



## Big Sky Resort Area District

11 Lone Peak Drive #204

PO Box 160661

Big Sky, MT 59716

[www.resorttax.org](http://www.resorttax.org)

[info@resorttax.org](mailto:info@resorttax.org)

406.995.3234

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# Board Meeting Agenda

July 9, 2025 | 8:00 am

July's Board meeting will be held on Wednesday, July 9, at 8:00 am, followed by a Work Session at the Resort Tax office (11 Lone Peak Drive, Suite #204) and through Zoom.

Join this meeting here: <https://us02web.zoom.us/j/85056051621>

## I. Open Meeting

- A. Roll Call — 8:00 am
- B. Public Comment
- C. Consent Agenda: *Action* — 8:05 am
  - 1. Approval of Minutes: May 14, 2025 & June 12, 2025
- D. Regular Agenda
  - 1. Old Business
    - a. Subcommittee Updates: *Discussion* — 8:10 am
      - Grants
      - Properties & Facilities
    - b. Grow Wild Update: *Discussion* — 8:15 am
    - c. CIP Process Update: *Action* — 8:25 am
  - 2. New Business
    - a. Officer Elections: *Action* — 8:35 am
    - b. Microgrant-Lone Peak Film Festival: *Action* — 8:45 am
    - c. Microgrant-Community of Conservation: *Action* — 8:55 am
    - d. Microgrant-Firelight District Launch: *Action* — 9:05 am
    - e. VBS FY26 Special Request: *Action* — 9:15 am
- E. Public Comment — 9:30 am

There will be a short break at the end of the regular meeting before the Work Session begins. The work session is also open to the public.

## II. Work Session

- A. FY26 Impact Area Budgets: *Discussion* — 9:45 am

Please note that all listed times are estimates; we encourage participants to attend for the duration of the meeting.

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**BSRAD BOARD & STAFF:** Kevin Germain, Chair | Sarah Blechta, Vice Chair | Grace Young, Secretary & Treasurer | John Zirkle, Director | Michelle Kendziorski, Director | Daniel Bierschwale, Executive Director | Jenny Christensen, Deputy Director | Kristin Drain, Finance & Compliance Director | Tammy Estensen, Communications & Community Engagement Director | Jackie Haines, Director of Economic & Strategic Development

*\* All Board Meetings are recorded. Please visit [resorttax.org](http://resorttax.org) for more information.*

Dear Record Tax,

Thank you so much for your generous support of Bienvenidos and our case management support. Your grant means more than just funding - it's helping us build a system to truly understand and respond to the needs of the immigrant families ~~that~~ that make Big Sky & Gallatin County thrive and grow.

Your belief in our work and in the dignity of our community fuels us.

With heartfelt thanks, *Vanessa J.*

**BIG SKY RESORT AREA DISTRICT  
11 LONE PEAK DRIVE NO. 204  
BIG SKY, MONTANA**

**MINUTES OF THE BSRAD/JOINT COUNTY COMMISSION MEETING  
MAY 14, 2025, 10:00 A.M.**

**MEMBERS:**

|                      |   |
|----------------------|---|
| Kevin Germain        | Big Sky Resort Area District Board Member |
| Sarah Blechta        | Big Sky Resort Area District Board Member |
| Grace Young          | Big Sky Resort Area District Board Member |
| Michelle Kendziorski | Big Sky Resort Area District Board Member |
| John Zirkle          | Big Sky Resort Area District Board Member |
| Jennifer Boyer       | Gallatin County Commissioner              |
| Zach Brown           | Gallatin County Commissioner              |
| Scott MacFarlane     | Gallatin County Commissioner              |
| Bill Todd            | Madison County Commissioner               |
| Duke Gilman          | Madison County Commissioner               |
| Ron Nye              | Madison County Commissioner               |

Minutes prepared by Bethany Young of Minutes Solutions Inc. from a recording

**1. CALL TO ORDER**

There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 10:00 a.m.

**2. PUBLIC COMMENT**

**Madeleine Feher**, CEO of the Big Sky Community Organization, thanked the Commissioners, Board members, and community for their support of the recently passed groundbreaking bond initiatives.

**Dustin Tetrault**, Chief of the Big Sky Fire Department, thanked attendees for supporting the establishment of a Rural Improvement District. Groundbreaking for the Spanish Peaks Fire Station will be held on June 5, 2025, at 10:00 a.m. This is the first time in Montana that a Rural Improvement District is being used to fund construction of a fire station and will serve as a model for other fire departments throughout the state.

**3. OLD BUSINESS**

**3.1 FY26 Budget Process Overview**

**3.1.1 Big Sky Resort Area District (BSRAD)**

Danny Bierschwale, Executive Director of BSRAD, provided an overview of the BSRAD budget process based on the previous year's collection of the 4% tax on luxury goods and services. The FY26 operating budget will be approved in advance of the July 1, 2025, start of the fiscal year. The FY26 impact area budget will be created and approved in August 2025. He explained that the grant cycle has been shifted to the fall, enabling the creation of an accurate budget based on real dollar amounts versus forecasts.

### **3.1.2 Gallatin County**

Scott MacFarlane explained that, while budget decisions are made leading up to June, the budget is a moving target until the Department of Revenue information is made available in August. He stated that other than a proposed 3% raise for employees, the FY26 budget finalized in August 2025 would be a status quo budget.

### **3.1.3 Madison County**

Ron Nye stated that budget hearings would begin on May 21, 2025, but that the budget would not be finalized until the taxable value revenue figures are obtained from the state in August 2025. He noted that, despite the rural nature of Madison County, its taxable values continue to rise because of Big Sky.

The floor was opened for public comments and the following questions were asked and answered :

- Are you able to start quantifying the impacts of the new tax bill, with 25% of property being newly taxable?
- It would be useful to have more conversations around the homestead exemption when evaluating the new formula for taxable values.

## **3.2 Big Sky Local Governance Study**

Dylan Pipinich, Land Planner with the WGM Group, provided a project update. He highlighted the successful community engagement activities and presented an overview of the factors considered in the existing conditions report that is available on the Big Sky Governance Study website. He explained that the WGM Group paused their creation of scenarios due to the May 2025 elections and legislative bills affecting taxes, so the fiscal analysis for each scenario would be based on the most accurate information. The three scenarios for consideration will be presented in a comprehensive manner in July 2025 at the third public meeting.

## **3.3 US 191/MT 64 Corridor Study Update**

Brandon Jones, Butte District Preconstruction Engineer, provided an overview of the ongoing Montana Department of Transportation (MDT) projects in the Big Sky area that resulted from the 2020 US 191/MT 64 Corridor Study. He noted that the Big Sky North roadway deterioration and guardrail embankment erosion will be addressed in FY26. He shared the signage sequence for the planned US 191 turnouts through Gallatin Canyon to encourage the intended use by slower traffic to allow faster traffic to pass and to disallow recreational parking. He presented the three alignment options for the Lava Lake bridge replacement. He explained that Phase Two of the intersection control evaluation of the US 191/MT 64 intersection will be completed in June 2025 and shared the conceptual layout of a roundabout at the intersection.

The floor was opened for public comments and questions. Brandon Jones addressed the following questions and comments:

- Will lanes be added approaching the US 191/MT 64 intersection roundabout?
- Will the roundabout be designed with a lower curb on the interior circle in consideration of large truck and trailer traffic?

- Are there any safety considerations for the proposed Gallatin Canyon passing lanes to ensure there will not be head-on collision concerns as traffic merges into one lane?
- Would it be possible to add an MDT camera to the US 191/MT 64 junction?
- The US 191/MT 64 intersection is the second most important issue to Big Sky, after workforce housing. The help of Gallatin County and Madison County will be needed to address the issue.
- There is a need for a smart canyon project where technology is used to help make informed choices in traveling down the canyon. Cameras, traffic counters, and a website communicating travel times and issues would be helpful.
- Is there a timeline for the Lava Lake project regardless of the selected alternative?

### **3.4 Gallatin County Urban Transportation District (GCUTD)**

Jennifer Boyer explained that the GCUTD will soon complete the year-long administrative process to separate from HRDC and have their policies accepted by the Federal Transit Administration. Once approved, the GCUTD will determine how to expand services, geography, and frequency of service.

The floor was opened for public comments and questions. Jennifer Boyer addressed the following question and comment:

- Considering 80% of the Big Sky workforce commutes from the GCUTD, there is a great opportunity for collaboration as workforce housing increases.
- When can residents expect a regular, reliable bus service from the airport to the ski resort?

### **3.5 County Growth Policy Updates**

#### **3.5.1 Gallatin County**

The Gallatin County update was deferred to the Gallatin County Zoning Reform agenda item.

#### **3.5.2 Madison County**

Bill Todd explained that, after a comprehensive review of the 2012 county growth policy and community engagement, the 2025 Madison County Growth Policy Update was adopted on February 25, 2025. He noted that it is not a land-use plan or a regulatory document but can be used for compliance purposes.

## **4. NEW BUSINESS**

### **4.1 May Election Results**

#### **4.1.1 BSRAD & Big Sky School District (BSSD) 72**

Kevin Germain announced the Gallatin County final unofficial results of the May 6, 2025, election. Betsy Biggerstaff and Barbara Rowley were elected as Big Sky School District trustees. The BSSD general fund housing levy passed for teacher workforce housing. Firelight Meadows voted to establish a water and sewer district. The resort tax was renewed with 82%

of the vote. Voters validated Michelle Kendziorski as a BSRAD Board member. The Community Park bond and Cold Smoke housing and infrastructure bonds all passed.

The floor was opened for public comments and questions. Kevin Germain addressed the following question and comment:

- Is the new water and sewer district considering Firelight units to be two- or three-bedroom units?
- The approximately 1,200 votes cast represents 50% of Big Sky voters, more than the average spring election turnout of 30%. This highlights the high level of local community engagement.

#### **4.1.2 Ennis School and Madison County Court House**

Bill Todd reported a 51% voter turnout that was rare for spring elections. He noted that the Ennis school building reserve fund levy, the Ennis schools general fund levy, and the courthouse restoration county bond passed.

#### **4.2 2025 Big Sky Sector and Business Overview**

Jackie Haines highlighted the locally specific data BSRAD is able to obtain through the yearly business registrations. Data was shown on businesses by county and sector as well as tax collections by sector. Employee data included breakdowns by work location, residence location, and whether they were full-time, part-time, or seasonal. She noted that 114 businesses provide access to workforce housing and the number of short-term rentals has increased by 7% to 1,300 units.

The floor was opened for public comments and questions. Jackie Haines answered the following questions:

- Do short-term rentals collect resort tax?
- Do short-term rentals try to protect data by just sending a check or do they have to specify occupancy numbers?
- Why construction of luxury homes greater than 3,000 square feet are not taxed as luxury homes?

#### **4.3 Gallatin County Open Lands Grants Results**

Scott MacFarlane provided background on the Gallatin County open lands program and allocation of 18% of funds to support other eligible projects such as improving public access to open lands. He reported that, in 2025, there were 19 project requests requiring a total of \$1.5 million in funding. After evaluation, 13 projects were selected to be funded with the \$1.1 million available to be granted. The awarded grants will fund river access projects in West Yellowstone, Gallatin River restoration projects, park projects in Bozeman and Belgrade, and others. Each applicant was provided with the opportunity to give three-minute summaries of their project at the April 29, 2025, Gallatin County Commission meeting.

The floor was opened for the public comments and the following question was asked:

- How many acres of large tract land have been set aside?

#### **Gallatin County Zoning Reform**

Zach Brown noted that Big Sky zoning regulations would not be affected by proposed zoning reforms. He stated that the county has 22 independent zoning districts and that 70% of private land in Gallatin County is unzoned. To reduce the confusion to the public and difficulties of planning staff communication and clear expectation setting with developers and constituents, community-listening sessions and a planning workshop were held to develop high-level directions for the planning department. They eliminated the options of no zoning and consolidated county-wide zoning. They focused on the short-term goals of a zoning menu and growth-focused reform. They proposed creating a 23<sup>rd</sup> zoning district to include all unzoned private land. The creation of a menu of zoning options for those wanting to propose new zoning will allow new zoning to be proposed and enacted in a predictable manner. Growth-focused zoning reform will be considered in areas of high growth and development pressure in the valley between Belgrade, Bozeman, and Four Corners. Residents can register to receive updates on zoning reform on the [envisiiongallatin.com](http://envisiiongallatin.com) website.

#### **PUBLIC COMMENT**

Kevin Germain announced that he and Danny Bierschwale will resume meetings with constituents of Madison and Gallatin counties twice a year between the Joint meetings.

Kevin Germain thanked the Madison and Gallatin County Commissioners for their collaboration with BSRAD, proving they are truly better together.

#### **ADJOURNMENT**

The meeting closed at 11:45 a.m.

#### **DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Respectfully submitted,

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Grace Young, Secretary and Treasurer

**BIG SKY RESORT AREA DISTRICT  
11 LONE PEAK DRIVE NO. 204  
BIG SKY, MONTANA**

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
JUNE 12, 2025, 9:00 A.M.**

**MEMBERS:**

|                      |                         |
|----------------------|-------------------------|
| Kevin Germain        | Chair                   |
| Sarah Blechta        | Vice Chair              |
| Grace Young          | Secretary and Treasurer |
| John Zirkle          | Director                |
| Michelle Kendziorski | Director                |

**STAFF:**

|                    |   |
|--------------------|---|
| Daniel Bierschwale | Executive Director                              |
| Jackie Haines      | Director of Economic and Strategic Development  |
| Kristin Drain      | Finance and Compliance Manager                  |
| Tammy Estensen     | Communications and Community Engagement Manager |
| Jenny Christensen  | Deputy Director                                 |
| Kim Beatty         | Legal Counsel (via teleconference)              |

Minutes prepared by Bethany Young of Minutes Solutions Inc. from a recording.

**1. CALL TO ORDER**

There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 9:00 a.m.

**2. PUBLIC COMMENT**

Jennifer Mohler, Director of Grow Wild, invited the public to a Gallatin River weed pull event on June 14, 2025, from 9:00 a.m. until 11:00 a.m., a Big Sky Community Park weed pull event on June 17, 2025, from 5:00 p.m. until 6:30 p.m., and events held July 8, 2025, through July 12, 2025, to celebrate the Third Annual Big Sky Wildflower Festival. More information and registration information can be found on the [www.growwildmt.org](http://www.growwildmt.org) website.

**3. CONSENT AGENDA**

**On a motion made by Sarah Blechta, seconded by Michelle Kendziorski, it was resolved to approve the consent agenda as presented. Motion carried.**

Grace Young reported that the March 2025 collections reached \$4 million for the first time, an increase of 11%. April 2025 collections had a 14% increase. Operating expenses for FY25 are expected to be over budget due to legislative efforts, legal fees, and voter education events.

**4. OLD BUSINESS**

**4.1 FY26 Budget**

**On a motion made by Sarah Blechta, seconded by John Zirkle, it was resolved to approve the FY26 budget as presented, with adjustments made to FY27 and FY28 projections to reflect a 5% revenue growth rate. Motion carried.**

The Board noted changes made to the draft budget since the April 17, 2025, meeting. The capital expenditures line item for employee housing was increased from \$650,000 to \$850,000. John Zirkle clarified the debt service line item, explaining that FY26 is half of the corner parcel payment and only half of the projected yearly bond payment, since it is not expected to go through until January 2026. The FY27 debt service amount includes the final corner parcel payment and the full yearly bond payment. The FY28 amount is only the yearly bond payment. The FY26 budget being approved begins July 1, 2025. The FY27 and FY28 figures are only projections. The Board discussed the 10% revenue projections and requested that the projections be reduced to 5% for subsequent years. They also advised that all projected expenses should include a 3% growth rate increase. The budgeted investments did not increase due to expected large cash payments anticipated over the next several years.

#### **4.2 HRDC Update**

Steven Klein, HRDC Board member and HRDC governance committee member, thanked BSRAD for their support and partnership.

Heather Grenier, CEO of HRDC, stated that the HRDC is celebrating 50 years of providing services to the region. She presented a high-level overview of HRDC services and discussed their intentions to continue focusing on housing, transportation, early childhood education, renewable energy, and their campus as they plan for the next 50 years of service. She noted that demand for services has increased by 20% over the last three years. HRDC is addressing the increase in homelessness by working on transitional housing needs and emergency shelters.

Sarah Gaither, Operations Manager of the Big Sky Foodbank, provided information on the community served by the foodbank, the Big Sky customers using HRDC services, and an update on summer plans that include a cooler at the farmers market for fresh produce, a community garden plot, and the Food It Forward program collecting unused food from vacation rentals.

The Board expressed their gratitude and encouraged the participation of HRDC and the Foodbank in the creation of the wellness district.

#### **4.3 FY25 Contract Extensions as Transition Funding**

**On a motion made by Sarah Blechta, seconded by Grace Young, it was resolved to approve contract extensions for the community housing and preservation, Big Sky Community Library operations, Affordable Counseling for Improved Mental Health, and Big Sky Animal Shelter projects. Motion carried.**

Daniel Bierschwale explained that the grant funding cycle is shifting from spring to the fall when the actual amount of funds available is known versus projections made for the spring grant cycle. The grant subcommittee met with grant recipients to understand the implications for their organizations of transitioning grant awards from June to October. Four projects requested extensions. Two other requests for the Big Sky Community Organization (BSCO) and Visit Big Sky extensions will be discussed separately by the Board. The grant subcommittee is also discussing how to handle construction contracts for projects that cannot be completed within one year. Organizations not requesting extensions will be allowed to submit reimbursements for the period from July 15, 2025, until new funds are granted in late October 2025.

#### **4.4 Employee Housing Offer**

**On a motion made by Michelle Kendziorski, seconded by John Zirkle, it was resolved to give full authorization to the Properties and Facilities subcommittee to enter into a binding purchase-sale agreement. Motion carried.**

The Board discussed the purchase of a three-bedroom condominium within walking distance of the BSRAD offices. It is under contract with a July 2, 2025, closing date with contingencies for inspection, appraisal, and financing. The Board discussed Cold Smoke housing and the corner parcel as long-term options for employee housing needs, but acknowledged that an option was required to address immediate needs.

The floor was opened for public comment.

Tallie Lancey supported the idea of purchasing property for employee housing but expressed concern about the purchase of the particular unit selected. She offered to assist in evaluating properties and suggested that the subcommittee consider properties not yet on the market.

#### **5. NEW BUSINESS**

##### **5.1 Bond Next Steps**

**On a motion made by Grace Young, seconded by Sarah Blechta, it was resolved that John Zirkle will join the finance bonding subcommittee with Grace Young. Motion carried.**

##### **5.2 Microgrant – Mountain to Meadow Green Trail**

**On a motion made by Grace Young, seconded by Michelle Kendziorski, it was resolved to approve the microgrant request by the Southwest Montana Mountain Bike Association (SWMMA) for \$25,000 to support construction of a 3.5-mile trail. Motion carried.**

Hannah Waterbury, Board Member of SWMMA, explained that the microgrant will provide a matching grant to add to the 50% funding already secured to build the multiuse two-way family-friendly trail. The funding will allow completion of this safer trail paralleling the current M2M trail by the end of August 2025.

The floor was opened for public comment.

**Jonathan Gans** stated that it was a great project, and he could not wait to use the trail.

**Madeleine Feher**, CEO of BSCO, supported the family-friendly flow trail as a wonderful addition. She appreciated the workforce behind the project.

##### **5.3 Microgrant – Big Sky Center for the Arts Event Infrastructure**

**On a motion made by John Zirkle, seconded by Grace Young, it was resolved to approve the microgrant request by the Arts Council of Big Sky for \$10,000 to purchase infrastructure and equipment to support events at the Big Sky Center for the Arts. Motion carried.**

Brian Hurlbut, Executive Director of the Big Sky Arts Council, explained that the funding would allow the purchase of tables, chairs, and other equipment to alleviate the expense of renting equipment in order to hold events at the Center for the Arts.

The floor was opened for public comment.

**Hannah Waterbury**, Executive Director of Spanish Peaks Community Foundation, shared that the organization will be hosting a fundraising event at the Center for the Arts. She indicated that the microgrant allows them to reduce their costs by not having to rent equipment, leveraging the money raised back into the community.

**Brad Niva**, CEO of the Big Sky Chamber of Commerce, stated there is a deficiency of public meeting space in the community, noting they had to cancel an event due to lack of space. He supported the small microgrant request that will help fill a bigger need.

#### **5.4 FY26 Meeting Calendar**

**On a motion made by Sarah Blechta, seconded by Michelle Kendziorski, it was resolved to approve the amended FY26 meeting dates. Motion carried.**

The meeting scheduled for January 14, 2026, will now be held on January 7, 2026.

#### **5.5 BSCO Park Renovation Contract Amendment**

**On a motion made by Sarah Blechta, seconded by Grace Young, it was resolved to approve the Big Sky Community Park renovation contract extension and amendment. Motion carried.**

Madeleine Feher explained that the contract extension would allow renovations to begin in the summer of 2025 before bond funding is made available in the fall.

#### **6. PUBLIC COMMENT**

**Meg O’Leary**, Community Outreach Leader for the Big Sky Governance Study, announced that the third public meeting will be held on July 22, 2025, at 5:30 p.m. The WGM Group will present the three scenarios developed from public engagement and community outreach, provide explanation of the tax bill implications for each scenario, and request community feedback. The community survey results will be presented and added to the governance study website.

#### **7. NEXT MEETING**

The date of the next Board of Directors meeting is July 9, 2025.

#### **8. ADJOURNMENT**

**On a motion duly made and carried, it was agreed that there was no further business to transact; the meeting closed at 10:15 a.m.**

**DISCLAIMER**

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Respectfully submitted,

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Grace Young, Secretary and Treasurer



# FY26 FUNDING OPPORTUNITIES

|   | <b>GOVERNMENT INTERLOCAL</b>  | <b>NONPROFIT</b>  | <b>CAPITAL</b>  | <b>MICROGRANT</b>   |
|---|---|---|---|---|
| ELIGIBLE ENTITIES                         | Government: Not currently in a 3-year interlocal agreement  | <ul style="list-style-type: none"> <li>• Nongovernment</li> <li>• Nonprofit</li> </ul>  | <ul style="list-style-type: none"> <li>• Government</li> <li>• Nongovernment</li> <li>• Nonprofit</li> </ul>  | <ul style="list-style-type: none"> <li>• Government</li> <li>• Nongovernment</li> <li>• Nonprofit</li> </ul>  |
| APPLICATION DATES                         | June 15-August 1, 2025  | July 1-August 15, 2025  | July 1-August 15, 2025  | Rolling   |
| REQUEST THRESHOLDS                        | > \$25,000  | > \$25,000  | > \$25,000  | ≤ \$25,000  |
| REVIEW MEETING DATES                      | October 8, 2025   | October 21 & 23, 2025   | October 21 & 23, 2025   | Regular BSRAD Board Meetings  |
| INVESTMENT TYPES                          | <ul style="list-style-type: none"> <li>• Administration</li> <li>• Programming</li> </ul>   | <ul style="list-style-type: none"> <li>• Administration</li> <li>• Programming</li> </ul>   | <ul style="list-style-type: none"> <li>• Capital</li> </ul>   | <ul style="list-style-type: none"> <li>• Capital</li> <li>• Programming</li> </ul>  |
| IMPACT AREAS                              | <ul style="list-style-type: none"> <li>• Arts &amp; Culture</li> <li>• Conservation</li> <li>• Economic Development</li> <li>• Education &amp; Childcare</li> <li>• Health &amp; Safety</li> <li>• Housing</li> <li>• Public Works</li> <li>• Recreation</li> </ul> | <ul style="list-style-type: none"> <li>• Arts &amp; Culture</li> <li>• Conservation</li> <li>• Economic Development</li> <li>• Education &amp; Childcare</li> <li>• Health &amp; Safety</li> <li>• Housing</li> <li>• Public Works</li> <li>• Recreation</li> </ul> | <ul style="list-style-type: none"> <li>• Arts &amp; Culture</li> <li>• Conservation</li> <li>• Economic Development</li> <li>• Education &amp; Childcare</li> <li>• Health &amp; Safety</li> <li>• Housing</li> <li>• Public Works</li> <li>• Recreation</li> </ul> | <ul style="list-style-type: none"> <li>• Arts &amp; Culture</li> <li>• Conservation</li> <li>• Economic Development</li> <li>• Education &amp; Childcare</li> <li>• Health &amp; Safety</li> <li>• Housing</li> <li>• Public Works</li> <li>• Recreation</li> </ul> |
| PREP MATERIALS                            | Application Orientation Packet  | Application Orientation Packet  | Application Orientation Packet  | Microgrant Procedure  |
| REQUIRED TO MEET ELIGIBILITY REQUIREMENTS | No  | Yes   | Yes   | No  |
| EVALUATED WITH SCORING SYSTEM             | No  | Yes   | Yes   | No  |

**SECTION 2: THE DISTRICT BOARD**  
*(FROM DISTRICT BYLAWS UPDATED 9.11.24)*

**Section 2.1 Board Membership:** There shall be five (5) Members of the Board elected locally by the voters within the District. All Board Members must reside within the boundaries of the District. Members of the Board serve without compensation as outlined by § 7-6-1543-44, MCA.

**Section 2.2 Quorum:** A quorum consists of a majority of the appointed Board Members (3) and no official action can be transacted, or motions made or passed without a quorum present.

**Section 2.3 Terms of Office:** Board Members serve a four-year term. Elections occur in May at the general election in even-numbered years. Registered voters who live within the boundaries of the District may vote in the election. The day-to-day administration of the District is overseen by the District Staff.

**Section 2.4 Officers and Duties:** There shall be five (5) officers of the Board, consisting of a Chairperson, Vice Chairperson, Treasurer, Secretary, and Director. Each officer shall serve a one-year term with elections taking place during the first regularly scheduled meeting in July. Their duties are as follows:

- Chairperson:
  - Facilitate public meetings
  - Approve meeting agendas
  - Maintain order consistent with Robert's Rules of Order
  - Act as the primary elected public-facing representative of the District
  - Commit to and maintain a leadership presence on existing subcommittees, and lead the board on prioritization of subcommittee work throughout the year
  - Sign payable checks
- Vice Chairperson:
  - Facilitate meetings in the absence of the Chairperson
  - Handle special projects as determined by the Board
  - Ensure operational stability and optimization of district properties, facilities, and staff in coordination with the Executive Director
  - Participate on two or more subcommittees
  - Sign payable checks
- Treasurer:
  - Coordinate with finance staff on monthly and quarterly reports and summarize for the board
  - Primary board contact in coordination with finance staff for the accountants, bankers, and auditors
  - Handles special projects as determined by the Board
  - Participate on two or more subcommittees
  - Sign payable checks
- Secretary:
  - Review and sign final meeting minutes in coordination with district staff
  - Handle special projects as determined by the Board
  - Participate on two or more subcommittees
  - Sign payable checks

- Director:
  - Handle special projects as determined by the Board
  - Participate on two or more subcommittees
  - Sign payable checks

**Section 2.5 Vacancies:** If a vacancy on the Board occurs by death, resignation, disability or removal, the remaining Board Members shall appoint a Board Member to fill the vacancy consistent with the provisions in § 7-6-1546. The term of the appointment and subsequent elections or appointments shall be made following the procedures set forth in § 7-6-1546.

**Section 2.6 Resignation, Termination, and Absences:** Resignation from the Board must be in writing and received by the Secretary. A recommendation for removal from the Board will be given to the governing body when a Board Member has three (3) unexcused absences from Board meetings in a year or participates in unethical behavior. If a Board Member has been recommended for removal the remaining Board Members must vote by majority to have the Member removed.

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|       |   |              |
|-------|---|--------------|
| Title | <b>Lone Peak Film Festival</b>                        | 06/18/2025   |
|       | by <b>Laynee Jones</b> in <b>FY26 Microgrant Fund</b> | id. 50858666 |
|       | layneejones@gmail.com                                 |              |

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## Original Submission 06/18/2025

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|       |     |
|-------|-----|
| Score | n/a |
|-------|-----|

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|              |                         |
|--------------|-------------------------|
| Request Name | Lone Peak Film Festival |
|--------------|-------------------------|

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|   |                          |
|---|--------------------------|
| Who will be the fiscal sponsor of this request? | Lone Peak Film Institute |
|---|--------------------------|

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|             |   |
|-------------|---|
| Description | <p>Lone Peak Film Institute, a 501(c)(3) nonprofit organization founded on December 10, 2024, champions inspiring stories, builds community, offers mentorship, and supports local and Indigenous filmmakers. We are requesting funds to host a film festival in Big Sky, highlighting films with narratives of perseverance and resilience as a counterbalance to the relentless negativity in the media. A grant would support our inaugural festival September 19-21, 2025 (<a href="#">HOME   Lone Peak Film Fest</a>).</p> |
|-------------|---|

Our Board of Directors and Advisory Board include a diverse group of Indigenous filmmakers, Film industry veterans, and local arts leaders including Bayard Dominick, Ania Bulis, Brook Pepion Swaney, Daniel Glock, Dylan Hale Thornton, Ivan MacDonald, Laynee Jones, Lucia Ortega Toeldo, Rene Jones, Thad Beaty, Bill Weinstein, Jason Burlage and JD Hock. The festival's goals align closely with the Big Sky Resort Tax impact area of Arts & Culture. We see the film festival as an opportunity to share inspiring stories, to cultivate a sense of pride and belonging, and to strengthen the cultural fabric of Big Sky.

We have already secured \$87,750 in commitments from A&E Networks, the Montana Department of Commerce, YCCF, Moonlight Community Foundation, Northwestern Energy, Langlass Construction, American Bank, Karst Stage and others, demonstrating strong regional support.

---

|                                     |             |
|-------------------------------------|-------------|
| Select the projects Investment Type | Programming |
|-------------------------------------|-------------|

---

|                                 |                |
|---------------------------------|----------------|
| Select the projects Impact Area | Arts & Culture |
|---------------------------------|----------------|

---

|  |   |
|--|---|
| Where will this project be taking place? | The festival will be focused in the walkable Big Sky Town Center. Screenings will take place at the Waypoint, lodging for filmmakers will be at the Wilson and in the homes of local volunteer hosts, and the new Big Sky Arts Council building will host additional programming. |
|--|---|

---

Please explain the community benefit of the project

The Lone Peak Film Festival will be a community-strengthening and family-friendly event that we hope will become a joyful, annual mainstay in the tapestry of Big Sky life. Montana-based and Indigenous stories, in particular, can cultivate a sense of belonging and strengthen cultural fabric. It will offer opportunities to interact with filmmakers, artists, and established industry veterans, to watch uplifting cinema, participate in expert panels and Q&As, and to hear stories tied to land in Big Sky and Montana. We will invite students from Big Sky schools, offer learning panels from film industry veterans and, as the festival grows, partner with Montana State University.

We will gauge success through feedback from attending filmmakers and community members, specifically through the number of local attendees, number of attending filmmakers, and number of attending mentors.

---

What is the Resort Tax request for this project?

24550

---

What is the total cost of this project?

155000

---

Provide a list of the expenses this should this project be awarded funding

BSRAD microgrant funding would be used for the following:

1. \$750/each stipend for up to 17 filmmakers to cover travel expenses including food and transportation = \$12,750
2. Artist grants to filmmaker(s) to cover filmmaking costs = \$10,000
3. Airfare for filmmaker mentors = \$1,800

Note - if acceptable to BSRAD, expenses for grants and stipends may increase or decrease, with the total request remaining the same.

Total = \$24,550

---

When do you plan to have incurred the costs being requested?

9/3/2025

---

Please provide any additional information on this request if needed

The festival itself will have four story buckets, all of which will share a baseline of positivity and focusing on the good in humanity. The four, which we chose as a reflection of Montana's cultural fabric, are rural/small town stories, stories of the great outdoors, Indigenous stories, and stories of human perseverance and achievement.

We have spent over a year in conversations with Big Sky community members about this festival idea, building our team and cultivating partnerships, including with the Big Sky Arts Council and Chamber of Commerce.

---

Please provide the name(s) and email addresses of who will be representing this request at the next BSRAD board meeting

Laynee Jones, layneejones@gmail.com

---

Application Review & Final Submission

If your application is still in progress you may save your work using the "Save Draft" button. If your application is complete and ready for District review submit using the "Submit Form" button. Once submitted you may not make changes or edits to your application. Application Review: Applications generally will be reviewed at the next regularly scheduled Board Meeting. The board meeting schedule can be found on the District website. If received less than 10 days before the next regularly scheduled meeting it will not be reviewed until the following month/meeting. The applicant must be present at the review meeting to answer questions or provide more information requested by the Board. Application review will not occur during the regular Annual Allocation Meetings (generally in June).

---

|       |   |              |
|-------|---|--------------|
| Title | <b>Abigail King</b>                                   | 06/26/2025   |
|       | by <b>Abigail King</b> in <b>FY26 Microgrant Fund</b> | id. 50918916 |
|       | info@jackcreekpreserve.org                            |              |

## Original Submission 06/26/2025

|       |     |
|-------|-----|
| Score | n/a |
|-------|-----|

|              |              |
|--------------|--------------|
| Request Name | Abigail King |
|--------------|--------------|

|   |                                |
|---|--------------------------------|
| Who will be the fiscal sponsor of this request? | Jack Creek Preserve Foundation |
|---|--------------------------------|

|             |   |
|-------------|---|
| Description | <p><b>Community of Conservation: Adult Conservation Education</b></p> <p>Since 2005, JCPF has provided opportunities for all people to develop an appreciation and connection to the natural world. While the Preserve has intrinsic value as important wildlife habitat, it is also the perfect place for people to learn about conservation. Outdoor experiences are for everyone, and we want to increase accessible and affordable opportunities for the community to learn about conservation, spend time in nature, and connect with each other.</p> <p><b>Adult Programming:</b> This year's <i>Lifelong Learning Series</i> under our Conservation Field School: Adult Programming will provide a total of 7 workshops, 3 of which we have already held. Topics for upcoming workshops include general naturalist hikes, learning about moth identification, natural history, and ecological importance, wildlife track identification, lichen/fungi, and a wildlife speaker series event focusing on elk populations. Participants will get a glimpse into many aspects of conservation and the natural world right in their own back yard. While there is a modest registration fee for participants, this does not cover the full cost of these programs. Grants that underwrite or sponsor these programs allow us to provide these workshops at a minimal cost for participants.</p> |
|-------------|---|

|                                     |             |
|-------------------------------------|-------------|
| Select the projects Investment Type | Programming |
|-------------------------------------|-------------|

|                                 |                       |
|---------------------------------|-----------------------|
| Select the projects Impact Area | Education & Childcare |
|---------------------------------|-----------------------|

|  |  |
|--|--|
| Where will this project be taking place? | Jack Creek Preserve, 1206 Jack Creek Rd, Ennis, MT |
|--|--|

Please explain the community benefit of the project

We live in a place that people from all over the world come to visit for its proximity to wilderness and wildlife. Balance with an increase in education to ensure that Big Sky will remain a place that people and wildlife can coexist for many years to come is critical. JCPF offers the perfect venue to spread the message of conservation to the Big Sky community.

Big Sky is visited and supported by many active and curious adults. Through our *Lifelong Learning Series*, we are expanding our education opportunities for adults by bringing in subject matter experts for a variety of topics. Our workshops will allow adults, visitors or longtime residents, an opportunity to connect with the natural environment surrounding Big Sky so that they will remain lifelong learners and conservationists. Some of these workshops also provide the opportunity for teachers and educators to receive MT Office of Public Instruction credits.

[Letter of support from Big Sky resident and JCPF program participant.](#)

---

What is the Resort Tax request for this project?

5073

---

What is the total cost of this project?

7793

---

Provide a list of the expenses this should this project be awarded funding

**1. 7/12 - WORKSHOP: A DAY IN THE LIFE OF A NATURALIST \$1,212.00**

- Instructor Fee \$600.00
- Outdoor Education Center use \$100.00
- Executive Director Time \$192.00
- Conservation Intern Time \$120.00
- Materials for teachers \$200.00

**2. 7/19-20 - WORKSHOP: MOTHS \$3,815.00**

- Instructor Fee \$600.00
- Instructor Travel Reimbursement \$280.00
- Outdoor Education Center use \$915.00
- Executive Director Time \$640.00
- Conservation Education Director Time \$580.00
- Conservation Intern Time \$400.00
- Food \$400.00

**3. 8/9 - EVENT: WILDLIFE SPEAKER SERIES \$506.00**

- Outdoor Education Center use \$100.00
- Executive Director Time \$96.00
- Conservation Intern Time \$60.00
- Food \$250.00

**4. 8/10 - WORKSHOP: SUMMER WILDLIFE TRACKING \$1,194.00**

- Instructor Fee \$600.00
- Outdoor Education Center use \$100.00
- Conservation Education Director Time \$174.00
- Conservation Intern Time \$120.00
- Materials \$200.00

**5. 10/4 - WORKSHOP: FUN WITH FUNGI \$1,066.00**

- Instructor Fee \$600.00
- Outdoor Education Center use \$100.00
- Executive Director Time \$192.00
- Conservation Education Director Time \$174.00

TOTAL EXPENSES FOR ALL WORKSHOPS/EVENT: \$7,793.00

MODEST REGISTRATION FEES WILL TOTAL APPROXIMATELY: \$2720.00

[Attached is a budget with these same details.](#) Grant funds in the amount of \$5073 will allow us to keep our registration fees low while still providing quality programming and experiences.

---

When do you plan to have incurred the costs being requested?

10/5/2025

---

Please provide any additional information on this request if needed We anticipate reaching approximately 100 people through the remaining workshops and event. Thank you for your consideration!

---

Please provide the name(s) and email addresses of who will be representing this request at the next BSRAD board meeting Abigail King  
aking@jackcreekpreserve.org

---

Application Review & Final Submission If your application is still in progress you may save your work using the "Save Draft" button. If your application is complete and ready for District review submit using the "Submit Form" button. Once submitted you may not make changes or edits to your application. Application Review: Applications generally will be reviewed at the next regularly scheduled Board Meeting. The board meeting schedule can be found on the District website. If received less than 10 days before the next regularly scheduled meeting it will not be reviewed until the following month/meeting. The applicant must be present at the review meeting to answer questions or provide more information requested by the Board. Application review will not occur during the regular Annual Allocation Meetings (generally in June).

---

|       |  |              |
|-------|--|--------------|
| Title | <b>Firelight District Launch</b>                         | 07/02/2025   |
|       | by <b>Rebecca Brockie</b> in <b>FY26 Microgrant Fund</b> | id. 50975563 |
|       | rebecca.brockie.flmcwsd@gmail.com                        |              |

## Original Submission 07/02/2025

|       |     |
|-------|-----|
| Score | n/a |
|-------|-----|

|              |                           |
|--------------|---------------------------|
| Request Name | Firelight District Launch |
|--------------|---------------------------|

|   |   |
|---|---|
| Who will be the fiscal sponsor of this request? | Firelight Meadows County Water and Sewer District |
|---|---|

|             |  |
|-------------|--|
| Description | <p>Formed by voters in the May 6, 2025, election and certified by the Montana Secretary of State on May 27, 2025, the Firelight Meadows County Water and Sewer District crowns nearly two-years of a grassroots effort led by residents determined to address longstanding deficiencies in the community's septic system. The newly elected volunteer board of five now faces the complex task of launching the district, navigating regulatory requirements by agencies like Montana DEQ, and pursuing annexation into the Big Sky County Water and Sewer District, without the technical experience to do so. Though newly formed, the board anticipates the annexation process will take more than two years, per initial meetings with the Big Sky County Water and Sewer District. A Microgrant from Resort Tax will help secure the essential professional services the district needs to begin this work.</p> <p>To guide this process, the Firelight District Board retained legal counsel from Jackson, Murdo &amp; Grant, a Montana firm experienced in water and sewer district law. Attorneys Aimee Hawkaluk and Nathan Bilyeu will bring critical expertise in local government compliance and finance. The district also secured engineering support from Mace Mangold, Vice President at WGM Group, who has extensive experience in designing, implementing, and connecting wastewater systems in the Big Sky region.</p> |
|-------------|--|

|                                     |             |
|-------------------------------------|-------------|
| Select the projects Investment Type | Programming |
|-------------------------------------|-------------|

|                                 |              |
|---------------------------------|--------------|
| Select the projects Impact Area | Public Works |
|---------------------------------|--------------|

|  |  |
|--|--|
| Where will this project be taking place? | In the Firelight Meadows County Water and Sewer District, which consists of 216 landowners adjacent to local neighborhoods like West Fork and Town Center. |
|--|--|

|  |   |
|--|---|
| Please explain the community benefit of the project                        | <p>The Firelight Water &amp; Sewer District includes 216 landowners and 152 registered voters, making it the largest HOA in Big Sky outside of BSOA. Located in the heart of the community, Firelight also plays a key role in providing residential housing. Because Big Sky relies on groundwater for its water supply, resolving septic issues in Firelight expands beyond the district's borders. The 2022 Montana Bureau of Mines and Geology Study <i>Hydrogeology and Groundwater Availability at Big Sky, Montana</i> confirms that groundwater in the South Fork area flows east to west, carrying nitrogen from Firelight's failing septic system across the watershed. Transitioning from on-site septic to centralized sewer will satisfy Montana DEQ standards and reduce nitrogen loading that harms water quality. This project protects public health, supports local housing, and advances long-term stewardship of the Gallatin ecosystem.</p>  |
| What is the Resort Tax request for this project?                           | 25000   |
| What is the total cost of this project?                                    | 8000000   |
| Provide a list of the expenses this should this project be awarded funding | <ol style="list-style-type: none"> <li>1. Accounting and Legal Services estimated at \$10,000</li> <li>2. Engineering and Infrastructure Planning Services estimated at \$40,000</li> <li>3. <a href="#">FY26 BUDGET</a></li> </ol> <p>The total cost of this project from now until annexation is TBD. Prior to certification less than two months ago, the district did not exist and could not negotiate with Big Sky Water and Sewer District (BSWSD) or its current provider, Westfork Utilities. It also could not apply for grants. An appraisal of the existing Westfork-owned infrastructure, along with future construction estimates for physical connection costs, will help clarify the total cost of this project.</p>  |
| When do you plan to have incurred the costs being requested?               | 11/1/2025   |
| Please provide any additional information on this request if needed        | <p>This Microgrant addresses startup needs, as outlined in the district's inaugural budget, modeled after Gallatin Canyon County Water &amp; Sewer District's first-year plan. It will also bridge the gap until other funding becomes available. Firelight homeowners previously contributed \$10,000 to support voter outreach and pay Gallatin County for the election. Those funds are depleted and the HOA cannot replenish them until it approves a new budget at the annual meeting in September. Meanwhile, system failures persist. Less than a month ago, residents faced a boil water advisory, underscoring the need to pursue connection to a centralized system. The Firelight Meadows County Water &amp; Sewer District also plans to apply for a Resort Tax FY2026 Government Interlocal Grant, requesting the same level of startup funding awarded to the Canyon Water &amp; Sewer District, minus any Microgrant funds received. This Microgrant allows us to get to work now while following the precedent set by the Canyon.</p> |

Please provide the name(s) and email addresses of who will be representing this request at the next BSRAD board meeting

Becky Brockie; becky@bigskyhousingtrust.com;  
rebecca.brockie.flmcwsd@gmail.com

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Application Review & Final Submission

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---

|       |   |              |
|-------|---|--------------|
| Title | <b>Visitor Marketing</b>  | 06/30/2025   |
|       | by <b>Brad Niva</b> in <b>FY26   Special Circumstance Application</b>   | id. 50955793 |
|       | PO Box 160100<br>88 Ousel Falls Road Suite A1<br>Big Sky, Montana<br>59716<br>United States<br>406-995-3000<br>brad@visitbigskymt.com |              |

**Original Submission** 06/30/2025

|   |  |  |
|---|--|--|
| Score   | n/a  |  |
|   | Organizational profile and finances  |  |
| Sponsoring Organization Name  | Visit Big Sky  |  |
| Is your organization planning to request funding for more than one project?   | Yes  |  |
| If you are requesting funding for more than one project you will need to COMPLETE AND SUBMIT this application before beginning another. | A user may only be working on one application at a time and cannot have multiple applications in draft mode simultaneously. The application for the first project must be completed and submitted before beginning the application for the next project. PRO TIP: If you need to work on applications for more than one request simultaneously, set up multiple users for your organization and have each user work on a different request. Please reach out to Jenny before applying if you need pointers on how to handle multiple requests. |  |
| Have you already provided organizational information in a previous application for this cycle?  | No, I have not provided this information yet for this cycle  |  |
| Sponsoring organization details   | Please provide the following details about your organization.  |  |
| Organizations current fiscal year (fiscal year as of 3/31/2024) dates   | 7/1/2025 to 6/30/2026  |  |

Organizational revenues (See Page 8)

[NP Sponsor Revenues.xlsx](#)

---

Organizational expenses (See Page 8)

[NP Sponsor Expenses.xlsx](#)

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Growth forecast (See Page 8)

[NP Sponsor Growth Forecast.xlsx](#)

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Reserves (See Page 8)

[NP Sponsor Reserves.xlsx](#)

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Payroll details (See Page 8)

[NP Sponsor Payroll.xlsx](#)

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Upload your organization's most recent annual Budget vs Actual Year to Date (See Page 9)

[2024-2025\\_Budget\\_to\\_Actuals\\_VBS.pdf](#)

---

Upload your organization's Balance Sheet from your current fiscal year (See Page 10)

[2024-2025\\_Balance\\_Sheet\\_VBS.pdf](#)

---

Upload your organization's Balance Sheet from the most recent closed out fiscal year (See Page 11)

[2023-2024\\_Balance\\_Sheet\\_VBS.pdf](#)

---

Upload your organization's Budget vs Actual for the prior fiscal year (See Page 12)

[2023-2024\\_Budget\\_to\\_Actuals\\_VBS.pdf](#)

---

Can your organization provide a copy of completed Audited Financials? No

---

Explain why you are unable to provide an Auditor's Report We're not required to be audited.

---

Do you rent or own your current operating facility? Rent facility

---

Do funds exchange between your organization and other Resort Tax sponsor organizations? Yes

---

Please outline any organizations receiving pass-through funds and the scope of goods/services delivered for payment

Visit Big Sky pays funds to the Big Sky Chamber of Commerce for business operations, staffing and rent.

Upload any signed agreements or supplementary documentation here ([See Pages 13-20](#))  
[FY26\\_Administrative\\_Agreement\\_for\\_BSCC\\_and\\_VBSExecuted6.30.25.pdf](#)

Does your organization plan on requesting funding from Gallatin or Madison counties (excluding property tax mills) this year?

No

Does your organization plan on requesting funding from the Community Foundations this year?

No

Community engagement ([see page 21](#))  
[Community engagement.xlsx](#)

Project details

If you are requesting funding for more than one project you will need to submit a unique application with these details for each project. You only need to provide the sponsoring organization details one time.

Provide a descriptive name for this project.

Visitor Marketing

Please provide a brief (1-2 sentence) description of this request.

This is a request for marketing funds for FY26 plus an additional 4 month gap from July 1, 2026 to November 1, 2026. These funds will be used in promoting Big Sky as a world class destination.

What is your FY25 (7/1/24-6/30/25) Resort Tax request for this project?

400000

Which years are you planning to Resort Tax funds for this project?

FY26 (7/1/25-6/30/26)  
FY27 (7/1/26-6/30/27)  
Beyond FY27

Complete the table outlining project revenues. ([See Page 22](#))

## NP Project Revenues.xlsx

---

Complete the table outlining your project expenses. (See Page 22)

## NP Project Expenses.xlsx

---

How would this project be funded if Resort Tax funding was not a resource in Big Sky?

We would have to significantly cut back our marketing efforts and rely solely on state funds.

---

Select the investment type which most accurately reflects your project

Programming

---

Select the impact area which most accurately reflects your project

Economic Development

---

SMART Goals

The District has a strong desire to measure and report progress on the Our Big Sky Community Vision and Strategy. Alignment of public funds to achieve measurable impact is critical. Working in collaboration with partnering organizations, SMART (Specific, Measurable, Attainable, Realistic, Timebound) goals were developed for FY25. The board has outlined a preference for funding projects that help to achieve the community's vision. The following questions help the District to understand how your request aligns with these goals. Updating, and finetuning these SMART goals is an ongoing process that will require community collaboration. Baseline data may not exist for many of the goals, it will be compiled in the coming months. Your responses can also help assemble baselines. Is there a SMART goal missing or is one way off target? Please reach out to staff directly so that we can capture your feedback.

---

Choose the Economic Development Strategy this project best corresponds with.

Create a positive business climate where business can prosper

---

Choose the Economic Development SMART goal that this project is working towards.

Have an annualized business retention rate of 90% by 2027

---

How will this project contribute towards the progress in the above SMART goal and how will you measure that progress? If your answer does not include a number it is not measurable and will be considered an incomplete response. Please use numbers to show how this project will help achieve this SMART goal.

Additional marketing efforts generates a stable tourism economy where we will see continued retail, dining and hotel sales that will keep businesses thriving and Resort tax to continue to see positive collection growth. We will measure success by seeing Resort Tax collection increase 4% YOY and business retention of 90%.

---

Which audience is directly being served by the work of this project?

Big Sky visitors  
Big Sky residents & workforce

---

Will your project involve any partners?

Yes

---

Complete the table below with information about your partners [\(See page 23\)](#)

[Partners.xlsx](#)

---

Programming questions

The following questions are only applicable to projects identified as programming.

---

Is this program?

A recurring program

---

Does this program provide:

None of the above

---

Was any portion of this program requested from Resort Tax in FY24?

Yes

---

What was the name(s) of this project used on the FY24 application?

Visitor Marketing

---

Compared to FY24 (7/1/23-6/30/24) has this program expanded by any of the following?

None of the above

|   |  |
|---|--|
| <p>Is this project providing a service typically provided by a government agency? OR is this a project that is funded by public tax dollars in other Montana communities?</p> | <p>Yes</p>   |
| <p>Please provide an example of where this project (or a similar one) is funded using public tax dollars or provided by a government entity in another Montana community.</p> | <p>Several communities in Montana are supported by public funds to support marketing efforts beyond state funds.</p>   |
| <p>Provide any additional information (not outlined in your previous answers) which you would like to share with the District about this project.</p>                         | <p>This request is less than the FY25 Forecast, but due to the gap funding we've added an additional \$100,000.</p>  |
| <p>Are you planning to submit an application for more than one project this grant cycle?</p>  | <p>Yes</p>   |
| <p>If you are requesting funding for more than one project you will need to COMPLETE AND SUBMIT this application before beginning another.</p>                                | <p>A user may only be working on one application at a time and cannot have multiple applications in draft mode simultaneously. The application for the first project must be completed and submitted before beginning the application for the next project. PRO TIP: If you need to work on applications for more than one request simultaneously, set up multiple users for your organization and have each user work on a different request. Please reach out to Jenny before applying for the best way to handle multiple requests.</p> |

Applications and supplement materials must be submitted on or before posted deadlines to be considered for funding. Beginning April 1 submitted applications will be reviewed by District staff to determine eligibility and subsequently scored. Sponsors with applications deemed ineligible will be contacted by District staff. Application scores will be available following the April board meeting. More details on eligibility and scores can be found in the application orientation packet [HERE](#). If your application is still in progress you may save your work using the "Save Draft" button. If your application is complete and ready for District review submit using the "Submit Form" button.

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| <b>1) REVENUE</b><br><b>(Cash only, do not include in-kind)</b> | <b>Previous FY</b><br><i>(Actual)</i> | <b>Current FY</b><br><i>(Budget)</i> | <b>% Change</b> | <b>% of total</b><br><i>(Current FY)</i> |
|---|---------------------------------------|--------------------------------------|-----------------|--|
| Public Funding-Resort Tax                                       | \$ 1,100,000.00                       | \$ 773,618.00                        | -30%            | 41%                                      |
| Public Funding-Other (mills, county, etc)                       | \$ 825,000.00                         | \$ 936,678.00                        | 14%             | 50%                                      |
| Fundraising-Private Dontaions                                   |                                       |                                      |                 | 0%                                       |
| Fundraising-Corporate Dontaions & Sponsorships                  |                                       |                                      |                 | 0%                                       |
| Fundraising-Grants  | \$ 15,000.00                          |                                      | -100%           | 0%                                       |
| Fundraising-Events  |                                       |                                      |                 | 0%                                       |
| Direct Revenue-Dues, fees, sales                                | \$ 167,916.00                         | \$ 165,000.00                        | -2%             | 9%                                       |
| Other-explain below   | \$ 27.00                              |                                      | -100%           | 0%                                       |
| <b>TOTAL</b>  | <b>\$ 2,107,943.00</b>                | <b>\$ 1,875,296.00</b>               | <b>-11%</b>     | <b>100%</b>                              |
| Other Revenue Explanaiton                                       | \$27 interest income                  |                                      |                 |  |

| <b>2) EXPENSES</b>   | <b>Previous FY</b><br><i>(Actual)</i> | <b>Current FY</b><br><i>(Budget)</i> | <b>% Change</b> | <b>% of total</b><br><i>(Current FY)</i> |
|--|---------------------------------------|--------------------------------------|-----------------|--|
| Administration<br>Management & General Expenses reported in<br>section IX on a 990 | \$ 478,258.00                         | \$ 417,436.00                        | -13%            | 21%                                      |
| Fundraising<br>Fundraising Expenses reported in section IX on a<br>990             |                                       |                                      |                 | 0%                                       |
| Programming<br>Program Expenses reported in section IX on a 990                    | \$ 1,682,017.00                       | \$ 1,555,832.00                      | -8%             | 79%                                      |
| <b>TOTAL</b>   | <b>\$ 2,160,275</b>                   | <b>\$ 1,973,268</b>                  | <b>-9%</b>      | <b>100%</b>                              |

| <b>3) GROWTH FORECAST</b>  | <b>Previous-FY</b>      | <b>Current-FY</b>       | <b>Upcoming-FY</b> |
|--|-------------------------|-------------------------|--------------------|
| <b>Total # of FTE</b>  | See Chamber LOI         | See Chamber LOI         | See Chamber LOI    |
| <b>Payroll &amp; Benefits</b>  | See Chamber LOI         | See Chamber LO          | See Chamber LOI    |
| <b>Total Operating Budget</b><br><i>(including payroll &amp; benefits)</i> | \$ 2,160,275            | \$ 1,973,268            | \$ 1,876,888       |
| <b>Capital Expenditures</b>  |                         |                         |                    |
| <b>OPERATING BUDGET GROWTH</b>   | <b>Previous-Current</b> | <b>Current-Upcoming</b> |                    |
| -  | -9%                     | -5%                     | -                  |

| <b>4) RESERVES ON HAND</b>     | <b>Amount</b> | <b>Explanation</b>         |
|--------------------------------|---------------|----------------------------|
| Restricted-Explain in column c | \$ 172,452.00 | State of Montana Carryover |
| Unrestricted                   | \$ 398,824.00 | -                          |
| Goal                           | \$ 539,562.00 | -                          |

| <b>5) PAYROLL DETAIL</b>                        | <b>Salary Range</b>                | <b>Benefits Summary</b> |
|---|------------------------------------|-------------------------|
| <b>Level of Position</b>                        |                                    |                         |
| <b>Tier 1</b> <i>(Eg Executive)</i>             | NO payroll, see<br>admin agreement |                         |
| <b>Tier 2</b> <i>(Eg Vice President)</i>        | NO payroll, see admin agreement    |                         |
| <b>Tier 3</b> <i>(Eg Director)</i>              | NO payroll, see admin agreement    |                         |
| <b>Tier 4</b> <i>(Eg Manager)</i>               | NO payroll, see admin agreement    |                         |
| <b>Tier 5</b> <i>(Eg Coordinator/Assistant)</i> | NO payroll, see admin agreement    |                         |

# Visit Big Sky

Budget vs. Actuals: FY\_2024\_2025 - FY24 P&L Classes

May-25

91.67%

|  | TOTAL            |                  |                  |                 |
|--|------------------|------------------|------------------|-----------------|
|  | Actual           | Budget           | over<br>Budget   | % of<br>Budget  |
| <b>Revenue</b>   |                  |                  |                  |                 |
| 100 Govt Source  |                  |                  |                  |                 |
| 100 Resort Tax   | 726,100          | 773,618          | (47,518)         | 93.86%          |
| 100 Govt - Yellowstone Country                         | -                | -                | -                |                 |
| 100 State Income                                       | 635,794          | 936,678          | (300,884)        | 67.88%          |
| 100 State Income - Prior year reserves                 | -                | 300,000          | (300,000)        | 0.00%           |
| 100 State Income - Next year reserves                  | -                | -                | -                |                 |
| <b>Total 100 Govt Source</b>                           | <b>1,361,894</b> | <b>2,010,296</b> | <b>(648,402)</b> | <b>67.75%</b>   |
| 110 Other Revenue                                      | -                | -                | -                |                 |
| 110 Sponsorship  | -                | -                | -                |                 |
| 110 OVG Advertising                                    | 143,771          | 165,000          | (21,229)         | 87.13%          |
| 110 Miscellaneous                                      | 17               | -                | 17               |                 |
| <b>Total 110 Other Revenue</b>                         | <b>143,787</b>   | <b>165,000</b>   | <b>(21,213)</b>  | <b>87.14%</b>   |
| <b>Total Revenue</b>                                   |                  | <b>2,175,296</b> | <b>(669,615)</b> | <b>0.00%</b>    |
| <b>Gross Profit</b>                                    | <b>1,505,681</b> | <b>2,175,296</b> | <b>(669,615)</b> | <b>69.22%</b>   |
| <b>Expenditures</b>                                    |                  |                  |                  |                 |
| 210 Operations   | -                | -                | -                |                 |
| 210 Administration Management Fee Expense              | 492,809          | 562,336          | (69,527)         | 87.64%          |
| 210 Admin - Office Expense & Supply, Accounting Fees   | 27,193           | 12,500           | 14,693           | 217.54%         |
| 210 Insurance  | 2,114            | 2,600            | (486)            | 81.30%          |
| <b>Total 210 Operations</b>                            | <b>522,116</b>   | <b>577,436</b>   | <b>(55,320)</b>  | <b>90.42%</b>   |
| 220 Programs   |                  |                  |                  |                 |
| 220 Management Fee - Vic Staff                         | 68,800           | 75,000           | (6,200)          | 91.73%          |
| 220 Misc Conferences Travel/Travel Trade Show          | 38,957           | 45,000           | (6,043)          | 86.57%          |
| 220 Mgmt Fee - Marketing Personnel                     | 75,965           | 85,000           | (9,035)          | 89.37%          |
| 220 Joint Venture                                      | 3,000            | 3,000            | -                | 100.00%         |
| 220 Education  | 5,000            | 5,000            | -                | 100.00%         |
| 220 Earned Media - Public Relations Expenses           | 57,001           | 65,000           | (7,999)          | 87.69%          |
| 220 Product Development                                | 20,897           | 35,000           | (14,103)         | 59.71%          |
| 220 Paid Media/Fam Trips/Digital and Print Advertising | 266,232          | 343,018          | (76,786)         | 77.61%          |
| 220 OVG & Map Expense/Visitor Services                 | 39,000           | 39,000           | -                | 100.00%         |
| 220 Ad Agency Services/Public Relations                | 78,293           | 85,000           | (6,707)          | 92.11%          |
| 220 Cooperative Marketing                              | 48,550           | 50,000           | (1,450)          | 97.10%          |
| 220 Marketing Resources                                | 35,797           | 40,000           | (4,203)          | 89.49%          |
| 220 Contract Services                                  | 44,257           | 65,000           | (20,743)         | 68.09%          |
| 220 Wayfinding Signage/Contingency                     | 313,198          | 415,000          | (101,802)        | 75.47%          |
| 220 Consumer Research                                  | 20,000           | 20,000           | -                | 100.00%         |
| 220 Marketing Other/Opportunity Marketing              | 114,904          | 122,000          | (7,096)          | 94.18%          |
| 220 Website Marketing/Maintenance/Development          | 29,944           | 30,342           | (398)            | 98.69%          |
| <b>Depreciation Expense</b>                            | <b>1,100</b>     | <b>-</b>         | <b>1,100</b>     |                 |
| <b>Total 220 Programs</b>                              | <b>1,260,897</b> | <b>1,522,360</b> | <b>(261,463)</b> | <b>82.83%</b>   |
| <b>Total Expenditures</b>                              | <b>1,783,013</b> | <b>2,099,796</b> | <b>(316,783)</b> | <b>84.91%</b>   |
| <b>Net Operating Revenue</b>                           | <b>(277,332)</b> | <b>75,500</b>    | <b>(352,832)</b> | <b>-367.33%</b> |

**Visit Big Sky**  
**Statement of Financial Position**  
As of May 31, 2025

|                                     |    | <b>Total</b> |
|-------------------------------------|----|--------------|
| <b>ASSETS</b>                       |    |              |
| <b>Current Assets</b>               |    |              |
| <b>Bank Accounts</b>                |    |              |
| Total Bank Accounts                 | \$ | 157,742.76   |
| <b>Accounts Receivable</b>          |    |              |
| 20 Accounts Receivable              |    | 93,128.75    |
| Total Accounts Receivable           | \$ | 93,128.75    |
| <b>Total Current Assets</b>         | \$ | 250,871.51   |
| <b>Fixed Assets</b>                 |    |              |
| 40 Equipment                        |    | 6,896.97     |
| 45 Accumulated Depreciation         |    | -3,307.00    |
| <b>Total Fixed Assets</b>           | \$ | 3,589.97     |
| <b>TOTAL ASSETS</b>                 | \$ | 254,461.48   |
| <b>LIABILITIES AND EQUITY</b>       |    |              |
| <b>Liabilities</b>                  |    |              |
| <b>Current Liabilities</b>          |    |              |
| <b>Accounts Payable</b>             |    |              |
| 50 Accounts Payable                 |    | 2,101.20     |
| Total Accounts Payable              | \$ | 2,101.20     |
| <b>Credit Cards</b>                 |    |              |
| 60 American Express 2007            |    | 11,774.56    |
| 65 Rippling Corporate Card          |    | 1,075.96     |
| Total Credit Cards                  | \$ | 12,850.52    |
| <b>Total Current Liabilities</b>    | \$ | 14,951.72    |
| <b>Total Liabilities</b>            | \$ | 14,951.72    |
| <b>Equity</b>                       |    |              |
| 90 Unrestricted Net Assets          |    | 518,943.15   |
| Net Revenue                         |    | -279,433.39  |
| <b>Total Equity</b>                 | \$ | 239,509.76   |
| <b>TOTAL LIABILITIES AND EQUITY</b> | \$ | 254,461.48   |

**Visit Big Sky**  
**Statement of Financial Position**  
As of June 30, 2024

|                                       | <b>Total</b>         |
|---------------------------------------|----------------------|
| <b>ASSETS</b>                         |                      |
| <b>Current Assets</b>                 |                      |
| <b>Bank Accounts</b>                  |                      |
| 10 Glacier Bank Checking - 183 -VBS   | 269,083.91           |
| 15 Glacier Bank Checking - 7871 - CVB | 172,421.49           |
| <b>Total Bank Accounts</b>            | <b>\$ 441,505.40</b> |
| <b>Accounts Receivable</b>            |                      |
| 20 Accounts Receivable                | 74,098.60            |
| <b>Total Accounts Receivable</b>      | <b>\$ 74,098.60</b>  |
| <b>Total Current Assets</b>           | <b>\$ 515,604.00</b> |
| <b>Fixed Assets</b>                   |                      |
| 40 Equipment                          | 6,896.97             |
| 45 Accumulated Depreciation           | -2,207.00            |
| <b>Total Fixed Assets</b>             | <b>\$ 4,689.97</b>   |
| <b>TOTAL ASSETS</b>                   | <b>\$ 520,293.97</b> |
| <b>LIABILITIES AND EQUITY</b>         |                      |
| <b>Liabilities</b>                    |                      |
| <b>Current Liabilities</b>            |                      |
| <b>Credit Cards</b>                   |                      |
| 60 American Express 2007              | 8.91                 |
| 65 Rippling Corporate Card            | 1,341.91             |
| <b>Total Credit Cards</b>             | <b>\$ 1,350.82</b>   |
| <b>Total Current Liabilities</b>      | <b>\$ 1,350.82</b>   |
| <b>Total Liabilities</b>              | <b>\$ 1,350.82</b>   |
| <b>Equity</b>                         |                      |
| 90 Unrestricted Net Assets            | 571,275.11           |
| Net Revenue                           | -52,331.96           |
| <b>Total Equity</b>                   | <b>\$ 518,943.15</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>   | <b>\$ 520,293.97</b> |

# Visit Big Sky

Jun-24

100.00%

|   | TOTAL            |                  |                  |                |
|---|------------------|------------------|------------------|----------------|
|   | Actual           | Budget           | over Budget      | % of Budget    |
| <b>Revenue</b>  |                  |                  |                  |                |
| <b>100 Govt Source</b>                                    |                  |                  |                  |                |
| 100.10 Resort Tax   | 1,100,000        | 1,100,000        | 0                | 100.00%        |
| 100.30 Montana State Income - Prior Year Carry over       | -                | -                | -                |                |
| 100.30 Montana State Income                               | 825,000          | 825,106          | (106)            | 99.99%         |
| <b>Total 100 Govt Source</b>                              | <b>1,925,000</b> | <b>1,925,106</b> | <b>(106)</b>     | <b>99.99%</b>  |
| <b>110 Other Revenue</b>                                  |                  |                  |                  |                |
| 110.20 Sponsorship  | -                | -                | -                |                |
| 110.30 OVG Advertising                                    | 167,916          | 158,000          | 9,916            | 106.28%        |
| 110.40 Miscellaneous                                      | 15,000           | -                | 15,000           |                |
| 110.60 Interest Income                                    | 27               | -                | 27               |                |
| <b>Total 110 Other Revenue</b>                            | <b>182,943</b>   | <b>158,000</b>   | <b>24,943</b>    | <b>115.79%</b> |
| <b>Total Revenue</b>                                      | <b>2,107,943</b> | <b>2,083,106</b> | <b>24,837</b>    | <b>101.19%</b> |
| <b>Expenditures</b>                                       |                  |                  |                  |                |
| <b>210 Operations/Admin</b>                               |                  |                  |                  |                |
| 210.10 Management Fee Expense Admin                       | 444,999          | 451,400          | (6,401)          | 98.58%         |
| 210.40 Admin - Office Expenses & Supplies                 | 24,599           | 11,000           | 13,599           | 223.63%        |
| 210.50 Accounting/ Tax Returns                            | 5,160            | -                | 5,160            |                |
| 210.60 Insurance  | 3,500            | 2,600            | 900              | 134.62%        |
| <b>Total 210 Operations/Admin</b>                         | <b>478,258</b>   | <b>465,000</b>   | <b>13,258</b>    | <b>102.85%</b> |
| <b>220 Programs</b>                                       |                  |                  |                  |                |
| 220.05 Mgmt Fee - Marketing Personnel                     | 96,946           | 77,000           | 19,946           | 125.90%        |
| 220.08 Confrences and Travel                              | 39,008           | 55,000           | (15,992)         | 70.92%         |
| 220.09 Joint Venture                                      | -                | 30,000           | (30,000)         | 0.00%          |
| 220.11 Education  | 33,384           | 12,000           | 21,384           | 278.20%        |
| 220.12 Earned Media - Public Relations Expenses           | 111,550          | 50,000           | 61,550           | 223.10%        |
| 220.13 Product Development                                | 73,767           | 60,000           | 13,767           | 122.94%        |
| 220.20 Paid Media/Fam Trips/Digital and Print Advertising | 233,252          | 355,000          | (121,748)        | 65.70%         |
| 220.23 Marketing Resources                                | 78,688           | 36,000           | 42,688           | 218.58%        |
| 220.24 Cooperative Marketing                              | -                | 10,000           | (10,000)         | 0.00%          |
| 220.18 Ad Agency Services/Public Relations                | 15,184           | 65,000           | (49,816)         | 23.36%         |
| 220.19 Contract Services                                  | 435,400          | 425,000          | 10,400           | 102.45%        |
| 220.21 Wayfinding Signage                                 | 21,097           | 340,029          | (318,932)        | 6.20%          |
| 220.25 Consumer Research                                  | 205,681          | 220,000          | (14,319)         | 93.49%         |
| 220.32 Management Fee - Vic Staff                         | 74,486           | 100,000          | (25,515)         | 74.49%         |
| 220.31 OVG & Map Expense/Visitor Services                 | 50,715           | -                | 50,715           |                |
| 220.50 Marketing Other/Opportunity Marketing              | 155,058          | 50,000           | 105,058          | 310.12%        |
| 220.60 Website Marketing/Maintenance/Development          | 57,804           | 20,000           | 37,804           | 289.02%        |
| <b>Total 220 Programs</b>                                 | <b>1,682,017</b> | <b>1,905,029</b> | <b>(223,012)</b> | <b>88.29%</b>  |
| <b>Total Expenditures</b>                                 | <b>2,160,275</b> | <b>2,370,029</b> | <b>(209,754)</b> | <b>91.15%</b>  |
| <b>Net Operating Revenue</b>                              | <b>(52,332)</b>  | <b>(286,923)</b> | <b>234,591</b>   | <b>18.24%</b>  |

## ADMINISTRATIVE SERVICES AGREEMENT

**THIS ADMINISTRATIVE SERVICES AGREEMENT** is dated as of June 30, 2025 by and between Big Sky Resort Association dba Big Sky Chamber of Commerce (“**Services Provider**”), with a business address of 88 Ousel Falls Road Suite B-1, Big Sky, Montana 59716 and Visit Big Sky (“**Services Recipient**”), with a business address of 88 Ousel Falls Road Suite B-1, Big Sky, Montana 59716.

### WHEREAS:

- (A) The Services Provider has the resources and capacity to provide certain services, including office space, personnel and corporate services, such as cash management, internal audit, information technology, facilities management, promotional sales and marketing, legal, payroll, benefits administration and other administrative services and insurance services (collectively, “**Administrative Services**”).
- (B) The Services Provider is willing to provide or arrange for the provision of Administrative Services to the Services Recipient, all upon the terms and conditions set forth herein.
- (C) Each of the parties hereto acknowledges that greater efficiencies and reduced costs are expected to be achieved from the economies of scale associated with the provision of such services by the Services Provider to the Services Recipient in the manner provided herein during the Term hereof.

**NOW IT IS HEREBY AGREED as follows:**

### 1. Definitions and interpretation

1.1 In this Agreement, unless the context otherwise requires:

“**Administrative Services**” has the meaning set forth in Recital A.

“**Affiliate**” means, in relation to a Party, any person controlled by, controlling, or under common control with that Party.

“**Extended Term**” has the meaning set forth in Section 2 of this Agreement.

“**Initial Term**” has the meaning set forth in Section 2 of this Agreement.

“**Party and Parties**” means collectively the Services Provider and the Services Recipient and each of them individually.

“**Term**” shall have the meaning set forth in Section 2 of this Agreement.

## 2. Term

2.1 The term of this Agreement commenced on July 1, 2025 and shall remain in effect until October 31, 2026 , (the “**Initial Term**”). Thereafter, this Agreement shall be renewed automatically for successive one year terms (the “**Extended Term**”), unless a Party shall give written notice to the other Party at least sixty (60) days before the end of the Initial Term or the then current Extended Term, as the case may be, of its desire to terminate this Agreement, in which event this Agreement shall end with on the last day of the Initial Term or the then current Extended Term, as the case may be. Exhibit A to this Agreement will be updated by the Parties with each Extended Term.

## 3. Services

3.1 During the Term hereof and upon the terms and conditions set forth herein, the Services Provider shall provide such Administrative Services to Services Recipient as reasonably requested by the Services Recipient, including but not limited to, (i) administration and benefits services; (ii) employee benefits, human resources, and payroll services; (iii) financial and operations services; (iv) internal auditing services; (v) legal related services; (vi) risk and credit services; (vii) accounting services; (viii) general tax services; (ix) office space; (x) personnel; (xi) hardware and equipment; (xii) communication and data facilities; (xiii) facilities management services; (xiv) promotional, sales and marketing services; (xv) procuring of insurance coverage; (xvi) miscellaneous services as the Parties may reasonably agree. The Services Provider may at its discretion arrange for Affiliates or other third parties to provide such services hereunder.

3.2 The Services Provider and the Services Recipient shall cooperate with each other in all reasonable respects in matters relating to the provision and receipt of the Administrative Services. Such cooperation shall include obtaining all consents, licenses, or approvals necessary to permit each Party to perform its obligations hereunder.

## 4 Authority

Notwithstanding anything to the contrary contained in Section 3, Services Provider acknowledges and agrees that it shall provide the services set forth in Section 3 subject to the ultimate authority of the Services Recipient to control its own business and affairs. Services Recipient shall have ultimate control over any personnel engaged by Service Provider on Service Recipient’s behalf and shall promptly notify Services Provider of any changes to personnel. Each Party acknowledges that the services provided hereunder by the Services Provider are intended to be administrative and technical support services and are not intended to set policy for each of the Services Recipient.

## 5 Charges for Services

5.1 In consideration for the provision of services under Section 3, the Services Provider shall charge the Services Recipient (including any applicable taxes, in connection with the provision of such services), based upon:

- (i) an amount equal to the direct costs that the Services Provider estimates it will incur or actually incurs in performing or providing those services including third party charges and service fees incurred in providing services pursuant to Section 3, plus
- (ii) a reimbursement for the reasonable allocation of other costs (including, without limitation, (x) an allocation of costs for Services Provider's employees (such as accounting, human resources, IT, and the like) performing any of the Services, and (y) an allocation of other administrative costs of Services Provider (such as office space, insurance, supplies, software, stationery, and printed checks) determined in a consistent and fair manner so as to cover the Services Provider's costs or in such other manner as the Parties shall agree. The Services Provider shall not charge the Services Recipient any portion of any tax for which the Services Provider receives a rebate or credit, or to which the Services Provider are entitled to a rebate or credit, together with such mark-up (if any) as the Parties may agree from time to time.

The Budgeted amounts for these items for the Initial Term are attached hereto as Exhibit A.

5.2 The Services Provider shall notify the Services Recipient of the charge for payroll as incurred and the aggregate charge for the other services other provided under Section 3 of this Agreement on the fifteenth (15<sup>th</sup>) day of each calendar month. The Services Recipient shall pay to the Services Provider the charge for payroll as incurred and the aggregate charge for the other services provided under Section 3 of this Agreement on the fifteenth (15<sup>th</sup>) day of each calendar month.

## **6 Exculpation and Indemnity**

The Services Provider (including its members, partners, officers, directors and employees) shall not be liable to the Services Recipient or the shareholders of the Services Recipient for any acts or omissions taken or not taken in good faith on behalf of any of them and in a manner reasonably believed by the Services Provider to be within the scope of the authority granted to it by this Agreement and in the best interests of the Services Recipient, except for acts or omissions constituting fraud or willful misconduct in the performance of the Services Provider's duties under this Agreement. The Services Recipient shall indemnify, defend, and hold harmless the Services Provider (and its members, partners, officers, directors and employees) from and against any and all claims or liabilities of any nature whatsoever (including consequential damages and reasonable attorney's fees) arising out of or in connection with any claim against the Services Provider under or otherwise in respect of this Agreement, except where attributable to the fraud or willful misconduct of the Services Provider.

## **7 Relationship of the Parties**

No partnership, joint venture or other arrangement shall be deemed to be created by this Agreement.

## **8 Audit**

Either Party hereto may request a review, by those certified public accountants who examine the Services Provider's or the Service Recipient's books and records, of the other Party's cost allocation to determine whether such allocation is proper under the procedures set forth herein. Such a review is to be conducted at the requesting Party's expense.

## **9 Services by Third Parties**

Except with respect to space made available to each of the Services Recipient pursuant to Schedule A, the Services Recipient may in its absolute discretion and without cause procure any of the services or benefits specified in Section 3 from a third party or may provide such services or benefits for itself. The Services Provider shall discontinue providing such services or benefits upon written notice by the discontinuing party, delivered at least ninety (90) days before the requested termination date. The terminating Services Recipient shall pay to the Services Provider an amount equal to the costs incurred by the Services Provider as a result of such termination, including without limitation, any severance or cancellation fees.

## **10 Failure to Perform the Administrative Services**

In the event of any breach of this Agreement by the Services Provider with respect to any error or defect in providing any Administrative Service, the Services Provider shall, at the Services Recipient's request, without the payment of any further fees by the Services Recipient, use its commercially reasonable best efforts to correct or cause to be corrected such error or defect or reperform or cause to be reperformed such Administrative Service, as promptly as practicable.

## **11. Force Majeure**

The Services Provider does not warrant that any of the services or benefits herein agreed to be provided shall be free of interruption caused by acts of God, strikes, lockouts, accidents, actions or failures to act of a Governmental Authority, including changes in laws or codes not reasonably foreseeable, and including restrictions imposed as a result of any epidemic, pandemic, or public health emergency, shortages of labor or materials, inability to obtain third-party co-operation or other causes beyond its control. No such interruption of services or benefits shall be deemed to constitute a breach of any kind whatsoever.

## **12 Post-Termination Payments**

Notwithstanding any provision herein to the contrary, all payment obligations hereof shall survive the termination of this Agreement until all amounts due hereunder have been paid.

## **14 Miscellaneous**

14.1 This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective heirs, successors, and assigns. Neither the Services Provider on the one hand nor the Services Recipient on the other hand shall have the right to assign all or any portion of its rights under and the benefits of this Agreement without the prior written consent of the other.

14.2 No waiver by any Party hereto of any of its rights under this Agreement shall be effective unless in writing. No waiver of any breach of this Agreement shall constitute a waiver of any subsequent breach, whether or not of the same nature. This Agreement may not be modified or amended except in writing signed by each of the Parties hereto.

14.3 All correspondence and notices sent hereunder shall be in writing and sent to the addresses and individuals set forth below or to such other addresses/individuals as a party may designate from time to time. All notices shall be sent prepaid by registered or certified mail, by hand delivery, by reputable overnight courier service, or by electronic mail. Notices by registered or certified mail shall be considered delivered and become effective upon the earlier of receipt or three (3) days after mailing thereof. Notice by hand delivery shall be considered delivered on the Business Day delivered or refused. Notices by overnight courier service shall be considered delivered and become effective the next Business Day. Notices by electronic mail shall be considered delivered and become effective the date sent by electronic mail (with confirmation of transmission) if sent during normal business hours of the recipient, and on the next Business Day if sent after normal business hours of the recipient. For purposes of this Agreement Business Day means any day except a Saturday, Sunday, or any other day on which commercial banks in Boston, Massachusetts or Helena, Montana are authorized or required by law to close.

If to Services Provider:           Big Sky Resort Association dba Big Sky Chamber of Commerce  
88 Ousel Falls Road Suite B-1, Big Sky, MT 59716  
Attn: Brad Niva  
Email: Brad@BigSkyChamber.com

With a copy to:                    Tim Drain  
Email: T.Drain@NaturalRetreats.com

If to Services Recipient:       Visit Big Sky  
88 Ousel Falls Road Suite B-1 Big Sky, MT 59716  
Attn: Brad Niva  
Email: Brad@VisitBigSkyMT.com

With a copy to:                    Chris Dunkerson  
Email: Chris.Dunkerson@YellowstoneClub.com

14.4 This Agreement may be executed in several counterparts, and/or by execution of counterpart signature pages which may be attached to one or more counterparts, and all so executed shall constitute one Agreement, binding on all of the parties hereto and may be delivered by portable document format (PDF) by electronic mail, each of which shall be deemed an original for all purposes.

## **15 Governing Law**


This Agreement shall be governed under the laws of the State of Montana without regard to the application of choice of law principles and each party hereby consents to the personal jurisdiction and venue of courts located in Bozeman, Montana.

**[Remainder of Page Intentionally Blank]**

**IN WITNESS** whereof this Agreement has been entered into the day and year first written above but with an effective date of July 1, 2023.


**SERVICES PROVIDER:**

Big Sky Resort Association dba Big Sky Chamber of Commerce

By:   
Name: Tim Drain  
Board President of Big Sky Chamber of Commerce

**SERVICES RECIPIENT:**

Visit Big Sky

By:   
Name: Chris Dunkerson  
Board President of Visit Big Sky

**Exhibit A**

|   |                  |
|---|------------------|
| <b>Salaries and Benefits - Administration</b> | <b>\$180,396</b> |
| <b>Salaries and Benefits – Vic Staff</b>      | <b>\$15,680</b>  |
| <b>Salaries and Benefits- Programs</b>        | <b>\$84,520</b>  |
| <b>Rent</b>                                   | <b>\$32,969</b>  |
| <b>Professional Fees</b>                      | <b>\$27,935</b>  |
|   |                  |
|   |                  |
| <b>Total Annual Budget</b>                    | <b>\$341,500</b> |
|   |                  |
|   |                  |
|   |                  |

**Budgeted Expenses For Chamber**

**Budgeted Allowable Expenses for Visit Big Sky to be sent to Chamber**

|  | Amount |
|--|--------|
| Annually, how many <b>volunteers</b> does your organization have?  | 11     |
| Annually, how many <b>volunteer hours</b> does your organization accumulate?                             | 300    |
| Annually, how many due/fee-paying <b>members</b> does your organization have?                            | 0      |
| Annually, how much <b>revenue</b> is generated from <b>member</b> dues or fees?                          | 0      |
| Annually, how many <b>sponsors</b> does your organization have?  | 0      |
| Annually, how much <b>revenue</b> does your organization raise from <b>sponsorships</b> ?                | 0      |
| Annually, how many <b>donors</b> does your organization have?  | 0      |
| Annually, how much <b>revenue</b> does your organization receive from <b>donors</b> (including in-kind)? | 0      |

| <b>1) REVENUE</b>                       | <b>FY25 Request</b>     | <b>FY26</b>             | <b>FY27</b>             | <b>FY25 Matching</b> |
|---|-------------------------|-------------------------|-------------------------|----------------------|
| <b>Cash only, not including In-Kind</b> | <b>(7/1/24-6/30/25)</b> | <b>Forecasted</b>       | <b>Forecasted</b>       | <b>Funds %</b>       |
|   |                         | <b>Request</b>          | <b>Request</b>          |                      |
|   |                         | <b>(7/1/25-6/30/26)</b> | <b>(7/1/26-6/30/27)</b> |                      |
| Resort Tax                              | \$ 315,000              | \$ 350,000              | \$ 400,000              | 44%                  |
| Other Public Funding                    | \$ 400,000              | \$ 425,000              | \$ 450,000              | 56%                  |
| Private Donations                       |                         |                         |                         | 0%                   |
| Corporate Donations & Sponsorships      |                         |                         |                         | 0%                   |
| Grants                                  |                         |                         |                         | 0%                   |
| Events                                  |                         |                         |                         | 0%                   |
| Dues, Fees, Sales                       |                         |                         |                         | 0%                   |
| Other* (explain below)                  |                         |                         |                         | 0%                   |
| <b>TOTAL</b>                            | <b>\$ 715,000</b>       | <b>\$ 775,000</b>       | <b>\$ 850,000</b>       | <b>100%</b>          |
| <b>Other Revenue Explanation</b>        | <b>Amount</b>           | <b>Source</b>           | -                       | -                    |
|   |                         |                         | -                       | -                    |

| <b>2) EXPENSES</b>  | -                      | -                 | -                   | -           |
|---|------------------------|-------------------|---------------------|-------------|
| <b>DIRECT - Program Expenses reported in section IX on a 990</b>  | <b>FY25 Resort Tax</b> | <b>FY25 Total</b> |                     |             |
|   | <b>Request</b>         | <b>Project</b>    |                     |             |
| Contract Services   |                        |                   | -                   | -           |
| Property Acquisition  |                        |                   | -                   | -           |
| Marketing, Advertising, and Communications  | \$ 346,667             | \$ 731,667        | -                   | -           |
| Materials and Supplies  |                        |                   | -                   | -           |
| Payroll and Benefits  | \$ 53,333              | \$ 93,333         | -                   | -           |
| Repairs and Maintenance   |                        |                   | -                   | -           |
| Scholarships and Financial Assistance   |                        |                   | -                   | -           |
| Travel  |                        |                   | -                   | -           |
| Other (explain below)   |                        |                   | -                   | -           |
| <b>Subtotal-Direct</b>  | <b>\$ 400,000</b>      | <b>\$ 825,000</b> | <b>% Direct</b>     | <b>100%</b> |
| <b>INDIRECT - Management &amp; General (and potentially Fundraising) Expenses reported in section IX on a 990</b> | <b>FY25 Resort Tax</b> | <b>FY25 Total</b> |                     |             |
|   | <b>Request</b>         | <b>Project</b>    |                     |             |
| Contract Services   |                        |                   | -                   | -           |
| Insurance (Liability, D&O, Vehicle, Umbrella, etc)  |                        |                   | -                   | -           |
| Marketing, Advertising, and Communications  |                        |                   | -                   | -           |
| Memberships (Industry and Trade Organizations)  |                        |                   | -                   | -           |
| Office Expenses   |                        |                   | -                   | -           |
| Payroll and Benefits  |                        |                   | -                   | -           |
| Rent and Mortgage   |                        |                   | -                   | -           |
| Repairs and Maintenance   |                        |                   | -                   | -           |
| Sponsorships  |                        |                   | -                   | -           |
| Travel & Training   |                        |                   | -                   | -           |
| Other (explain below)   |                        |                   | -                   | -           |
| <b>Subtotal-Indirect</b>  | <b>\$ -</b>            | <b>\$ -</b>       | <b>% Indirect</b>   | <b>0%</b>   |
| <b>EXPENSES TOTAL</b>   | <b>\$ 400,000</b>      | <b>\$ 825,000</b> | <b>\$ 1,225,000</b> | <b>-</b>    |
| <b>Other Expenses</b>   | <b>Amount</b>          | <b>Direct or</b>  | <b>Brief</b>        |             |
|   |                        | <b>Indirect</b>   | <b>explanation</b>  |             |
|   |                        |                   |                     |             |

| <b>Partner Name</b>      | <b>Contribution<br/>(Cash or in-kind)</b> | <b>Contribution Amount</b> | <b>Contact Name</b> | <b>Contact Email</b>           | <b>Contact Phone</b> |
|--------------------------|---|----------------------------|---------------------|--------------------------------|----------------------|
| BSRAD                    | in-kind                                   |                            | Daniel Bierschwale  | daniel@resorttax.org           | 406-224-0508         |
| Big Sky SNO              | in-kind                                   |                            | Lizzie Peyton       | bigskysno@gmail.com            | 612-723-0343         |
| Big Sky Arts Council     | in-kind                                   |                            | Brian Hurlbut       | Brian@bigskyarts.org           | 406-209-0189         |
| Big Sky Resort           | in-kind                                   |                            | Yann Benjamin       | Yann.Benjamin@BigSkyResort.com | 406-995-5560         |
| Big Sky Lodging Partners | in-kind                                   |                            | Chris Torsleff      | Chris@staymontana.com          | 406-995-7211         |
| -                        | -   | -                          | -                   | -                              | -                    |