

# Town of West Yellowstone

Tuesday, December 5, 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

7:00 PM

Pledge of Allegiance

### Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #5969 to United Rentals, 6" mobile bypass pump, \$32,907.76

Claims

Business License Applications

Consent Agenda

Minutes: **November 21, 2023 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

### ACTION ITEMS

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Event Permits

- Christmas Stroll 2023
- Kids'n'Snow Season 2023-2024

Discussion/Action

Correspondence/FYI/Meeting Reminder



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

General Town Council Meeting Information

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



P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE  
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER 5310-430630-941 KF

Date 11-21-23

Ship Via

Order No. 005969

Department PUBLIC WORKS

TO: UNITED RENTALS

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	6" Mobile Bypass Pump, 2490 GPM capable.

Estimated Cost \$ 32,907.76

Authorized By 

Requested By: 

VENDOR COPY - White OFFICE COPY - Canary



**FLUID SOLUTIONS**

BRANCH PRO  
5010 S 67TH AVE  
PHOENIX AZ 85043-6923  
623-478-7979  
623-478-8634 FAX

**SALE QUOTE**

**# 226329787**

Job Site

TOWN OF WEST YELLOWSTONE  
440 YELLOWSTONE AVE  
WEST YELLOWSTONE MT 59758

**Office:** 406-646-7609 **Job:** 406-646-7609

TOWN OF WEST YELLOWSTONE  
440 YELLOWSTONE AVE  
WEST YELLOWSTONE MT 59758

Customer #	: 6731023
Quote Date	: 10/24/23
UR Job Loc	: 440 YELLOWSTONE AVE,
UR Job #	: 1
Customer Job ID:	
P.O. #	: QUOTE
Ordered By	: TOWN OF WEST YELLOWS
Written By	: WEDNER DELMONTE
Salesperson	: WEDNER DELMONTE

**This is not an invoice  
Please do not pay from this document**

Qty	Equipment #		Price	Amount
1	5202003	CC: 520-2003	29107.76	29107.76
	PUMP 6" VAC ASSIST - DIESEL			
	DELIVERY CHARGE			
				3800.00
				Sub-total: 32907.76
				Total: 32907.76
	CONTACT: TOWN OF WEST YELLOWSTONE			

Note: This proposal may be withdrawn if not accepted within 30 days.

WHERE PERMITTED BY LAW, UNITED RENTALS MAY IMPOSE A SURCHARGE OF 1.8% FOR CREDIT CARD PAYMENTS ON CHARGE ACCOUNTS. THIS SURCHARGE IS NOT GREATER THAN OUR MERCHANT DISCOUNT RATE FOR CREDIT CARD TRANSACTIONS AND IS SUBJECT TO SALES TAX IN SOME JURISDICTIONS. THIS IS NOT A SALE AGREEMENT/INVOICE. THE ITEMS LISTED ABOVE ARE SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S SALE AGREEMENT/INVOICE WHICH ARE AMENDED FROM TIME TO TIME AND POSTED ONLINE AT <https://www.unitedrentals.com/legal/sale-agreement> AND INCORPORATED HEREIN BY REFERENCE. A PAPER COPY OF THE SALE AGREEMENT/INVOICE TERMS IS AVAILABLE UPON REQUEST.

# 6" Diesel Pump

## Vacuum Assisted

### Product Description

Diesel engine driven centrifugal pump equipped with vacuum-assisted priming system. Trailer mounted for easy transportation having the following additional features: Run dry mechanical seal, Auto-start control, monitoring of fuel level, engine load, run time, oil and coolant temperature, and telemetry system.

### Technical Data

#### Operating Parameters

Min. / Max. Flow	326 gpm / 2490 gpm
Min. / Max. Shutoff Head	58 ft (25psi) / 154 ft (67psi)
Maximum Casing Pressure	260 psi
Maximum Temperature	200°F
Maximum Solid Size	3 inch
Min. / Max. Pump Speed	1200 rpm / 1950 rpm

#### Pump & Accessory Specifications

Suction / Discharge Size	6 inch / 6 inch
Impeller Diameter	11 inch
Vacuum System - Type / Capacity	Diaphragm / 50 CFM

Casing	Ductile Iron
Impeller	CA6NM Stainless Steel
Wear Ring	Gray Iron 40
Shaft	17-4PH Stainless Steel
Mechanical Seal Faces	Tungsten/Silicon-Carbide
Mechanical Seal Lubrication	ISO Viscosity Grade 32 or Lower <small>(synthetic recommended)</small>
O-rings & Gaskets	Buna-N & Viton
Check Valve Body	Ductile Iron
Check Valve Flapper	Buna-N
Check Valve Type	Swing type

#### Driver Properties

Driver Type	Diesel Engine
Driver Make	John Deere
Model	4045TF290
Max. Continuous Rating	74 hp
Total Displacement	4.5 liters
Aspiration	Turbocharged
Number of Cylinders	4
Safety Shutdowns	Low Oil Pressure, High Temp.
Fuel Consumption	3.3 gal/hr @ 1800 rpm
Run Time	25.5 hours @ 1800 rpm
Fuel Type	No. 2 Diesel: <b>NO BIODIESEL</b>
Fuel Capacity	85 U.S. gallons

#### Type A

#### Type B

#### Type C

Diesel Engine	Diesel Engine	Diesel Engine
Duetz	Duetz	Duetz
D914L04	TD2.9L4	TD2.9L4
78 hp	75 hp	75 hp
4.3 liters	2.92 liters	2.92 liters
Turbocharged	Turbocharged	Turbocharged
3	4	4
Low Oil Pressure, High Temp. & V-Belt Failure	Low Oil Pressure, High Temp. & V-Belt Failure	Low Oil Pressure, High Temp. & V-Belt Failure
3.5 gal/hr @ 1800 rpm	3 gal/hr @ 1800 rpm	3 gal/hr @ 1800 rpm
24.3 hours @ 1800 rpm	28.2 hours @ 1800 rpm	28.2 hours @ 1800 rpm
No. 2 Diesel: <b>NO BIODIESEL</b>	No. 2 Diesel: <b>NO BIODIESEL</b>	No. 2 Diesel: <b>NO BIODIESEL</b>
85 U.S. gallons	85 U.S. gallons	85 U.S. gallons



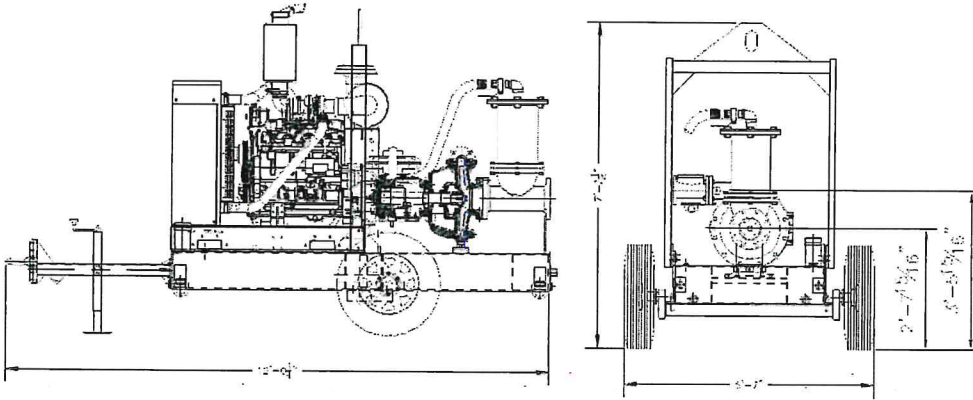
### Notes

- Performance data based on water at 60°F
- Run time indicated is for reference and could vary based on speed and engine loads
- Maximum temperature is the equipment material limitation. Based on the application, process, product and NPSH requirements, the maximum allowable temperature could be lower
- This pump is also available with a 20 CFM venturi-compressor priming system

# 6" Diesel Pump

## Vacuum Assisted

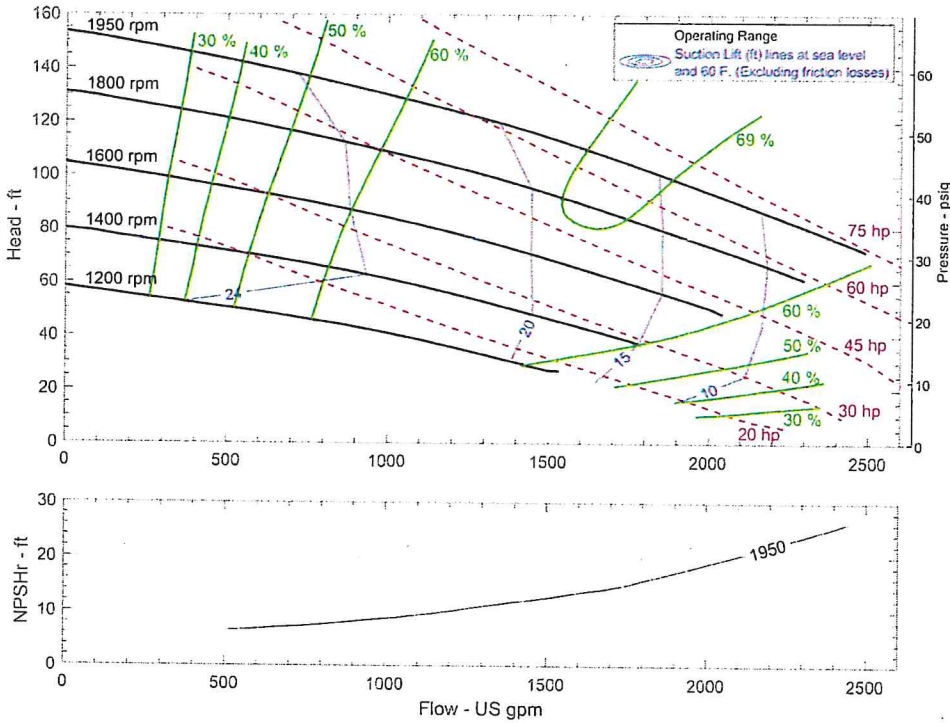
### Dimensional Drawing



### Dimensional Details

Total Weight wo/Fuel	3787 lbs
Total Weight w/Fuel	4390 lbs
Overall Height	86 inch
Overall Width	67 inch
Overall Length	145 inch

### Performance Curve



Pump Make	Pioneer Pump
Pump Model	PP66S12
Operating Speed	Variable
Min. Speed	1200 rpm
Max. Speed	1950 rpm
Impeller Rated Dia.	11 inch
Impeller Type	Enclosed
No. of Impeller Vanes	2
Solid Dia.	3 inch
Specific Speed	2822 US Units
Suction Size	6 inch
Discharge Size	6 inch

We Make Buying Technical Products Simple

Free Shipping on Pumps & Accessories When Purchased Together



Search Water Pumps



Call 888-455-4681

Help

My Account



Shop By Category

Deliver to 80110 [Change Location](#)

# Shopping Cart ( 1 Items )

Item

Quantity

Price

The Following Product(s) Will Ship Via Freight Shipping



**Cummins CP2600D4 - 2600 GPM (6") Trailer Mounted Electric Start Diesel Trash Pump**

Model: **CP2600D4**

1

\$54,499.00

Freight Shipping

[Update](#)

[Remove](#)

[Save for later](#)

**This Item Is Built To Order**

Please Choose Which Freight Shipping Option You Would Like

12/01/23  
16:01:31

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

Page: 1 of 6  
Report ID: AP100

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
50687		2575 WY Tourism Business Improvement	24,164.72					
	12/01/23	Collections In November 2023	24,164.72		TBID	7202 411800	540	101000
50689		2813 Century Link	1,536.58					
	11/19/23	E911 Viper 255-9710	1,001.04		E911	2850 420750	345	101000
	11/19/23	E911 Viper 255-9712	24.51		E911	2850 420750	345	101000
	11/19/23	E911 Viper 646-5170	104.62		E911	2850 420750	345	101000
	11/19/23	Alarm Lines 646-5185	83.86		TWNHLL	1000 411250	345	101000
	11/19/23	Police - 646-7600	322.55		POLICE	2850 420750	345	101000
50691		2088 Town West Yellowstone	781.15					
	12/01/23	utility chrgs, Chamber, 895	68.81		BLDGS	1000 411257	340	101000
	12/01/23	utility chrgs, UPDL, 892	114.37		BLDGS	1000 411252	340	101000
	12/01/23	utility chrgs, PS Shops, 884	52.76		BLDGS	1000 411253	340	101000
	12/01/23	utility chrgs. Povah Ctr, 887	98.17		BLDGS	1000 411255	340	101000
	12/01/23	utility chrgs, Police Dept, 886	67.20		BLDGS	1000 411258	340	101000
	12/01/23	utility chrgs, City Park, 885	163.41		BLDGS	1000 411253	340	101000
	12/01/23	utility chrgs, Library, 891	53.32		LIBBLD	1000 411259	340	101000
	12/01/23	utility chrgs, Twn Hall, 921	163.11		TWNHAL	1000 411250	340	101000
50693		2852 Blackfoot Communications	2,011.91					
	12/01/23	646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	12/01/23	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	12/01/23	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	12/01/23	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	12/01/23	646-7311, social services	21.68		SOCSRV	1000 450135	345	101000
	12/01/23	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	12/01/23	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	12/01/23	646-7609, public works	21.55		PUBSVC	1000 430200	345	101000
	12/01/23	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	12/01/23	646-7715, povah center	24.95		POVAH	1000 411255	345	101000
	12/01/23	646-7795, town hall	231.64		TWNHAL	1000 411250	345	101000
	12/01/23	646-7845, court clerk	7.16		COURT	1000 410360	345	101000
	12/01/23	646-9017, library	43.95		LIBRAR	2220 460100	345	101000
	12/01/23	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	12/01/23	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	12/01/23	ethernet, povah center	187.26		POVAH	1000 411255	345	101000
	12/01/23	ethernet, police station	367.80		POLICE	1000 411258	345	101000
	12/01/23	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	12/01/23	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	12/01/23	602-4909, town hall judge	14.45		COURT	1000 410360	345	101000
	12/01/23	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	12/01/23	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	12/01/23	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000



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

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Report ID: AP100

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	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	12/01/23	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	12/01/23	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	12/01/23	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	12/01/23	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	12/01/23	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	12/01/23	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	12/01/23	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	12/01/23	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	12/01/23	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	12/01/23	6024044 Soc Ser Pantry	10.00		SOCSER	1000 450135	345	101000
50696		2546 Century Link QCC	9.96					
	664963131	11/24/23 long dist chg 406-646-7600	9.96		DISPAT	1000 420160	345	101000
50697		73 Westmart Building Center	1,316.54					
	11/27/23	Street Supplies	310.22		STREET	1000 430200	220	101000
	11/27/23	Street Signs	49.32*		STREET	1000 430200	243	101000
	11/27/23	Street Buildings	66.49		STREET	1000 430200	366	101000
	11/27/23	Police Suuplies	69.33		POLICE	1000 420100	220	101000
	11/27/23	UPDL Building Supplies	78.82		UPDL	1000 411252	366	101000
	11/27/23	Library	29.43		LIBRY	1000 411259	357	101000
	11/27/23	Library Building	173.80*		LIBRY	1000 411259	366	101000
	11/27/23	Town Hall supplies	357.93		TWNHLL	1000 411250	220	101000
	11/27/23	Park supplies	125.17		PARKS	1000 460430	220	101000
	11/27/23	Cemetery	56.03		CEMTRY	2240 430900	220	101000
50698		3242 Fisher's Technology	15.64					
	1254294	11/27/23 copy fee	15.64		FINADM	1000 410510	356	101000
50699		42 Fall River Electric	7,626.29					
	11/20/23	PARK, old firehouse 2901001	397.16		PARK	1000 411253	341	101000
	11/20/23	povah comm ctr 4212001	198.46		POVAH	1000 411255	341	101000
	11/20/23	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	11/20/23	RR Well 4212005	68.74		WATER	5210 430500	341	101000
	11/20/23	SEWER LIFT STATION 4212006	393.17		SEWER	5310 430600	341	101000
	11/20/23	SEWER PLANT 4212007	1,413.18		SEWER	5310 430600	341	101000
	11/20/23	POLICE 4212008	315.80		POLICE	1000 411258	341	101000
	11/20/23	TOWN HALL 4212009	382.40		TWNHLLA	1000 411250	341	101000
	11/20/23	ICE RINK 421010	62.20		PARKS	1000 411253	341	101000
	11/20/23	S Canyon XmasTree Light 421011	0.00		STLITE	1000 430263	341	101000
	11/20/23	South Iris Street Well 4212013	103.20		WATER	5210 430500	341	101000
	11/20/23	MAD SEWER LIFT 4212014	211.42		SEWER	5310 430600	341	101000
	11/20/23	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000
	11/20/23	911 Tower 4212016	118.28		911	2850 420750	341	101000

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

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Report ID: AP100

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
	11/20/23	MADADD H20 Tower 4212017	54.29		WATER	5210 430500	341	101000
	11/20/23	SHOP 4212018	123.11		STREET	1000 430200	341	101000
	11/20/23	ANIMAL 4212029	87.75		ANIML	1000 440600	341	101000
	11/20/23	CLORINATOR 4212030	64.91		WATER	5210 430500	341	101000
	11/20/23	Electric Well 4212031	42.29		WATER	5210 430500	341	101000
	11/20/23	PARK 4212032	206.38		PARKS	1000 411253	341	101000
	11/20/23	UPDH 4212041	568.47		UPDH	1000 411252	341	101000
	11/20/23	SEWER TREAT SERV 4212046	1,186.00		SEWER	5310 430600	341	101000
	11/20/23	LIBRARY 23 dunraven 4212054	138.83		LIBR	1000 411259	341	101000
50705		3400 Julie Brown	1,542.50					
	11/30/23	Dispatch Building	177.50		DSPTCH	1000 411258	398	101000
	11/30/23	Library	225.00		LIBRY	1000 411259	357	101000
	11/30/23	Rendezvous Ski building	365.00		TRLHD	1000 411256	350	101000
	11/30/23	Town Hall	550.00		TWNHLL	1000 411250	357	101000
	11/30/23	Povah Building	225.00		POVAH	1000 411255	350	101000
50707		1514 Verizon Wireless	1,000.79					
		21 Smartphones						
		5 laptops						
	11/20/23	640-0108, Police	38.13		POLICE	1000 420100	345	101000
	11/20/23	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	11/20/23	640-0141 Street SP	38.13		STREET	1000 430200	345	101000
	11/20/23	640-0159 Street SP	38.13		STREET	1000 430200	345	101000
	11/20/23	640-0606 911 Dispatch	38.13		911	1000 420160	345	101000
	11/20/23	640-1103, Operator SP	38.13		STREET	1000 430200	345	101000
	11/20/23	640-1460, Library Dir, SP	38.13		LIBRAR	2220 460100	345	101000
	11/20/23	640-1461, S & W operator, SP	38.13		SEWER	5310 430600	345	101000
	11/20/23	640-1462, S & W Super, SP	38.13		WATER	5210 430500	345	101000
	11/20/23	640-1463, Deputy PSS, SP Sspnd	38.13		PARKS	1000 460430	345	101000
	11/20/23	640-1472, Ops Mgr, SP	38.13		ADMIN	1000 410210	345	101000
	11/20/23	640-1676, Rec Coor, SP	38.13		REC	1000 460440	345	101000
	11/20/23	640-1754, COP, SP	38.13		POLICE	1000 420100	345	101000
	11/20/23	640-1755, Police	38.13		POLICE	1000 420100	345	101000
	11/20/23	640-1756, Police	38.13		POLICE	1000 420100	345	101000
	11/20/23	640-1757, Police	38.13		POLICE	1000 420100	345	101000
	11/20/23	640-1758, Head Dispatcher	38.13		DSPTCH	1000 420160	345	101000
	11/20/23	640-1759, Police	38.13		POLICE	1000 420100	345	101000
	11/20/23	640-7547,WS Super	38.14		SEWER	5310 430600	345	101000
	11/20/23	640-9074, PSS, SP	38.13		STREET	1000 430200	345	101000
	11/20/23	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	11/20/23	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	11/20/23	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	11/20/23	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	11/20/23	640-2354 Social Services	38.13		SOCSER	1000 450135	345	101000

12/01/23  
16:01:31

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

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Report ID: AP100

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
	11/20/23	640-2629 City Judge	38.13		COURT	1000 410360	345	101000
50713		1089 Gallatin County Treasurer	5.00					
	RRG16671-	12/01/23 RRG16671 - 23Dunraven	5.00		POLICE	1000 420100	870	101000
50714		3306 Jon Simms	115.28					
	11/30/23	Mileage for after hours	115.28		STREET	1000 430200	370	101000
50715		674 Karst Stage	8,850.00					
	12811 06/16/23	BusAwesomeAdventureFridays	885.00		SUMREC	1000 460449	319	101000
	12812 06/23/23	BusAwesomeAdventureFridays	885.00		SUMREC	1000 460449	319	101000
	12813 06/30/23	BusAwesomeAdventureFridays	885.00		SUMREC	1000 460449	319	101000
	12860 07/07/23	BusAwesomeAdventureFridays	885.00		SUMREC	1000 460449	319	101000
	12861 07/14/23	BusAwesomeAdventureFridays	885.00		SUMREC	1000 460449	319	101000
	12862 07/21/23	BusAwesomeAdventureFridays	885.00		SUMREC	1000 460449	319	101000
	12863 07/28/23	BusAwesomeAdventureFridays	885.00		SUMREC	1000 460449	319	101000
	12927 08/04/23	BusAwesomeAdventureFridays	885.00		SUMREC	1000 460449	319	101000
	12928 08/11/23	BusAwesomeAdventureFridays	885.00		SUMREC	1000 460449	319	101000
	12929 08/18/23	BusAwesomeAdventureFridays	885.00		SUMREC	1000 460449	319	101000
50716		3309 AQUAPRO	5,530.16					
	A23259 11/01/23	New Fire Hydrant	5,530.16		WATER	5210 430500	940	101000
50717		285 Back Country Adventures	4,600.00					
	112523 11/27/23	Snowmobile	2,300.00		SEWER	5310 430630	940	101000
	112523 11/27/23	Snowmobile	2,300.00		WATER	5210 430500	940	101000
50718		2404 Montana-Wyoming Systems	500.00					
	39918 12/01/23	Povah fire Alarm 1/1-12/31	500.00		POVAH	1000 411255	350	101000
50719		3441 Montana Tactical	12,250.00					
	5457 05/18/23	Firearms	12,250.00		POLICE	1000 420100	212	101000
50721		2822 ClearBlu Business Services	450.00					
	2233 11/19/23	Hydro Jet Service	450.00		SEWER	5310 430600	357	101000
50722		3212 Mike's Mobile Auto and Diesel	153.00					
	185 11/17/23	Repairs	153.00		STREET	1000 430200	361	101000
50723		3342 EVS, LLC	2,856.40					
	5-23 11/09/23	Sewer Repairs	656.00		SEWER	5310 430600	369	101000
	6-23 11/09/23	Sewer Repairs	2,200.40		SEWER	5310 430600	369	101000

12/01/23  
16:01:31

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

Page: 5 of 6  
Report ID: AP100

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
50724		2099 Quick Print of West Yellowstone	160.00					
	18487	11/22/23 Totes for InvenoryLCRR	160.00		SEWER	5310 430600	220	101000
50725		3380 LES SCHWAB TIRE CENTER	1,250.87					
	00260474	11/29/23 Tire Repair 2017Chevy2500	625.43		WATER	5210 430500	369	101000
	00260474	11/29/23 Tire Repair 2017Chevy2500	625.44		SEWER	5310 430600	369	101000
50726		2937 CINTAS First Aid & Safety	202.89					
	5185025087	11/21/23 First Aide supplies	202.89		STREET	1000 430200	220	101000
50727		3422 Sprinter Heating & Air LLC	3,841.03					
	20672	11/17/23 PW Shop heater	3,616.03		STREET	1000 430200	398	101000
	20672	11/17/23 Labor & install	225.00		STREET	1000 430200	398	101000
50729		3442 Sprinter Reloaded LLC	71,200.00					
	3022	11/18/23 Spray closed cell insulation	71,200.00		TWNHLL	1000 411250	920	101000
50730		999999 CHARLES HOPKINS	1,245.00					
	11/22/23	Exonerated Bond -Rueber	1,245.00		COURT	7469 212401		101000
50731		999999 WILLIAM MOFFAT	885.00					
	11/28/23	Exonerated Bond-Plant	885.00		COURT	7469 212401		101000
50732		171 Montana Food Bank Network	207.95					
	31853-1	11/16/23 Food Bank Supplies	207.95		HELP	7010 450135	220	101000
		# of Claims	28	Total:				154,308.66



WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**November 21, 2023**

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

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

The meeting is called to order by Deputy Mayor Jeff McBirnie at 6:00 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**

Mathews comments that the Community Thanksgiving Dinner was last Thursday at the LDS Church and went very well.

**Council Comments**

Council Member Lisa Griffith compliments Dave Noel on his thorough presentation and also mentions the successful community dinner.

**WORK SESSION**

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Deputy Mayor Jeff McBirnie calls the meeting to order. Town Engineer, Dave Noel of Forsgren Associates, presents the research they have conducted to prepare a Wastewater Collection System Facility Planning Study. He briefly discusses the timeline and major improvements made to the system since it was built in 1965. Throughout the 1980s and 1990s, expansions were made to accommodate growth of the Town. Since 2010, they have worked on expanding capacity and they are currently out to bid to build a new mechanical wastewater treatment facility. Noel presents a map of the town that delineates the deficiencies of the system such as structural issues, bellies, flow that exceeds pipe capacity, pipe installation issues, manhole covers that are not watertight, etc. He says all these issues can be addressed. He displays pictures taken from inside the pipes that illustrate the structural deficiencies. Noel shows a slide that illustrates where pipe capacity is being exceeded and where they anticipate the capacity to increase over the next 20 years. He points out deficiencies in the Iris Lift Station and recommends upgrades, specifically the problem of having all the equipment in the same space. He recommends they consider a project to install protections and separation between the components. He briefly shows pictures of pipes that have slope and connection issues which make them unable to clean. He describes a process called slip-lining that is an effective way to repair pipes in specific areas. He says there are areas that need more extensive repairs, then they would recommend replacing the section of pipe between two manholes, typically about 400 feet. He explains that they do not think there will be much growth in the southeast quadrant of Town because it is built out, but when the 80 acres is developed, they will need to build lines from the southwest quadrant. Pipes that have bellies and trouble spots can usually be addressed with additional cleaning. He says that in general, most of these issues can be corrected and their biggest problems are all in one spot.

**ACTION TAKEN**

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- 1) Motion carried to approve Purchase Order #5967 to Elemental Solutions Group for purchase a Scada system for the Madison sewer lift station for \$19,600. (Benike, Mathews)
- 2) Motion carried to approve the claims, which total \$104,441.13. (Mathews, Benike)

- 3) Motion carried to approve the minutes from the November 7, 2023 Town Council Meeting. (Benike, Mathews) Griffith is opposed, motion passes.
- 4) Motion carried to approve the proposal for traffic calming measures project from the Western Transportation Institute to support the project up to \$10,000. (Mathews, Benike)
- 5) Motion to approve the participation of the Business Improvement Advisory Board in the Reimagining Rural Program through the Montana State Extension Program. (Benike, Mathews)

## **DISCUSSION**

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- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports on the recent Gallatin Housing Coalition meeting he attended and they anticipate a summary report in the near future. He reports on efforts to develop useful strategies to improve housing options. He reports that they were unsuccessful obtaining a FLAP grant for trail construction, which was disappointing. They had a pre-bid meeting for the wastewater treatment plant project yesterday, attended by multiple contractors. Bids are due January 9, 2024. Chief Gavagan reports that they conducted police officer interviews and unanimously selected a POST certified officer. They have made a contingent offer and will work through the additional testing, hopefully the applicant will be able to start in January. He also mentions that there will be a Development Review Group meeting tomorrow to review the most recent submittal for Moonrise Meadows.
- 4) Carrie Coan, Executive Director for the West Yellowstone Foundation, addresses the Council on behalf of the Business Improvement Advisory Board. She introduces Matthew Madsen, of the Western Transportation Institute (WTI) Montana State University who makes a presentation on pop-up traffic calming and place making. He explains that these techniques increase safety, reduce speed of traffic, and improve the place making of public places. He explains their goal is to design a project that involves the community and develops a durable and attractive improvements. He explains that they will recommend improvements such as curb extensions, pedestrian refuge islands to narrow travel lanes, establish parklets for seating. He explains that they were approached by the West Yellowstone Foundation to work on this project. He says they have federal grant funding to pay for staff time that would be spent on the project. They anticipate they would need funding from the Town of about \$10,000 to purchase the materials and supplies. He says they are not asking for any funding at this point, but anticipate coming back when it is time to procure the materials. Coan explains that WTI would fund approximately \$24,000 of the project, the WY Foundation can contribute \$1000 from their grant program, and they are asking the Town to consider contributing up to \$10,000. Mathews says this has been a problem for several years and very much supports the project. The Council asks multiple questions about the project, inclusion of state highways. Coan clarifies that approval would allow the Town to enter into an agreement for up to \$10,000.
- 5) Coan requests that the Business Improvement advisory Board apply for the Reimagining Rural Program through the Montana State Extension Program. She explains that they would like to participate in three programs that would be presented by Zoom, but would help them prioritize projects and come up with new ideas. Jan Neish of the Island Park News asks if they would be able to participate in the presentations by Zoom or is the idea to have everyone in the room. Coan responds that it is the idea to get everyone in the same room to stimulate conversations and ideas.

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

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Mayor

ATTEST:

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Town Clerk

DRAFT



Police Department - Department Head(s) Report November 16 – November 29, 2023 (Two-Weeks due to Thanksgiving Holiday)

- 151 calls for service
  - 16 citations issued
  - 31 Warnings
  - 1 Cases Generated
  - 0 Arrests
  - 12 Public Assists
  - 6 Agency Assists
- 
- Calls included: Traffic Stops, School Resource Officer calls, Animal Complaints, Vehicle Crashes, Welfare Check, 911 calls, Parking, Suspicious Persons/Activity, Citizen Assists, Agency Assists, Reckless Driving, Search & Rescue, Burglar Alarms, Animal Bite, Vehicle Inspection, Abandoned Vehicle, Suicide Threat, lost & found property, Civil, Unattended Death, and other fun stuff.
  - Brenda continued to cover shifts for vacations and holidays, while also continuing to train Linda.
  - We have continued to work through some technical issues, training issues, etc with our new CAD/RMS system. All in all, we are figuring things out and the system is going to be awesome for the PD. Ditto on the new radio system.
  - Attended the monthly West Yellowstone Early Childhood Coalition meeting via Teams.
  - Attended a department head meeting x 2
  - Our officers and some officers from our partner agencies attended a four-hour training on Human Trafficking. WYPD hosted the training and the training was provided by Andrew Yedinak from the Montana Department of Justice, Department of Criminal Investigations. Andrew is the Supervisory Agent in charge of Narcotics and Human Trafficking. The training was awesome and all of us learned a ton.
  - After the officer training, a public education event was hosted at Town Hall for 1 ½ hours. This presentation was also put on by Andrew. The presentation was provided to people who wanted to Zoom in and we recorded it. The link to the recorded event is on the PD's Facebook page. I highly recommend everyone watch it when they have time.
  - Mike is working with LeadsOnline to establish a user account for all the police officers. 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. Should have that set-up by next week.
  - Our patrol vehicle that we ordered last November should be ready within the next ten days. I will have a PO ready for the council's approval by the December 19<sup>th</sup> council meeting. The lead time on that vehicle will be MUCH quicker.
  - We are currently in the background investigation stage of the new officer hiring process.
  - Brenda and I have an offer out to a potential dispatch candidate. She was interviewed during the police officer interviews.
  - I would like to provide a shout out to the entire staff at the PD. Ashlee and Neil for the great work being done at the school and to Ashlee for continuing to rock our social media presence. Juan for taking care of the recent (and all) gun purchases and accessories as well as performing a

very detailed background investigation. Those have really taken a load off of me. Dallen for finding trouble on almost every shift. Leonel for covering days, nights, front half of weeks, back half of weeks and every shift I throw at you, couldn't do it without you. Every single dispatcher, they have had the hardest transition of all of us during this changeover in CAD/RMS and radio systems. Extremely challenging and you have all been great and maintained a terrific attitude. And of course, Brenda. Everything we do at 124 Yellowstone Avenue works because of you, period!

Until next week, Mike & Brenda



## **Week of 11.27.2023**

- Prepared for the Town Council meeting on 12.05.2023.
- Attended the West Yellowstone – Gallatin County Future Land Use Map & Housing Strategy introductory meeting.
- Attended the weekly FPS call regarding our deficiencies.
- Finished reconciling October 2023 operating account.
- Sent out reports to all department heads/supervisors regarding 11/2023 month end budgets.
- Worked on tying out compensated absences for the AFR.
- Worked with Town Attorney, Jane Mersen, regarding the \$100,000 Big Event for MAP committee.
- Sent out resort tax graphs for November 2023.

## **Highlights**

### **Social Services Office**

**November 22-30, 2023**

- We handed out 44 turkey/ham bags for Thanksgiving
- Administered typing test for a dispatcher applicant
- This month we were given a total of 1800 pounds of food
- Lobby food is still available for anyone
- Residents have been very generous with monetary gifts
- 17 school students volunteered in the clothing bank
- Unemployment filing is still very difficult for many clients
- Christmas festivities are beginning in the offices
- November monthly reports submitted

Recreation Department  
Highlights  
November 30, 2023

- Unemployment
- Helped Debbi with Thanksgiving
- Called Mexican families to come pick up Thanksgiving bags
- Called all the families on the Adopt a Star Christmas program so they could sign up for presents.
- Talked to Greg to see if they could help with putting up lights at pioneer park but he said he's shorthanded.

Thank you,

Vely



# DECEMBER 1, 2023

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TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

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- Attended Human Trafficking Presentation, a link to the recording of the presentation is posted on the Police Department's Facebook page.
- Participated in Gallatin County Land Use & Housing meeting and Early Childhood Coalition meeting.
- Planned holiday festivities for Town Employees
- Processed payroll for December 1, 2023 and prepared agenda/packet for December 5, 2023 Town Council Meeting. There will be three payrolls in December. The third payroll will not have any deductions for health insurance.



## Water/Wastewater

Bi-Weekly 11/20/23 thru 11/30/23

11/20/23: Performed water/wastewater rounds. Worked on repairing air relief valve on Well #4. Repaired 2 manholes. Cleaned graffiti from bathroom in the Town Park. Welded garbage dump trailer. Worked on lead and copper inventory.

11/21/23: Performed water/wastewater rounds. Worked on lead and copper inventory. Welded and repaired work truck snowplows. Repaired fire hydrant on DeLacey Ave.

11/22/23: Performed water/wastewater rounds. Worked on lead and copper inventory. Customer had major water break in Alley B. Along with staff we isolated break. The water shut off valves were damaged but we were able to repair them and shut the water off so we could assist in fixing the problem. The customer was grateful for our help.

11/27/23: Performed water/wastewater rounds. Worked on lead and copper inventory. Drained and shut off water in Dining hall for the winter. Performed wastewater blower maintenance. Finished repairing water shut off valves in Alley B.

11/28/23: Performed water/wastewater rounds. Worked on lead and copper inventory. Collected BOD samples from Alley B. The highest wastewater license in Montana is a 1C. A wastewater operator will need to have a 1C license to supervise the operations of the new facility. I have been working for a year on obtaining my 1C license. I received my new licenses in the mail, and I am now a 1C licensed wastewater operator for the Town of West Yellowstone.

11/29/23: Performed water/wastewater rounds. Worked on lead and copper inventory. Fire hydrant #28 was struck by a vehicle and has now been repaired. Water/wastewater truck had to be taken to Les Schwab for brake and front-end repair.

11/30/23: Performed water/wastewater rounds. Worked on lead and copper inventory. Met with Forsgren Engineering regarding the FPS study. Jon Simms and I met with Rod from Rod's Diesel Service in Rexburg to look at a 150K generator as a backup for the town. This generator was budgeted in the 2022 budget, and we were able to negotiate a great price which will be presented to the Town Council soon.

If you have any questions, please let me know.

Thank you,

Jon Brown

# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: \_\_\_\_\_  
Sponsor Organization: \_\_\_\_\_  
Sponsor Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Date(s) of Event: \_\_\_\_\_  
Location of Event: \_\_\_\_\_

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

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

\_\_\_\_\_  
Katrina Wiese  
Signature of Applicant  
\_\_\_\_\_  
Date

Date Received by the Town: \_\_\_\_\_





## FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
H20/Sewer			
Fire			
Police			
Finance			
Administration			

Notes/Conditions: \_\_\_\_\_

\_\_\_\_\_

Approved

Denied

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

### ATTACHMENTS

Liability Insurance                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ Waived

Outside Amplification Permit                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ NA

Encroachment Application                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ NA

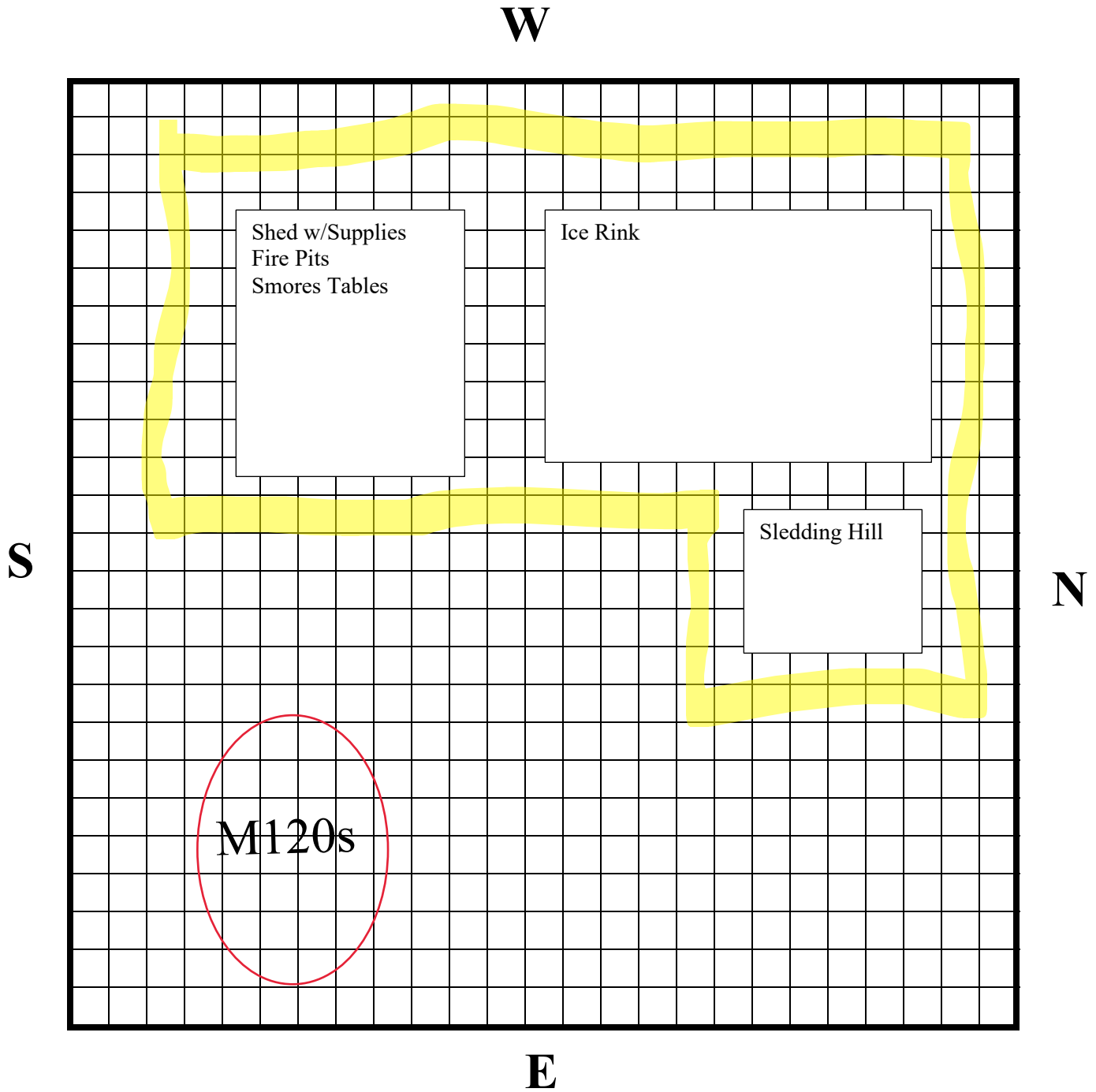
Open Container Resolution                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ NA

Resort Tax Bond                      \_\_\_\_\_ Paid                      \_\_\_\_\_ Surety                      \_\_\_\_\_ NA

# SITE PLAN

Kids'N'Snow Pioneer Park Activities

Event:



KNS December 2023 Schedule of Events (other months will be similar if not the same)

## December 2023 Schedule

### SUNDAY - DECEMBER 17, 2023

#### Open Daily

- West Yellowstone Library
- Ice Skating Rink & Sledding Hill (Weather Permitting)
- Snow Shoe & Ski Rentals
- Scavenger Hunt

▸ 9:00am - Noon (12:00pm) : Kids Ice Fishing Camp

▸ 9:00am - 10:00am : Snowcoach Sampler

▸ 10:15am : Pack Chat Program at the GWDC

▸ 11:00am - 12:00pm : Snowcoach Sampler

▸ 11:00am : Owl Pellet Program at the GWDC

▸ 12:00pm - 1:00pm : Avalanche Training

▸ 1:00pm - 2:00pm : Snowcoach Sampler

▸ 1:15pm : Pack Chat Program at the GWDC

▸ 2:50pm : Keeper Kids Program at the GWDC

▸ 3:00pm - 4:00pm : Snowcoach Sampler

▸ 3:30pm - 4:30pm : Snow Art

▸ 5:30pm - 7:30pm : Avalanche Training

▸ 6:00pm - 8:00pm : M120 Kids Snowmobile Rides

▸ 6:00pm - 8:00pm : S'mores, Skatin' & Sleddin'

\*Times for horse-drawn sleigh rides not finalized yet.

# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Christmas Stroll 2023

Sponsor Organization: Destination Yellowstone (West Yellowstone Chamber of Commerce)

Sponsor Address: 30 Yellowstone Avenue (PO Box 458)

Contact Person: Katrina Wiese

Contact Phone: 406-646-7701

Fax: \_\_\_\_\_

E-mail Address: president@destinationyellowstone.com

Date(s) of Event: December 16, 2023

Location of Event: East Firehole Street, Boundary street north of Firehole, Canyon Street south of Highway 20, Yellowstone and Madison & Avenues between Canyon and Dunraven Streets

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

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

Katrina Wiese  
 \_\_\_\_\_  
 Signature of Applicant  
 11/27/2023  
 \_\_\_\_\_  
 Date

Date Received by the Town: 11/29/23 ER

## Event Detail

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

---

This year's annual Christmas Stroll will be held on Saturday, December 16, 2023. Shopping will be encouraged beginning at 1:00 pm.

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Businesses will host games and there will be s'more pits on sidewalks. A Parade of Lights will be held, followed by Santa arriving to light the Town tree,

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public strolling the streets and shops of town while children enjoy a movie. Pictures with Santa will be held at the Grizzly & Wolf Discovery Center

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and then a free movie will be held at the Yellowstone Giant Screen – all activities will be free to all who attend.

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The following schedule covers the planned events.

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1:00 - Stroll, Games & Smore Stations at businesses begin for the day. S'mores stations begin (see encroachment permit)

---

4:30 - Parade of Lights Lineup (At Firehole & Canyon – Lineup on Firehole to Boundary)

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4:45 - Temporarily stop traffic. See Map.

---

5:00 - Parade of Lights

---

5:30 - Help Santa Light the Town Christmas Tree Located in front of the grizzly statue on Canyon Street.

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Tree lighting will also be broadcast on Facebook Live at [fb.com/westyellowstonechamber](https://www.facebook.com/westyellowstonechamber)

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6:00-8:30 - Santa Pictures at the Grizzly & Wolf Discovery Center

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7:00 - The Santa Claus movie at the Yellowstone Giant Screen

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FREE movie begins at 7:00. Complimentary admission, small drink and popcorn available for attendees.

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## FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
H20/Sewer			
Fire			
Police			
Finance			
Administration			
Notes/Conditions: _____			
_____			
_____			
Approved		Denied	
			_____ Town Clerk
			_____ Date

### ATTACHMENTS

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

Permissions sought:

- Close off all streets marked on map beginning at 4:45 pm on the 16th and ending after the tree has been lit and Santa has walked to Grizzly & Wolf Discovery Center.
- Hold a Parade on a route, shown on the following page.
- Encroachment for the Town Tree and Smore Pits
- Waive sound and amplification ordinances that may apply during the parade and tree lighting.

Police Department Assistance:

- Close off all of streets marked on map beginning at 4:45 pm on the 16th and ending after the tree has been lit and Santa has walked to Grizzly & Wolf Discovery Center.
- Lead the Parade

Fire Department Assistance:

- End the Parade with Santa aboard the Fire Truck or sleigh provided from Parade Rest Guest Ranch and stop at the Town Tree for the lighting of the Tree by Santa.



## **Addendum A: Application to Maintain an Encroachment**

Destination Yellowstone (the West Yellowstone Chamber of Commerce) wishes to have the Town Tree on the “grizzly island” on South Canyon Street. The tree has currently been placed in preparation for the Christmas Stroll on December 16<sup>th</sup>, 2023. The tree will remain throughout the winter season, being removed on or about March 15<sup>th</sup>, 2024 – or once thawed enough to be removed.

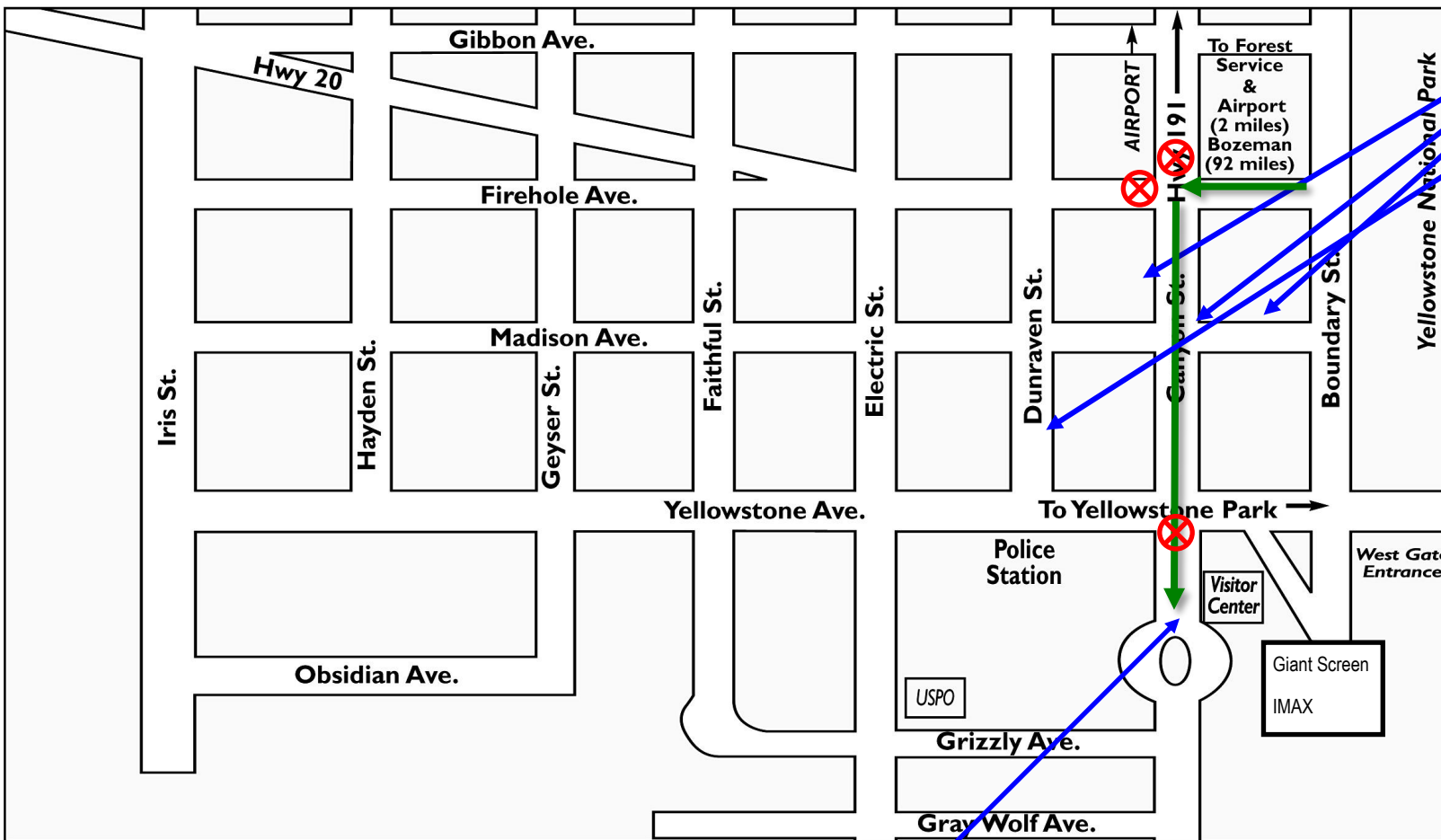
The Chamber, as part of the Christmas Stroll on Saturday, December 16<sup>th</sup>, 2023, wishes to have four S'mores stations. Three would be on town property and one on private property. All locations are indicated on the map.

- The sidewalk close to the parking lane in front of the Book Peddler.
- The corner by Big Sky Anglers
- The sidewalk in front of Mountain Mama's
- The sidewalk in front of the Library

Each outdoor location will have a burn barrel to roast marshmallows. The barrels will be elevated on stand to protect the Town's resources. The S'mores stations will be operated from 1:00pm - 7:00pm. Volunteers will supervise the fire and the roasting sticks at each location.

# WEST YELLOWSTONE

## CHRISTMAS STROLL 2023



- S'mores Locations**
- Book Peddler
  - Big Sky Anglers
  - Mountain Mama's Library

- Parade**
- Route in green
- From Firehole to South Canyon Street to the Town Tree for Santa to light the tree. Floats park along South Canyon past Grizzly

**Town Tree**  
On the North side of the Grizzly Bear statue