

Town of West Yellowstone

Tuesday, October 21, 2025

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.

PUBLIC HEARING – 6:00 PM

The **Local Government Study Commission** for the Town of West Yellowstone will conduct a public hearing to gather public input about the Draft Report that has been prepared pertaining to the Charter for the Town of West Yellowstone. The Local Government Study Commission members were elected by the voters of West Yellowstone in November of 2024 to study and evaluate the government of the Town. The members of this commission will be present to listen to public comments about the revised Tentative Report. A Final Report will be adopted by the Study Commission and then prepared to be placed on a future ballot for consideration by the electorate. Copies of the revised Draft Report are available at the Town Hall, 440 Yellowstone Avenue, West Yellowstone, MT, or on the Town's website, www.townofwestyellowstone.com.

TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders

Claims

Business License Applications:

Minutes: **October 7, 2025** Town Council Meeting

Town Manager & Staff Reports

Advisory Board Reports

NEW BUSINESS

Mistletoe Magic Holiday Bazaar Requests

Discussion/Action

Marketing and Promotions Fund Award Recommendation

Discussion/Action

- Kids N Snow 2025-2026 Series, \$5886.25
- Wild Bill Days 2026, \$30,000



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 about 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, the 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 the Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of the approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.



10/17/25
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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 10/25

Page: 1 of 7
Report ID: AP100

For dates posted from 10/08/25 to 10/17/25, 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
52780		2614 Clair & Dee's Operations, LLC	523.40					
	890000135	09/10/25 Equipment Repair	523.40		STREET	1000 430200	369	101000
52782		266 Utilities Underground Location	14.00					
	5095389	09/30/25 excavation notifications	14.00		SEWER	5310 430600	357	101000
52783		2264 MORNING GLORY COFFEE & TEA	92.50					
	09/16/25	Dispatch coffee	46.25		DISP	1000 420160	220	101000
	10/14/25	Dispatch coffee	46.25		DISP	1000 420160	220	101000
52787	E	2673 First Bankcard	1,215.67					
	09/04/25	Food Roundup TC	65.52		LEGIS	1000 410100	220	101000
	09/09/25	Flags	599.76		STREET	1000 430200	220	101000
	10/01/25	Sm Item Equip	99.99		FINADM	1000 410510	212	101000
	10/01/25	Supplies	30.79		FINADM	1000 410510	220	101000
	10/01/25	Supplies	64.29		FINADM	1000 410510	220	101000
	09/24/25	Supplies	21.97		FINADM	1000 410510	220	101000
	09/24/25	Supplies	8.49		ADMIN	1000 410210	220	101000
	09/18/25	Supplies	118.18		COURT	1000 410360	220	101000
	09/18/25	Supplies	109.39		COURT	1000 410360	220	101000
	09/18/25	Supplies	90.49		COURT	1000 410360	220	101000
	10/01/25	Postage	6.80		COURT	1000 410360	311	101000
52788	E	2673 First Bankcard	738.34					
	09/04/25	Fisher Tech	34.52		LIBRY	2220 460100	398	101000
	09/05/25	Books	49.99		LIBRY	2220 460100	215	101000
	09/07/25	Books Refund	-1.62		LIBRY	2220 460100	215	101000
	09/10/25	Supplies	91.21		LIBRY	2220 460100	220	101000
	09/11/25	supplies	11.99		LIBRY	2220 460100	220	101000
	09/11/25	Supplies	35.34		LIBRY	2220 460100	220	101000
	09/15/25	Membership	14.99		LIBRY	2220 460100	398	101000
	09/16/25	Supplies	42.15		LIBRY	2220 460100	220	101000
	09/17/25	Books	38.97		LIBRY	2220 460100	215	101000
	09/23/25	Books	20.99		LIBRY	2220 460100	215	101000
	09/25/25	Supplies	27.92		LIBRY	2220 460100	220	101000
	09/26/25	Books	7.99		LIBRY	2220 460100	215	101000
	09/26/25	Books	70.46		LIBRY	2220 460100	215	101000
	09/26/25	Supplies	111.16		LIBRY	2220 460100	220	101000
	09/29/25	Supplies	17.99		LIBRY	2220 460100	220	101000
	09/29/25	Supplies	45.20		LIBRY	2220 460100	220	101000
	09/30/25	Supplies	15.48		LIBRY	2220 460100	220	101000
	10/01/25	Supplies	34.11		LIBRY	2220 460100	220	101000
	10/01/25	Supplies	69.50		LIBRY	2220 460100	220	101000

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52792		2952 DIS Technologies	883.15					
	17436	10/05/25 Monthly Managed IT	883.15		IT	1000 410580	355	101000
52795		2558 Hebgen Basin Fire District	57,536.96					
	10/01/25	October 2025	49,753.67		FIRE	1000 420400	357	101000
	10/01/25	October 2025	7,783.29		FIRE	1000 420400	140	101000
52796	E	2673 First Bankcard	1,078.67					
	09/03/25	Sm Item equip	34.75		SOCSER	1000 450135	212	101000
	09/03/25	Help Fund Supplies	92.06		HELP	7010 450135	220	101000
	09/03/25	Supplies	14.97		SOCSER	1000 450135	220	101000
	09/09/25	Sm Item equip	16.59		SOCSER	1000 450135	212	101000
	09/20/25	Sm Item equip	12.99		SOCSER	1000 450135	212	101000
	09/11/25	Help fund supplies	35.99		HELP	7010 450135	220	101000
	09/11/25	Help Fund Supplies	7.94		HELP	7010 450135	220	101000
	09/11/25	Help Fund Supplies	48.97		HELP	7010 450135	220	101000
	09/13/25	Supplies	7.64		SOCIAL	1000 450135	220	101000
	09/13/25	Help Fund Supplies	35.94		HELP	7010 450135	220	101000
	09/13/25	Canva Subscription	24.00		HELP	7010 450135	220	101000
	09/17/25	Self Care Supplies	6.24		HELP	7010 450135	790	101000
	09/18/25	Self Care Supplies	206.00		HELP	7010 450135	790	101000
	09/19/25	Help fund Supplies	31.61		HELP	7010 450135	220	101000
	09/20/25	Help fund Supplies	68.86		HELP	7010 450135	220	101000
	09/22/25	Help fund Supplies	127.92		HELP	7010 450135	220	101000
	09/23/25	Self Care Supplies	143.67		HELP	7010 450135	790	101000
	09/23/25	Self Care Supplies	36.04		HELP	7010 450135	790	101000
	09/24/25	Self Care Supplies	20.31		HELP	7010 450135	790	101000
	09/25/25	Self Care Supplies	93.19		HELP	7010 450135	790	101000
	09/29/25	Training	12.99		HELP	1000 450135	380	101000
52797		2952 DIS Technologies	2,403.00					
	17273	09/15/25 Computer	2,403.00*		DSPTCH	1000 420160	216	101000
52798	E	2673 First Bankcard	1,685.39					
	09/03/25	Dispatch/Police Supplies	22.76		POLICE	1000 420230	220	101000
	09/05/25	TransUnion	150.00		POLICE	1000 420100	357	101000
	09/11/25	Supplies	43.78		DSPTCH	1000 420160	220	101000
	09/16/25	Dan's Windowtint Police	720.00		STREET	1000 430200	361	101000
	09/18/25	Supplies	16.99		DSPTCH	1000 420160	220	101000
	09/19/25	Training - Righthenour	429.20		DSPTCH	1000 420160	370	101000
	09/19/25	Supplies	174.66		DSPTCH	1000 420160	220	101000
	09/26/25	Supplies	128.00		POLICE	1000 420230	220	101000

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52801	E	2964 CITI CARDS	4,269.85					
	09/24/25	Adobe Credit	-117.77		ADMIN	1000 410210	220	101000
	09/04/25	Food roundupTC	30.60		ADMIN	1000 410210	220	101000
	09/06/25	Sm Items Equip	349.00*		ADMIN	1000 410210	212	101000
	09/06/25	Sm Items Equip	1,299.00*		ADMIN	1000 410210	212	101000
	09/08/25	Supplies	17.48		ADMIN	1000 410210	220	101000
	09/10/25	MT Assoc of PlannersWalker	250.00		ADMIN	1000 410210	380	101000
	09/16/25	MarketPLace TC	104.78		LEGIS	1000 410100	220	101000
	09/23/25	Adobe	239.88		ADMIN	1000 410210	220	101000
	09/24/25	AICP Membership-Walker	700.00		ADMIN	1000 410210	335	101000
	09/25/25	Lodging CourtClerk	553.08		COURT	1000 410360	370	101000
	09/25/25	Lodgeing Judge	643.80		COURT	1000 410360	370	101000
	10/01/25	League attendee - Brown	200.00		STREET	1000 430200	380	101000
52802		2 Forsgren Associates P.A.	39,667.50					
	125440 09/25/25	WWTP	39,667.50		WWTP	5320 430640	951	101000
52807		2845 Kastling, Kauffman & Mersen, PC	5,185.00					
	10/07/25	Legal Fees	5,185.00		LEGAL	1000 411100	352	101000
52813		3524 Greater Yellowstone Cleaning	2,472.00					
	253 10/05/25	Town Hall Cleaning 9/25	860.00		TWNHLL	1000 411250	357	101000
	253 10/05/25	Library Cleaning 9/25	552.00		LIBRY	1000 411259	357	101000
	253 10/05/25	Povah Cleaning 9/25	855.00		POVAH	1000 411255	350	101000
	253 10/05/25	Rendezvous Cleaning 9/25	165.00		RENDEZ	1000 411256	350	101000
	253 10/05/25	Public Works Bathroom	40.00		PARKS	1000 411253	357	101000
52815		95 NorthWestern Energy	1,250.61					
	10/02/25	nat gas 4295437-0 UPDL	581.80		UPDH	1000 411252	344	101000
	10/02/25	nat gas 4295438-8 Police	27.16		POLBLD	1000 411258	344	101000
	10/02/25	nat gas 425439-6 WY BuldDept	30.40		STREET	1000 430200	344	101000
	10/02/25	nat gas 4295447-9 Povah	300.99		POVAH	1000 411255	344	101000
	10/02/25	nat gas 4295466-9 Library	25.52		LBRY	1000 411259	344	101000
	10/02/25	nat gas 4295628-4 OldFirehall	20.59		PARK	1000 460430	344	101000
	10/02/25	nat gas 4295822-3 Iris Lift St	45.10		SEWER	5310 430600	344	101000
	10/02/25	nat gas 4295935-3 Mad Add Sew	20.59		SEWER	5310 430600	344	101000
	10/02/25	nat gas 4295947-8 PW Shop	45.10		STREET	1000 430200	344	101000
	10/02/25	nat gas 4295675-5 TwnHll	153.36		TWNHLL	1000 411250	344	101000

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52865		2546 Century Link QCC	403.33					
	756310884	10/01/25 911 Service	403.33		911	2850 420750	398	101000
52866		2551 TK Elevator	600.40					
	3008907327	10/01/25 PovahElevatorMaintinance	600.40		POVAH	1000 411255	350	101000
52867		3416 Desert Inn	228.00					
	2435	10/01/25 Lodging voucher	114.00		HELP	7010 450135	370	101000
	2444	10/01/25 Self Care Fair Lodging	114.00		HELP	7010 450135	790	101000
52868		135 Food Roundup	111.08					
	09/25/25	Self Care Fair	111.08		HELP	7010 450135	790	101000
52869		171 Montana Food Bank Network	1,969.97					
	37169	09/30/25 Food Bank Supplies	928.94		HELP	7010 450135	220	101000
	37576	10/02/25 Food Bank Supplies	1,041.03		HELP	7010 450135	220	101000
52870		2500 Black Mountain Productions	6,733.00					
	26-02-3	09/23/25 MusicinthePark2025	6,733.00		MAP	2101 410130	398	101000
52871		547 WY Chamber of Commerce	2,870.57					
	102025	10/07/25 Sept 2025 Cleaning/Supplies	2,870.57		CHMBR	1000 411257	357	101000
52872		2537 Balco Uniform Co., Inc.	1,017.77					
	84469	07/24/25 Uniforms - Tallerico	865.77		POLICE	1000 420100	226	101000
	83433	04/16/25 Uniforms-	152.00		POLICE	1000 420100	226	101000
52873		2562 West Yellowstone School District	487.50					
	1570	09/30/25 Sum RecUse of Facility	487.50		SUMREC	1000 460449	220	101000
52874		1763 Madison Motel & Hotel	101.68					
	09/25/25	Lodging Voucher	101.68		HELP	7010 450135	370	101000
52875	E	2323 Montana Department of Revenue	268.89					
	10/01/25	Well House #3	268.89		WATER	5210 430530	937	101000
52876	E	2323 Montana Department of Revenue	116.32					
	10/01/25	Police Station	116.32		POLICE	1000 411258	920	101000

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52877		3393 Katie Thompson	538.40					
	10/10/25	LeagueConference	538.40		FINADM	1000 410510	370	101000
52878		3324 Dan Walker	82.00					
	10/08/25	League Conference	82.00		ADMIN	1000 410210	370	101000
52879		3370 Jon Brown	131.00					
	10/08/25	League Conference	131.00		STREET	1000 430200	370	101000
52880		3532 Brittany White	131.00					
	10/08/25	League Conference	131.00		ADMIN	1000 410210	370	101000
52881		3008 Liz Roos	482.40					
	10/08/25	League Conference	482.40		ADMIN	1000 410210	370	101000
52882		1454 Bozeman Daily Chronicle/Big Sky	120.00					
	682902 10/13/25	VarianceRequestAd	60.00		ADMIN	1000 410210	327	101000
	68100 10/03/25	LocalGovReviewStudyAd	60.00		ADMIN	1000 410210	327	101000
52883		3192 Floyd's Truck Center	234.76					
	401204790 10/02/25	EquipRepairs	234.76		STREET	1000 430200	361	101000
52884		2822 Montana Drains LLC/Clear Blu	3,150.00					
	3243 10/07/25	HydroJet/Manhole cleaning	2,100.00		SEWER	5310 430600	357	101000
	3244 10/07/25	SuctionsEvac	1,050.00		SEWER	5310 430600	357	101000
52885		3391 TSC Corner Station, INC.	192.03					
	10/01/25	Fuel	192.03		STREET	1000 430200	231	101000
52886		3241 Bridger Analytical Lab	330.00					
	2510159 10/09/25	Water Testing fees	330.00		WATER	5210 430500	348	101000
52887		999999 GONZALO VAZQUEZ	350.00					
	10/14/25	RefundCleaningdeposit-Gonzalo	350.00		POVAH	2210 214001		101000
52888		999999 JOSEPH SNEED	350.00					
	09/20/25	RefundPovahCleaningDepositSnee	350.00		POVAH	2210 214001		101000
52889		2997 The New Yorker	179.99					
	10/09/25	SubscriptionRenewal	179.99		LIBRY	2220 460100	330	101000

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52890		3236 Nubia Allen	75.00					
	10/07/25	Inerpreter	75.00		COURT	1000 410360	350	101000
52891		999999 BRYANT ARELLANO	335.00					
	10/07/25	Exonerated Bond-Arellano	335.00		COURT	7469 212401		101000
52892		2440 David L Rightenour	100.00					
	09/28/25	TAC Conference	100.00		DSPTCH	1000 420160	370	101000
52893		3533 SOLV Business	963.01					
	451165 09/19/25	Citation forms	963.01		POLICE	1000 420100	220	101000
52894		1725 Stryker Sales, LLC	1,104.00					
	9210445728 10/02/25	SingleElectrodeKit/6units	510.00		POLICE	1000 420100	220	101000
	9210331980 09/19/25	ReplacementBatteryKid/6uni	594.00		POLICE	1000 420100	220	101000
52895		3304 Survival Armor	417.24					
	0152726 09/09/25	TacVest-White	417.24		POLICE	1000 420100	226	101000
52896		2099 Quick Print of West Yellowstone	63.00					
	21489 10/16/25	Brochures	63.00		DSPTCH	1000 420160	220	101000
52897		2751 Gallatin County Justice Court	285.00					
	10/16/25	BondPassThroughNampally	285.00		COURT	7469 213000		101000
52898		3522 Contract Design	4,726.92					
	56070 10/14/25	Tables & Lecturnfor CouncilRm	4,726.92*		LEGIS	1000 410100	364	101000
		# of Claims	49	Total:	148,265.30			
Total Electronic Claims			9,373.13	Total Non-Electronic Claims		138892.17		

Town of West Yellowstone
Town Council Meeting
October 7, 2025

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

OTHERS PRESENT: Town Manager Dan Walker by Zoom, Town Clerk Liz Roos, Finance Director Katie Thompson, Public Services Director Jon Brown, Town Attorney Jane Mersen is present virtually by Zoom. Approximately 25 community members are also present.

Present by Zoom: Jan Neish-Island Park News

The meeting is called to order by 2025 Mayor Jeff McBirnie at 6:00 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 McBirnie calls the meeting to order. The purpose of the work session is to discuss the request from NeighborWorks for funding for the Wagon Wheel Apartments housing project. Kaia Peterson, Executive Director for NeighborWorks Montana, a statewide non-profit housing organization is present. She explains that their focus is on home ownership and community housing models. She explains that they have supported 22 communities across the state and have served over 850 households. A few years back they established a model for member apartment complex ownership. She explains that they are under contract to purchase the Wagon Wheel Apartments complex on Gibbon Avenue and they are here tonight to request financing support for the project. She explains that this approach is to enable the residents to form a mutual benefit corporation to purchase the complex, the land will be held by HRDC (Human Resource Development Council) and the buildings will be held by the corporation. A board of directors will be established to manage the property and maintain affordability. The goal is to preserve housing for existing residents and preserve affordability. She explains that she has worked for NeighborWorks for 13 years and their goal is to preserve these opportunities throughout the state. McBirnie asks the Council Members if they have any questions about the proposal. Griffith asks if any other communities in Montana that have loaned money for such projects. Peterson responds in the affirmative, explains that the City of Missoula as well as Missoula County have lent money for such projects. The City of Helena has also acted as a lender for affordable housing projects. Griffith asks if there is statutory authority for the Town to be a lender. Mersen says that she is not aware of any statutes that would preclude the Town lending money for this purpose. She has been working with Peterson on the documents to accomplish the transaction. Griffith asks about the Housing Montana fund passed by the State. Peterson responds that a fund has been established at the state level, but funds not available yet because rules are still being established. Peterson says they are pursuing \$2 million through the Montana Board of Investments to be the primary funding for this project, funds that have been set aside specifically for low cost financing of such projects. Griffith asks multiple follow up questions about how the lending is administered. Peterson explains that in order to make the project affordable, they need to access funds from multiple low cost sources including Montana Board of Investments (BOI), the Town, the Gallatin County Housing Fund, Montana Healthcare Foundation, and a small grant from the WY Community Foundation. She says that there are a few different ways to structure administering and structuring the loans. She says that they will determine a balance of responsibility to service the loan. She names examples of other cities in the State that lend directly to housing projects. Peterson explains that some of the details of the transaction are still being worked out. Mathews asks who are the residents and if businesses can be residents. Peterson explains that businesses can be renters and the buildings will be owned by corporation. They could allow up to 25% of the units to function as short term, but the goal is to provide housing for residents. Mathews asks what is the guarantee of paying back the loan after 40 years. Peterson says that the intent is to establish this project using public funds to become fiscally viable for refinancing within ten years. Mathews asks questions about resident turnover and the credit worthiness of the residents. Peterson says that the payment of the rents is what establishes the credit, not the actual credit of the residents. Watt asks for more information about the full financing package for the project. He also asks if the co-op rules for the corporation

could also be shared. He says that he is excited about this opportunity to provide for the community. Peterson says they will absolutely share details as they can. They are working through the real estate contract at this time but will share in the future. McBirnie asks about how they establish the rents. Peterson says that they have to determine how much the co-op needs to raise each month to cover the expenses for the complex. She says there will have to be a rent increase, but they are trying to keep it to less than \$100/month. She says that generally, residents are good managers of the property and work to maintain the affordability. McBirnie asks about the success rate of such structures. Peterson says of the 22 projects they have worked with, they have had 2 projects that needed to extend financing but the other 20 have been completely successful. She says none of the lenders have lost money or experienced default, they just needed some restructuring to succeed. She says that HRDC and NeighborWorks will work with the residents and the corporations to help them succeed. Griffith asks when they expect to close the contract. Peterson says they hope to close by the end of the year, which is a fairly quick turnaround. Griffith asks if the residents could decide to convert to short-term rentals. Peterson says that technically they could, but usually the ground lease will prohibit that and that could also be a limitation of the financing. Peterson says that prior to closing, they could put limitations like that into the commitment letter. Carrie Coan of the West Yellowstone Foundation expresses strong support for the project. She says their board has committed \$25,000 from a donor for this project and expresses appreciation to HRDC and NeighborWorks for their commitment to this project. Greg Forsythe asks about the ownership of the project. Peterson clarifies that HRDC will hold the land and the resident corporation will own the buildings. He asks if businesses can be on the board if they rent units. Peterson responds that a business cannot sit on the board or vote but they can rent units from the corporation. James Madison expresses support for the project and thanks the Town for the support. Amy Beegle, president for the co-op, thanks NeighborWorks and everyone that has put effort into this project. She says that she lived in Jackson Hole several years ago and was on a wait list for housing clear back in 1990. She says over the years she made multiple efforts to figure out how to purchase the units and so appreciates the organization of how this project has got to this point. She says that hopefully NeighborWorks will be able to help them develop the 80 acres in the future and they have already proven the dedication of the residents. She says she is so excited to get through all the details so they can start working on the property. She thanks the Town for the support. Susan Nesbitt comments that she has been a long-time resident of the community and lived at the Wagon Wheel for 12 years. She was afraid that she would have to leave and it has been a tremendous opportunity to develop this project for long-time residents and thanks the Town for the support. Rick Simpkins of HRDC comments that this project is well aligned with the housing strategy that was adopted by the Town and this project is a great opportunity for the community. He says that he is well aware of the challenges they will face and they absolutely intend to ban short-term rentals and work with the residents to see it through. Maggie Anderson expresses full support for this project on behalf of the local residents. She says it is not a high risk project and a good use of resort tax funds. Griffith asks if this is a permissible use of resort tax funds. Finance Director Katie Thompson explains that use of the 3% is not limited. Griffith asks why are they not just granting the money to the project. Walker says that they established the housing fund as a revolving fund so the money can be lent out again for future housing funds. Walker says that they have already determined a fairly straightforward process to lend out and collect the loan. Peterson says that they have provided an inter-creditor agreement to the Town attorney, which basically means a default affects all the creditors together. She says that is a typical approach when there are multiple lenders. NeighborWorks would be the primary lead to handle the default. BOI would be first, NeighborWorks would be 2nd, the Town would be third and so forth. Griffith says that she would like to see more information about the structure and risk. Peterson says that if the Town's interest is to establish a revolving fund, this is the best structure. The room is full of approximately 25 local residents that support the project.

Public Comment

No public comment is received.

Council Comments

Mayor McBirnie notes a Halloween show at 505 Grayling and encourages everyone to go see it.

ACTION TAKEN

- 1) Motion carried to approve the claims which total \$1,261,571.85. (Watt, Mathews)
- 2) Motion carried to approve the minutes of the September 16, 2025 Town Council meeting, as corrected. (Watt, Benike) Griffith is opposed, motion passes.
- 3) Motion carried to commit \$275,000 from the housing fund for the 18 unit Gibbon Avenue project to be loaned at 2% with a 40-year amortization and a 10-year balloon payment. (Benike, Watt) Griffith abstains, motion carries.
- 4) Motion carried to approve the request to move the archives room as requested by the Yellowstone Historic Center. (Watt, Benike) See next motion.
- 5) Secondary motion to approve the request to move the archives room as requested by the Yellowstone Historic Center and also require the YHC to consult with the Town's engineer on the project. (Griffith, McBirnie)
- 6) Motion carried to approve the encroachment application to partially store building trusses on the interior park of Block 12 during the rebuild project of the One Horse Motel until December 1, 2025. (Benike, Mathews)
- 7) Motion carried to approve the encroachment application for temporary storage of snowmobile crates in the interior park of Block 16 until December 1, 2025. (Benike, Watt)

DISCUSSION

- 1) Griffith asks about the claim to Sunflower Peak Planning.
- 2) Griffith notes that she voted against action item #3, which needs to be corrected, and that is why she votes against the minutes.
- 3) Finance Director Katie Thompson explains that the proposal is for the Town to lend \$275,000 from the housing fund towards this project, 2% interest rate and a 40-year amortization. She says they are authorized to use the resort tax for this purpose. Griffith comments that the motion did not include a restriction on short-term rentals. Walker comments that Rick Simpkins of HRDC was clear that the ground lease will prohibit any short-term rentals. Simpkins confirms. Griffith questions the details of the transaction and position of the town as a creditor. Mersen comments that she just sent an email explaining that there is nothing in state law or the constitution that would prohibit the Town from lending money for this purpose based on the Town's status as a municipality with self-governing powers. Griffith questions whether they can selectively offer a loan and asks multiple follow up questions. McBirnie expresses support for the project and believes that NeighborWorks has provided an excellent way to accomplish the project. Forsythe questions the relationship between an employer and that rents a unit and residents. Peterson explains that the board is working through the details to establish that. Forsythe says that there is a lot of support for this project. He says that the contract for the purchase was presented to the owner on July 31, 2025 amid a lot of rumors. He says that when the budget was presented, there was \$500,000 put into a housing fund. He suspects that if \$275,000 is going to this project, is the other \$225,000 going to HRDC? He says he favors the project but believes the Council should be the final decision maker and things should not be arranged without the Council's knowledge. Peterson thanks the Council for their efforts to move this project forward.
- 4) Trent Redfield, Director for the Yellowstone Historic Center, addresses the Council to request permission to move their archives and collections from the West Yellowstone public Library vault to a storage space within the Union Pacific Dining Lodge. The

proposed space will be upgraded for fire proofing and sheetrock. The proposal will make the archives and collections more accessible to the staff and researchers. YHC will fund the project and the project has been approved by the Montana Historical Society.

- A) **Town Manager & Staff Reports:** Town manager Dan Walker joins the meeting via Zoom as he is attending the Montana Planners conference in Helena this week. He says that he lost remote access to his computer due to the power surges over the weekend, so he lost his report, but encourages everyone to complete the housing survey.
- B) **Advisory Board Reports:** The Council shares meeting reminders for upcoming board meetings.

The meeting is adjourned at 7:45 PM.

Mayor

ATTEST:

Town Clerk

DRAFT



Highlights

Week of October 10th through October 16th, 2025
Job and Social Services

Overview

of Clients Served: 55

Last Week Clients Served: 71

Highlights

Donations

This week the office has received a large food donation (over 300 pounds) from Yellowstone General Store.

Food Roundup donated over 21 gallons of milk for our lobby.

Two locals donated a variety of food for the lobby including non-perishables and soda.

A local community member donated a variety of toiletry items from hair care to body care.

Volunteer Update

This week, we had no volunteers. And due to the large volume of donations we received, the clothing bank will be closed until Monday and Tia has been going to downstairs and getting through all the items.

Public Works has also been helpful in helping Tia haul giant bags of clothing upstairs.

Enchanted Eats and Pumpkin Painting Class

The first two events were a HUGE success! People seemed to enjoy the activities and it was a great way to connect with the community!

Both classes had over 15 people show up to participate. Photos of the treats and the pumpkin painting class will be attached to the email.

Public Assistance

This week we had over 23 check-ins this week for lobby food. With putting more needed items such as milk, bread, meats and produce in our lobby we are happy to see so many utilize this great resource.

We had 20 check ins for the clothing bank this week.

We had two clients this week use the shower here in the office.

One family was given diaper assistance.

We had a client come in to use the computers twice this week.

Dianna also assisted a gentleman with getting the senior RX program set up.

A client came in seeking assistance with building a resume, Dianna was able to give him some examples to build his off of to gain employment in Bozeman this winter.

October Calendar of Events for Povah Community Center

With no rec coordinator, Social Services is stepping up to make sure the community still feels festive this season with some returning events and some new ones!

October 18th: **Spooky Lot**

Tia has been working on getting together details for the Trunk or Treat including possibly coordinating with the Grizzly and Wolf Discover Center as well as Little Rangers. The goal is to not only make sure all the children in West get to dress up and get candy but also take stress off of the parents. Instead of having to dress and go to multiple events on different days, families will be able to dress up on October 18th and stop by the Povah Community Center for Trunk or Treat and then head over to the Grizzly and Wolf Discovery Center for their Halloween celebration. Hopefully having these events on the same day makes these Halloween a little easier for parents in West.

This year, Tia is also having participants for the Trunk or Treat to sign up their vehicles. This way, our office can have a count on cars as well as planned out spaces for each vehicle. Tia has already made contact with the local fire station as well as the PD to invite them to bring their department vehicles.

Sign ups for the public began on September 22nd and was extended to October 15th. Hopefully this three week window will give plenty of time to community members to sign up. We understand that people may not sign up but participate this weekend, which is great. We are trying to encourage sign ups so we can anticipate how many cars will be there. This year we will also look at having four volunteers for this event to help with the celebrations inside such as popcorn, hot chocolate, and a phot booth for families to take a picture in their costumes.

November 1st: **Coco Movie Screening**

Due to scheduling conflicts and the community's best interest. Our office has decided to cancel the Haunted Reel showing of Hocus Pocus. But we will still be doing the Coco movie screening to celebrate The Day of the Dead. We will have a speaker there to talk a little more about the holiday for those who may not be familiar with it. We want to focus on celebrating all the cultures here in West Yellowstone and what better way than with a fun learning opportunity! Light refreshments will be provided.

Upcoming Events:

October 18th from 1:00 pm to 3:00 pm - Spooky Lot: Trunk or Treat Extravaganza

November 1st from 2:00 pm to 4 pm - Coco Movie Screening to celebrate The Day of the Dead

November 5th from 5 pm to 6 pm - Pinecone Turkey Craft Class

November 12th from 5pm to 6 pm - Thanksgiving Dessert Class

November 19th from 5 pm to 6 pm - Turkey 101

December 2nd from 5 pm to 6pm - Wooden Ornament Class

December 13th from 10 am to noon - Donuts with Santa

December 17th from 5 pm to 6 pm - Holiday Appetizer Class

December 30th from 5 pm to 6 pm - New Year Time Capsule

Notes

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: Stacey Schmier or Diana Morris
Contact Phone: 640-2345 Fax: _____
E-mail Address: Dec. 5+6 2025
Date(s) of Event: S.SCHMIER@Aol.com
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 Cash
Resort Tax Bond: \$ _____
Vendor(s) Fee: \$ _____
Total Due: \$ _____

Stacey Schmier
Signature of Applicant
10/7/25
Date

Date Received by the Town: 10.07.25

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 the 11th annual Mistletoe Magic Holiday Bazaar. We are expecting 10-15 vendors from the West Yellowstone area.

The booth rental minus the cost of the license will be donated to a West Yellowstone non-profit.

All vendors will pay the appropriate city tax.

The event will be Dec. 5^{3-7pm} + 6⁹⁻⁴, 2024

We are requesting the bond be waived as it has been for the last 10 years.

We are also asking to waive the fees and insurance for the Porah Building.

We always leave the building cleaner than we found it.

Thank you,

Schmier

We are requesting that the fees for the Povah center be waived as well as the insurance and bond.

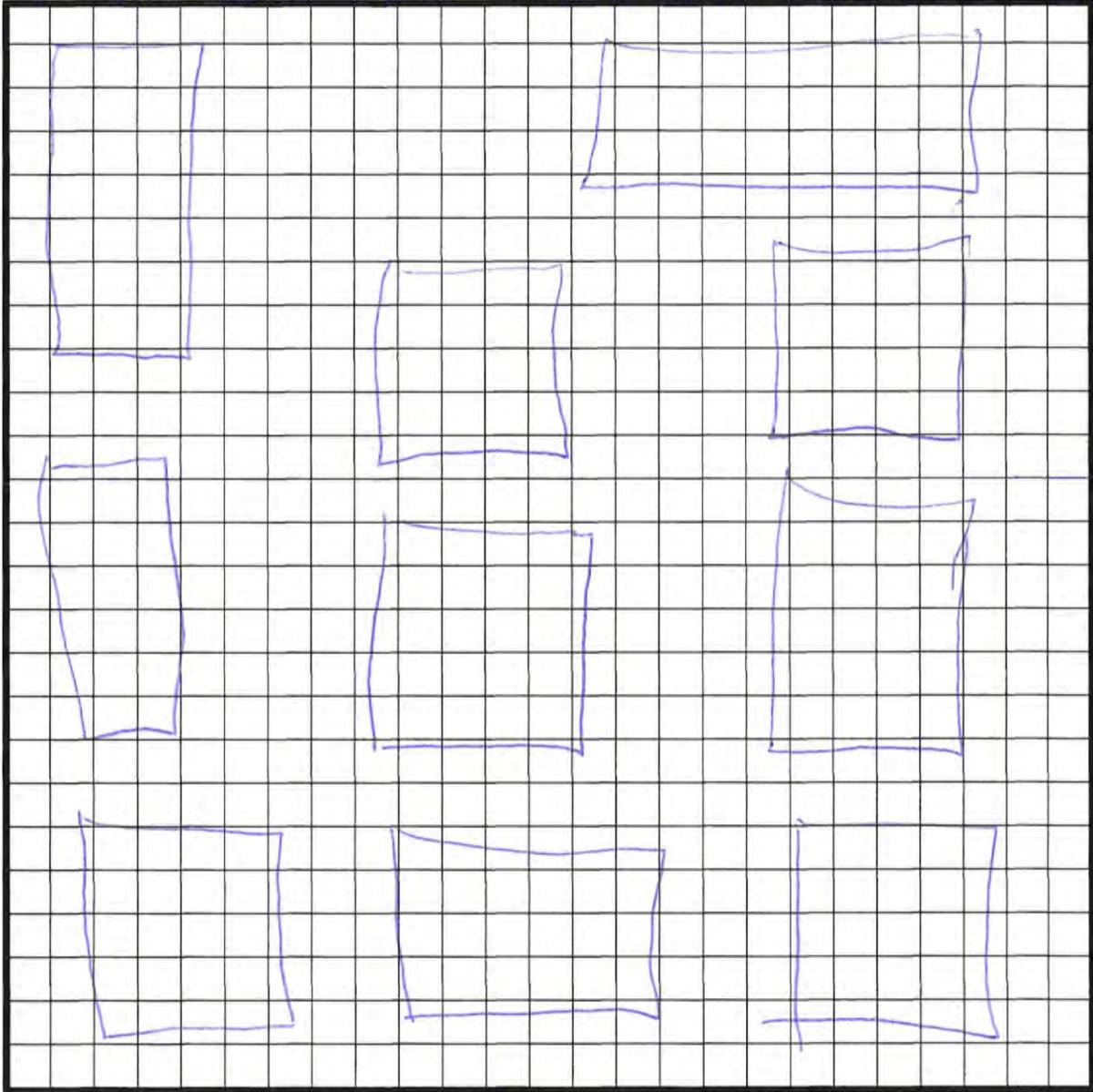
Thank you,
Stacey Schmier

SITE PLAN

Event: mistletoe magic

Each Vendor Space will have 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) 12/5+6/2025

Attach additional sheets as necessary.

Primary Sponsor: Stacy Schmier
Contact Person: _____
Address: 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 Woster
Contact Person: _____
Address: _____

Phone: _____
Type of sales: dog 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 Bryson
Contact Person: _____
Address: _____

Phone: _____
Type of sales: Home Decor / mittens
Resort Tax applicable: YES NO

Vendor Name: Diane Korinksky
Contact Person: _____
Address: _____

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

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

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

Vendor Name: Trent Szymore
Contact Person: _____
Address: _____

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

+ additional vendors

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	XB	10/8/25	
Fire	SB	10/8/25	
Police	TRAC	10/9/25	
Finance	KT	10/8/25	
Administration		10/9/25	

Notes/Conditions: _____

Approved

Denied

Town Clerk

Date

ATTACHMENTS

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



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



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, medals, trophies, rewards, appearance fees and/or purses, but requests cannot exceed 25% of the event'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.

SECTION 4 · PROPOSED BUDGET

KidsNSnow Prelim Budget 25/26

Income		
Committed: State Accommodations		\$2,000.00
Committed: Remaining from 24/25		\$3,668.62
MAP(Marketing Grant)		\$5,886.25
Sponsorships/Donations		\$3,000.00
In-Kind Donations/Chamber Donated Expenses & Payroll		\$9,420.00
		\$23,974.87

Expenses			
Marketing	Marketing: Print/Digital/Social	\$3,000.00	
	Advertising: Posters, Flyers, Banners, Signs, Stickers, Etc.	\$1,250.00	
	Website	\$2,500.00	
Staffing	Marketing & Project Management	\$5,500.00	**
	Visitor Center Staff Support	\$1,500.00	**
	Activity Coordinators: Ski, Art, M120, Smores	\$2,000.00	
	Event Coordinator	\$4,000.00	
Other Event Expenses	Activity Supplies & Equipment	\$500.00	
	M120 Repairs & Upkeep	\$500.00	
	Insurance & Bookkeeping	\$850.00	
	Event Permit	\$25.00	
	Sled Hill Grooming	\$1,920.00	*
	Total	\$23,545.00	

* Partial Costs are covered by in-kind donations

** Chamber & Accommodations cover partial costs

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 Katrina Wiese _____ 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: Wild Bill Productions

Event or Project Name: Wild Bill Days

Date Submitted: 9.3.25

Date Approved by MAPFAB: 10.9.25

Requested Funding Amount: \$50,000

Approved Funding Amount: \$30,000

Comments: For June '25 event, Applicant requested \$50K. Event was awarded \$30K. That event was 4th year of receiving MAP funding and 4th year to show a net loss. Event location in town helped contribute to approx \$78K increase in June '25 RT income. This '26 event request of \$50K was a 67% increase over '25. \$50K is 25% of total MAP Fund budget.

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



APPLICATION COVER PAGE

APPLICANT INFORMATION

Applicant Individual or Organization: Wild Bill Productions

Event or Project Contact Person: Katrina Mann

Address: P O Box 2092

Phone: 406-640-0725 Email: kmann@wildbillproductionsmt.com

Application Submission Date: 09/03/2025

EVENT OR PROJECT INFORMATION

Event or Project Name: Wild Bill Days

Location of Event or Project: Old Airport

Date(s) of Event or Project: 06/27/2026

Estimated Total Event or Project Cost: \$191,850.00

MAP Fund Amount Requested: 50,000.00

SECTION i · 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.

Wild Bill Days will be putting on their eighth annual summer event. This year we are looking to improve and generate more growth. The event being held within city limits did attract more attendees and give the city entertainment for a summer night. The presence and venue brought a lot of attention and created a vibe in the area that received a lot of great feedback.

We have excitement at the prospect of next summer's talent. Currently we're in negotiations with band management on getting secured with a "reunion tour" if they firm up and announce the tour soon. This tour is only booking a select few locations in the US and focusing the majority of their time touring in Europe. However, there is a large draw for these shows so again we feel excited and hopeful with the potential growth. Our hopes are to have the details firmed up within the next 60 days.

We also have a number of vendors including, food, beverage, retail and more that will be attending the event. This summer we had nearly double the attendance in years past with vendors.

Most importantly to us is our mission to change lives affected by tragedy. This past summer we broke the 100k mark in funds raised. We have not chosen our beneficiary yet however that will come soon. We will gather donated items to auction off in which 100% of proceeds will be donated to the family in need.

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.

Event Scheduled Timeline

- Thursday start event fencing
- Friday finish fencing (possible stage arrival)
- Saturday (set up stage) Vendor arrivals and set up
- Saturday
- VIP gates 5pm
- GA Gates open 6pm
- opening act 7pm 60min set
- Auction 815
- Headliner 9 start time 90 min set

Clean up starts after show and goes into Sunday

SECTION 3 · PUBLICITY, PROMOTION, MARKETING

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

Marketing will take place in various ways

- posters throughout a 90-mile radius
- Billboards in MT & ID
- News Stations
- Radio
- Social Media platforms
- video content
- Partnered Sponsors

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, medals, trophies, rewards, appearance fees and/or purses, but requests cannot exceed 25% of the event'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.



Marketing and Promotion (MAP) Fund

BUDGET TEMPLATE

Name and Dates of Event /Project:

Wild Bill Days 06/27/2026

Income (Types)	Proposed	Actual	Difference
VIP Tickets	\$56,000.00		\$56,000.00
GA Tickets	\$72,000.00		\$72,000.00
Vendor Booths	\$5,000.00		\$5,000.00
Merch	\$3,500.00		\$3,500.00
Sponsors	\$25,000.00		\$25,000.00
MAP	\$50,000.00		\$50,000.00
Parking	\$4,000.00		\$4,000.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Total Income	\$215,500.00	\$0.00	\$215,500.00

Expenses (Types)	Proposed	Actual	Difference
Headliner Expenses, fees, travel etc.	\$100,000.00		\$100,000.00
Opener	\$15,000.00		\$15,000.00
Advertising	\$30,000.00		\$30,000.00
Sound, Lights & Stage	\$14,000.00		\$14,000.00
Insurance	\$4,000.00		\$4,000.00
Tents	\$2,000.00		\$2,000.00
Trash	\$1,000.00		\$1,000.00
Merch	\$4,000.00		\$4,000.00
Fuel	\$1,000.00		\$1,000.00
Website	\$1,000.00		\$1,000.00
Band, stage food	\$2,000.00		\$2,000.00
Ticketing fees	\$250.00		\$250.00
Interest Line of Credit	\$1,500.00		\$1,500.00
Supplies	\$350.00		\$350.00
CC Fees	\$150.00		\$150.00
Wire Fees	\$100.00		\$100.00
Security	\$5,000.00		\$5,000.00
Rooms	\$4,000.00		\$4,000.00
Rentals for Toilets, lights, trailers, generators etc	\$6,500.00		\$6,500.00
			\$0.00
			\$0.00
			\$0.00
Total Expenses	\$191,850.00	\$0.00	\$191,850.00

Net Income/Loss	\$23,650.00	\$0.00	\$23,650.00
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SECTION 5 · APPLICATION REVIEW CRITERIA

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

- i** 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?

Montana is one of the most sought-after destinations for Music artists and creating more festivals.

Throughout the state a number of music festivals attract thousands into the area they are being held. Our goal has been and still is to drive attraction to West Yellowstone creating more attraction than just the park. However, having this as an area next to one of the most popular national parks is an added bonus for our event not only in marketing but also in attracting artists for a lessor price. With those who attend events such as ours they are staying more than one day in our town as well as neighboring communities and campgrounds. Restaurants, bars and gas stations are seeing business from these attendees as well. MANY of our sponsors and attendees have come every year and with that have spent upwards of \$5,000.00 plus on auction items. These people have also come back more than once a year into our community staying for multiple days and making a destination vacation.

We also have national artists staying multiple days, sharing local businesses on social media and themselves often returning with their families on their down time. Since our establishment in 2014 we have had a number of artists come back and visit as well as sharing time with locals feeling as though this is a home away from home. A testament to our community and all they do to serve travelers.

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.

Our event we choose to measure our successes from feedback. The comments received by attendees, vendors and the artist we work with, there is NO greater success in our eyes then to know we are a part of something larger than massive numbers. It's such an amazing thing to see we can and are helping those in need. To see our community come together and push this movement forward and offer services etc.

Then to have artist know in such a large industry about our event and why we do what we do. In our eyes that is success.

The business side of things and continuing this movement we watch our sponsors, making sure we don't lose them and advertise all we can.

MAP/West Yellowstone businesses are a large supporter and crucial part of our success.

We are seeing added sponsors each year and maintaining our current sponsor pool.

We do watch our event attendees and do all we can to be competitive and drive business into this area and our event.

Our vendors have continued coming each year having some from as far as Helena to participate and commit to returning.

The ticketing app we used this year had allot of incentives driving attendees to local sponsors to check in receiving "Bill Bucks" Our design team spent several hours on meetings with our sponsors, building and showcasing their products or business. We have had sponsors jump on our affiliate program, then donating the tickets that were purchased from their place of business to the charities of their choice.

The Idaho Radio market really thrived this year with numbers showing nearly 9000 entries for the giveaways. We also had the Pick Radio station on site and DJ our event which was an added bonus for our presence.

- 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)?

Our event has been awarded Map Funds for two of our winter shows as well as 2022,2023,2024 & 2025 (partial funding)
We have paid ALL vendors and expenses associated with our event.

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

We can proceed however it will be with larger losses and make things more difficult to move forward.
Our hopes moving into the future is to continue having the support from the MAP fund board

- 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"

All our marketing will have Supported by West Yellowstone Businesses and additional logos provided.

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.

Please see attached outcome report

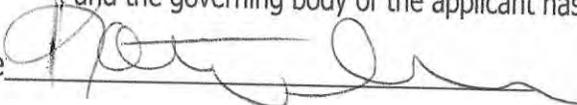
Certification

Applicant Individual or Organization: Wild Bill Productions

Event or Project Contact Person: Katrina Mann

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) Katrina Mann

Title Owner Date 09/03/2025

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:

To Whom It Concerns,

My name is Sydney Delaney Owner/Manager of The Buffalo Bar. The Buffalo Bar is a local restaurant in West Yellowstone Montana. We operate a year-round full-service restaurant. Summer is obviously our busiest season so most businesses look forward to a steadier income in the months between May and October. That being said, there are always uncertainties in our town, natural disaster, new businesses opening, and visitors that choose only to drive through and not spend their money in West Yellowstone. I support the creation and maintenance of more summer events in West Yellowstone, not only do we see notable increases in our business during these events, I also think that we should not just ride the wave, but instead create even more reason for people to come stay and spend their money in West Yellowstone!

During the concert event, Wild Bill Days, we saw a substantial increase in sales and activity in our business and around town. We also attended the event, it seemed to be enjoyed and well received by everyone. If we have people local to our town with the willingness and ability to put on new great events, we as a whole should support them fully and encourage this growth in town for years to come.

Thank you,

Sydney Delaney

A handwritten signature in cursive script that reads "Sydney Delaney".

The Buffalo Bar

406-640-2867

Sydneys3@gmail.com



Please Join Us For:

*Town Hall with
Cora Neumann &
Alanah Griffith*



Hosted by
West Yellowstone
Firefighters
Local 4432

TUESDAY, OCTOBER 28TH

5:00 PM - 7:00 PM

440 YELLOWSTONE AVENUE

WEST YELLOWSTONE

Roundtable discussion @ 5pm
Town Hall meeting @ 6pm

