

Town of West Yellowstone

Tuesday, April 8, 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 – 6:00 PM

80 Acres Zoning Map-Scott Hazelton, Senior Planner for Hyalite Engineering

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: **March 18, 2025 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

Presentation: Billings Clinic Annual Report

NEW BUSINESS

Billings Clinic Risk Share Agreement Recommendation: \$200,000

Discussion/Action

Casting Pond Grant Application

Discussion/Action

Advisory Board Appointments

Discussion/Action

- Robin Eyman, Health Care Services Advisory Board

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.





March 3, 2025

Town of West Yellowstone, Montana
440 Yellowstone Ave.
West Yellowstone, MT 59758

RE: 80 Acre Second Draft

Dear West Yellowstone Planning Board Members:

Along with this letter you will find the second draft of the 80-acre maps. This takes into account our discussion at the last meeting. All accesses to USFS trails and roads have been accounted for along with the purpose of providing more housing. I believe that this layout will meet the goals of the community to provide for housing in the 80 acres.

The main goal of this first step is to begin providing housing and laying out the framework for the 80-acres. As we have designated the rest of the parcel for the transition zoning it can be used as snow storage. As we continue to zone and develop the 80 acres we will need to continually be cognizant of the real life needs.

The next steps in the process are to review this proposal, make any additional changes, and then forward it on to council. I look forward to our discussion on Friday.

If you have any questions regarding this proposal, please contact me at either 406-475-2969 or shazelton@hyaliteeng.com.

Respectfully Submitted,
Hyalite Engineers PLLC.

A handwritten signature in black ink, appearing to read "Scott Hazelton".

Scott Hazelton, AICP, CFM
Senior Planner



04/04/25
14:58:36

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

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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52229		1089 Gallatin County Treasurer	1,437.00					
	09/30/24	Tech surcharge	200.00		COURT	7458 212200		101000
	09/30/24	MLEA	200.00		COURT	7467 212200		101000
	09/30/24	Victims Assistance	98.00		COURT	7699 212200		101000
	10/31/24	Tech surcharge	150.00		COURT	7458 212200		101000
	10/31/24	MLEA	150.00		COURT	7467 212200		101000
	10/31/24	Victims Assistance	98.00		COURT	7699 212200		101000
	11/30/24	Tech surcharge	10.00		COURT	7458 212200		101000
	11/30/24	MLEA	20.00		COURT	7467 212200		101000
	11/30/24	Victims Assistance	35.00		COURT	7699 212200		101000
	12/31/24	Tech surcharge	20.00		COURT	7458 212200		101000
	12/31/24	MLEA	20.00		COURT	7467 212200		101000
	01/31/25	Tech surcharge	60.00		COURT	7458 212200		101000
	01/31/25	MLEA	70.00		COURT	7467 212200		101000
	01/31/25	Victims Assistance	98.00		COURT	7699 212200		101000
	02/28/25	Tech surcharge	50.00		COURT	7458 212200		101000
	02/28/25	MLEA	60.00		COURT	7467 212200		101000
	02/28/25	Victims Assistance	98.00		COURT	7699 212200		101000
52230		266 Utilities Underground Location	1.75					
	5035385 03/31/25	excavation notifications	1.75		SEWER	5310 430600	357	101000
52231		2264 MORNING GLORY COFFEE & TEA	40.00					
	429710 04/01/25	Dispatch coffee	40.00		DISP	1000 420160	220	101000
52232		2575 WY Tourism Business Improvement	25,102.63					
	03/31/25	Collections in March	25,102.63		TBID	7202 411800	540	101000
52234		2088 Town West Yellowstone	883.73					
	04/01/25	utility chrgs, Chamber, 895	77.42		BLDGS	1000 411257	340	101000
	04/01/25	utility chrgs, UPDL, 892	126.98		BLDGS	1000 411252	340	101000
	04/01/25	utility chrgs, PS Shops, 884	58.65		BLDGS	1000 411253	340	101000
	04/01/25	utility chrgs. Povah Ctr, 887	109.98		BLDGS	1000 411255	340	101000
	04/01/25	utility chrgs, Police Dept, 886	74.41		BLDGS	1000 411258	340	101000
	04/01/25	utility chrgs, City Park, 885	196.07		BLDGS	1000 411253	340	101000
	04/01/25	utility chrgs, Library, 891	59.17		LIBBLD	1000 411259	340	101000
	04/01/25	utility chrgs, Twn Hall, 921	181.05		TWNHAL	1000 411250	340	101000
52237		2546 Century Link QCC	10.90					
	03/24/25	long dist chg 406-646-7600	10.90		DISPAT	1000 420160	345	101000

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52238		73 Westmart Building Center	442.10					
	03/27/25	Street Supplies	123.84		STREET	1000 430200	220	101000
	03/27/25	Street Repairs Equipment	9.20		STREET	1000 430200	369	101000
	03/27/25	Street Repairs vehicle	47.48		STREET	1000 430200	361	101000
	03/27/25	Water Supplies	14.23		WATER	5210 430500	220	101000
	03/27/25	Povah Ctr. Suuplies	34.17		POVAH	1000 411255	220	101000
	03/27/25	Parks Supplies	47.92		PARKS	1000 460430	220	101000
	03/27/25	Park buildings	19.44		PARKS	1000 411253	366	101000
	03/27/25	Soc Serv Supplies	17.09		SOCSEK	1000 450135	220	101000
	03/27/25	Rec Supplies	128.73*		REC	1000 460440	220	101000
52239		3242 Fisher's Technology	15.16					
	1475448	03/25/25 copy fee	15.16		FINADM	1000 410510	356	101000
52240		95 Energy West-Montana	2,648.75					
	04/01/25	nat gas 210361788 updl	112.85		UPDH	1000 411252	344	101000
	04/01/25	nat gas 210360293 Police	27.28		POLBLD	1000 411258	344	101000
	04/01/25	nat gas 210361746 Pub Services	675.70		STREET	1000 430200	344	101000
	04/01/25	nat gas 210361811 old firehall	202.42		PARK	1000 460430	344	101000
	04/01/25	nat gas 210363966 old bld ins	108.85		STREET	1000 430200	344	101000
	04/01/25	nat gas 210360540 library	315.06		LIBBLD	1000 411259	344	101000
	04/01/25	nat gas 210364599 Povah	626.13		POVAH	1000 411255	344	101000
	04/01/25	nat gas 210361697 Iris Lift St	42.33		SEWER	5310 430600	344	101000
	04/01/25	nat gas 210365425 Twn Hall	512.52		TWNHAL	1000 411250	344	101000
	04/01/25	nat gas 210361655 Mad Add Sewe	25.61		SEWER	5310 430600	344	101000
52242		2421 NAPA Auto Parts	589.36					
	03/31/25	Napa Supplies	86.23		STREET	1000 430200	220	101000
	03/31/25	Napa repairs Supplies	5.16		STREET	1000 430200	361	101000
	03/31/25	Napa Equipmnt repairSupplies	-53.88		STREET	1000 430200	369	101000
	03/31/25	NAPA Fuel & Oil supplies	506.30		STREET	1000 430200	231	101000
	03/31/25	Water Supplies	45.55		STREET	5210 430550	220	101000
52249		2852 Blackfoot Communications	1,968.74					
	04/01/25	646-5106, fax soc svc	40.53		SOCSEK	1000 450135	345	101000
	04/01/25	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	04/01/25	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	04/01/25	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	04/01/25	646-7311, social services	20.37		SOCSEK	1000 450135	345	101000
	04/01/25	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	04/01/25	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	04/01/25	646-7609, public works	24.87		PUBSVC	1000 430200	345	101000
	04/01/25	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	04/01/25	646-7715, povah center	25.08		POVAH	1000 411255	345	101000

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	04/01/25	646-7795, town hall	232.66		TWNHAL	1000 411250	345	101000
	04/01/25	646-7845, court clerk	9.37		COURT	1000 410360	345	101000
	04/01/25	646-9017, library	44.08		LIBRAR	2220 460100	345	101000
	04/01/25	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	04/01/25	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	04/01/25	ethernet, povah center	146.26		POVAH	1000 411255	345	101000
	04/01/25	ethernet, police station	359.95		POLICE	1000 411258	345	101000
	04/01/25	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	04/01/25	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	04/01/25	602-4909, town hall judge	14.63		COURT	1000 410360	345	101000
	04/01/25	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	04/01/25	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	04/01/25	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	04/01/25	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	04/01/25	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	04/01/25	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	04/01/25	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	04/01/25	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	04/01/25	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	04/01/25	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	04/01/25	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	04/01/25	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	04/01/25	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	04/01/25	6024044 Soc Ser Pantry	10.00		SOCSE	1000 450135	345	101000
52250		3400 Julie Brown	2,912.50					
	0400425	04/04/25 Library	337.50*		LIBRY	1000 411259	357	101000
	0400425	04/04/25 Rendezvous Ski building	200.00		TRLHD	1000 411256	350	101000
	0400425	04/04/25 Town Hall	1,375.00*		TWNHLL	1000 411250	357	101000
	0400425	04/04/25 Povah Building	1,000.00		POVAH	1000 411255	350	101000
52256		42 Fall River Electric	8,210.41					
	03/20/25	PARK, old firehouse 2901001	398.08		PARK	1000 411253	341	101000
	03/20/25	povah comm ctr 4212001	272.85		POVAH	1000 411255	341	101000
	03/20/25	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	03/20/25	RR Well 4212005	111.32		WATER	5210 430500	341	101000
	03/20/25	IRIS LIFT STATION 4212006	440.78		SEWER	5310 430600	341	101000
	03/20/25	POLICE 4212008	414.47		POLICE	1000 411258	341	101000
	03/20/25	TOWN HALL 4212009	323.08		TWNHLL	1000 411250	341	101000
	03/20/25	ICE RINK 421010	78.55		PARKS	1000 411253	341	101000
	03/20/25	S Canyon XmasTreelite 4212011	0.00		STLITE	1000 430263	341	101000
	03/20/25	Sewer Plant 4212012	1,309.05		SEWER	5310 430600	341	101000
	03/20/25	South Iris Street Well 4212013	164.13		WATER	5210 430500	341	101000
	03/20/25	Hayden/DeLaceyPump 4212014	236.65		SEWER	5310 430600	341	101000
	03/20/25	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000

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	03/20/25	911 Tower 4212016	144.02		911	2850 420750	341	101000
	03/20/25	MADADD H20 Tower 4212017	55.72		WATER	5210 430500	341	101000
	03/20/25	SHOP 4212018	292.98		STREET	1000 430200	341	101000
	03/20/25	UPDL 220 Yell Ave4212019	39.00		UPDL	1000 411252	341	101000
	03/20/25	ANIMAL 4212029	226.74		ANIML	1000 440600	341	101000
	03/20/25	CLORINATOR 4212030	98.74		WATER	5210 430500	341	101000
	03/20/25	Electric Well 4212031	60.52		WATER	5210 430500	341	101000
	03/20/25	PARK 4212032	309.86		PARKS	1000 411253	341	101000
	03/20/25	UPDL 4212041	492.94		UPDL	1000 411252	341	101000
	03/20/25	861PowerLinTREATSERV 4212046	1,094.76		SEWER	5310 430600	341	101000
	03/20/25	LIBRARY 23 dunraven 4212054	155.92		LIBR	1000 411259	341	101000
52258		2813 Century Link	1,003.65					
	03/19/25	911 ALI/SR 255-9710	390.80		911	2850 420750	345	101000
	03/19/25	BSLAnlog 255-9712/0133,5127	125.25		POLICE	2850 420750	345	101000
	03/19/25	BSLAnlog 646-5170,5173,5179	167.60		POLICE	2850 420750	345	101000
	03/19/25	Alarm Lines 646-5185,7256	105.20		TWNHLL	1000 411250	345	101000
	03/19/25	Police - 646-7600	214.80		POLICE	2850 420750	345	101000
52264		65 Tractor & Equipment	105.49					
	2821018 03/11/25	Repair Supplies	105.49		STREET	1000 430200	369	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
	04/01/25	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

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	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
52266		3318 Mountain States Lighting	43,379.28					
	14315 03/07/25	Street Lights poles	43,379.28		STLIGH	1000 430263	938	101000
52267		1331 West Yellowstone Foundation	10.00					
	031025 03/10/25	Bus voucher	10.00		HELP	7010 450135	370	101000
52268		3315 IAS EnviroChem	1,582.00					
	2501274 03/18/25	Wastewater Testing Fees	1,582.00		SEWER	5310 430600	348	101000
52269		999999 NINA SANTILLAN	350.00					
	03/16/25	RefundPovahCleandepost3-16-25	350.00		POVAH	2210 214001		101000
52270		2455 Tri State Excavating, LLC	1,305.59					
	16321 11/21/24	Road Base Nov	1,305.59*		STREET	1000 430200	357	101000
52271		547 WY Chamber of Commerce	1,700.00					
	towy032025 03/17/25	ReimburseCleaning Feb 2025	1,700.00		LEGIS	1000 410100	870	101000
52272		332 Allegra	45.70					
	297918 03/22/25	PerforatedPaperforBL	45.70		FINADM	1000 410510	220	101000
52273		3355 Rod's Diesel and Generator	1,800.00					
	251043 03/18/25	EquipRepairsupplies	1,800.00		SEWER	5310 430630	369	101000

04/04/25
14:58:36

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
52274		2854 Mountain Alarm	153.21					
	6095505	04/01/25 4/1/25-6/30/25MonitoringAlarm	153.21*		TWNHLL	1000 411250	357	101000
52275		3448 Billings Clinic Occupational	30.00					
	166EM968	03/10/24 DS DOT DrugTest	30.00		STREET	1000 430200	351	101000
52276		2586 Waxie Sanitary Supply	3,895.35					
	83104554	03/17/25 Supplies	3,895.35		PARKS	1000 460430	220	101000
52277		2800 RDO Equipment Co.	4,157.11					
	8116816	03/31/25 EquipReparis	1,011.26		STREET	1000 430200	369	101000
	1810316	03/07/25 Part&Service on Loader	3,145.85		STREET	1000 430200	369	101000
52278		2481 Platt	1,576.08					
	6B202422	03/06/25 EquipRepair sewer	1,576.08		SEWER	5310 430630	369	101000
52279		3030 Irma Vazquez	181.45					
	03/24/25	Reimbursement	181.45*		REC	1000 460440	220	101000
52280		2751 Gallatin County Justice Court	1,085.00					
	03/17/25	Bondpassthru-Carr	1,085.00		COURT	7469 213000		101000
52281		2751 Gallatin County Justice Court	20.00					
	03/26/25	BondPassThrough-Somps	20.00		COURT	7469 213000		101000
52282		999999 GABRIELLE SEUBERT	55.00					
	03/26/25	ExoneratedBond-Seubert	55.00		COURT	7469 212401		101000
52283		3452 Local Government Services	340.00					
	1796/1972	03/05/25 LGS Fees	340.00*		FINADM	1000 410510	631	101000
52284		1622 CNA Surety	1,000.00					
	03/31/25	FinanceDirSuretyBond	1,000.00		FINADM	1000 410510	520	101000
52285		3483 SWS Equipment	3,151.24					
	0179159	02/25/25 EquipRepairs	3,151.24		STREET	1000 430200	369	101000
52286		3467 Hyalite Engineers PLLC	4,350.00					
	11856	03/30/25 SR-2-1 80 Acre Zoning	4,350.00		PLNNG	1000 411000	354	101000

04/04/25
14:58:36

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
52287		2822 ClearBlu Business Services	450.00					
	2960 04/01/25	Manhole cleaning	450.00		SEWER	5310 430630	357	101000
52288		3513 Yellowstone Forever	7,560.00					
	25-01 03/21/25	QuakeLake2024Programs	7,560.00		MAP	2101 410130	398	101000
52289		1061 Lane and Associates	152.46					
	10739 03/19/25	DOT DrugTest	152.46		ADMIN	1000 410210	351	101000
52290		3242 Fisher's Technology	618.76					
	1473907 03/21/25	Disptch Toner	154.91		DSPTCH	1000 420160	220	101000
	1472442 03/19/25	Disptch Toner	463.85		DSPTCH	1000 420160	220	101000
52291		254 Firehole Fill Up/Economart	1,288.12					
	04/01/25	Fuel	1,150.06		STREET	1000 430200	231	101000
	01/01/25	Fuel	138.06		POLICE	1000 420100	231	101000
52292		764 General Distributing Co.	92.75					
	1488697 03/31/25	Welding Supplies	92.75		STREET	1000 430200	369	101000
52293		2537 Balco Uniform Co., Inc.	204.00					
	82812-2 03/17/25	Uniforms - White	204.00*		POLICE	1000 420100	226	101000
52294		3245 4 Corners Recycling LLC	578.80					
	5544 03/28/25	Recycling March PullFees	578.80		PARKS	1000 460430	534	101000
52295		2952 DIS Technologies	745.00					
	15856 03/05/25	Monthly IT	745.00		DSPTCH	1000 420160	398	101000
52296		3460 Western States Fire Protection	282.96					
	170483 04/03/25	MonitorServiceFirelyr5/25-5/26	282.96*		TWNHLL	1000 411250	357	101000
52297		2856 DANA Safety Supply, Inc.	18,091.00					
	953181 03/05/25	PoliceVehicleEquipment	18,091.00		POLICE	4000 420110	944	101000
52298		40 Jerry's Enterprises	871.18					
	03/31/25	Fuel	771.18		STREET	1000 430200	231	101000
	031725-1 03/20/25	Gas Voucher	40.00		HELP	7010 450135	231	101000
	032825-1 03/29/25	Gas Voucher	60.00		HELP	7010 450135	231	101000

04/04/25
14:58:36

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

Page: 8 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
52299		2908 Frontline Ag Solutions, LLC	133.92					
	1206267	03/05/25 Equipment Repair Supplies	133.92		STREET	1000 430200	369	101000
52300		2614 Clair & Dee's Operations, LLc	201.14					
	5005290	03/19/25 FlatTireFix-17Silverado	40.00		STREET	1000 430200	361	101000
	5005298	03/24/25 OilChangePolice	161.14		STREET	1000 430200	361	101000
52301		135 Food Roundup	312.14					
	04/01/25	Rec Supplies	296.78*		REC	1000 460440	220	101000
	04/01/25	Police SuppliesPris	15.36		POLICE	1000 420230	220	101000
52302		171 Montana Food Bank Network	431.04					
	36140-1	04/03/25 Food Bank Supplies	431.04		HELP	7010 450135	220	101000
# of Claims 53			Total: 153,800.51					
Total Electronic Claims			6,248.06	Total Non-Electronic Claims	147552.45			

Town of West Yellowstone
Town Council Meeting
March 18, 2025

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

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. McBirnie explains that the topic for the work session is a discussion about building and development in the absence of sewer capacity. Town Manager Dan Walker reports that they had an engineering status meeting last week that involved TD&H and Forsgren and the water rights attorney to review water rights and capacity. Walker says that it sounds like they are comfortable with water capacity available but delivery of the water through the existing infrastructure is not certain. He says they are working on water modeling based on data that TD&H is receiving from Forsgren. They anticipate the water modeling will take 1-2 months. Walker says that it is apparent that they will need to drill another well in the not too distant future. Mathews asks if they are setting aside money now for drilling a well. Walker responds that until the water modeling is complete, they cannot plan for that.

McBirnie asks Town Attorney Jane Mersen to describe the sewer capacity issue and differentiate between residential and commercial projects. Mersen explains that under law, they cannot treat residential and commercial uses differently. She says that if two projects are similarly situated, they cannot treat them differently. Griffith comments that since the Town only issues residential building permits and the state issues commercial building permits, she thinks they could issue those residential permits without issuing connection capacity. The group considers sending a letter to Montana DEQ to request comment on issuing building permits without available capacity. The Council discusses issuing building permits without a capacity review letter since the Town only issues residential permits. Benike suggests seeking opinion from both the State and DEQ. Watt says they have heard a lot of reasons as to why they should not issue permits, but no definite answers. McBirnie says that he has concerns about changing procedures versus just waiting it out, it will take two or three months to hammer it all out. He says he wants to move forward but there are a lot of potential issues to work through. He thinks they should wait until July when the current moratorium ends. Griffith says that she thinks there are a lot of excuses but they have had plenty of time since last year to get the answers to their questions. Fire Chief Shane Grube comments that he believes the state will issue building permits regardless of capacity and the zoning permit process is how they control development. Chipper Smith comments that he does not think the Town has researched this enough. He says it has nothing to do with DEQ, they are really determining whether people who have their own property and want to spend their own money to build can move ahead, knowing that capacity is not available yet.

McBirnie says that they also need to consider whether the Town staff is prepared to handle the potential influx of applications. Deputy Public Services/Building Official KC Tanner says that he is aware of about 40 connection applications that are waiting, maybe 20 different projects. He says he will need some help handling all of those applications at once. Walker says we have been preparing for this as soon as the moratorium ends and the wastewater treatment plant comes online. They have put a lot of effort into developing processes and adopting policies so it can be handled correctly. He says they are preparing to hire an additional person in their office to assist with the anticipated applications. He says that he does not want to get sidetracked drafting interim policies that would only apply for a short time. Griffith suggests just suspending the

policy that has been adopted and simplify the process until the treatment plant is completed. McBirnie says they need to consider the message to the community by allowing development of existing property before moving forward with the 80 acres. Watt reiterates that there are too many unanswered questions to confidently move forward. Mathews says that he thinks it is important to retain our culture and allowing mass production of commercial property will change that. Jan Neish of the Island Park News confirms that the Town owns the entirety of the 80 acres and that the zoning code has been updated. McBirnie says they need to decide what the opinion of the Council is to move forward, they discuss contacting DEQ for guidance. Neish inquires whether the code addresses how to maintain the Yellowstone feeling, but the Council struggles to answer. Walker says that the updated code establishes regulations for type of use, setbacks, etc. McBirnie asks the Council if they would like to put this item on the next agenda to decide whether to allow the issuance of building permits. Griffith says that she thinks they should, Mathews and Benike agree. Watt and McBirnie indicate they have many concerns and if they don't put it on the agenda, its clear they are not going to make changes yet. Walker says he is unclear what the direction is from the Council. He clarifies that the real question is whether they are going to start issuing zoning permits and possibly building permits in the absence of capacity. They discuss whether to put an agenda item on the next agenda to allow permits without available connections. They discuss how to address the issue. Walker clarifies that they cannot distinguish between residential and commercial use, so if they are going to allow building with out capacity that will include short-term rentals, hotels, restaurants, and residential. Griffith points out that they should only consider permits they can issue, which is only residential. Walker says that zoning permits are required for all types of use. Benike says his concern is they would be issuing permits for something they cannot guarantee. After further discussion, McBirnie asks the Council to consider what they want the staff to do. Walker says that he doesn't want to stop pursuing the answers, he thinks they need to continue working in that direction before voting on the issue. Walker says he will work on these issues and hopes to be able to give an update by the next meeting.

Public Comment Period

No public comments are received.

Council Comments

Council member Watt reports that the West Yellowstone Girls Basketball team qualified for the state tournament. They did not win, but it was a great experience. Mayor McBirnie thanks Jon Simms for his service to the Town. Simms has taken another position and left his employment with the Town.

Mayor Jeff McBirnie performs the oath of office for Police Officer Corey White. White's wife, Brittany, applies the pin to Officer White's uniform.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #7056 to Asphalt Systems, Inc., to seal coat the streets in the Grizzly Park addition and parking lots for \$82,636.00. (Watt, Benike)
- 2) Motion carried to approve Purchase Order #7058 to Yellowstone Pavement Solutions to crack seal and paint the streets in the Grizzly Park addition for \$52,898.90. (Watt, Mathews)
- 3) Motion carried to approve the claims, which total \$377, 528.37. (Watt, Benike)
- 4) Motion carried to approve the minutes from the March 4, 2025 Town Council meeting. (Benike, Mathews) Griffith is opposed, motion passes.
- 5) Motion carried to approve the Outside Amplification Permit and Application to Maintain an Encroachment for the Wild Bill Days concert event, June 21, 2025. (Watt, Benike)

- 6) Motion carried to approve Resolution No. 817, a resolution to lift the open container ordinance during the Wild Bill Days concert on June 21, 2025. (Watt, Benike)
- 7) Motion carried to approve the Application to Maintain an Encroachment for the Westmart Greenhouse for the months of May, June and July 2025. (Benike, Mathews)
- 8) Motion carried to approve the site plan for the 216 Dunraven Avenue, rebuild of the One Horse Motel, Phase I. (Benike, Mathews)
- 9) Motion carried to appoint Kelli Hart to the Parks & Recreation Advisory Board for a term of four years. (Watt, Benike)
- 10) Motion carried to appoint Julia Wittmer to the Business Improvement Advisory Board for a term of four years. (Benike, Mathews)

DISCUSSION

- 1) Jon Brown explains that this treatment can be applied at night as long as it is over 50 degrees, which will alleviate traffic concerns significantly.
- 2) Brown explains that this purchase order is to seal the cracks and paint curbs, lines, parking stalls, etc.
- 3) McBirnie abstains from claim #52200 to Jeff McBirnie for \$356.40 to reimburse travel to the executive forum in Helena.
- 5-6) Katrina Mann of Wild Bill Productions addresses the Council, points out that the event is a charitable event where they raise money for a family with a child struggling through cancer treatments. Mann announces that they are excited to welcome Bret Michaels of Poison, Dee Snyder of Twisted Sister and AMH to the event his year.
- 8) Deputy Public Services Superintendent/Building official KC Tanner reports that this project at 216 Dunraven is a rebuild of the motel that was destroyed by explosion two years ago. Tanner reports that the DRG and Planning Board have reviewed the project. He explains that the project will be split into two phases. The parking is sufficient for both phases of the project and the sewer capacity that is available is sufficient for Phase I.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports on the monthly engineering meeting to discuss and update current projects. They are discussing the remodel at the Police Department, working with the State Historic Preservation Office (SHPO) on the structure reinforcement of the Mammoth Room at the UPDL, water system and water rights. They expect a water modeling report within the next month or two. The water rights attorney is continuing to work on the water rights. He reports that they have posted the Deputy Clerk/Permitting Tech position, a dispatcher applicant withdrew but they have an interview scheduled for tomorrow. He reports that Jon Simms has resigned. He says he wants to work on that position before listing it again.
- B) **Advisory Board Reports:** Benike reports that the Parks & Recreation Advisory board met to discuss the proposed trail through the historic district and will be hosting an open house for the public on April 9. He reports that the MAP Fund Advisory Board met and will have another meeting on March 27 to continue the discussion.

The meeting is adjourned at 7:45 PM.

Mayor

ATTEST:

Town Clerk

DRAFT

TOWN OF WEST YELLOWSTONE

03/27/2025 – 04/02/2025 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	80	110	657	1634
Reports Total	5	4	20	33
Citations	7	8	30	43
Warnings	26	31	187	365
Arrest	5	1	13	16
DUI	4	0	10	11
Fire/EMS Calls	4	3	25	97
Patrol Checks	8	21	155	417
Public Assist	3	8	41	99
Agency Assist	4	5	30	45
Crashes	1	4	17	73
Search and Rescue	0	0	0	10



TOWN OF WEST YELLOWSTONE

PERSONAL:

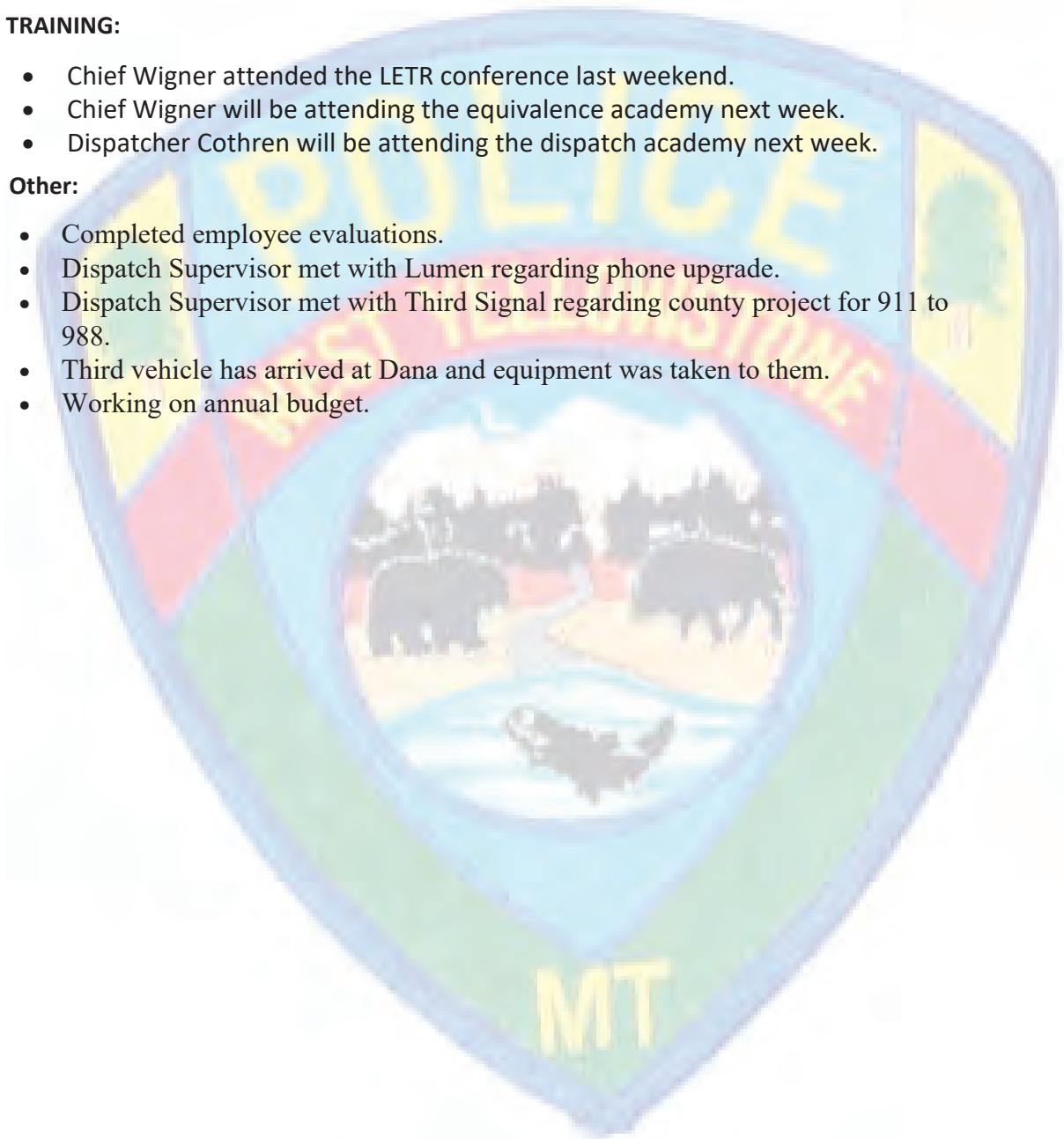
- Have an interview with a police officer candidate 04/04/2025.
- Will be attempting to set up more interviews for police officers next week.

TRAINING:

- Chief Wigner attended the LETR conference last weekend.
- Chief Wigner will be attending the equivalence academy next week.
- Dispatcher Cothren will be attending the dispatch academy next week.

Other:

- Completed employee evaluations.
- Dispatch Supervisor met with Lumen regarding phone upgrade.
- Dispatch Supervisor met with Third Signal regarding county project for 911 to 988.
- Third vehicle has arrived at Dana and equipment was taken to them.
- Working on annual budget.



APRIL 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Notes
		1 Game night all ages 4-6	2 Think Spring planting veggies and flowers 5-6	3 Easter Wreath DH 5-6pm	4 Funeral Home Class 1-3pm School Dance	5	<p><u>Coed Sports</u> at West Yellowstone School</p> <p><u>Basketball</u> Sundays & Mondays 8-10pm</p> <p><u>Pickleball</u> Tuesdays & Fridays 7-9pm</p> <p><u>Volleyball</u> Thursdays 7-9pm</p>
6	7 Cookie night with Reyna 5-6	8 Game night all ages 4-6	9 Rec Board meeting 5:30-7	10	11 Loteria Night 5-8	12	
13	14	15 Game night all ages 4-6	16 Easter Egg Hunt 4-5	17	18 Loteria Night 5-8	19	
20	21 Shane Grube fire department 4-6	22 Game night all ages 4-6	23 Embroidery Class with Reyna 5-7	24	25 Loteria Night 5-8	26	
27	28	29 Game night all ages 4-6	30 Embroidery Class with Reyna 5-7				

Social Media = **SM**
Flyers/Print = **F**
Digital Signage = **D**
News Paper = **N**

	Date	Time	Location	Number of Participants	Age of Attendies	New/unique attendies	Advertising Method(s)	Event Cost
Event: Loteria Night	28-Mar	5-7pm	Povah	12	adults		SM,F,D	\$0

Event Description: Mexican Bingo

Event : Game Night	1-Apr	5-7pm	Povah	10	all ages		SM,F,D	\$0

Event Description: Game Night for kids and adults

Event: Spring Planting	2-Apr	5-7pm	Povah	8	12&up		SM,F,D	\$0

Event Description: Spring planting was a fun event

Event:Easter Wreath DH	3-Apr	5-6pm	Povah				SM,F,D	

Event Description: This class is Diannas

Event: Loteria	4-Apr	5-7pm	Povah	12	all ages		SM,F,D	\$0

Event Description: Mexican Bingo- 12 have already confirmed they will be here
this game can be played with kids also.

Event:							SM,F,D	

Event Description:



Highlights

Week of March 28th, through April 3rd, 2025
Job and Social Services

Overview

of Clients Served: 28

Last Week Clients Served: 37

Highlights

Clothing Bank/ Volunteer Update

The office had one volunteer this week that helped deep cleaned the clothing bank as well as sorting through items recently donated.

Donations have opened back up!

Donations

We received a donation of wonderful scarves from Westmart.

As well as bag full of dogs treat from a community member.

MIIA Talk

On April 30th, a representative from MIIA will come to discuss with the community about chronic diseases and how to prevent them as well as treating them.

This is open to the public and all town employees are encouraged to go.

Bozeman

Dianna and Tia traveled to Bozeman on April 3rd to pick up the MFBN order which consisted of grains, peanut butter, jellies, and other various items that will help our clients throughout the summer.

We also picked up the last of the items for the Mother's Day class on May 1st.

Public Assistance

We had 7 check-ins for lobby food this week and are grateful to be able to provide a variety of goods for clients.

A client was also able to shower as well as receive a gas voucher to travel to Helena to get some help.

The office had one appointment for unemployment, another for a Medicaid application.

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

Upcoming Events:

April 16th- Springtime Cake Pop Class with Dianna. Also at the Povah Center, time to be determined.

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. This will be held at the Povah Center from 5:00 pm - 7:00pm.

Notes

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.



Week of 03.31.2025

MAP Financials have been sent to Janna with the MAP Board to present at the next meeting on April 10th, 2025.

I helped the Parks and Rec Advisory Board with their invite for their community outreach meeting on April 9th to talk about the “Historic District Greenway”. They are hoping to have maps out and invite the public to come and share their dreams of the space behind the Union Pacific Dining Lodge area and Clinic.

I attended 12 hours of training this week with GFOA on best practices when it comes to reporting financial information.

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.

Started preparing the ARPA and RRGL Q1 2025 Progress Reports that are due on April 15th.

Sent out the Resort Tax graphs for March 2025. Our February 2025 business in West Yellowstone was great!

Met with John Greve and Dan Walker about the EAA document from the MAP Fund Advisory Board on options for wording regarding the insurance section.

Ordered a new computer and monitors for the Deputy Clerk / Permit Technician position.

Confirmed and finalized some hotel reservations for the Montana Municipal Clerks Institute.



APRIL 4, 2025

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Reviewed and submitted the insurance renewal documents to MMIA for FY 2025-2026. The Town obtains liability, property, pollution, crime, workers compensation, and employee health (medical, dental, vision, life) insurance through MMIA. Our medical insurance rates are increasing 12.2% for the next year. Dental, vision and life are not increasing. The Town qualifies for additional endorsements for the Library based on the Library Services Agreement. The Town also qualifies for employment practices liability coverage based on MMIA's approval of our Personnel Policy Manual. The Town has a blanket liability policy for all Town related functions, with the following specific exclusions: air shows, circuses, rodeos, fireworks, animal racing, carnival or amusement rides, motorized racing, demolition, speed or stunting activities, bounce houses or similar apparatus, rental of motorized vehicle or apparatus for individual conveyance or entertainment, boxing or other martial arts competitions. This means that if any of these activities are allowed on Town property, the Town would not be covered by MMIA. If such activities are allowed, it is the responsibility of the event organizer to provide complete insurance that names the Town as additionally insured. Special events are required to provide insurance, but the Town has the authority to reduce or waive insurance requirements based on the nature of the event. (WYMC 12.32.100)
- The closing date for the Deputy Clerk/Permitting Tech position has been extended to April 18, 2025. This is a full-time position that will perform staff and board support duties, assist with maintenance and preservation of records, provide information to citizens, assist in development review, code enforcement, and issue permits and licenses. More information is posted on the Town's website.
- The Study Commission met on March 19, 2025 and discussed releasing a survey to the public, possible survey questions, and the powers of the Mayor and Town Manager. The Commission is looking forward to a roundtable style discussion with the Town Council during the work session on April 22, 2025 to gather feedback on our current form of government.
- Prepared and distributed payroll for April 4, 2025 and Town Council Agenda & Packet for April 8 2025. Posted Marketing and Promotions Fund Advisory Board meeting for March 13, 2025.



Weekly report Water/Wastewater

March 31 thru April 3rd

Working on water and sewer line locates 209 north electric contractor is installing electrical lines, we wanted to make sure those lines were located properly to insure there would be no damage to the utility's

Worked on blowers at wastewater facility, service work.

Lagoon weir adjustments starting to take in snow melt- runoff season has begun.

Working with TDH still compiling water well information pump curves for well #4 and well #3 for water model.

Wastewater samples completed and taken to IAS Envirochem labs

Working on information for Dan walker for HBFD on fire hydrant repair cost and man hours removing snow in and around hydrants.

Repaired broken door at Madison lift station.

Manhole inspections.

PUBLIC WORKS REPORT

Finished employees' evaluations submitted them to Dan Walker for review.

Working on replacing street signs throughout Town that have been damaged or needed replacement. Removed snowmobile path signs in town getting ready for summer season.

Running grader on streets and alleys removing snow, hopefully for the last time this season.

Spoke with Recourse technology's information on the Town water system.

I will be providing a welding class next week for the public works crew to better educate the welding skills. Getting the street sweeper and small sweepers ready for street cleaning.

If you have Questions, please contact me. Jon brown

2024 Annual Report

Prepared February 2024 for the Town of West Yellowstone



2024 Overview

This annual report is prepared for the Healthcare Services Advisory Board and West Yellowstone Town Council to outline key areas from the Healthcare Service Agreement. Billings Clinic thanks the Town of West Yellowstone for their partnership and interest in sustainable healthcare for the community.

Throughout 2024, Billings Clinic West Yellowstone focused on cross-training and skill development within the team to improve coverage and provide greater access to services. Clinic leadership also emphasized community outreach opportunities and balanced staffing to cover events while maintaining adequate resources within the clinic. Despite ongoing industry challenges around labor costs and provider shortages, the clinic was able to grow patient volumes and maintain seasonal hours of 7a-7p and Saturdays 9a-1p from Jun 1, 2024 through Aug 30, 2024.

Other highlights from 2024:

- ☐ Online scheduling was rolled out in June
- ☐ An I-stat blood analyzer was added for increased lab availability
- ☐ Consolidated the financial aid application to improve the application experience
- ☐ Increased community outreach, including a school sports physical event
- ☐ Second staff member successfully completed the x-ray course and will be working on the state exam in 2025 for increased x-ray coverage.

Looking Forward

Key areas of focus going into 2025 include:

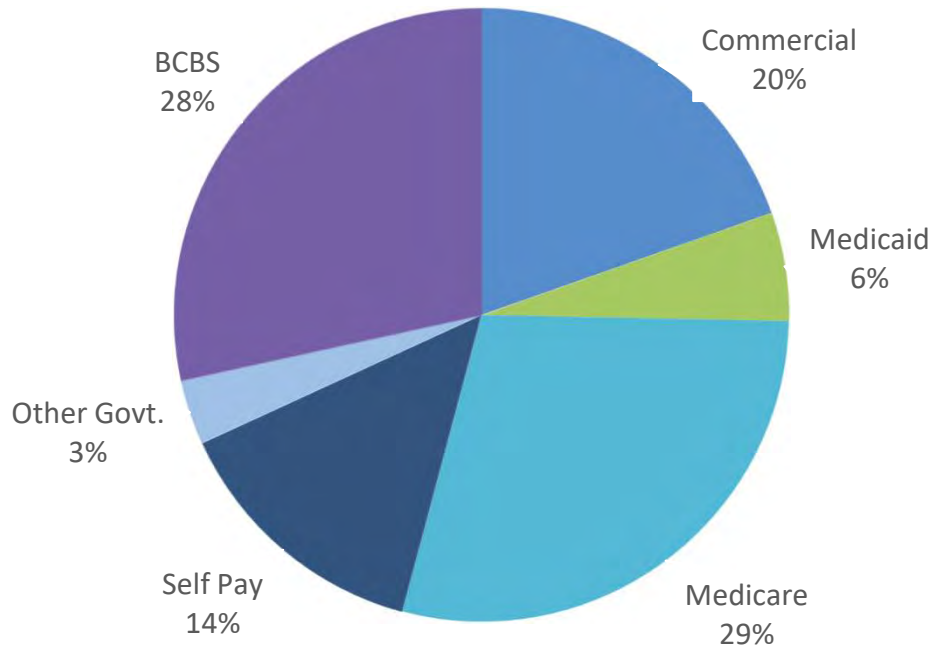
- ☐ Increase schedule utilization during the off-season to support sustainable staffing levels
- ☐ Collaborate with the Healthcare Services Advisory Board on marketing opportunities
- ☐ Ongoing community collaboration for education or events
- ☐ Continued staff development and cross-training
- ☐ Planning for peak season staffing, including Physician coverage opportunities

2024 Annual Operating Report

Description	Q1	Q2	Q3	Q4	Total - 2024
Patient Revenue					
Total Patient Revenue	\$275,242	\$356,628	\$469,509	\$254,062	\$1,355,440
Total - Deductions From Revenue	\$118,998	\$151,460	\$199,400	\$107,900	\$577,758
Net Patient Revenue	\$156,244	\$205,168	\$270,109	\$146,162	\$777,682
Total Operating Revenue	\$156,244	\$205,168	\$270,109	\$146,162	\$777,682
Operating Expenses					
Total Operating Expenses	\$304,692	\$300,728	\$286,806	\$236,758	\$1,128,983
Operating Income (Loss)	(\$148,448)	(\$95,560)	(\$16,697)	(\$90,596)	(\$351,301)
Capital & Equipment	(\$18,479)				(\$18,479)

Financial data is considered preliminary until final audited financials.

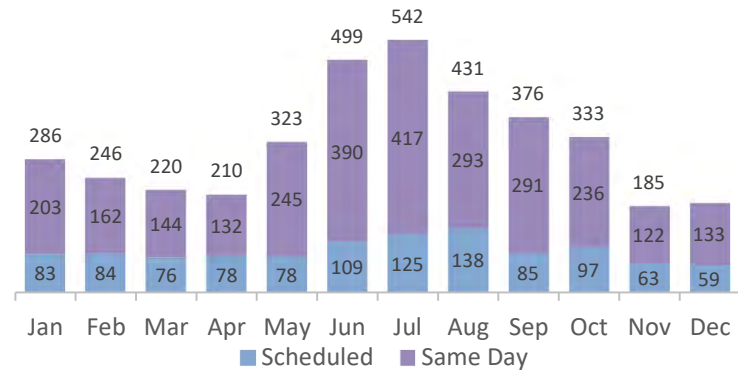
Payer Mix:



Volumes:

- Volumes increased over 28% over last year.
- Roughly 72% of appointments are walk-ins or same-day access.
- Schedule utilization in the off season is low. The team is focused on building primary care and preventative visits.

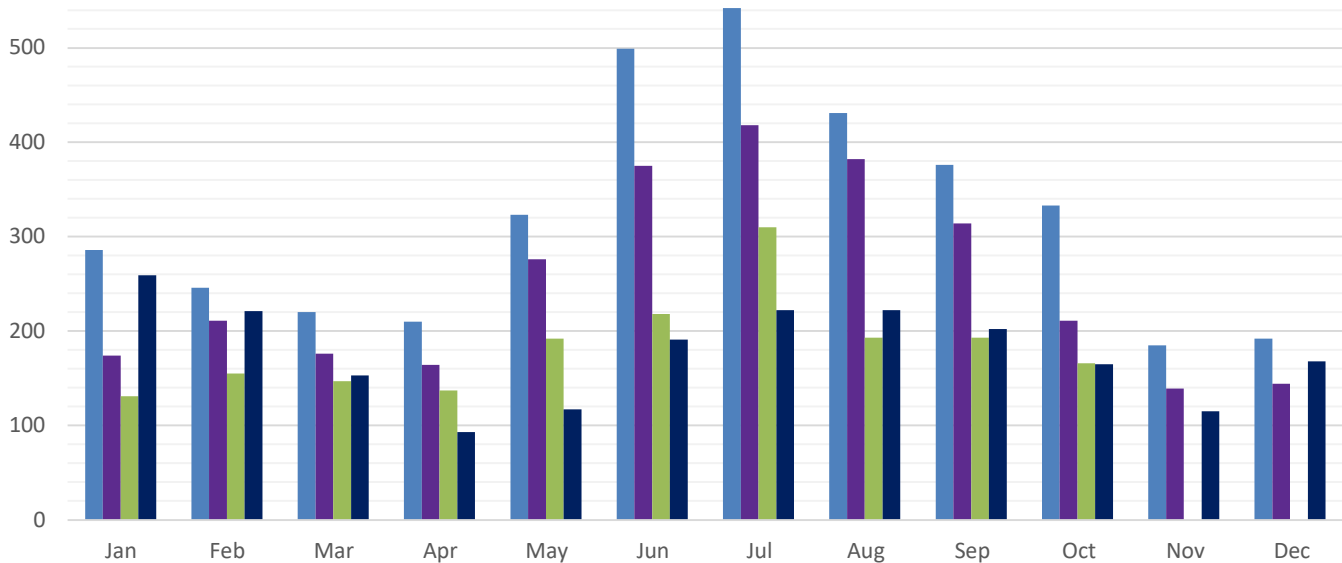
2024 VISITS



Annual Provider Visit Comparison

Does not include Nurse Visits

■ 2024 ■ 2023/BC ■ 2021 (Prior to BC) ■ 2020



Staffing:

Industry-wide, staffing consistently provides challenges to clinics in remote and rural areas and is compounded by housing costs and shortages, childcare availability, and spouse employment opportunities. Workers are asking for greater flexibility in their work schedules, which is often difficult to offer in rural areas where there is a limited number of qualified staff and resources.

Clinic leadership has put a strong focus on staff cross-training and finding local, engaged staff who are interested in building a career in healthcare. Current support staffing includes:

- A .75 FTE RN, cross-trained as a Limited Radiology Technician for x-rays and provides clinic leadership
- 1 per diem RN
- 1 Full Time Patient Access/Scheduling staff
- 1 per diem patient access staff
- 1 Full Time Medical Assistant, cross-trained to perform scheduling/patient access
- Planning for seasonal staff will begin at the beginning of Q2 2025.

Primary Care Provider(s): Emma Sparboe, board-certified Family Nurse Practitioner (FNP-BC) and Doctor of Nursing Practice (DNP), has been a full-time primary care provider at Billings Clinic West Yellowstone since August 2023. Sparboe provides comprehensive primary care to patients of all ages, managing their overall health from diagnosis, treatment, medication management, coordination of complex care, and preventative care. Sparboe's desire to live in West Yellowstone and her demonstrated commitment to high-quality rural care has been an excellent fit for the primary care needs in West Yellowstone.

A fulltime physician was in place from January 2024 to July 2024, and relocated after sharing her spouse was unable to locate suitable employment. Billings Clinic remains committed to providing physician oversight and access. Dr. Phil Hess has been named the Physician Department Chair for Billings Clinic West Yellowstone, providing oversight of clinical practice as well as physician access to patients twice a month. Dr. Hess is an experienced rural family medicine physician who has worked in West Yellowstone previously, and we are excited for his involvement here. There are currently no physician candidates for a fulltime position. Plans for increased physician coverage during peak season are being evaluated and will be communicated with the Advisory Board, along with ongoing long-term planning for physician involvement.

Patient Experience:

Patient experience focuses on delivering critical aspects of healthcare such as easy access to information and good communication with health care providers. Billings Clinic utilizes a standardized survey tool that allows national comparisons and can be used to fulfill regulatory requirements. Surveys are sent to eligible patients who have an office visit with a medical provider.

Questions	Very Poor %	Poor %	Fair %	Good %	Very Good % (Top Box Score)
Moving Through Your Visit Overall	0.4%	0.4%	2.0%	15.4%	81.9%
Staff worked together care for you	0.7%	0.0%	1.5%	6.0%	91.8%

Questions	Top Box	n	National Average
Moving Through Your Visit Overall	81.9%	271	73.1%
Staff worked together care for you	91.8%	269	85.1%

Data is through November 2024.

- “Top Box” indicates the best possible answer. We monitor the best possible answer to make sure we have consistent communication processes in place for each and every patient.

Community Focus:

Clinic leadership focused on community outreach opportunities in 2024 and worked collaboratively to maintain clinic operations and patient access. The following are a few highlights of our community outreach participation:

- ☐ Two day vaccination event at the Senior Center.
- ☐ Two day vaccination event at the school for teachers and staff
- ☐ Donated a provider and nurse time for 4 days (approximately 25 hours) to provide 46 sports physicals free of charge.
- ☐ Participated in the West Yellowstone “Reading with a Buddy Program” at the school
- ☐ Participated in the “Touch a Truck”/Bike Rodeo event in July 2024.
- ☐ Staff participated in the Self-Care Fair in October.
- ☐ Ongoing engagement with school programs



236 Yellowstone Ave.
West Yellowstone, MT 59758

(406) 646-9441

From: [Dan Walker](#)
To: [Kyle Goltz](#); [Jeff McBirnie](#); [Lisa Griffith](#); [Brian Benike](#); [Jeff Mathews](#); [Travis Watt](#); [Elizabeth Roos](#)
Cc: [Amanda Hannah](#); [Robin Eyman](#); [Kenny Jones](#); [Greg Forsythe](#); [Jennifer Jordan](#); sgrube@hbrfd.com
Subject: RE: Billings Clinic \$200,000 risk-share recommendation
Date: Friday, March 21, 2025 8:09:16 AM

Thank you, Kyle.

We will get it on the agenda for April 8th.

Please send Liz any additional documentation you would like in the packet by 4/3.

We appreciate the work and recommendation of the board.

DW

From: Kyle Goltz <kgoltz@hotmail.com>
Sent: Friday, March 21, 2025 7:55 AM
To: Dan Walker <dwalker@townofwestyellowstone.com>; Jeff McBirnie <jmcbirnie@townofwestyellowstone.com>; Lisa Griffith <lgriffith@townofwestyellowstone.com>; Brian Benike <bbenike@townofwestyellowstone.com>; Jeff Mathews <jmathews@townofwestyellowstone.com>; Travis Watt <twatt@townofwestyellowstone.com>
Cc: Amanda Hannah <ahannah@billingsclinic.org>; Robin Eyman <robineyman@live.com>; Kenny Jones <kjones@kennyjonesphoto.com>; Greg Forsythe <gforsythe2@wyellowstone.com>; Jennifer Jordan <parksdept@outlook.com>; sgrube@hbrfd.com
Subject: Billings Clinic \$200,000 risk-share recommendation

Mr. Mayor and Town Council,

Mayor McBirnie had asked the Healthcare Services Advisory Board to make a recommendation to the Council on funding the Billings Clinic \$200,000 risk-share request. The Healthcare Services Advisory Board met yesterday and had this item on our agenda. After a lengthy discussion on the risk-share request, the Healthcare Services Board voted 5-0 (1 Abstention) to recommend the full funding of the \$200,000 risk-share request to Billings Clinic.

Thanks,
Kyle



Attn: Accounting
2800 Tenth Avenue North
P.O. Box 30357
Billings, MT 59107

Invoice

Date	Invoice #
2/13/2025	HSA-CY2024

Bill To
West Yellowstone PO Box 1570 West Yellowstone MT 59758

Description	Amount
Heathcare Services Agreement #8 - Risk Share portion CY2024	200,000.00
Cashier - Please credit account 1000.12020	
Phone # (406) 435-1677	Total \$200,000.00



Town Council Agenda Item Summary Report

Meeting Date: April 8, 2025	
Item Title: Casting Pond Grant Application	
Submitted By (Name/Title): Dan Walker, Town Manager	
Discussion Only <input type="checkbox"/>	Discussion/Action <input checked="" type="checkbox"/>
Funding Source: NA	Budgeted <input type="checkbox"/>
Estimated Date of Completion:	

Item Summary

The group working on the Phase II amenities at the Bob Jacklin Casting Pond have submitted a grant application to the Gallatin County Open Spaces Program for \$100,000 to be used to complete some of the amenities at the Casting Pond (fencing, lighting, storage, and a pavilion).

The application required a signature from the Town since the Pond is on Town Property. I signed off on the application, but I still wanted to bring the item to the Town Council for ratification on 4/8, since the work will be done on Town Property. They are not seeking any Town funding at this time, or as part of this application.

I have also asked the group to work with the Town to create a phased development plan, so we are all clear on what amenities they would like to pursue, and how the project will be funded.

If the Town Council chooses to not approve this request, we will ask the applicant to pull the application.

Staff Recommendation

Consider approval of this request.

Suggested Motion

I move we authorize the submission of the Gallatin County Open Spaces Grant application for phase II of the Bob Jacklin Casting Pond project on Town property.

Dan Walker

From: Ellen B <ellenbutler33@gmail.com>
Sent: Wednesday, March 19, 2025 4:12 PM
To: Dan Walker
Subject: Casting Pond Grant Application
Attachments: 2025 GC Open Lands Program - Bob Jacklin Casting Pond.pdf; fy_2025_oep_application signature page.pdf

Hello Dan,

I am working on a grant application for the Bob Jacklin Casting Pond (draft attached). This grant will require a signature from the Town of West Yellowstone for approval as property owners. We are requesting \$100,000 to help support the construction of a pavilion, electricity hook-ups, and required fencing.

The grant is due this Friday, March 21st. If everything looks good to you, please sign the attached signature page as property owner. If you have any questions, please let me know!

Thank you,
Ellen

1. Project Name: Bob Jacklin Casting Pond

2. Please provide a brief description of your project:

The Bob Jacklin Casting Pond is a newly-constructed casting pond in West Yellowstone, Montana. An original casting pond was built adjacent to the site in 1982 by the Fly Fishing Federation and volunteers. For years, the site hosted educational programs, including casting lessons, led by Bob Jacklin and community volunteers. After forty years of use, the casting pond needed to be replaced.

In 2022, the West Yellowstone fly-fishing community teamed up with the West Yellowstone Foundation, Town of West Yellowstone, and Museum of the Yellowstone to construct a new casting pond near the site on Town property and within West Yellowstone's historic district. Funds were raised, the casting pond was built, and the Bob Jackling Casting Pond was officially dedicated on October 3rd, 2023.

The project is continuing to raise funds to improve accessibility and amenities at the site. Future project goals include: constructing a pavilion, installing a storage area for community casting supplies, bringing electricity to the site for lighting and sound equipment, and constructing needed fencing. The goal is to provide the community with a free, outdoor recreation opportunity that encourages people to participate in and enjoy our local fly-fishing community, culture, and heritage.

3. Budget Information:

Amount of Funding Requested: \$100,000

Total Project Cost: \$450,000

Amount of funding sought/secured from other sources: \$160,534

Funding from other sources as percentage of total project cost:

Do you anticipate requesting future funds to complete project: No

4. Applicant Contact Information:

Name: West Yellowstone Foundation

Phone: 406-646-1152

Email: ed@wyfmt.org

Mailing Address: PO Box 255 West Yellowstone, MT 59758

5. Property Owner Contact Information:

Name: Town of West Yellowstone, Town Manager Dan Walker

Phone: 406-646-7795

Email: dwalker@townofwestyellowstone.com

Mailing Address: PO Box 1570, West Yellowstone, MT 59758

If multiple property owners attach contact information on separate sheet.

On Separate Sheet(s) Provide the Following:

6. Narrative addressing evaluation criteria (see pages 3 and 4 of application packet for additional information).

West Yellowstone, Montana is known around the world as a premier fly-fishing destination. Besides being surrounded by world-class waters, the community has rich historical roots in the evolution of fly fishing as a recreational sport and the technology associated with it. Since the inception of Yellowstone National Park, fly fishing has played a large role in the economy and culture of our community.

From 1980 to 1990, West Yellowstone was the headquarters of the Fly Fishing Federation. In 1982, this organization raised the necessary funds and supplied the volunteers to construct a basic casting pond on Town property. Since then, every Sunday throughout the summer, fly-fishing legend Bob Jacklin and a number of local volunteers have worked with anglers of all ages and talent levels to improve their casting skills. For years, this free educational program took place at the original casting pond constructed by the Fly Fishing Federation and encouraged people to explore fly fishing as a recreational activity.

After forty years of harsh winters and sunny summers along with the Fly Fishing Federation's departure from West Yellowstone, the casting pond was in need of repair. Casting lessons had moved to the front lawn of the nearby Museum of the Yellowstone to avoid further deterioration of the pond.

Efforts to rebuild the casting pond began in earnest in 2022 when the local fly-fishing community teamed up with the West Yellowstone Foundation to begin raising funds. The project was listed as a priority project in the Town of West Yellowstone's 2022-2027 Capital Improvement Plan and included in the FHWA Office of Federal Lands Highway's *West Yellowstone Connector Trail Planning and Design Study: Final Report* (June 2023), which are both documents that received considerable public input and support. With the help of the West Yellowstone Foundation in addition to the Town of West Yellowstone, Museum of the Yellowstone, and private and business donors, the newly constructed Bob Jacklin Casting Pond became a reality in 2023. The pond was built on the Town of West Yellowstone's property adjacent to the original pond's location within the historic district near the beautiful Union Pacific Dining Lodge event center. The Bob Jacklin Casting Pond was officially dedicated on October 3rd, 2023.

This new casting facility functions not only as a great recreation opportunity for our community members, our visitors, and our businesses, but also serves as a cultural hub where the local fly fishing community can gather. We envision the new pond and park as a monument to honor our rich fly-fishing heritage in West Yellowstone. As part of that vision, we unanimously decided to name the new facility after Bob Jacklin, to honor his decades of contributions to fly fishing and our community.

The new Bob Jacklin Casting Pond carries on the legacy of providing our community with free educational programs and events focused on fly fishing. Free lessons are offered at the site

throughout the summer season. The pond hosted its first casting competition in September of 2024 as part of the annual Wretched Mess Fest, a festival celebrating local art and fly-fishing culture.

Additionally, the new pond includes benches, fly rod racks, and a paved sidewalk surrounding the pond. These amenities have greatly improved accessibility. The paved sidewalk and benches are essential for many people with disabilities who want to practice their casting. Future improvements to the site will also be aimed at providing accessibility to the greatest number of community members.

Funds from the Gallatin County Open Lands Program will help the project to sustain its current momentum and tackle the next steps of the project. To improve public access and opportunities, we aim to build an open-air pavilion, storage for community supplies, provide electricity for lighting and speakers, build needed fencing, and add additional benches and fly rod racks as needed. These amenities will better serve the community by offering a space that can better accommodate large groups, educational programs, and presentations. Our goal is for the site to meet its full potential as a cultural hub in the community and encourage people of all ages and abilities to enjoy the opportunities offered as this outdoor recreation space.

While the project has already raised a significant amount of funds from a variety of sources, we believe support from the Gallatin County Open Lands Program will further increase support of the project and enable us to gain additional funding. We are determined to not only complete all goals of the project, but also establish a long-term fund to ensure the site is maintained as a public community resource well into the future.

7. Describe proposed timeline for project and any work already completed on the project.

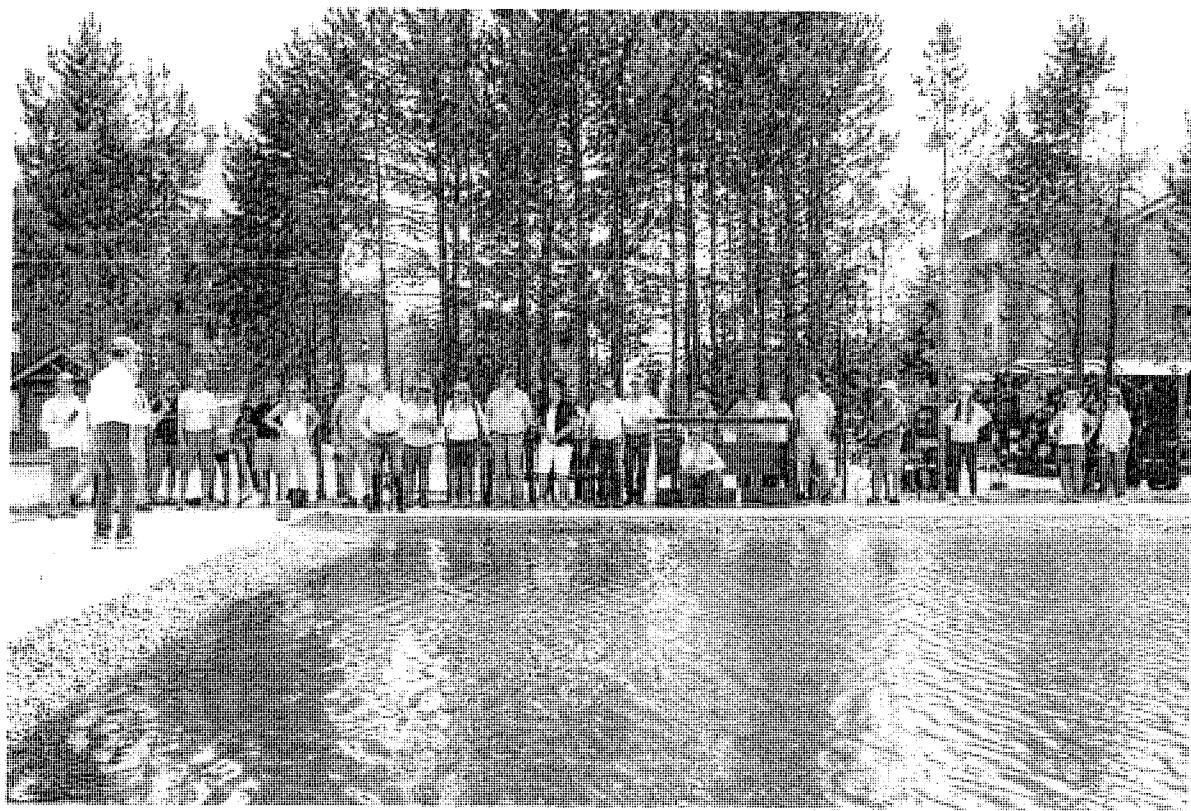
The casting pond officially opened to the public during a ceremony on October 3rd, 2023. Additional work on the project will improve the resource's ability to function at its highest potential and better serve as a cultural hub for the community. In its current state, the site includes a casting pond, paved sidewalks, an informational sign, and a limited number of benches and rod racks. These amenities support individuals and small events.

Our goal is to provide additional amenities to increase capacity for events and improve safety. In order to achieve that goal, we plan to add a pavilion, electricity and lighting, additional signs, and fencing. A pavilion is perhaps the most important piece left in transforming the site into a cultural hub. An open-aired pavilion would allow for additional seating, a sheltered presentation area, secured storage for community supplies, and much more.

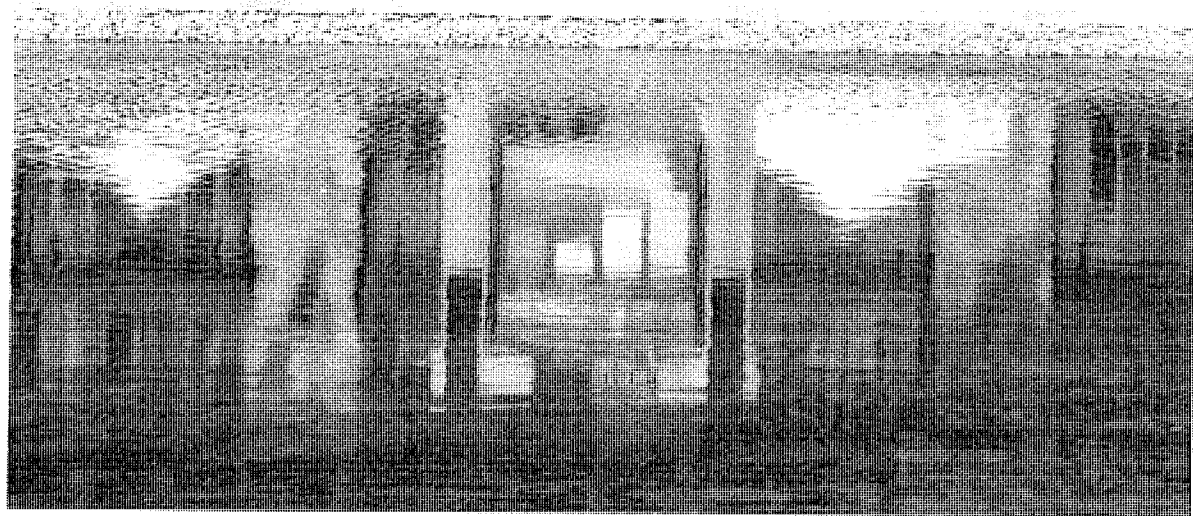
8. Describe anticipated maintenance requirements for the project along with an explanation of who will be responsible for maintenance and maintenance costs.

The local fly fishing community, including Big Sky Anglers, Blue Ribbon Flies, and Jacklin's Fly Shop, are dedicated to the project and will continue working in partnership with the West Yellowstone Foundation and Town of West Yellowstone to raise funds for maintaining the site and associated amenities. The casting pond has been an integral part of West Yellowstone's community for over 40 years and will continue its legacy well into the future.

9. Please attach any supporting documents, maps, pictures, letters of support, etc. that may be useful in the initial evaluation of your proposal.









From: [Robin Eyman](#)
To: [Elizabeth Roos](#)
Subject: Health Care Advisory Committee
Date: Friday, March 21, 2025 11:26:50 AM

Hi Liz-

My current term on the Healthcare Advisory Committee is expiring on 4/6/25.

I would like to serve another term.

Please let me know what the next steps would be.

Thank you,

Robin Eyman
401 N. Hayden St.
West Yellowstone, MT 59758
206-819-5840

Reid 3-15-21
ER



APPLICATION FOR BOARDS AND COMMITTEES

Name Robin Eyman Date 3/15/21

Address 401 N Hayden Street

City West Yellowstone State MT Zip 59758

Phone (Home): 206-819-5840 (Work): 206-819-5840 (Cell/Other): _____

E-Mail Address: robineyman@live.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 3+years

Board or Committee you are applying for: Health Care Services Advisory Board

Occupation: Global Planning and BI Analytics Manager, Corporate Real Estate

Employer: Expedia Group, Inc

Have you previously served on a County or City board? No

If so, which board, and for how long? _____

Past Memberships and Associations: None.

Current Memberships and Associations: None

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: _____

See Attached Resume

What are your primary objectives for serving on this board? I would like to get involved in my local Community. Health care and having access to quality care is very important. I would like to help make a difference.

References (Individual or Organization):

Terry Oksa Phone: 406 640 2631

Justin Gale Phone: 406 640 1654

Jackie LeFever Phone: 406 640 1063

Signature: [Signature] Date: 3/15/21

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. Thank you in advance for your interest.

SUMMARY OF PROFESSIONAL SKILLS

Results orientated project/program manager with proven track record in developing, implementing and improving business processes. Passionate about operations excellence and developing best practices, can strategically solve complex problems, identify/ build and execute on improvement opportunities, and make a difference to the team and overall company.

Strengths include:

- Forecasting/Budget Planning
- Strong Cross Organizational Partnerships
- Proven Leadership
- BI and Analytics
- End to End Project Management
- Strong Planning & Execution
- Excellent Communication Skills
- Relationship/Client Management
- Excellent Team Player

EXPERIENCE

Expedia, Inc., Seattle, WA

2012-present

Global Real Estate Planning Manager/BI Analytics

- Manage BI and Analytics data, create reporting and dashboards
- Globally tracked and analyzed headcount forecasts, growth trends, and location capacities to anticipate and resolve short- and long-term space requirements.
- Developed and published monthly headcount, capacity and occupancy reports. Responsible for Quarterly Business Review content and deck.
- Developed building allocation and space utilization plans for local and international locations.
- Partnered closely with groups to resolve space issues.
- Provided end to end project management of miscellaneous capital projects.
- Create and maintain content for site websites.

Cobalt, Seattle, WA

2011-2012

Operations Project Manager

- Developed Project Management tracking system on SharePoint 2010 Platform.
- Managed Department migration to SharePoint 2010; including conducting user training.
- End to end project management of multiple digital based projects ranging from internal to international.

MICROSOFT CORPORATION, Redmond, WA

2001-2011

Operations Program Manager, Server and Tools Business

2008-2011

- Development and establishment of governing principles and processes to manage the real estate portfolio including a 12-16 month rolling Rhythm of the Business (ROB). Became an example as a “Best Practice”.
- Designed communication plan to effectively communicate across division creating transparency to business rhythm, events and changes. Created and published quarterly newsletter.
- Restructured the SharePoint Portal to be “the-one-stop-shop” for all news, information and request process submission/management.
- Formulated tactical plans and processes for collecting, documenting, and analyzing data
- Established long and short range occupancy planning goals involving scenario development, dependencies and risk identification.
- Created, documented and led training programs for new staff/team members.
- Performed ongoing monthly reviews with teams and senior management.
- Built and strengthened client relationship and customer service across teams and with stakeholders. Liaison for cross divisional collaboration in planning, management and program buy-off.
- Managed vendor staff, objectives and performance.
- Oversaw multiple successful workplace projects including client negotiations.

MICROSOFT CORPORATION (Continued)

2001-2011

Project Manager, Online Services Group

2007-2008

- **ACHIEVEMENT:** Received Q2 OSG Excellence Award for Management of the Advanta Project.
- Managed new campus planning (3 buildings) and programing from a client role.
- Developed and implemented 3-level communication plan targeting leaders, stakeholders and employees – including developing and managing website, creating newsletter, kiosks, event programs, surveys and feedback alias.
- Liaison and single point of contact for facilitation of processes between client group, RE&F, Architects and Construction Group.
- Created strong partnerships across groups enabling successful management and resolution of concerns and issues. All concerns were tracked, researched, resolved and communicated in a timely manner resulting in positive feedback on the overall process and management of project.
- Managed and tracked budget for client projects and post occupancy build outs.
- Managed vendors with various companies handling multiple projects associated with the campus planning.

Various Positions

2001-2007

Operations, Online Services Group; Executive Assistant, MSN Global Sales & Marketing; US SMS&P; Storage Platforms and Solutions Group; Office Shared Services

- **ACHIEVEMENT:** Received the 2006 Power of One Award for Inspiration
- Designed and conducted webcast on Outlook Tips and Tips for Better Organization.
- Developed and drove the Executive Field Connection Program.
- Managed financial forecasting and budget. Created an excel budget tracking and reconciliation tool for assistants which was broadly adopted across the division.
- Organized, documented the process and managed the distribution of the Office Binary File Formats.
- Researched and posted daily news content on the Office Portal.

PHILIPS ORAL HEATHCARE, Snoqualmie, WA

2000-2001

Marketing Assistant

- Became known as an Organizational Specialist, increasing others productivity through organization.
- Monitored and tracked competitive advertising. Liaison between marketing and other departments
- Managed and set up marketing projects and tracked budget spend through internal Glovia system; processed purchase requisitions.

BRIDGESTONE/FIRESTONE, INC, Bellevue, WA

1990-2000

District Office Manager, Washington State, 33 Stores

- **ACCOMPLISHMENTS:**
 - 1998 Office Manager of the Year; BFS 1995 Presidents Award; 1994 “Hands on Support” Award
 - Authored 2 technical computer manuals on in-house programs.
 - Developed new job position and administrative career ladder adopted by BFS, providing growth potential for office staff.
 - Responsible for the training and on boarding of all new office staff in the Western half of the United States.
- Performed financial analysis functions, data base management/input and reporting on sales performance of 33 retail stores.
- Created grass roots advertising/marketing campaigns for retail stores.
- Administered benefit programs, processed personnel changes, and managed hiring process.
- Provided store support, accounts payable processing and research and vendor set ups.
- CPR and First Aid Certified.

PROFESSIONAL DEVELOPMENT/COMPUTER SKILLS

Project Management Certification, 2012; Web Design/Development Certificate, 2002; Desktop Publishing Certificate, 1996 Advanced Computer Skills in Excel, PowerPoint, Outlook, SharePoint, SharePoint Designer, Nintex Workflow Designer, HTML, Project, Access, Photoshop CS. Able to troubleshoot technical computer issues & install hardware. **Corporate Courses:** Micro Inequities: Micro Messaging – The Power of the Small; Power of Projecting Confidence and Credibility; Insights Discovery Training; Power Presentations: Project Management Workshops; The Power of Positive Confrontation; Negotiation and Influencing Skills; Interview Training; Effective Communication Skills.