

Town of West Yellowstone

Tuesday, November 5, 2024

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

Meeting ID: 893 834 1297.

TOWN COUNCIL WORK SESSION – 5:00 PM

Hebgen Basin Fire Department Funding

Discussion

TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #7075 to 3H Construction, flush and clean sewer lines, \$17,820.00
#7076 to 3H Construction, tree planting, \$8200.00

Claims

Business License Applications:

Consent Agenda

Minutes: **October 15, 2024 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

NEW BUSINESS

Special Event Permits and Requests

Discussion/Action

- Wildfire Defense Series 2025, request to waive resort tax bond
- Mistletoe Magic 2025, request to waive resort tax bond, vendor fees, rental of Povah Center

Marketing and Promotions Fund Policies and Forms Updates

Discussion/Action

Correspondence/FYI/Meeting Reminder



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

Public Hearing/Public Meeting

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

Oral Communication

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

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

General Town Council Meeting Information

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



**TOWN OF WEST YELLOWSTONE
MONTANA**

info@townofwestyellowstone.com

PURCHASE ORDER

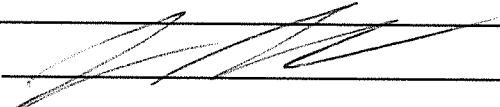
Date 10/29/2024

Ship Via

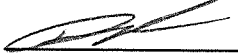
Order No. **7075**Department Water/sewerTO: 3H Construction LLCADDRESS: PO Box 2250 Idaho Falls, ID 83403

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	<u>Flush and clean Sanitary sewer and storm</u>
	<u>drain lines</u>

Estimated Cost \$ 17,820.00Requested By: Accounting Code 53104000.357Authorized By: 

VENDOR COPY - White OFFICE COPY - Canary

Approved By: 

5310 - 430600 - 357
JS

3H CONSTRUCTION LLC

PO Box 2250
Idaho Falls, ID 83403

Invoice

Date	Invoice #
10/2/2024	5041 - 1

Bill To
Town of West Yellowstone West Yellowstone, MT 59758

P.O. No.	Project	Terms
		Net 30

Description	Quantity	UM	Rate	Amount
Description of work from 09/19/2024 through 10/02/2024: Hydro excavate various locations for curb boxes in water system and dry wells for storm drainage. Flush and clean sanitary sewer, storm drain lines, and lift stations.				
Vac Truck / Hydro Ex	18.5	HR	400.00	7,400.00
Vac Truck Flush and Clean Sanitary Sewer and Storm Drain Lines	12,525	LF	0.80	10,020.00
Mobilization (1/2)	1	LS	400.00	400.00

Thank you for your business.		Total	\$17,820.00
Phone #	Fax #	Payments/Credits	\$0.00
208-359-8009	208-359-1512	Balance Due	\$17,820.00

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date 10/29/2024

Ship Via

Order No. **7076**

Department Streets

TO: 3H Construction LLC

ADDRESS: PO Box 2250 Idaho Falls, ID 83403

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	<u>Tree planting</u>

Estimated Cost \$ 8,200

Requested By: [Signature]

Accounting Code 1000 430200 221 ☒ *

Authorized By: [Signature]

VENDOR COPY - White OFFICE COPY - Canary

Approved By: [Signature]

1000 - 430200 - 221
05

3H CONSTRUCTION LLC

PO Box 2250
Idaho Falls, ID 83403

Invoice

Date	Invoice #
10/2/2024	5041 - 2

Bill To
Town of West Yellowstone West Yellowstone, MT 59758

P.O. No.	Project	Terms
		Net 30

Description	Quantity	UM	Rate	Amount
Description of work from 09/19/2024 through 10/02/2024.				
Vac Truck / Hydro Ex - on Main Street for Tree Planting.	19.5	HR	400.00	7,800.00
Mobilization (1/2)	1	LS	400.00	400.00

Thank you for your business.		Total	\$8,200.00
Phone #	Fax #	Payments/Credits	\$0.00
208-359-8009	208-359-1512	Balance Due	\$8,200.00

11/01/24
15:18:38

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 11/24

Page: 1 of 7
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
51773		3462 Midnight Auto	5,397.88					
	51	10/04/24 2013 Chevrolet Repairs	5,397.88		SEWER	5310 430600	369	101000
51776		266 Utilities Underground Location	27.52					
	4095382	09/30/24 excavation notifications	13.76		WATER	5210 430500	357	101000
	4095382	09/30/24 excavation notifications	13.76		SEWER	5310 430600	357	101000
51777		2264 MORNING GLORY COFFEE & TEA	36.25					
	143524	10/14/24 Dispatch coffee	36.25		DISP	1000 420160	220	101000
51779		2813 Century Link	998.24					
	10/19/24	911 ALI/SR 255-9710	385.39		911	2850 420750	345	101000
	10/19/24	BSLAnlog 255-9712/0133,5127	125.25		POLICE	2850 420750	345	101000
	10/19/24	BSLAnlog 646-5170,5173,5179	167.60		POLICE	2850 420750	345	101000
	10/19/24	Alarm Lines 646-5185,7256	105.20		TWNHLL	1000 411250	345	101000
	10/19/24	Police - 646-7600	214.80		POLICE	2850 420750	345	101000
51781		2088 Town West Yellowstone	898.97					
	11/01/24	utility chrgs, Chamber, 895	100.88		BLDGS	1000 411257	340	101000
	11/01/24	utility chrgs, UPDL, 892	127.72		BLDGS	1000 411252	340	101000
	11/01/24	utility chrgs, PS Shops, 884	58.75		BLDGS	1000 411253	340	101000
	11/01/24	utility chrgs. Povah Ctr, 887	109.79		BLDGS	1000 411255	340	101000
	11/01/24	utility chrgs, Police Dept,886	74.49		BLDGS	1000 411258	340	101000
	11/01/24	utility chrgs, City Park, 885	187.69		BLDGS	1000 411253	340	101000
	11/01/24	utility chrgs, Library, 891	59.45		LIBBLD	1000 411259	340	101000
	11/01/24	utility chrgs, Twn Hall, 921	180.20		TWNHAL	1000 411250	340	101000
51785		73 Westmart Building Center	2,511.38					
	10/27/24	Street Supplies	1,254.03		STREET	1000 430200	220	101000
	10/27/24	Sewer	51.79		SEWER	5310 430640	870	101000
	10/27/24	Water Supplies	24.20		WATER	5210 430500	220	101000
	10/27/24	UPDL	361.32*		UPDL	1000 411252	220	101000
	10/27/24	Parks Supplies	820.04		PARKS	1000 460430	220	101000
51786		3242 Fisher's Technology	14.44					
	1404562	10/25/24 copy fee	14.44		FINADM	1000 410510	356	101000
51787		95 Energy West-Montana	1,423.14					
	11/01/24	nat gas 210361788 updl	191.09		UPDH	1000 411252	344	101000
	11/01/24	nat gas 210360293 Police	27.68		POLBLD	1000 411258	344	101000
	11/01/24	nat gas 210361746 Pub Services	371.90		STREET	1000 430200	344	101000
	11/01/24	nat gas 210361811 old firehall	41.59		PARK	1000 460430	344	101000
	11/01/24	nat gas 210363966 old bld ins	78.09		STREET	1000 430200	344	101000
	11/01/24	nat gas 210360540 library	58.98		LIBBLD	1000 411259	344	101000

11/01/24
15:18:39

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Page: 2 of 7
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		11/01/24 nat gas 210364599 Povah	347.58		POVAH	1000 411255	344	101000
		11/01/24 nat gas 210361697 Iris Lift St	43.28		SEWER	5310 430600	344	101000
		11/01/24 nat gas 210365425 Twn Hall	242.22		TWNHAL	1000 411250	344	101000
		11/01/24 nat gas 210361655 Mad Add Sewe	20.73		SEWER	5310 430600	344	101000
51789		2421 NAPA Auto Parts	487.03					
	10/31/24	Napa Supplies	31.58		STREET	1000 430200	220	101000
	10/31/24	Napa repairs Supplies	217.16		STREET	1000 430200	361	101000
	10/31/24	Napa Parks Supplies	137.32		STREET	1000 460430	220	101000
	10/31/24	NAPA Fuel & Oil supplies	100.97		STREET	1000 430200	231	101000
51797		3400 Julie Brown	3,057.50					
	103124 10/31/24	Library	337.50		LIBRY	1000 411259	357	101000
	103124 10/31/24	Rendezvous Ski building	120.00		TRLHD	1000 411256	350	101000
	103124 10/31/24	Town Hall	1,650.00		TWNHLL	1000 411250	357	101000
	103124 10/31/24	Povah Building	950.00		POVAH	1000 411255	350	101000
	103124 10/31/24	Public Works Shop	0.00		PARKS	1000 411253	357	101000
51800		1514 Verizon Wireless	1,280.04					
22 Smartphones								
7 laptops								
	10/20/24	640-0108, Police	45.46		POLICE	1000 420100	345	101000
	10/20/24	223-2779 586 Laptop	40.01		POLICE	1000 420100	345	101000
	10/20/24	333-8121 Head DspthLaptop	40.01		DSPTCH	1000 420160	345	101000
	10/20/24	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	10/20/24	640-0141 Street SP	45.46		STREET	1000 430200	345	101000
	10/20/24	640-0159 Street SP	45.46		STREET	1000 430200	345	101000
	10/20/24	640-0606 911 Dispatch	45.46		911	1000 420160	345	101000
	10/20/24	640-1103, Operator SP	45.46		STREET	1000 430200	345	101000
	10/20/24	640-1460, Library Dir, SP	45.46		LIBRAR	2220 460100	345	101000
	10/20/24	640-1461, S & W operator, SP	45.46		SEWER	5310 430600	345	101000
	10/20/24	640-1462, S & W Super, SP	45.45		WATER	5210 430500	345	101000
	10/20/24	640-1463, Deputy PSS, SP Sspnd	45.45		PARKS	1000 460430	345	101000
	10/20/24	640-1472, Ops Mgr, SP	45.45		ADMIN	1000 410210	345	101000
	10/20/24	640-1676, Rec Coord, SP	45.45		REC	1000 460440	345	101000
	10/20/24	640-1754, COP, SP	45.45		POLICE	1000 420100	345	101000
	10/20/24	640-1755, Police	45.45		POLICE	1000 420100	345	101000
	10/20/24	640-1756, Police	45.45		POLICE	1000 420100	345	101000
	10/20/24	640-1757, Police	45.45		POLICE	1000 420100	345	101000
	10/20/24	640-1758, Head Dispatcher	45.45		DSPTCH	1000 420160	345	101000
	10/20/24	640-1759, Police	45.45		POLICE	1000 420100	345	101000
	10/20/24	640-7547,WS Super	45.45		SEWER	5310 430600	345	101000
	10/20/24	640-9074, PSS, SP	45.45		STREET	1000 430200	345	101000
	10/20/24	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	10/20/24	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000

11/01/24
15:18:39

TOWN OF WEST YELLOWSTONE
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For the Accounting Period: 11/24

Page: 3 of 7
Report ID: AP100

FSB - Operating account
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	10/20/24	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	10/20/24	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	10/20/24	640-2354 Social Services	45.45		SOCSE	1000 450135	345	101000
	10/20/24	640-2629 City Judge	45.45		COURT	1000 410360	345	101000
	10/20/24	640-7108 Police Officer	45.45		POLICE	1000 420100	345	101000
51806		42 Fall River Electric	7,941.19					
	10/21/24	PARK, old firehouse 2901001	43.37		PARK	1000 411253	341	101000
	10/21/24	povah comm ctr 4212001	293.69		POVAH	1000 411255	341	101000
	10/21/24	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	10/21/24	RR Well 4212005	50.48		WATER	5210 430500	341	101000
	10/21/24	IRIS LIFT STATION 4212006	355.46		SEWER	5310 430600	341	101000
	10/21/24	POLICE 4212008	205.07		POLICE	1000 411258	341	101000
	10/21/24	TOWN HALL 4212009	320.84		TWNHLA	1000 411250	341	101000
	10/21/24	ICE RINK 421010	74.02		PARKS	1000 411253	341	101000
	10/21/24	S Canyon XmasTreelite 4212011	0.00		STLITE	1000 430263	341	101000
	10/21/24	Sewer Plant 4212012	1,458.43		SEWER	5310 430600	341	101000
	10/21/24	South Iris Street Well 4212013	631.15		WATER	5210 430500	341	101000
	10/21/24	Hayden/DeLaceyPump 4212014	135.33		SEWER	5310 430600	341	101000
	10/21/24	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000
	10/21/24	911 Tower 4212016	130.90		911	2850 420750	341	101000
	10/21/24	MADADD H2O Tower 4212017	55.45		WATER	5210 430500	341	101000
	10/21/24	SHOP 4212018	101.10		STREET	1000 430200	341	101000
	10/21/24	UPDL 220 Yell Ave4212019	39.00		UPDL	1000 411252	341	101000
	10/21/24	ANIMAL 4212029	70.71		ANIML	1000 440600	341	101000
	10/21/24	CLORINATOR 4212030	69.01		WATER	5210 430500	341	101000
	10/21/24	Electric Well 4212031	60.14		WATER	5210 430500	341	101000
	10/21/24	PARK 4212032	119.61		PARKS	1000 411253	341	101000
	10/21/24	UPDL 4212041	562.58		UPDL	1000 411252	341	101000
	10/21/24	861PowerLintTREATSERV 4212046	1,492.45		SEWER	5310 430600	341	101000
	10/21/24	LIBRARY 23 dunraven 4212054	182.15		LIBR	1000 411259	341	101000
51808		3116 R & R Lock and Key, LLC	1,320.00					
	2493 09/01/24	Keys,doorfixes,	1,320.00		TWNHLL	1000 411250	357	101000
51809		3388 YCG, Inc.	2,615.00					
	233725 10/11/24	Refurbished radar	1,307.50		POLICE	1000 420100	212	101000
	233725 10/11/24	Refurbished radar	1,307.50		POLICE	4000 420110	944	101000
51810		3494 PWAP	44.15					
	390096 08/12/24	Shipping of toys	44.15		LIBRY	2220 460100	220	101000

11/01/24
15:18:39

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For the Accounting Period: 11/24

Page: 4 of 7
Report ID: AP100

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51811		1454 Bozeman Daily Chronicle/Big Sky	80.00					
	561252-2	10/07/24 PublicHearingZoningcode	80.00		ADMIN	1000 410210	327	101000
51812		999999 KARLA SALINAS	350.00					
	10/14/24	Refund Povah cleaning deposit	350.00		POVAH	2210 214001		101000
51813		3495 WW Entertainment, LLC	25,000.00					
	WWWBlkPrty	10/29/24 WildWestWinterBlockPrty	25,000.00		MAP	2101 410130	398	101000
51814		2099 Quick Print of West Yellowstone	132.44					
	33825	10/08/24 Postage Police	132.44		POLICE	1000 420100	311	101000
51815		3317 3H Construction LLC	26,020.00					
	5041-1	10/02/24 HydroExcavatearoundTown	17,820.00		SEWER	5310 430600	357	101000
	5041-2	10/02/24 Vactruckfor tree planting	8,200.00		STREET	1000 430200	221	101000
51816		547 WY Chamber of Commerce	2,903.07					
	towy102024	10/09/24 VICsupplyreimbursement	2,853.07		LEGIS	1000 410100	870	101000
	towy-MSU	10/09/24 Reimbursefor MTMuniGovclass	50.00		LESIS	1000 410100	380	101000
51817		999999 TAMMY LEE LEVANDOWSKI	400.00					
	10/16/24	RestitutionPaymentReyes	400.00		COURT	7469 212401		101000
51818		999999 DANTE QUIDOLIT	85.00					
	10/16/24	ExoneratedBondWalter	85.00		COURT	7469 212401		101000
51819		2162 Holiday Inn	200.00					
	10/20/24	SelfCareFairVenue	200.00		HELP	7010 450135	790	101000
51820		2500 Black Mountain Productions	16,000.00					
	572	10/22/24 FundingBandContracts	16,000.00		LEGIS	1000 410100	870	101000
51821		3305 Dunne Communications, Inc.	5,146.46					
	24100701	10/07/24 MultiBandRadio	5,146.46		POLICE	4000 420110	944	101000
51822		2822 ClearBlu Business Services	1,950.00					
	2743	10/22/24 Hydrojetting manholes/Drains	1,950.00		SEWER	5310 430600	357	101000
51823		65 Tractor & Equipment	1,731.81					
	0238148	09/27/24 Equipment Repairs	277.68*		STREET	1000 430200	369	101000
	0238147	09/27/24 Equipment Repairs	1,454.13*		STREET	1000 430200	369	101000

11/01/24
15:18:39

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Page: 5 of 7
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FSB - Operating account
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
51824		2586 Waxie Sanitary Supply	1,326.72					
	82777962	10/07/24 Cleaning Supplies	366.00		PARKS	1000 460430	220	101000
	82699890	08/30/24 Cleaning Supplies	960.72		PARKS	1000 460430	220	101000
51825		3115 Spiffy Biffy	369.00					
	3964	10/10/24 Monthly Rental rate Aug/Sept	369.00*		PARKS	1000 460430	357	101000
51826		2614 Clair & Dee's Operations, LLc	819.97					
	5001239	09/30/24 Vehicle Repairs	210.00		STREET	1000 430200	361	101000
	5003749	09/30/24 Vehicle Repairs	609.97		STREET	1000 430200	361	101000
51827		3496 Don's Glass & Repair	439.36					
	1655	10/14/24 Glass repair at LittleRangers	439.36		LRNGCT	1000 411254	366	101000
51828		2937 CINTAS First Aid & Safety	383.88					
	5236214204	10/23/24 First Aide Supplies	383.88		STREET	1000 430200	220	101000
51829		3003 Kyle Tanner	483.04					
	10/21/24	BuildingDeptTraining	483.04		BULDNG	1000 420531	380	101000
51830		3365 Joe Johnson Equipment	8,212.86					
	S00273	10/22/24 Equipment Repairs	3,994.73*		STREET	1000 430200	369	101000
	P02258	10/15/24 Equipment Repairs	4,218.13*		STREET	1000 430200	369	101000
51831		3437 T-Mobile	25.31					
	3459434-12	09/30/24 Mobile Internet	25.31		STREET	1000 430200	345	101000
51832		3350 Mid-American Research Chemical	1,832.60					
	0831718	10/10/24 Sewer supplies	1,832.60		SEWER	5310 430600	220	101000
51833		103 H-K Contractors Inc	67,798.00					
	824079-01	10/04/24 Pave NElectric StPathway	36,770.00		SIDWLK	2820 430262	365	101000
	824080-01	10/04/24 Repave Electric St Courts	31,028.00*		PARKS	4000 460430	936	101000
51834		709 TD&H Engineering	8,729.00					
	40255	10/18/24 Professional fee	8,729.00		PLNNG	1000 411000	357	101000
51835		3445 ALLSTATE MACHINE SHOP	895.80					
	147577	10/28/24 WaterEquipment Repair	895.80		WATER	5210 430550	369	101000

11/01/24
15:18:39

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 11/24

Page: 6 of 7
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
51836		3261 Targhee Services	375.55					
	102324	10/23/24 PD Vehicle Repairs	375.55		STREET	1000 430200	361	101000
51837		3315 IAS EnviroChem	1,450.00					
	2406407	10/24/24 Testing Fees	1,450.00		SEWER	5310 430600	348	101000
51838		2116 DEQ/WWOC	1,228.00					
	5I2504108	10/18/24 Community Connection Fee	1,228.00		WATER	5210 430500	335	101000
51839		3245 4 Corners Recycling LLC	1,228.60					
	5399	10/28/24 Recycling pull fees	1,228.60		PARKS	1000 460430	534	101000
51840		2198 Westgate Auto Body	75.00					
	5737	10/30/24 Rock Chip Repair Sienna	75.00		STREET	1000 430200	361	101000
51841		3497 Arlyn Greydanus	3,514.00					
	103124	10/31/24 Background on Chief of Police	3,300.00*		ADMIN	1000 410210	870	101000
	103124	10/31/24 Background on Chief of Police	80.00		ADMIN	1000 410210	370	101000
	103124-2	10/31/24 Background on Chief of Police	134.00		ADMIN	1000 410210	370	101000
51842		999999 HAN PETERSON	104.72					
	11/01/24	Refund overpayment Utility bill	104.72		WATER	5210 214100		101000
51843		3465 Falls Plumbing Supply Inc.	201.38					
	1075218	11/01/24 Water supplies	201.38		WATER	5210 430500	220	101000
51844		764 General Distributing Co.	91.05					
	1435676	10/31/24 Welding supplies	91.05		STREET	1000 430200	231	101000
# of Claims 49			Total: 207,635.35					

11/01/24
15:18:39

TOWN OF WEST YELLOWSTONE
Fund Summary for Claims
For the Accounting Period: 11/24

Page: 7 of 7
Report ID: AP110

Fund/Account	Amount
1000 General Fund	
101000 CASH	70,703.68
2101 Marketing & Promotions (MAP)	
101000 CASH	25,000.00
2210 Parks & Recreation	
101000 CASH	350.00
2220 Library	
101000 CASH	89.61
2820 Gas Tax Apportionment	
101000 CASH	36,770.00
2850 911 Emergency	
101000 CASH	1,023.94
4000 Capital Projects/Equipment	
101000 CASH	37,481.96
5210 Water Operating Fund	
101000 CASH	3,418.54
5310 Sewer Operating Fund	
101000 CASH	32,112.62
7010 Social Services/Help Fund	
101000 CASH	200.00
7469 City Court - Judge Jent	
101000 CASH	485.00
Total:	207,635.35

Town of West Yellowstone
Town Council Meeting
October 15, 2024

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

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

The meeting is called to order by Mayor Travis Watt at 5:30 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

The meeting is being broadcast over the internet using a program called Zoom.

WORK SESSION

Mayor Watt calls the work session to order. The purpose of the meeting is to review the current SFE (Single Family Equivalency) calculator, the tool used to calculate sewer connections fees and billing rates. Finance Director Katie Thompson introduces Town Engineer Kyle Scarr, who has reviewed the current calculator and performed an analysis. Scarr says that he worked with Thompson to review the billing and usage for the system for the past year. The current calculator bases one SFE to be equivalent to 225 gpd (gallons per day). He says he thinks that number is a little high and 150 gpd is more accurate. He performed an analysis of 13 hotels and determined that the billing rate appears to be reasonable, although there were some properties that used more and some less than would be expected. In reference to restaurants, they analyzed ten restaurants and it appears they are being under charged for what they are using. He says that he would hesitate to recommend making changes based on one year of data. All calculations were based on summer usage, June-September. The Council discusses the presented data. Finance Director Katie Thompson presents the sewer revenue for the past five years. She breaks out the net expenditures and funding for capital improvement projects. She explains that since the sewer fund is an enterprise fund, it should generate enough money to fund the system. However, the Town contributes to the fund from resort tax. Thompson presents the estimated, actual, and then projected revenues for the fund for FY 2024 and FY 2025. She reports that the current fee schedule generates enough money to fund operations and the payment on the wastewater treatment plant when combined with the \$1,000,000 allocation from the resort tax. Mathews asks multiple questions about the revenue that will be allocated for other sewer projects such as replacing sewer lines. Thompson refers to the Facilities Planning Study that was put together by Forsgren Associates and points out that all the projects that were designated as an immediate need are budgeted this year. They discuss different ways to replace or reinforce a sewer pipe. The Council discusses the SFE calculator and possibly updating the factors used for specific user groups. They acknowledge that the calculator appears to be generating enough funds to meet their bond obligations. The Council discusses moving towards eliminating the contribution from resort tax to the sewer fund. Watt asks Thompson how many SFEs are actually being billed? Thompson responds that they are billing for just over 4226 SFEs. The group discusses struggles the Town has had implementing and interpreting the SFE schedule, but acknowledges that the current schedule was based on generating enough revenue to meet the bond obligations. Watt asks Scarr to discuss alternate ways to bill for usage. Scarr says it is common in other communities to bill based on meter size plus usage. The group discusses the impact of changing to an alternate billing system.

Public Comment Period

No public comment is received.

Council Comments

Council Member Griffith says she has heard complaints about the construction debris next to the Markov project. Mathews says he has heard some positive feedback about the walkway along Electric Street. Griffith adds that the new streetlights on Highway 20 look really nice. Mayor Watt thanks the staff for all their efforts to host the Montana League of Cities & Towns conference.

Public Hearing: FY 2025 Budget

Mayor Watt opens the hearing, which has been continued since August 20, 2024. The purpose of the hearing is regarding the FY 2025 budget and was noticed publicly. Due to errors by the Department of Revenue calculating 2024 taxable valuations, the hearing was continued until the revised taxable valuations could be calculated. No public comments are received, the hearing is closed.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #7042 to Sweet Electric for upgrades to the Madison lift station for \$31,510.00. (McBirnie, Benike)
- 2) Motion carried to approve the claims, which total \$1,559,543.27. (McBirnie, Benike)
- 3) Motion carried to approve the minutes of the October 1, 2024 Town Council Meeting. (McBirnie, Mathews) Griffith is opposed, motion passes.
- 4) Motion carried to approve Resolution No. 808, a resolution setting the FY 2025 Mill Levy. (McBirnie, Benike)
- 5) Motion carried to approve Resolution No. 809, a resolution setting the FY 2025 municipal budget. (McBirnie, Benike)
- 6) Motion carried to approve the 80 Acres Zoning Map Services Agreement with Hyalite Engineers PLLC. (McBirnie, Benike) Griffith is opposed.
- 7) Motion carried to approve the recommendation to award \$5000 from the marketing and Promotions Fund to the Yellowstone Ski Festival. (McBirnie, Benike)
- 8) Motion carried to approve the Collective Bargaining Agreement with the Employees Unit of the Montana Federation of Public Employees for FY 2024 – 2027. (McBirnie, Benike)

DISCUSSION

- 4) Thompson explains that when the taxable valuations were recalculated, it increased the Town's revenue from property tax by approximately \$200.
- 5) Thompson briefly describes the changes made to the budget document since the last meeting. Watt points out that the budget for the Tourism Business Improvement District is also adopted as part of the budget document.
- 6) Town Manager Dan Walker explains that Scott Hazelton has prepared a proposal to develop a zoning map for the 80 acres through Hyalite Engineers, PLLC. Griffith says that she thinks they should put this project out for bid. She also recommends approaching Alana Griffith, an attorney who has experience with land use issues, to lead this process.
- 7) John Greve, Secretary for the Marketing and Promotions Advisory Board, addresses the Council to describe the recommendation from the Board to award \$5000 for the Yellowstone Ski Festival.
- 8) Town Manager Dan Walker explains that they worked through this contract and is glad they were able to reach a three-year agreement. He says that wages are always the sticking point and adds that they also added on-call pay

- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports that Chris Wigner has accepted and signed the offer letter to accept the position of Chief of Police. They are still working through background investigation and psychological evaluation. Two new employees started today: Tia Mondok as Social Services Assistant and Todd Nickolich has been hired as an Equipment Operator. They do have an interview scheduled for next Friday with a potential dispatch candidate. He says he heard a lot of positive comments about the conference. They had a Development Review Group meeting last week, they are working through the review for three projects.

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

Mayor

ATTEST:

Town Clerk

Department Head(s) Report October 24 – October 30, 2024

- 58 calls for service
 - 0 Citations issued
 - 11 Warnings
 - 1 Cases
 - 0 Arrest
 - 5 Fire/EMS calls
-
- Call types consisted of: Traffic Stops, School Resource, 911 Calls, Fight, Parking, Agency Assists, Public Assists, Animal calls, Suspicious Person/Circumstances, Crashes, Lost/Found Property, VIN Inspection, Special Event, Welfare Checks, Assault and other fun stuff.
-
- Interviewed, offered a job to and had a conditional offer accepted in dispatch - We have started the background check and the applicant is in touch with Dr. Watson for her Psych evaluation. Still have one opening.
 - We currently have 2 vacancies for Police Officers. We recently received two applications.
 - Dan Walker and I met with the background investigator who has been doing the Chief applicant's background investigation. All went well, I will let Dan update you at the council meeting.
 - Mike & Brenda are still covering multiple shifts.
 - Officer Sosa is doing much better after his surgery. Looks like he will be back in the mix covering shifts this Sunday evening. We are grateful that he is feeling better and super excited to have him back.
 - Dave is on vacation for 1 more week, everyone has stepped up to help fill his absence.
 - Brenda has been working on paperwork for our CJIN Audit. Very time consuming.
 - Updated and fixed issues with the Booking Computer.
 - Worked with DIS to fix an issue with one of the outside cameras.
 - Brenda met with Equature rep regarding online training available to Dispatchers.

Until next week,
Mike & Brenda

Public Services Dept. Bi-Weekly Report: Sept 28th through Oct 30th, 2024

Work Performed

- Concrete work: Dunraven near car wash, post office, sidewalk at UPDL, wash pad at PW shop, help the school get form ready for rejected concrete near concession stand.
- Winterize buildings, facilities and equipment: blow out water lines, add insulation board and heating elements to piping in crawl spaces within historic district buildings. Help property owners with any potential freezing issues going into the winter.
- Work with property owners on water meter repairs and replacements.
- Get ice rink boards over to town park and begin setup. Get stage put up for winter.
- Material added to park lawns and graded, removed overgrown saplings and repaired south fence at Fir Ridge Cemetery.
- Equipment prepped for winter, plows, v-body, hydraulic lines and cylinders looked over.
- Helped get ready for Leagues of Cities and Towns Conference
- Bypass pumping of IP cells at Lagoon. Service repairs on blowers at WW Plant.
- Fixed seized curb stops as well as lower water valves that are above grade in the Mad Add.
- Electrical updates and retrofit to new panel at Madison lift station.
- Electrical install for new light poles in front of Town Hall.
- Larue T-80 training on the new snow loader performed 10-17.
- Fill in low spots within inner parks/ snow storage areas with road base.
- Final cut mowing grass, trimming weeds/ trees.
- Sweep streets, fill potholes.
- Winter signage up, move jack fences and make repairs. York rake operations.
- Install condenser boxes at Town Hall.
- Repairs on FL 80, hydraulic leak, street sweeper and crane truck, truck 55, pressure washer burner, 2008 F-350 burning oil, replace DEF doser on flush truck.
- Get signage trailer and PW storage yard cleaned up and organized.
- Window fixed at daycare. Look at the AC unit over at Little Rangers.
- Issues with south man door at town hall.
- New WW treatment plant continues forward. The last base slab poured (10/23) 3 more pours before the end of the season.
- Bypassing cells, raking solids from Cell B. Put away UV units, service aeration blowers.
- Flush SAS service laterals and mainlines that continue accumulating debris.
- SAS weekly manhole/ problem areas inspections: ongoing.
- Perform water & WW samples: ongoing.
- Sewer and water systems maintenance: ongoing.
- Fixing broken lines, Curb-stop requests.
- EPA's lead and copper inventory submitted. (Jon and Sam did a lot of field work and data entry, identifying specific pipe materials for business owners and residents throughout old town, they've built a legitimate inventory).
- Building maintenance and service calls: ongoing.
- Daily trash/ refuse route: ongoing. All of the stations have been pressure washed & sanitized for winter storage. Litter collection through alleyways and snow parks: ongoing.

- Vehicle and equipment repairs: ongoing. Utility locates ongoing.
- Respond to vandalism: ongoing.
- Haul away abandoned vehicles.
- Code enforcement and citations issued: ongoing.
- Cross training the PW crew on vehicle maintenance, daily lift stations route, utility locates, water monitoring and testing, equipment, etc.
- Adjust injection wells, perform leak tests on areas of the distribution system.
- Fix damaged castings and signage: ongoing
- Replace cracked manhole lids, swap mislabeled manhole tops.
- Install storm drain riser rings to bring up catch basins and manhole castings to proper grade.
- Cleanup deadfall around town and retrim all saplings at cemetery, cleanup brush piles in interior parks
- Event support: Trunk or Treat

Administrative

- Continue to work with vendors and technicians on fleet updates: ongoing. Chase parts
- Coordinate parts and supplies orders: ongoing.
- Line up burial services and coordinate headstone deliveries w/ monument companies.
- Work with/ meet contractors on project scheduling: ongoing.
- Fill in for staff/ operate equipment/ wrench on equipment.
- Manage current public works staff and seek ways to recruit additional employees: ongoing.
- Met with residents and business owners regarding complaints: ongoing.
- Meetings: Energy Smart & Fall River, Sweet Electric, 3H Construction, HK Contractors, TD&H, RSCI/ Forsgren, Energy West, Tri State, Enviro-Clean Equipment, Coastline Equipment, Freightliner, Joe Johnson Equipment, John Deere, J&V Supply, Electricians, Plumbers, HVAC, The Door Man, Landscapers and GC's, Seasonal employees.
- Discuss snow removal procedures with businesses as snow season approaches. Remind everyone to fill out their annual encroachment permits. Liz has posted a reminder for everyone to get these filled out.
- Continue to seek bids for future CIP's, get the ball rolling years in advance.
- Working through sidewalk inventory and identifying ADA compliance hazards.
- Submit departmental report to the Town Manager.
- Code bills and submit check request: ongoing.
- Set monthly trash route schedule.
- Put together the "On-Call" schedule for the crew per new CBA. Meet with crew and PD to layout expectations and procedures that need to be carried out.
- Seek additional training opportunities for the crew.
- Evaluate building and infrastructure issues, coordinate repairs as needed.
- Onboard new equipment operator: Todd Nickolich, began with us on 10/15.
- Line up job interviews: Craig Tureman and Mark Byerhof.
- Perform probationary evaluation for equipment operator Oscar Salinas.



Week of 10.28.2024

- Attended the WWTP call for the week. Things seem to be in good order currently. The pay application and window proposal should be tentatively presented at the November 19th Town Council meeting.
- Made some break through progress on the AFR. This will be my focus for the next 2 months.
- Peggy got utility billing sent and worked on getting caught up from her vacation time.
- Worked on getting the state budget document that still needs to be sent now that we have our budget adopted.
- Talked with both grant administrators about our outstanding grants that I need to work on and get completed.
- Helped Liz with a few projects in her absence.
- Attended and took meeting minutes for the Planning Board Meeting.
- Celebrated 2 years of working for the Town. 😊

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Wildfire Defense Race Series - Race 1 = Fun Run, Race 2 = Yellowstone Special

Sponsor Organization: Yellowstone Mushers Association

Sponsor Address: 580 Zoot Enterprises Lane, Bozeman, MT 59718

Contact Person: Charlotte Mooney

Contact Phone: 406-646-4988

Fax:

E-mail Address: cmooney@wildfire-defense.com

Date(s) of Event: Fun Run = January 25 & 26, 2025, Yellowstone Special = February 7, 8 & 9, 2025

Location of Event: North End of Dunraven Street

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

Event Fee:

\$ 25.00

CM#1645

Resort Tax Bond:

\$

Vendor(s) Fee:

\$

Total Due:

\$

Signature of Applicant

Date

Date Received by the Town:

8/30/24 ER

Event Detail

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

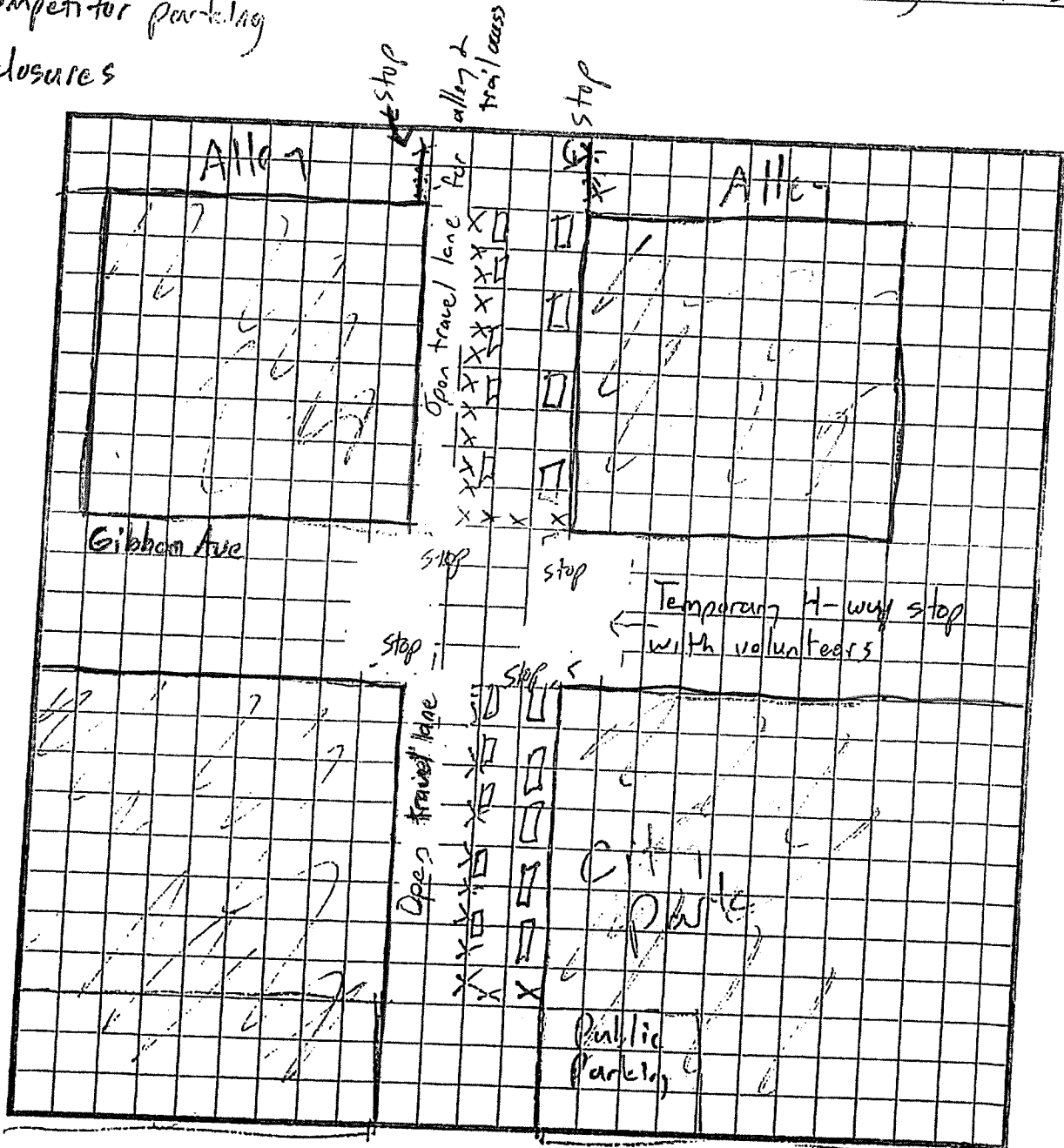
Sled dog races will start on north end of Dunraven Street at the snowmobile trailhead. Races will start at 8am, participants will start parking as early as 6am with the last truck pulling out and leaving by 10am. Race will end at the power substation west of town, so teams will not be returning to the start location. There will be no tents or sales of any kind at the start area. There will be 1 portable toilet and 1 trash can available. There will be a maximum of 20 teams at the start of each race. The intersection of Gibbon and Dunraven will be signed as a 4-way stop while participants are in the start area and the intersection will be manned with volunteers to ensure safety. Trucks will be parked on the east side of Dunraven (see attached map) and there will be customer access to all businesses located on the west side of Dunraven. We will not block any residential driveways. There will also be volunteers at the intersection of Dunraven and the Alley closest to the snowmobile trail. The start chute and any banners will be placed on Forest Service property. There will be signs with arrows indicating that the snowmobile trail is open. Spectators will be welcome at the start area with approximately 100 spectators expected. All dog teams will be on the trail before 9am and snowmobile access to the trail will be minimally impacted by the race. We are requesting that the Town of West Yellowstone provide 2 temporary stop signs and orange cones, if available, for traffic control and parking control.

SITE PLAN

Event: Wildfire Defense Race Series - Sled Dog Races

□ = competitor parking

x = closures



Please indicate direction Highway 20

Dunraven St

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	JS	10/30/24	
H2O/Sewer	JS	10/30/24	
Fire	SL	10/17/24	
Police	MS	10/18/24	
Finance	JS	10/22/24	
Administration	MS	10/16	Coordinate w/ PS & PW on logistics

Notes/Conditions: _____

Approved

Denied

Town Clerk

Date

ATTACHMENTS

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

8/8/2025

From: Yellowstone Mushers Association

580 Zoot Enterprises Lane

Bozeman, MT 59718

To: Town of West Yellowstone

I am writing to request a waiver of the Resort Tax Bond, for the Wildfire Defense series, as required for approval of Special Event Permits. There will be no sales at the races and the only taxable income will be on entry fees. There will be a limit on the number of competitors allowed in each race and the expected Resort Tax payable will be \$166. If a waiver is not allowed, I can pay the entire expected tax due in full in advance in lieu of the Resort Tax Bond. A detailed breakdown of maximum receipts from entries is as follows:

Fun Run

10 Pro Class Teams @\$75 each = \$750

10 Rec Class Teams @\$40 each = \$400

Yellowstone Special

20 Teams @\$150 each = \$3,000

Total Taxable Receipts = \$4,150

X 4% Resort Tax = \$166

Thank you for your time and consideration

Regards

Charlotte Mooney -



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CIA Insurance Agency Inc Ty Moline Meadow Village Big Sky MT 59716	CONTACT NAME: Ty Moline PHONE (A/C, No, Ext): (406) 993-9242 FAX (A/C, No): E-MAIL ADDRESS: tymoline@ins-agency.com														
INSURED Yellowstone Mushers Association c/o Charlotte Mooney 580 Zoot Enterprises Ln Bozeman MT 59718	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Evanston Insurance Company</td><td>35378</td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Evanston Insurance Company	35378	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Evanston Insurance Company	35378														
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	3DS5475-M3058115	01/25/2025 12:01 AM	01/27/2025 12:01 AM	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (other than fire) \$ 2,000,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 2,000,000						
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						Deductible \$ 1,000
							COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Attendance: 150, Event Type: Dog Event.

CERTIFICATE HOLDER**CANCELLATION**

Town of West Yellowstone Yellowstone Ave West Yellowstone MT 59758	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Ty Moline
--	--

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DATE (MM/DD/YYYY)

08/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CIA Insurance Agency Inc Ty Moline Meadow Village Big Sky MT 59716	CONTACT NAME: Ty Moline PHONE (A/C, No, Ext): (406) 993-9242 FAX (A/C, No): E-MAIL ADDRESS: tymoline@ins-agency.com																					
INSURED Yellowstone Mushers Association c/o Charlotte Mooney 580 Zoot Enterprises Ln Bozeman MT 59718	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Evanston Insurance Company</td><td>35378</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Evanston Insurance Company	35378	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	3DS5475-M3291502	02/07/2025 12:01 AM	02/10/2025 12:01 AM	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (other than fire) \$ 2,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$ OCCUR CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N/A		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Attendance: 150, Event Type: Dog Event.

CERTIFICATE HOLDER**CANCELLATION**

Town Of West Yellowstone Yellowstone Ave West Yellowstone MT 59758	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE Ty Moline</p>
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EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Mistletoe Magic - Holiday Bazaar
Sponsor Organization: Three Wise Women
Sponsor Address: PO Box 344
Contact Person: Stacy Schmier or Diana Morris
Contact Phone: 646 1345 Fax: _____
E-mail Address: SASCHMIER@AOL.COM
Date(s) of Event: Dec. 6 + 7 2024
Location of Event: Pavah Center

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

Event Fee: \$ 25.00 pd cash
Resort Tax Bond: \$ _____
Vendor(s) Fee: \$ _____
Total Due: \$ _____

Signature of Applicant

Date

Date Received by the Town: 10/28/24 ER

Event Detail

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

The Three Wise Women are hosting a Holiday Craft Bazaar for the 10th year. There will be 10-15 vendors from the West Yellowstone area. The booth rental minus the cost of advertising and license will be donated to a West Yellowstone non-profit. The vendors will pay the appropriate city tax. 3-7pm 9-4
The event will be Dec. 6 & 7, 2024.

We are requesting that the bond be waived as it has been for the last 9 years.

We are also asking to waive vendor fees and insurance + rental fees for the Povah building - we always leave the building cleaner than we found it!

Thank you

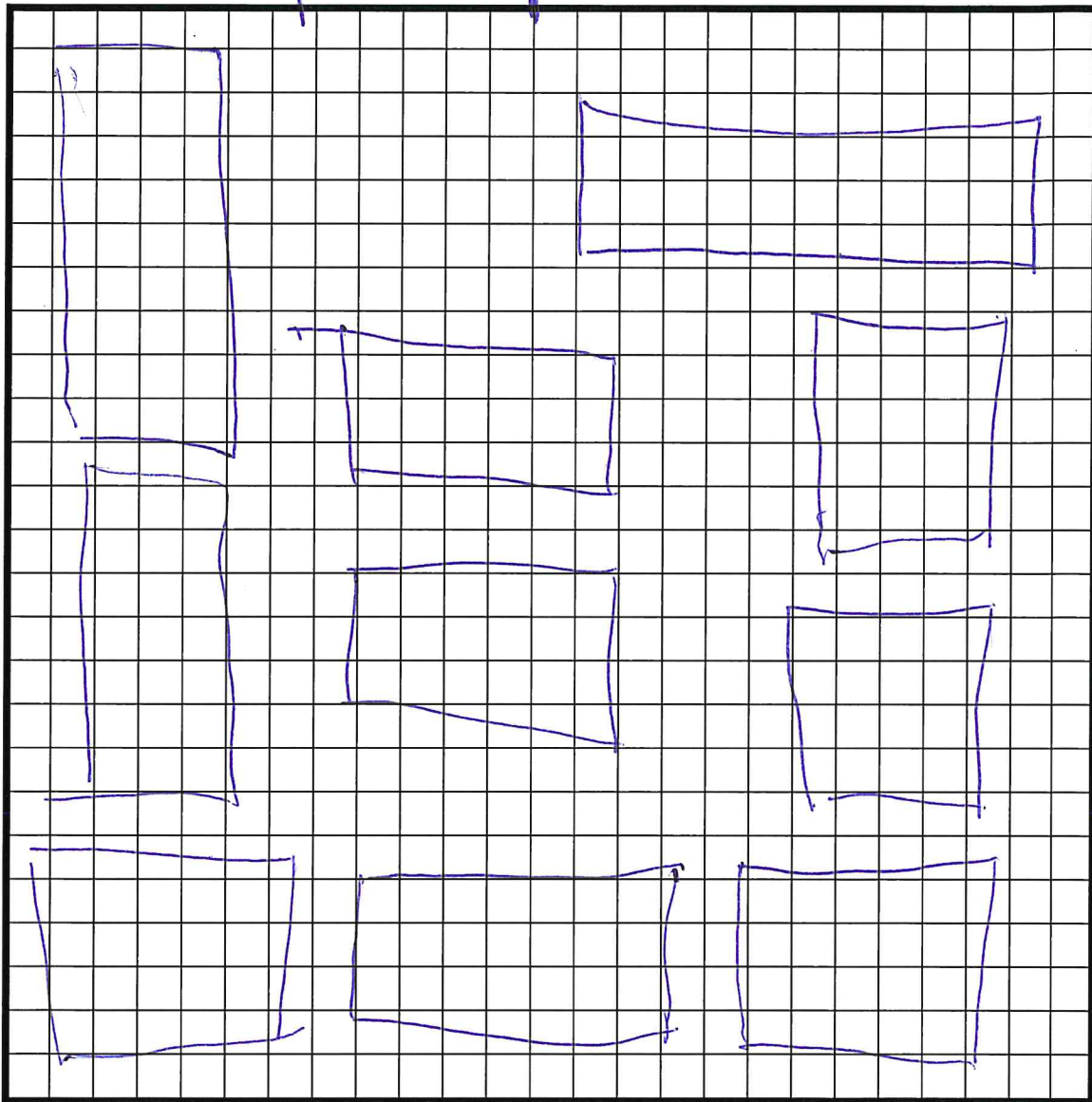
SITE PLAN

Event:

mistletoe magic

each Vendr will
have a space with
1 table + 2 chairs

Set-up
may
vary



Please indicate direction

VENDING AND SALES

Complete this section if the event includes sales of any kind.

Event: Mistletoe magic

Date(s) 12/6+7/24

Attach additional sheets as necessary.

Primary Sponsor: Stacey Schmier
Contact Person: 3 Wise Women
Address: PO Box 344

Phone: 406 640-1345
Type of sales: Soap + Candles
Resort Tax applicable: ☒ YES ☐ NO

Vendor Name: Sarah Watson
Contact Person: _____
Address: _____

Phone: _____
Type of sales: Jewelry
Resort Tax applicable: ☒ YES ☐ NO

Vendor Name: Monika Wooten
Contact Person: _____
Address: _____

Phone: _____
Type of sales: Dog Treats
Resort Tax applicable: ☒ YES ☐ NO

Vendor Name: Spence Girls
Contact Person: _____
Address: _____

Phone: _____
Type of sales: Sewing + Treats
Resort Tax applicable: ☐ YES ☐ NO

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

Phone: _____
Type of sales: Sewing + Fudge
Resort Tax applicable: ☒ YES ☐ NO

Vendor Name: Liz Breyers
Contact Person: _____
Address: _____

Phone: _____
Type of sales: Home Decor + Mittens
Resort Tax applicable: ☐ YES ☐ NO

Vendor Name: Deb Fleming
Contact Person: _____
Address: _____

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

Vendor Name: Paulina Salinas
Contact Person: _____
Address: _____

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

plus a few more

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
Fire			
Police			
Finance			
Administration			

Notes/Conditions: _____

Approved

Denied

Town Clerk

Date

ATTACHMENTS

Liability Insurance _____ Yes _____ No _____ Waived

Outside Amplification Permit _____ Yes _____ No _____ NA

Encroachment Application _____ Yes _____ No _____ NA

Open Container Resolution _____ Yes _____ No _____ NA

Resort Tax Bond _____ Paid _____ Surety _____ NA



POLICIES AND PROCEDURES (P+P)

Developed by the MAP Fund Advisory Board (MAPFAB)

Original 02/08

Revised 01/09

Revised 11/09

Revised 04/10

Revised 11/10

Revised 11/11

Revised 01/13

Revised 11/14

Revised 05/16

Revised 01/21

Revised 10/24

RESOLUTION NO. 515

A RESOLUTION ESTABLISHING A BOARD TO OVERSEE THE MARKETING AND PROMOTION (MAP) FUND CREATED BY SECTION 3.12.140 OF THE WEST YELLOWSTONE MUNICIPAL CODE AND PROVIDING FOR THE BOARD'S ADOPTION OF POLICIES AND PROCEDURES CONCERNING THE MAP FUND.

WHEREAS, the town council has adopted Ordinance No. 222, which reduces the resort tax collection fee retained by merchants from five percent to two and one-half percent; and

WHEREAS, Ordinance No. 222 mandates that two and one-half percent of the three percent resort tax collected by town merchants be dedicated exclusively to a marketing and promotion (MAP) fund for the marketing and promotion of West Yellowstone and the surrounding area, as well as the associated costs of administering the fund; and

WHEREAS, Ordinance No. 222 requires the town council to establish by resolution a board of not less than three nor more than seven qualified persons to oversee the MAP; and

'WHEREAS, the town council wishes to proceed with the establishment of the MAP board and set general guidelines for its operation.

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

1. The town council hereby establishes a board to oversee and administer the MAP Fund in accordance with Section 3.12.140 of the West Yellowstone Municipal Code, which will be known as the Marketing and Promotion Fund Advisory Board (the "board").
2. The board shall be composed initially of five persons. The town council may increase or decrease the size of the board by subsequent resolution.
3. The board shall be composed of at least one from each of the following: a sitting member of the town council or the council's designee; a member of the marketing committee of the West Yellowstone Chamber of Commerce; and a member of the local business community who does not belong to the Chamber of Commerce.
4. Each board member shall be appointed by the mayor, subject to the consent of the town council, for a term of three years. In order to provide for staggered terms, two of the initial board appointments shall be for terms of three years, two of the initial board appointments shall be for terms of two years, and one of the initial board appointments shall be for a term of one year.
5. The board shall establish written policies and procedures for its operation and general management of the MAP fund. The written policies and procedures are subject to approval by the town council.
6. The board shall employ the Regulations and Procedures for Regional/CVB Tourism Organizations from the Montana Promotion Division of the Department of Commerce as a model or guideline in drafting its policies and procedures. At a minimum, the board's policies and procedures must provide for the development of a general marketing plan, the creation of annual budgets, and the establishment of criteria by which marketing projects are selected and funded.
7. In accordance with adopted policies and procedures, the board shall select individual marketing and promotion projects and shall approve the expenditure of MAP funds for such projects, subject to approval by the town council.

PASSED BY THE TOWN COUNCIL this day of 15TH day of May, 2007

ORDINANCE #3.12.140 USE OF TAX MONEYS

- A. The tax moneys derived from the resort tax may be appropriated by the town council for any activity, undertaking, or administrative service that the municipality is authorized by law to perform, including costs resulting from the imposition of the tax.
- B. There is established a marketing and promotion (MAP) fund for the town. Two and one-half percent of the three percent resort tax collected by the collecting merchant shall be dedicated exclusively to the MAP fund, which fund shall be used solely for the marketing promotion of West Yellowstone and the surrounding area, as well as the associated costs of administering the fund. The town council may appropriate additional resort tax receipts to the MAP fund.
- C. The town council shall by resolution establish a board of not less than three nor more than seven qualified persons to oversee the MAP fund. At least one member of this board shall be a sitting member of the town council or the council's designee. The board shall establish policies and procedure for its operation and the general management of the fund in accordance with the council's resolution establishing the board. The board shall also select individual marketing and promotion projects and approve expenditure of funds for such projects, subject to approval by the town council. (Ord. 222 Section 2, 2007; Ord. 112 Section 6, 1985).

COLLECTION OF FUNDS

For each monthly reporting period, the Town Financial Director shall deposit into the MAP fund 2 ½% of the 3% resort tax collected from the previous month. These funds shall be immediately available to the MAP Fund Advisory Board (MAPFAB) for disbursement.

QUORUM

A quorum, a majority of Board members, must be present at all meetings for MAPFAB to conduct business.

MAP FUND GOALS

As stated in Resolution No. 515, the purpose of the MAP Fund is to provide funding solely for the marketing and promotion of West Yellowstone and the surrounding area. To achieve this purpose, MAPFAB has established the following goals for the Fund:

- To fund events or projects that have economic, cultural, social and/or aesthetic impacts and benefits on visitors, residents, businesses, organizations and other diverse interests in town and the surrounding area
- To fund events or projects that reach potential visitors outside West Yellowstone and have potential to increase the number of visitors or extend visitor stays
- To fund events or projects that have potential to increase resort tax collections
- To fund events or projects that previous experience show as being viable and beneficial or compliment or enhance existing events or projects
- To fund a variety of new events or projects that show potential for current year and subsequent annual success and sustainability

MARKETING PLAN, BUDGET, GOALS AND APPROVAL

At the beginning of each fiscal year, MAPFAB will prepare a marketing plan, budget and goals for the upcoming year. These will be presented to the Town Council on or before June 30th for their review and approval or modification.

- The marketing plan will consist of the steps by which MAPFAB will establish recognition of the MAP Fund and make known its purpose, goals and availability to the Town's populace and qualified applicants.
- The budget will consist of estimated monthly revenue based upon the revenue generated during the previous year and anticipated growth for the coming year, any additional funds appropriated in the Town budget, known monthly expenditures and a contingency reserve of no less than 5%.
- Goals will consist of those established to achieve the purpose of the MAP Fund as well as other specific achievements to be accomplished by MAPFAB in any given year.

NUMBER AND DOLLAR AMOUNTS OF AWARDS

There is no set number of awards that may be made in any fiscal year, other than the maximum funding or total dollar amount of awards cannot exceed the total amount of the MAP funding available for that specific year.

- There is no minimum amount for requests.
- Requests for funding can be up to 50% of an event's or project's total expense budget or \$50,000 maximum. It is within the Board's discretion to consider additional funds.
- A proposed event or project may receive all or a portion of the funding requested in a specific proposal. MAPFAB maintains its discretion to withhold some funding.

ELIGIBLE APPLICANTS

Any organization or individual presenting an event or project that supports the goals of the MAP Fund and meets the criteria established by MAPFAB.

ELIGIBLE EVENTS OR PROJECTS

Any event or project that supports the goals of the MAP Fund and meets the criteria established by MAPFAB.

- Events or projects located within West Yellowstone town limits or a 20 mile radius of town within the state of Montana
- Events or projects that have economic, cultural, social and/or aesthetic impacts and benefits on visitors, residents, businesses, organizations and other diverse interests in town and the surrounding area
- Events or projects that have potential to increase resort tax collections
- Special one time, seasonal or annually reoccurring events, concerts, festivals, competitions or projects celebrating music, art, sports, recreation, education, history or food, for example
- Local, regional, specific state or national print, digital and social media marketing campaigns
- Marketing and promotional signage, banners, posters, brochures
- Familiarization or historical tours, wayfinding signage, maps
- Marketing and promotion events, projects and activities not identified herein that will be evaluated on a application by application basis by MAPFAB

APPLICATION PROCESS

- Applications are available on the Town's website. www.townofwestyellowstone.com
- Applicants are to review all MAP Fund Information prior to completing the Application, then complete the fill in the blank parts of the Application: Cover Page, Sections 1-6, Certification Page.
- Applicants will email completed applications to the Town offices: info@townofwestyellowstone.com, drop them off in person or mail them to: Marketing and Promotion Fund Advisory Board, Town of West Yellowstone, PO Box 1570, West Yellowstone, MT 59758
- Applications must be submitted by the 25th day of the month to be considered for review by MAPFAB at a Board meeting scheduled around the 10th day of the following month.
- MAP funds are limited and the application review, recommendation and approval process may take up to 30 days. Thus, applications should be submitted as far in advance of the event or project as possible.
- If funds are not available to fund the requests of all applicants at any given monthly review, the Board will consider funding the applications on an earliest date submitted basis. Also, the Board may choose to recommend partial funding for multiple events or projects. Finally, if an application is denied because of lack of funding, an applicant may resubmit an application.
- If MAPFAB does not have any applications to review or other issues that need to be addressed within a particular month, then MAPFAB may not schedule a meeting during that month.

- MAPFAB will consider any event or project for approval that supports its goals and meets the additional criteria listed on the application.
- Though not required, applicants are encouraged to attend the MAPFAB meeting at which their application will be reviewed. They will be advised as to the date, place and time of that review and will have up to 10 minutes to address their application. The Board will then discuss and approve or not approve to recommend the review and approval of the application by the Town Council.
- If MAPFAB approves an application, they will forward their recommendation to the Town Council for final approval. All MAP funding is subject to final approval by the Town Council. If the Town Council gives final approval, then MAPFAB will notify the applicant by email within 3 days. An Event or Project Tracking # will be assigned to the event or project. Please reference this tracking # on all subsequent communications, emails, documents, etc regarding your event or project.
- If MAPFAB decides not to recommend an application to the Town Council for approval, they will have made their decision at their meeting with the applicant present or will notify the applicant of their decision by email within 3 days.
- Applicants are responsible for obtaining all required contracts, permits, licenses, insurance, approvals, etc. from federal, state, county, town, public and private agencies and paying applicable fees and bonds before the event or project takes place. Events or projects may be subject to collecting and remitting West Yellowstone's resort tax. Resort taxes will be paid at the conclusion of the event or project by the date listed in the Town's Exposition License Application. Approval of this application by MAPFAB and the Town Council for the event or project does not waive these requirements.

EVENT AWARD AGREEMENT (EAA)

- An applicant who is approved to receive funding for their event or project will become known at the "Awardee."
- The Awardee will be required to review, sign and execute a separate contract with MAPFAB known as the "Event Award Agreement (EAA)" before any funds will be disbursed or reimbursed. To preview the EAA, it can be linked to and downloaded [here](#). However, upon funding approval, MAPFAB will email the document to the Awardee, having signed and completed their fill in the blank requirements and asking the Awardee to do the same. The Awardee will then email the final, completed document back to MAPFAB.
- The Awardee should take special note of Provisions 1,4,8,9 and 12 of the EAA.

DISBURSEMENT OF MAP FUNDS

Once an application is approved, MAPFAB will email an Applicant Award Notice (AAN) and the Event Award Agreement (EAA) to the Awardee and the Town Finance Dept. Once the Awardee signs and returns the EAA to MAPFAB, the approved MAP Fund amount is authorized for disbursement or reimbursement.

- An approved event or project will be assigned to an individual MAPFAB member. The Awardee will email or deliver in person an Advanced Funding Request (AFR) to the Board member contact and/or submit copies of (paid) vendor invoices, cancelled checks or electronic payment method statements verifying payments to vendors, advance contracts and/or cash prize/purse listings w/ winner identification info.
- The Awardee is responsible for paying vendors for their services. The Town Finance Dept. will not pay vendor invoices. All advances and/or expenses must be supported with documentation showing proof of payment.
- Even though the Awardee has submitted a line item budget of specific expense amounts, they can request disbursement or reimbursement in any amounts for any approved expenses, as long as the amounts requested aren't more than the specified limit percentages of certain expenses or the approved amount of total funding.
- To minimize the number of disbursement or reimbursement checks issued by the Town Finance Dept. to Awardees, we request that Awardees submit expenses and proof of payments for approval to the Board member contact in increments of not less than approximately \$1000, or the total amount of expenses if the applicant's event or project has been awarded less than \$1000.

ADVANCE FUNDING REQUEST (AFR)

- Advance funding requests can be made by completing an Advance Funding Request (AFR) document. The document can be downloaded or it can be requested by email or in person from the Board member contact. The Awardee will need to complete the AFR document and email it back to or deliver it in person to the Board member responsible for overseeing the event or project.
- Awardees who have been awarded funding of \$5000 or less may make a request to receive up to the full amount of approved funding in advance of actual expenses being incurred.
- Awardees who have been awarded funding of more than \$5000 may make a request to receive \$5000 or 25% of the total funds awarded, whichever is greater, in advance of actual expenses being incurred. Exceptions to this will be reviewed by the Board on a case by case basis.
- Awardees who receive advance funds won't be approved to receive any additional approved funding until they submit expenses and proof of payments to account for spending of the advance amount.
- AFRs and/or expense documentation should be submitted to the Board member contact in a timely manner in order to prevent a rushed review for approval. Board members need a reasonable amount of time to review documentation before it is submitted to the Town for disbursement or reimbursement.
- The Board member will review the AFR and sign an approval for the advance by email or in person. The Awardee or Board member will take the copy of the approved AFR to the Town Finance Dept. for disbursement or reimbursement. The Finance Dept. does not immediately disburse or reimburse funds. The Dept. submits a claim for that disbursement or expense reimbursement to be approved by the Town Council at the next regularly scheduled Town Council meeting.
- Once the claim is approved, the Finance Dept. will disburse or reimburse funds soon afterward. Note that this process can take up to three weeks to complete.
- If an event or project is in progress and is going to incur an expense that is not in the previously submitted budget, then the Awardee must submit, in writing, the new or additional expense to the Board member contact for approval. The new or additional expense must not cause total expenses to exceed the approved award.

EVENT OR PROJECT COMPLETION

An event or project must be completed within 12 months of the approval date of the Town Council. One extension may be granted for up to 6 months at the discretion of MAPFAB.

- All approved MAP Fund expenses should be paid by or reimbursed to an event or project within 90 days after its completion. An Awardee may request an extension, which MAPFAB will consider on a case by case basis.
- If approved funds remain unspent 90 days after the completion of the event or project, the MAPFAB member responsible for overseeing the event or project will email the Awardee a Confirmation of Event or Project Completion (CEPC) Notice, or they can download the CEPC Notice. The CEPC Notice asks the Awardee to confirm that the event or project is complete and that the amount of unspent funds will go back into the general MAP Fund to fund future events/projects.

EVENT OR PROJECT OUTCOME REPORT

A MAP Fund award is an investment of West Yellowstone Resort Tax monies and local resources. MAPFAB is responsible for reporting back to the Town Council on funded event or project outcomes.

- Awardees must complete an Outcome Report and give a printed copy to or email a copy to the Board member responsible for overseeing the event or project within 90 days after its completion. This report is of their own design, but the cover page or first page must list the total MAP funds awarded to the event or project, the amount of MAP funds spent on each applicable budget expense and, if any, the remaining funds not spent that are to be returned to the Fund.
- The Report should detail the event's or project's successes, disappointments, impacts, outcomes and /or achieved goals as described in Section 1 or 5 of the Application. Also, the Awardee should state whether or not they think the event or project should continue in subsequent years. If not, then explain why not.
- The Report should include at least 1 letter from a business that details the impact of the event/project on their business.

- Failure to complete an Outcome Report may result in funding being denied if requested in a subsequent year.

FUTURE FUNDING

MAP funds should be viewed as seed money to assist an individual, organization or business in the formative year of an event or project. Funds should not be viewed as a guaranteed continuous source of funding.

UNALLOCATED FUNDS

Funds not allocated through the MAP Fund program in any given fiscal year, excluding any additional funds that have been budgeted by the Town, will remain available for allocation in the next fiscal year.



INFORMATION (INFO)

GENERAL FUND INFORMATION

MAP FUND GOALS

The purpose of the MAP Fund is to provide funding solely for the marketing and promotion of West Yellowstone and the surrounding area. To achieve this purpose, MAPFAB has established the following goals for the Fund:

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- Marketing and promotion events, projects and activities not identified herein that will be evaluated on an application by application basis by MAPFAB

APPLICATION PROCESS

Applications are available on the Town's website. www.townofwestyellowstone.com

- Review all MAP Fund information prior to completing the Application. Then complete the fill in the blank parts of the Application: Cover Page, Sections 1-6, Certification Page.
- Email a copy of your completed application to the Town offices: info@townofwestyellowstone.com, drop it off in person or mail it to: Marketing and Promotion Fund Advisory Board, Town of W. Yellowstone, PO Box 1570, W. Yellowstone, MT 59758
- Applications must be submitted by the 25th day of the month to be considered for review by MAPFAB at a Board meeting scheduled around the 10th day of the following month.
- MAP funds are limited and the application review, recommendation and approval process may take up to 30 days. Thus, applications should be submitted as far in advance of the event or project as possible.
- If funds are not available to fund the requests of all applicants at any given monthly review, the Board will consider funding the applications on an earliest date submitted basis. Also, the Board may choose to recommend partial funding for multiple events or projects. Finally, if an application is denied because of lack of funding, an applicant may resubmit an application.
- If MAPFAB does not have any applications to review or other issues that need to be addressed within a particular month, then MAPFAB may not schedule a meeting during that month.
- MAPFAB will consider any event or project for approval that supports its goals and meets the additional criteria listed on the application.
- Though not required, you are encouraged to attend the MAPFAB meeting at which your application will be reviewed. You will be advised as to the date, place and time of that review and will have up to 10 minutes to address your application. The Board will then discuss and approve or not approve to recommend the review and approval of the application by the Town Council.
- If MAPFAB approves an application, they will forward their recommendation to the Town Council for final approval. All MAP funding is subject to final approval by the Town Council. If the Town Council gives final approval, then MAPFAB will notify the applicant by email within 3 days. An Event or Project Tracking # will be assigned to the event or project. Please reference this tracking # on all subsequent communications, emails, documents, etc. regarding your event or project.
- If MAPFAB decides not to recommend an application to the Town Council for approval, they will have made their decision at their meeting with the applicant present or will notify the applicant of their decision by email within 3 days.
- Applicants are responsible for obtaining all required contracts, permits, licenses, insurance, approvals, etc. from federal, state, county, town, public and private agencies and paying applicable fees and bonds before the event or project takes place. Events or projects may be subject to collecting and remitting West Yellowstone's resort tax. Resort taxes will be paid at the conclusion of the event or project by the date listed in the Town's Exposition License Application. Approval of this application by MAPFAB and the Town Council for the event or project does not waive these requirements.

EVENT AWARD AGREEMENT (EAA)

- An applicant who is approved to receive funding for their event or project will become known at the “Awardee.”
- The Awardee will be required to review, sign and execute a separate contract with MAPFAB known as the “Event Award Agreement (EAA)” before any funds will be disbursed or reimbursed. To preview the EAA, it can be linked to and downloaded [here](#). However, upon funding approval, MAPFAB will email the document to the Awardee, having signed and completed their fill in the blank requirements and asking the Awardee to do the same. The Awardee will then email the final, completed document back to MAPFAB.
- The Awardee should take special note of Provisions 1,4,8,9 and 12 of the EAA.

DISBURSEMENT OF MAP FUNDS

Once an application is approved, MAPFAB will email an Applicant Award Notice (AAN) and the Event Award Agreement (EAA) to the Awardee and the Town Finance Dept. Once the Awardee signs and returns the EAA to MAPFAB, the approved MAP Fund amount is authorized for disbursement or reimbursement.

- An approved event or project will be assigned to an individual MAPFAB member. The Awardee will email or deliver in person an Advanced Funding Request (AFR) to the Board member contact and/or submit copies of (paid) vendor invoices, cancelled checks or electronic payment method statements verifying payments to vendors, advance contracts and/or cash prize/purse listings w/ winner identification info.
- The Awardee is responsible for paying vendors for their services. The Town Finance Dept. will not pay vendor invoices. All advances and/or expenses must be supported with documentation showing proof of payment.
- Even though the Awardee has submitted a line item budget of specific expense amounts, they can request disbursement or reimbursement in any amounts for any approved expenses, as long as the amounts requested aren't more than the specified limit percentages of certain expenses or the approved amount of total funding.
- To minimize the number of disbursement or reimbursement checks issued by the Town Finance Dept. to Awardees, we request that Awardees submit expenses and proof of payments for approval to the Board member contact in increments of not less than approximately \$1000, or the total amount of expenses if the applicant's event or project has been awarded less than \$1000.

ADVANCE FUNDING REQUEST (AFR)

- Advance funding requests can be made by completing an Advance Funding Request (AFR) document. Download the document [here](#) or it can be requested by email or in person from the Board member contact. The Awardee will need to complete the AFR document and email it back to or deliver it in person to the Board member responsible for overseeing their event or project.
- Awardees who have been awarded funding of \$5000 or less may make a request to receive up to the full amount of approved funding in advance of actual expenses being incurred.
- Awardees who have been awarded funding of more than \$5000 may make a request to receive \$5000 or 25% of the total funds awarded, whichever is greater, in advance of actual expenses being incurred. Exceptions to this will be reviewed by the Board on a case by case basis.
- Awardees who receive advance funds won't be approved to receive any additional approved funding until they submit expenses and proof of payments to account for spending of the advance amount.
- AFRs and/or expense documentation should be submitted to the Board member contact in a timely manner in order to prevent a rushed review for approval. Board members need a reasonable amount of time to review documentation before it is submitted to the Town for disbursement or reimbursement.
- The Board member will review the AFR and sign an approval for the advance by email or in person. The Awardee or Board member will take the copy of the approved AFR to the Town Finance Dept. for disbursement or reimbursement. The Finance Dept. does not immediately disburse or reimburse funds. The Dept. submits a claim for that disbursement or expense reimbursement to be approved by the Town Council at the next regularly scheduled Town Council meeting.

- Once the claim is approved, the Finance Dept. will disburse or reimburse funds soon afterward. Note that this process can take up to three weeks to complete.
- If an event or project is in progress and is going to incur an expense that is not in the previously submitted budget, then the Awardee must submit, in writing, the new or additional expense to the Board member contact for approval. The new or additional expense must not cause total expenses to exceed the approved award.

GUIDELINES FOR WORKING WITH MAP FUND AWARDS

INTRODUCTION

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

- If your event or project is being held outside of town limits, then you will need to explain to the MAP Fund Advisory Board the ways in which your event or project will generate resort taxes.
- If your event or project is approved for a MAP Fund award, it will be assigned an Event or Project Tracking #. You'll reference that number on all subsequent communications, emails, documents, etc. regarding your event or project. Also, a MAP Fund Advisory Board member will be assigned to oversee your event or project. This event or project manager will be the primary contact for your award throughout the entire process. Do not submit anything directly to the Town of West Yellowstone staff. Your assigned event or project manager will review what you are submitting against the criteria and guidelines and approve any request or documentation. This includes 1) advance funds requests using the appropriate "Advance Funding Request" form, 2) invoice statements and required documentation and 3) the final Outcome Report.
- As part of your application, you'll submit a detailed budget with specific income and expenses. During your event or project, keep documentation for each expenditure, including the bill/invoice, proof that the bill was paid, and any other necessary documentation. It's important to track bills and payments as they occur in order to receive the timeliest reimbursement. Proof
 - ✓ A copy of both sides of a check proving it was issued and then cashed for payment of services
 - ✓ If an electronic payment was made, a copy of the electronic payment method showing the specific payment accompanied with additional detail and description
 - ✓ If a cash payment was made, an invoice or bill with a signed receipt from the vendor
 - ✓ If cash was paid to an individual for a participant prize, purse or winnings, you will need to keep a list of recipients including an individual's printed name, signature, address, phone number and social security number. Check current state and federal tax regulations for payout amounts that require you to issue an IRS Form 1099 to individuals.

REIMBURSEMENTS

- If you receive advance funds, you will need to first submit the documentation showing how the advance amount was spent. Once documentation for the total advance amount has been submitted, then you can submit additional expense reimbursement requests in the minimum amount of \$1,000.00.
- Note: the reimbursement check will be payable to the organization/business/individual who requested the funds, not to specific suppliers or vendors.
- An Expense Reimbursement Request (ERR) Template can be downloaded [here](#) or requested by email or in person from the Board member contact and adapted for your event or project. Use of this fill in the blank Template isn't required, but it is provided as a convenience for Awardees who want to use it.

EVENT OR PROJECT COMPLETION

An event or project must be completed within 12 months of the approval date of the Town Council. One extension may be granted for up to 6 months at the discretion of MAPFAB.

- All approved MAP Fund expenses should be paid by or reimbursed to the event or project within 90 days after its completion. An Awardee may request an extension, which MAPFAB will consider on a case by case basis.
- If approved funds remain unspent 90 days after the completion of the event or project, the MAPFAB member responsible for overseeing the event or project will email the Awardee a Confirmation of Event or Project Completion (CEPC) Notice, or they can download the CEPC Notice [here](#). The CEPC Notice asks the Awardee to confirm that the event or project is complete and that the amount of unspent funds will go back into the general MAP Fund to fund future events or projects.

EVENT OR PROJECT OUTCOME REPORT

A MAP Fund award is an investment of West Yellowstone Resort Tax monies and local resources. MAPFAB is responsible for reporting back to the Town Council on funded event or project outcomes.

- Awardees must complete an Outcome Report and give a printed copy to or email a copy to the Board member responsible for overseeing their event or project within 90 days after its completion. This report is of their own design, but the cover page or first page must list the total MAP funds awarded to the event or project, the amount of MAP funds spent on each applicable budget expense and, if any, the remaining funds not spent that are to be returned to the Fund.
- The Report should detail the event's or project's successes, disappointments, impacts, outcomes and /or achieved goals as described in Section 1 or 5 of the Application. Also, the Awardee should state whether or not they think the event or project should continue in subsequent years. If not, then explain why not.
- The Report should include at least 1 letter from a business that details the impact of the event/project on their business.
- Failure to complete an Outcome Report may result in funding being denied if requested in a subsequent year.



ALLOWABLE ADMINISTRATIVE EXPENSES (AAE)

The intent of allowing administrative expenses to be added to an event or project's budget considered for MAP funding is to assist with the payment of some preparatory, formative and administrative expenses incurred before or during the implementation of an event or project.

1. Salaries/wages for part time and temporary employees and event administrators
 - Requests for salaries/wages cannot exceed 10% of the event's or project's total expense request or final approved total award amount
 - Requests for all other administrative expenses listed below cannot exceed 25% of the event's or project's total expense request or final approved total award amount
2. (Rental) Contracts for equipment or personnel, i.e trailers, snow removal or grooming, portable toilets, security, law enforcement, fire, medical, timing personnel
3. Building, office, meeting room or venue rent. Also, rental fees or expenses for items not included w/ venue cost, i.e. linens, table skirts, chair covers, projectors, screens, microphones, sound systems, tents, staging, lighting, delivery and labor for setup/teardown
4. Insurance
5. Accounting fees
6. Cleaning or cleanup services
7. Office supplies and postage
8. Storage during an event or project
9. Legal advisory or representation fees
10. Travel, meals and lodging which are directly justifiable as a necessary component for the successful completion of an event or project (Paid at state per diem rates)
11. Utilities established for or used during an event or project, i.e. electric, gas, water, sewer, trash removal

It is within the MAP Fund Board's discretion to consider funding additional or other administrative expenses not listed above.



APPLICATION COVER PAGE

APPLICANT INFORMATION

Applicant Individual or Organization: _____

Event or Project Contact Person: _____

Address: _____

Phone: _____ Email: _____

Application Submission Date: _____

EVENT OR PROJECT INFORMATION

Event or Project Name: _____

Location of Event or Project: _____

Date(s) of Event or Project: _____

Estimated Total Event or Project Cost: _____

MAP Fund Amount Requested: _____

SECTION 1 • PROPOSED EVENT OR PROJECT SUMMARY

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

SECTION 2 • PROPOSED TIMELINE

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

SECTION 3 • PUBLICITY, PROMOTION, MARKETING

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

SECTION 4 • PROPOSED BUDGET

- Provide a detailed line item budget for your event or project.
- A Budget Template can be downloaded [here](#) or requested by email or in person from the Board member contact and adapted for your event or project. Use of this fill in the blank Template isn't required, but is provided as a convenience for applicants who want to use it.
- Your budget should include projected income from all sources, including income from requested/applied for grants, awards, donations, contributions and sponsorships.
- Identify the amount of MAP funds you are requesting and the expenses that will be paid in part or in full with MAP funds.
- **Your request can't exceed 50% of your event's or project's total expense budget or \$50,000 maximum. It is within the Board's discretion to consider additional funds.**
- All budget expenses must be subsequently supported with invoices, bills, receipts, electronic payment method statements etc.
- It's beneficial for an applicant to contribute a percentage of entry fees, registrations, admissions etc. to an event's cash prizes/purse. MAP funds can be used to pay for cash prizes/purse, but requests can not exceed 25% of the event's or project's total expense request or final approved total award amount. Requests for reimbursement of this type of expense must include a list of individual cash amount winnings, names and signatures of winners and their contact info. Also note: Check current state and federal tax regulations for payout amounts that require you to issue an IRS Form 1099 to individuals.
- MAP funds can be used to pay for administrative (admin) expenses. Click on this [link](#) to view the Allowable Admin. Expenses document and certain admin expenses with funding request limit percentages.
- MAP funds may not be used for purchasing liquor or funding the distribution of liquor.
- Even though we ask you to submit a detailed line item budget, you can request disbursement or reimbursement in any amount for any approved expense, as long as the amounts requested aren't more than the specified limit percentages of certain expenses or the approved amount of total funding.

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



BUDGET TEMPLATE

Name and Dates of Event /Project:				
Income (Types)		Proposed	Actual	Difference
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Income		\$0.00	\$0.00	\$0.00
Expenses (Types)		Proposed	Actual	Difference
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
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				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Expenses		\$0.00	\$0.00	\$0.00
Net Income/Loss		\$0.00	\$0.00	\$0.00

SECTION 5 • APPLICATION REVIEW CRITERIA

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

- 1 What are the economic, cultural, social and/or aesthetic impacts and benefits of your event or project on visitors, residents, businesses, organizations or other interests in the community and surrounding area?
- 2 If not answered in the previous question, then please list the methods and estimates by which you'll determine or measure the success of your event or project, i.e. increased, additional, new or different attendance, admissions, registrations, hotel stays, marketing, website hits, partnerships and sponsorships, fund raising, aesthetic appeal etc.

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

4 Can your event or project proceed without MAP funds?

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

SECTION 6 • APPLICATION SUPPORTING DOCUMENTATION

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

Certification

Applicant Individual or Organization: _____

Event or Project Contact Person: _____

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

1. The submitted application meets the eligibility requirements for MAP funds.
2. MAP funds will not be awarded to this event or project without approval by the Town Council and written notification of that approval by MAPFAB.
3. If awarded funds, Awardee will be required to review and execute a separate contract with MAPFAB known as the "Event Award Agreement (EAA)" before any funds are disbursed or reimbursed. To preview the EAA, it can be linked to and downloaded [here](#).
4. MAP funded events or projects must comply with all federal, state and community licenses, permits, ordinances, laws and regulations.
5. To the best of my knowledge and belief the information in this application is true and correct and the governing body of the applicant has authorized the documentation.

Signature _____ Name (printed) _____

Title _____ Date _____

FOR OFFICE USE ONLY

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

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

☐ Application not approved by MAPFAB Date _____

Reason:

_____	_____	_____
_____	_____	_____
_____	_____	_____



RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: _____

Event or Project Name: _____

Date Submitted: _____

Date Approved by MAPFAB: _____

Requested Funding Amount: _____

Approved Funding Amount: _____

Comments:

Recommendation submitted by: John M. Greve, MAPFAB Secretary

☐ This MAP Fund Award Recommendation is approved by the Town Council

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

Signature _____

MAYOR OR APPOINTED REPRESENTATIVE

Date _____

Comments:

Copy 1 – Town Clerk

Copy 2 – Town Council

Copy 3 – MAP Fund Advisory Board



APPLICANT AWARD NOTICE (AAN)

Date: _____

This is to certify that _____ has been awarded funds of _____
from the West Yellowstone Marketing & Promotion Fund for _____ as approved
by the MAP Fund Advisory Board on _____ and by the West Yellowstone Town Council on _____.

These funds are to be used for:

☒ The submitted event budget expenses designated to be paid for by MAP funds

Exceptions:

CONGRATULATIONS!

If you haven't done so already, please visit the Town offices to obtain information on Resort Tax collection and complete the proper documents to hold your event, i.e. a Business License, Special Event Permit, Exposition License, Resort Tax Bond payment, etc.

Accompanying this AAN is the separately attached Event Award Agreement (EAA). Carefully review the Agreement taking special note of Provisions 1,4,8,9 and 12. Complete the Awardee Representative(s) fill in the blank section and sign and save the document. Email copies to John M. Greve, MAPFAB Secretary and the MAPFAB member responsible for overseeing the event or project listed below.

Please review the MAP Fund Application Information section titled Disbursement of Funds. It details information on Advance Funding Requests (AFR) - the opportunity to receive funds in advance of actual expenses being incurred.

Please reference the Event or Project Tracking # listed below on all subsequent communications, emails, documents, etc. regarding your event or project.

MAP Fund investment is financial. MAPFAB members are available to discuss the event or project, handle the necessary aspects of disbursement and/or reimbursement of funds and list the funded event or project on the MAP Fund section of the Town's website. They are not available to assist in the planning, coordinating or delivering the event or project.

Any questions, please contact me, John M. Greve, MAPFAB Secretary, or the MAP Fund Board member listed below.

MAP Fund Board member contact for this event or project is: _____

Email address: _____

Phone: _____ Event or Project Tracking #: _____

Copy 1 – Fund Awardee

Copy 2 – Town Finance Dept.

Copy 3 – MAP Fund Advisory Board



EVENT AWARD AGREEMENT (EAA)

This Event Award Agreement (EAA) (the "Agreement") is between the Town of West Yellowstone Marketing and Promotion Fund Advisory Board ("MAPFAB") and _____ (the "Awardee")

PROVISION 1 – PURPOSE

1.1 Purpose. The purpose of this Agreement is to enable MAPFAB to award funds of \$ _____ (the "Award") from the Town of West Yellowstone's Marketing and Promotion (MAP) Fund to the Awardee for eligible costs of the services or event (the "Event") described in the Awardee's previously submitted, authorized and approved MAP Fund Application (the "Application"), which is on file with MAPFAB and is incorporated by reference.

1.2 Use of Funds. The funds shall be used exclusively in accordance with the provisions contained in this Agreement and the Awardee's Application and in conformance with Section 3.12.140 of the West Yellowstone Municipal Code and Resolution 515 establishing the MAP Fund and MAPFAB's authority to oversee and award these funds, as well as the Policies and Procedures (P+P) and other Fund documents adopted thereunder.

- a. Use of the funds for administrative salaries or wages cannot exceed ten (10%) percent of the total award.
- b. Use of the funds for all other MAPFAB defined Administrative Expenses cannot exceed an additional twenty-five (25%) percent of the total award.
- c. Use of funds for cash prizes/purses cannot exceed twenty-five (25%) percent of the total award.

PROVISION 2 – REPRESENTATIONS AND WARRANTIES OF THE AWARDEE

2.1 Representations and Warranties. The Awardee expressly represents and warrants to MAPFAB that it is duly qualified and eligible to receive these Award funds, and that the information included in its Application is accurate, complete and true. It shall implement and complete the Event in accordance with plans, timelines and specifications contained in the Application. Also, that the funds received by the Awardee pursuant to this Agreement shall be used only to implement the Event or provide services in conformance with the Awardee's MAP Fund Application and for no other purpose.

2.2 Certification. The Awardee certifies by entering into this Agreement that neither it nor its principals are presently debarred, proposed for debarment, suspended, declared ineligible or voluntarily excluded from entering into this Agreement by any federal or state department or agency. The term "principal" for purposes of this Agreement is defined as any officer, director, owner, partner, key employee or representative or other person with primary management or supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of the Awardee or the Awardee's business, organization, group or entity.

PROVISION 3 – TERM

3.1 Effective Date. This Agreement begins on the date when it is fully executed by both parties. No payments will be made to the Awardee until this Agreement is fully executed.

3.2 Expiration Date. The Event must be completed within twelve (12) months of the Town Council Award approval date, or the execution date of this Agreement, whichever date is later. One (1) extension to the twelve (12) month completion date requirement may be granted for up to six (6) months at the discretion of MAPFAB. This Agreement shall remain in effect ninety (90) days after the occurrence or completion of the Event, or until all obligations have been satisfactorily fulfilled, whichever occurs first. Unless otherwise provided herein, it may be extended upon written agreement of the parties.

3.3 Survival of Terms. The following Provisions survive the expiration or termination of this Agreement: 8. Liability; 9. Insurance; 10. Audits; 12. Breach or Default; Remedies; Termination; 13. Miscellaneous Provisions

PROVISION 4 – OBLIGATION; BUDGET; PAYMENT OF AWARD FUNDS

4.1 Total Obligation. The total obligation of MAPFAB for payment of advance funds, expense invoices and/or reimbursement claims to the Awardee from the MAP Fund under this Agreement will not exceed \$_____.

4.2 Advance Funds. The Awardee may request funds in advance of actual expenses being incurred. Procedures for requesting advance funds and applicable amounts are set forth in the separate Information (INFO) and Advance Funds Request (AFR) documents available from MAPFAB Representatives, and are to be completed by Awardee, and are incorporated by reference.

4.3 Budget Modifications. The approved Event Budget is set forth in the Application and is incorporated by reference. Modifications are permitted without prior approval from MAPFAB provided such modifications are indicated in submitted financial reports, expense invoices, electronic payment method statements and/or reimbursement claims and they don't exceed the total Award amount.

4.4 Payment of Claims, Expense Invoices, Reimbursements, Disbursements. The Town of West Yellowstone (the "Town") will pay the Awardee for claims only after the Awardee properly submits itemized expense invoices and/or requests for reimbursements to MAPFAB Representatives and they accept and approve them. Procedures for payment of claims, expense invoices, electronic payment method statements, requests for reimbursement or disbursement of funds are set forth in the separate Information (INFO) and Expense Reimbursement Request (ERR) documents available from MAPFAB Representatives, and are to be completed by the Awardee, and are incorporated by reference.

4.5 Unapproved Claims or Expenses. Any unapproved claim or expense shall be returned by MAPFAB Representatives to the Awardee with a brief explanation as to why the claim or expense was rejected. If any such rejection relates only to a portion of the itemized eligible expenses, the Town shall have no obligation to pay or disburse any Award funds for any itemized eligible expenses unless and until the Awardee submits a change or correction that is acceptable to and approved by MAPFAB Representatives.

4.6 Disallowed Claims. The Awardee agrees that if it claims or receives payment from the Town for an eligible expense, claim, invoice payment or reimbursement which is later disallowed by the Town, the Awardee shall promptly refund the disallowed amount to the Town upon the Town's request. At its option, the Town may offset all or any portion of the disallowed amount against any other payment due to the Awardee. Any such offset with respect to a portion of the disallowed amount shall not release the Awardee from its obligation to refund the remainder of the disallowed amount.

4.7 Method of Payment. The Town of West Yellowstone shall make all payments or disbursements of Award funds pursuant to this Provision by check payable to the Awardee sent via U.S. mail.

4.8 Unexpended Funds. The Event must be completed within twelve (12) months of the Town Council Award approval date, or the execution date of this Agreement, whichever date is later. One (1) extension may be granted for up to six (6) months at the discretion of MAPFAB. The Awardee must return to the MAP Fund any unexpended funds that have not been accounted for, claimed or disbursed for the Event within ninety (90) days after its occurrence or completion date. The Awardee may request an extension, which MAPFAB will consider on a case by case basis. Procedures for returning unexpended funds are set forth in the separate Confirmation of Event or Project Completion (CEPC) Notice available from MAPFAB Representatives, and is to be completed by the Awardee, and is incorporated by reference.

PROVISION 5 – PUBLICITY, PROMOTION, MARKETING

5.1 Publicity, Promotion, Marketing. Any publicity, promotion and marketing regarding the Event of this Agreement must identify the MAP Fund and/or the “Businesses of West Yellowstone” as the provider of funds or sponsoring source for the Event.

PROVISION 6 – REPORTING REQUIREMENTS

6.1 Reports. The Awardee shall submit written progress, operational and/or financial reports every sixty (60) days via email to MAPFAB Representatives until the occurrence or completion of the Event. A final Event Outcome Report will be submitted within ninety (90) days after the Event's occurrence or completion. Event Outcome Report requirements are set forth in the separate MAP Fund Information (INFO) document, available from MAPFAB Representatives, and is incorporated by reference.

PROVISION 7 – AUTHORIZED REPRESENTATIVE(S); NOTICE TO PARTIES

7.1 MAPFAB's Authorized Representative(s). MAPFAB's Authorized Representative(s) have the responsibility to monitor the Awardee's performance and the authority to accept the services provided under this Agreement and the Awardee's Application. If services are satisfactory and the Awardee meets disbursement of advance funds, invoice submission and payment requirements listed in this Agreement and the Application, they will certify acceptance and authorize the Town to pay advance funds or invoices submitted for reimbursement. MAPFAB's Authorized Representative(s) are:

Print Name: _____ Print Name: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

7.2 Awardee's Representative(s). The Awardee's Authorized Representatives are responsible for completing the Event and the representations and warranties of Provision 2.1.

Print Name: _____ Print Name: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

7.3 Change of Representative(s). If Authorized Representatives for either party change at any time during this Agreement, the party changing Representatives must immediately notify the other party.

7.4 Communication. Whenever any statement, document or other communication is required between Representatives, the above phone numbers and email addresses shall be used for the communication.

PROVISION 8 – LIABILITY

8.1 Liability. The Awardee must indemnify, defend and hold MAPFAB and the Town harmless from any claims or causes of action, including attorney's fees incurred by MAPFAB or the Town, arising from the performance of this Agreement by the Awardee or the Awardee's representatives, agents or employees. This provision will not be construed to bar any legal remedies the Awardee may have for MAPFAB's failure to fulfill its obligations under this Agreement.

PROVISION 9 – INSURANCE

9.1 Commercial General Liability Insurance. Without limiting Awardee's liability pursuant to Provision 8, Awardee shall maintain, during the full term of this Agreement, Commercial General Liability Insurance, required in the performance of this Agreement and the Event with limits not less than one million five hundred thousand dollars (\$1,500,000) each occurrence, and naming the Town of West Yellowstone as the additional insured.

9.2 Required Post Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Awardee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of one (1) year beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

9.3 Evidence of Insurance. Before beginning any operations under this Agreement or the Application, Awardee shall furnish to MAPFAB Representatives certificates of insurance evidencing all coverages set forth above and shall furnish complete copies of policies upon MAPFAB's request.

PROVISION 10 – AUDITS

10.1 Audits. The Awardee's books, records, documents, and accounting procedures and practices of the Awardee or other party relevant to this Agreement or transaction are subject to examination by MAPFAB and/or the Finance Director of the Town of West Yellowstone and/or their agents, as appropriate, for a minimum of one (1) calendar year from the end of this Agreement, receipt and approval of all final reports or the period of time to satisfy all Town and MAP Fund Award Program retention requirements, whichever is later.

PROVISION 11 – ORDER OF PREFERENCE; INCORPORATION BY REFERENCE

11.1 Order of Preference; Incorporation by Reference. Any inconsistency or ambiguity in this Agreement shall be resolved by giving precedence in the following order: 1) requirements imposed by applicable federal or state law or Town's legal precedents, 2) this Agreement, 3) the Awardee's MAP Fund Event Application, and 4) the Event Application's various accompanying and referenced documents prepared by MAPFAB and/or completed by the Awardee, i.e. MAP Fund Policies and Procedures (P+P), MAP Fund Information (INFO), Advance Funds Request (AFR), Expense Reimbursement Request (ERR), Confirmation of Event or Project Completion (CEPC). All of the foregoing are incorporated fully herein by reference.

PROVISION 12 – BREACH OR DEFAULT; REMEDIES; TERMINATION

12.1 Breach or Default. A breach or default under this Agreement shall include but not be limited to any failure to comply with Federal, State or local laws, statutes, ordinances, rules, regulations, requirements, or the terms and conditions of the MAP Fund Program and this Agreement, or any material misrepresentation in the Application and supporting document submissions.

If MAPFAB and/or the Town determine that the Awardee has breached or is in default under this Agreement, then MAPFAB and/or the Town may take any remedial action legally available. Actions that may constitute a breach or default under this Agreement include but are not limited to:

- a. Any false or misleading statement or material misrepresentation in this Agreement, the Application and supporting submissions, in any claim or expense payment request or in any other document submitted to MAPFAB and/or the Town under this Agreement;
- b. Expenditure or use of funds provided under this Award for any purpose, in any manner or at any time, other than as authorized by and in conformance with this Award, the Event Budget and Agreement;
- c. Failure to comply with the MAP Fund Program requirements or any other Federal, State or local laws, statutes, ordinances, rules, regulations, or requirements applicable in operating the MAP Fund Program;
- d. Excessive delay or failure to perform any obligation or otherwise fail to proceed in a manner consistent with the plans, tasks, activities and timelines of the Application; or
- e. Failure to comply with, or any material breach of, any other requirements, conditions, provisions or terms of this Agreement.

12.2 Additional Conditions. If the Awardee breaches any term of this Agreement or remains in default after notice under this Agreement, MAPFAB and/or the Town may impose additional conditions to remedy such breach or default. Additional conditions may include, but are not limited to:

- a. Requiring corrected, additional and/or more detailed documentation, reports or financial accounting; and,
- b. Requiring the Awardee to change plans, methods, activities and actions or obtain additional assistance.

12.3 Other Remedies. If MAPFAB and/or the Town determine that a breach or default can't be remedied by imposing additional conditions, MAPFAB and/or the Town may take one or more of the following actions, individually or in combination with any other remedy:

- a. Require the immediate return of any previously disbursed Award funds that have been claimed or expended by the Awardee in breach or default of the terms of this Agreement.
- b. Temporarily withhold all or any portion of the Award funds not yet disbursed, regardless of whether the Awardee has previously submitted claims or whether MAPFAB and/or the Town have approved the disbursement of funds requested in any claim, pending correction of the breach or default.
- c. Disallow all or part of the cost of the service, activity, action or claim not in compliance.
- d. Wholly or partly suspend or terminate the Award.
- e. Reduce the Award in the amount affected by the breach or default.
- f. Take other remedies that may be legally available, including injunction, requiring reimbursement by the Awardee under the Awardee's insurance policy for Award amounts used improperly or in breach or default of the terms of this Agreement, including reimbursement for attorney's fees, costs and interest at the statutory rate in effect at the time of the breach.

12.4 Termination for Cause. If the Awardee materially breaches or defaults under this Agreement, MAPFAB may terminate the Award and this Agreement. Material breaches include, but are not limited to failure to comply with the provisions of this Agreement, submission of false payment claims, failure to achieve reasonable progress on the Event, failure to fulfill the purposes for which the funds were awarded or any other findings regarding an Awardee's failure to abide by the terms of the Award and this Agreement that would support a termination of funding, the determination of which shall be exclusively within MAPFAB's discretion.

MAPFAB shall give Awardee written notice specifying the date and the extent to which such termination, including the termination of their rights thereunder, becomes effective. At MAPFAB's discretion, the Awardee may be allowed ten (10) days to provide information and documentation challenging the termination or cure the breach or default. Upon termination, the Awardee will be entitled to payment of eligible expenses, determined on a pro rata basis, for services satisfactorily performed. MAPFAB will not be liable for work on the Event performed after the effective date of termination.

12.5 Termination for Convenience. Notwithstanding any other provision of this Agreement to the contrary, either party may terminate this Agreement and Award, at any time, for any reason, by giving the other party a thirty (30) day written notice specifying the date and the extent to which such termination, including the termination of rights thereunder, becomes effective. If terminated for convenience by Awardee, Awardee shall immediately return all funds previously distributed.

12.6 Termination for Insufficient Funding. MAPFAB may immediately terminate this Award if funding cannot be continued at a level sufficient to allow for the payment of the Event Budget's services and expenses. MAPFAB shall exercise this option by giving the Awardee a ten (10) day written notice specifying the date and the extent to which such termination becomes effective. MAPFAB is not obligated to pay for any services or expenses that are provided after notice and effective date of termination. However, the Awardee may be entitled to payment, determined on a pro rata basis, for eligible expenses and services satisfactorily performed to the extent that funds are available.

12.7 Termination for Force Majeure. One or both parties may be relieved from performing their contractual obligations under this Agreement and Award when certain external circumstances that are unforeseeable, unavoidable and/or beyond their control arise, making performance inadvisable, impracticable, illegal or impossible. External circumstances include but are not limited to 1) atypical weather (excessive or lack of precipitation, extreme heat or cold) and natural disasters or "acts of God" (wildfires, floods, earthquakes, super volcanoes, hurricanes, tornadoes), and 2) catastrophes created by humans, i.e. governmental or societal actions (pandemic, civil unrest, labor strikes).

If the performance of this Agreement and the Event cannot be continued due to force majeure, the parties may be exempted from liabilities in whole or part according to the impact of the force majeure. If either party cannot perform this Agreement or Event due to force majeure, it shall 1) promptly notify the other party, 2) submit sufficient proof of force majeure, 3) make reasonable efforts to reduce the consequences and minimize possible losses by either party, and 4) resume the performance of all relevant or remaining obligations as soon as possible after the termination of the force majeure. MAPFAB may, within its sole discretion, require repayment from the Awardee for funds previously distributed regardless of the reason or cancellation of the event.

12.8 Remedies Nonexclusive. Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to MAPFAB and the Town in law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

PROVISION 13 – MISCELLANEOUS PROVISIONS

13.1 Modification and Waiver. No modification, waiver, amendment or addition to any of the terms of this Agreement shall be effective unless set forth in writing signed by the Parties. The failure of MAPFAB to enforce any provision of this Agreement shall not be construed to be a waiver of such provision or of the right of MAPFAB thereafter to enforce each and every provision hereof.

13.2 Other Writings. Except for this Agreement and the Awardee's Application, this Agreement supersedes all previous agreements, written or oral, between the Parties. Paragraph headings are for convenience only and should not be construed as part of this Agreement.

13.3 Severability. All provisions, terms, conditions, paragraphs, sub-paragraphs, agreements and covenants ("Provisions") contained in this Agreement are severable and, in the event any one of them shall be held to be invalid by any court of competent jurisdiction, this Agreement shall be interpreted as modified by the court or as if such Provision was not contained herein, but in either event such determination shall not otherwise affect the validity of any other Provisions.

13.4 Choice of Law and Jurisdiction. This Agreement shall become effective as of the date set forth below and shall be governed by, and construed in accordance with, the internal, substantive laws of the State of Montana. The Parties agree that the state courts located in Gallatin County, Montana shall have jurisdiction in any action, suit or proceeding against MAPFAB based in part on or arising out of this Agreement, and Awardee hereby: (a) submits to the personal jurisdiction of such courts; (b) consents to service of process in connection with any action, suit or proceeding against Awardee; and (c) waives any other requirement (whether imposed by statute, rule of court or otherwise) with respect to personal jurisdiction, venue or service of process.

13.5 Assignments. This Agreement is not assignable by either party without the prior written consent of the other, except that MAPFAB may assign it to any assignee or successor to all of any substantial part of MAPFAB.

BY SIGNING BELOW, the Awardee and MAPFAB have, through their duly Authorized Representatives, entered into this Agreement. The parties, having read and understood the foregoing terms of this Agreement, do by their respective signatures dated below agree to the terms thereof.

[Awardee]

Signature: _____

Print Name: _____

Title: _____

Date: _____

[Awardee]

Signature: _____

Print Name: _____

Title: _____

Date: _____

[MAPFAB]

Signature: _____

Print Name: _____

Title: _____

Date: _____

[MAPFAB]

Signature: _____

Print Name: _____

Title: _____

Date: _____



ADVANCED FUNDING REQUEST (AFR)

For additional details, refer to the MAP Fund Application Information section titled Disbursement of Funds- Advance Funding Request (AFR)

Event or Project Name: _____

My event or project has been awarded \$5000 or less. I can request advance funds up to the full amount of approved funding.

The approved funding amount for my event or project is: _____ I am requesting advance funds in the amount of: _____

The advance funds are to pay for these expenses:

My event or project has been awarded more than \$5000. I can request advance funds of \$5000 or 25% of the full amount of approved funding, whichever amount is greater.

The approved funding amount for my event or project is: _____ I am requesting advance funds in the amount of: _____

The advance funds are to pay for these expenses:

Event or Project Tracking #: _____ Awardee Signature: _____

Date: _____ Email: _____ Phone: _____

Awardee/ Organization Name advance funds check will be paid to: _____

Town Finance Dept Check #: _____ Date paid: _____

MAPFAB Approval Below

Amount: _____ Date: _____

MAPFAB Member Signature: _____

Copy 1 - Fund Awardee

Copy 2 - Town Finance Dept.

Copy 3 - MAP Fund Advisory Board



EXPENSE REIMBURSEMENT REQUEST (ERR)

TO BE COMPLETED BY MAPFAB MEMBER CONTACT

Date: _____ Event/Project Name Tracking#: _____

Awardee Individual/Organization: _____

Event/Project Name: _____

ERR submitted by: _____

Phone: _____ Email: _____

YES NO

☐ ☐ Does this ERR include invoices for expenses already
paid for by your advanced MAP funds?

☐ ☐ Is this your final request for reimbursement?

To: Finance Director, Town of W. Yellowstone
PO Box 1570 W. Yellowstone, MT 59758

Total amount awarded: _____

Total amount advanced: _____

Total amount of this ERR: _____

Amount of award
remaining to be reimbursed: _____

ERR payment approved on: _____

By: _____

If some funds won't be spent, then complete
separate CEPC document

INVOICE DATE

INVOICE DESCRIPTION

AMOUNT

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL AMOUNT OF THIS ERR _____



CONFIRMATION OF EVENT OR PROJECT COMPLETION (CEPC) NOTICE

Current Date: _____

Awardee Individual or Organization: _____

Event or Project Name: _____ Event or Project Tracking #: _____

MAP Fund Amount Approved: _____ Date Approved by the Town Council: _____

The Marketing and Promotion (MAP) Fund Information, Application and Policies and Procedures state that an event or project must be completed within 12 months of the approval date of the Town Council. All approved MAP Fund expenses should be paid by or reimbursed to the event or project or its vendors within 90 days after the completion of the event or project. Awardees may request an extension which MAPFAB will consider on a case by case basis.

As the Event or Project Awardee or Contact Person, please confirm that:

1. The event or project is completed.
2. Remaining MAP funds that have not been expensed or paid out to the event or project in the amount of \$ _____ will not be claimed, and therefore will go back into the general MAP Fund to fund future event or projects.

Name of Awardee or Contact Person: _____ Date: _____

For ease of communication, please type in your name and the date above and email a copy of this Notice back to the MAP Fund Advisory Board (MAPFAB) member overseeing your event or project or MAPFAB Secretary.

Information in your original MAP Fund Application indicated that you would be responsible for reporting back to the MAP Fund Advisory Board upon the completion of your event or project. If you haven't done so already, please now complete your Event or Project Outcome Report identifying the results, outcomes and/or goals achieved by your event or project and email it to the MAPFAB member overseeing your event or project.