

Town of West Yellowstone

Tuesday, March 4, 2025

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

Meeting ID: 893 834 1297.

WORK SESSION – 5:00 PM

Executive session to discuss pending litigation in accordance with 2-3-203(4), MCA-closed to the public

TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders

Claims

Business License Applications:

Consent Agenda

Minutes: **February 18, 2025 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

NEW BUSINESS

Yellowstone Half Marathon & 5K Event, Outside Amplification Permit

Discussion/Action

Correspondence/FYI/Meeting Reminder



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

Public Hearing/Public Meeting

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

Oral Communication

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

General Town Council Meeting Information

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



02/28/25
12:11:21

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 3/25

Page: 1 of 6
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52128		2264 MORNING GLORY COFFEE & TEA	37.50					
	429704	02/25/25 Dispatch coffee	37.50		POLICE	1000 420230	220	101000
52136		3242 Fisher's Technology	13.08					
	1460995	02/25/25 copy fee	13.08		FINADM	1000 410510	356	101000
52147		3400 Julie Brown	2,085.00					
	022825	02/28/25 Library	225.00		LIBRY	1000 411259	357	101000
	022825	02/28/25 Rendezvous Ski building	160.00		TRLHD	1000 411256	350	101000
	022825	02/28/25 Town Hall	1,150.00*		TWNHLL	1000 411250	357	101000
	022825	02/28/25 Povah Building	550.00		POVAH	1000 411255	350	101000
52149		2544 Yellowstone Lodge	377.64					
	10/18/24	RT Auditors Lodging	377.64		AUDIT	2100 410532	353	101000
52152		3413 Yellowstone Towing & Repair	623.00					
	5436	02/25/25 Towing Bill	623.00		POLICE	1000 420100	357	101000
52153		42 Fall River Electric	9,213.55					
	02/20/25	PARK, old firehouse 2901001	447.10		PARK	1000 411253	341	101000
	02/20/25	povah comm ctr 4212001	313.44		POVAH	1000 411255	341	101000
	02/20/25	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	02/20/25	RR Well 4212005	143.23		WATER	5210 430500	341	101000
	02/20/25	IRIS LIFT STATION 4212006	506.86		SEWER	5310 430600	341	101000
	02/20/25	POLICE 4212008	579.82		POLICE	1000 411258	341	101000
	02/20/25	TOWN HALL 4212009	383.67		TWNHLA	1000 411250	341	101000
	02/20/25	ICE RINK 421010	83.20		PARKS	1000 411253	341	101000
	02/20/25	S Canyon XmasTreelite 4212011	0.00		STLITE	1000 430263	341	101000
	02/20/25	Sewer Plant 4212012	1,431.18		SEWER	5310 430600	341	101000
	02/20/25	South Iris Street Well 4212013	203.35		WATER	5210 430500	341	101000
	02/20/25	Hayden/DeLaceyPump 4212014	296.40		SEWER	5310 430600	341	101000
	02/20/25	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000
	02/20/25	911 Tower 4212016	188.30		911	2850 420750	341	101000
	02/20/25	MADADD H20 Tower 4212017	55.49		WATER	5210 430500	341	101000
	02/20/25	SHOP 4212018	417.57		STREET	1000 430200	341	101000
	02/20/25	UPDL 220 Yell Ave4212019	39.00		UPDL	1000 411252	341	101000
	02/20/25	ANIMAL 4212029	221.25		ANIML	1000 440600	341	101000
	02/20/25	CLORINATOR 4212030	92.70		WATER	5210 430500	341	101000
	02/20/25	Electric Well 4212031	66.03		WATER	5210 430500	341	101000
	02/20/25	PARK 4212032	354.32		PARKS	1000 411253	341	101000
	02/20/25	UPDL 4212041	658.25		UPDL	1000 411252	341	101000
	02/20/25	861PowerLinTREATSERV 4212046	1,066.87		SEWER	5310 430600	341	101000
	02/20/25	LIBRARY 23 dunraven 4212054	175.27		LIBR	1000 411259	341	101000

02/28/25
12:11:21

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 3/25

Page: 2 of 6
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52154		3370 Jon Brown	133.00					
	02/21/25	MRWSConference	66.50		WATER	5210 430500	370	101000
	02/21/25	MRWSConference	66.50		SEWER	5310 430600	370	101000
52156		3226 Peggy Russell	133.00					
	02/21/25	MRWS Conference	66.50		WATER	5210 430500	370	101000
	02/21/25	MRWS Conference	66.50		SEWER	5310 430600	370	101000
52160		1514 Verizon Wireless	1,301.56					
23 Smartphones								
7 laptops								
	02/20/25	640-0108, Police	44.41		POLICE	1000 420100	345	101000
	02/20/25	223-2779 586 Laptop	40.01		POLICE	1000 420100	345	101000
	02/20/25	333-8121 Head DsptchLaptop	40.01		DSPTCH	1000 420160	345	101000
	02/20/25	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	02/20/25	640-0141 Street SP	44.41		STREET	1000 430200	345	101000
	02/20/25	640-0159 Street SP	44.41		STREET	1000 430200	345	101000
	02/20/25	640-0606 911 Dispatch	44.41		911	1000 420160	345	101000
	02/20/25	640-1103, Operator SP	44.41		STREET	1000 430200	345	101000
	02/20/25	640-1460, Library Dir, SP	44.42		LIBRAR	2220 460100	345	101000
	02/20/25	640-1461, S & W operator, SP	44.41		SEWER	5310 430600	345	101000
	02/20/25	640-1462, S & W Super, SP	44.41		WATER	5210 430500	345	101000
	02/20/25	640-1463, Deputy PSS, SP Sspnd	44.41		PARKS	1000 460430	345	101000
	02/20/25	640-1472, Ops Mgr, SP	44.42		ADMIN	1000 410210	345	101000
	02/20/25	640-1676, Rec Coor, SP	44.41		REC	1000 460440	345	101000
	02/20/25	640-1754, COP, SP	44.41		POLICE	1000 420100	345	101000
	02/20/25	640-1755, Police	44.41		POLICE	1000 420100	345	101000
	02/20/25	640-1756, Police	44.41		POLICE	1000 420100	345	101000
	02/20/25	640-1757, Police	44.41		POLICE	1000 420100	345	101000
	02/20/25	640-1758, Head Dispatcher	44.42		DSPTCH	1000 420160	345	101000
	02/20/25	640-1759, Police	44.41		POLICE	1000 420100	345	101000
	02/20/25	640-7547,WS Super	44.42		SEWER	5310 430600	345	101000
	02/20/25	640-9074, PSS, SP	44.41		STREET	1000 430200	345	101000
	02/20/25	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	02/20/25	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	02/20/25	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	02/20/25	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	02/20/25	640-2354 Social Services	44.42		SOCSE	1000 450135	345	101000
	02/20/25	640-2629 City Judge	44.42		COURT	1000 410360	345	101000
	02/20/25	640-7108 Police Officer	44.41		POLICE	1000 420100	345	101000
	02/20/25	640-7873 Equip Operator	44.41		STREET	1000 430200	345	101000

02/28/25
12:11:21

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 3/25

Page: 3 of 6
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52162		3505 Quoc Nguyen	133.00					
	02/21/25	MRWS Conference	66.50		WATER	5210 430500	370	101000
	02/21/25	MRWS Conference	66.50		SEWER	5310 430600	370	101000
52163		3330 Sam Moldenhauer	133.00					
	02/21/25	MRWS Conference	66.50		WATER	5210 430500	370	101000
	02/21/25	MRWS Conference	66.50		SEWER	5310 430600	370	101000
52164		547 WY Chamber of Commerce	2,165.00					
	Towy022025	02/18/25 VICCleaningReimbursement 1	2,165.00		LEGIS	1000 410100	870	101000
52165		3268 Libdata	400.00					
	6424 02/10/25	YearlySelfSupportFee	400.00		LIBIT	2220 460100	355	101000
52166		999999 ROCIO SALINAS	350.00					
	02/17/25	RefundCleaningDepPovahSalinas	350.00		POVAH	2210 214001		101000
52167		999999 FELIX VASQUEZ ARREDONDO	1,315.00					
	02/11/25	ExoneratedBondFVArredondo	1,315.00		COURT	7469 212401		101000
52168		3236 Nubia Allen	112.50					
	02/11/25	SpanishInterpreterFVArredondo2	112.50		COURT	1000 410360	350	101000
52169		3315 IAS EnviroChem	1,582.00					
	2500816 02/18/25	Sewer testing	1,582.00		SEWER	5310 430600	348	101000
52170		1061 Lane and Associates	76.23					
	10670 02/10/25	DrugTest DOT	76.23		ADMIN	1000 410210	351	101000
52171		999999 MARIA NOAMI VASQUEZ CORONA	250.00					
	02/24/25	RestitutionDisbursementOrnelas	250.00		COURT	7469 212401		101000
52172		3003 Kyle Tanner	186.00					
	02/25/25	BuildingCodesConference3/22-28	186.00		BULDNG	1000 420531	370	101000
52173		3506 Yellowstone Mushers Accoc.	23,664.58					
	25-04 02/19/25	WDDogSledRaceSeriesERR	23,664.58		MAP	2101 410130	398	101000
52174		3507 OA Promotions	17,822.00					
	25-08 02/20/25	2025 Octane Expo ERR	17,822.00		MAP	2101 410130	398	101000

02/28/25
12:11:21

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 3/25

Page: 4 of 6
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52175		547 WY Chamber of Commerce	5,000.00					
	25-05	02/21/25 YellSkiFestival ERR	5,000.00		MAP	2101 410130	398	101000
52176		3508 Corey White	2,500.00					
	02/25/25	MovingExpense White	2,500.00*		ADMIN	1000 410210	870	101000
52177		2099 Quick Print of West Yellowstone	45.00					
	20295	02/13/25 Bus Cards Chief C Wigner	45.00		POLICE	1000 420100	321	101000
52178		99943 Brenda Phillips	98.47					
	02/26/25	Petty Cash 6/24-1/25 Postage	98.47*		POLICE	1000 420100	311	101000
52179		2751 Gallatin County Justice Court	285.00					
	02/26/25	PassThroughBondMitchell	285.00		COURT	7469 213000		101000
52180		3386 Eagle Safe Surfaces Colorado	518.32					
	6002454	02/25/25 Repair Supplies	518.32		STREET	1000 430200	361	101000
52181		3433 National Barricade & Sign Co.	1,036.00					
	222350	02/14/25 Traffic Signs	1,036.00		STREET	1000 430200	243	101000
52182		2800 RDO Equipment Co.	38.11					
	8028016	02/13/25 EquipRepair supplies	164.16		STREET	1000 430200	369	101000
	C62027	02/24/25 Credit for duplicate payment	-126.05			1000 430200	369	101000
CI	29							
52183		3422 Sprinter Heating & Air LLC	1,035.00					
	22488	02/20/25 TwnHallBathroomExhaustfan	1,035.00*		TWNHLL	1000 411250	366	101000
52184		2481 Platt	118.18					
	5X58160	01/31/25 Supplies	118.18		POVAH	1000 411255	220	101000
52185		3489 The Door Man	1,779.87					
	23936632	02/17/25 Repairs to Door	1,779.87*		STREET	1000 430200	366	101000
52186		2801 West Yellowstone Back & Neck	140.00					
	21225	02/12/25 DOTphysical Canales	140.00		STREET	1000 430200	351	101000
52187		2 Forsgren Associates P.A.	44,359.00					
	02/27/25	WWTP Submittal Work	44,359.00		WWTP	5320 430640	951	101000

02/28/25
12:11:21

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 3/25

Page: 5 of 6
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52188		3500 SYSTEMS NORTHWEST, LLC	3,000.00					
	18360	02/27/25 FireAlarmSystemMonitoring	3,000.00*		TWNHLL	1000 411250	357	101000
52189		3484 Sweet Electric LLC	525.00					
	6155-00166	02/27/25 ShopMainbreakers	525.00*		STREET	1000 430200	366	101000
		# of Claims	37	Total:	122,584.59			

02/28/25
12:11:21

TOWN OF WEST YELLOWSTONE
Fund Summary for Claims
For the Accounting Period: 3/25

Page: 6 of 6
Report ID: AP110

Fund/Account	Amount
1000 General Fund	
101000 CASH	22,380.30
2100 Local Option Taxation-Resort Tax	
101000 CASH	377.64
2101 Marketing & Promotions (MAP)	
101000 CASH	46,486.58
2210 Parks & Recreation	
101000 CASH	350.00
2220 Library	
101000 CASH	444.42
2850 911 Emergency	
101000 CASH	188.30
5210 Water Operating Fund	
101000 CASH	910.21
5310 Sewer Operating Fund	
101000 CASH	5,238.14
5320 Sewer Replacement Depreciation Fund	
101000 CASH	44,359.00
7469 City Court - Judge Jent	
101000 CASH	1,850.00
Total:	122,584.59

Town of West Yellowstone
Town Council Meeting
February 18, 2025

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

OTHERS PRESENT: Town Manager Dan Walker, Town Clerk Liz Roos, Finance Director Katie Thompson, Public Services Superintendent Jon Simms, Chief of Police Chris Wigner, Town Attorney Jane Mersen is present virtually by Zoom

Present by Zoom: Jan Neish-Island Park News,

The meeting is called to order by 2025 Mayor Jeff McBirnie at 7:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

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

WORK SESSION

Mayor McBirnie calls the meeting to order. Dave Noel and Kevin Harris of Forsgren Associates are present to provide an update on the progress of the wastewater treatment project. They anticipate 548 calendar days to substantial completion, 578 calendar days to final completion, with 364 calendar days remaining. The project is currently shutdown for winter until May 5, 2025. He explains that the project goes into winter shutdown if there is 2 feet of snow or more on the ground. They are hoping the snow will recede enough by May 5, 2025, to start work again. They expect the plant to be operational sometime between May and September 2026. Final completion of the project is expected in the fall of 2026. The total contract amount with RSCI was originally \$31,209,695.88. There have been two change orders bringing the new contract amount to \$31,275,152.88. Total payments to RSCI to date is \$6,665,055.60, which is 22% of the contracted amount. He highlights the work that has been completed so far, including acquisition of the state building permit, power relocation, approximately 90% of the excavation, installation of drain lines below basins, concrete for the basins-2030 yards poured which is 50% of the total, installed the effluent bypass line. He reports that they have received 106 submittals from RSCI, three are under review and 103 have been completed. There are approximately 122 left. Forsgren has responded to 34 RFIs (Requests for Information) from the contractor. Noel shows a couple photos that show the excavation and then the construction of the concrete walls. The next steps in the construction process will be the selection of a SCADA (System Control and Data Acquisition) Programmer/Integrator. He explains this is a separate process and needs to be someone that the Town will work with for years to come. Mathews asks about the sampling analysis plan that they paid for this month. Forsgren explains that DEQ required this as part of the process prior to finishing the project. He explains that they completed that project prior to the deadline and received it back with no comment from DEQ. Jan Neish of the Island Park News asks what the SCADA system is for. Noel explains that is the system that monitors the system, reports alarms and malfunctions. The group discusses the type of company they will need to run the SCADA program.

Public Comment Period

Aaron Hecht addresses the Council and comments that there has been a big decline in winter events and the winter economy in West Yellowstone as compared to years ago. He encourages the Town to work with event organizers to obtain reasonable insurance for events that bring business to town.

Council Comments

Council Member Travis Watt comments that he realizes there is a lot of concern in the community about cuts and reductions in force for federal workers. He encourages everyone to support and help out those people in our community that may be affected. Jeff Mathews congratulates the high school boys and girls basketball teams for both finishing second in the district and wishes them well as they start tournaments this week. McBirnie informs the Council that Town Manager Dan Walker will miss a council meeting in July and asks the Council members if they have any concerns, there are none. He also reports that they will have an executive session with legal counsel on March 4 to discuss pending lawsuits. They will have a

work session on March 18 to discuss issuing building permits and lifting the sewer connection moratorium.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #7057 to Swiss Precision Landscaping to purchase tree guards and grates for the new tress on Canyon Street for \$57,939.54. (Watt, Benike)
- 2) Motion carried to approve the claims, which total \$207,686.71. (Watt, Mathews)
- 3) Motion carried to approve the minutes of the February 4, 2025 Town Council Meeting, amended to note that Brian Benike was not present. (Mathews, Benike) Griffith is opposed, motion passes.
- 4) Motion carried to approve the recommendation from the Marketing and Promotions Fund Advisory Board to award the 2025 Rendezvous Ski Race \$8500.00. (Benike, Watt)
- 5) Motion carried to approve the recommendation from the Marketing and Promotions Fund Advisory Board to award \$465 to the 2025 Taste of the Trails event. (Benike, Watt)
- 6) Motion carried to approve Resolution No. 815, a resolution amending the membership requirements for Business Improvement Advisory Board. (Watt, Mathews)

DISCUSSION

- 4) John Greve, Secretary for the MAP Fund Advisory Board. He explains that the Board discussed requesting a budget amendment from the Town Council but decided not to pursue that request. He says that the remaining funds available for disbursement this year is \$8965, which is what they are recommending be allocate \$8500 to the Yellowstone Rendezvous Race and \$465 for the Taste of the Trails event.
- 6) Town Manager Dan Walker explains that the Business Improvement Advisory Board has struggled over the past year or two to fill vacancies on the board. The board has requested amending the membership requirements for four of the members to just business owners.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports that the West Yellowstone Housing Coalition had another meeting last week, but it was a fairly technical presentation aimed at policy makers. He says that they may invite the same speaker to come to a work session with the Town Council in the future. He notes that they intend to put on another meeting in the future to assist first-time homebuyers. He reports that he was contacted by the Shortline Trail Association last week, they are preparing to develop a plan to extend the trail into Town and anticipate releasing that plan prior to the ribbon cutting for the Shortline Trail in June. He reports that they are working on water rights research and water reservation review, work that needs to be completed prior to drilling a new water well. He reports on a meeting with the State Resort Tax committee and updating the work session schedule for the next couple of months.

Library Report: Library Director Michele DesRochers addresses the Council and delivers a report on the past year at the Library. She reports on the staff and membership of the Library Board of Trustees and Library Foundation. She reports that they had over 8000 visitors come through the library last year and over 3000 registered borrowers. She reports on weekly storytimes for kids, Lego club, board game club, summer reading program, English/Spanish classes, and technology classes. She also reports on projects for the upcoming year including rehabilitating the community garden, interior painting and repairs to the interior, and some possible presentations on UFO sightings in Montana

and Bigfoot! DesRochers says that she is particularly proud of the fact that they had 621 more children's books checked out last year than the year before.

Recreation Department Report: Recreation Coordinator Vely Vazquez addresses the Council and reports that she has been the Recreation Coordinator for seven years. She coordinates recreation programs and manages the use of the Povah Community Center and the pavilion in Pioneer Park. She notes some of the activities they have had including Cinco De Mayo, Easter Egg hunt, Christmas Camp, fall and spring sports, Trunk or Treat, and Summer Recreation. She says that goals for her program include adding another counselor and expanding the summer program, green space for the kids to play, and community participation.

- B) **Advisory Board Reports:** Benike reports that the Marketing and Promotions Fund Advisory Board met last week and the MAP Fund is out of money for this year. Mathews reports that the Business Improvement Advisory Board met and thanks Jon Simms and his department for their work on the tree project downtown. He says they are working on wayfinding and directing visitors to parking.
- C) **Town Manager Evaluation:** Mayor Jeff McBirnie asks Town Manager Dan Walker if he would like to adjourn into executive session. Walker indicates that he is comfortable with keeping the meeting open. McBirnie says that they used a different format to conduct Walker's evaluation and explained that the Council members scored Walker's performance in ten areas. He shares the individual and average score for each category. Walker's average score in 9 of the 10 categories was above average. McBirnie shares comments from Department Heads and each Council member comments on his performance.

The meeting is adjourned at 8:02 PM.

Mayor

ATTEST:

Town Clerk



FEBRUARY 28, 2025

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Working through several event permits including three for next weekend: Wild West Winter Block Party, Rendezvous Ski Race, Octane Addictions and Vintage Snowmobile Race
- Posted and facilitated Study Commission Meeting on February 25, 2025. The Study Commissioners would like to schedule a work session/roundtable with the Council to gather input about our current form of government.
- Attended MORE Wolverine basketball games, the season is almost over, participated in the Child Abuse Recognition and Prevention workshop.
- Prepared and distributed payroll for February 21, Town Council Agenda & Packet for March 4, 2025.
- Scheduling a Planning Board Meeting for next Friday, March 7, 2025, agenda items will include the zoning map for the 80 acres and the rebuild project for the One Horse Motel.





Highlights

Week of February 21st, through February 27th, 2025
Job and Social Services

Overview

of Clients Served: 29

Last Week Clients Served: 25

Highlights

Clothing Bank/ Volunteer Update

The office had one volunteer this week who helped go through donations as well as clear out and organize the kitchenware section downstairs.

She also took a box of clothes out of the basement to take to Ennis, MT. This allows for space for new arrivals.

The office ordered a clothing tag gun to help keep donations label clearly as well as eliminate the need of stickers that will fall off clothing and get stuck to the ground.

Donations

The office also received two food donations and one kitchenware donation from wonderful community members.

Marketplace also donated a variety of produce, breads, and other nonperishable goods that help keep the lobby stocked for many community members.

There was also a donation of deodorant and other personal hygiene items for community

Staples Purchased for Lobby

With the rising costs of eggs hitting nearly \$10 a dozen, Social Services went and purchased 36 eggs to split into 6 smaller cartons to help those in need have access to eggs.

The office also purchased a few half gallons of milk as well for clients to take home.

Federal Funding Freeze for MFBN and TFAP

The office received an email from the Montana Food Bank Network who provides the department with frozen and nonperishables. This email talked about the program submitting their report to the federal government as requested; however, they mentioned that there maybe a possibility of the program being put on hold at the end of April. So Dianna and Tia are working on a plan in case the office is not able to receive federal assistance for a period of time. We will keep Dan updated as time goes on and more answers are given.

Public Assistance

This week, Job and Social Services provided a food box to family in need.

We had 8 check-ins for lobby food this week and are grateful to be able to provide a variety of goods for clients.

The office has one appointment to assist with applying for unemployment, one appointment for medicaid, another appointment for assisting with a client's phone, and finally an appointment to discuss housing options here in West Yellowstone.

Clients are making appointments more and more which allows the team to be able to assist them in a timely and detailed manner.

Upcoming Events:

March 6th- Financial Wellness with Dianna Hansen. This will be held at the Povah Center 5:00-6:00 PM.

March 27th- Benefits of Whole Grains and Whole Foods. Educating the community on eating better (apart of the Self-Reliance course)

April 3rd- Dianna Hansen's Easter Wreath Class. Also at the Povah Center from 5:00pm-6:00pm.

April 16th- Springtime Cake Pop Class with Dianna

Notes

Elizabeth Roos

From: Jon Simms
Sent: Friday, February 28, 2025 11:29 AM
To: Elizabeth Roos; Katie Thompson
Subject: FW: Bullet Points 2/27/2025

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Friday, February 28, 2025 7:18 AM
To: Dan Walker <dwalker@townofwestyellowstone.com>; Jon Simms <jsimms@townofwestyellowstone.com>
Subject: Bullet Points 2/27/2025

Bullet Points 2/27/2025

- #1 Snow removal
- #2 Prep for March 7 events
- #3 Update Iworqs to new zoning
- #4 DRG prep for 124 N electric
- #5 Sign permit for Days inn
- #6 Three Final inspections for triplex 316 A, B, C Washburn circle.



K.C. Tanner
Deputy Director Public Services
Building Codes Inspector
Code Enforcement

Ktanner@townofwestyellowstone.com

Cell # 406-640-0141

Public Services Dept. Bi-Weekly Report: Feb 13th through Feb 28th, 2025

Work Performed

- Interment: Gary Carter on (2-17)
- Snow removal, groom/ maintain snow floor. Cleared around hydrants and electrical/ signal boxes, sightline hazards, haul away snow in inner parks to make room for future storms, sanding intersections.
- Removing roof snow from all town owned buildings along Yellowstone Ave.
- Ice rink is about done for the season, temperatures are not working out.
- Winter signage repairs.
- Event support: Wild West Block Party. Weve got the block removed of snow. Octane Rodeo.
- Repairs on: Replaced RR vent fan in women's lavatory at town hall. Removed ice dams from the town hall roof, some minor gutter damage we'll be addressing this spring. Replaced the main breakers that kept tripping the main at PW shop. Fire panel at town hall updated to a more capable model to meet the cellular service. Replace several light fixtures in the mezzanine area of PW Shop. Replace the suspended heater at the park shop.
- Vehicle and equipment repairs: ongoing. engine oil leak on 624 (warranty work), adjusted brakes on unit 55, changed transmission fluid. Main lifting ram out on truck #49, we'll be taking to MMC to have repaired similar to #55 that was done a few months back. Also fuel filters and fuel lines fouled on #49. More metal fragments are found throughout the swivel valve. Fixed hydraulic hoses on yellow rotary blower. Transmission leak on 938. The thermostat is out on 904, machine can't keep up in high-flow mode without overheating when blowing fire hydrants. Diesel Exhaust Fluid froze up at the park shop when the heater went out. *(These cold temperatures are very challenging to get vehicles and equipment going. We should be thinking about some heated storage down the road, it would go a long way.)*
- Continue to spray down dump bodies with snow releasing agent.
- Help property owners with any potential freezing issues during winter.
- Work with property owners on water meter repairs and replacements.
- Sort through park shop and PW supplies for restock and disposal of expired chemicals
- Flush SAS service laterals and mainlines that continue accumulating debris.
- SAS weekly manhole/ problem areas inspections: ongoing.
- Perform water & WW samples: ongoing.
- Sewer and water systems maintenance: ongoing. Fixing broken lines, Curb-stop requests.
- Building maintenance and service calls: ongoing.
- Daily trash trailer/ refuse route: ongoing. Litter collection through alleyways and snow parks: ongoing.
- Utility locates ongoing. Respond to vandalism: ongoing. Haul away abandoned vehicles.
- Code enforcement and citations issued: ongoing.
- Cross training the PW crew on vehicle maintenance, daily lift stations route, utility locates, water monitoring and testing, equipment, etc.

Administrative

- Continue to work with vendors and technicians on fleet updates: ongoing. Chase parts
- Coordinate parts and supplies orders: ongoing.
- Lined up a demo with RDO equipment for a bigger more capable loader to replace the 2008 938. If any council members can come check it out, we'll be demoing the 724 unit on March 4th at 11:00am. Please come by the PW Shop.
- Work with/ meet contractors on project scheduling: ongoing.
- Fill in for staff/ operate equipment/ wrench on equipment.
- Manage current public works staff and continue building morale for employees: ongoing.
- Met with residents and business owners regarding complaints: Ongoing. Snow Wars.
- Meetings/ Calls to: State Procurement Bureau, SHPO, Engineers, CeDUR, Business Improvement Board, Stress Crete Light Poles, Sweet Electric, Kodiak Blowers, 811 Locating Services, ArcGIS/ ESRI, I-Worq's, SWS Equipment, The Door Man, RDO Equipment, MMC Mechanical, Geneva Equipment, J & V Supply, National Sign & Barricade, EZ Exteriors, ASSA ABLOY Opening Solutions, Swiss Precision, Yellowstone Paving Solutions, ASI, Idaho Traffic Safety, MDOT, Systems NW, All-State Machine Shop, Bridger Built LLC, T&E CAT, Kodiak, MySlik, Arbor Medic, Zamboni, Napa, Brady Plus, Ed Geiger, Sprinter Heating & Cooling, WY Log Chinking, Tri-State, Freightliner, Broadwater Equipment Services, Electricians, Plumbers, HVAC, and GC's, Jack Hart on the upcoming Ski Race next weekend. Tyler Johnson regarding the upcoming Octane Rodeo, Public Works Crew to address ongoing laundry list items.
- Discuss snow removal procedures with businesses and residents.
- Continue to seek bids for future CIP's, get the ball rolling years in advance.
- Speak with folks at the State Procurement Bureau to get pricing on replacing the 2008 Ford/ GMC flatbeds.
- Follow up with Curt Owen at Freightliner on used equipment options. We also need to start considering our solids handling operations once the WW plant is online.
- Working through sidewalk inventory and identifying ADA compliance hazards.
- Edits to Excel spreadsheet. Use CIP tracker to better monitor PW categories and budget processes.
- Submit departmental report to the Town Manager.
- Code bills and submit check request: ongoing.
- Put together next month's "On-Call" schedule for the crew.
- Seek additional training opportunities for the crew.
- Look for a beneficial APWA conference to attend this spring or summer.
- Evaluate building and infrastructure issues, coordinate repairs as needed.



Week of 02.24.2025

Attended the West Yellowstone Housing Coalition meeting. We discussed the three educational housing meetings plus the remaining one that we are still trying to put together. We also discussed the next steps with Town Council's schedule.

Continued some research on the Povah Community Center.

Jon Simms's credit card was hacked. I have been working with our credit card company filing the claims and getting him a new card. This should be fully resolved within the next 3 weeks. His new card has been mailed, and we are just waiting for it to arrive.

Continued work on the budget calendar in trying to tighten it up now that the Work Session calendar has been released. I will be going over this and providing worksheets to the Department Head at our next Staff Meeting on Wednesday. I have attached the Budget Calendar to my staff report, please remember that this is a working document but helps give some guidance on expectations this budget season.

I worked with Montana Department of Commerce this week. It looks like the Montana Historic Preservation Grant is moving on and we will be potentially awarded \$300,000 for our Union Pacific Dining Lodge project. Also, our grant manager for the planning grant will be changing, I will be reaching out to our new grant manager early next week to make an introduction.

Helped Liz get the Town Council packet out so she can fully enjoy some basketball this weekend! Go Wolverines!

Budget Calendar 2025

March						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

	Action Item
	Holiday
	Pending
	Staff Deadline
	Notice

April						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 5	Staff Budget Kick-Off Meeting
April 4	Staff Deadline: Budget Worksheets back to Katie
April 22	Work Session: Council/Community Budget Kick-off Meeting
April 23	CIP Meeting at 10:30 a.m.
May 1	Special Budget Request Forms Available
May 20	Work Session: CIP and Debt Management of the Budget
May 23	Meeting with Finance Department Deadline
May 26	Memorial Day Holiday
30-May	Special Budget Request Forms Deadline
June 6	Preliminary Budget Public Hearing Posting
June 13	Preliminary Budget Public Hearing Posting
June 17	Work Session: General Fund and Special Revenue
June 17	Preliminary Budget Public Hearing and Possible Adoption
June 18	Budget Staff Meeting
June 19	Juneteenth Holiday
July 4	4th of July Holiday
July 15	Work Session: Enterprise Funds/Final Budget Thoughts
August 8	Final Budget Public Hearing Posting
August 15	Final Budget Public Hearing Posting
August 19	Final Budget Public Hearing and Possible Adoption

TOWN OF WEST YELLOWSTONE

02/20/2025 – 02/26/2025 Weekly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Dispatchers	6	5	1
Police Officers	7	5	2

Operations:

Operations Tempo				
	Current Stats	Previous Week	Monthly	2025 Total
Calls Total	133	124	542	977
Reports Total	3	3	8	13
Citations	2	0	6	13
Warnings	19	17	87	178
Arrest	0	0	1	3
DUI	0	0	0	1
Fire/EMS Calls	7	9	42	72
Patrol Checks	41	29	164	262
Public Assist	9	7	39	58
Agency Assist	3	4	13	25
Crashes	2	14	35	56
Search and Rescue	1	4	6	10



TOWN OF WEST YELLOWSTONE

PERSONAL:

- Officer White started his FTO training this week.
- We have gotten some of the personal background information on the two officer candidates.

TRAINING:

- Chief Wigner and Dispatcher Rightenour attended NIBRS training in Bozeman.
- In the process of scheduling an Advance Roadside Impairment Driving Enforcement training in West Yellowstone.
- Dispatch Supervisor Phillips and Dispatcher Cothren will be attending training in Portland on 03/02 – 03/04.
- Chief Wigner will be attending the Torch Run Conference on March 21-23, 2025.
- In the process of setting up monthly training to include Use of Force and Firearms training and qualification.

Other:

- We have a new vehicle being outfitted and will hopefully be in service next week.
- The organization Sheep Dog Impact Assistance arrived in West Yellowstone on Monday. WYPD, MHP, Hebgen Basin Fire/EMS, Park Rangers, and Montana Department of Livestock escorted them into the city.



Recreation Department
Highlights
February 27, 2025

- Monday- I finished putting together folder for Dan with information of what I do.
- Tuesday- Meeting with Dan and my Supervisor Dianna. I guess my folder was not good enough.
- Wednesday- I came in at 6:45am and worked till 9:30 putting some flyers together and taking them to the school before I left for a Dr. appointment.
- Thursday- I had a program for kids from 4-6pm since school is out Thursday and Friday I will be doing this both days. We had 25 kids show up and had parents fill out Survey.
- Friday- I will be working on my calendar for the month of March and will be sending it to Dan and Dianna. I will also be here with my program from 4-6pm.
- The reason I am here this late is because my volunteers and I have to clean up and put everything away.
- Next month there will be a lot going on a lot of activities so that the community can participate a little bit of everything for everyone.

Thank you,

Vely

Water/Wastewater

02/17/25 – 02/27/25

I have spent most of my time researching the Town records regarding the water well information pertaining to water rights. After speaking with our Town engineers and Deborah Stephenson DMS Natural Resources LLC via email, it has come to my attention that DNRC is requiring annual reporting on the Town water wells and spring box.

Regarding the Town water rights I have found there are a lot of moving parts and the language drafted is ambiguous. I am continuing to decipher what DNRC is trying to convey.

I am going to the Rural Water conference in Great Falls, MT from 03/11/25 to 03/14/25. DNRC will be present at the conference, and I will be speaking with a representative and asking for clarification on the guidelines.

I had sent arsenic and fluoride water samples to Billings, MT via FEDEX and in the process of shipping the sample frozen making them void. I obtained new samples, shipped, and they have been received in good condition.

Working on wastewater treatment facility and lift pump station standard service work.

Adjusted weirs at wastewater treatment plant.

Inspecting manholes to ensure there is no blockages.

The Town wastewater flows have been averaging about 450,000 gallons per day and on 02/23/25 they decreased to 365,000 gallons per day.

Jon Simms has been down with the flu. I have covered Jon's duties while he is recovering.

I think almost everyone has had this ugly flu.

If you have any questions, please let me know.

Thank you,

Jon Brown

EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Yellowstone Half Marathon & 5K

Sponsor Organization: Vacation Races

Sponsor Address: 5934 Nebo Ln.. Hurricane, UT 84737

Contact Person: Josh Oliveri

Contact Phone: 503-926-2497

Fax: _____

E-mail Address: Josh@vacationraces.com

Date(s) of Event: June 13-14, 2025

Location of Event: West Yellowstone, MT (Old Airport and Custer Gallatin National Forest)

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

Event Fee: \$ 25.00
Resort Tax Bond: \$ 1500.00
Vendor(s) Fee: \$ _____
Total Due: \$ _____

Josh Oliveri
Signature of Applicant
1/12/25
Date

Date Received by the Town: 1-15-25 GR

Event Detail

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

The annual Vacation Races, Yellowstone Half Marathon & 5K is set for the weekend of June 13-14, 2025. This event takes place in West Yellowstone, WY just west of the town at "The Old Airport". An outdoor race expo will take place on Friday, the 13th with a 5K race to follow that evening. The Half Marathon distance race will take place on Saturday morning. Please reference the attached operations plan for more event details, logistics, and maps.

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

Event: Yellowstone Half Marathon & 5K

Date(s) June 13-14, 2025

Attach additional sheets as necessary.

Primary Sponsor: Vacation Races
Contact Person: Josh Oliveri
Address: 5934 W Nebo Ln
Hurricane, UT 84737
Phone: 435-669-8845
Type of sales: Merchandise
Resort Tax applicable: ☒ YES ☐ NO

Vendor Name: _____
Contact Person: _____
Address: _____

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

Vendor Name: _____
Contact Person: _____
Address: _____

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

Vendor Name: _____
Contact Person: _____
Address: _____

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

Vendor Name: _____
Contact Person: _____
Address: _____

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

Vendor Name: _____
Contact Person: _____
Address: _____

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

Vendor Name: _____
Contact Person: _____
Address: _____

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

Vendor Name: _____
Contact Person: _____
Address: _____

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

FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	JS	2/5/25	
H20/Sewer	JB	2/5/25	
Fire	SB	2/03/25	Will need to cover cost for EMS personnel
Police	PD	2/5/25	
Finance	Vt	2/5/25	
Administration	mm	2/5/25	

Notes/Conditions: _____

Approved

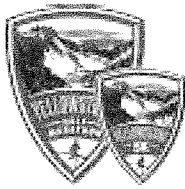
Denied

Town Clerk

Date

ATTACHMENTS

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



2025 YELLOWSTONE HALF MARATHON & 5K

OPERATION PLAN

EVENT PROPOSAL AND SUGGESTED OPERATING PLAN

Event Overview

The 10th Annual Yellowstone Half Marathon is being planned for June 13-14, 2025. This is one of the twelve races in the National Park Half Marathon Series, including Zion, Grand Teton, Rocky Mountain, Saguaro, Mt. Rainier, Great Smoky Mountains, Cedar Breaks, Yosemite, Glacier, Lake Powell, and Joshua Tree. The series is designed to cater to runners that enjoy "vacation races" where the event is part of a longer vacation stay at the event location.

This race is a 13.1 mile course run through the Custer Gallatin National Forest outside the Town of West Yellowstone.

The event has two main components:

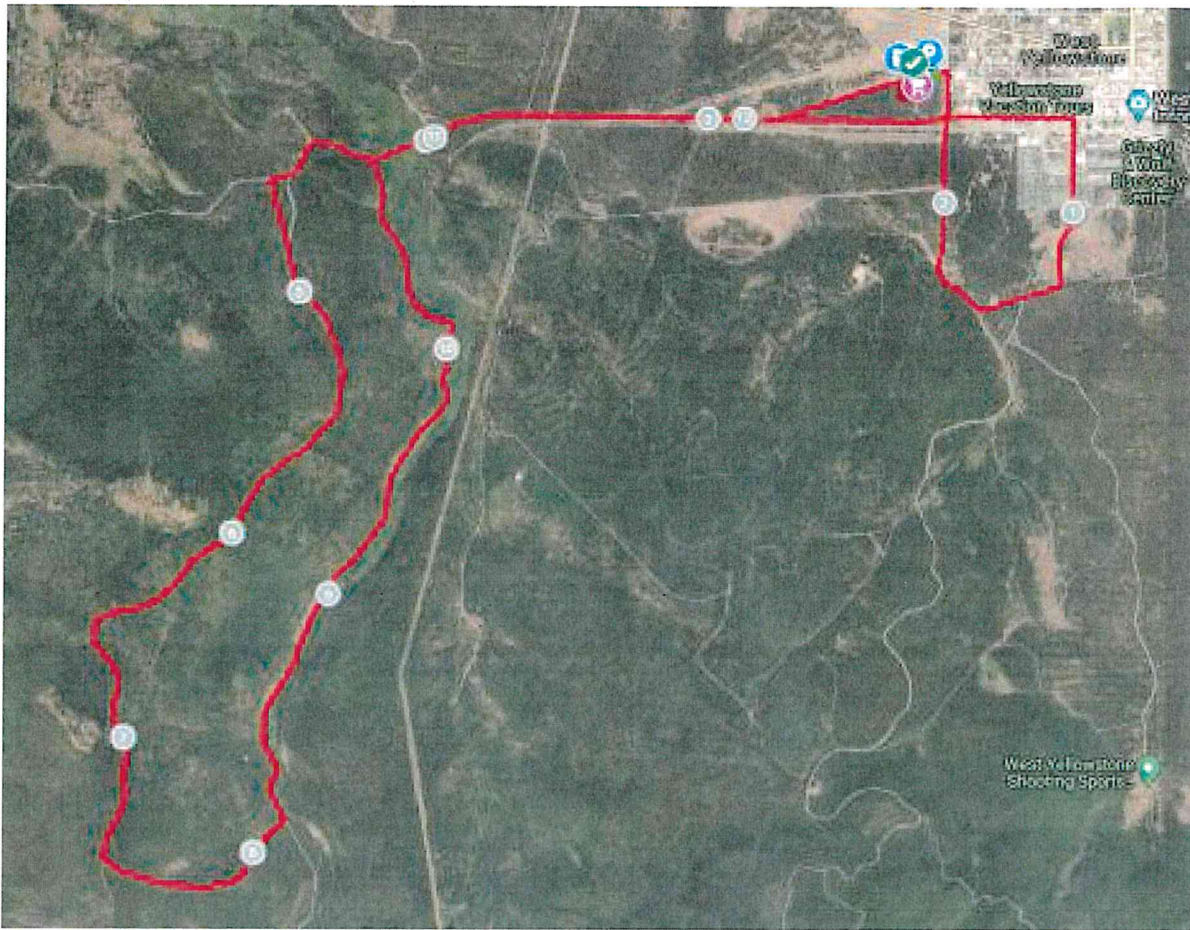
1. **Expo & 5K** - Runners pick up their bibs along with other vendor booths. A 5K is held the same evening as the expo.
2. **Half Marathon Race** - The main event, the race will be held on Saturday starting at 6:00am.

EXPO & 5K - The race will host a runner expo on Friday, June 13th, Located at the Old Airport on the west edge of West Yellowstone, runners will pick up their race bibs, and we will bring in a number of running and tourism related vendors to attend. The expo will run from 11:00am until 5:00pm. A 5K will also be Friday evening from 6:00pm - 7:30pm. This course is almost the same as the first 3 miles of the half marathon. The 5K course will start and finish at the Old Airport.

HALF MARATHON - The race will start at 6:00am on Saturday morning and will run for approximately 4 hours. The race will start at the Old Airport and run through a portion of the Town of West Yellowstone, before heading into Gallatin National Forest land. The course is somewhat of a loop and will finish back at the Old Airport. While the race will serve as the centerpiece event, we normally see the community offer the runners reasons to stay longer with other activities that will cater to the runner's entire family or group of friends. Normally, runners will arrive a few days early and others will stay a few days after the race.

*Course Overview

HALF MARATHON COURSE: The race will start and end at the Old Airport on the west edge of West Yellowstone. The first mile runs through town but the majority of the race takes place on dirt roads and trails in Gallatin National Forest immediately southwest of West Yellowstone, MT. There will be 6 aid stations on course. This course and event is operated under a permit from the Forest Service.



[An interactive version of the event map can be seen here](#)

AID STATIONS: There will be aid stations near mile 3, 5, 7, 9, 11, and 12. Each aid station will be equipped with water, electrolyte drink, energy gels, trash cans, and toilets. Each aid station will be manned by volunteers provided by the race.

COMMUNICATION: Aid stations and race crew will be able to communicate via cell phone and/or radios.

EMERGENCY AND MEDICAL: Vacation Races will contract to have medical professionals at the finish line of the race. We will also have an EMT stationed at mile 7. We will work with the Town of West Yellowstone for on-site emergency services.

*Due to increased snowfall during this past winter, Vacation Races might not be able to route the course as shown above. We have been working with the Forest Service to come up with a plan B and Plan C option in case there is not sufficient snowmelt by race weekend. The event director will submit updated course maps, aid station locations, etc. in the case that an alternative course does in fact need to be implemented.

Parking

We will have plenty of parking to accommodate all of our runners. Both runners and spectators may park in the designated parking area of the Old Airport just west of Iris St.

Spectators

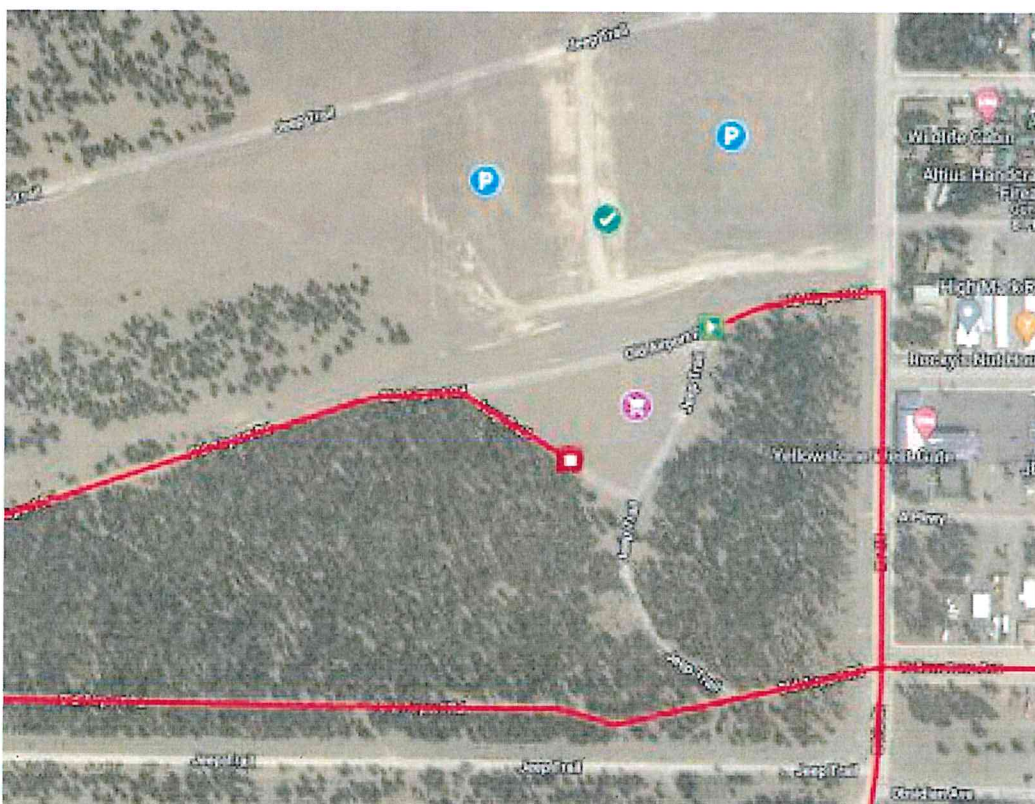
Spectators and runners are welcome around the finish line to cheer on runners. They can park in the designated event parking area, and walk over to the finish line.

Expo and Start Line Staging

EXPO: Bib pickup, vendors, etc. on Friday, June 13. The expo consists of several 10x10 tents which will be set up to distribute runner gear. We will also have a number of vendors on site selling merchandise, etc. There will be no food vendors on site.

Parking: Participants will park in the designated event parking space for the expo. This will also serve as the main parking area on race day.

Toilets: We will contract to have port-a-potties delivered to the Old Airport. **Trash:** We pack out all of our own trash. Waste receptacles for trash, recycling, and compost will be set up. All trash will be sorted and packed out after the event.



START LINE: There will be a bib pickup tent, hot chocolate, coffee, toilets, waste receptacles, gear check truck and a PA system. The start line will be on Old Airport Rd.

Finish Line Staging

The finish line will be located on Old Airport Rd. A recovery area will separate the start and finish line. The 5K the night before will follow a similar pattern. The finish line area will include a runner recovery zone, trash receptacles, toilets, a row of tents for handing out award and finisher medals, and a merchandise tent. Spectators and members of West Yellowstone are welcome to cheer on runners at the finish line.

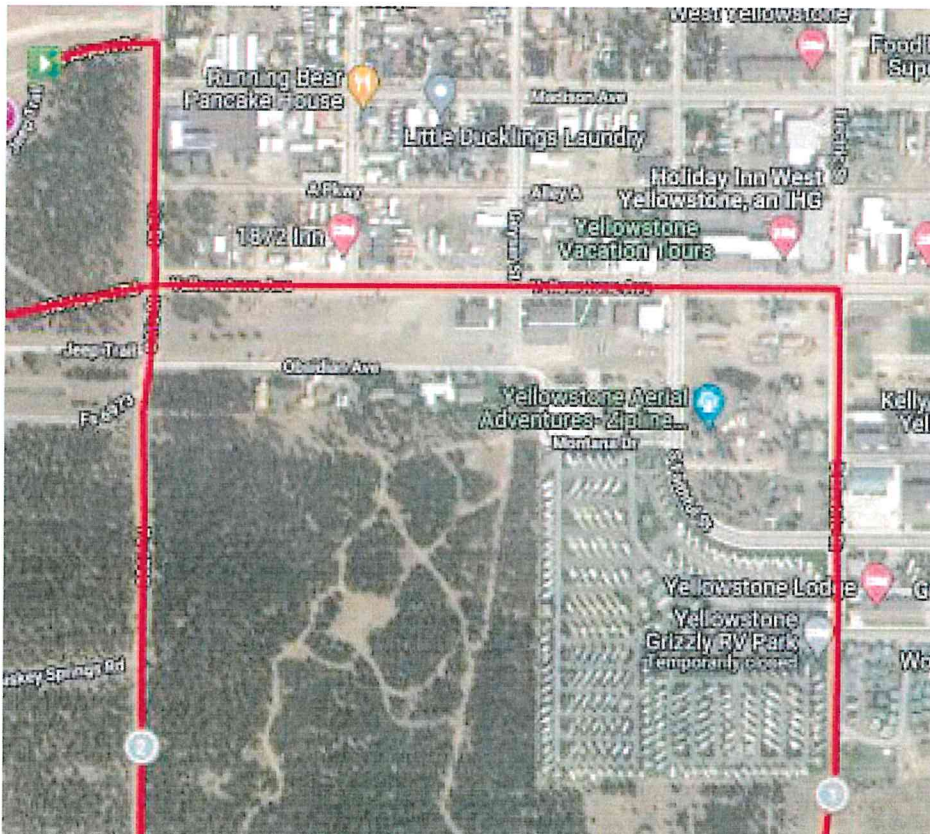
Trash and Toilets

We are a “zero waste” event, meaning we set up trash receptacles at our start line, finish line, expo, and all aid stations where trash is sorted into recyclables, compostables, and trash. All trash is hauled off site by us and taken to the different treatment facilities. Toilets will be at our start line, finish line, expo, and each aid station as well.

**see [course map](#) for start line, finish line, and aid station locations.

Police and Traffic Control

There will be some traffic control in the south west edge of West Yellowstone. The first mile of both the half marathon course and the 5K course run through the Town of West Yellowstone, so there will be some traffic control needs. From Airport Rd, runners will head south on Iris St, east onto Yellowstone Ave, and south onto Electric St before heading through a gate and onto trails/dirt roads. There will be significant runner foot traffic for the first 30 minutes of both the 5K and half marathon race as they head out on course. We will utilize the West Yellowstone Police Department to aid in temporary road restrictions to provide runner safety as they pass through the previously mentioned streets of West Yellowstone.





Outside Amplification Permit Application Town of West Yellowstone

Event: Yellowstone Half Marathon & 5K

Contact Person: Josh Oliveri

Mailing Address: 5934 W Nebo Ln., Hurricane, UT 84737

Email Address: Josh@vacationraces.com

Phone Number: 503-926-2497

Signature of Property Owner of Record: _____

Date(s) of Event: June 13-14, 2025

Location: Old Airport, West Yellowstone, MT

Amplification between the hours of: 5:00 AM and 7:30 PM

Description of Event: The Yellowstone Half Marathon event will take place June 13-14. The expo and 5K will be on Friday, June 13th with the expo running from 11am-5pm. The 5K race will follow, starting at 6:00pm to approximately 7:30pm. On Saturday, June 14th the Half Marathon race will start at 6:30am, with an estimated amplification starting at 5:00am. The expo location, start line and finish line will all be staged at the Old Airport area west of Iris St. in West Yellowstone, MT

Josh Oliveri
Signature of Applicant

1/12/25

Date

FOR OFFICE USE ONLY

Decision by Town Council:

Approved

Disapproved

Conditions: _____

Signature of Mayor/Town Manager: _____

Date