kids in Snow" program.

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

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

Please support "Kids in Snow" and approve their grant application request. Thank you for your time and consideration.

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