

Town of West Yellowstone

Tuesday, December 8, 2015

West Yellowstone Town Hall, 440 Yellowstone Avenue

Work Session & Town Council Meeting

7:00 PM

Pledge of Allegiance

Purchase Orders

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **November 17, 2015 Work Session & Town Council Meeting** ∞
December 1, 2015 Work Session ∞

Business License Applications

- Corner Cenex (License Transfer and Request to Waive Resort Tax Bond) ∞

- Rocky Mountain SnowBike Rentals ∞

Advisory Board Report(s)

Operations Manager & Department Head Reports

Assignments Report

Comment Period

- **Public Comment**

- **Council Comments**

NEW BUSINESS

Mistletoe Magic Holiday Bazaar, Fee Reduction and Bond Waiver Request Discussion/Action ∞

West Yellowstone Economic Development Council Presentation, Scope of Work for Development of the 80 Acres Discussion/Action ∞

Parks & Recreation Advisory Board Appointment, Liz Watt Discussion/Action ∞

Marketing and Promotions Fund Award Recommendations Discussion/Action ∞

- WY Snowmobile and Powersports Expo 2016, \$17,000

- SnowShoot 2017, \$7500

Applications for Outside Amplification Permits Discussion/Action ∞

- Christmas Stroll, December 17, 2015

- Wild Bill Octane Nights, March 11-12, 2016

Resolution No. 672, Alcohol Exemption, Wild Bill Octane Nights Discussion/Action ∞

Encroachment Applications Discussion/Action ∞

- Community Christmas Tree

- Tri-State Excavating

Health Care Services Request for Proposals, Final Draft Discussion/Action ∞

911 Advisory Board Recommendation, Dispatch Center Capital Funding Discussion/Action ∞

Sewer Lagoon Lease Extension Discussion/Action ∞

Correspondence/FYI

Meeting Reminders



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Operations Manager.

General Town Council Meeting Information

- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.
- Presently, informal Town Council work sessions are held at 12 Noon on Tuesdays 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 646-7795.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$							Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account		
41530	2575 WY Tourism Business Improvement	30,059.78								
12/01/15	November 2015 collections	30,059.78		TBID	2102 411800	540		101000		
41533	2845 Kastig, Kauffman & Mersen, PC	2,549.32								
11/20/15	legal services	2,405.00		LEGAL	1000 411100	352		101000		
11/20/15	postage/copies	36.45		LEGAL	1000 411100	870		101000		
11/20/15	phone/fax	0.35		LEGAL	1000 411100	345		101000		
11/20/15	travel	107.52		LEGAL	1000 411100	373		101000		
41534	2852 Fremont Communications	300.00								
11/15/15	fiber optic, Town Hall	300.00		TWNHAL	1000 411250	345		101000		
41536	2546 Century Link QCC	67.98								
11/23/15	long dist chg 406-646-7600	67.98		finadm	1000 410510	345		101000		
41537	2813 Century Link	2,665.31								
11/19/15	DSL Povah, 646-7982	45.73		POVAH	1000 411255	345		101000		
11/19/15	DLS Police 646-0231	60.73		POLICE	1000 420110	345		101000		
11/19/15	DSL Pub Serv Office 646-7949	60.73		BLDINS	1000 430200	345		101000		
11/19/15	Sewer Treat 646-9027	31.12		STREET	5310 430600	345		101000		
11/19/15	Sewer lift 646-5141	31.84		SEWER	5310 430600	345		101000		
11/19/15	PCC Elevator 646-7481	31.12		POVAH	1000 411255	345		101000		
11/19/15	Centrex Finance - 20%	245.92		FINADM	1000 410510	345		101000		
11/19/15	Centrex, Police-20%	245.92		POLICE	1000 420110	345		101000		
11/19/15	Centrex, Soc Ser -10%	122.96		SOCSEK	1000 450135	345		101000		
11/19/15	Centrex, Court - 10%	122.96		COURT	1000 410360	345		101000		
11/19/15	Centrex, Bld Ins - 10%	122.96		BLDINS	1000 430200	345		101000		
11/19/15	Centrex, Street - 10%	122.96		STREET	1000 430200	345		101000		
11/19/15	Centrex, PCC - 10%	122.96		POVAH	1000 411255	345		101000		
11/19/15	Centrex, Lib	122.97		COURT	2220 460100	345		101000		
11/19/15	E911 Viper 646-5170	91.48		E911	2850 420750	345		101000		
11/19/15	E911 255-9710	996.20		E911	2850 420750	345		101000		
11/19/15	E911 255-9712	24.51		E911	2850 420750	345		101000		
11/19/15	Alarm Lines, 646-5185	62.24		TWNHAL	1000 411250	345		101000		
41538	2088 Town West Yellowstone	442.65								
12/01/15	utility chrgs, Chamber, 895	30.58		BLDGS	1000 411257	340		101000		
12/01/15	utility chrgs, UPDL, 892	51.36		BLDGS	1000 411252	340		101000		
12/01/15	utility chrgs, PS Shops, 884	23.69		BLDGS	1000 411253	340		101000		
12/01/15	utility chrgs. Povah Ctr, 887	46.60		BLDGS	1000 411255	340		101000		
12/01/15	utility chrgs, Police Dept, 886	30.46		BLDGS	1000 411258	340		101000		
12/01/15	utility chrgs, City Park, 885	138.47		BLDGS	1000 411253	340		101000		
12/01/15	utility chrgs, Library, 891	24.13		LIBRAR	1000 411259	340		101000		
12/01/15	utility chrgs, Lift #1, 903	10.15		SEWER	5310 430600	340		101000		
12/01/15	utility chrgs, Twn Hall, 921	87.21		TWNHAL	1000 411250	340		101000		

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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
41539	42 Fall River Electric	8,496.16							
	11/19/15 UPDH 4212041 elec service	706.60		UPDH	1000 411252	341		101000	
	11/19/15 POLICE 4212008 elec service	327.95		POLICE	1000 411258	341		101000	
	11/19/15 shop 4212018 elec service	117.54		STREET	1000 430200	341		101000	
	11/19/15 ANIMAL 4212029 elec serv	107.16		ANIMAL	1000 440600	341		101000	
	11/19/15 PARK 4212032 Elec ser	137.86		PARK	1000 411253	341		101000	
	11/19/15 PARK 2901001 elec serv	81.52		PARK	1000 411253	341		101000	
	11/19/15 CLORINATOR 4212030 elec serv	58.54		WATER	5210 430500	341		101000	
	11/19/15 MAD ADD WATER 4212017	45.99		WATER	5210 430500	341		101000	
	11/19/15 PUMP 4212005 elec serv	223.03		WATER	5210 430500	341		101000	
	11/19/15 SEWER LIFT STATION 4212006	196.54		SEWER	5310 430600	341		101000	
	11/19/15 SEWER PLANT 4212007 elec ser	1,361.69		SEWER	5310 430600	341		101000	
	11/19/15 MAD SEWER LIFT 4212014 elec	146.69		SEWER	5310 430600	341		101000	
	11/19/15 SEWER TREAT SERV 4212046 ele	2,707.40		SEWER	5310 430600	341		101000	
	11/19/15 library 23 dunraven 4212054	122.60		LIBRY	1000 411259	341		101000	
	11/19/15 povah comm ctr 4212001	238.35		POVAH	1000 411255	341		101000	
	11/19/15 unmetered lights 4212004	1,451.25		STLITE	1000 430263	341		101000	
	11/19/15 Town Hall 4212009	429.45		TWNHAL	1000 411250	341		101000	
	11/19/15 Ice Rink 421010	36.00		PARKS	1000 411253	341		101000	
41541	1514 Verizon Wireless	1,065.51							
	11/20/15 640-0512, SS Assist	31.13		SOCSER	1000 450135	345		101000	
	11/20/15 640-1103, Operator	31.13		STREET	1000 430200	345		101000	
	11/20/15 640-1438, SS Director	31.13		SOCSER	1000 450135	345		101000	
	11/20/15 640-1460, Library Dir, SP	61.13		LIBRAR	2220 460100	345		101000	
	11/20/15 640-1461, Facilities Tech, SP	61.13		STREET	5210 430500	345		101000	
	11/20/15 640-1462, Operator, SP	61.13		STREET	5210 430500	345		101000	
	11/20/15 640-1463, Deputy PSS, SP	61.13		STREET	5310 430600	345		101000	
	11/20/15 640-1472, Ops Mgr, SP	61.13		ADMIN	1000 410210	345		101000	
	11/20/15 640-1676, Rec Coord, SP	61.13		REC	1000 460440	345		101000	
	11/20/15 640-1754, COP, SP	61.13		POLICE	1000 420110	345		101000	
	11/20/15 640-1755, Police	31.13		POLICE	1000 420110	345		101000	
	11/20/15 640-1756, Police	31.13		POLICE	1000 420110	345		101000	
	11/20/15 640-1757, Police	31.13		POLICE	1000 420110	345		101000	
	11/20/15 640-1758, Police, SP	61.13		POLICE	1000 420110	345		101000	
	11/20/15 640-1759, Police	31.13		POLICE	1000 420110	345		101000	
	11/20/15 640-7547, Facilities Tech	31.13		PARKS	1000 460430	345		101000	
	11/20/15 640-9074, PSS, SP	61.13		BLDINS	5310 430600	345		101000	
	11/20/15 COP laptop	46.31		POLICE	1000 420110	345		101000	
	11/20/15 Officer laptop	40.01		POLICE	1000 420110	345		101000	
	11/20/15 New phone, Rec	99.99		REC	1000 460440	212		101000	
	11/20/15 New phone, police 640-1757	79.99		POLICE	1000 420110	212		101000	

12/04/15
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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 12/15

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* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
41544	1089 Gallatin County Treasurer	525.00							
October 15	12/04/15 Tech surcharge	160.00		COURT	7458 212200			101000	
October 15	12/04/15 MLEA	145.00		COURT	7467 212200			101000	
	Public Defender	0.00		COURT	7468 212200			101000	
October 15	12/04/15 Victims Assistance	220.00		COURT	7699 212200			101000	
41546	1031 Murdoch's Ranch & Home Supply	49.34							
504996	11/10/15 supplies	49.34		STREET	1000 430200	220		101000	
41547	2421 NAPA Auto Parts	3,617.79							
	11/30/15 supplies/parts	3,617.79		STREET	1000 430200	369		101000	
41548	73 Westmart Building Center	2,391.83							
11/27/15	supplies	195.81*		STREET	1000 430200	366		101000	
11/27/15	supplies	721.68		STREET	1000 430200	220		101000	
11/27/15	supplies	44.62		SEWER	5310 430600	220		101000	
11/27/15	supplies	191.54		WATER	5210 430500	220		101000	
11/27/15	supplies	27.52		POLICE	1000 411258	366		101000	
11/27/15	supplies	18.05		POLICE	1000 420100	220		101000	
11/27/15	supplies	99.35		UPDL	1000 411252	220		101000	
11/27/15	supplies	34.65		TWNHAL	1000 411250	366		101000	
11/27/15	supplies	56.81		POVAH	1000 411255	220		101000	
11/27/15	supplies	667.67		PARKS	1000 460430	365		101000	
11/27/15	supplies	84.05		PARKS	1000 460430	220		101000	
11/27/15	supplies	146.05		PARKS	1000 460430	366		101000	
11/27/15	supplies	8.14		CEM	2240 430900	220		101000	
11/27/15	supplies	28.49		TRAIL	1000 411256	366		101000	
11/27/15	supplies	67.40		CHAMB	1000 411257	220		101000	
41549	2925 Daniel Sabolsky	1,500.00							
12/03/15	reimb travel, TM interview	1,500.00*		TWNMGR	1000 410210	370		101000	
41550	1194 Montana Historical Society	35.00							
12/03/15	renew subscription	35.00		LIB	2220 460100	215		101000	
41551	951 Barnes & Noble	290.90							
3144636	11/18/15 books	290.90		LIB	2220 460100	215		101000	
41552	2541 Montana Outdoors	12.00							
12/03/15	subscription renewal	12.00		LIB	2220 460100	215		101000	

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TOWN OF WEST YELLOWSTONE
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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41553		2764 HD Supply Waterworks, Ltd.		1,284.48					
	E796557	11/13/15 pipe		594.00		WATER	5210 430590	940	101000
	E834385	11/23/15 accessories		690.48		WATER	5210 430590	940	101000
41554		1249 Montana Department of		1,700.00					
		12/03/15 Annual Report Filing fee		1,700.00		AUDIT	1000 410530	353	101000
41555		999999 THOMAS TRACY		158.95					
		12/01/15 refund H2O overpmt		158.95*		WATER	5210 430570	359	101000
41556		999999 CHERY BEATTY		1,264.13					
		12/03/15 reimb travel, TM interviews		1,264.13*		ADMIN	1000 410210	370	101000
41557		2182 Gallatin County		390.00					
		11/30/15 bond pass-thru, Alvarado		390.00		COURT	7469 213000		101000
41558		2914 NRMEDD		250.00					
		255a 12/03/15 reimb travel, VISA services		250.00		CDBG	2392 470320	357	101000
41559		2306 Brandy Holland		72.50					
		11/27/15 reimb supplies		72.50		REC	1000 460440	220	101000
41560		1331 West Yellowstone Foundation		7,500.00					
		11/11/15 Bus funding, first half FY 16		7,500.00		LEGIS	1000 410100	870	101000
41561		171 Montana Food Bank Network		405.70					
	AOR28101	11/10/15 commodities		336.70		HELP	7010 450135	220	101000
	AOR28091	11/10/15 commodities		69.00		HELP	7010 450135	220	101000
41562		2507 Silvertip Pharmacy		144.41					
		110315/02 11/03/15 Rx		25.00		HELP	7010 450135	358	101000
		110615/01 11/06/15 Rx		24.85		HELP	7010 450135	358	101000
		110315/02 11/03/15 Rx		20.00		HELP	7010 450135	358	101000
		110215/01 11/02/15 Rx		25.00		HELP	7010 450135	358	101000
		111715/01 11/17/15 Rx		24.56		HELP	7010 450135	358	101000
		111615/01 11/16/15 Rx		25.00		HELP	7010 450135	358	101000
41563		489 MSE ANALYTICAL LABORATORY		198.00					
		1511100 11/24/15 water samples		198.00		WATER	5210 430500	357	101000
41564		2901 Pump Excellence		6,900.63					
		68 11/18/15 10" meter + flanges		6,900.63		WATER	5210 430590	940	101000

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 12/15

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Claim	Vendor #/Name/	Document \$/	Disc \$							Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
41565	65 Machinery Power & Equipment Co	3,191.35								
	11/19/15 parts	3,191.35		STREET	1000		430200	220		101000
42CS0420101										
41566	2268 Myslik, Inc.	16.97								
	112015B 11/20/15 bolts + shipping	16.97		STREET	1000		430200	220		101000
41567	2855 Basic Computer Troubleshooting &	245.00								
	20018 12/03/15 Skype system set up	245.00		TWNHAL	1000		411250	357		101000
41568	2823 STAPLES Credit Plan	268.47								
	11/11/15 office supplies	48.48		JAIL	1000		420230	220		101000
	11/11/15 office supplies	123.53		FINADM	1000		410510	220		101000
	11/11/15 office supplies	25.57		DISPAT	1000		420160	220		101000
	11/11/15 office supplies	70.89		SOCSER	1000		450135	220		101000
41569	999999 KEN HERMAN	75.00								
	11/13/15 bond refund TK-2015-145	75.00		COURT	7469		212401			101000
41570	999999 ASHLEY RULE	100.00								
	11/13/15 bond refund TK-2015-75	100.00		COURT	7469		212401			101000
41571	999999 YESSIKA VEGA	660.00								
	11/13/15 bond refund TK-2015-109	660.00		COURT	7469		212401			101000
41572	999999 MICKEY WOOTEN	500.00								
	11/13/15 bond refund TK-2015-321	500.00		COURT	7469		212401			101000
41573	2746 US Bank	25,241.25								
	11/16/15 GO Bond payment	25,241.25		GOBOND	3050		490100	620		101000
41574	2601 Chemnet Consortium, Inc.	70.00								
	85302 11/13/15 lab services	70.00		ADMIN	1000		410210	351		101000
41575	2201 Grizzly Internet, Inc.	270.00								
	11/15/15 5 months internet service	270.00		LIB	2220		460100	345		101000
41576	1796 Barta Electric, Inc.	6,791.34								
	4486 10/16/15 electrician, ice rink	4,263.64*		RINK	4000		460439	936		101000
	4510 11/15/15 electrician, Town Hall	2,352.70		TWNHAL	1000		411250	366		101000
	4512 11/15/15 electrician, Alley A light pol	35.00		STREET	1000		430200	369		101000
	4511 11/15/15 electrician, Pump	70.00		WATER	5210		430500	369		101000
	4513 11/15/15 electrician, UPDL heat	70.00		UPDL	1000		411252	366		101000

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Claim Approval List
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* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41577	2898 TransUnion Risk and Alternative 12/01/15 credit/background checks	12.25 12.25		POLICE	1000 420100	220	101000
41578	2835 Corner Cenex 11/03/15 supplies	11.66 11.66		LEGIS	1000 410100	220	101000
41579	2853 Two Seasons Recycling 2015-923 11/09/15 November 2015	500.00 500.00		PARKS	1000 460430	534	101000
41580	151 Gallatin County WY TS/Compost 11/30/15 transfer station charges	185.20 185.20		PARKS	1000 460430	534	101000
41581	489 MSE ANALYTICAL LABORATORY 1511100 11/24/15 water samples	198.00 198.00		WATER	5210 430500	357	101000
41582	40 Jerry's Enterprises 11/30/15 fuel	85.76 85.76		STREET	1000 430200	231	101000
41583	2777 Dick Anderson Construction, Inc. 120115 12/01/15 attic fan installation	3,415.00 3,415.00		TWNHAL	1000 411250	366	101000
41584	135 Food Roundup 12/01/15 supplies 12/01/15 supplies 12/01/15 supplies	123.65 107.29 8.98 7.38		JAIL STREET STREET	1000 420230 1000 430200 1000 410100	220 220 220	101000 101000 101000
41585	375 Black Mountain 20530 12/01/15 UB annual maint 20530 12/01/15 UB annual maint 20530 12/01/15 meter reader maint 20530 12/01/15 Finance applications maint 20530 12/01/15 Sales Tax maint	3,310.00 669.50 669.50 124.00 1,763.00 84.00		WATER SEWER WATER FINADM TAX	5210 430570 5310 430670 5210 430570 1000 410510 2100 410540	355 355 355 356 355	101000 101000 101000 101000 101000
41586	2621 MDT 151 12/04/15 sewer lagoon lease, 6 mo.	5,500.00 5,500.00		SEWER	5310 430600	532	101000
41587	2926 Close Up 12/04/15 wreaths, Town Hall	147.80 147.80		TWNHAL	1000 411250	220	101000
	# of Claims	51	Total:				125,256.07

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$39,578.23
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$84.00
2102 TBID (Tourism Business Improvement	
101000 CASH	\$30,059.78
2220 Library	
101000 CASH	\$792.00
2240 Cemetery	
101000 CASH	\$8.14
2392 CDBG-Local Source	
101000 CASH	\$250.00
2850 911 Emergency	
101000 CASH	\$1,112.19
3050 GO Bond	
101000 CASH	\$25,241.25
4000 Capital Projects/Equipment	
101000 CASH	\$4,263.64
5210 Water Operating Fund	
101000 CASH	\$10,244.92
5310 Sewer Operating Fund	
101000 CASH	\$10,821.81
7010 Social Services/Help Fund	
101000 CASH	\$550.11
7458 Court Surcharge HB176	
101000 CASH	\$160.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	\$145.00
7468 Public Defender Fee	
101000 CASH	\$0.00
7469 City Court - Judge Brandis	
101000 CASH	\$1,725.00
7699 Victims Assistance Program	
101000 CASH	\$220.00
Total:	\$125,256.07

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting & Work Session
November 17, 2015

COUNCIL MEMBERS PRESENT: Mayor Brad Schmier, Jerry Johnson, John Costello, Cole Parker

OTHERS PRESENT: Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Social Services Director Kathi Arnado, Health Services Advisory Board Members Jessie Wittmer and Norma Salinas, WY News Editor Jeremy Weber, Richard and Teri Gibson, Ryan Barker of Forsgren Associates, Town Council Member Elect Pierre Martineau, Helene Rightenour, Randy Wakefield,

The meeting is called to order by Mayor Brad Schmier at 6:00 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded.

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

WORK SESSION

The purpose of the work session is to discuss the draft Health Care Services Request for Services (RFP). The current draft includes changes made at a work session two weeks prior. Norma Salinas and Jessie Wittmer, Health Services Advisory Board Members, are present at the meeting. The group considers Section II. Nature of Services. The original draft titled this section "Nature of Services Requested" and there is considerable discussion about changing that title to "Nature of Services Required." The group ultimately agrees to leave the title as "Nature of Services." The Council reviews the rest of the document and focuses on Appendix B, Proposal Evaluation Criteria and Ratings. The Council agrees to a point system for grading the proposals. Johnson also suggests a final paragraph that guarantees that those that will review the proposals shall not have a conflict of interest. Costello suggests that once they have the RFP in final form, that they have the Health Care Services Advisory Board review it one more time and then put it on the agenda for final approval by the Council on December 8, 2015. The current timeline is to release the RFP by 1/1/16 with responses due by 3/1/16.

ACTION TAKEN

- 1) Motion carried to approve the claims which total \$144,604.36. (Schmier, Parker)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the November 3, 2015 Town Council and Work Session. (Johnson, Costello)
- 3) Motion carried to approve the new business license application for 4 Big Fish, LLC, a nightly vacation rental. (Johnson, Costello)

Public Comment Period

Richard Gibson thanks the Town for the opportunity to serve on the Local Government Study Commission and points out that the recent revisions to the Charter passed with a 75% margin. He also thanks Town Clerk Liz Roos for her efforts to assist the commission through the process.

Council Comments

Council Member Johnson expresses condolences for the family of Steve Leithead, a long-time resident that recently passed away. There will be a memorial at the Fir Ridge Cemetery at 10 AM this Saturday, November 21, 2015.

DISCUSSION

- A) **Advisory Board Reports:** Public Services Superintendent James Patterson reports that the Planning Board held a public meeting last night where they discussed the growth policy and expanding the Town.

- B) **Operations Manager/Department Head Reports:** Mayor Schmier reports that they received a signed employment agreement today for the position of Town Manager from Daniel Sabolsky. Mr. Sabolsky's employment will begin January 11, 2016. Patterson reports that they have three scuba divers in town tonight who will go into the water storage tank tomorrow to repair a valve in 35 degree water. They attempted to replace a meter in the water tank last Friday and were unsuccessful. They ended up just putting in a splicer to hold over until spring. They know there is air in the water flow now but it should work out soon. He says they are preparing to flood the ice rink this week. Recreation Coordinator Brandy Holland is going to be trained to run the zamboni this year and will maintain the ice. Social Services Coordinator Kathi Arnado says that they recently increased the hours for Social Services Assistant Leah Sherman from 20 to 30 and that has made a huge difference. They are preparing to distribute Thanksgiving baskets next week and for the Christmas Star program. Chief Newell reports that they are wrapping up Matt Lovingier's field training and started training Sabrah Van Leewen. Van Leeuwen will attend the police academy in January. Newell reports on some upcoming meetings. Johnson adds that they had a union meeting last week with the police unit and are moving forward. They will meet again in December.
- C) Mayor Schmier explains that they are going to meet with the Montana Board of Aeronautics on behalf of the Yellowstone Airport on December 1, 2015 to discuss the lease for the land that is currently used as the sewer lagoon. Schmier summarizes that Aeronautics Board proposed a new ten-year lease with an annual lease payment of \$61,031 that would increase to \$76,115 by 2025. The Town currently pays \$11,000 annually. The proposed increase was based on the appraisal the Town commissioned for the 80 acres of undeveloped Forest Service land southwest of Town. The Town ordered an independent appraisal of the property from certified appraiser Joel Peterson, which came in significantly lower than the number used by the Board of Aeronautics. The Council discusses what would be an appropriate lease payment for the property. Johnson proposes structuring a counter-offer where the Town would pay a lease payment based on Peterson's appraisal, which came in at \$389,000 for 43.11 acres. Johnson suggests that they calculate the price per square foot and increase from 80% of the lease value to 100% of the lease value over the course of ten years, approximately 2% per year. Costello offers to work out the math so they know exactly how those numbers come out. The group also discusses the possibility of just purchasing the land the sewer lagoon sits on. The group acknowledges that the land was originally Forest Service land and they are not sure if the Aeronautics Board/State of Montana has the authority to sell it. The group agrees that it is a good question to ask of the Forest Service prior to the meeting on December 1, 2015.

CORRESPONDENCE/FYI

Dated November 9, 2015, County Election Administrator Charlotte Mills sends the official election canvass for the November 3, 2015 election. Dated November 10, 2015, Mayor Schmier writes to support the application of the Northern Rocky Mountain Economic Development District to serve as a Certified Regional Development Corporation. Dated November 5, 2015, District Ranger Jason Brey sends a memo to update the Town on the North Hebgen Multiple Resource Project.

The meeting is adjourned. (8:10 PM)

Mayor

ATTEST:

Town Clerk

WEST YELLOWSTONE TOWN COUNCIL

Work Session December 1, 2015

COUNCIL MEMBERS PRESENT: Mayor Brad Schmier, Jerry Johnson, John Costello, Cole Parker

OTHERS PRESENT: Finance Director Lanie Gospodarek, Social Services Director Kathi Arnado, Public Services Superintendent James Patterson, Daniel Sabolsky by speakerphone (Town Manager, starting employment in January 2016), District Ranger Jason Brey, USFS Lands Specialist Anna Callahan, Montana Aeronautics Division/Yellowstone Airport representatives Tim Conway and Jeff Kadlec

The meeting was held at 6:00 PM in the Town Hall Council Chambers.

Public Comment Period

No public comment is received.

Council Comments

Council member Cole Parker mentions that Deputy Mayor Jerry Johnson will be in the dunk tank this Friday at a fundraiser for the proposed aquatic center. He encourages everyone to come out and watch and contribute. He also points out that he observed some graffiti on one of the light poles in Town and hopes that can be repaired.

DISCUSSION

Mayor Schmier calls the meeting to order and introduces Anna Callahan and Jason Brey of the US Forest Service. He explains that they are meeting tonight to discuss the purchase and sale agreement for the West Yellowstone Expansion Lands, commonly referred to as the 80 acres. Callahan says that they are still waiting for some final documents from their surveyor to attach to the Buy/Sell agreement as Exhibit A. She also references Resolution No. 469 from 2005 where the Town affirmed its intent to proceed with the purchase and sale. She says that they need a new resolution that states that and also outlines who is authorized on behalf of the Town to sign the legal documents. The group agrees to work through the draft Purchase and Sale Agreement page by page. The agreement outlines what will be expected of the purchaser (the Town) and the seller (USFS). The agreement clarifies that the Town will be responsible for the boundary survey and ensuring that the boundary signs are in place. The agreement also outlines the road and trail reservations and stipulates that any that are moved will be moved at the Town's expense. The agreement also includes an environmental statement that addresses any potential hazards or misuse. Sabolsky asks if the Town will be permitted to run utilities in the easements adjacent to the roads the Town will maintain. Brey answers that the Forest Service's main concern is maintaining access to the forest, so as long as that is addressed there shouldn't be a problem. The group also discusses updating the implementation schedule. Callahan explains that most of the dates in the schedule are estimates but they want to make sure they sign the agreement by March 2016 when the appraisal will expire. There is brief discussion about amending the existing special use permits the Forest Service has with Fall River Electric and Qwest/CenturyLink. Costello asks if it would be possible to get permission from the Forest Service to do work on the land before the sale is complete. Callahan and Brey initially indicate that would be unlikely, but Costello explains that they may want to move the Whiskey Springs road next summer. Brey and Callahan agree that may be possible and will try to determine whether there is a mechanism available to make that possible. Callahan also says that they will need to verify who attests all of the Town official documents, which is the Town Clerk. Town Clerk Liz Roos says she believes that is in state law, but will verify that.

The meeting briefly recesses until 7 PM. Jeff Kadlec and Tim Conway of the Montana Aeronautics Division/Yellowstone Airport join the meeting to discuss the lease for the sewer lagoon. Kadlec explains that they did agree to a six-month extension to the lease that expired 6/30/15 in order to allow the Town the opportunity to order an independent appraisal of the land. Kadlec says that the results of the independent appraisal was that the land is valued at \$389,000. Kadlec says that the recommendation for lease rates from the FAA is to charge a lease rate of 10% per year, approximately \$38,900 per year for a term of five years. Schmier asks if they are bound by that recommendation from the FAA, but Conway explains it is just a guideline.

Schmier asks why are they only proposing a five-year lease. Kadlec explains that Montana Aeronautics is pursuing the possibility of lifting the deed restrictions on the airport property, which were implemented when the Forest Service deeded the land to the State of Montana. He says that they attempted to accomplish this through a public comment arena in the Federal Reserve. However, too many negative comments were received and the FAA denied the request. They must now pursue an Environmental Assessment (EA), which will cost between \$50,000 and \$150,000 but they do believe they will be able to accomplish it. He says that if they are able to lift the deed restrictions, they believe that will have an effect on the value on the property. Costello asks if Montana Aeronautics will sell the sewer lagoon property to the Town. Conway says that is not permitted by the deed restrictions, but Costello points out that the original deed restrictions actually do not allow a sewer lagoon on the airport property, either. Costello says that if they can figure out how to purchase the property, would they be interested in selling it to the Town. Conway says that they probably would, but they will have to do some research. In the meantime, they agree to proceed as if the land cannot be sold but the lease does include language that allows termination with 30 days notice. The group considers several different options pertaining to lease rates and the duration of the lease. They focus on including language that would allow the renegotiation of the lease when the deed restriction process is completed. Schmier and Patterson point out that they are anticipating that the Town will need to expand the lagoon or install another system, which would be very difficult to finance if the Town doesn't own the property or have a longer lease. Conway says he is not sure they can enter into a lease that is longer than ten years, but after further discussion, they tentatively agree that a ten-year lease would be appropriate. The group considers the lease rate and how to tie it to the appraised value of the property. They consider structuring the rate to increase incrementally over the next five years from \$11,000 up to \$40,000 on year five. At that point they would reevaluate the land and consider small increases from that point, possibly based on the consumer price index (CPI). They debate whether to reappraise the land in five years at the expense of Montana Aeronautics and/or whether to increase the lease rate at a set percentage for the last five years of the lease. After further discussion, they tentatively agree to increase the current lease rate by \$5000 per year for the first five years-starting at \$20,000 per year, provide the option to have the property reappraised at year five to establish the current value, and then increase the lease rate by 1.5% per year after that. Conway and Kadlec agree to have the lease rewritten with the discussed conditions. The Council indicates that if they can get the revised lease to the Town by the end of December they should be able to have to reviewed by legal counsel and executed by the end of January. They acknowledge that they may need to extend the current lease by 30 days, which expires the end of December 2015. Conway also indicates that he will pursue the possibility of selling the property to the Town and investigate the original deed restrictions.

The meeting is adjourned. (8:15 PM)

Mayor

ATTEST:

Town Clerk

Town of West Yellowstone
P.O. Box 1570
West Yellowstone, Mt 59758

11/25/2015

To Whom It May Concern &
West Yellowstone Town Council

Re: Bond Waiver / Corner Cenex

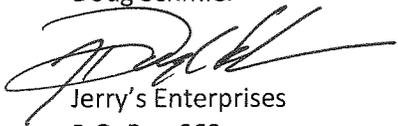
As the new owners of the Corner Cenex, located at 136 N. Canton Street in West Yellowstone. Along with the application for a business license, we would also like to request a waiver for the resort tax bond as required.

We own & operate other business in the town & therefore have a history of resort tax collections and payment of such. We feel the bond at this time is unnecessary.

There is no change of use in the application of the business license as proposed.

Thank You for your consideration

Doug Schmier



Jerry's Enterprises
P.O. Box 669
West Yellowstone, Mt 59758

Town of West Yellowstone Business License Application

Business Name: CORNER CENEX
Applicant: JERRY'S ENTERPRISES
Contact Person: DOUG SCHMIER
Mailing Address: P.O. BOX 669
Physical Address of Business: 136 N. CANYON STREET
Phone Number: 406-646-7632 Fax Number: 406-646-9208
Email Address: cornercenex@wyellowstone.com Website: _____

Signature of Property Owner of Record: _____

Subdivision: _____
Block: _____ Lot: _____

Zoning District, please mark one:

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

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

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

Business License Fee: \$ 50.00
Resort Tax Bond: \$ _____


Signature of Applicant

Total Amount Due: \$ 50.00

Signature of Applicant

11-25-15
Date

FOR OFFICE USE ONLY

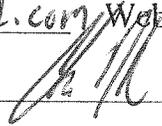
Date Approved by Town Council: _____

Date 11/30/15 Check # 1003 Amount \$ 50.00 License # _____

SCN _____ BLP _____ STX _____ BLC _____ RDX _____

Town of West Yellowstone Business License Application

Business Name: Rocky Mountain SnowBike Rentals
Applicant: CHRIS KACHUK
Contact Person: CHRIS
Mailing Address: P.O. Box 853 W. YELLOWSTONE MT
Physical Address of Business: 621 YELLOWSTONE
Phone Number: 406 640-0951 Fax Number: _____
Email Address: CHRIS.KACHUK@GMAIL.COM Website: RockymountainSnowBike

Signature of Property Owner of Record: 

Subdivision: OLD TOWN
Block: 22 Lot: 14

Zoning District, please mark one:

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

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

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

3 SNOWBIKES FOR RENT TO PUBLIC

Business License Fee: \$ 59.⁰⁰
Resort Tax Bond: \$ 500.⁰⁰
Total Amount Due: \$ 559.⁰⁰


Signature of Applicant
Signature of Applicant
12-4-15
Date

FOR OFFICE USE ONLY			
Date Approved by Town Council:	_____		
Date <u>12/4/15</u>	Check # <u>1003</u>	Amount \$ <u>559.00</u>	License # _____
SCN _____	BLP _____	STX _____	BLC _____ RDX _____

Site Plan

Business Name:

Business Owner:

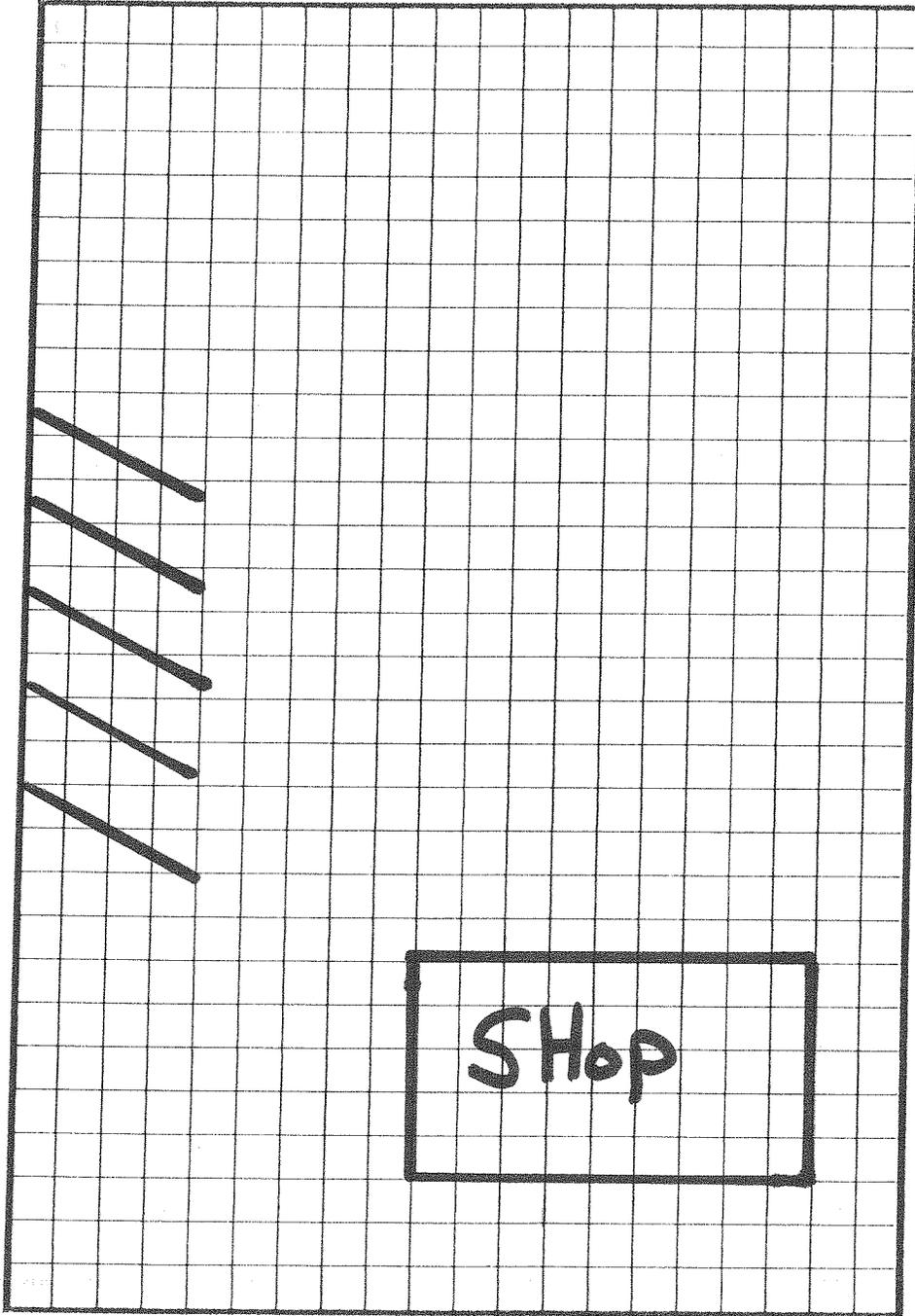
Business Street Address:

Block:

Lot:

Subdivision:

Handwritten signature



Scale: 1 inch = 20 feet

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

EXPOSITION LICENSE APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Exposition: Mistletoe Magic - Holiday Bazaar
 Sponsor Organization: Three Wise Women
 Sponsor Address: PO Box 344
 Contact Person: Stacey Schmier, Boxy White, Diana Morris
 Contact Phone: 640-1345 570-0233 Fax: 646-4022
 E-mail Address: SASCHMIER@AOL.com
 Date(s) of Event: Dec. 11 & 12th 2014
 Location of Event: Povah Center

Respond to all sections either on the applicable sheets, or attach sheets as needed. A complete application should be submitted a minimum of 4 weeks prior to the event.

- A. Exposition detail: Use the attached sheet to describe the expo in detail and any special accommodations you are requesting from the Town.
- B. Site Plan: Detail the physical layout of the expo on the attached site plan and return with the application.
- C. Vendor List: Provide a list of the names and addresses of all participating vendors 14 days in advance.
- D. Fees: Fees are \$50 for vendors not already licensed in West Yellowstone or \$250 for the entire event.
- E. Resort Tax: The sponsor must post a \$1500 bond in accordance with Chapter 3.12 of the West Yellowstone Municipal Code (www.codepublishing/MT/WestYellowstone.html). Vendors must collect 3% on all resort tax applicable sales and remit to the Town by the 20th of the month following the month of the event. Most retail sales are subject to resort tax. Please review Chapter 3.12 of the WYMC for further information. The bond will be returned within 90 days of remittance of the resort tax.

Application Fee: \$ 50⁰⁰
 Bond: \$ 1500.00
 Total Due: \$ 50⁰⁰

Stacey Schmier
Signature of Applicant
Dec. 1, 2015
Date

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
Fire			
Police			
Administration			

Notes/Conditions: _____

Approved

Denied

Town Clerk

Date

EXPOSITION LICENSE APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Exposition Detail

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, and amplified sound (if applicable).

We are proposing to host a Holiday Craft Bazaar featuring local artisans + crafters to sell their wares.

We will have 10-13 local vendors.

Operation will be Friday Dec. 11 3-7pm and Saturday, Dec. 12th from 9-4. We have secured the Povah Center for this event.

This is the 2nd year and last year we made sure all city tax was collected or turned in and will do so again this year.

EXPOSITION LICENSE APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Event: Mistletoe Magic Holiday Bazaar Date(s) 12/11 - 12/13 2015

Vendors

Attach additional sheets as necessary.

Vendor Name: Diana Morris
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Stacey Schmies
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Roxy McLaughlin-White
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Teton View Lavender Farm
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Misty Johnson
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Carrie Pope
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Pam Talasco
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Janet Freund
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

EXPOSITION LICENSE APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Event: Winter Magic Holiday Bazaar Date(s) 12/11 12/12 2015

Vendors

Attach additional sheets as necessary.

Vendor Name: Ken Takata
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Martha Perez
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: _____
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: _____
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Allison Clark
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: Becky Guay
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: _____
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO

Vendor Name: _____
Contact Person: _____
Address: _____

Phone: _____
Type of sales: _____
Resort Tax applicable: YES NO



WYED

West Yellowstone Economic Development Council, Inc.

December 3, 2015

To: West Yellowstone Town Council Members

Intent: WYED seeks to receive a vote of confidence or approval from the Council to contract Kirsten Goldstein to complete a Scope of Work on the development of the 80 acres

As you know, WYED worked with NRMEDD and Kirsten Goldstein, HRDC and Habitat for Humanity to complete the 2015 Housing Needs Assessment (HNA) study and report. The HNA and subsequent Housing Plan are now under your review for future action. We believe this study and work has been beneficial to the Town for assessing current opinions, needs and statistics as they relate to the important issue of housing, and will help the Council and Town to take action on planning, development and future construction of affordable housing units.

At our Nov. 24 WYED Board meeting, our Board discussed the Town's acquisition of the 80 acres. As the Economic Development Council, we have a great interest in the economic impact of the development of the 80 acres on our residents, workers, visitors, businesses, town infrastructure and summer and winter economies. Because of our interest, and our recognition of your busy schedules, we're offering to contract and fund the services of Kirsten Goldstein to complete a Scope of Work for the 80 acres. (See next page) We're offering Kirsten's experience and diligence to heighten awareness of the importance of the 80 acres acquisition and complete preliminary work on an exploratory Smart Growth Plan. Kirsten's 60 day contract would run from Jan. 4 – Mar. 4, 2016.

We will not contract Kirsten to complete the Scope of Work without a vote of confidence or approval from the Council. Thus, our intent is to present this issue at the Dec. 8, 2015 Town Council meeting and receive that vote of confidence or approval.

John M. Greve

John M. Greve, WYED Secretary

Submitted on behalf of the WYED Board

Pierre Martineau, President

Clyde Seely, V. President

Ed Geiger, Treasurer

Connie Cusick

Mark Petroni

Jan Stoddard



WYED

West Yellowstone Economic Development Council, Inc.

Proposed Scope of Work for West Yellowstone's Development of the 80 Acre Land Parcel

The Scope of Work is to produce an exploratory Smart Growth Plan for the soon to be purchased 80 acres that will expand the physical size of West Yellowstone, Montana. The proposed plan will include summaries, tables and or charts collected and compiled relating with the following points:

1. Collective community input via a series of sources:
 - a. Focus Groups and Community Meetings in West Yellowstone
 - b. Individual Meetings
 - c. Non-profits serving West Yellowstone
2. Current and relevant statistical information data from official sources and stakeholders including but not limited to:
 - a. A geographic area of West Yellowstone and its proposed changes
 - b. Population Growth and Change, Population Demographics, and Net Migration Details
 - c. Income Levels, Housing Occupancy, Employment and Unemployment Rates
3. The data and input will be consolidated, organized, and presented in a document that would comprise the exploratory Smart Growth Plan for the expansion of West Yellowstone. The information will reflect the status of West Yellowstone's community and identify key areas of community interest for development.

Term

This project will be completed within 60 days of contract.

Fees

Contract fees paid by the West Yellowstone Economic Development Council (WYED)

Submitted November 30, 2015

Kirsten Goldstein, Consultant

kirsten@nrmedd.org

320-296-1909



Received
12/4/15
ER

APPLICATION FOR BOARDS AND COMMITTEES

Name Liz Watt Date 11/25/2015

Address 540 Obsidian

City West Yellowstone State MT Zip 59758

Phone (Home): _____ (Work): 406-7145 (Cell/Other): 406-0395

E-Mail Address: mtrealtor@wyyellowstone.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 18 yrs.

Board or Committee you are applying for: _____

Occupation: Realtor

Employer: Montana Territorial Land Co.

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

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

Past Memberships and Associations: _____

Current Memberships and Associations: National, Montana and Gallatin Association of Realtors. Currently Sec/Tres. West Yellowstone Athletic Booster club

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: Assisted in writing both RTP and Gas Tax Grants for the West Yellowstone Chamber Grooming Committee. Experience in working with public funds (ie: Booster Club) and budgets.

What are your primary objectives for serving on this board? My primary objectives in serving on the Parks and Recreation Advisory Board is to help improve, restore and expand the municipal parks and recreation programs here in West Yellowstone. I feel that these are worthwhile programs that improve and strengthen our community both economically and socially.

References (Individual or Organization):
Andie Withner Phone: 406-209-3145
Maggie Anderson Phone: 406-646-5215
Jana Turner Phone: 406-646-5211

Signature: [Signature] Date: 11/25/15

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

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

Event or Project Applicant: W. Yell. C of C Snowmobile Events Comm.
Event or Project Name: W. Yell. Snowmobile and Powersports Expo 2016
Date Submitted: 11.6.15
Date Approved by MAP Fund Advisory Board: 11.12.15
Requested Amount: \$18,000
Approved Amount: \$17,000
Exceptions: None

Comments: Application cover page requested \$18,000. Submitted budget was \$17,075. In discussion w/ Applicant, we clarified that they were requesting \$17,000.

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

_____ Date: _____

Comments:

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

MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE

Applicant Information

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

Event or Project Contact Person: Marge Wanner, Event Coordinator

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

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

Application Submission Date: 10/30/15

Event or Project Information

Event or Project Name: Snowmobile EXPO 2016

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

Date(s) of Event or Project: March 11, 12, 13, 2016

Estimated Total Event or Project Cost: \$157,256.00

MAP Fund Amount Requested: \$18,000.00

SECTION ONE: PROJECT SUMMARY

EXPO 2016 will take place on Thursday through Saturday, March 11, 12, 13, 2016. This will be the 26th Annual Snowmobile event finale of the winter season. Because of the success of our partnership with “Will Bill Productions” concerts in 2015, we have renewed this partnership for 2016. In addition we will be adding *Power Sports* to the title and events as we add “*all terrain vehicles*” in the Exposition Center and at the race track. We are working diligently to bring together the best events and new offerings as well.

EXPO 2016 will again feature the unveiling and exhibition of **YEAR 2017 snowmobile and all terrain** models from manufacturers--**ARCTIC CAT, SKIDOO, POLARIS, and YAMAHA**—which will be displayed along with aftermarket products at the **EXHIBITION CENTER**.

The modified SnoCross track, which showcases the infamous 120 cc racers, and expanded vintage racing brought a record number of participants and caught the generated nation-wide attention from vintage clubs and racers. We will continue to build this vintage market by once again hosting the WSVSA (Western States Vintage Snowmobile Association) Vintage Snowmobile Show.”

There will be Vintage Oval Racing with additional classes to include amateurs taking the stage in two sessions on both Friday and Saturday.

At this time we are also meeting with “All Terrain” race organizations to promote an event competition of the trending “Snobikes”.

The goals of this event are: Maintain the production of a world-class event by cooperative efforts which, multi-generation interests.

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

The Committee is also always working on ways to reduce costs or operate the event more cost effectively. The Committee, supported by the West Yellowstone Chamber Board of Directors, is again partnering with Wild Bill Productions, LLC, to offer concerts on snow on Friday and Saturday evenings during EXPO weekend. “Casino Night” is scheduled for Thursday night as an event opener to encourage vendors and early arrivals to participate.

We are synergizing our marketing, purchasing, and logistics resources to maximize the promotion and minimize costs across all events.

SECTION TWO: TIMELINE

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

Post- EXPO - June 30 or whenever completed:

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

July, August, November

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

September- January

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

February

- Finish Event Program for distribution
- Order Corporate & Manufacture banners for track
- All permit applications- Forest Service & City
- Apply for event insurance using correct terminology, additionally insured and signatures of sanction organizations responsible
- Meet with race organizations prior to event to verify their needs, contracts, donated rooms etc.

Snowmobile Events: EXPO 2016 MAP Application

- Organize donated rooms for race officials 15-20 rooms Order electricity, bathrooms, waste containers,
- Order fence materials needed
- Line up fence setup volunteers
- Order office supplies needed for admissions, counting
- Order trophies accordingly
- Make sure tickets, wristbands stamps are ordered by admission chairman/event accounting person
- Meet with event site builder/groomer of race tracks, bleachers, racer parking
- Contact or support lead groomer in soliciting assistance from city, state in kind or equipment
- Contract concessions businesses for EXPO Central and Race site for on site
- Work with vendors, event convention services company for placement and needs of vendors prior to event and during.
- Line up security for EXPO Central
- Assist with contacting volunteers for various locations
- Line up Old airport site mobile office
- Distribute Event program locally
- Make Old Airport venue site maps
- Line up volunteers snowmobiles, trailers etc for fencing
- Lineup supervisors for each venue or responsibility (admissions, casino night, Calcutta, fencing,
- Contact sponsors for announcer ads at track
- Pick up Sponsor banners for track

Week of EXPO & during event

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

Year around ongoing

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

SECTION THREE: BUDGET

Please see the detailed budget totaling \$157,256.00 . Wild Bill Productions will be incorporating the freestyle into the concerts and will be financially responsible for working with the freestyle vendor.

- Resort tax collections have been added as a line item in both revenue and expense.
- There is a \$15,000.00 commitment to assist Wild Bill Productions in promoting and producing the concerts by sharing sponsorship income. The third party grant portion for marketing has been reduced to approximately \$18,000.00 depending on MAP contribution. This reduction has resulted from a cap of \$2,500.00 in TBID event grants and a more accurate amount of what is spend by WY Chamber Accommodations funds specifically on EXPO event advertising. These reductions are the reason why we are asking for more money this year from MAP.
- We are also promoting a reduced weekend admission ticket in place of per day tickets to encourage more attendees and longer stays.

We are asking for MAP funding in the amount of \$17,000.00 to cover costs of the following items. Some of the specific items are to assist in promoting the concerts which in turn will help promote EXPO and hopefully, EXPO attendance have been adjusted and enhanced based on our experience and recommendations for additional events.

Note: This budget is still under revision depending on outcome of MAP application and possible other WYCC accommodations spending. This budget currently totals \$17,000.00.

item/ad	budget	description
Eastern Idaho/Jackson web & print February/March	650.00	Teton Valley News (Driggs, Teton, Tetonia): Creative, Newspaper ads, web banners. (Using single day admission pass give-aways as a trade-out which reducing this by an additional \$275.00 in ad cost.)
Update website November/December	575.00	Costs to update website information and add an additional tab for concert information, bundled lodging and ticket packages, links to concert and EXPO ticket purchasing sites.

Snowmobile Events: EXPO 2016 MAP Application

	Eastern & Central Idaho newsprint & web February/March	1,200.00	Idaho State Journal (Pocatello, Blackfoot, Shelley and surrounding areas in Idaho): Creative and 3-Peat Newspaper Ads & On-line AD, and Online E-sticky note.
	MT Television March	1365.00	MT TV Commercials to Air on the Local CBS TV Stations in Each Market: Missoula, 35x :30 ROS-6am-mid rotator 35X :30 Bonus Non-profit match Great Falls, 31x-:30 ROS 6am-mid rotators 31X- 30 Bonus Non-profit match; Helena:, 40x :30 ROS 6am-mid 40x-:30 Bonus Non-profit match; Butte, : 50x-:30 ROS 6am-mid 50x-:30 bonus non-profit match; Banner ad: Missoula-\$100 Great Falls-, Butte,
	Teton Valley News - Teton Publishing (Driggs and Teton Valley, ID) February/March	760.00	Newspaper Ads: 1/2 page & web banner (passes)
	SnoWest February/March	250.00	Additional HTML blasts specific to EXPO & concerts
	Eastern/Central ID/Thirty Nickel	835.00	Print ads targeting power sports enthusiasts
	Regional reach February	1,250.00	Eastern Montana-North-South Dakota on-line web advertising specific to power sports enthusiasts and events
	MT Newsprint & Web Banners	1300.00	Newspaper Ads: ½ page & web banners
	Print November/December	650.00	Media Pass exchange program; posters; snowmobile clubs & power sports dealers letters, event information , passes, and postage; promotion/information sheets for local businesses
	Idaho TV (includes Twin Falls)	1,700.00	Similar pattern to MT
	Facebook Campaign	500.00	Two separate campaigns using Facebook banner ads to post boosts to beginning Dec 2015 to promote the EXPO website, EXPO event Facebook page
	Northern Utah Campaign	1040.00	Digital campaigns targetive and retargeting around Lehi, Blackfoot and Layton. Digital and print ads to Utah State Assoc.
	Marketing Expansion	3000.00	Increase Utah campaign to \$4040.00, This would expand the campaign thru SLC including possible co-op programs with power sport dealers..

Snowmobile Events: EXPO 2016 MAP Application

	Opportunity Funds	2000.00	Specifically promote new activities at Exhibition Hall (trial bike exposition on west end) and additional races of all terrain (Sno-Bikes) or other new opportunities. This would be a combination of digital, PR, Co-Op and print media. Example- Utah TV station that has free classified power sports equipment.

\$17,000.00

The reduction of the State Accommodations Tax has caused a reduction in funding available for Chamber of Commerce marketing for this fiscal year. Therefore an additional \$ 5,000 is requested to enhance promotion of the Snowmobile and Power Sports EXPO event of added exhibitions, competition events, and demo rides.

SECTION FOUR: PUBLICITY, PROMOTION, MARKETING

The ongoing challenge of Expo is in marketing and publicizing this event to retain large numbers of attendees. Traditionally, there is a core group of annual attendees numbering in the thousands who need to be kept up to date and encouraged. 2015 we battled the rumors and social media posts of no snowfall prior to EXPO both the locally and nationally. Assumption that the event would be cancelled due to no snow etc. And, as in all previous years of EXPO we continuously seek new avenues to attract new visitors through marketing and specialty sub-events. Thus, the addition of "all terrain" exhibits and proposed competition for 2016 .

The EXPO presents multiple marketing challenges resulting from changes in the format and activities offered over the weekend. Outdoor events are moved to full days on Friday and Saturday, and Sunday's outdoor events and venues were eliminated_ or minimized. Following a similar schedule will be easier this year with returning attendees sharing the experience.

The differentiation of events changed the advertising and promotion for EXPO. There are now five or more different groups that we had to market defined by the array of events. Each of these groups varies in terms of demographics, publications, and geographic locations. It is challenging to spread the advertising dollars effectively in order to reach and impact each of these separate marketing groups. Each group had its own ad versions. The groups include:

- Thrill seekers and spontaneous weekend warriors who would travel to West Yellowstone to see the motorcycle and snowmobile freestyle events. This group was generally within a 3-4 hour drive radius. They are not necessarily snowmobilers and ranged from families to those seeking a "party" atmosphere. Traditionally, this group produced the majority of the

Snowmobile Events: EXPO 2016 MAP Application

admissions paid for the freestyle event on Saturday night. This group was reached through regional newsprint and television ads.

- Families, parents and grandparents of M120 racers that participated in the MWR and Western Grand Championship events. We have seen growth in the number of M120 racers coming in the past two years. This group was targeted through snowmobile associations, snowmobile clubs, and snowmobile eblasts.
- The Exhibition Hall and vendors appeal to traditional snowmobile enthusiasts and those with a higher income level. For this target group, we use snowmobile industry publications, on-line advertising, news releases, and word of mouth referrals. There are also the attendees looking for end of season flash aftermarket and clothing sales.
- Another target group was snowmobile vintage enthusiasts. This is a subset of snowmobilers but not as organized. We worked with Vintage associations to promote to their members, send letters to snowmobile clubs in six adjoining and nearby states, used news releases, and also mainstream media via television and print ads to appeal to this group.
- The Power Sports addition in a big way will also create new challenges while we seek resources to spread the word.

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

We have already started working on marketing campaigns and advertising strategies with Wild Bill Productions, Inc. We want to leverage our combined advertising funds and expertise to promote

Here are some of the ways that we are working together:

- Co-promotion. We will include information on both EXPO and the concerts on all advertising. This spans posters, flyers, printed ads, bill boards. This example (to the right) was used on signage at fall snowmobile shows. Letters to snowmobile clubs and dealers will include concert information. Letters to motorcycle dealers about the concert will include EXPO information.
- Timing of the advertising efforts. Wild Bill Productions is on a more aggressive schedule because of ticket sales. The printed materials and ads for the concerts and ticket sales will begin by mid-November. Their website and social media pages will be promoting ticket sales as a Holiday purchase. The ads and websites will include promotion of EXPO. Conversely, the bulk of the EXPO regional ads will be done in the weeks before EXPO and will also promote the concerts for a second wave of ticket sales.
- We will use corresponding websites and Facebook pages to cross-promote. We will do the same in news releases, radio and television interviews. We recently created a new Facebook event page.

Snowmobile Events: EXPO 2016 MAP Application

- We are developing bundled packages that include EXPO admission, lodging, and concert pricing. We will assist West Yellowstone businesses in offering these packages to their guests.

The challenge is that the overall marketing plan is dependent on the amount of funding. We will use existing marketing tools including our website, www.snowmobileexpo.com, as well as Twitter, and our new event driven Facebook page "2016snowmobile and power sports expo" for social media promotion. We have also already begun promoting EXPO 2016 by attending fall snowmobile events and shows including Hay Days (Minnesota) which is the largest and first snowmobile show of the season, the Western Washington Snowmobile Show, and the SnoWest Snowmobile Show (Sandy, Utah). Local businesses have also taken information on EXPO to consumer shows throughout the U.S. this past fall. Coordinators attending these shows, representing EXPO, heard positive comments about returning to exhibit and attend. The most repeated comment coordinator hears at snowmobile marketing shows from the public is "Oh West Yellowstone is still open" .

The 2015/2016 WY Chamber Marketing Plan funded by Accommodations collections began promoting the EXPO and West Yellowstone snowmobiling with ads in regional and national snowmobile publications.

The Chamber Accommodations funding focuses on regional or national coverage. We need additional funds to fund a big push in local, regional, and drive markets to get the word out on EXPO in the four weeks prior to the actual event. This could include newsprint, radio, and television, all with an accompanying web banner whenever possible. We also have a commitment of \$2,500.00 for continued event marketing from the West Yellowstone TBID grant program.

However, we need to enhance this marketing amount, especially into areas such as South and North Dakota, western Montana and Wyoming, and Utah55.

SECTION FIVE: APPLICATION REVIEW CRITERIA

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

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

This project has a direct benefit on West Yellowstone businesses during a traditionally slow weekend without a major event. However, it also benefits those who work in the businesses by providing greater employment opportunities

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

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

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

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

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

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

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

EXPO is now in its 26th year as an annual event. The business community thru discussions and financial support wants to see this event continue to keep the economy and exposure intact. The event is planned by the Snowmobile Events Committee, has its own Event Manager, and an experienced base of volunteers dedicated to making this project a success.

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

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

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

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

| Snowmobile Events: EXPO 2016 MAP Application

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

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

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

Event or Project Applicant: W. Yell. C of C. Snowmobile Events Comm.
Event or Project Name: Snow Shoot 2017 (Held in 2016)
Date Submitted: 11.6.15
Date Approved by MAP Fund Advisory Board: 11.12.15
Requested Amount: \$7500
Approved Amount: \$7500
Exceptions: None

Comments: We discussed w/ Applicant that the RFP for venue and services be sent to all applicable restaurants and meeting space providers.

Recommendation submitted by: John M. Greve, MAPFAB Secretary

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

_____ Date: _____

Comments:

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

MARKETING AND PROMOTION (MAP) FUND APPLICATION COVER PAGE

Applicant Information

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

Event or Project Contact Person: Marge Wanner, Event Coordinator

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

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

Application Submission Date: 10/30/15

Event or Project Information

Event or Project Name: Snow Shoot 2017 (held in 2016)

Location of Event or Project: West Yellowstone Airport & Forest Service land

Date(s) of Event or Project: February 15- March 6, 2016

Estimated Total Event or Project Cost: \$ 86,000

MAP Fund Amount Requested: \$ 7500.00

Project Name: Snow Shoot 2017 (Held in 2016)

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

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

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

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

Since then, "*Snow Shoot*" has traveled to different venues in Canada and the United States. In July 2010, 2011, 2012, 2013, 2014, and 2015, West Yellowstone, Montana was awarded the venue for their "*Snow Shoot*" which occurs 3-4 weeks from mid February through early March. This is a rare occurrence and now they will return in 2016.

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

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

The OEM representatives again along with overwhelming positive comments of the media have chosen West Yellowstone as the home of "Snow Shoot 2017" again to return in 2016.

That was a big decision by the manufactures in 2013, and for West Yellowstone, as it changed a long history of moving the event to other communities.

The positive impact to West Yellowstone is both immediate and long-term. In a struggling winter economy, this event will bring over 1,4300 rooms night to West Yellowstone in February and March. Attendees and participants will be eating all of their meals in West Yellowstone, renting cars from a local business, buying over \$30,000.00 worth of gas for snowmobiles and more for rental cars, consuming power and phone services, shopping retail stores, and using local laundry, dry cleaning, copying and shipping services.

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

We again need MAP's assistance for 2016 to put on this important event. We are requesting \$7,500.00 in assistance to repeat West Yellowstone respected hosting responsibilities for this unique opportunity as outlined in the following pages at this time.

Section II: Proposed Timeline

Planning is already underway for this important event. The manufactures crew will start to arrive around February 15, 2016. The media will be scheduled to arrive February 24 and be in two groups until their scheduled departure March 7, 2016

The manufacturers and media choose and reserve their own rooms. Lists of lodging properties open for the winter and rates have been collected and will be forwarded before they are in the process of booking rooms. Manufactures like to have all their staff in one location and would like access to a private suite or meeting room for their staff gatherings, media tech privacy, and a place they can call home for 3 weeks. They are responsible for their own expenses. *Note:* The type of lodging can range from vacation rentals to small motels to larger hotels.

Section III: Budget

The Snowmobile Events committee has a few financial obligations to meet and they include; temporary restrooms, one public relations temporary office trailer on site for gathering and lunch, trash removal, gas tanks, and two "Meet and Greet" casual receptions. These expenses total approximately \$22,000.00. Additionally, the manufacturers collectively, will pay more than \$94,000.00 for logistical costs such as rental office trailers, gasoline, utilities, grooming of special use areas, forest service permits, security, propane, vehicle washing, and airport lease. That is in addition to their lodging, meals and personal expenses for approximately 3 weeks.

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

1. **Funding Commitment from the Business Community** – In order to help fund this event the Snowmobile Events Committee asked for support from the business community. We asked for a 10% commission from the lodging properties for each “Snow Shoot” attendee room nights. We also require 10% commission on all lunches delivered to the event site throughout the event.
2. **Contributions from other organizations:** We have applied to TBID and been awarded \$2,500.00 toward operational costs of infrastructure logistics such as office trailer, portable bathrooms, trash receptacles and pickup, and marketing tools.
3. **Operations Support** – In 2014, the OEM representatives asked for a “*Casino Night/Receptions*” to provide increased inter-action amongst the staff and media. This started out as a huge challenge for the Food & Beverage locations with the fear of the “unknown” logistics due to attendee numbers, size of business available space, and commitment of closing to the public for 5 hours.

In 2015 a RFP was sent by postal mail to all Food and Beverage licensed businesses. We had 3 responses. In 2015, The Snowmobile Event Committee created and hosted the two receptions at the Buffalo Bar. The manufactures and the media were extremely happy with these two receptions and the welcome they received from the community and their support. They look forward to the “*Meet and Greet*” receptions to meet the community leaders and appreciate the *thank you* they receive during the networking event. Recently at Haydays the Event Coordinator again heard positive comments from both US and International media about how happy they are to be returning to West Yellowstone in 2016. Their comments included.. even the low snow did not hinder their testing and photography experience, they do not have to go to some unknown place early and scout where they want to shoot, and the slight shifts of snow fall over night covered previous tracks for photography.

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

4. **Volunteer Support** - The Snowmobile Events Committee and is volunteering considerable time to organize and assist coordinate this event.
5. **Inter Agency Support** – We are working with the U.S. Forest Service for trail access permits; Montana Department of Aeronautics for use of the West Yellowstone Airport, And Nevada Automotive Test Center (NATC) the winter lease company of airport tarmac.

Section IV: Publicity, Promotion, Marketing

The requested \$7,500.00 in MAP funding would be used to assist in hosting two “Casino Style Meet and Greet” casual receptions required as part of our hosting location responsibilities. The OEM’s are committed to the balance of the cost of these two enhanced receptions.

Two media receptions are required because the two different media groups will here on different dates. Local businesses will have the opportunity to bid on hosting one or both of these receptions for 2016. The receptions will be for the snowmobile manufacturers marketing staff, support engineer staffs, international media representatives, and limited local contacts (approximately 100-140 per reception). Each reception is hosted as a welcome by our community to the manufactures and media the night before each group starts their working schedule the following day. At this time we are unable to finalize reception costs due to the bidding process not completed at this time.

2015, West Yellowstone MAP Fund committed \$7500.00 and the enhanced event cost balance was paid by the snowmobile manufactures.

Section 5: Application Review Criteria

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

As stated above, the positive impact to West Yellowstone is both immediate and long-term. In a struggling winter economy, this event will bring over 1,300 rooms night to West Yellowstone in February and March. Attendees and participants will be eating all of their meals in West Yellowstone, renting cars from a local business, buying gas, consuming power and phone services, shopping retail stores, and using local laundry, dry cleaning, copying and shipping services. The manufacturers collectively, will also spend over \$95,000.00 in operations costs. We have the potential to continue to host this event annually if we are great hosts.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 6: Supporting Documentation.

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

Section 7: Event or Project Outcome

1. Economic Impact

We will track resort tax collections and sewer totals for this period over the previous year although both are lumped together on a monthly basis. We have implemented a better attendee number base through registrations since 2014 event and will continue to use this procedure in 2016.

2. Marketing Efforts

We will also track resulting articles and media coverage, and any direct inquiries that result from this publicity. These results will take longer to track. While there will be some immediate publicity on the web, most printed articles will not appear until late 2016/2017 winter season year.

3. Attendance

We will report how many attendees came to each reception and any feedback (anecdotal). At this time we do a fairly accurate list of media attending.

4. Inquiries

We can track email and phone inquiries to the Chamber; however, we do know that it is likely that the vast majority will wind up directly with our private sector. TBID office staff is also in contact with attendees to assist in lodging options.

5. New Developments

While West Yellowstone previously hosted this event a decade ago, and 2010, 2011, 2012, 2013, 2014, 2015 and again in 2016, a successful, well-executed event could bring "Snow Shoot" back here for a long term and there is discussion amongst the manufactures right now to make West Yellowstone the home of Snow Shoot. Airport authority has offered the Chamber of Commerce a 5 year option lease to host this event.

6. Partnerships

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

7. Aesthetic or other Beneficial Enhancements

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

8. Other: Attachments: 2016 Event Proposed Budget. At this time we are using the 2015 final financials to secure funding options for COC portion of expenses as needed for the 2016 event.

Snow Shoot 2015 updated 7/13/15

<u>Income:</u>	<u>Chamber</u>	<u>OEM</u>	<u>Grand Total</u>	<u>Arctic Cat</u>	<u>Polaris</u>	<u>Ski-Doo</u>	<u>Yamaha</u>
Manufacturers Pre- Event Deposit				17,603.36	19,232.90	17,506.52	15,667.43
Community Investment/Commissions	3,863.90						
Lunches collected on site	5,385.00						
TBID (2500) / MAP (7500)	10,000.00						
Total Income:	19,248.90						
<u>Expenses:</u>							
Permit - DOT Airport lease		3,305.00	\$ 3,305.00	826.25	826.25	826.25	826.25
Packets, signs, nametags (TBID)	1,250.00	0.00	\$ 1,250.00				
OEM Office & Food Trailer, tables, chairs, rugs		12,926.00	\$ 12,926.00	3,231.50	3,231.50	3,231.50	3,231.50
Restrooms (800.00 +150.00)	950.00	0.00	\$ 950.00				
Welcome Receptions (MAP/OEM)	7,500.00	10,538.44	\$ 18,038.44	2,634.61	2,634.61	2,634.61	2,634.61
Waste receptables / recycling		674.16	\$ 674.16	168.54	168.54	168.54	168.54
Coordinator Fees		2,766.00	\$ 2,766.00	691.50	691.50	691.50	691.50
Staff Help		120.00	\$ 120.00	30.00	30.00	30.00	30.00
Supplies	361.56	0.00	\$ 361.56				
Trailer washing		1,500.00	\$ 1,500.00	431.25	356.25	456.25	256.25
Phone/DSL/fax	460.26	1,816.26	\$ 2,276.52	0.00	904.06	758.66	153.54
Power Materials & usage		5,028.84	\$ 5,028.84	880.04	1,206.92	839.82	2,102.06
Propane	0.00	0.00	\$ 3,199.77	0.00	829.70	798.00	1,572.07
Grooming & Setup		1,785.00	\$ 1,785.00	446.25	446.25	446.25	446.25
Gas tanks & materials, pumps	641.84	0.00	\$ 641.84				
Fuel - 87 Octane		1,610.32	\$ 1,610.32	327.6 gal	805.90		327 gal
Fuel - 91 Premium		10,839.44	\$ 10,839.44	828.9 gal	2312.63	1279.3 gal	3569.25
SM Permits - Idaho 32.50		3,380.00	\$ 3,380.00	28	910.00	37	1,202.50
SM Permits - Montana 25.00		2,600.00	\$ 2,600.00	28	700.00	37	925.00
Forest Service Use Permits (operating plan)		2,700.00	\$ 2,700.00		675.00		675.00
Tech Meals		2,895.00	\$ 2,895.00		723.75		723.75
Meals (8,189 total)	4,232.00	1,335.00	\$ 5,567.00		840.00		
CC/bank fees	158.83	0.00	\$ 158.83				495.00
Misc/staffing (TBID)	980.00	0.00	\$ 980.00				
Total Expenses:	\$ 16,534.49	\$ 65,819.46	\$ 85,553.72	16,307.22	18,421.08	16,864.30	17,426.63
Net Income/Loss	2,714.41						
Total due from Manufacturers:				-1,296.14	-811.82	-642.22	1,759.20

-2,750.18

\$1938.36 credit for next year (AC and SD)

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

Event: West Yellowstone Chamber of Commerce Christmas Stroll 2015

Contact Person: Marysue Costello

Address of Contact Person: 30 Yellowstone Avenue,
West Yellowstone, MT 59758

Phone Number: 406-646-7701

Signature of Property Owner of Record: Town of West Yellowstone

Date(s) of Event: Thursday, December 17, 2015

Location: Downtown in all directions from the intersection of Canyon Street and Madison Avenue

Amplification between the hours of: 4:30 AM/PM and 8:30 AM/PM

Description of Event: Seasonal background music for the events of the
Christmas Stroll.

Marysue Costello
Signature of Applicant
12/1/15
Date

FOR OFFICE USE ONLY		
Decision by Town Council:	Approved	Disapproved
Conditions: _____		

Signature of Mayor/Operations Manager: _____		

Date		

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

Event: Wild Bill OCTANE NIGHTS

Contact Person: KATRINA MANN

Address of Contact Person: PO Box 8092

Phone Number: 406-640-0725

Signature of Property Owner of Record: _____

Date(s) of Event: 3/11 & 3/12/16

Location: CITY PARK

Amplification between the hours of: 10 AM/PM and 11:30 AM/PM

Description of Event: OUTDOOR CONCERTS / FREESTYLE SHOWS

Katrina Mann

Signature of Applicant

12/4/15
Date

FOR OFFICE USE ONLY

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

Conditions: _____

Signature of Mayor/Operations Manager: _____

_____ Date

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Event: WILD BILL OCTANE NIGHTS

Sponsor Organization: WILD BILL PRODUCTIONS

Sponsor Address: PO Box 2092 West Yellowstone MT 59758

Contact Person: Katrina Mann

Contact Phone: 406-640-0725 Fax: NA

E-mail Address: wildbillproductions14@gmail.com

Date(s) of Event: March 11th and 12th 2016

Location of Event: Pioneer Park

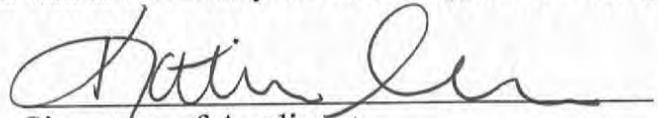
Respond to all sections either on the applicable sheets, or attach sheets as needed. A complete application should be submitted a minimum of 4 weeks prior to the event.

- A. Event detail: Use the attached sheet to describe your event in detail and any special accommodations you are requesting from the Town.
- B. Site Plan: Detail the physical layout of your event on the attached site plan and return with the application.
- C. Liability Insurance: 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 Operations 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.

Application Fee: \$ 25.00

Administration Fee: \$ _____

Total Due: \$ _____



Signature of Applicant

11/2/15

Date

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
Fire			
Police			
Administration			

Notes/Conditions: _____

Approved

Denied

Town Clerk

Date

SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone
Gallatin County, Montana

Event Details

WILD BILL OCTANE SHOW- Outdoor concerts during Snowmobile EXPO 2016, Friday March 11, and Saturday March 12, including Snowmobile Freestyle aerials during and at concerts event venue location.

We are requesting from the city the following items..

-Location Of Event- Held at the city park (see attached map for location of events)

-Allow Set up- We request set up for event starting Monday March 7th and event removal time allowed until Wednesday March 16th.

-Closing Roads- close down Gibbon Ave from Canyon to Dunraven, allowing us to accommodate the Vendors and equipment, then closing down Dunraven from the center line to the park, from the corner of Gibbon to the corner of Fire hole Ave. This will accommodate Staging, buses and various equipment.

-Outside Amplification-from 10am-1130pm Friday and Saturday , this will allow the various acts to conduct sound check etc.

-Resolution on open container- We ask the Council to pass a resolution to lift the Open Container Ordinance, within city park limits for Friday and Saturday from 5:00-11:30pm

-Fire Works- We ask Council to suspend the Fireworks Ordinance to allow fireworks at the Concert location March 11, &12th 7-1130pm. Fireworks would be provided and detonated by licensed professional pyrotechnic. Location is TBD we are considering Parkway D.

Informational Items...

-Insurance- We are in the process of obtaining insurance for this event, we have to wait until the music acts are fully booked and have their individual requests before we can move forward. We will most likely use the same insurance company that covered the event last year. This will be in place before the event takes place, we will provide a certificate when available.

-Security- Will be overseen by Josh Gregory (brother-in-law of Katrina Mann) he is a Police officer, SWAT member and has security training for crowds as well as few law enforcement officers from the Boise area. They will need to work closely with a local law enforcement officer in the event there is need for local jurisdiction . There will also be a team of pre screened volunteers to assist with Security around the park area.

-Vendors- Our event will have the following vendors-Food, Alcohol, Merchandise for performing acts, Event Merchandise and Sponsor Merchandise. They will be set up with tents or trailers for their booths. The food and alcohol vendors will be requested from local businesses through an RFP process. They will be responsible for all tax reporting for the town. All other vendors will fall under the Chamber's exposition application that will be submitted at a later date in conjunction with the EXPO vendors.

-Sale Activity- Sales will include, Ticket sales, food sales, alcohol sales, and merchandise sales. It is understood that all sales, including ticket sales, will be required to collect, report, and submit the 3% resort tax

-Parking- Parking will be around the park location. EXPO Shuttle services will be strongly promoted and the hours and service of the EXPO Shuttle will be expanded to accommodate this event.

-Expected Number Of Spectators- 2000 each night.

-Signage- The event will have signs and banners from sponsors, and the event coordinators.

-Fencing- We are looking to build up snow around the outer perimeter of the park area then fence on top of those areas, allowing us to promote as many ticket sales as we can. The perimeter fencing will be orange event fencing. The park bathrooms will also be fenced off so we can utilize the public restrooms for this venue. The stage area will also be fenced off and closed to public access on Dunraven Ave & Gibbon. The freestyle area will be another location we will have fenced off.

-Bathrooms- We plan to utilize the public park bathrooms and bring in additional outhouses, locations for outhouses will be two on Dunraven next to the stage. Remaining bathrooms by the entrance to the event.

-Trash- There will be a dumpster or large trash can at the entrance of the event in addition to trashcans located near the food and drink vendors.

-Decision Time- As time is of the utmost importance in booking the artists and then being able to attend to marketing, ticket sales, and other logistics, we are asking the Town Council to approve this Event Application and location, as well as approve a resolution allowing for both the alcohol open container in the city park as described above and a resolution for the outside amplification outlined above.

With these approvals, Wild Bill Productions, LLS can then get this show on the road and provide all other detailed documentation as requested in a timely manner.

Last year Event Details

Wild Bill Productions, LLC, a business formed by Katrina and Travis Mann, successfully put on the first production event including concerts and entertainment on two consecutive nights, Friday, March 13th and Saturday, March 14th, 2015.

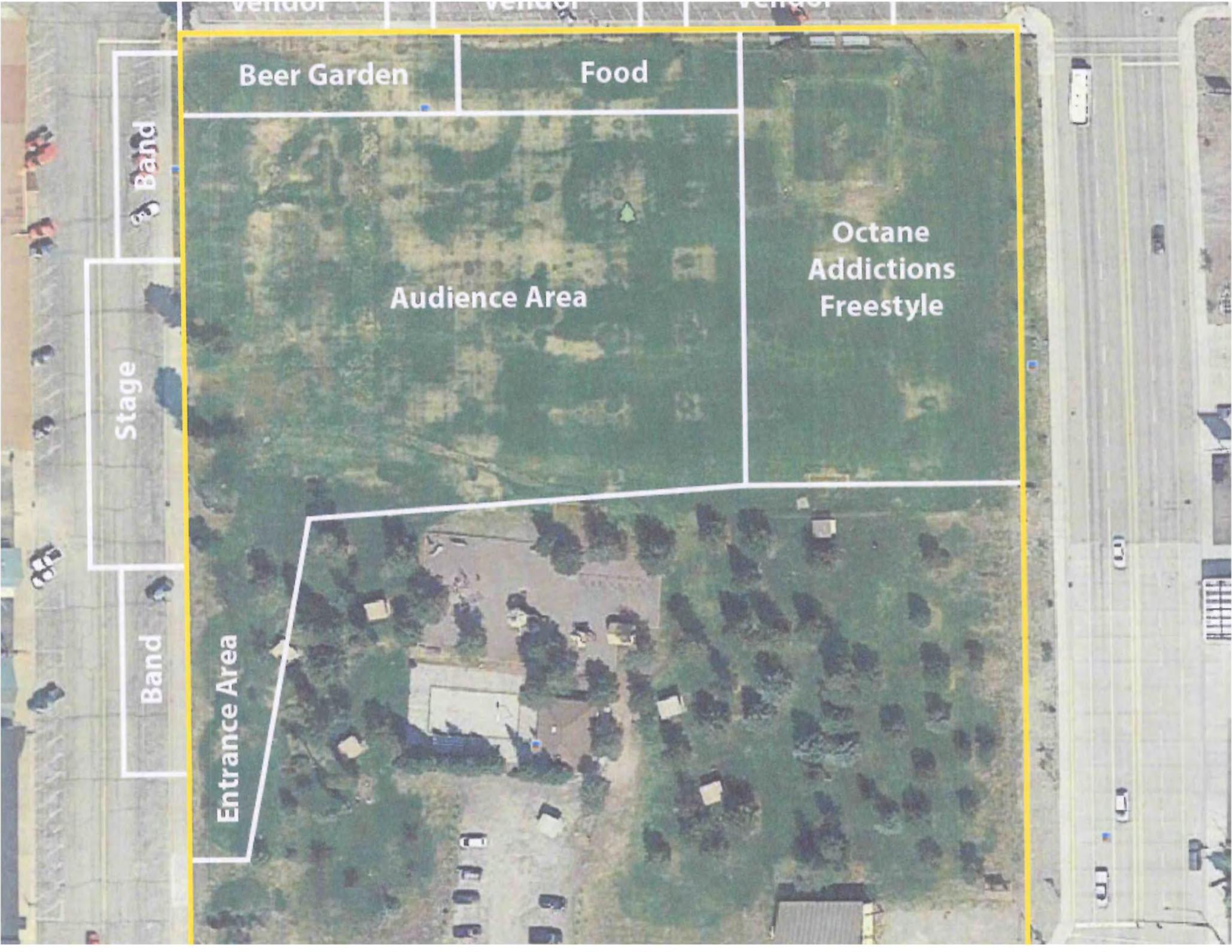
Friday night's line-up featured country/southern rock bands Teka Brock Band, Confederate Railroad, and Blackhawk. Saturday's line-up featured rock/metal bands Jackyl, the Outlaws, and

Warrant. Octane Addictions free-style snowmobile shows filled in the gap between bands and kept the audience entertained and engaged.

Some of the weekend's highlights and results included:

- For an inaugural on the snow event, the attendance was excellent. It was made up of a combination of families and friends. Many asked us about next year's weekend and if they could book before leaving this year.
- Artists in the industry heard about the event and its unique venue. We have received inquiries already from artists asking to come to a 2016 event. This demonstrates that our event is achieving recognition within the music industry.
- The event ran very smoothly in all aspects (suppliers, audience, logistics, and venue) which was extremely satisfying for a first-time event. We partnered with local businesses and suppliers, regional and national sponsors to raise \$53,000 in event funding. These partnerships included local food and beverage businesses: Arrowleaf, The Buffalo Bar, Canyon Street Grill, The Gusher, and Running Bear Pancake House. Regional partners included WY Polaris, Billion Auto Group, Cardinal Distribution, Madison Foods, Willie's Distillery, and Town Pump. National sponsors included Ski Doo, Polaris, Yamaha, Ice Age, and Timbersled. We felt this was a significant success not just financially, but because our suppliers and sponsors also helped to market and promote the event. All of our sponsors were happy with the event and have already pledged to also participate as a sponsor in a 2016 event.
- We achieved our objective of mixing music and free-style entertainment. The free-style filled in the gap between bands setting up and kept the audience entertained and engaged.
- We had good reports from a number of hotels that worked with us on co-promotions. In fact, hotels including Yellowstone Lodge and the White Buffalo reported being full or opening more sections to fill.
- Resort Tax Collections for the month of March 2014 were up approximately \$55,000.00 on taxable income, despite of the lack of snow and challenging snowmobile conditions. We feel this increase was due to the impact of concert-goers spending money here in West Yellowstone on gas, food, lodging, beverages, and retail.

-WILD BILL OCTANE SHOW- The event will be split into two nights. Friday Night we have acts such as Clare Dunn (a new artist who has been on the top of the music charts for months) and Sawyer Brown with fillers throughout the night from Octane Addictions freestyle riders Saturday night we have offers in on our bands still awaiting to hear on confirmation as well as fillers throughout the night from Octane Addictions freestyle riders Fireworks during and after show..



Beer Garden

Food

Audience Area

Octane Addictions Freestyle

Stage

Band

Band

Entrance Area

Resolution No. 672

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA TO EXEMPT PIONEER PARK FROM SECTION 9.12.020 OF THE WEST YELLOWSTONE MUNICIPAL CODE, PUBLIC DRINKING PROHIBITED, ON March 11-12, 2016 DURING THE WILD BILL OCTANE SHOW

WHEREAS, the Town Council of the Town of West Yellowstone desires to support and encourage events that bring visitors to the Town; and

WHEREAS, the Wild Bill Octane Nights is a special event held in Pioneer Park in conjunction with the annual World Snowmobile Expo; and

WHEREAS, the organizers and sponsors of the event desire to sell and allow the consumption of alcoholic beverages in Pioneer Park on March 11-12, 2016 between the hours of 5:00 PM and 11:30 PM; and

WHEREAS, in accordance with Section 9.12.020, Part B of the West Yellowstone Municipal Code, the Town Council may exempt a specific area of a public place where an event or activity will be held from the prohibition on public display or public drinking of alcoholic beverages;

NOW THEREFORE BE IT RESOLVED THAT the Town Council of the Town of West Yellowstone, County of Gallatin, State of Montana, grants an exemption to the organizers and the participants of the Wild Bill Octane Nights from the Public Drinking Prohibition in Pioneer Park, effective only on March 11-12, 2016 between the hours of 5:00 PM and 11:30 PM.

PASSED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF WEST YELLOWSTONE THIS 8th DAY OF DECEMBER 2015.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Town Clerk

REQUEST FOR PROPOSALS

Health Care Services Provider
For West Yellowstone, Montana

DUE DATE:

March 1, 2016

I. INTRODUCTION

A. GENERAL INFORMATION

Notice of Invitation—The Town of West Yellowstone (“the Town”) is seeking proposals from qualified firms, agencies, or organizations to provide health care services to the greater West Yellowstone community. These services may be provided from the facility currently known as the Guy Hanson Medical Clinic. There are no expressed or implied obligations for the Town to reimburse responding agencies for any expenses incurred in preparing proposals in response to this request.

1. Proposal Submission. Prospective providers should submit detailed proposals on or before 5:00 PM on March 1, 2016. Proposals should be mailed or delivered to:

Mayor

Town of West Yellowstone

P.O. Box 1570

West Yellowstone, Montana 59758

“Sealed Proposal Do Not Open”

Proposal cover letters should designate who can answer questions concerning the submitted proposals. An officer empowered to bind the agency submitting the proposal must sign the proposal.

2. Proposal Format. One original copy of the proposal should be submitted in the format outlined in Section III, “Proposal Document Instructions.”
3. Contract Terms. The Town is seeking a contract initially with a term from January 1, 2017 to June 31, 2022.
4. All agencies submitting a proposal shall agree not to include a provision in any contract or agreement with the Town requiring the Town to hold harmless or indemnify any person, partnership, association, corporation or other form of entity.
5. By responding to the RFP, the agency is agreeing to the terms, conditions and requirements set forth herein, unless expressly noted in writing in the firm’s written submission.
6. Schedule of key dates:
 - a. March 1, 2016: Submit sealed proposals by 5:00 PM.
 - b. January 1, 2017: Begin providing health care services.
7. The RFP is not to be construed as creating a contractual relationship between the Town and any agency submitting a response to this RFP.

8. The Town shall have no obligation or liability to any agency responding to this RFP. All costs associated with responding to this RFP are borne solely by the respondent.
9. The Town may require follow-up oral interviews with selected respondents and may require the respondents to participate in negotiations.
10. The Town reserves the right to reject any or all responses, to modify the scope with one or more of the respondents, and to waive any/all requirements which the Town deems to be in its best interests.
11. By submitting the information the agency represents that it has examined and understands the RFP and has become fully informed of all the requirements of the RFP. All terms and conditions set forth in this document are accepted and must be incorporated in the submission unless explicit exception is made to individual items and accepted by the Town.
12. By submitting a response, the agency represents that it has the ability to meet the requirements outlined herein.
13. After evaluation of the responses, the Town will make its selection based on the response which best meets the needs of the Town, in the sole discretion of the Town.
 - a. This Request for Proposals is not intended to create a public bidding process.
 - b. The proposal with the lowest quoted prices or expenses will not necessarily be accepted.
 - c. Nor will any reason for the rejection of any proposal be indicated.
 - d. The Town reserves the right to privately negotiate with any firm with respect to the requirements outlined in this Request for Proposals.

B. EVALUATION AND SELECTION OF PROPOSALS

The Town will perform the evaluation of proposals in accordance with the criteria set forth in Appendix A. The following criteria will also be considered in the evaluation:

1. The agency has no conflicts of interest with regard to any other work performed for the Town.
2. The agency adheres to the instructions in this request for proposal on preparing and submitting the proposal.
3. The agency's past experience and performance on comparable engagements.
4. The quality of the agency's professional personnel to be assigned to the engagement and the quality of the agency's management support personnel to be available for consultation.
5. The agency's ability to serve the entire population, regardless of income or insurance status.
6. Other criteria deemed prudent.
7. The Town reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. SUBCONTRACTING

Agencies are not permitted to subcontract or assign any part of the work covered under the scope of the agreement, without the express prior written consent of the Town.

D. MINORITY AND WOMEN-OWNED BUSINESSES

Minority-owned firms and women's business enterprises are encouraged to submit proposals.

II. NATURE OF SERVICES

A. The Town of West Yellowstone is seeking proposals from qualified firms, or organizations to provide health care services to the greater West Yellowstone community. These services will be provided from the facility currently known as the Guy Hanson Medical Clinic.

If your organization is unable to provide any of the services listed below, please furnish the Town of West Yellowstone with a detailed plan of what services you can provide.

- 1) Provide primary health care for all ages with preferably a Physician and/or a mid-level provider and support staff YEAR ROUND.
- 2) Provide Urgent Care (walk-in service) 7 days a week in the high season from Memorial Day to the 1st Monday in November with preference of 24 hour service.
- 3) Provide after hours on-call Emergency service from 5:00-8:00pm weekdays and 8:00am-8:00pm on the weekends in the winter months from December 15 to March 15.
- 4) Provide visiting specialists and/or telemedicine on a normal rotation including mental health, substance abuse, and OB/GYN services.
- 5) Provide a Community Outreach Coordinator
- 6) Provide Lab Services at a minimum of CLIA-WAIVED tests in-house.
- 7) Provide Digital X-Ray services
- 8) Coordinate with EMS and Life Flight Service
- 9) Provide a Sliding Fee Scale based on family size and income in accordance with Federal Poverty Guidelines. Please state if your Sliding Fee Scale will only be in West Yellowstone or if other providers/specialists you work with will honor the Sliding Fee Scale too. Service must be provided to all, regardless of ability to pay.
- 10) Provider will accept Medicaid, Medicare and Healthy Montana Kids assignment.

III. LEASE AND FINANCES

1. The Town will make its clinic facility available at a lease rate of \$100 per month.
2. The Town may provide financial assistance according to a mutually-agreed upon budget for services.

IV. PROPOSAL DOCUMENT INSTRUCTIONS

A. General Requirements

Proposals should be printed on plain white paper and bound with one staple or binder clip. Proposals should include the following:

1. Title page, including:
 - a. The name, address, and phone number of the agency's contact person
 - b. The name and address of the agency
2. Table of contents
3. A cover letter, including:
 - a. A brief statement as to the proposer's understanding of the work to be performed, the commitment to perform the work, and a statement as to why the agency believes it to be the best qualified to perform the engagement.
 - b. A signature of the person authorized to commit the agency.
4. Body of proposal—see below

B. Body of Proposal

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the agencies seeking to undertake duties as the main health care provider services for the Town in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation.

1. The proposal should demonstrate the qualifications of the agency and of the particular staff to be assigned to this engagement.
2. The proposal should include a business plan and budget that addresses all of the points outlined in the request for proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal.
3. The proposal should address the agency's staffing plans.
4. Licensed in Montana—an affirmative statement should be included indicating that the agency is properly registered/licensed to operate in Montana.
5. Agency Qualifications and Experience—The proposal should state the qualifications of the agency, how many doctors/nurse practitioners/nurses and other staff it employs, and location of other offices from which the agency conducts

business. If applicable, the proposal should also discuss how long the agency has been in business and its capabilities to provide emergency, routine, and specialty health care services in a timely fashion.

6. Disclosure—the proposal should disclose whether or not the agency has had any malpractice suits, has lost privileges with a hospital, has been denied or lost any insurance contracts, or has had any formal complaints filed against them with a board of medical examiners and/or board of nursing.

C. Other Expenses

The Town will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

V. SPECIAL PROGRAMS

A. Contract Period

The Town's contract with the selected health care provider will apply from January 1, 2017 to June 31, 2022.

B. Assignability

The selected health care provider cannot transfer any interest or provide for the assignment of health care services with the Town, without the expressed written permission and written consent of the Town Council.

C. Ownership

All proposals and reports become the property of the Town of West Yellowstone upon submission, for use as deemed appropriate.

D. Confidentiality

All proposals, for the purpose of bidding will be kept in strict confidence by the Town of West Yellowstone. The invitees and subsequently selected agency may not issue news releases or other public notification regarding this project without prior approval from the Town Council, which shall not be unreasonably withheld.

APPENDIX A

After determining that a proposal satisfies the requirements stated in the request for proposal, a comparative assessment of the relative benefits and deficiencies of the proposal in relationship to published evaluation criteria shall be made. The award of a contract resulting from this request for services shall be based on the best proposal received in accordance with the evaluation criteria stated in Appendix B.

After an initial screening process of the RFP, a technical question-and-answer conference or interview may be conducted, if deemed necessary by the Town to clarify or verify the proposer's proposal and to develop a comprehensive assessment of the service.

The Town of West Yellowstone reserves the right to consider historic information and fact, whether gained from the proposer's proposal, question-and-answer conferences, references or any other source, in the evaluation process.

The proposer is cautioned that it is the proposer's sole responsibility to submit information related to the evaluation categories and that the Town of West Yellowstone is under no obligation to solicit such information if it is not included with the proposer's proposal. Failure of the proposer to submit such information may cause an adverse impact on the evaluation of the proposer's proposal.

APPENDIX B

PROPOSAL EVALUATION CRITERIA AND RATINGS

1. Agency Qualifications - **Point Value 25**
 - a. Experience of organization/agency in providing medical care in rural setting
 - b. Level of Service- i.e. DO/Physician or mid-level (qualifications of staff)
 - c. Staffing Plan
 - d. Experience coordination community resources
 - e. References/Letters of Support

2. Provision of Services - **Point Value 40**
 - a. Hours of Operation, please be specific with seasonality of community
 - b. Ability to provide primary care
 - c. Ability to provide urgent care
 - d. Ability to provide on-call service
 - e. Ability to provide digital X-Ray
 - f. Ability to provide lab services

3. Ability to Serve Town of West Yellowstone Regardless of Ability to Pay -**Point Value 25**
 - a. Accepts Assignment of Medicare/Medicaid/Healthy Montana Kids
 - b. Offers Sliding Fee Scale
 - c. Ability to Connect Patients to Other Human Services – i.e. home visitation, maternal child health, HRDC, domestic abuse, mental health etc.

4. Budget Proposals -**Point Value 10**

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: December 4, 2015

APPLICANT: West Yellowstone Chamber of Commerce

ADDRESS: 30 Yellowstone Avenue

PHONE: 408-646-7701

INTEREST IN PROPERTY: Town of West Yellowstone Property

OWNER OF RECORD'S SIGNATURE: TOWN IS OWNER

1. LEGAL DESCRIPTION: MADISON AVENUE SLIGHTLY WEST OF
Subdivision: THE CONVERGATION CORNER BY THE DAIRY
Block: _____ Lot: QUAD
Zoning District Number: _____

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment. SEE DRAWING

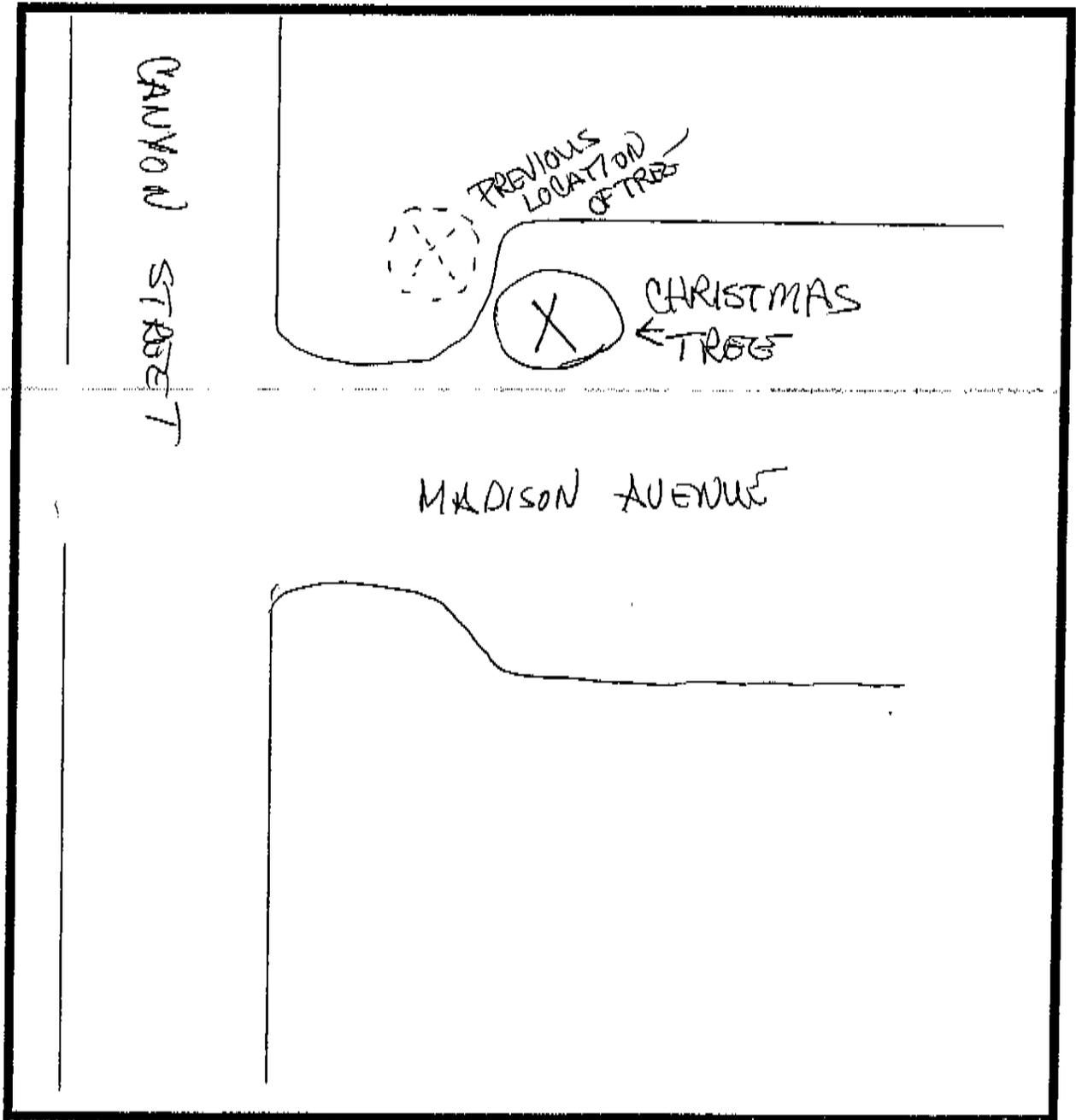
Maureen Astillo
Signature of Applicant
WEST YELLOWSTONE CHAMBER OF COMMERCE
12-4-15
DATE

For Office Use Only:
DECISION BY TOWN COUNCIL

Approved Disapproved

Mayor/Operations Manager

DATE



PLEASE INDICATE DIRECTION

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: 11-17-15
APPLICANT: TRI STATE EXCAVATING
ADDRESS: 621 YELLOWSTONE AVENUE
PHONE: 406 640-0216
INTEREST IN PROPERTY: ~~XXXXXXXXXX~~

OWNER OF RECORD'S SIGNATURE: _____

1. LEGAL DESCRIPTION:

Subdivision: _____
Block: ~~32~~ 32 Lot: ~~XXXXXX~~
Zoning District Number: B-3 do TOWN

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment. PARK 1 SEMI TRUCK AND THREE TRAILERS OVER THE WINTER



Signature of Applicant

11-17-15

DATE

For Office Use Only:
DECISION BY TOWN COUNCIL

Approved Disapproved

Mayor/Operations Manager

DATE



HEBGEN BASIN FIRE DISTRICT

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

Station 1

10 S. Faithful

West Yellowstone, MT 59758

Station 2

20 Tern Lane

West Yellowstone, MT 59758

Station 3

10 Denny Creek Road

West Yellowstone, MT 59758

406-646-9094 • 406-646-9090 fax

911 Advisory Board

Recommendation to West Yellowstone Town Council

Background:

In February 2014, the West Yellowstone Town Council authorized the formation of a 911 advisory board made up of system users, with the following purposes in mind:

- A. Provide technical expertise with respect to emergency communications.
- B. Assist in coordination of the dispatch need and requirements of all public service agencies utilizing the services of the center.
- C. Present input and recommendations concerning budget issues.
- D. Participate in annual strategic to operational planning sessions designed to promote continuous improvement in communications services.
- E. Facilitate the completion of special projects associated with the improvement of communications and dispatch services.
- F. Promote effective interagency resources coordination to improve efficiency and effectiveness in service delivery.

In 2010, the Town of West Yellowstone's Dispatch Center was remodeled. New radios, phone system, and computers were purchased and a second dispatching station was added. The cost of the remodel was paid for by InterCap Loan. The InterCap Loan will not be paid off until 2019 with \$110,000.00 remaining.

Current Needs

The 911 Viper phone system will no longer be supported after December 2015 due to the fact that the system uses Windows XP operating systems. The estimated cost to replace the 911 phone system is \$123,000.00.

The 911 center is also in tremendous need of a Computer Aided Dispatching "CAD" system and an updated records management system that interfaces with the CAD system. The estimated cost for replacement and installation would be \$215,000.00.

Recommendation of 911 Advisory Board:

It is the recommendation of the 911 Advisory Board to request that the Town Council assign the re-appropriated revenue from fiscal year 15-16's amended Interlocal Agreement between the Town of West Yellowstone and Hebgen Basin Fire District to the West Yellowstone 911 Center along with the proceeds from the selling of the EMS Building "Station 1" to the Hebgen Basin Fire District for the purpose of the Capital Improvement Projects listed above.

<u>Costs:</u>	Total upgrade and Inter-cap Loan Payoff	\$448,000.00
<u>Funding:</u>	Amended Interlocal Agreement	Approximately \$58,000.00
	Proceeds from EMS building sale	\$100,000.00
	Total	\$158,000.00

Time Line: This Fiscal Year

In conclusion you can see from the figures above that a significant outlay in capital improvement funding is needed for the West Yellowstone Dispatch Center to continue uninterrupted quality customer service. The recommendation of the 911 Advisory Board is a way to provide that additional funding without having a negative impact on the towns current fiscal budget.

Respectfully submitted by,

Gallatin County Sheriff
West Yellowstone Advisory Board Chairman
Brian Gootkin



Hebgen Basin Fire Chief
West Yellowstone Advisory Board Vice Chair
Shane Grube





Customer: City of West Yellowstone
Quote #:
Project Name:
Created On: 7/16/2015
Expiration Date: 9/14/2015
Account Manager: Lisa Kelly/BQYP
Sales Engineer: Lisa Kelly
Customer Notes:

Catalog Number	Description	Unit Price	Qty	Total Price	Contract Term (Months)
LOCATION: West Yellowstone					
Materials					
912800	VIPER Gateway Shelf	\$ 818.40	3	\$ 2,455.20	
912801	CAMA Interface Module (CIM)	\$ 2,223.73	2	\$ 4,447.46	
912813	48V Power Supply and Shelf - VIPER System	\$ 1,326.67	2	\$ 2,653.34	
912814	Admin Interface Module (AIM)	\$ 1,157.33	1	\$ 1,157.33	
912760/2	V-VIPER Core Equipment Two Position Bundle	\$ 29,842.67	1	\$ 29,842.67	
912750	V-VIPER Cabinet	\$ 2,666.67	1	\$ 2,666.67	
913152	Power 911 Add-On Recorder for Radio	\$ 496.00	2	\$ 992.00	
913152/CD	ITRR Media Kit	\$ 82.67	1	\$ 82.67	
P10096	20" LED Backlit Monitor	\$ 361.33	2	\$ 722.66	
P10114/R	Backup Disk Solution for Windows Server (Rack-Mount)	\$ 4,533.33	1	\$ 4,533.33	
914143	Symantec End Point Protection Manager (EPM)	\$ 84.00	2	\$ 168.00	
Support					
950999/SUB1	Software Subscription Service - 1 Year/Position	\$ 2,000.00	2	\$ 4,000.00	12
950999/PRO1	Software Protection and Remote Technical Support - 1 Year/Position	\$ 800.00	2	\$ 1,600.00	12
Implementation					
QINTR-INTRADO SYSTEMS CORP	Integration	\$ -	1	\$ -	
950852	Front Room Equipment Staging - Per Position	\$ 333.33	2	\$ 666.66	
950853	Back Room Equipment Staging - Per Cabinet	\$ 2,333.33	1	\$ 2,333.33	
950100	Project Survey (per Site)	\$ 2,000.00	1	\$ 2,000.00	
960575	Living Expense per Day per Person	\$ 266.67	3	\$ 800.01	
960580	Travel Fee per Person	\$ 1,666.67	1	\$ 1,666.67	
950104	Intrado Professional Services (per Day)	\$ 2,000.00	5	\$ 10,000.00	
960575	Living Expense per Day per Person	\$ 266.67	7	\$ 1,866.69	
960580	Travel Fee per Person	\$ 1,666.67	1	\$ 1,666.67	
960780	Power 911 Administrator Training	\$ 2,000.00	1	\$ 2,000.00	
960801	Power 911 User Training	\$ 2,000.00	1	\$ 2,000.00	
960575	Living Expense per Day per Person	\$ 266.67	4	\$ 1,066.68	
960580	Travel Fee per Person	\$ 1,666.67	1	\$ 1,666.67	

Town of West Yellowstone Sewage Treatment Lagoon Site Lease Agreement

Lease Amendment #2

This Lease Amendment is made and entered into by and between the MONTANA DEPARTMENT OF TRANSPORTATION, Aeronautics Division, Yellowstone Airport, hereinafter called the "Department" and the Town of West Yellowstone hereinafter called the "Lessee."

This Lease Agreement gives the Lessee the right to maintain and alter, upon the described premises, a sewage treatment facility to be used in connection with the sewer system in the Town of West Yellowstone, Montana.

This purpose of this amendment is to extend the Lease Agreement for an additional thirty one days (31) days, for the period of January 1, 2016 through January 31, 2016. Pro-rated rental sums, at the current rate, shall be invoiced at the end of the extension period.

A. Paragraph 2 shall be amended to read:

TO HAVE TO HOLD said lease, right, and right-of-way unto Lessee, its successors or assigns until January 31, 2016, but under the specific conditions, restrictions, and considerations, as follows:

The remaining terms and provisions of the original Lease Agreement including any subsequent amendments, remain in full force and effect and are incorporated fully herein.

TOWN OF WEST YELLOWSTONE - LESSEE

Lessee Signature
Printed Name: _____
Title: _____

Date

MONTANA DEPARTMENT OF TRANSPORTATION, AERONAUTICS DIVISION

Jeff Kadlec, Airport Manager
Montana Department of Transportation, Aeronautics Division

Date

Debbie Alke, Administrator
Montana Department of Transportation, Aeronautics Division

Date

APPROVED FOR LEGAL CONTENT:

Date