

Town of West Yellowstone

Tuesday, January 23, 2024

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 #6605 to Allstate Machine Shop, custom fabrication, \$7312.90

Claims

Business License Applications

Consent Agenda

Minutes: **January 9, 2024 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

ACTION ITEMS

Waste Water Treatment Plant Bid Award Recommendation	Discussion/Action
Marketing and Promotions Fund Award Recommendations	Discussion/Action
<ul style="list-style-type: none">▪ Taste of the Trails, \$500▪ 2024 Yellowstone Rendezvous Race, \$9500	
Business Improvement Advisory Board Appointment, Kellie Sanders	Discussion/Action
Montana Historic Preservation Grant Application	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. Questions about the agenda may be directed to the Town Clerk at (406) 646-7795 or 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.



P.O. BOX 1570

TOWN OF WEST YELLOWSTONE
MONTANA

PHONE: 406-646-7795
FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER 1000-430200-369 *KA*

Date 1-17-24

Ship Via

Order No. 006605

Department Public Works

TO: ALLSTATE MACHINE SHOP

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	custom fabrication

Estimated Cost \$ 7,312.90

Authorized By *[Signature]*

Requested By *[Signature]*

VENDOR COPY - White OFFICE COPY - Canary



ALLSTATE MACHINE SHOP
635 EAST 9TH NORTH
SUGAR CITY, ID 83448

Statement

Date

12/31/2023

To:

TOWN OF WEST YELLOWSTONE
PO BOX 1570
440 YELLOWSTONE AVE
WEST YELLOWSTONE, MT 59758

Amount Due

Amount Enc.

\$7,312.90

Date	Transaction	Amount	Balance
11/30/2023	Balance forward		1,470.43
12/11/2023	INV #144786.	482.70	1,953.13
12/27/2023	PMT #60575.	-1,470.43	482.70
12/28/2023	INV #144909.	6,830.20	7,312.90

ALLSTATE MACHINE SHOP

635 EAST 9TH NORTH
SUGAR CITY, ID 83448



Invoice

Phone #: 2083565888 E-mail: allstate@ida.net

Date	Invoice #
12/28/2023	144909

Bill To
TOWN OF WEST YELLOWSTONE PO BOX 1570 440 YELLOWSTONE AVE WEST YELLOWSTONE, MT 59758

P.O. No.	Project	Terms	Due Date
		Due on receipt	12/28/2023

Description	Amount
2" 1045 SHAFTING	91.82T
1/2 PLATE SHEET	319.23T
1 3/8 1045 SHAFTING	85.21T
7/8 1018 SHAFTING	2.72T
3/8 X 2 1/2 X 2 1/2 ANGLE	13.40T
1/2 x 1 1/2 FLAT BAR	67.93T
5/32" X 1" ROLL PINS	11.45T
CASE HARDEN HEAT TREAT PARTS	237.50
MACHINE/ FABRICATION LABOR > REPAIR SNOW BLOWER AUGERS	5,965.43

Signature	Total	\$6,830.20
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A 1-1/2% finance charge will be added to all unpaid balances	Sales Tax (6.0%)	\$35.51
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Thank You For Your Business!

Payments/Credits	\$0.00
Balance	\$6,830.20

ALLSTATE MACHINE SHOP

635 EAST 9TH NORTH
SUGAR CITY, ID 83448



Invoice

Date	Invoice #
12/11/2023	144786

Phone #: 2083565888 E-mail: allstate@ida.net

Bill To
TOWN OF WEST YELLOWSTONE PO BOX 1570 440 YELLOWSTONE AVE WEST YELLOWSTONE, MT 59758

P.O. No.	Project	Terms	Due Date
		Due on receipt	12/11/2023

Description	Amount
MACHINE/ FABRICATION LABOR > CUT OUT HOLES IN ANGLE BRACKETS, RUSH	482.70

Signature	Total	\$482.70
A 1-1/2% finance charge will be added to all unpaid balances	Sales Tax (6.0%)	\$0.00
Thank You For Your Business!	Payments/Credits	\$0.00
	Balance	\$482.70

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50770		2 Forsgren Associates P.A.	6,860.00					
	123557	12/31/23 On call services	360.00		ENGIN	1000 411000	357	101000
	123557	12/31/23 FPS - Final	6,500.00		WATER	5210 430500	398	101000
50771		266 Utilities Underground Location	6.28					
	01/31/24	excavation notifications	0.00		WATER	5210 430500	357	101000
	01/31/24	excavation notifications	6.28		SEWER	5310 430600	357	101000
50780	E	2673 First Bankcard	383.11					
	11/29/23	Client Supplies	107.62		HELP	7010 450135	212	101000
	12/04/23	Client Supplies	111.35		HELP	7010 450135	212	101000
	12/11/23	Postage	39.60		HELP	7010 450135	220	101000
	12/14/23	Office Supplies	53.48		HELP	7010 450135	212	101000
	12/21/23	Office Supplies	20.19		SOCSEK	1000 450135	212	101000
	12/04/23	Client Supplies	50.87		HELP	7010 450135	212	101000
50781	E	2673 First Bankcard	1,173.09					
	12/04/23	Books	4.78		LIBRY	2220 460100	215	101000
	12/04/23	Supplies	31.32		LIBRY	2220 460100	220	101000
	12/04/23	Copier	32.62		LIBRY	2220 460100	398	101000
	12/04/23	Books	34.45		LIBRY	2220 460100	215	101000
	12/05/23	Stickers	3.95		LIBRY	2220 460100	220	101000
	12/06/23	Books	245.75		LIBRY	2220 460100	215	101000
	12/11/23	Books	17.96		LIBRY	2220 460100	215	101000
	12/11/23	Books	4.99		LIBRY	2220 460100	215	101000
	12/11/23	Books	19.67		LIBRY	2220 460100	215	101000
	12/11/23	Books	4.99		LIBRY	2220 460100	215	101000
	12/10/23	Books	145.70		LIBRY	2220 460100	215	101000
	12/11/23	Supplies: Cookn the books progr	30.54		LIBRY	2220 460100	220	101000
	12/12/23	Copy Paper	44.24		LIBRY	2220 460100	220	101000
	12/13/23	Supplies	15.00		LIBRY	2220 460100	220	101000
	12/13/23	Supplies: Cookn the books prog	18.93		LIBRY	2220 460100	220	101000
	12/05/23	Supplies	73.06		LIBRY	2220 460100	220	101000
	12/14/23	Magazine	40.00		LIBRY	2220 460100	330	101000
	12/15/23	Amazon Prime Membership	14.99		LIBRY	2220 460100	398	101000
	12/21/23	Supplies	10.45		LIBRY	2220 460100	220	101000
	12/21/23	Supplies	8.72		LIBRY	2220 460100	220	101000
	12/29/23	MLA Membership: Megan	60.00*		LIBRY	2220 460100	335	101000
	12/29/23	MLA Membership: Trent	60.00*		LIBRY	2220 460100	335	101000
	12/20/23	Supplies	22.99		LIBRY	2220 460100	220	101000
	12/17/23	Books	22.74		LIBRY	2220 460100	215	101000
	12/18/23	Books	74.84		LIBRY	2220 460100	215	101000
	12/18/23	Books	100.42		LIBRY	2220 460100	215	101000
	12/20/23	Books	29.99		LIBRY	2220 460100	215	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50787		2952 DIS Technologies	843.50					
	13117	01/05/24 Monthly Managed IT	843.50		IT	1000 410580	355	101000
50789	E	2673 First Bankcard	804.57					
	12/06/23	Car Wash	11.00		POLICE	1000 420100	231	101000
	12/08/23	Best Western Hotel	145.72		POLICE	1000 420100	370	101000
	12/11/23	Travel	44.85		POLICE	1000 420100	370	101000
	12/20/23	Truck Bed Cover	479.99		POLICE	1000 420100	212	101000
	12/20/23	Tow Hitch Receiver	39.99		POLICE	1000 420100	212	101000
	12/21/23	Supplies	24.07		POLICE	1000 420100	870	101000
	12/21/23	Supplies	28.78		POLICE	1000 420100	870	101000
	12/21/23	Supplies	30.17		POLICE	1000 420100	870	101000
50793		3424 Ernesto Romero Rivero	2,100.00					
	01/15/24	CleaningCofCRstrms12/15-1/15	1,300.00		CHMBR	1000 411257	357	101000
	01/15/24	CleaningParkRstrms12/15-01/15	800.00		PARK	1000 411253	357	101000
50794		2558 Hebgen Basin Fire District	55,849.00					
	01/01/24	January 2024	48,294.00		FIRE	1000 420400	357	101000
	01/01/24	January 2024	7,555.00		FIRE	1000 420400	140	101000
50796	E	2673 First Bankcard	1,381.31					
	01/13/24	Apple	5.99		ADMIN	1000 410210	335	101000
	11/28/23	Equipment Parts	33.92		STREET	1000 430200	220	101000
	12/12/23	Tacoma Screw	273.36*		WATER	5210 430500	220	101000
	12/04/23	Equipment Parts	216.46		STREET	1000 430200	220	101000
	12/12/23	Printer toner	279.81		STREET	1000 420531	220	101000
	12/09/24	Apple	0.99		ADMIN	1000 410210	335	101000
	01/01/24	Apple	5.99		ADMIN	1000 410210	335	101000
	01/13/24	Adobe	19.99		ADMIN	1000 410210	335	101000
	01/18/24	Apple	5.99		ADMIN	1000 410210	335	101000
	12/20/23	book	25.40		STREET	1000 430200	870	101000
	12/20/23	Book	29.40		STREET	1000 430200	870	101000
	12/20/23	Book	29.98		STREET	1000 430200	870	101000
	12/20/23	Book	11.71		STREET	1000 430200	870	101000
	01/01/24	Apple	5.99		ADMIN	1000 410210	335	101000
	12/20/23	Supplies	120.39*		WATER	5210 430500	220	101000
	12/20/23	Printer Toner	115.98		BULDNG	1000 420531	220	101000
	12/20/23	Book	38.34		BULDNG	1000 420531	215	101000
	317226	Supplies	161.62		WATER	5210 430550	220	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50797	E	2673 First Bankcard	1,115.81					
		12/11/23 Office Supplies	7.99		FINADM	1000 410510	220	101000
		12/15/23 Office Supplies	16.07		SOCSER	1000 450135	220	101000
		12/15/23 Holiday gift giving grant	689.33		HELP	7010 450135	790	101000
		12/15/23 Holiday gift giving grant	99.87		HELP	7010 450135	790	101000
		12/15/23 Holiday gift giving grant	210.72		HELP	7010 450135	790	101000
		12/28/23 Office Supplies	7.99		FINADM	1000 410510	220	101000
		12/28/23 Office Supplies	13.85		FINADM	1000 410510	220	101000
		12/28/23 Webcam for computer-KT	69.99		FINADM	1000 410510	212	101000
50798		2952 DIS Technologies	885.99					
		13120 01/05/24 Monthly IT	740.00		IT	1000 420160	398	101000
		12861 12/01/23 Computer Supplies	145.99		DISPAT	1000 420160	216	101000
50799	E	2673 First Bankcard	197.66					
		12/01/23 Training Materials	150.00		POLICE	1000 420100	389	101000
		12/06/23 Supplies	19.68		DSPTCH	1000 420160	220	101000
		12/05/23 Supplies	9.99		POLICE	1000 420100	220	101000
		12/08/23 Supplies	17.99		DSPTCH	1000 420160	220	101000
50824		148 Local Government Center	400.00					
		2420c 01/16/24 KC Trailhead Training	200.00		BLDINS	1000 420531	380	101000
		2420c 01/16/24 Vely Trailhead Training	200.00		RECRE	1000 460440	380	101000
50825		171 Montana Food Bank Network	451.56					
		AOR-32247- 01/11/24 Food	451.56		SOCSER	7010 450135	220	101000
50826		547 WY Chamber of Commerce	8,000.00					
		567 01/09/24 Music in the Park Contribution	8,000.00		LEGIS	1000 410100	870	101000
50827		3355 Rod's Diesel and Generator	17,000.00					
		240443 01/10/24 Portable Generator (1/2)	8,500.00		WATER	5210 430550	940	101000
		240443 01/10/24 Portable Generator (2/2)	8,500.00*		SEWER	5310 430630	940	101000
50828		3241 Bridger Analytical Lab	300.00					
		2401128 01/10/24 Water testing	300.00		WATER	5210 430500	348	101000
50829		54 Bozeman Daily	240.00					
		01.02.2021 01/02/24 WWTP invitation to bid	240.00		WWTP	1000 410210	327	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50830		547 WY Chamber of Commerce	2,500.00					
	01/05/24	AFR: Kids N Snow	2,500.00		MAP	2101 410130	398	101000
50831		254 Firehole Fill Up/Economart	363.33					
	12.2023	12/31/23 Fuel	363.33		STREET	1000 430200	231	101000
50832		3449 Cylinder Rental Invoice	87.64					
	1325232	12/31/23 Supplies	87.64		STREET	1000 430200	231	101000
50833		135 Food Roundup	1,230.25					
	12/10/23	Groceries	8.49		POLICE	1000 420230	220	101000
	12/20/23	Groceries	70.13		RECREA	1000 460440	220	101000
	12/22/23	Groceries	40.65		RECREA	1000 460440	220	101000
	12/26/23	Groceries	71.42		RECREA	1000 460440	220	101000
	12/22/23	Groceries	29.19		RECREA	1000 460440	220	101000
	12/29/23	Groceries	75.38		RECREA	1000 460440	220	101000
	12/29/23	Groceries	9.99		RECREA	1000 460440	220	101000
	12/13/23	Supplies	925.00		LEGIS	1000 410100	220	101000
50834		3450 Smittys Diesel & Transmission	2,999.45					
	7724	01/05/24 Parts for Equipment	2,999.45		STREET	1000 430200	369	101000
50835		3380 LES SCHWAB TIRE CENTER	858.55					
	7570026256	12/18/23 Truck Repairs	858.55		STREET	1000 430200	239	101000
50836		40 Jerry's Enterprises	194.62					
	12/06/23	Gas Voucher	46.86		HELP	7010 450135	231	101000
	12/05/23	Gas Voucher	45.91		HELP	7010 450135	231	101000
	12/13/23	Fuel	101.85		STREET	1000 430200	231	101000
50837		3214 Axon Enterprise, Inc.	3,431.99					
	INUS215304	01/01/24 Taser equipment	3,431.99		POLICE	1000 420100	212	101000
50838		547 WY Chamber of Commerce	2,500.00					
	24-04	01/16/23 AFR : Ice Fishing Tournament	2,500.00		MAP	2101 410130	398	101000
50839		3445 ALLSTATE MACHINE SHOP	7,312.90					
	144909	12/28/23 snow blower augers repair	6,830.20		STREET	1000 430200	369	101000
	144786	12/11/23 angle brackets	482.70		STREET	1000 430200	369	101000

01/19/24
10:54:17

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 1/24

Page: 5 of 6
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50840		3242 Fisher's Technology	563.57					
	1272827	01/10/24 toner for Kyocera 3552	563.57		ADMIN	1000 410210	220	101000
50841	E	2964 CITI CARDS	931.30					
	12/07/23	Fairmont, deposit May 2024	107.00		ADMIN	1000 410210	370	101000
	12/07/23	Fairmont, deposit May 2024	321.00		LEGIS	1000 410100	370	101000
	12/07/23	Fairmont, deposit May 2024	214.00		FINADM	1000 410510	370	101000
	12/13/23	Amazon, rec supplies	233.39		REC	1000 460440	220	101000
	12/20/23	USPS, postage	17.12		COURT	1000 410360	311	101000
	12/26/23	USPS, postage	8.56		COURT	1000 410360	311	101000
	12/26/23	USPS, postage	4.85		POLICE	1000 420100	311	101000
	12/29/23	Staples, supplies	25.38		COURT	1000 410360	220	101000
50842		2507 Silvertip Pharmacy	476.71					
	12/31/23	Help Fund Rx	476.71		HELP	7010 450135	358	101000
		# of Claims 31	Total: 121,442.19					
		Total Electronic Claims	5,986.85		Total Non-Electronic Claims	115455.34		

Fund/Account	Amount
1000 General Fund	
101000 CASH	88,523.57
2101 Marketing & Promotions (MAP)	
101000 CASH	5,000.00
2220 Library	
101000 CASH	1,173.09
5210 Water Operating Fund	
101000 CASH	15,855.37
5310 Sewer Operating Fund	
101000 CASH	8,506.28
7010 Social Services/Help Fund	
101000 CASH	2,383.88
Total:	121,442.19

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
January 9, 2024

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

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 shares that they had the bid opening for the Waste Water Treatment Plant were opened today and the apparent low bidder is RSCI of Boise, Idaho with a bid of \$31,209,695.88. The engineers will prepare a recommendation to award the bid at the next meeting.

ACTION TAKEN

- 1) Motion carried to select Travis Watt as Mayor and Jeff Mathews as Deputy Mayor for the year 2024. (Benike, McBirnie) Griffith is opposed, motion carried.
- 2) Motion carried to approve Purchase Order #5970 to Rod's Diesel & Generator Service for purchase a 150 KW portable generator for \$17,000.00. (McBirnie, Benike)
- 3) Motion carried to approve Purchase Order #6319 to Duval Ford to purchase a 2024 Ford F-150 police responder plus buildout for a total cost of \$67,815.00. (McBirnie, Benike)
- 4) Motion carried to approve the claims, which total \$71,223.37. (McBirnie, Griffith)
- 5) Motion carried to approve the minutes of the December 19, 2023 Town Council Meeting. (Mathews, Benike) Griffith is opposed, motion passes.
- 6) Motion carried to accept the recommendation from the Marketing and Promotions Fund Advisory Board to award \$8000 to the Hebgen Lake Ice Fishing Tournament for 2024. (McBirnie, Benike)
- 7) Motion carried to deny the lease of town property for construction of the cell phone and equipment tower. (Griffith, McBirnie) Motion passes unanimously.
- 8) Motion carried to approve the application of the Montana DNRC: UCF PD FY 24 Grant Opportunity with a 3:1 match, match up to \$12,500. (Mathew, McBirnie)
- 9) Motion carried to approve the application to the Montana DNRC: UCF IRA FY 24 Grant Opportunity up to \$50,000, no match required. (McBirnie, Benike)

DISCUSSION

- 1) The Council discusses who should serve as Mayor and Deputy Mayor for 2024. According to the Charter of the Town of West Yellowstone, the Mayor and Deputy Mayor positions are selected from members of the Council at the beginning of each calendar year. Following the motion, the oaths of office are administered by Town Clerk, Liz Roos.
- 2) Brown explains that they have had some outages in the past that necessitate the purchase of this generator and it is also a requirement of Montana DEQ. He explains that they have an older generator that is of no use to them anymore and they will try to sell it to offset the cost.
- 5) Griffith notes that at the December 19, 2023 meeting during her report of the Health Care Services Advisory Board meeting, she had stated that a physician's assistant has resigned from working at Billings Clinic and it was actually a nurse that resigned. Billings Clinic does not employ a physician's assistant in West Yellowstone.
- 6) Council Member Brian Benike reports that the Marketing and Promotions Fund Advisory Board reviewed the application for the Hebgen Lake Ice Fishing Tournament and recommends approval. Watt points out that the application did include two possible weekends based on ice conditions. They did not have the tournament this past weekend because of ice conditions but expect that the weekend of January 20th will be acceptable. Garrett Ostler addresses the council and describes current ice conditions, which they believe to be at least 9" thick anywhere on the lake. He also describes some of the changes made to the tournament this year.
- 7) Town Manager Dan Walker explains that the Town has been approached by Horvath Towers VI, Inc. to erect a communications tower in the area south of the Siegel Learning Center between Yellowstone and Obsidian Avenue. Walker explains that they have negotiated a tentative agreement to lease 100' x 100' of property for up to 45 years. The lease would include a three year "license" period for due diligence and approvals for \$1500/year and then \$18,000/year plus a 1.5% escalator. Trena Prewitt of Horvath Towers explains that the location was selected in response to a request to Verizon because of dropping cellular coverage in that area. They determined that the area that is being discussed met their requirements and complied with the zoning. Alternate locations are briefly discussed as well as concerns including the proximity to Little Rangers Childcare Center, appropriate lease rates, health affects of such towers, non-compete clause, first right of refusal. Jeff McBirnie mentions the existing radio tower on Forest Service property south of Town that perhaps should be considered instead. He agrees that the proposed location might be detrimental to the area and they should consider another location. Benike agrees that he does not like the location that was selected. Watt asks why the location is 100' x 100' and says that seems larger than necessary. Prewitt responds that is larger than they probably need but they do need to allow space for other carriers. Watt asks if any of the existing towers could be used to meet this need. Prewitt answers that there is a loss of coverage on the south side of Town and extending to the west. McBirnie asks if they considered the 300' tower south of town. She says that the 300' tower south of town would not work because of the structure and size. He asks if building a new tower in that same location would work. Prewitt says they have not explored that option yet. Griffith, Mathews, and Benike also indicate that they disagree with the placement of the tower but acknowledge that they need the service. Garrett Ostler expresses concerns about the radio waves that are already being broadcast in the community. Jan Neish inquires whether the tower would provide 5G service. Prewitt responds that they don't handle the frequencies, they are the company that builds the towers. Neish also inquires about whether the FCC could step in and require the Town to allow the tower if it is deemed necessary for public safety. Prewitt responds that she is not aware of that, Neish says the City of Ashton is facing a similar issue.

- 8) Finance Director Katie Thompson explains that she has learned about two grant opportunities for the town through the Forest Service. She explains that both grants are through Montana DNRC, Urban Forestry and they could apply for funds to replace the trees on Canyon Street. She explains that one grant is a 3:1 match, which would cost the Town approximately \$12,000. The other grant has no match and they do meet the qualifications for both grants as a disadvantaged community.

- A) Town Manager/Staff Reports: Town Manager Dan Walker reports that they have unfortunately received a resignation from Police Officer Juan Trujillo who has been an officer in West Yellowstone for five years. He is resigning at the end of January. Walker reports on meeting scheduling for the Moonrise Meadows project, a 2-story building project for Cole Parker. He says that they are planning to have the Department presentations and goal setting at the first meeting in February.

The meeting is adjourned 8:30 PM.

Mayor

ATTEST:

Town Clerk



Week of 01.15.2024

- Prepared for the 01.23.2024 Town Council meeting.
- Attended a meeting with Dave, Dan and Jane regarding the WWTP bids.
- Attended a meeting with Dan and Carrie Coan regarding HB 819 funding.
- Sent out notice on the public hearing for February 6, 2024. This is in regards to allocation of funds from HB355. We are proposing that Town Council chooses the Highway 20 street lighting project as our project for these funds.
- Attended the Montana Grown Leadership Academy: Switchbacks (Middle Management) Training in Bozeman on Thursday and Friday.
- Worked on the MT DNRC: Urban and Forestry grants.
- Working on the paperwork to get our reimbursement of grant funds in regards to our FPS that Forsgren has been working on.
- Started the preparation work for the 1099s.

FY 2024 Q2 FINANCIAL UPDATE

- Investment Balances as of 12.31.2023
 - First Security: \$1,061,827.74
 - CDs: \$746,163.37
 - STIP: \$19,408,900.57
 - Total Interest Earned in Q2 FY2024: \$239,271.46
- Debt Balances as of 12.31.2023
 - Siegel Learning Center: \$318,753 outstanding balance. Next payment is 02.15.2024.
 - Town Hall: \$291,641 outstanding balance. Next payment is 02.15.2024.
 - 80 acres: \$584,392 outstanding balance. Next payment is 02.15.2024.



Capital Improvement Plan Progress Report Q2 FY2024

Purchase Date	Project Name	Total Project Cost	Accounting	Progress
Public Works				
FY24	Lease Payment for Grader	\$26,497	4060-430200-398	100%
FY24	Lease Payment for Loader	\$39,112	4060-430200-398	100%
FY24	Seal coat treatment Old Town	\$27,330	2820-430200-367	100%
FY24	Traffic marking: stop bars/crosswalks/parking restriped	\$29,675	2820-430200-367	100%
FY24	Town Hall building repairs	\$71,200	1000-411250-920	100%
FY24	Resurface Tennis Courts	\$29,870	4000-460430-936	100%
FY24	Library Building painting and repairs	\$18,500	1000-411259-920	20%
FY24	Madison Add. Pump Installation Project to include backup pumps	\$38,204	5310-430630-941	50%
FY24	Snowmobile	\$6,500	5210-430500-940/5310-430630-940	100%
FY24	Loader Mount	\$210,000	1000-430200-369	20%
FY24	Fire Hydrant replacement in Mad. Add (x3)	\$18,000	5210-430500-940	50%
FY24	Concrete sidewalk on N Electric St (pkwy D to Madison Apts)	\$100,000	2820-430262-365	10%
FY24	Hwy 20 Street Lighting Project	\$796,159	4000-430263-937	20%
FY24	Replace Sprinkler System on Canyon Street WF Quote	\$20,000	4000-460430-930	0%
FY 24	Replace Trees on Canyon Street	\$63,000	1000-430200-221	0%
FY24	New Railroad Well Building Repairs	\$30,000	5210-430530-937	0%
FY24	Town Hall Roof	\$50,860	1000-411250-920	100%
FY24	Museum Roof	\$150,000	4000-460460-920	10%
FY 24	Police Station Roof	\$150,000	1000-411258-920	10%
FY24	Sewer Line Repair Parkway A&B damaged sections	\$50,000	5310-430630-937	0%
FY24	Remodel of Chief office at Police Station	\$35,000	1000-411258-920	10%
FY24	Sewer and water line installation behind DeLacy & Tennis Court	\$100,000	5210-430550-930/5310-430630-937	10%
FY24	Restroom w/ drinking fountain at Tennis Courts	\$100,000	4000-460430-920	10%
FY24	Mammoth Room upgrade Task #11 (design for \$21,000)	\$1,000,000	4000-460460-920	0%
FY24	Mechanical Wastewater Treatment Plant	\$37,211,600	5320-430640-951	10%
FY24	Lead & Copper Inventory	\$100,000		30%
Police/Dispatch				
FY24	Police Vehicle	\$70,000	4000-420110-944	50%
FY24	New Recorder/Radio System Update (2850)	\$30,000	2850-420750-948	40%
FY24	RMS/CAD (2850)	\$120,000	2850-420750-945	100%
FY24	New server for dispatch	\$18,000	2850-420750-948	40%

Police Department - Department Head(s) Report January 11 – January 17, 2024

- 89 calls for service
 - 7 citations issued
 - 11 Warnings
 - 4 Cases Generated
 - 1 Arrests
 - 13 Public Assists
 - 8 Agency Assists
 - 4 Ambulance requests
 - 0 Search & Rescue
-
- Calls included: Traffic Stops, School Resource Officer calls, Animal Complaints, 911 calls, Parking, Assault, Citizen Assists, Agency Assists, Burglar alarm, Crashes (21), Ordinance, Sex Crime, Disabled Vehicle, Assault, Lost & Found, Reckless (2) and other fun stuff.
 - Brenda is busy finishing up the evaluations of proposals for the new phone system. Evaluations need to be completed by Monday.
 - Brenda is still covering one or two shifts a week in dispatch.
 - The second officer candidate did not satisfactorily pass background, so we are reopening the ad for a police patrol officer x 2. The new ad is on the Town's website, the PD Facebook page, and posted through the Criminal Justice Network. I will be exploring other state and national listing opportunities next week. The current deadline for having an application in is February 16th at 5:00 pm. Sad news for sure, but the search continues.
 - The stray dog that has been wondering around town for the last two months was captured on Wednesday evening using a live trap near Parkway B and Faithful. Many, many local residents and law enforcement have been attempting to catch this dog for a long time now. The dog is super skittish and would never let anyone near it. Big Sky Anglers co-owner Joe Moore really led the efforts in catching this dog and getting him to safety. Joe made multiple attempts to catch it and supplied the live trap. Thanks for everything Joe! This dog remarkably survived in crazy cold temperatures for a very long time. We held the dog at our local kennel for the night, providing warmth, food, water and shelter. With the help of the Gallatin County Sheriff's Office, we were able to shuttle the dog on Thursday afternoon to Big Sky and then on to Bozeman to Heart of the Valley Animal Shelter. There were several residents of West Yellowstone that have expressed interest in adopting the dog, but I felt it was imperative that we get the dog to a place where a veterinarian can evaluate the health of the dog and make sure it receives all of its vaccinations prior to adopting out the dog. I hope all the residents that are interested will reach out to HOV if they are still interested.
 - The PD held their monthly firearms training on Wednesday at Big Gun Fun.

- The town celebrated January birthdays for town employees on Wednesday.
- Town Manager Dan Walker, Fire Chief Shane Grube, Assistant Fire Chief Carrie Eggings and I attended a meeting with Gallatin County Emergency Management head Patrick Lonergan to discuss emergency disaster planning and upcoming projects and trainings.
- Officer Sosa and I installed the Tonneau truck bed cover on the new patrol rig. We also installed wheel well covers on the rear wheels of this vehicle. The new patrol rig did not come with this wheel well covers; it is an option. I have never seen a vehicle that did not have these installed as standard from the factory. I corrected this problem by selecting the option on the patrol vehicle ordered last week.
- I attended the monthly West Yellowstone Early Childhood Coalition meeting. Many resources for school training and community education were discussed at this meeting. I will be having SRO Neil Curtis reach out to two of these resources to try and coordinate some valuable training with the school for both the teachers and the students.

Until next week, Mike & Brenda



JANUARY 19, 2024

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Participated in the WY Early Childhood Coalition Meeting. This group was created by the Gallatin County Sheriff's Office in response to the death of Alex Hurley. There is a fundraiser this weekend for the newly created Wolverine Care Fund in honor of Alex. This fund will be held by the West Yellowstone Foundation and used for abuse prevention education for students, teachers and community members as well as an education scholarship in his memory. Abuse prevention tactics and education opportunities were discussed at the meeting.
- I have spent a fair amount of time responding to discovery requests for the West Development lawsuit against the Town. This week, they are seeking copies of all the Town Council minutes from 2007 until now. This is a lot of information, most of which we already have signed and scanned, but it has forced me to get all of our minute books up to date. The minute books are the official records, but as soon as the paper copies are signed, we scan them so there are electronic copies as well. They are stored on our server and a backup of our server is held by DIS in Billings.
- Processed payroll for January 12, 2024. Federal and state tax rates for 2024 have changed, resulting in slightly higher paychecks for most employees.
- Prepared agenda/packet for January 23, 2024 Town Council Meeting



Highlights – Social Service Office

January 4-18 2024

- Assisting clients with LEAIP – energy assistance program applications
- Unemployment claimants are still experiencing problems with OPA
- Updating the Job Board and helping clients with applying for positions
- New employees to our town are utilizing the Lobby Food as well as the Clothing Bank
- Dianna participated in a Leadership webinar and attending a 2-day training in Bozeman
- Thanks to Vely for translating for us with a Spanish-speaking client
- Thanks to the Public Works for helping fix equipment and helping unload donated food
- Debbi traveled to Bozeman to pick up food from Montana Food Bank
- Loaning out a wheelchair to injured snowmobiler
- Assisted with HealthCare.gov with obtaining insurance for a family
- First of the year cleaning and organizing of files
- Assisting local students obtain their volunteer hours for scholarships
- “Recipe of the Month” – Chili with all the makings
- Several vouchers were given to individuals in need
- Several Emergency Food boxes prepared for new residents to the community
- School Kid Packs delivered to the school

Dianna Hansen & Debbi Paisley

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: Bullet points 1-11-2024
Date: Wednesday, January 17, 2024 9:32:07 AM

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Thursday, January 11, 2024 1:33 PM
To: Jon Simms <jsimms@townofwestyellowstone.com>; Dan Walker <dwalker@townofwestyellowstone.com>
Subject: Bullet points 1-11-2024

Bullet points 1-11-2024

#1 Reminded contractor for 224 n electric that no occupancy certificate has been issued yet so no one can live there.

#2 3 Yellowstone DRG work

#3 3 Canyon business parking for atv rentals.

#4 Ice rink maintenance

#5 Snow plowing

#6 vehicle maintenance

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

Recreation Department
Highlights
January 18, 2024

- Unemployment: I helped 3 people with unemployment, helped them file. These are people that don't know how to use the app so they come to my office so that I can help them every week.
- Tuesday was the first day for Zumba I waited till 6:30 and no one came. I will try next week and see if some people will show up.
- Wednesday was our first cooking class the food was great but attendance was very low. Only 5 people came to the class but we had an awesome time.
- I am working on a Daddy and me dance for Valentine's day for kid's kindergarten to 5th grade.
- Our next cooking class is January 31st Dianna will be teaching us how to make valentine cheese balls.

Thank you,

Vely

Public Services Dept. Bi-Weekly Report: Jan 5th through Jan 18th, 2024

Work Performed

- Vehicle and equipment repairs: ongoing
- Snow removal: ongoing
- Respond to frozen water line at 410 Alley D.
- Flush SAS service laterals and mainlines that continue accumulating debris.
- Building maintenance and service calls: ongoing
- Trash route: ongoing
- Haul off street light poles that continue to fall.
- SAS weekly manhole/ problem areas inspections: ongoing
- Perform water & WW samples: ongoing
- Sewer and water systems maintenance: ongoing
- Continue inventory for the EPA's lead and copper rule/ data entry to meet the October 16th, 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, equipment, etc.
- 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
- Fill in for staff/ operate equipment/ wrench on equipment (short 4 FT employees).
- 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, Town Council.
- 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.
- Call back recent equipment operator applicant to coordinate an interview, no response.
- Submit report to the Town Manager.
- 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

1/8/24: Water/Wastewater rounds. lead & copper inventory, Monthly Bacteria water samples taken delivered to Bridger labs. Picked up John-deer parts at RDO equipment co.

1/9/24: Water/Wastewater rounds. replaced ice blades on John-deer grader also fabricated and repaired support shoes on the big yellow snow blower.

Attended council meeting. Bids came in for the new wastewater facility excited to see the bid cost, very surprised and pleased with the numbers.

1/10/24: Water/Wastewater rounds. Lead copper inventory. Staff meeting and CIP meeting. Repaired Broken hinky snow plow blade- hydraulic ram and fabricated- welded blade back to gather.

1/11/24: Water/Wastewater rounds. the weather is turning cold and giving us problems starting equipment in the mornings for snow removal- helping the public works staff sorting out some of the starting problems.

Manhole inspections and fire hydrants thru-out town making sure we do not have any blockages or problems also scheduling with blue the local sewer cleaner to clean some problem areas.

Lagoon and air adjustments at the wastewater facility.

Wastewater flows are up there ranging from 420.000 to 450.000 thousand gallons per day.

Water flows are in the range of 450.000 to 458.000 thousand Gallons per day.

Working on DMR's forth Quarter 2023 EPA paper work.

If you have any questions please contact me.

Jon Brown



January 19, 2024

Dan Walker
Town of West Yellowstone
440 Yellowstone Avenue
PO Box 1570
West Yellowstone, MT 59758

RE: Received bids for project "1.5 MGD WWTP FACILITY"
Town of West Yellowstone, Montana
Project No. 01-20-0046
WPCSRF Project No. C301313

Mr. Walker,

Forsgren Associates, Inc. is in receipt of the bids for the West Yellowstone 1.5 MGD WWTP FACILITY project as collected by the Town. Bidding has been conducted in accordance with Montana Code Annotated MCA 18-4-303. Four contractors submitted bids for this project. Bids were received from the following General Contractors:

- Prospect Construction Group
- GSE Construction
- Record Steel and Construction (RSCI)
- IMCO General Construction

BASIS OF EVALUATION

Forsgren Associates has reviewed each bid in accordance with the requirements of the bid documents and specifications. Each bid was evaluated first to determine if the bid was responsive or non-responsive. Responsive bids must have provided the following minimum documentation in a sealed package on or before the bid date and time:

- Bid Form filled out
- Bid Form signed
- Addenda Acknowledged
- List of equipment suppliers for the equipment included in the Process Equipment Schedule

Forsgren accepted the equipment list from bidders for two hours after the bid opening. In accordance with BID FORM article 2.01 G 2 and as clarified in Addendum 5, the equipment list must include all equipment identified on the equipment schedule. RSCI did provide an equipment list, however, the list does not include all the equipment identified on the equipment schedule. Primarily RSCI omitted the solids handling and polymer equipment, which have a value of approximately \$400,000.00.

Additional information regarding proposed subcontractors was required within two hours of the bid opening. All bidders provided a complete list of suppliers within the two-hour window, except RSCI. In accordance with INSTRUCTIONS TO BIDDERS article 11.02 A lists must include subcontractors for electrical, HVAC, plumbing, and concrete work. RSCI's bid package did not identify subcontractors for performance of electrical, plumbing, and concrete work. RSCI is licensed in Montana to perform electrical and concrete work, but not plumbing work.

Furthermore, following the bid and upon request, bidders must provide information regarding qualifications as outlined in the Instruction to Bidders Article 3.01. All bidders omitted some qualification documentation in the sealed bid package. Request for additional qualifications documentation will be issued to the lowest cost responsive bidder. In the event qualification documentation is inadequate, the request will be made to the next lowest cost responsive bidder. See attached BASIS OF EVALUATION spread sheet for specific documentation provided.

Also, bidders must provide documentation specific to the SRF funding requirements. All bidders included the required funding agency documentation in the sealed bid packages.

RSCI omitted equipment items on the submitted equipment list and omitted the plumbing subcontractor that were required to be provided. The omission of these items are not in compliance with bid requirements for equipment lists as provided in BID FORM Article 2.01 G 2 and as clarified in Addendum 5; bid requirements for subcontractors are listed in BID FORM Article 2.01 G 1. Forsgren believes the Bid received from RSCI is nonresponsive and therefore not eligible for consideration. Forsgren is of the opinion that Prospect Construction Group has submitted a responsive bid, is the next lowest bid, and is therefore eligible for consideration.

EVALUATION BIDS

RSCI proposed the lowest price bid package, however, with the omission of the complete equipment list and plumbing subcontractor, RSCI's bid is nonresponsive. The bids were then evaluated based on the amount bid by each responsive bidder. Prospect Construction Group submitted the lowest cost with a responsive bid. The Bid Tabulation is attached for review.

The Engineer's estimate has been used in developing the current funding packages. Prospect Construction Group's bid is within the fundable amount for the proposed 1.5 MGD WWTP FACILITY.

It is Forsgren's recommendation that the bid from Prospect Construction Group is eligible for consideration of award. If you have any questions, please feel free to contact me at (208) 356-9201.

Sincerely,
Forsgren Associates, Inc.



Dave Noel, P.E.
Project Manager

Attachments: Basis of Evaluation spreadsheet
Bid Tab spreadsheet

Bid Form and Bid Security on file at the Town office.

cc: Steve Lipetzky, DEQ SRF

Project No. 01-20-0046; WPCSRF NO. C301313
 Project: 1.5 MGD WWTP FACILITY Date: Date: 19-Jan-24
 Client: Town of West Yellowstone Prepared By: CLM

NO.	ITEM	PROSPECT CONSTRUCTION GROUP	GSE CONSTRUCTION	RECORD STEEL AND CONSTRUCTION	IMCO GENERAL CONSTRUCTION
REFERENCE	REQUIREMENT	PROSPECT CONSTRUCTION GROUP	GSE CONSTRUCTION	RECORD STEEL AND CONSTRUCTION, INC	IMCO GENERAL CONSTRUCTION

Minimum Documentation Included in Bid Package

1	Instructions to Bidders 12.01	Bid Form Signed	x	x	x	x
2	Bid Form Article 5.03	Addenda Acknowledged	x	x	x	x
3	Bid Form Article 2.01.A.	Required Bid security;	x	x	x	x
10	Bid Form Article 2.01.G.1 / Addendum 6	Attachment No. 1: Proposed Subcontractors (submitted within 2 hours of bid)	x	x	x*	x
13	Bid Form Article 2.01.G.2 / Addendum 5	Attachment No. 2: Certified List of Equipment (submitted within 2 hours of bid)	x	x	x*	x

Bidder Qualifications - Due 5 Days Following Request

4	Bid Form Article 2.01.B.	List of Proposed Subcontractors;	x	x	x*	x
6	Bid Form Article 2.01.D.	Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;	x	x	x	x
7	Bid Form Article 2.01.E.	Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;	x	x	x	x
8	Bid Form Article 2.01.F.	Required Bidder Qualification Statement with supporting data; and	x	x	x	
9	Instructions to Bidders 3.01	To demonstrate Bidder's qualifications to perform the Work, after submitting its Bid and within five calendar days of Owner's request, Bidder must submit the following information: A. Written evidence establishing its qualifications such as financial data, previous experience, and present commitments.	x	x	x	x
11	Bid Form Article 2.01.G.1 / Addendum 6	Subs Listed have Montana Contractor Registration Number				x
12	Bid Form Article 2.01.G.1 / Addendum 6	Subs Current License Documentation			x	
15	Bid Form Article 2.01.G.3	Attachment No. 3: Bid Bond (Or cashier's check in lieu of Bid Bond)	x	x	x	x

Additional Funding Agency Documentation

17	Section 00900 Paragraph E.1.	Documentation of Good Faith Effort	x	x	x	x
16	Bid Form Article 2.01.G.4 / Addendum 5	Funding Agency Form 'Certification Regarding Debarment, Suspension, and Other Responsibility Matters' Located in section 00900 page 30	x	x	x	x
19	Section 00900	AIS Compliance Form	x	x	x	x

* indicates partial compliance



BID TABULATION

Project No. 01-20-0046; WPCSRF NO. C301313					Date: 19-Jan-24		Date: 19-Jan-24	
Project: 1.5 MGD WWTP FACILITY					Prepared By:		Prepared by: CLM	
Client: Town of West Yellowstone								
NO.	ITEM	UNIT	QUANTITY	ENGINEER'S ESTIMATE*	PROSPECT CONSTRUCTION GROUP	GSE CONSTRUCTION	RECORD STEEL AND CONSTRUCTION	IMCO GENERAL CONSTRUCTION
BASE BID ITEMS								
1	Wastewater Treatment Plant	LS	1	\$29,000,000.00	\$25,753,346.12	\$33,492,800.00	\$25,025,000.00	\$28,700,000.00
2	Aeromod Equipment Contract	LS	1	\$4,975,695.88	\$4,975,695.88	\$4,975,695.88	\$4,975,695.88	\$4,975,695.88
3	Aeromod Equipment Install	LS	1	\$1,036,504.12	\$900,000.00	\$1,524,304.12	\$1,209,000.00	\$600,000.00
GRAND TOTAL OF ALL BID ITEMS				\$35,012,200.00	\$31,629,042.00	\$39,992,800.00	\$31,209,695.88	\$34,275,695.88

*Engineers estimate is included in current funding packages.



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.

2024 Taste of the Trails Budget

Income			
	Registration		\$2,700.00
	MAP Funds		\$500.00
		Total	\$3,200.00
Expenses			
	Event expenses		
	Supplies		\$350.00
	Band		\$500.00
	Grooming		\$1,500.00
	Forest Service Special Use Permit		\$82.00
	Event insurance		\$300.00
	Marketing		\$100.00
	Payroll (Director)		\$200.00
	Miscellaneous		\$200.00
		Total	\$3,232.00
MAP request			
	Band		\$500.00
		Total	\$500.00

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)?

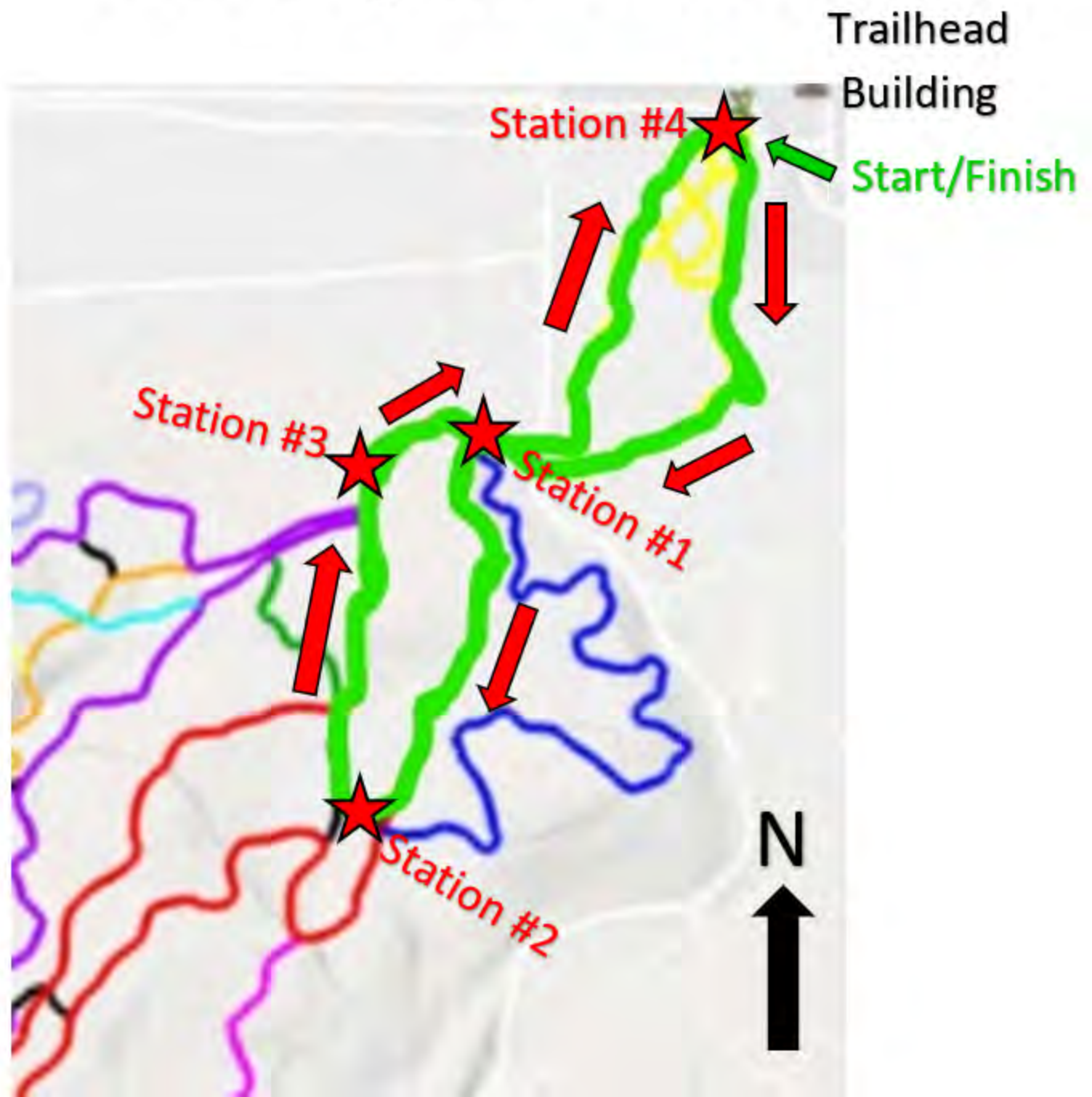
4 Can your event or project proceed without MAP funds?

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.

Taste of the Trails



Certification

Applicant Individual or Organization: West Yellowstone Ski Educatoin Foundation

Event or Project Contact Person: Julie Wieseler

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

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

Signature Julie Wieseler

Name (printed) Julie Wieseler

Title Grant Administrator

Date 23 December 2023

FOR OFFICE USE ONLY

Application approved by MAPFAB for total requested amount of _____ Date _____

Application approved by MAPFAB for only _____ of total requested amount Date _____

Application not approved by MAPFAB Date _____

Reason:



Marketing and Promotion Fund Advisory Board (MAPFAB)

RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: Yellowstone Rendezvous Race

Event or Project Name: Yellowstone Rendezvous Race

Date Submitted: 12.22.23

Date Approved by MAPFAB: 1.11.24

Requested Funding Amount: \$9500

Approved Funding Amount: \$9500

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



Marketing and Promotion (MAP) Fund APPLICATION COVER PAGE

APPLICANT INFORMATION

Applicant Individual or Organization: Yellowstone Rendezvous Race

Event or Project Contact Person: Julie Wieseler

Address: PO Box 65

Phone: 406.539.6021 Email: wysefgrants@gmail.com

Application Submission Date: 22 December 2023

EVENT OR PROJECT INFORMATION

Event or Project Name: Yellowstone Rendezvous Race

Location of Event or Project: Rendezvous Ski Trails

Date(s) of Event or Project: March 2, 2024

Estimated Total Event or Project Cost: \$50,750

MAP Fund Amount Requested: \$9500

SECTION 1 · PROPOSED EVENT OR PROJECT SUMMARY

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

The Yellowstone Rendezvous Race is an annual race with the next one being held March 2, 2024. The local ski season is traditionally kicked off with the Yellowstone Ski Festival, and the closed out with the Yellowstone Rendezvous Race. The race brings in racers of all ages and abilities due to the variety of offerings: 2k races for young children, 5k for older children, and 10k, 25k, and 50k for older/ more advanced skiers. Indeed, the 50k Yellowstone Rendezvous Race is part of the American Ski Marathon series, which increases the value of the race for many skiers.

The race atmosphere is festive and fun, drawing skiers from around the country and often internationally, as well as their families and friends. The event is known to bring 500-700 skiers and a couple hundred support staff and spectators. Last year, 594 racers participated. While the races are held on Saturday, most non-resident visitors arrive the day before (inferred by roughly 80% of the race packets being picked up Friday evening) and don't leave until the day after the races (inferred from the well attended awards ceremony and the activity on the ski trails Sunday).

The Yellowstone Rendezvous Race is seeking funding from the MAP board to cover some marketing, some event operations, and some general operating expenses.

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.

Preparation timeline:

- Ongoing - advertisement (print and social media)
- Grooming preparation specific to race day begins approximately 14 days out

Proposed event schedule:

Friday, March 1

- 6:00-9:00 PM Packet Bib Pickup at Povah Community Center

Saturday, March 2

- 7:15 - 8:15 AM Packet Bib Pickup at Povah Community Center
- 8:45 - 9:25 AM Race Starts:
 - 8:45 AM 25k Classic
 - 9:00 AM Elite 25k & 50K
 - 9:02 - 9:10 25k & 50k, Classic & Skate, Waves 1-3
 - 9:15 10k Classic & Skate
 - 9:20 5k Children's Classic
 - 9:25 2k Children's Classic
- 6:30 - 9:00 PM Awards Ceremony/ Dessert Buffet

SECTION 3 · PUBLICITY, PROMOTION, MARKETING

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

The Yellowstone Rendezvous Race is marketed through multiple outlets including printed and digital material, and social media (Facebook and Instagram). The Race is promoted through regional ski associations and national publications as well as online including Boulder Mountain Tour Program, Birkie Program, Fasterskier.com, and skinnyski.com among others. Destination West Yellowstone (West Yellowstone Chamber of Commerce) our marketing partner is working with an advertising company and has expanded our advertising reach (e.g., to Ikon pass holders, to those searching ski resorts in other states, etc.). And yes, West Yellowstone, MT, is clearly identified as the race location and the place to be on the first weekend of March.

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.

Income				
	Sponsor Income		\$4,000.00	
	Retail Income		\$500.00	
	Race Registrations		\$40,000.00	
	MAP grant		\$9,500.00	
		TOTAL	\$54,000.00	
Expenses				
	Event operations			
		Race Expenses		(e.g., bibs, skier swag, feed stations, volunteer expenses, medals, etc.)
		Bibs	\$4,000.00	
		Feed stations	\$1,600.00	
		Skier Swag	\$5,000.00	
		Miscellaneous	\$2,000.00	(e.g., photographer, course supplies, snowmobile fuel, medals, etc.)
		Banquet	\$4,000.00	(Space, chairs, catering)
		Prize money	\$6,000.00	
		Timing	\$4,000.00	
		Grooming	\$6,700.00	
		U.S. Forest Service	\$2,500.00	
	Marketing & Promotion	Marketing	\$2,500.00	
	Payroll	Payroll	\$6,700.00	(e.g., Director, Chiefs of comp, course, volunteers, etc.)
	General operating expenses	Porta Potties	\$1,400.00	
		Insurance	\$1,350.00	
		Miscellaneous	\$3,000.00	(e.g., credit card processing fees, accounting, postage, etc.)
		TOTAL	\$50,750.00	
Proposed MAP Budget Request				
	Marketing & Promotion	Marketing:QuickPrint	\$1,000.00	
	Event operations	Payroll	\$2,000.00	
		Timing	\$2,000.00	
		Grooming	\$3,500.00	
	General operating expenses	Porta potties	\$1,000.00	
		TOTAL	\$9,500.00	

SECTION 5 - APPLICATION REVIEW CRITERIA

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

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

The Yellowstone Rendezvous Race is known to be a significant late winter season event impacting West Yellowstone's winter economy. Racers and spectators come to West Yellowstone for the race and West Yellowstone's amenities during the days leading up to and following the race. Thus leading to non-resident expenditures on lodging, food, gear, gifts, and fuel. The people that visit often take advantage of being close to the park, and ski in or take a snow-coach tour. We also work with Destination Yellowstone (Chamber of Commerce) and Kids N Snow to provide activities for people to do and see throughout the event weekend.

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 measure the success of the Yellowstone Rendezvous Race through the number of registrants for the race, trail pass sales, advertising reports, social media analytics, and overall feedback from participants, event workers, volunteers, and our sponsors. We also compare year to year the resort tax and TBID collections for March to measure the success of the race. This information allows us to better prepare for future Yellowstone Rendezvous Races.

- 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)?

The Yellowstone Rendezvous Race has been awarded MAP grants previously. All of our vendors and expenses have been paid to date.

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

The Yellowstone Rendezvous Race would be able to proceed without MAP funds with adjustments and cuts made, likely leading to decreased attendance and corresponding economic consequences.

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

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

SECTION 6 - APPLICATION SUPPORTING DOCUMENTATION

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

All Yellowstone Rendezvous Race information will be posted online at <http://www.skirunbikemt.com/rendezvous-race2.html>. The most recent Outcome Report is the next page.

We are grateful for MAP funds we have received!



May 18, 2023

MAP Funds outcome report

The 2023 Yellowstone Rendezvous Race was a success with 597 participants. Feedback from participants this year was all very positive; it seems everybody had a good time.

The impact on local businesses was likely positive as noted by the letter from Debbie Griffin (The Book Peddler, see letter attached) though the TBID collections do not necessarily reflect that when compared to years past (see attached Table & Figure). I have found that the TBID collections provide a general sense of activity, however given the variability of submission frequency (by that, I mean some businesses pay monthly, some submit for several months in one submission, etc.) they must be interpreted with a grain of salt.

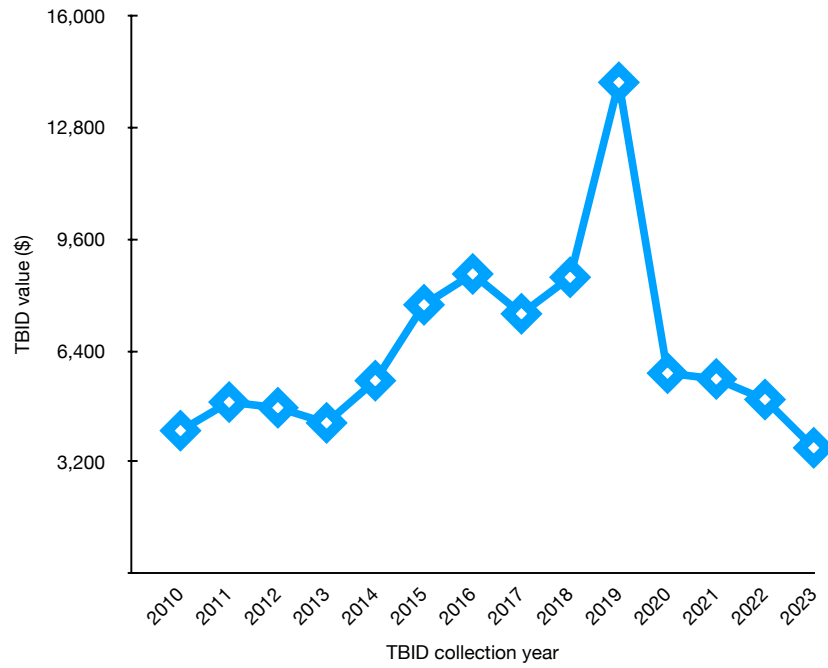
As mentioned at the MAP meeting, Destination Yellowstone hired a marketing firm to expand the reach of West Yellowstone's brand. One aspect of the marketing that is new to our local marketing approach is geofencing. Geofencing allows for the advertising to be presented to a specified population (the target with our marketing was Ikon pass holders). Whenever an Ikon pass holder visited a ski resort's webpage, they were presented with an ad for West Yellowstone. This February that allowed for 34,781 ad views. From that, have data showing that there were 78 clicks. As this is new, we only have information from this year. These numbers will have greater meaning when we are able to compare them across years, which will start next year. Additionally, The Utah Nordic TUNA news report ran a story on the Rendezvous Race that likely enhanced West Yellowstone's exposure, though we do not have data from that.

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

Table & Figure

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

April TBID collections across years since inception



Certification

Applicant Individual or Organization: Yellowstone Rendezvous Race

Event or Project Contact Person: Julie Wieseler

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

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

Signature Julie Wieseler

Name (printed) Julie Wieseler

Title Grant Writer

Date 23 December 2023

FOR OFFICE USE ONLY

Application approved by MAPFAB for total requested amount of _____ Date _____

Application approved by MAPFAB for only _____ of total requested amount Date _____

Application not approved by MAPFAB Date _____

Reason:



Town Council Agenda Item Summary Report

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

Item Summary

--

Staff Recommendation

--

Suggested Motion

--

RESOLUTION NO. 764

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

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

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

WHEREAS, in August 2008, the Town Council passed Resolution No. 538 creating the Downtown Improvement District; and

WHEREAS, the Town Council wishes to create a Business Improvement Advisory Board to replace the Downtown Improvement District Advisory Board that was created by Resolution No. 538 and update the structure and responsibilities of the board.

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


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

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


1. The Mayor and Town Council shall appoint seven members to the Business Improvement Advisory Board. Members of the board shall be residents of School District No. 69. A representative of the Chamber of Commerce shall serve as an ex-officio member of the board.
2. Membership of the board shall include one representative from the Town Council, two business owners that also own the real property for their business, two business owners that own their property or operate on leased property, two members from the community at large.
3. Each board member shall be appointed by the Mayor and Town Council, for a term of four years. Initial appointments may be shorter to provide for staggered terms. The Town Council Member that serves on the board shall serve a term concurrent with their town council term.

4. The Town Council hereby establishes a board to develop a strategic plan for the commercial areas and to address issues including but not limited to beautification, parking, signs, landscaping, garbage and recycling. The board will make recommendations to the Town Council on these issues.
5. The Business Improvement Advisory Board shall operate under the following guidelines:
 - A. The Business Improvement Advisory Board shall be subject to the open meeting laws in the State of Montana. All meetings shall be properly noticed to the public.
 - B. The Business Improvement Advisory Board shall adopt an organizational structure and establish by-laws and regulations for the conduct of business.
 - C. The Business Improvement Advisory Board shall report on its activities to the Town Council on a quarterly basis at a regularly scheduled Town Council Meeting.
 - D. The Business Improvement Advisory Board is advisory in nature and has no authority to seek funds or obligate Town funds or resources without prior authorization from the Town Council.


**PASSED BY THE TOWN COUNCIL FOR THE TOWN OF WEST
YELLOWSTONE THIS 19TH DAY OF OCTOBER, 2021.**




 Mayor Jerry Johnson



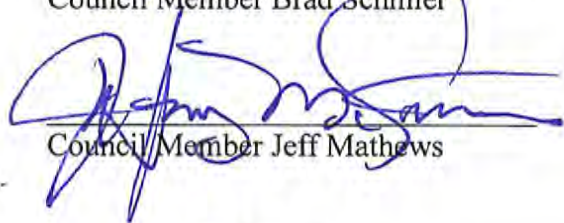
 Council Member Travis Watt



 Council Member Brian Benike



 Council Member Brad Schmier



 Council Member Jeff Mathews

ATTEST:



 Town Clerk Elizabeth Roos



Business Improvement Advisory Board

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

Staff Support – concurrent w/ employment

Jon Simms, Public Services Superintendent
Vely Vazquez, Recreation Coordinator

jsimms@townofwestyellowstone.com
ivazquez@townofwestyellowstone.com

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

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

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

****2 positions – community at large*

Updated 2/22/23 - er

From: [Kelli Sanders](#)
To: [Elizabeth Roos](#)
Subject: BIAB
Date: Saturday, December 30, 2023 10:59:48 AM

Hi Liz,

Can you please add my name to the list to continue my position on the BIAB.

Thanks Liz,

Kelli Hart



Received ER
10-6-21

APPLICATION FOR BOARDS AND COMMITTEES

Name Kelli Hart Date 10/6/2021

Address 77 Moose Dr.

City W. Yellowstone State MT. Zip 59758

Phone (Home): _____ (Work): _____ (Cell/Other): 406-640-5713

E-Mail Address: kelli@freeheelandwheel.com

Are you a resident of West Yellowstone? Y Length of residency in West Yellowstone: 27 years

Board or Committee you are applying for: DIB

Occupation: self employed

Employer: _____

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

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

Past Memberships and Associations: _____

Current Memberships and Associations: _____

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: I have served on the West Yellowstone Ski Education Foundation Board for 16 Years.

What are your primary objectives for serving on this board? Improve the aesthetics of downtown

- References (Individual or Organization):
- Kristy Coffin(TBID) Phone: 406-640-0333
 - Kevin Flanagan(WYF) Phone: 406-640-1616
 - Rachel Spence(WYSEF) Phone: 406-640-0266

Signature: Kelli Hart Date: 10/6/2021

Please return this application to the Town Offices at 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT, 59758, or by email to: info@townofwestyellowstone.com. Thank you in advance for your interest.



Town Council Agenda Item Summary Report

Meeting Date: January 23, 2024	
Item Title: Montana Historic Preservation Grant Program	
Submitted By (Name/Title): Katie Thompson, Finance Director	
Discussion Only <input type="checkbox"/>	Discussion/Action <input checked="" type="checkbox"/>
Funding Source: 4000-460460-920	Budgeted <input checked="" type="checkbox"/>
Estimated Date of Completion: February 28, 2024	

Item Summary

The Montana Historic Preservation Grant allows for applicants to apply for up to a \$500,000 grant. This helps with maintaining and repairing historical buildings and/or landmarks. The grant application will remain pending until the end of the legislation session in 2025. The legislature considers the Commerce's recommendations and Katie will speak to legislature about our projects, if they approve the final step is signature of the Montana Governor.

This grant allows us to write get possible funding for our Union Pacific Dining Lodge roof project.

We could also write a grant for the repairs needed over at the museum, these could include even the concrete work outside.

Staff Recommendation

Recommendation is allowing Katie to write 2 grants to the Montana Historic Preservation Grant program. The first grant would be for the Union Pacific Dining Lodge roof project and the other one for repairs to the museum.

Suggested Motion

I move that we direct Katie to write 2 grant applications to the Montana Historic Preservation Grant Program with the Montana Department of Commerce.



MONTANA HISTORIC PRESERVATION GRANT PROGRAM

The Montana Historic Preservation Grant Program provides grant funding for preserving historic sites, historical societies, or history museums.

Background

- The Montana Historic Preservation Grant Program is a state-funded program created in 2019 as a result of Senate Bill 338, Sections 1 through 17
- The program is funded biennially through legislative action
- The source of funds is accommodation tax

Eligibility

- Eligible Applicants: Cities, towns, counties, Tribal governments, representatives of a governing unit (such as library or school district), non-profits, for-profits, individuals with a fiscal agent
- Eligible Projects: Internal or external “brick-and-mortar” improvements to address infrastructure, maintenance, building code, security, climate control, or fire protection issues

Grant Amount

Maximum grant is \$500,000 with a 20% match of the total project cost for governing units, and a 20% match of the total grant request for other entities.

Application Due Date

February 28 in even numbered years

Program Contact

Mackenzie Espeland, Program Manager
406.841.2770 (Main Phone Line)

TOWN OF WEST YELLOWSTONE

ADVISORY BOARD VACANCIES

Marketing and Promotions Advisory Board

The Town of West Yellowstone is seeking an interested individual to serve on the Marketing and Promotion (MAP) Advisory Board. The board's responsibilities include establishing specific criteria by which specific marketing projects are selected and funded. In accordance with adopted policies and procedures, the board selects individual marketing and promotion projects and makes recommendations to the Town Council on the expenditure of MAP funds for such projects. Past events that have received funding include the Rendezvous Ski Race, SnowShoot, Music in the Park, Yellowstone Rod Run, Wild Bill Days, and the Hebgen Lake Ice Fishing Tournament. Currently, the board is working on criteria and application process to fund up to \$100,000 for a "big event" to take place in West Yellowstone in 2025. Board members are appointed by the Mayor and Town Council for a term of three years. The board typically meets on the second Thursday of each month at 12:00 Noon.

Business Improvement Advisory Board

The West Yellowstone Town Council is seeking an interested individual to serve on the Business Improvement Advisory Board. Members of this committee will work towards developing a strategic plan for the commercial areas and address issues including but not limited to beautification, parking, signs, landscaping, garbage and recycling. The board will make recommendations to the Town Council on these issues and may work with Town staff to accomplish projects. There are two open seats on this board, one for a business owner that leases their business property and one for a business owner that owns their business property. Board members are appointed by the Mayor and Town Council for a term of four years. The board typically meets once a month at 9 AM on a weekday, based on the availability of the board members.

Interested individuals should complete and return the '**Application for Boards and Committees**' which is available from the Town Offices, 440 Yellowstone Avenue, West Yellowstone, MT or on the Town website: www.townofwestyellowstone.com. Positions are open until filled. For more information please contact the Town Offices at (406) 646-7795 or by email to: info@townofwestyellowstone.com.





REIMAGINING RURAL IS COMING TO OUR TOWN.

Join the conversation to reimagine a vibrant future for our town.

JAN 29 - RURAL IS CHANGING, NOT DYING

Tara Mastel, MSU Extension, utilizes recent data to debunk the myth, "small towns are dying." Plus, success stories from small towns across Montana.

FEB 12 - NEW WAYS TO GET THINGS DONE IN SMALL TOWNS

National speakers Becky McCray & Deb Brown will lead communities through their simple and effective "idea friendly method" of getting things done. Also, more small town successes.

FEB 26 - LOVE TO THE SMALL TOWN DOERS, DREAMERS & SPARK PLUGS

Rebecca Udem a North Dakota based small town dreamer, farmer, business owner and national speaker will share her amazing story of small town success and lessons she's learned from being an accidental community development professional.

REIMAGINING RURAL

is a statewide three part series designed for Montana's rural communities.

JOIN THE CONVERSATION

to hear inspirational success stories from small towns across the state and fresh perspectives on the future of rural from leading experts. You will leave re-energized and motivated to try new ideas that may help your community reimagine a brighter future.

Sessions run 6-8 pm and are FREE. The community is encouraged to attend.

Join us at the Chamber of Commerce for each session!

To learn more, contact: Carrie Coan- West Yellowstone Foundation, Kelli Hart- Freeheel & Wheel or Leah Sherman- L's Boutique

REIMAGINING RURAL
is made possible through
the work of these great
organizations:

