

# Town of West Yellowstone

**Tuesday, April 22, 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**

5 PM – Roundtable Discussion between the Study Commission and Town Council

6 PM - FY 2026 Budget process

Discussion

## **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: **April 8, 2025 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

## **NEW BUSINESS**

---

Request to Waive Resort Tax Bond, West Yellowstone Community Market Event

Discussion/Action

Outside Amplification Permit, Buffalo Chip Chuck, July 4, 2025, WY Library Foundation

Discussion/Action

Health Care Services Board Appointment, Greg Forsythe

Discussion/Action

Vacate Planning Board Seat based on residency requirement

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](http://www.townofwestyellowstone.com). Questions about the agenda may be directed to the Town Clerk at (406) 646-7795 or [eroos@townofwestyellowstone.com](mailto: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](http://www.townofwestyellowstone.com).



**CHARTER**  
**FOR THE TOWN OF WEST YELLOWSTONE**  
(Preamble)

We the citizens of West Yellowstone, for the purpose of establishing a just form of fundamental law--one that is responsible to the public for providing equal and adequate services and protections, with efficient use of the community's revenue for all, one that provides for self governing powers with respect to the health, safety, and welfare of every citizen and; one that utilizes the utmost flexibility to plan for the future--do establish this Charter for the Town of West Yellowstone of the State of Montana.

**ARTICLE I**  
**POWERS OF THE TOWN**

**Section 1.01 Powers of the Town**

The Town shall have all powers possible for a self government to have under the constitution and laws of this state as fully and completely as though they were specifically enumerated in this Charter.

**Section 1.02 Mill Levy**

(1) There shall be no new kinds of taxes levied without an affirmative vote of a simple majority of votes cast in an election on the question.

(2) Should the electorate approve any kind of non-property tax, the following mill levy reduction shall occur:

In each fiscal year, anticipated receipts from a local option, non-property tax not in effect when this charter takes effect shall be applied to reduce the property tax mill levy for the fiscal year by an amount equal to at least 5 percent of the local option, non-property tax receipts for the previous fiscal year.

**Section 1.03 Self -Government Authority**

The Town shall have the authority to exercise those self- governing powers not prohibited by the constitution, law or this charter.

**Section 1.04 Construction**

The powers of the Town under this Charter shall be construed liberally in favor of the Town and specific mention of particular powers in the Charter shall not be construed as limiting in anyway the powers stated in this article.

## **ARTICLE II TOWN BOUNDARIES**

### **Section 2.01 Town Boundaries**

The corporate boundaries of the Town of West Yellowstone, Montana shall remain fixed and established, as they exist on the date this charter takes effect, provided that the Town shall have the power to change its boundaries in the manner provided by law.

## **ARTICLE III ORGANIZATION OF THE TOWN**

### **Section 3.01 Oath of Office**

Before beginning the duties of office, all elected Town officials shall take and subscribe to the oath of office established in Article III, Section 3 of the Constitution of Montana.

### **Section 3.02 Structure of Government**

The governing body of the Town of West Yellowstone shall be a Town council consisting of five council members, one of whom shall be the mayor whom the council shall select from among its own number pursuant to Section 3.05(1).

### **Section 3.03 Town Council: Composition, Powers and Meetings**

(1) All of the powers of the Town shall be vested in the Town council except as otherwise provided by law or this Charter.

(2) The Town council shall meet regularly at least once a month at such times and places as the council may prescribe. Special meetings may be held on the call of the mayor or three members of the council. Such special meetings shall be public and, whenever practicable, called only upon forty-eight (48) hours notice to the public.

(3) A quorum of the council shall be constituted by the presence of any three (3) council members, one of whom may be the mayor.

(4) The council's presiding officer may close the council meeting to the public only as provided by law.

### **Section 3.04 Town Council: Election, Terms, Qualifications, Remuneration, Removal and Filling Vacancies**

- (1) Five council members shall be elected at large on a nonpartisan basis.
- (2) Council members shall have a term of office of four years.
- (3) Council members shall make their principal residence (as interpreted by the federal Internal Revenue Service) within the Town limits and shall be qualified voters of the Town of West Yellowstone.
- (4) The council shall establish by ordinance the compensation of its members and the mayor.
- (5) The office of council member shall become vacant upon the death, resignation, forfeiture, or removal from office by any method authorized by law.
- (6) When a vacancy occurs in the office of council member, the position shall be considered open and subject to nomination and election at the next general municipal election, except the term of office shall be limited to the unexpired term of the person who originally created the vacancy. Pending such election and qualification the council shall appoint from among the qualified voters in the Town a person possessing the qualifications for office required by law and this Charter, within 30 days of the vacancy to hold the office until the successor is elected and qualified.

### **Section 3.05 The Mayor: Election, Powers, Duties, Removal and Filling a Vacancy**

- (1) The mayor shall be selected from among the members of the Town council by the affirmative vote of a majority of the council.
- (2) The council member selected shall serve as the mayor for one year unless selected for an additional term by the council.
- (3) The mayor so selected may be removed by four (4) council member votes, whereupon, a new mayor shall be selected by the council.
- (4) The mayor shall be the presiding officer of the council, shall vote as other council members and may not veto measures approved by the council. In the absence of the mayor, the council shall appoint one of the council members present to serve as presiding officer.
- (5) The mayor shall be the ceremonial officer of the town and shall have no other duties or responsibilities except, when required by the council and in the absence of the Town manager, the mayor shall perform all administrative duties of the Town manager.
- (6) The office of mayor shall become vacant upon the death, resignation or removal from office by any method authorized by law or this charter. A successor mayor shall be appointed by the council as provided in Section 3.05(1).

### **Section 3.06 Town Manager**

(1) The Town council shall appoint a Town manager who shall serve under contract as the chief executive officer and chief administrative officer of the Town.

(2) The Town manager shall have the following responsibilities:

- (a) implement and enforce the ordinances, resolutions, policies, directives and contracts approved by Town council.
- (b) administer the affairs of the Town.
- (c) prepare the budget for council approval.
- (d) recommend long-range planning strategies and economic development issues affecting public services and fiscal solvency.
- (e) oversee agenda for Town council meetings.
- (f) supervise all Town departments and offices.
- (g) appoint all Town employees.
- (h) suspend all Town employees.
- (i) remove all Town employees after consultation with the appropriate department head and with the advice and consult of the Town council.

(3) The Town council shall enter into a contract with said Town manager, which shall specifically outline the conditions of employment. Said contract shall be for an initial term of not less than three years and not more than five years and may be extended by majority vote of the Town council.

(4) The Town manager may be removed from office by three affirmative votes of the Town council.

### **Section 3.07 Town Departments**

The Town council shall establish by ordinance any departments necessary to perform the duties and obligations imposed upon the Town by law or this charter.

## **ARTICLE IV**

### **BOARDS, COMMISSIONS AND COMMITTEES**

#### **Section 4.01 Boards, Commissions and Committees**

The Mayor may appoint, with the consent of the Town council, such boards, commissions or committees, as the council deems necessary. These bodies shall serve at the pleasure of the council and will exercise only those powers granted them by the council through specific resolution or ordinance.

**ARTICLE V**  
**GENERAL PROVISIONS: INITIATIVE, REFERENDUM**  
**RECALL, SEVERABILITY AND AMENDMENTS**

**Section 5.01 Initiative and Referendum**

Procedures for initiative and referendum shall be as required by law.

**Section 5.02 Recall Provisions**

Any member of the Town council including the mayor may be removed from office by recall of the electors of the Town, as provided by law.

**Section 5.03 Severability**

If any provision of this Charter is held invalid, the other provisions of this Charter shall not be affected thereby. If the application of the Charter or any of its provisions to any person or circumstance is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected thereby.

**Section 5.04 Amendment of the Charter**

This Charter may be amended only as provided by law. An affirmative vote of a simple majority of votes cast in an election on this question shall amend the Charter.



## **Article VI Transition**

### **Section 6.01 Review of existing ordinances and policies**

The Town council shall review and, where necessary, revise or repeal all town ordinances and resolutions and policies to provide for their compliance with this Charter. This shall be completed by December 31, 2017.

### **Section 6.02 Effective Date**

Upon passage of this Charter by the electors at the November 2015 election, this Charter will become effective immediately.

## Special Budget Requests

	FY2023	FY2024	FY2025
Fireworks	\$ 6,000	\$ 7,000	\$ 10,000
West Yellowstone Foundation Bus	\$ 25,000	\$ 25,000	\$ 25,000
Chamber: Vistor Info Center	\$ 40,000	\$ 40,000	\$ 40,000
Yellowstone Historic Center	\$ 8,135	\$ 3,722	
Music in the Park	\$ 7,500	\$ 8,000	\$ 16,000
WYSEF Building	\$ 40,000		
Electronic Reader	\$ 18,750		
CHP Parenting Program	\$ 20,000		
Chamber: Bathroom Cleaning			\$ 43,000
<b>Total</b>	<b>\$ 165,385</b>	<b>\$ 83,722</b>	<b>\$ 134,000</b>

The Special Budget Request form for FY2026 is planned to be available by May 1, 2025.

### Thought Starter Questions:

- Are there any changes that the Council Members would like to see in this application?
- Should the Council set a maximum percent increase in requested amount?
- Should this process mimic the MAPFAB forms that are already created and being used?
- What parameters should be set on available applicants?
- Should events that already receive MAPFAB money be considered?

Last year's form for ease and reminder of what we requested last year.

## Town of West Yellowstone Budget Request Form



All requests must be turned into the Finance Director's office, by **5:00 p.m. on May 3, 2024**. This form will be required to be considered for FY 24-25 budget process.

These funds are distributed out of the Town's fiscal year budget under legislative services. The Town Council has full discretion on the amount awarded each year.

Organization Name: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Requested Amount: \_\_\_\_\_

Overall Budget Amount: \_\_\_\_\_

Percent of budget that you are requesting: \_\_\_\_\_

Description of Event or Activity:

---

---

---

---

Description of Community Served:

---

---

---

---

Anticipated Number of Participants: \_\_\_\_\_

Description of program goals: \_\_\_\_\_

---

---

---

Projected economic impact: \_\_\_\_\_

---

---

State the consequences if you don't receive these requested funds:

---

---

---

List other funding sources: \_\_\_\_\_

---

---

---

**Required Supplemental Documentation: Last Fiscal Year Balance Sheet, Last  
Fiscal Year Profit and Loss Statement and Current Budget**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Board Member (if applicable): \_\_\_\_\_

**If awarded, an outcome report is required.**

04/18/25  
14:06:11

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 4/25

Page: 1 of 8  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52228		3458 Billings Clinic, Attn: HSA-CY2024 02/13/25 HealthCareSerAgree#8Cy2024	200,000.00 200,000.00					
					RISKSH	1000 510370	859	101000
52233		151 Gallatin County WY TS/Compost 03/31/25 Household waste	397.00 397.00					
					PARKS	1000 460430	534	101000
52235	E	2673 First Bankcard	3,774.62					
		03/04/25 Owl Labs Supplies	19.00		LEGIS	1000 410100	220	101000
		03/10/25 Gov Finance OfficerAssoc	475.00		FINADM	1000 410510	380	101000
		03/14/25 Janitorial CabinetPovah	599.90*		POVAH	1000 411255	212	101000
		03/14/25 Cleaning Supplies	42.93		PARKS	1000 460430	220	101000
		03/14/25 Cleaning Supplies	58.56		PARKS	1000 460430	220	101000
		03/14/25 MRWS Conference Russell	244.38		WATER	5210 430500	370	101000
		03/14/25 MRWS Conference Russell	244.38		SEWER	5310 430600	370	101000
		03/14/25 MRWS Conference Brown	244.38		WATER	5210 430500	370	101000
		03/14/25 MRWS Conference Brown	244.38		SEWER	5310 430600	370	101000
		03/14/25 MRWS Conference Sam&Michael	244.38		WATER	5210 430500	370	101000
		03/14/25 MRWS Conference Sam&Michael	244.38		SEWER	5310 430600	370	101000
		03/21/25 Paper Supplies	163.96		ADMIN	1000 410210	220	101000
		03/28/25 MunicipalClerksConfThompson	450.00		FINADM	1000 410510	380	101000
		03/28/25 MunicipalClerksConfThompson	35.00		FINADM	1000 410510	380	101000
		03/28/25 MunicipalClerksConfRussell	450.00		FINADM	1000 410510	380	101000
		03/29/25 Supplies	13.99		ADMIN	1000 410210	220	101000
52236	E	2673 First Bankcard	3,080.77					
		03/03/25 Books	17.96		LIBRY	2220 460100	215	101000
		03/03/25 Books	17.84		LIBRY	2220 460100	215	101000
		03/04/25 Copier Maintenance	90.27		LIBRY	2220 460100	398	101000
		03/06/25 Microsoft	99.99		LIBRY	2220 460100	355	101000
		03/06/25 Supplies	50.96		LIBRY	2220 460100	220	101000
		03/06/25 Bins	99.99		LIBRY	2220 460100	364	101000
		03/06/25 Books	102.70		LIBRY	2220 460100	215	101000
		03/07/25 Bins	54.99		LIBRY	2220 460100	364	101000
		03/08/25 Supplies	15.62		LIBRY	2220 460100	220	101000
		03/09/25 Books	16.99		LIBRY	2220 460100	215	101000
		03/09/25 Supplies	123.80		LIBRY	2220 460100	220	101000
		03/09/25 Books	10.25		LIBRY	2220 460100	215	101000
		03/10/25 Chair mat	59.99		LIBRY	2220 460100	364	101000
		03/10/25 Supplies	9.98		LIBRY	2220 460100	220	101000
		03/10/25 Books	43.00		LIBRY	2220 460100	215	101000
		03/11/25 Supplies	31.96		LIBRY	2220 460100	220	101000
		03/12/25 Books	6.12		LIBRY	2220 460100	215	101000
		03/12/25 Supplies	47.49		LIBRY	2220 460100	220	101000
		03/12/25 Books	19.95		LIBRY	2220 460100	215	101000

04/18/25  
14:06:11

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 4/25

Page: 2 of 8  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		03/13/25 Supplies	34.99		LIBRY	2220 460100	220	101000
		03/13/25 Books	21.35		LIBRY	2220 460100	215	101000
		03/15/25 Membership Fee	14.99		LIBRY	2220 460100	398	101000
		03/15/25 Books	65.60		LIBRY	2220 460100	215	101000
		03/16/25 Books	12.99		LIBRY	2220 460100	215	101000
		03/17/25 Books	57.79		LIBRY	2220 460100	215	101000
		03/17/25 Supplies	63.61		LIBRY	2220 460100	220	101000
		03/17/25 Books	21.00		LIBRY	2220 460100	215	101000
		03/17/25 Books	295.14		LIBRY	2220 460100	215	101000
		03/18/25 Books	32.23		LIBRY	2220 460100	215	101000
		03/18/25 Books	27.00		LIBRY	2220 460100	215	101000
		03/18/25 Books	19.59		LIBRY	2220 460100	215	101000
		03/18/25 Books	19.96		LIBRY	2220 460100	215	101000
		03/18/25 Books	16.40		LIBRY	2220 460100	215	101000
		03/18/25 Books	16.40		LIBRY	2220 460100	215	101000
		03/25/25 Office Furniture	164.93		LIBRY	2220 460100	364	101000
		03/29/25 Books	65.00		LIBRY	2220 460100	215	101000
		03/29/25 Books	29.46		LIBRY	2220 460100	215	101000
		03/29/25 Library Confer Powell	651.68		LIBRY	2220 460100	370	101000
		03/29/25 Library Confer Desrochers	488.76		LIBRY	2220 460100	370	101000
		03/31/25 Books	24.96		LIBRY	2220 460100	215	101000
		03/30/25 Books Credit	-0.86		LIBRY	2220 460100	215	101000
		03/31/25 Books	17.95		LIBRY	2220 460100	215	101000
52241		2952 DIS Technologies	834.62					
	16023	04/05/25 Monthly Managed IT	834.62		IT	1000 410580	355	101000
52243	E	2673 First Bankcard	112.51					
		03/03/25 Story BlocksVideo	65.00		POLICE	1000 420100	220	101000
		03/08/25 Westmart	9.99		POLICE	1000 420100	220	101000
		03/08/25 Westmart	4.49		POLICE	1000 420100	220	101000
		03/17/25 Riverside Exxon	8.31		POLICE	1000 420100	220	101000
		03/18/25 GallatinCntyMotorVehicleRegs	24.72*		POLICE	1000 420100	870	101000
52244		2558 Hebgen Basin Fire District	56,686.67					
		04/01/25 April 2025	49,018.40		FIRE	1000 420400	357	101000
		04/01/25 April 2025	7,668.27		FIRE	1000 420400	140	101000
52245	E	2673 First Bankcard	789.79					
		03/06/25 Food ServicesStorageCabinet	769.80*		POVAH	1000 411255	212	101000
		03/28/25 Adobe	19.99		STREET	1000 430200	870	101000

04/18/25  
14:06:11

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 4/25

Page: 3 of 8  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52246	E	2673 First Bankcard	3,658.55					
	03/04/25	Social Supplies	463.00		SOC SER	1000 450135	220	101000
	03/04/25	Social Supplies	11.99		SOC SER	1000 450135	220	101000
	03/05/25	Computer Supplies	192.90		REC	1000 460440	216	101000
	03/06/25	Help fund supplies	12.54		HELP	7010 450135	220	101000
	03/06/25	Help fund supplies	42.31		HELP	7010 450135	220	101000
	03/06/25	Social sm Items	27.63		SOC SER	1000 450135	212	101000
	03/07/25	Social Supplies	40.95		SOC SER	1000 450135	220	101000
	03/07/25	Rec Classes supplies	49.98*		REC	1000 460440	220	101000
	03/07/25	PovahRentalKitchenCabinet	722.49*		REC	1000 411255	212	101000
	03/08/25	RecSuppliesClasses	73.96*		REC	1000 460440	220	101000
	03/12/25	Help Fund Supplies	32.85		HELP	7010 450135	220	101000
	03/14/25	Help Fund Supplies	69.99		HELP	7010 450135	220	101000
	03/13/25	Help Fund Easter Class	94.16		HELP	7010 450135	220	101000
	03/14/25	Help Fund Easter Class	21.04		HELP	7010 450135	220	101000
	03/13/25	Canva Supplies	24.00		HELP	7010 450135	220	101000
	03/21/25	HelpFund Supplies	70.00		HELP	7010 450135	220	101000
	03/21/25	PovahRentalKitchenCabinet	602.49*		POVAH	1000 411255	212	101000
	03/22/25	HelpFund Supplies	76.95		HELP	7010 450135	220	101000
	03/24/25	HelpFund Supplies	101.94		HELP	7010 450135	220	101000
	03/25/25	HelpFund Supplies	190.90		HELP	7010 450135	220	101000
	03/25/25	Social Serv sm item	35.68		SOC SER	1000 450135	212	101000
	03/27/25	HelpFund Supplies	141.19		HELP	7010 450135	220	101000
	03/29/25	HelpFund Supplies	151.62		HELP	7010 450135	220	101000
	04/01/25	Social Services	407.99		SOC SER	1000 450135	364	101000
52247		2952 DIS Technologies	3,505.00					
	16025 04/05/25	Monthly IT	745.00		IT	1000 420160	398	101000
	16124 04/04/25	Netmotion2yrRenewal	2,760.00		IT	1000 420160	398	101000
52248	E	2673 First Bankcard	723.89					
	03/03/25	Parking Fee	3.50		DSPTCH	1000 420160	370	101000
	03/04/25	Parking fee	21.00		DSPTCH	1000 420160	370	101000
	03/04/25	ConferencePortland-Phillips	422.64		DSPTCH	1000 420160	370	101000
	03/04/25	Fuel	8.44		DSPTCH	1000 420160	370	101000
	03/05/25	ConferencePortlandRentalPhilli	78.74		DSPTCH	1000 420160	370	101000
	03/07/25	Supplies	110.18		DSPTCH	1000 420160	220	101000
	03/10/25	CMI Inc.	79.39		POLICE	1000 420230	220	101000

04/18/25  
14:06:11

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 4/25

Page: 4 of 8  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52251		3400 Julie Brown	2,460.00					
	041825	04/18/25 Cleaning Town Office	1,100.00*		TWNHLL	1000 411250	357	101000
	041825	04/18/25 Cleaning TrailheadBuilding	160.00		TRLHD	1000 411256	350	101000
	041825	04/18/25 Cleaning Library	225.00*		LIBRY	1000 411259	357	101000
	041825	04/18/25 Cleaning Povah	975.00		POVAH	1000 411255	350	101000
52252		2801 West Yellowstone Back & Neck	140.00					
	04/04/25	DOT Physical Moldenhauer	140.00*		STREET	1000 430200	351	101000
52253		2551 TK Elevator	600.40					
	3008450798	04/01/25 ServiceonPovahElevator	600.40		POVAH	1000 411255	366	101000
52254	E	2964 CITI CARDS	2,931.19					
	03/05/25	JudgeConfer Jent	359.40		COURT	1000 410360	370	101000
	03/18/25	Buff Bar TC meeting	157.85		LEGIS	1000 410100	220	101000
	04/01/25	ApcoConfAirlinesSullivan	741.97		911	2850 420750	370	101000
	04/01/25	ApcoConfAirlinesPhillips	741.97		911	2850 420750	370	101000
	04/01/25	ApcoConferenceSullivan	465.00		911	2850 420750	380	101000
	04/01/25	ApcoConferencePhillips	465.00		911	2850 420750	380	101000
52255		2937 CINTAS First Aid & Safety	297.67					
	5263696303	04/09/25 FirstAideSupplies	297.67*		STREET	1000 430200	351	101000
52257		1089 Gallatin County Treasurer	328.00					
	03/31/25	Tech	110.00		COURT	7458 212200		101000
	03/31/25	MLEA	120.00		COURT	7467 212200		101000
	03/31/25	Victims Assistance	98.00		COURT	7699 212200		101000
52259		3437 T-Mobile	25.31					
	1899345943	03/31/25 Monthly device fee	25.31		TWNHL	1000 411250	345	101000
52260		709 TD&H Engineering	9,298.75					
	42404	04/11/25 GeneralServicesProfessional fe	810.00		PLNNG	1000 411000	354	101000
	42404	04/11/25 80-AcreSiteDevelopment	3,155.75*		80ACRE	4030 430630	354	101000
	42404	04/11/25 UPDL-Mammoth Room	3,818.00		PLNNG	1000 411000	354	101000
	42404	04/11/25 WellHouse#3	1,515.00		WATER	5210 430500	354	101000
52261		2845 Kasting, Kauffman & Mersen, PC	9,911.75					
	04/04/25	Legal Fees	9,790.00		LEGAL	1000 411100	352	101000
	04/04/25	Travel	118.32		LEGAL	1000 411100	373	101000
	04/04/25	Postage	3.43		LEGAL	1000 411100	870	101000



04/18/25  
14:06:11

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 4/25

Page: 5 of 8  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52262		1387 MONTANA RURAL WATER SYSTEMS	350.00					
	INV466	04/16/25 MRWSMembershipDues2025	350.00		WATER	5210 430500	335	101000
52263		1514 Verizon Wireless	1,488.15					
	23	Smartphones						
	7	laptops						
	03/20/25	640-0108, Police	41.65		POLICE	1000 420100	345	101000
	03/20/25	223-2779 586 Laptop	40.01		POLICE	1000 420100	345	101000
	03/20/25	333-8121 Head DsptchLaptop	40.01		DSPTCH	1000 420160	345	101000
	03/20/25	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	03/20/25	640-0141 Street SP	41.65		STREET	1000 430200	345	101000
	03/20/25	640-0159 Street SP	41.65		STREET	1000 430200	345	101000
	03/20/25	640-0606 911 Dispatch	41.65		911	1000 420160	345	101000
	03/20/25	640-1103, Operator SP	41.65		STREET	1000 430200	345	101000
	03/20/25	640-1460, Library Dir, SP	41.65		LIBRAR	2220 460100	345	101000
	03/20/25	640-1461, S & W operator, SP	41.65		SEWER	5310 430600	345	101000
	03/20/25	640-1462, S & W Super, SP	41.65		WATER	5210 430500	345	101000
	03/20/25	640-1463, Deputy PSS, SP Sspnd	41.65		PARKS	1000 460430	345	101000
	03/20/25	640-1472, Ops Mgr, SP	41.65		ADMIN	1000 410210	345	101000
	03/20/25	640-1676, Rec Coor, SP	41.65		REC	1000 460440	345	101000
	03/20/25	640-1754, COP, SP	41.65		POLICE	1000 420100	345	101000
	03/20/25	640-1755, Police	41.65		POLICE	1000 420100	345	101000
	03/20/25	640-1756, Police	41.65		POLICE	1000 420100	345	101000
	03/20/25	640-1757, Police	41.65		POLICE	1000 420100	345	101000
	03/20/25	640-1758, Head Dispatcher	41.70		DSPTCH	1000 420160	345	101000
	03/20/25	640-1759, Police	41.65		POLICE	1000 420100	345	101000
	03/20/25	640-7547,WS Super	41.69		SEWER	5310 430600	345	101000
	03/20/25	640-9074, PSS, SP	41.65		STREET	1000 430200	345	101000
	03/20/25	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	03/20/25	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	03/20/25	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	03/20/25	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	03/20/25	640-2354 Social Services	41.70		SOCSE	1000 450135	345	101000
	03/20/25	640-2629 City Judge	41.65		COURT	1000 410360	345	101000
	03/20/25	640-7108 Police Officer	41.65		POLICE	1000 420100	345	101000
	03/20/25	640-7873 Equip Operator	41.65		STREET	1000 430200	345	101000
	03/20/25	640-0141 PW new Equipment	249.99		STREET	1000 430200	212	101000
52265	E	2789 WEX Bank	6,248.06					
	04/01/25	10 JD Backhoe 310SJ	343.58		STREET	1000 430200	231	101000
	04/01/25	91 Ford 6-582	78.24		STREET	1000 430200	231	101000
	04/01/25	Larue D55 SnowBlower	283.97		STREET	1000 430200	231	101000
	04/01/25	Grader	0.00		STREET	1000 430200	231	101000
	04/01/25	14 Water Truck	0.00		STREET	1000 430200	231	101000

04/18/25  
14:06:11

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 4/25

Page: 6 of 8  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	04/01/25	2010 JD 772 Grader	1,377.67		STREET	1000 420100	231	101000
	04/01/25	92 SS Blower-Yellow	0.00		STREET	1000 430200	231	101000
	04/01/25	02 Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	04/01/25	08 GMC Pickup 6-1484	228.02		STREET	1000 430200	231	101000
	04/01/25	JD Loader 624P	683.11		STREET	1000 430200	231	101000
	04/01/25	08 CAT 938H Loader	0.00		STREET	1000 430200	231	101000
	04/01/25	08 904B MiniLoader	83.22		STREET	1000 430200	231	101000
	04/01/25	15 Ford F-250	86.85		STREET	1000 430200	231	101000
	04/01/25	18 2018 Dodge Ram-PW	84.55		STREET	1000 430200	231	101000
	04/01/25	18 Dodge Ram-Police	476.08		POLICE	1000 420100	231	101000
	04/01/25	19 Dodge Durango PD	562.41		POLICE	1000 420100	231	101000
	04/01/25	Multi-Use Vehicle - Sienna	76.19		FINADM	5210 430500	231	101000
	04/01/25	Multi-Use Vehicle - Sienna	46.19		POLICE	1000 420100	231	101000
	04/01/25	Multi-Use Vehicle - Sienna	67.09		BULDNG	1000 420531	231	101000
	04/01/25	06 Dodge Durango 6-2010	0.00		STREET	1000 430200	231	101000
	04/01/25	Dumptruck	0.00		STREET	1000 430200	231	101000
	04/01/25	15 Sweeper 6-1151	0.00		STREET	1000 430200	231	101000
	04/01/25	'00 FL Dumptrk 6-60700A	158.50		STREET	1000 430200	231	101000
	04/01/25	'14 Ford Intercep	0.00		POLICE	1000 420100	231	101000
	04/01/25	PD Dodge Ram#1	0.00		POLICE	1000 420100	231	101000
	04/01/25	PD Dodge Ram#2	308.77		POLICE	1000 420100	231	101000
	04/01/25	01 Frht truck #1	71.99		STREET	1000 430200	231	101000
	04/01/25	01 Frht truck #2	0.00		STREET	1000 430200	231	101000
	04/01/25	19 Dodge 5500	78.09		STREET	1000 430200	231	101000
	04/01/25	'17 Chevy 3/4 ton white	83.15		WATER	5210 430500	231	101000
	04/01/25	'17 Chevy 3/4 ton white	83.16		SEWER	5310 430600	231	101000
	04/01/25	'13 Chevy 3500	71.63		STREET	1000 430200	231	101000
	04/01/25	77 Int'l Dump 6-1368	0.00		STREET	1000 430200	231	101000
	04/01/25	Pickup 6-1450	0.00		STREET	1000 430200	231	101000
	04/01/25	2022 Ford F-150 Police	313.64		POLICE	1000 420100	231	101000
	04/01/25	Tractor	0.00		STREET	1000 430200	231	101000
	04/01/25	2010 Ford Exped6-000046	137.04		HELP	7010 450135	231	101000
	04/01/25	SS Blower Green	108.05		STREET	1000 430200	231	101000
	04/01/25	24 Police F-150	356.87		POLICE	1000 420100	231	101000
52303		3241 Bridger Analytical Lab	330.00					
	2504172	04/11/25 Testing Fees	330.00		WATER	5210 430500	348	101000
52304		3416 Desert Inn	58.00					
	040925	04/09/25 Lodging Voucher	58.00		HELP	7010 450135	370	101000

04/18/25  
14:06:11

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 4/25

Page: 7 of 8  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52305		65 Tractor & Equipment	202.76					
	2848373	04/14/25 Equipment Repairs	202.76		STREET	1000 430200	369	101000
52306		1928 Michele DesRochers	126.00					
	04/05/25	MLA Conference	126.00		LIBRY	2220 460100	370	101000
52307		3514 Samantha Powell	126.00					
	04/05/25	MLA Conference-Powell	126.00		LIBRY	2220 460100	370	101000
52308		2116 DEQ/WWOC	280.00					
	Applicatio	04/01/25 Application Fee Nguyen	70.00*		WATER	5210 430500	380	101000
	Exam	04/01/25 Exam Fee 2A Nguyen	70.00*		WATER	5210 430500	380	101000
	Applicatio	04/01/25 Application Fee Mouldenhau	70.00*		WATER	5210 430500	380	101000
	Exam	04/01/25 Exam Fee 3B Mouldenhauer	70.00*		WATER	5210 430500	380	101000
52309		1140 Sagebrush Floral	23.50					
	005469	04/15/25 Easter Lily	23.50		ADMIN	1000 410210	220	101000
52310		3515 TAKE CONTROL	497.00					
	Bergquist	04/30/25 HealthyLivingGasReimbursBer	126.00		HELP	7010 450135	790	101000
	DelGuerra	04/30/25 HealthyLivingGasReimbursDel	371.00		HELP	7010 450135	790	101000
52311		3484 Sweet Electric LLC	2,712.00					
	1098	03/20/25 IrisLiftStationpumpinstall	1,200.00		SEWER	5310 430630	369	101000
	1099	04/10/25 Library	1,512.00*		LIBRY	1000 411259	357	101000
52312		2537 Balco Uniform Co., Inc.	683.86					
	81608	01/15/25 Uniform-PinkID	23.10*		POLICE	1000 420100	226	101000
	82187-2	01/15/25 Uniforms-Wigner,Sosa,Slowinsk	385.00*		POLICE	1000 420100	226	101000
	82812-1	02/24/25 Uniforms-White	164.00*		POLICE	1000 420100	226	101000
	82261	03/11/25 Chief Badge	111.76*		POLICE	1000 420100	226	101000
# of Claims 33			Total: 312,681.82					
Total Electronic Claims			21,319.38	Total Non-Electronic Claims		291362.44		

04/18/25  
14:06:11

TOWN OF WEST YELLOWSTONE  
Fund Summary for Claims  
For the Accounting Period: 4/25

Page: 8 of 8  
Report ID: AP110

Fund/Account	Amount
1000 General Fund	
101000 CASH	296,179.41
2220 Library	
101000 CASH	3,374.42
2850 911 Emergency	
101000 CASH	2,413.94
4030 80-acre Development	
101000 CASH	3,155.75
5210 Water Operating Fund	
101000 CASH	3,409.13
5310 Sewer Operating Fund	
101000 CASH	2,099.64
7010 Social Services/Help Fund	
101000 CASH	1,721.53
7458 Court Surcharge HB176	
101000 CASH	110.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	120.00
7699 Victims Assistance Program	
101000 CASH	98.00
Total:	312,681.82

**Town of West Yellowstone**  
**Town Council Meeting**  
**April 8, 2025**

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

OTHERS PRESENT: Town Manager Dan Walker, Town Clerk Liz Roos, Finance Director Katie Thompson, 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. The purpose of the work session is to review and discuss the proposed zoning map for the 80 acres addition. Scott Hazelton, Senior Planner for Hyalite Engineering, displays the map of the 80-acre parcel on the west side of town which proposes R-4 zoning in the areas between Firehole Avenue and Obsidian. The map notes the maximum number of housing units that could be developed on these blocks. The area north of Firehole is designated as a Transitional Zone. The area directly south of Obsidian, commonly referred to as the drainage ditch, is designated as parks and open space. South of the parks and open space area and adjacent to the South Plateau Road is also designated as a Transitional Zone. The map also shows designations where access to Forest Service roads must be maintained. Hazelton explains that he has a meeting scheduled with the Forest Service in the near future to work out the details pertaining to the accesses to the Forest Service Roads. Hazelton explains that through the sale, the Town has the responsibility to maintain access to those Forest Service roads, whether by providing parking areas or trail access. He says that the map he received from the Forest Service last week designates those accesses as right of ways. He says they need to determine exactly what they need to maintain the legal access at those points. Hazelton explains that the purpose of the Transitional Zones allows for permanent public use, such as the city shops or a water well, and the rest of the zone is basically a placeholder for future zoning and development. He says it gives the Town the flexibility to develop infrastructure before finalizing the zoning. Watt asks why the proposal is to develop the area, commonly known as the old airport, prior to developing the area to the south. Hazelton explains that the area to the south is heavily wooded and would be much more difficult to develop, but the bigger reason is it would be much easier to extend infrastructure to the old airport area, so basically the reason is construction costs. Mathews asks about the extension of the streets and snow storage, block layout, and unit density. Hazelton explains that the lot density numbers he provided is to give the Council an idea of how many housing units could be developed in that area, ranging from lowest number of 248 to highest use of 420. Hazelton answers multiple questions from the Council. Doug Schmier addresses the Council on behalf of the West Yellowstone Hospital District and asks the Town to remember that they are still working toward a community hospital and to save space for that type of use in the 80 acres. He also shares a comment he heard earlier today that putting the residential area on the old airport area makes it unprotected. Brad Schmier says that when the original sale was developed, there was a document that outlined the required uses of the property and ensure the planning is in compliance. He says he also thinks developing the southern portion as residential is preferable. Jan Neish of the Island Park News clarifies the number of potential units and lots. Walker explains that they intentionally left areas open in the transitional districts to ensure they can accommodate special uses. He says they are meeting with the Forest Service soon to verify what has already been laid out. Griffith asks about sewer capacity. Walker clarifies that the development is designed to provide adequate access to sewer capacity. Neish asks if this map could be characterized as Phase I, Walker responds in the affirmative. She also clarifies that the Transitional Zones could be converted to other uses in the future, based on the needs of the community.

### **Public Comment Period**

No public comments are received.

### **Council Comments**

Mayor McBirnie notes that Council Member Benike is out ill tonight. Mayor McBirnie also recognizes the Town's 911 Telecommunicators (Dispatchers). He recognizes Dave Rightenour, Brenda Martin, Pilar Collins, Bonnie Sullivan, Jessie Cothren and Mickelle O'Brien for their years of service to the Town of West Yellowstone.

**Presentation:** Amanda Hannah of **Billings Clinic** presents the annual report for calendar year 2024. She clarifies that the operating loss for the calendar year was \$353,000. She says that they did experience some staff turnover and were able to fill vital positions with personnel from other locations until they filled those positions with people that are already part of the community. They lost their full-time doctor in July but have been able to fill in with a part-time medical doctor, Dr. Phil Hess. They have also been able to bring in visiting physicians until they are able to hire a full-time physician. They have also continued to employ Emma Sparboe, a nurse practitioner and doctor of nurse practice. She says that they are focusing on building community services and access. She mentions that they recently introduced a clinical practicing therapist for behavioral health services and counseling. She thanks the Town Council for the structure of their agreement and regular meetings with the Health Care Services Advisory Board, which has helped them collaborate and address the needs of the community. The Council thanks Hannah and the staff of Billings Clinic for the service they provide the community and the efforts they have made to adjust and meet the needs of the community.

### **ACTION TAKEN**

---

- 1) Motion carried to approve the claims, which total \$153,800.51. (Mathews, Watt)
- 2) Motion carried to approve the minutes from the March 18, 2025 Town Council meeting. (Watt, Mathews) Griffith is opposed, motion passes.
- 3) Motion carried to approve the risk share agreement of \$200,000 with Billings Clinic for FY 2025. (Watt, Mathews)
- 4) Motion carried to authorize the submission of the Gallatin County Open Spaces Grant application for Phase II of the Bob Jacklin Casting Pond project on town property. (Watt, Mathews)
- 5) Motion carried to reappoint Robin Eyman to the Health Care Services Advisory Board for a term of four years. (Watt, Mathews)

### **DISCUSSION**

---

- 3) Griffith points out that the recommendation from the Health Care Services Advisory Board was unanimous to approve the \$200,000 risk share agreement with Billings Clinic.
- 4) Walker explains that this grant application is for Phase II at the Bob Jacklin Casting Pond to the Gallatin County Open Spaces Program for \$100,000 to be used to complete amenities including fencing, lighting, storage, and a pavilion. Joe Moore thanks the Council for supporting the application and efforts to raise money for this project.
- A) **Town Manager and Staff Reports:** Town Manager Dan Walker also recognizes the staff of the 911 Center and thanks them for their service. National public telecommunicators week is next week. Walker reports that they have offered the position of Interim Public Services Superintendent to Jon Brown, who has taken over for Jon Simms. Walker reports that contract work on the wastewater treatment plant by RSCI is scheduled to start on April 21, 2025. Walker reports that they had their monthly engineering call with TD&H this morning. They have the flow data they need to start

developing water modeling, waiting for emergency flow data from the Fire Department. He says they discussed other projects including preservation of the Mammoth Room at the Union Pacific Dining Lodge. He reports that they have a call scheduled with Montana DEQ later this week regarding issuing building permits and the subdivision process. There was a documentary film staff in town last week that is preparing a documentary on infrastructure challenges in tourist towns. The Planning Board is tentatively planning to meet on April 25, 2025 to continue review of the 80 zoning map and a Growth Policy update. They are interviewing for police patrol officers. The deadline for the Deputy Clerk/Permitting Tech position has been extended until April 25, 2025. Employee reviews were completed by the end of March, Department Head reviews will be completed by the end of April. Jan Neish inquires about one vacancy in the dispatch department. Town Attorney Jane Mersen informs the Town Council that the Town was granted a favorable summary judgement in the West Development lawsuit. Mersen explains that they are filing some additional documents and once the judge enters a final judgement, the plaintiffs will have 30 days to appeal.

- B) **Advisory Board Reports:** Council Member Lisa Griffith reports that the **Health Care Services Advisory Board** met with representatives of Billing Clinic. The clinic is currently operating at a net loss and the board inquired about possible ways to reduce the loss. She says that there was also an update from the Hospital District. She says that the board recommended approval of the \$200,000 risk share for annual operation of the clinic.

Jeff Mathews reports that the **Business Improvement Advisory Board** also met with Jon Brown and are working on signage improvements.

The meeting is adjourned at 7:45 PM.

---

Mayor

ATTEST:

---

Town Clerk



## **Week of 04.14.2025**

Discussed health insurance options with Dan and Liz. There will be no changes this year, we will still offer the Madison plan with dental and vision. We did see a 12% increase in rates for FY2026.

Peggy has been working on getting business licenses ready for May. This will take some time to go through each one before we send out the notices in the second week of May.

Submitted the ARPA and RRGL Q1 2025 Progress Reports for the WWTP.

Met with a couple department heads regarding their budgets.

Attended Black Mountain Software's Payroll Fundamentals 2.0 training.

Attended and contributed to the WWTP funding call with Dorsey Whitney, Forsgren and DNRC.

Completed prep work for the Town Council meeting on 04.22.2025.

Continued work on the Financial Management Plan.



## Water/Wastewater report

April 14<sup>th</sup> thru 18<sup>th</sup>

RSCI will resume work on the wastewater treatment facility on Monday the April 21st their schedule for pouring the first run of concrete by May 3-4.

RSCI has removed most of the snow in the areas that they will be working on for startup.

Lagoon adjustments and weirs, blower maintenance overall inspections of lagoons now that the ice is coming off.

Grizzly RV is installing and replacing some sewer lines and water lines in their complex, I had them refresh their As built plan drawings to add new infrastructure to the drawings.

Working on DMR'S (Discharge monitoring reports) for the first Quarter 2025.

Michael and Sam from public works department are scheduled for taking water exams may-15<sup>th</sup>

Some Customer water request for water reactivation have been completed and will continue for the next couple of weeks.

Lift station maintenance and sonic start repair getting ready for the high flows.

Well number #4 Maintenance on going project getting ready for the summer.

Working with TDH Engineers on water model on going project.

Completion of sewer service line repair at buffalo bar.

Working with finance director- Katie Thompson on water and sewer budget.

Locate request are starting to come in, requires staff training making sure they are locating the correct lines.

## Public works report

Crews are still out working hard on snow sidewalk removal and road sweeping making the streets look great also sign repair and trash collection.

Starting to Grade the inner park ways, and sweeping the approaches.

Un-Winterizing some of our summer equipment getting ready for the busy season.

Still working on repair on hinky snow blade this is a on going project

Road sander repaired by midnight auto so it can be ready for next winter season.

Working with the state HWY department on the permit for the traffic calming infrastructure.

Working on the budgets for department's with finance director Katie Thompson.

Had building inspection throughout Town competed by CJ Holland (safety compliance specialist) Compliance bureau.

Working with TDH on having them review the Town's public works standard manual.

Completed the employee safety training booklet, this manual is intended to help instruct employees on safety and the operation of equipment.

Working on bids for projects for the CIP for the future year.

If you have any questions please contact me.

Jon Brown

# TOWN OF WEST YELLOWSTONE

04/10/2025 – 04/16/2025 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	98	115	213	1847
Reports Total	2	2	4	37
Citations	0	7	7	50
Warnings	43	36	81	446
Arrest	1	0	1	17
DUI	0	0	0	11
Fire/EMS Calls	6	9	15	112
Patrol Checks	13	24	37	454
Public Assist	4	5	9	108
Agency Assist	0	2	2	47
Crashes	1	1	2	75
Search and Rescue	0	0	0	10



# TOWN OF WEST YELLOWSTONE

## PERSONAL:

- Nothing to report

## TRAINING:

- Chief Wigner attending and passed the equivalence academy last week, and the SFST/PBT/Intox this week..
- Dispatcher Cothren is attending the dispatch academy this week and graduation is Friday.

## Other:

- Attempting to set up 2 more interviews for officer applications.





APRIL 18, 2025

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Job openings: We are advertising for the following positions: Deputy Clerk/Permitting Tech, Police Officer, 911 Emergency Dispatcher, Equipment Operator, Seasonal Recreation Counselors, Seasonal Laborers. More information is available on our website: [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com).
- I (finally) applied for and was awarded the designation of Master Municipal Clerk (MMC) from the International Institute of Municipal Clerks (IIMC). This designation is based on a point system that accounts for education and experience in the profession. The IIMC was established in 1947 to improve professionalism of municipal clerks. IIMC has over 15,000 members from all over the world, but based mostly in the US and Canada. I received my original designation of Certified Municipal Clerk (CMC) back in 2002. I am now one of only a handful of clerks in Montana with the MMC designation.
- The summer season is here! We are already fielding business license requests that range from selling items from the back of a semi truck to operating a tour company from a hotel room. The "No" button has been moved to my desk.
- Prepared and distributed payroll for April 18, 2025 and Town Council Agenda & Packet for April 22 2025. We are rescheduling the Planning Board meeting for May 2, 2025 to ensure we have a quorum.





# Highlights

Week of April 11th, through April 17th, 2025  
Job and Social Services

## Overview

**# of Clients Served: 40**

**Last Week Clients Served: 36**

## Highlights

### Donations

Marketplace donated a variety of produce items from tomatoes, onions, lettuce, and other salad kits. This donation also included a variety of spreads and sauces.

The first round of donations with the new system went well and we had six donations.

### Volunteer Update

This week we had two volunteers who went through all our newly donated items and dispersed them throughout the clothing bank.

As always, we are so grateful for our volunteers.

## **“Healthy Living is Possible, One Small Step at a Time” Take Control Event**

Dianna and Tia have worked with Troy Bergquist for a few months now on having a wellness event here for both town employees and community members. We have been able to finalize all the details as well as finishing the flyer (which will be attached.)

This event is going to go over certain topics about making mindful choices. Such as eating well on a budget, sleeping habits, benefits of moving, and managing chronic conditions through *simple* lifestyle changes.

We are hoping to have a great turnout from the community but as well as the town employees.

Dianna and Tia are working on ways to advertise from contacting Island Park News, Social Media, and word of mouth.

We encourage all members of the community to attend this wonderful event/resource.

## **Community Engagement**

As more classes are being done, Job and Social services is keeping record of how many people attend.

Unfortunately, we did not have enough people who wanted to participate in the Springtime Cake Pop class so it was cancelled.

We are hoping that people will come to these class as we are implementing a minimum of sign ups.

## **Public Assistance**

We had 16 check-ins for lobby food this week and are grateful to be able to provide a variety of goods for clients.

There is an uptick in people visiting the clothing bank which helps remove inventory to make room for more donations!

We assisted with providing two clients with information regarding Medicaid, one client needed help with their SNAP application.

We are seeing a consistent trend of clients setting up and making their appointments.

# Upcoming Events:

---

April 30th: Troy Berquist from Take Control will be speaking on Chronic Diseases with prevention and management tactics. This is a free event from 5:00 pm - 7:00 pm at the Povah Center.

May 1st: Mother's Day Floral Class at the Povah Center from 5:00 pm - 6:30 pm.

May 8th: Garden Workshop with Kristy Coffin, Karen Coffin, and Colter Allen. At this free event; participants will learn how to cultivate beautiful garden that will thrive in the mountain area. This will be held at the Povah Center from 5:00 pm - 7:00pm.

## Notes

---

Dianna and Tia are going to Idaho Falls on April 16th for an inquiry on a printer for the office as well as grabbing items needed for the food bank and upcoming events.

With the upcoming summer season, the office is going to over procedures with sanitization as well as items we will allocate for clients in need.

Dianna and Tia are working on creating a rotation system for MFBN and TFAP items that are stored downstairs. This will eliminate waste and help keep the office more organized.





**From:** [Dan Walker](#)  
**To:** [Elizabeth Roos](#)  
**Subject:** Fwd: Bullet Points 4/17/2025  
**Date:** Friday, April 18, 2025 8:42:25 AM  
**Attachments:** [image001.png](#)

---

Sent from my iPhone

Begin forwarded message:

**From:** Kyle Tanner <[ktanner@townofwestyellowstone.com](mailto:ktanner@townofwestyellowstone.com)>  
**Date:** April 18, 2025 at 8:11:01 AM MDT  
**To:** Jon Brown <[jbrown@townofwestyellowstone.com](mailto:jbrown@townofwestyellowstone.com)>, Dan Walker <[dwalker@townofwestyellowstone.com](mailto:dwalker@townofwestyellowstone.com)>  
**Subject:** **Bullet Points 4/17/2025**

Bullet Points 4/17/2025

- #1 Safety meeting
- #2 Sign permit for 24 N canyon
- #3 Sign permit for 111 Yellowstone Ave
- #4 Cemetery project list
- #5 Vehicle maintenance
- #6 Winter snow plowing damage report started for Canyon
- #7 Lift rented for street lights
- #8 Side walk snow removal

# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: West Yellowstone Community Market

Sponsor Organization: Kenny Jones

Sponsor Address: PO Box 1612 West Yellowstone, MT 59758

Contact Person: Kenny Jones

Contact Phone: (406) 640-0824

Fax: N/A

E-mail Address: kjones@kennyjonesphoto.com

Date(s) of Event: May 24th -September 25 (Each Thursday) \*May 24 & July 4th SE days on Saturday 10-4

Location of Event: Museum of Yellowstone front lawn

- 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](http://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 20<sup>th</sup> 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: \$  
Vendor(s) Fee: \$ 200.00  
Total Due: \$ 225.00

Signature of Applicant

3/26/2025

Date

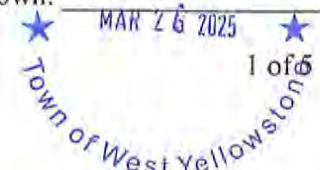
Date Received by the Town:

RECEIVED

MAR 26 2025

1 of 5

Town of West Yellowstone Event Application



## 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 West Yellowstone Community Market is an outdoor venue that provides a conduit for local artist, crafters and farmers to sell local and regional made items to the visiting public and local residents. Vendors are responsible for their own tents, setup and breakdown.

Public restrooms would be available at the Visitor center at the corner of Canyon and Yellowstone Ave. Parking would be available along Yellowstone Ave, Canyon, and the Visitor Center and the museum parking lot. The number of participants vary and it is anticipated growth and an offering of diverse products will engage public participation by all. Alcohol will not be allowed to align with a family friendly environment and promote a positive image of our gateway community. Amplified sound will also not be an option.

The event will begin on Memorial day and run to the last Thursday of September. It is the desire to have setup at 1:00pm and the event start at 2:00pm and run to 7:00pm with the space vacated by 8:00pm. On the 4th of July and Memorial Day it is the desire to have an all day event, starting at 9:00 and run till 5:00pm and setup and break down an hour before and after the event.



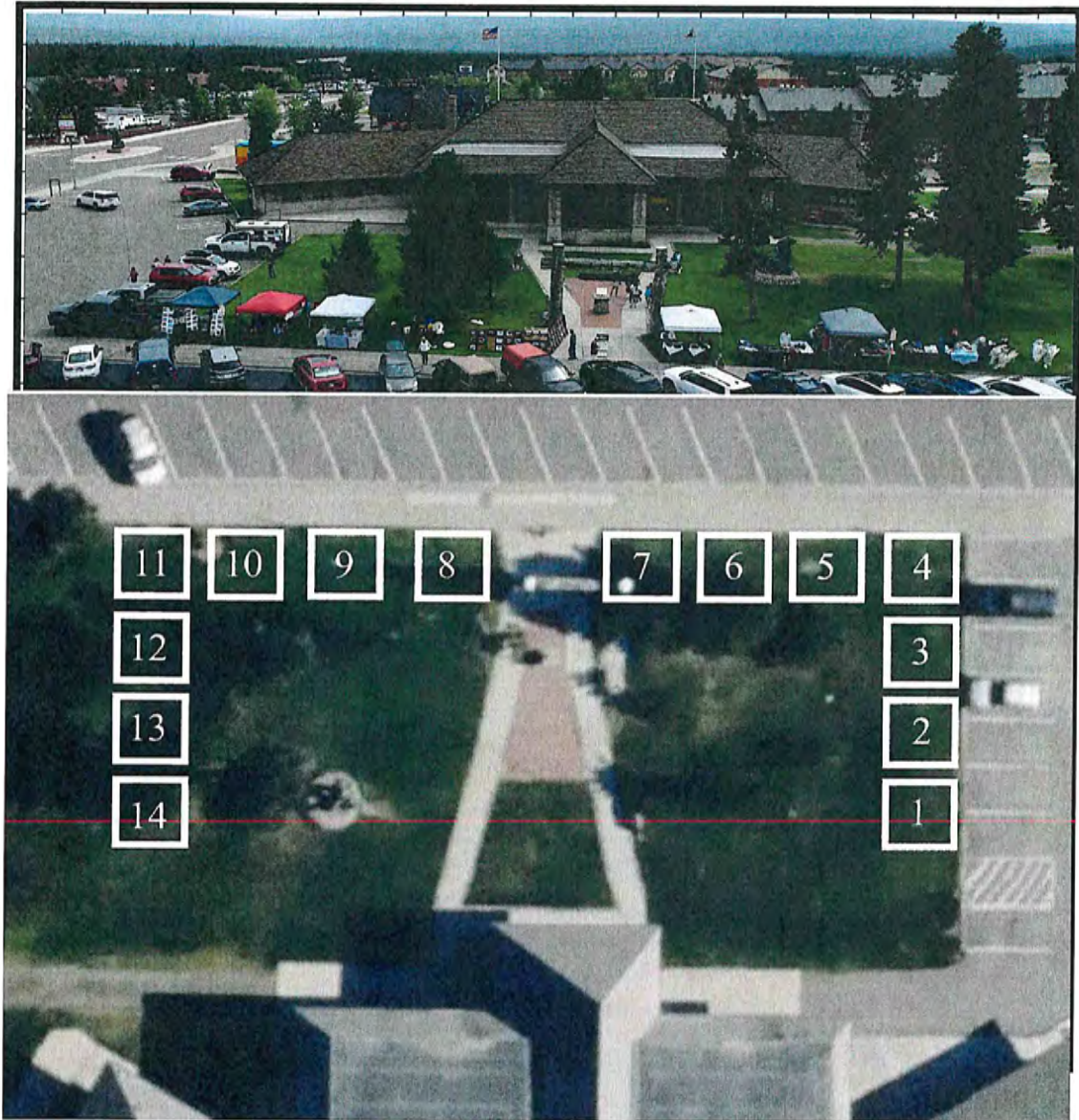
We respectfully request that the Resort tax bond be waived for this annual event as the resort tax will be collected from each vendor, weekly and submitted to the Town monthly.





## SITE PLAN

Event: West Yellowstone Community Market



Vendor Space is 10' x 10 '  
Kids (free) space is 5' x 5'

## VENDING AND SALES

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

**Event:** West Yellowstone Community Market

**Date(s)** Thursdays May 26 -Sept 26

Attach additional sheets as necessary.

**Primary Sponsor:** Kenny Jones Photo

Contact Person: Kenny Jones

Address: POB Box 1612

West Yellowstone, MT 59758

Phone: 406-640-0824

Type of sales: Art-Photography

Resort Tax applicable: ☐ YES ☐ NO

Vendor Name: A Plus Rings

Contact Person: Abbey Anderson

Address: 322 N. 3707 E

Rigby, ID 83442

Phone: 208-589-3791

Type of sales: Jewelry

Resort Tax applicable: ☐ YES ☐ NO

Vendor Name: Nina Stevens

Contact Person: Nina Stevens

Address: PO Box 856

Phone: 970-366-0936

Type of sales: Handmade blankets, produce, bath bombs

Resort Tax applicable: ☐ YES ☐ NO

Vendor Name: The Twisted Wire

Contact Person: Sarah Watson

Address: PO Box 1323

West Yellowstone], MT 59758

Phone: 406-209-6160

Type of sales: Jewelry

Resort Tax applicable: ☐ YES ☐ NO

Vendor Name: Totes by Patti

Contact Person: Patti Adams

Address: PO Box 491

West Yellowstone, MT 59758

Phone: 406-641-0447

Type of sales: Hand made bags

Resort Tax applicable: ☐ YES ☐ NO

Vendor Name: Trent Sizemore Photography, LLC

Contact Person: Trent Seizemore

Address: PO Box 888

West Yellowstone], MT 59758

Phone: 406-640-2614

Type of sales: Photography, books, photo gifts

Resort Tax applicable: ☒ YES ☐ NO

Vendor Name: Natrual Yellowstone Photography

Contact Person: Ross Winslow

Address: PO Box 1293

West Yellowstone], MT 59758

Phone: 406-640-0783

Type of sales: \_\_\_\_\_

Resort Tax applicable: ☐ YES ☐ NO

Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of sales: Bead work, quilts, rugs, handmade toys

Resort Tax applicable: ☐ YES ☐ NO

Additional vendors will be added upon approval of permit



## FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	SS	4/9/25	N/A
Fire	SB	4/10/25	
Police			
Finance			
Administration	DN	4/9/25	

Notes/Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved

Denied

Town Clerk

Date

## ATTACHMENTS

Liability Insurance	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Waived
Outside Amplification Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> NA
Encroachment Application	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> NA
Open Container Resolution	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> NA
Resort Tax Bond	<input type="checkbox"/> Paid	<input type="checkbox"/> Surety	<input type="checkbox"/> NA



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/16/2025

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

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

<b>PRODUCER</b> Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (855) 222-5919 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> support@nextinsurance.com														
<b>INSURED</b> Kenneth Jones Town Market of West Yellowstone 440 Yellowstone Ave West Yellowstone, MT 59758	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A : Next Insurance US Company</td><td>16285</td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Next Insurance US Company	16285	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Next Insurance US Company	16285														
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

## COVERAGES

CERTIFICATE NUMBER: 816634209

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		NXTQP7RWXY-00-GL	05/24/2025	05/24/2026	EACH OCCURRENCE \$1,000,000.00
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00						
	MED EXP (Any one person) \$15,000.00						
	PERSONAL & ADV INJURY \$1,000,000.00						
							GENERAL AGGREGATE \$2,000,000.00
							PRODUCTS - COMP/OP AGG \$2,000,000.00
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X		NXTQP7RWXY-00-GL	05/24/2025	05/24/2026	EACH OCCURRENCE \$ 2,000,000.00
	AGGREGATE \$ 2,000,000.00						
	\$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

The Certificate Holder is Town of West Yellowstone Offices. This Certificate Holder is an Additional Insured on the General Liability policy and Umbrella/Excess Liability policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

## CERTIFICATE HOLDER

Town of West Yellowstone Offices  
440 Yellowstone Ave  
West Yellowstone, MT 59758

## LIVE CERTIFICATE



Click or scan to view

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Anna Fagan*

© 1988-2015 ACORD CORPORATION. All rights reserved.



# EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

## Town of West Yellowstone, Montana



Event: Buffalo Chip Chuck library fundraiser

Sponsor Organization: West Yellowstone Public Library Foundation (non-profit)

Sponsor Address: POB 1179; West Yellowstone, MT 59758

Contact Person: Julie Hannaford, Chair

Contact Phone: 406-640-4116

Fax: N/A

E-mail Address: ~~JAHannaford@gmail.com~~

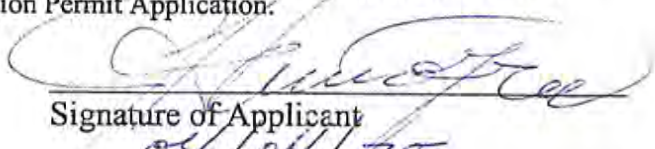
WYellowstoneLibraryFoundation@gmail.com

Date(s) of Event: 07/04/25, 12pm - 6pm (event 2pm - 5pm only)

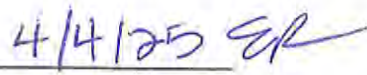
Location of Event: Town Park baseball diamond

- 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](http://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 20<sup>th</sup> 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: \$ \_\_\_\_\_  
Resort Tax Bond: \$ \_\_\_\_\_  
Vendor(s) Fee: \$ \_\_\_\_\_  
Total Due: \$ \_\_\_\_\_

  
Signature of Applicant

04/04/25  
Date

Date Received by the Town: 4/4/25 

## Event Detail

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

-Event detail on attached page

-Site plan on attached page

-We request a waiver for the liability insurance

-We request use of Town bleachers

-We request that Town place the bleachers adjacent to the baseball diamond (3rd baseline) before the day of the event

-Amplification permit attached

## FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services	JS	4/9/25	
H2O/Sewer	JS	4/9/25	
Fire	SB	4/7/25	
Police			
Finance	KX	4/9/25	
Administration	OW	4/9/25	
Notes/Conditions: _____			
_____			
_____			
Approved		Denied	_____ Town Clerk _____ Date

## ATTACHMENTS

Liability Insurance	_____ Yes	_____ No	_____ Waived
Outside Amplification Permit	_____ Yes	_____ No	_____ NA
Encroachment Application	_____ Yes	_____ No	_____ <input checked="" type="checkbox"/> NA
Open Container Resolution	_____ Yes	_____ No	_____ <input checked="" type="checkbox"/> NA
Resort Tax Bond	_____ Paid	_____ Surety	_____ <input checked="" type="checkbox"/> NA

## EVENT DETAIL

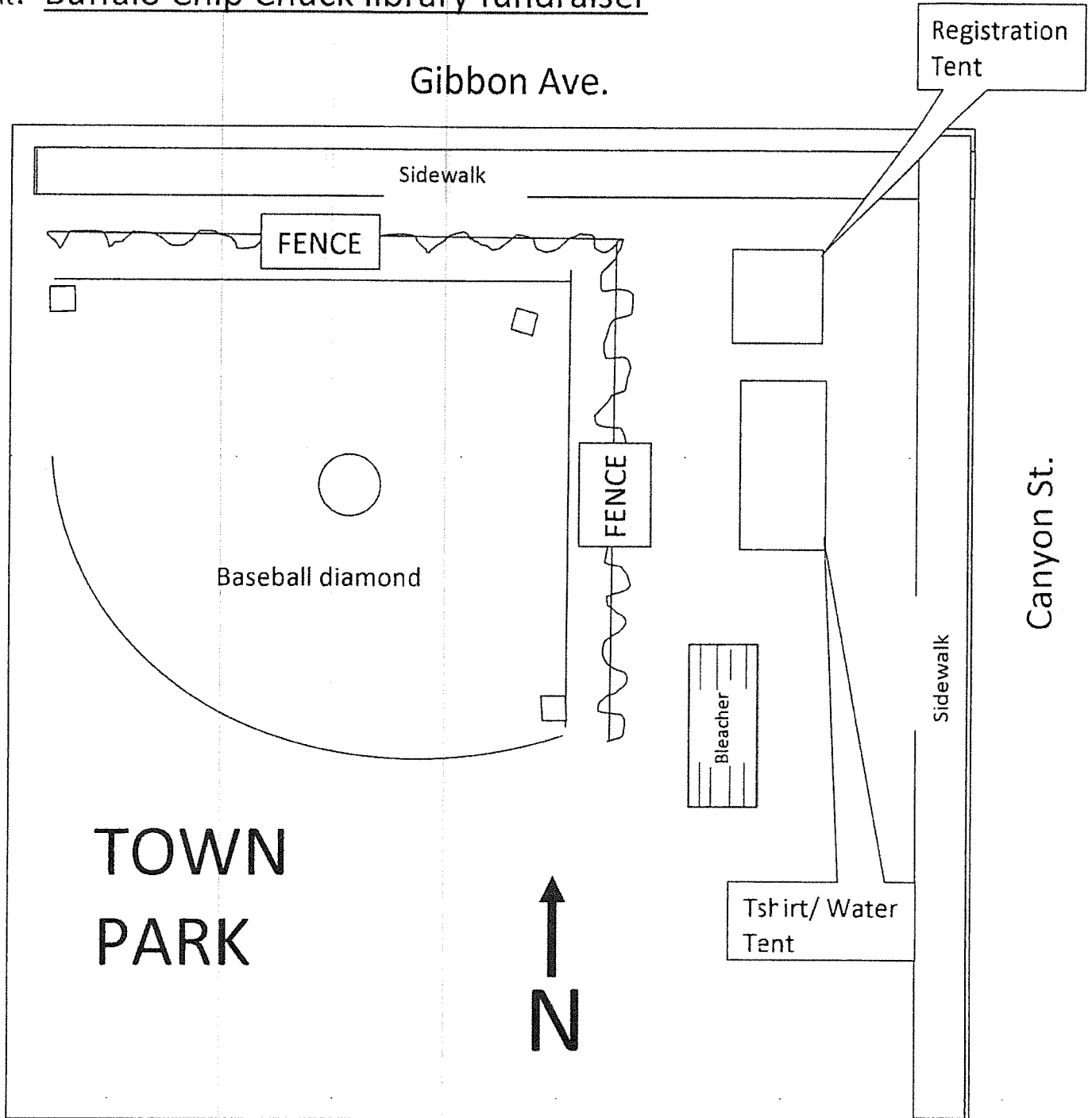
The Buffalo Chip Chuck is an annual event (in its 13<sup>th</sup> year) to raise money for the West Yellowstone Public Library. The event is sponsored by the non-profit West Yellowstone Public Library Foundation (WYPLF). The event takes place from 2pm-5pm with set-up from 12pm-2pm and take-down from 5pm-6pm.

This event takes place at the City Park baseball diamond. Participants donate money to choose 3 dried bison patties (buffalo chips) and toss them, one at a time, into the outfield. The person with the farthest toss is the winner. There are multiple categories of participants, based on gender and age. We choose a winner from each category and the winners each receive a prize of some type. The winners are announced and prizes distributed at the end of the event.

During the event, we will be using an electronic, single-speaker microphone to announce each participant to the crowd of on-lookers. There will be tables with awnings set up outside of the baseball diamond for participant registration and distribution of Buffalo Chip Chuck tshirts, bottled water, snacks. For a donation, people can have tshirts, water or snacks. We will hang a few banners advertising the WYPLF. We will also hang a variety of posters with bison pictures and bison facts to entertain people standing in line, waiting for their turn to throw.

# SITE PLAN

Event: Buffalo Chip Chuck library fundraiser





## Outside Amplification Permit Application Town of West Yellowstone

Event: Buffalo Chip Chuck library fundraiser

Contact Person: Julie Hannaford, Chair, WY Public Library Foundation

Mailing Address: POB 1179

Email Address: WYellowstoneLibraryFoundation@gmail.com

Phone Number: 406-640-4116

Signature of Property Owner of Record: \_\_\_\_\_

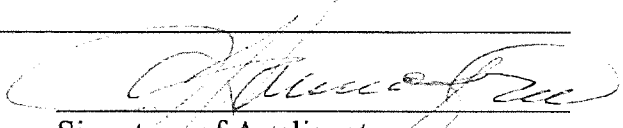
Date(s) of Event: 07/04/25

Location: City Park baseball diamond

Amplification between the hours of: 2pm and 5pm

Description of Event: See attached "Event Detail"

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Signature of Applicant

07/04/25  
Date

### FOR OFFICE USE ONLY

Decision by Town Council:

Approved

Disapproved

Conditions: \_\_\_\_\_

\_\_\_\_\_

Signature of Mayor/Town Manager: \_\_\_\_\_

\_\_\_\_\_  
Date



**From:** [GForsythe2@wyellowstone.com](mailto:GForsythe2@wyellowstone.com)  
**To:** [Elizabeth Roos](#)  
**Subject:** RE: Health Care Services Advisory Board  
**Date:** Wednesday, April 16, 2025 11:07:14 AM

---

Lis- I would like to be reappointed to the Health Care Services Board. If you need any more information, please let me know. Greg

---

**From:** Elizabeth Roos <eroos@townofwestyellowstone.com>  
**Sent:** Wednesday, April 16, 2025 11:01 AM  
**To:** Greg Forsythe <gforsythe2@wyellowstone.com>  
**Subject:** Health Care Services Advisory Board

Hello Greg,

Are you interested in being reappointed to the Health Care Services Advisory Board? Your term on the board expired on April 6, 2025 as did the term for Robin Eyman. Robin reapplied and the Council reappointed her to the board at the last meeting. If you would like to be reappointed, please send me an email stating such. I'm sure I can find your original application.

Hope all is well,

Elizabeth Roos, Town Clerk/HR, CMC  
Town of West Yellowstone  
PO Box 1570  
440 Yellowstone Avenue  
West Yellowstone, MT 59758  
[www.townofwestyellowstone.com](http://www.townofwestyellowstone.com)



Received ER  
3-11-21

Appointed  
4-6-21 ER

### APPLICATION FOR BOARDS AND COMMITTEES

Name Greg Forsythe Date 3-11-21

Address 5209 Grayling P.O. Box 614

City WEST YELLOWSTONE State MT Zip 59758

Phone (Home): 406-640-1555 (Work): 406-646-9578 (Cell/Other): \_\_\_\_\_

E-Mail Address: GFORSYTHE2@WYELLOWSTONE.COM

Are you a resident of West Yellowstone? YES Length of residency in West Yellowstone: 41 yrs.

Board or Committee you are applying for: HEALTH ADVISORY BOARD

Occupation: SELF

Employer: WESTMONT Building Center

Have you previously served on a County or City board? ✓ A COUPLE

If so, which board, and for how long? POLICE COMMISSION - 5 years GALLATIN COUNTY

Past Memberships and Associations: WYELLOWSTONE Recreation Board JUDICIAL BOARD 5 years 1 year

Current Memberships and Associations: NONE

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: HAVE SOME EXPERIENCE OF RFP FOR WYELLOWSTONE

SERVE ON THE BOARD OF WEST YELLOWSTONE Medical Center

What are your primary objectives for serving on this board? HEALTH SERVICES FOR

WEST YELLOWSTONE - They ARE kind of running

be kind times

References (Individual or Organization):

Kyle Goetz Phone: \_\_\_\_\_

SHANE GRUBB Phone: \_\_\_\_\_

JOHN COSTELLO Phone: \_\_\_\_\_

Signature: Greg W. Forsythe Date: 3-11-21

Please return this application to the Town Offices at 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT, 59758, or by email to: [info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com). Thank you in advance for your interest.



# Health Care Services Advisory Board

NAME	DATE APPOINTED	TERM EXPIRES
Kyle Goltz (406) 646-4444 <a href="mailto:kgoltz@hotmail.com">kgoltz@hotmail.com</a>	7/21/15 4/16/19 4/5/22	7/21/18 4/16/22 4/5/26
Jennifer Jordan 646-7068 (W) 303-908-4196 (C) <a href="mailto:parksdept@outlook.com">parksdept@outlook.com</a>	8/4/15 4/16/19 4/5/22	8/4/18 4/16/22 4/5/26
Kenny Jones (307) 690-9562 <a href="mailto:kjones@kennyjonesphoto.com">kjones@kennyjonesphoto.com</a>	2/16/21 6/18/24	2/16/24 6/18/27
Robin Eyman (206) 819-5840 <a href="mailto:robineyman@live.com">robineyman@live.com</a>	4/6/21 4/8/25	4/6/25 4/8/29
Greg Forsythe (406) 640-1555 (Cell) <a href="mailto:gforsythe2@wyellowstone.com">gforsythe2@wyellowstone.com</a>	4/6/21	4/6/25
Lisa Griffith, Town Council Rep (858) 735-6039 <a href="mailto:lgriffith@townofwestyellowstone.com">lgriffith@townofwestyellowstone.com</a>	3/1/22	Concurrent w/ employment
Shane Grube, Fire Chief (406) 640-0301 <a href="mailto:sgrube@hbrfd.com">sgrube@hbrfd.com</a>	4/6/21	Concurrent w/ employment

Revised 4/2025 - er

# Montana Code Annotated 2023

TITLE 76. LAND RESOURCES AND USE

CHAPTER 1. PLANNING BOARDS

Part 2. Membership

## Membership Of City Planning Board

**76-1-221. Membership of city planning board.** (1) A city planning board shall consist of not less than seven members to be appointed as follows:

- (a) one member to be appointed by the city council from its membership;
- (b) one member to be appointed by the city council, who may in the discretion of the city council be an employee or hold public office in the city or county in which the city is located;
- (c) one member to be appointed by the mayor upon the designation by the county commissioners of the county in which the city is located;
- (d) four citizen members to be appointed by the mayor, two of whom shall be resident freeholders within the urban area, if any, outside of the city limits over which the planning board has jurisdiction under this chapter and two of whom shall be resident freeholders within the city limits.

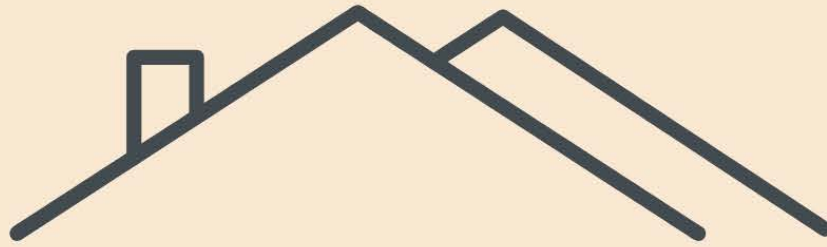
(2) The clerk of the city council shall certify members appointed by its body. The certificates shall be sent to and become a part of the records of the planning board. The mayor shall make similar certification for the appointment of citizen members.

**History:** (1)En. Sec. 4, Ch. 246, L. 1957; amd. Sec. 1, Ch. 271, L. 1959; Sec. 11-3804, R.C.M. 1947; (2)En. Sec. 7, Ch. 246, L. 1957; Sec. 11-3807, R.C.M. 1947; R.C.M. 1947, 11-3804(part), 11-3807.

# West Yellowstone Planning Board

NAME	DATE APPOINTED	TERM EXPIRES
1. Jerry Johnson - Chair (7/9/24) PO Box 405, 712 N Hayden C: (406) 640-7000 <a href="mailto:westmayor@aol.com">westmayor@aol.com</a>	8/3/22 9/3/24	8/2/24 9/2/26
2. Rob Klatt PO Box 215, 518 Carnelian Court C: (406) 580-2002 W: (406) 646-9523 <a href="mailto:wymayor@gmail.com">wymayor@gmail.com</a>	9/5/18 7/2/19 7/6/21 6/18/24 retro to 7/6/23	6/1/19 7/1/21 7/5/23 7/5/25
3. Brad Schmier - Vice Chair (7/9/24) PO Box 1029, 648 Grouse Court C: (406) 640-1241 <a href="mailto:bschmier@outlook.com">bschmier@outlook.com</a>	8/3/22 9/3/24	8/2/24 9/2/26
4. Keith Hendrickson PO Box 1032, 609 N Electric C: (425) 765-3477 <a href="mailto:725keith@gmail.com">725keith@gmail.com</a>	3/22/22 6/4/24 retro to 3/22/24	3/22/24 3/22/26
5. County Designee Chipper Smith 175 Grayling Canyon Road West Yellowstone, MT 59758 C: (406) 220-7778 <a href="mailto:GCRCHIP@Yahoo.com">GCRCHIP@Yahoo.com</a>	5/20/14 6/7/16 6/5/18 6/2/20 6/7/22 6/7/24	5/20/16 6/7/18 6/20/20 6/2/22 6/7/24 6/7/26
6. Jon Brown, Interim Public Services Superintendent PO Box 1570 C: (406) 640-9074 <a href="mailto:jbrown@townofwestyellowstone.com">jbrown@townofwestyellowstone.com</a>		Concurrent with Employment
7. Jeff Mathews, Town Council Member PO Box 809 C: (805) 207-5270 <a href="mailto:jmathews@townofwestyellowstone.com">jmathews@townofwestyellowstone.com</a>		Concurrent with TC Term Appointed 6/7/20

Updated 4/15/25 - er



# WEST YELLOWSTONE HOUSING COALITION HOMEBUYER READINESS

Thinking about buying a home—especially in the future 80-acre development? Join us for Session 4 of the West Yellowstone Housing Education Series, where we'll walk you through what it really takes to be ready to buy a home.

- Learn what to expect in the homebuying process
- Understand the most common financial pitfalls to avoid
- Get the tools you need to take the next step toward homeownership.

Whether you're actively preparing to buy or just want to be ready when opportunities arise in West Yellowstone, this session is for you!

Speaker:

Naomi Valentine, Network Relationship Coordinator with NeighborWorks Montana

***Read the  
Housing  
Strategy Plan  
here***



Dinner served at 5:30pm  
Speakers start at 6:00pm

***Thursday  
April 24, 2025  
5:30pm - 7:00pm***

***West Yellowstone  
School Cafeteria***

***\*daycare NOT available***

FREE EVENT

Take Control, a Montana based health coaching company presents:

# “Healthy Living is Possible, One Small Step at a Time”

with

**Troy Bergquist**, Recruitment Specialist

**Laura Del Guerra**, RD, CDCES

Registered Dietitian, Diabetes Care & Education  
Specialist

## Topics will include:

Nutritious budget friendly grocery shopping

Benefits of exercise—even in small doses

How to get a better night's sleep

Managing chronic conditions through simple lifestyle changes

Snacks and Refreshments will be provided



**takecontrol**

**April 30th, 2025**  
**at 5pm**

**Povah Community**  
**Center**

Please call to reserve your spot!



(406) 646-7311





JOIN US FOR THE

# *Mother's Day Floral Craft*

May 1st, 2025

Povah Community Center

5:00 - 6:30 PM

Call to sign up as spots are limited!

\$25 to participate

(406) 646-7311

Please sign up by 04/25





FREE EVENT

Join us for an exciting

# GARDENING WORKSHOP

May 8th, 2025  
5:00 pm – 7:00 pm

Povah  
Community  
Center

LIVING IN WEST YELLOWSTONE PRESENTS  
CHALLENGES FOR GARDENING. COME LEARN  
TIPS AND TRICKS SO YOUR GARDEN CAN  
FLOURISH THIS SEASON.

Please call (406) 646-7311 to reserve your spot



with Karen Coffin

and Kristy Coffin

Colter Allen





**DURING THE WEEK OF  
May 20, 2025**

The Town will pick up yard debris  
left along parkways of streets  
between 8am and 2pm  
free of charge  
according to the schedule below

**Tuesday, May 20-Parkway A & B  
Wednesday May 21-Parkway C &  
D**

**Thursday - Friday May 22<sup>nd</sup> & 23<sup>rd</sup>  
Madison Addition**

No appliances, no pieces of large  
furniture, no business and  
commercial debris, no household  
trash will be accepted.

On Friday, May 23, 2025  
everyone is invited to meet at  
Pioneer Park at 12pm to 2pm to  
form groups and establish routes.  
The Town's dump trailers will be  
parked at Pioneer Park for free  
disposal of yard debris between  
the hours of 12pm - 6pm.

Trash bags and gloves will be  
available all week at Town Hall  
during business hours.



**COMMUNITY  
CLEANUP**

**May 20- May 23, 2025**

**SAVE THE DATE FOR OUR ANNUAL EVENT**

**May 23, 2025 FREE BBQ AT 2pm**

**All community clean up participants are invited to attend  
a free BBQ at the pavilion in Pioneer Park**

Businesses, community organizations, families, individuals  
all are encouraged to select an area of public property to clean up!  
Please coordinate with the Town Hall to avoid duplication of efforts!



Town of West Yellowstone  
440 Yellowstone Ave  
406-646-7795