

Town of West Yellowstone

MONDAY, May 19, 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

FY 2026 Municipal Budget

Discussion

- Debt Management
- Bars Chart of Accounts

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: West Yellowstone Tours, guided tour services
Always Sunny, LLC – tanning salon business

Consent Agenda

Minutes: **May 5, 2025 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

- Business Improvement Advisory Board
- Parks & Recreation Advisory Board
- Cemetery Board of Trustees

NEW BUSINESS

Waiver of burial fees for service for John McLaughlin

Discussion/Action

Outside Amplification Permit, Yellowstone Shortline Trail Grand Opening Event

Discussion/Action

Resolution No. 818, 40-year lease for West Yellowstone Foundation Building

Discussion/Action

Advisory Board Appointments

Discussion/Action

- Business Improvement Advisory Board
- Tourism Business Improvement District Board of Trustees
- Planning 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.



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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 5/25

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Report ID: AP100

For dates posted from 05/06/25 to 05/16/25
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52315		266 Utilities Underground Location	24.50					
	5045387	04/30/25 excavation notifications	24.50		WATER	5210 430500	357	101000
52320	E	2673 First Bankcard	5,563.45					
	04/01/25	GovFinanceOfficersAssocThompso	199.00		FINADM	1000 410510	220	101000
	04/04/25	Monitors	404.85		ADMIN	1000 410210	212	101000
	04/06/25	Supplies	32.16		FINADM	1000 410510	220	101000
	04/08/25	TC Meeting Supplies	40.67		LEGIS	1000 410100	220	101000
	04/09/25	RedlodgeConference	187.64		ADMIN	1000 410210	370	101000
	04/09/25	PeakSoftwareSystemsSumRec	3,945.00*		SUMREC	1000 460449	355	101000
	04/22/25	HelpFund Supplies	269.83		HELP	7010 450135	220	101000
	04/22/25	HelpFund Supplies	29.98		HELP	7010 450135	220	101000
	04/22/25	Notary EducationcourseRussell	30.00		FINADM	1000 410510	380	101000
	04/23/25	ParkBathroomSupplies	19.99		PARKS	1000 460430	220	101000
	04/24/25	MTMunicipalInstituteRoos	300.00		ADMIN	1000 410210	380	101000
	04/25/25	MTSecofStateNotaryCertRussell	25.00		FINADM	1000 410510	380	101000
	04/25/25	NotaryStampRussell	41.45		FINADM	1000 410510	220	101000
	04/26/25	SuppliesW/S	15.06		WATER	5210 430500	220	101000
	04/26/25	SuppliesW/S	15.06		SEWER	5310 430600	220	101000
	04/29/25	Supplies	7.76		FINADM	1000 410510	220	101000
52321	E	2673 First Bankcard	2,952.35					
	04/02/25	books	-0.06*		LIBRY	2220 460100	215	101000
	04/03/25	QuickPrintRackcards/Magnets	310.00*		LIBRY	2220 460100	330	101000
	04/04/25	Fishers/Copier	112.16		LIBRY	2220 460100	398	101000
	04/04/25	Books	22.74*		LIBRY	2220 460100	215	101000
	04/05/25	Furniture	339.73		LIBRY	2220 460100	364	101000
	04/07/25	Books	440.51*		LIBRY	2220 460100	215	101000
	04/09/25	Books	43.18*		LIBRY	2220 460100	215	101000
	04/09/25	Supplies	37.98		LIBRY	2220 460100	220	101000
	04/10/25	Supplies	72.46		LIBRY	2220 460100	220	101000
	04/14/25	Books	19.95*		LIBRY	2220 460100	215	101000
	04/15/25	Membership fee	14.99		LIBRY	2220 460100	398	101000
	04/15/25	ChronicleSubscprition	274.40*		LIBRY	2220 460100	330	101000
	04/16/25	NapaDollyTirerepair	20.47		LIBRY	2220 460100	363	101000
	04/22/25	Supplies	13.58		LIBRY	2220 460100	220	101000
	04/22/25	Supplies	30.96		LIBRY	2220 460100	220	101000
	04/22/25	Supplies	13.33		LIBRY	2220 460100	220	101000
	04/26/25	WordPress.com	300.00		LIBRY	2220 460100	355	101000
	04/28/25	Supplies	23.32		LIBRY	2220 460100	220	101000
	04/28/25	Books	85.30*		LIBRY	2220 460100	215	101000
	04/28/25	Books	19.96*		LIBRY	2220 460100	215	101000
	05/01/25	Books	642.61*		LIBRY	2220 460100	215	101000
	05/01/25	Supplies	74.79		LIBRY	2220 460100	220	101000

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	05/02/25	Supplies	39.99		LIBRY	2220 460100	220	101000
52326		2952 DIS Technologies	835.00					
	16355 05/05/25	Monthly Managed IT	835.00		IT	1000 410580	355	101000
52329		2558 Hebgen Basin Fire District	56,686.67					
	05/01/25	May 2025	49,018.40		FIRE	1000 420400	357	101000
	05/01/25	May 2025	7,668.27		FIRE	1000 420400	140	101000
52330	E	2673 First Bankcard	2,562.08					
	04/02/25	Help Fund Grant	104.33		HELP	7010 450135	790	101000
	04/03/25	Social Supplies	-17.84		SOCSEF	1000 450135	220	101000
	04/03/25	Social Supplies	-17.84		SOCSEF	1000 450135	220	101000
	04/03/25	Social Supplies	57.37		SOCSEF	1000 450135	220	101000
	04/03/25	Social office furniture	68.54		SOCSEF	1000 450135	364	101000
	04/03/25	Help fund Grant	15.45		HELP	7010 450135	790	101000
	04/03/25	Help fund Grant	241.12		HELP	7010 450135	790	101000
	04/03/25	Postage	3.50		SOCSEF	1000 450135	311	101000
	04/05/25	Rec Suppliers	124.11*		REC	1000 460440	220	101000
	04/08/25	Social Supplies	30.48		SOCSEF	1000 450135	220	101000
	04/13/25	Help Fund Supplies	24.00		HELP	7010 450135	220	101000
	04/14/25	Sum Rec AdventureFees	100.00		SUMREC	1000 460449	871	101000
	04/14/25	Help fund Supplies	124.00		HELP	7010 450135	220	101000
	04/17/25	Help fund Supplies	381.91		HELP	7010 450135	220	101000
	04/17/25	Help fund Supplies	144.42		HELP	7010 450135	220	101000
	04/18/25	CC Fee	39.00*		FINADM	1000 410510	630	101000
	04/17/25	Help fund Grant	69.74		HELP	7010 450135	790	101000
	04/18/25	Help fund Supplies	15.99		HELP	7010 450135	220	101000
	04/20/25	Help fund Grant	106.88		HELP	7010 450135	790	101000
	04/22/25	Help fund supplies	135.84		HELP	7010 450135	220	101000
	04/24/25	Rec Supplies	48.36*		REC	1000 460440	220	101000
	04/25/25	Rec Supplies	83.57*		REC	1000 460440	220	101000
	04/25/25	Help fund supplies	158.94		HELP	7010 450135	220	101000
	04/29/25	Help fund supplies	21.18		HELP	7010 450135	220	101000
	04/25/25	Help fund Grant	32.99		HELP	7010 450135	790	101000
	04/29/25	Help fund supplies	101.88		HELP	7010 450135	220	101000
	04/29/25	Travel Help Fund	10.00		HELP	7010 450135	370	101000
	04/30/25	Help fund Grant	171.92		HELP	7010 450135	790	101000
	04/30/25	Help fund Grant	22.74		HELP	7010 450135	790	101000
	04/30/25	Help fund Grant	6.10		HELP	7010 450135	790	101000
	04/30/25	Help fund Grant	37.02		HELP	7010 450135	790	101000
	04/30/25	Help fund Grant	8.28		HELP	7010 450135	790	101000
	04/30/25	Help fund Grant	108.10		HELP	7010 450135	790	101000

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52331		2952 DIS Technologies	1,382.73					
	16358	05/05/25 Monthly IT	740.00		IT	1000 420160	398	101000
	16337	04/28/25 IT Support	642.73		911 IT	2850 420750	357	101000
52332	E	2673 First Bankcard	637.66					
	04/10/25	Dispatch Advertising	305.95		DSPTCH	1000 420160	327	101000
	04/15/25	Supplies	41.98		DSPTCH	1000 420160	220	101000
	04/17/25	TransUnionBackground	150.00		POLICE	1000 420100	398	101000
	04/18/25	Jail Supplies	40.16		POLICE	1000 420230	220	101000
	04/28/25	Careet Fair Supplies	49.57		POLICE	1000 420100	220	101000
	04/30/25	Training	50.00		DSPTCH	1000 420160	380	101000
52335		3400 Julie Brown	2,485.00					
	051625	05/16/25 Cleaning Town Office	1,100.00*		TWNHLL	1000 411250	357	101000
	051625	05/16/25 Cleaning TrailheadBuilding	160.00		TRLHD	1000 411256	350	101000
	051625	05/16/25 Cleaning Library	225.00*		LIBRY	1000 411259	357	101000
	051625	05/16/25 Cleaning Povah	950.00		POVAH	1000 411255	350	101000
	051625	05/16/25 Public Works Shop	50.00		PARKS	1000 411253	357	101000
52337	E	2964 CITI CARDS	1,385.13					
	04/05/25	TC Meeting Supplies	31.76		LEGIS	1000 410100	220	101000
	04/11/25	IIMC MMCCertRoos	50.00		ADMIN	1000 410210	335	101000
	04/11/25	IIMC MMCCertRoos	350.00		ADMIN	1000 410210	335	101000
	04/16/25	AppreciationMeals PW Crew	37.44		AMDIN	1000 410210	220	101000
	04/17/25	HolidayInnCrtClerkConferParker	427.20		COURT	1000 410360	370	101000
	04/22/25	PetesPizzaTCMeeting	113.73		LEGIS	1000 410100	220	101000
	04/30/25	GOSCOMA/CityCountymanagAssoc	375.00		ADMIN	1000 410210	380	101000
52338		2 Forsgren Associates P.A.	6,920.25					
	125159	04/25/25 WWTP	6,920.25		WWTP	5320 430640	951	101000
52340		2099 Quick Print of West Yellowstone	251.00					
	20463	04/06/25 Office Supplies	15.96		STREET	1000 430200	220	101000
	20545	04/26/25 MAP Editof6documents	120.00		MAP	2101 410130	350	101000
	20557	04/15/25 SuppliesforSafety books	38.39		STREET	1000 430200	220	101000
	20557	04/15/25 Office supplies water	66.22		WATER	5210 430500	220	101000
	20540	04/29/25 Supplies Library	10.43		LIBRY	2220 460100	220	101000
52343		709 TD&H Engineering	37,429.59					
	42902	05/16/25 Professional fee	37,429.59*		PLNNG	1000 411000	357	101000

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52344		2845 Kasting, Kauffman & Mersen, PC	9,465.00					
	051225	05/12/25 Legal Fees	9,465.00		LEGAL	1000 411100	352	101000
	05/12/25	Travel	0.00		LEGAL	1000 411100	373	101000
	05/12/25	Postage	0.00		LEGAL	1000 411100	870	101000
52345		3492 Triple S Cleaning and Remodeling	1,920.00					
	033125	03/31/25 3.2025 Park Bathroom Cleanin	900.00		PARKS	1000 411253	357	101000
	033125	03/31/25 3.2025 Bathroom Cleaning Sup	60.00		PARKS	1000 460430	220	101000
	043025	04/30/25 4.2025 Park Bathroom Cleanin	900.00		PARKS	1000 411253	357	101000
	043025	04/30/25 4.2025 Bathroom Cleaning Sup	60.00		PARKS	1000 460430	220	101000
52347	E	2789 WEX Bank	4,712.29					
	04/30/25	10 JD Backhoe 310SJ	112.57		STREET	1000 430200	231	101000
	04/30/25	91 Ford 6-582	352.59		STREET	1000 430200	231	101000
	04/30/25	Larue D55 SnowBlower	19.17		STREET	1000 430200	231	101000
	04/30/25	Grader	0.00		STREET	1000 430200	231	101000
	04/30/25	14 Water Truck	0.00		STREET	1000 430200	231	101000
	04/30/25	2010 JD 772 Grader	547.75		STREET	1000 420100	231	101000
	04/30/25	92 SS Blower-Yellow	0.00		STREET	1000 430200	231	101000
	04/30/25	02 Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	04/30/25	08 GMC Pickup 6-1484	93.28		STREET	1000 430200	231	101000
	04/30/25	JD Loader 624P	57.69		STREET	1000 430200	231	101000
	04/30/25	08 CAT 938H Loader	134.10		STREET	1000 430200	231	101000
	04/30/25	08 904B MiniLoader	93.10		STREET	1000 430200	231	101000
	04/30/25	15 Ford F-250	0.00		STREET	1000 430200	231	101000
	04/30/25	18 2018 Dodge Ram-PW	333.41		STREET	1000 430200	231	101000
	04/30/25	18 Dodge Ram-Police	421.02		POLICE	1000 420100	231	101000
	04/30/25	19 Dodge Durango PD	585.21		POLICE	1000 420100	231	101000
	04/30/25	Multi-Use Vehicle - Sienna	0.00		FINADM	5210 430500	231	101000
	04/30/25	Multi-Use Vehicle - Sienna	71.05		POLICE	1000 420160	370	101000
	04/30/25	06 Dodge Durango 6-2010	0.00		STREET	1000 430200	231	101000
	04/30/25	Dumptruck	0.00		STREET	1000 430200	231	101000
	04/30/25	15 Sweeper 6-1151	572.83		STREET	1000 430200	231	101000
	04/30/25	'00 FL Dumptrk 6-60700A	0.00		STREET	1000 430200	231	101000
	04/30/25	'14 Ford Intercep	0.00		POLICE	1000 420100	231	101000
	04/30/25	PD Dodge Ram#1	0.00		POLICE	1000 420100	231	101000
	04/30/25	PD Dodge Ram#2	411.11		POLICE	1000 420100	231	101000
	04/30/25	01 Frht truck #1	0.00		STREET	1000 430200	231	101000
	04/30/25	01 Frht truck #2	0.00		STREET	1000 430200	231	101000
	04/30/25	19 Dodge 5500	0.00		STREET	1000 430200	231	101000
	04/30/25	'17 Chevy 3/4 ton white	58.74		WATER	5210 430500	231	101000
	04/30/25	'17 Chevy 3/4 ton white	58.74		SEWER	5310 430600	231	101000
	04/30/25	'13 Chevy 3500	66.68		STREET	1000 430200	231	101000
	04/30/25	77 Int'l Dump 6-1368	0.00		STREET	1000 430200	231	101000

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	04/30/25	Pickup 6-1450	44.01		STREET	1000 430200	231	101000
	04/30/25	2022 Ford F-150 Police	243.57		POLICE	1000 420100	231	101000
	04/30/25	Tractor	0.00		STREET	1000 430200	231	101000
	04/30/25	2010 Ford Exped6-000046	154.94		HELP	7010 450135	231	101000
	04/30/25	SS Blower Green	0.00		STREET	1000 430200	231	101000
	04/30/25	24 Police F-150	280.73		POLICE	1000 420100	231	101000
52348	E	2673 First Bankcard	836.69					
	04/13/25	Adobe	19.99		STREET	1000 430200	870	101000
	04/14/25	Water TrainingMouldenhauer	350.00*		WATER	5210 430500	380	101000
	04/14/25	Water TrainingNguyen	350.00*		WATER	5210 430500	380	101000
	04/21/25	Street SM Item Equipment	226.84		STREET	1000 430200	212	101000
	04/21/25	AutoRemotebattery	6.35		STREET	1000 430200	361	101000
	04/29/25	Street Sm Item Equip	47.67		STREET	1000 430200	212	101000
	04/29/25	Office Supplies	418.65		STREET	1000 430200	220	101000
	05/01/25	SEIOSRegistration Brown	102.50*		WATER	5210 430500	380	101000
	05/01/25	SEIOSRegistration Brown	102.50		SEWER	5310 430600	380	101000
	01/28/25	Best Buy	-787.81		STREET	1000 430200	220	101000
52369		3008 Liz Roos	491.80					
	05/12/25	MunicipalInstituteReimbRoos	358.80		ADMIN	1000 410210	370	101000
	05/16/25	MunicipalSummit travel	133.00		ADMIN	1000 410210	370	101000
52370		3393 Katie Thompson	386.74					
	05/13/25	MTMCTFOAConferThompson	386.74		FINADM	1000 410510	370	101000
52371		3517 Silencer Central	5,348.70					
	SO-863751	04/02/25 7 Suppressors	5,348.70		POLICE	1000 420100	212	101000
52372		497 MT Dept Environmental Quality	30.00					
	5R2501400	04/19/25 DrinkingwaterrenewalfeeMoul	30.00		WATER	5210 430500	335	101000
52373		3030 Irma Vazquez	350.00					
	05/12/25	PovahCleaningdep5/11/25	350.00		POVAH	2210 214001		101000
52374		3467 Hyalite Engineers PLLC	6,235.00					
	11931	05/03/25 80AcreZoning	6,235.00		PLNNG	1000 411000	354	101000
52375		1331 West Yellowstone Foundation	20.00					
	032625-1	03/26/25 Bus voucher	10.00		HELP	7010 450135	370	101000
	042325-1	04/23/25 Bus voucher	10.00		HELP	7010 450135	370	101000

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52376		3518 GALLATIN SCALES, INC.	372.50					
	6994 05/07/25	CalibrateFoodBankScales	372.50		SOCSEF	1000 450135	357	101000
52377		3209 James Keller	960.00					
	05/05/25	RepairWaterDamageLibrary	960.00		LIBRY	1000 411259	366	101000
52378		2751 Gallatin County Justice Court	535.00					
	05/06/25	BondTransferJawort	535.00		COURT	7469 213000		101000
52379		2903 Kerry Parker	471.00					
	05/13/25	COLJSpringTrainingParker	471.00		COURT	1000 410360	370	101000
52380		3327 Larry Jent	182.00					
	05/13/25	COLJSpringTrainingJent	182.00		COURT	1000 410360	370	101000
52381		1532 Montana Magistrates Association	300.00					
	05/14/25	Annual Membership Dues	300.00		COURT	1000 410360	335	101000
52382		2078 MJC&MCCA	50.00					
	05/12/25	CourtClerksAssocDues2025	50.00		COURT	1000 410360	335	101000
52383		3030 Irma Vazquez	351.19					
	05/05/25	Supplies Rec	351.19*		REC	1000 460440	220	101000
52384		135 Food Roundup	80.90					
	04/05/25	Supplies Jail	15.55		POLICE	1000 420230	220	101000
	04/02/25	Rec Supplies	65.35*		REC	1000 460440	220	101000
52385		1386 MONTANA AERONAUTICS DIVISION	26,552.50					
	05/15/25	AnnualLandLeaseWWTP	26,552.50*		SEWER	5310 430600	532	101000
52386		2481 Platt	16.79					
	6F88055 04/30/25	Supplies StreetLighting	16.79		STRLGH	1000 430263	357	101000
52387		40 Jerry's Enterprises	311.85					
	04/30/25	Fuel	311.85		STREET	1000 430200	231	101000
52388		3437 T-Mobile	25.31					
	9934594319 04/30/25	MonthlyDevicefee	25.31		TWNHLL	1000 411250	345	101000

05/16/25
16:12:54

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 5/25

Page: 7 of 9
Report ID: AP100

For dates posted from 05/06/25 to 05/16/25
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52389		254 Firehole Fill Up/Economart	94.70					
	04/30/25	Fuel	94.70		STREET	1000 430200	231	101000
52390		3484 Sweet Electric LLC	10,035.00					
	1101 04/22/25	StreetLightingrewire	2,695.00		STLGHT	1000 430263	357	101000
	1101 04/22/25	CameraEvidenceRMTownhall	1,500.00*		TWNHLL	1000 411250	357	101000
	1102 05/08/25	NewPoleLightCnynSt	1,940.00		STLGHT	1000 430263	357	101000
	1100 05/04/25	Install 6 Light Poles	3,900.00		STLGHT	1000 430263	938	101000
52391		2856 DANA Safety Supply, Inc.	17,955.00					
	960929 04/29/25	PDVehicleUpfit&Buildout	17,955.00*		CIP	4000 420110	944	101000
52392		2844 Duval Ford	49,550.16					
	RKF63144 03/06/25	2024F-150PoliceResponder	49,550.16*		CIP	4000 420110	944	101000
52393		2896 Montana Occupational Health	819.00					
	20063a 05/02/25	ChiefExam	819.00		POLICE	1000 420100	351	101000
52394		3350 Mid-American Research Chemical	3,338.61					
	0847828-IN 05/02/25	Street Supplies	1,677.95		STREET	1000 430200	220	101000
	0847825-IN 05/02/25	Sewer Supplies	1,088.58		SEWER	5310 430630	220	101000
	0847825-IN 05/02/25	Street Supplies	572.08		STREET	1000 430200	220	101000
52395		3241 Bridger Analytical Lab	363.00					
	2505280 05/14/25	Well#4BacteriaSpecialTest	33.00		WATER	5210 430500	348	101000
	2505279 05/14/25	Testing Fees May	330.00		WATER	5210 430500	348	101000
52396		2632 WYSEF	465.00					
	25-10 05/08/25	TasteofTrails	465.00*		MAP	2101 410130	398	101000
52397		3404 Yellowstone Rendezvous Ski Race	8,500.00					
	25-09 05/12/25	YellRendezvousSkiRace	8,500.00*		MAP	2101 410130	398	101000
52398		3365 Joe Johnson Equipment	959.04					
	P02835 05/12/25	Equipment Repairs	959.04		STREET	1000 430200	369	101000
52399		3376 A-1 Fire Protection Services	1,302.00					
	28058 04/30/25	Annual Serviceon Extinguishers	1,302.00		STREET	1000 430200	398	101000

05/16/25
16:12:54

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 5/25

Page: 8 of 9
Report ID: AP100

For dates posted from 05/06/25 to 05/16/25
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52400		3505 Quoc Nguyen	207.00					
	05/16/25	TravelMealReimburse/waterschoo	207.00		WATER	5210 430500	370	101000
52401		3330 Sam Moldenhauer	207.00					
	05/16/25	Travelreimburse/waterschool	207.00		WATER	5210 430500	370	101000
52402		3452 Local Government Services	340.00					
	2117/2254	05/06/25 LGS Fees	340.00*		FINADM	1000 410510	631	101000
		# of Claims	51	Total:				273,256.18
			Total Electronic Claims	18,649.65	Total Non-Electronic Claims			254606.53

05/16/25
16:12:54

TOWN OF WEST YELLOWSTONE
Fund Summary for Claims
For the Accounting Period: 5/25

Page: 9 of 9
Report ID: AP110

Fund/Account	Amount
1000 General Fund	
101000 CASH	153,146.28
2101 Marketing & Promotions (MAP)	
101000 CASH	9,085.00
2210 Parks & Recreation	
101000 CASH	350.00
2220 Library	
101000 CASH	2,962.78
2850 911 Emergency	
101000 CASH	642.73
4000 Capital Projects/Equipment	
101000 CASH	67,505.16
5210 Water Operating Fund	
101000 CASH	1,774.02
5310 Sewer Operating Fund	
101000 CASH	27,817.38
5320 Sewer Replacement Depreciation Fund	
101000 CASH	6,920.25
7010 Social Services/Help Fund	
101000 CASH	2,517.58
7469 City Court - Judge Jent	
101000 CASH	535.00
Total:	273,256.18



Town of West Yellowstone Business License Application

Business Name: West Yellowstone Tours/Cody Wyoming Adventures
 Applicant: SONYA "SUNNY" BURNS
 Contact Person: SUNNY BURNS
 Mailing Address: 22 N. Hayden St #1005 West Yellowstone
 Physical Address of Business: 22 N. Hayden St #1005 West Yellowstone
 Phone Number: 307-319-1162 Fax Number: _____
 Email Address: WestYellowstoneTours@gmail.com Website: WestYellowstoneTours.com

Signature of Property Owner of Record: See attached lease

Subdivision: _____

Block: 22 N. Hayden St Lot: #1005

Zoning District, please mark one:

- B-3 Central Business District (Old Town)
- B-4 Expanded Business District (Grizzly Park)
- E-2 Entertainment District (Grizzly Park)
- PUD Planned Unit Development (Grizzly Park)
- Residential Districts, Home Occupations Only (Mad Add)
- New Business
- Change of Location
- Transfer of Ownership
- Name Change

- Is this business licensed by the State of Montana? Yes No
- Appropriate Town/County/Health Dept approvals (if applicable) Yes No (please attach)
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)? Yes No

Type of Business Please explain in detail the following: number of units, seating capacity, etc. Contractors should list trailers and equipment and where these items will be stored.

Yellowstone Tour 2-15 passenger vans parked @ 22 N Hayden St

Business License Fee: \$ 50

Resort Tax Bond: \$ 500

Total Amount Due: \$ 550

[Signature]
Signature of Applicant

Signature of Applicant

5-1-2025
Date


FOR OFFICE USE ONLY

Date Approved: _____ Town Council Administration
 Date 5/1/25 Check # 4018 Amount \$ 550.00 License # _____
 SCN _____ BLP _____ STX _____ RDX _____



Town of West Yellowstone Business License Application

Business Name: Always Sunny LLC
 Applicant: Katie Thompson
 Contact Person: Katie Thompson
 Mailing Address: PO Box 2063 West Yellowstone, MT 59758
 Physical Address of Business: 239 Firehole Ave Suite 105 West Yellowstone, MT 59758
 Phone Number: 417-733-5111 Fax Number: _____
 Email Address: always.sunny.suite@gmail.com Website: _____

Signature of Property Owner of Record: 

Subdivision: Old Town
 Block: 12 Lot: 10

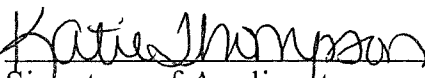
Zoning District, please mark one:

- B-3 Central Business District (Old Town)
- B-4 Expanded Business District (Grizzly Park)
- E-2 Entertainment District (Grizzly Park)
- PUD Planned Unit Development (Grizzly Park)
- Residential Districts, Home Occupations Only (Mad Add)
- New Business
- Change of Location
- Transfer of Ownership
- Name Change

- Is this business licensed by the State of Montana? Yes No
- Appropriate Town/County/Health Dept approvals (if applicable) Yes No (please attach)
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)? Yes No

Type of Business Please explain in detail the following: number of units, seating capacity, etc. Contractors should list trailers and equipment and where these items will be stored.
 This will be a tanning salon with high-technology beds, there will be a level 2 bed and a level 3 bed.

Business License Fee: \$ 50
 Resort Tax Bond: \$ 500
 Total Amount Due: \$ 550


 Signature of Applicant

 Signature of Applicant
 April 25, 2025

 Date

FOR OFFICE USE ONLY			
Date Approved: _____	<input type="checkbox"/> Town Council	<input type="checkbox"/> Administration	_____
Date _____	Check # _____	Amount \$ _____	License # _____
SCN _____	BLP _____	STX _____	RDX _____

Town of West Yellowstone
Town Council Meeting
May 5, 2025

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

OTHERS PRESENT: Town Manager Dan Walker, Town Clerk Liz Roos, Finance Director Katie Thompson by Zoom, Chief of Police Chris Wigner

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.

ACTION TAKEN

- 1) Motion carried to approve Purchase order #7060 to Idaho Traffic Safety for \$33,804.84 for traffic painting north of Yellowstone Avenue. (Benike, Mathews)
- 2) Motion carried to approve Purchase Order #7079 to Silencer Central to purchase seven Banish 223 DT Suppressors for \$5348.70. (Benike, Mathews)
- 3) Motion carried to approve the claims, which total \$196,235.45. (Watt, Benike)
- 4) Motion carried to approve the business license application for MBAH LLC made by Misty Hecht to operate a business of commercial rentals at 239 Firehole Avenue. (Watt, Mathews)
- 5) Motion carried to approve the business license application for Colibri Hauling made by Pedro Perez-Sanchez to operate a business providing roadside assistance and vehicle transport. (Mathews, Watt)
- 6) Motion carried to approve the business license application for Yellowstone Gathering Place, LLC, a one-unit residential rental business. (Watt, Benike)
- 7) Motion carried to approve the minutes of the April 22, 2025 Town Council Meeting. (Benike, Mathews) Griffith is opposed, motion passes.

Public Comment Period

No public comments are received.

Council Comments

Benike says he is happy to see more snow. Watt announces that the annual high school prom is this Saturday, May 10, 2025.

DISCUSSION

- 2) Chief Wigner explains that the 14” barrels on the AR rifles cause them to be extremely loud and they would like to add these suppressors to protect the hearing of the officers.
- 3) Griffith inquires about the claims to 3FWild PLLC for \$5875. Walker explains that the Town is the agent for the Historic railway project, the project is being funded by a grant to the Town. Griffith also inquires about the printing for Summer Recreation that appears to be over budget. Thompson explains that they have never had a printing line in the budget for Summer Recreation so she moved it to this line to help them budget more effectively in the future. The line is over budget but the account is not.

- 5) Griffith inquires whether they can enforce a business using their private parking and not using street parking. Wigner indicates he will review the ordinance report back. Watt responds that there is not. Griffith suggests they consider adding something to the ordinance to make that enforceable.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports that they will be thinly staffed at Town Hall this week due to staff attending training. He thanks Chief Wigner for his efforts to facilitate the Special Olympics Torch Run last week. Walker reports that they are going to receive \$300,000 for historical preservation for the Union Pacific Dining Lodge through HB 12. There were several housing meetings over the past couple of weeks and focus on employer assisted housing and development of the 80 acres. They intend to release a housing survey in the near future. The Planning Board met last Friday and recommended approval of the zoning map for the 80 acres. The map will be presented for approval by the Council at the first meeting in June. They are still accepting applications for Seasonal Laborers and Summer Recreation Counselors.
- B) **Advisory Board Reports:** Mathews reports that traffic calming devices and wayfinding should be put out this week. Griffith shares that at the last Health Care Services Advisory Board Meeting, they discussed that five people applied to serve on the Rural Resort Tax District Advisory Board: Jason Howell, Katrina Mann, Robbie Pohle, Jeff Mathews Jr., and John Burns. The election results about forming the district and electing the board members will be available tomorrow. Griffith also mentions additional mental health services that Billings Clinic is bringing to Town.

The meeting is adjourned at 7:35 PM.

Mayor

ATTEST:

Town Clerk

TOWN OF WEST YELLOWSTONE

05/08/2025 – 05/14/2025 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	147	121	268	2367
Reports Total	4	5	9	51
Citations	2	4	6	65
Warnings	46	28	74	509
Arrest	0	3	3	22
DUI	0	1	1	13
Fire/EMS Calls	8	15	23	152
Patrol Checks	12	28	40	565
Public Assist	10	7	17	141
Agency Assist	3	2	5	61
Crashes	3	3	6	84
Search and Rescue	0	0	0	10



TOWN OF WEST YELLOWSTONE

PERSONAL:

- We are still working on the backgrounds for the two police officer candidates.
- We are still accepting applications for a dispatcher.

TRAINING:

- All officers completed the bi-annual pistol qualifications. Thanks to FWP Robert Pohle with assisting with qualifications.

Other:

- Craft With a Cop was a great success, we had a lot of kids to show up making crafts for mothers day. They have asked for another event. Special thanks to West Yellowstone Social Services, West Yellowstone Public Library, Quantum Print and Stitch LLC, Gallatin County Sheriff's Office for helping in the event. A video can be seen on our Facebook.
- Working a Vacation House Check Form and implementing the program.
- Prom was Saturday, there was no issues. Thanks to Officer Slowinski for helping with security.
- The NASA Ambassador School Project is next week and Officer Sosa will be assisting.
- Officer Courtis is putting out the speed trailer.





MAY 16, 2025

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Recruitment: We are in the interview and hiring process for the Deputy Clerk/Position, four Recreation Counselors, two Police Officers, and three Seasonal Laborers. Hopefully we will have new employees on board in the near future.
- Attended the Municipal Institute at Fairmont Hot Springs. This training opportunity is put on by the MSU Local Government Center with support from MMIA and the Montana League of Cities & Towns. There was a lot of emphasis this year on fraud prevention, legislative changes, and managing people.
- It's "cemetery season." I take lots of calls and inquiries this time of year about purchasing plots, setting headstones, and arranging memorial services.
- The Study Commission is releasing a short survey to the community to gauge interest and satisfaction with the Town Charter. It will be posted by the Town on Facebook, the Town website, or may be accessed through this link. Flyers with a QR code will be distributed next week. The survey will take less than 5 minutes to complete.

https://docs.google.com/forms/d/e/1FAIpQLSeBNzeAvptcjIsIfUEOA2CGWBcTlpt_qWoD-w286tJjRftOmQ/viewform

- Prepared and distributed payroll for May 16, 2025 and Town Council Agenda & Packet for May 19, 2025.
- Best question of the week: Which cemetery plot at Fir Ridge has the best view of Hebgen Lake?





Highlights

Week of May 9th, through May 15th, 2025
Job and Social Services

Overview

of Clients Served: 26

Last Week Clients Served: 24

Highlights

Donations

Donations closed on May 12th, we had a generous amount of clothing/household good donated during this time period.

A large donation was made by Stephanie Segal that will go to the West Yellowstone Food Bank.

Volunteer Update

This week we did not have any volunteers so Dianna and Tia closed the office early and went downstairs and went through a large amount of clothing and household items such as plates, cups, mugs, bowls, etc.

Until we have a steady flow of volunteers, Dianna and Tia are going to make an effort to work in the clothing bank for two hours each week after the donation period has closed. This will allow us to make sure that all donations are being carefully assessed before being put out on the racks. As well as knowing what is downstairs and removing items that are no longer needed.

Dianna and Tia are working on ways to increase our volunteer efforts.

Garden Workshop

We had a great turnout for the Gardening Workshop.

Members of the community loved the variety of plants and materials offered. Surveys are also attached.

Dianna is hopeful to continue this as an annual event and have a variety of knowledgeable individuals each that can come and educate the community.

Public Assistance

We had 11 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 are making sure that clients provide their SSN before heading downstairs.

Checking in clients into the clothing bank has been effective in making sure proper documentation is received. We have noticed in the past client's have been signing onto random pages and then going downstairs.

We assisted with providing a client with the shower in the office, another had an inquiry about SNAP and received an application for the program, and other community member requested help with setting up disability.

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

Upcoming Events:

No events scheduled until Fall 2025. This will allow the office time to focus on client needs as well as allow time to brainstorm the third annual 'Self Care Fair,' date is still to be determined.

Notes

On May 15th, the office will be closed as Tia is heading to Bozeman for our MFBN Shipment order.

May 22nd, Dianna and Tia will be gone so the office will also be closed on this day.

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	9-May	5-7pm	Povah	0	9-up		SM,F,D	\$0

Event Description:

Event: Game night	12-May	5-7pm	Povah	0	all ages		SM,F,D	\$0

Event Description:

Event: Embroidery	13-May	5-7pm	Povah	0	12&up		SM,F,D	\$0

Event Description: Person teaching class couldn't make it so we will have it next week

Event:	14-May		Povah				SM,F,D	\$0

Event Description: Rescheduled Kids activities stations for next week- school concert at the same time and I also had a rec board meeting

Event:	15-May						SM,F,D	

Event Description: Longwood University rented the Povah - no activities today

Event:	16-May						SM,F,D	

Event Description: Longwood University



**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 22nd & 23rd
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.

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



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!





Week of 05.12.2025

This week we have been busy issuing FY2026 business licenses. Businesses have until June 30, 2025, to renew before they are delinquent.

Our SAM.gov renewal had to happen this week before expiration. This has been completed and verified, this is used for our federal grant availability and compliance.

Attended the TD&H Engineering meeting, we went through our current and future projects.

Completed a Povah Community Center walkthrough with Jon, Vely, and Dianna. This was great for us to get eyes on the Povah Community Center on updates/repairs that need to happen. We now have a working list put together, the Public Works department has been able to jump on some of these projects to get them completed, which we greatly appreciate.

Started our ClearGov budget documents for FY2026 and got our numbers updated for the previous 5 years.

Participated in the interview process for the Deputy Clerk / Permit Technician.

Worked with Morgan Scarr, Amatics CPA, for our FY2024 audit and our FY2024-2026 contract.

Water/Wastewater report

May 5th through 14th

RSCI contractors have been busy at the wastewater treatment facility. In the last 6 days they have had 4 major wall concrete pours. And been underway on the seepage test on the first section of build. There was some leakage but the xypex additive that was added in the concrete design has now started growing the crystallization processes and stopping the leaks, it's an amazing product.

Wastewater flows have now increased to 575,000 gallons per day. This has been difficult to mitigate with the seepage test under way.

Working on service line repairs due to the bad original layout of piping design.

Water bacteria samples taken and sent to Bridger labs for analysis.

Water bacteria samples taken on well #4 getting ready for season start up. Once we start this well it will run through mid-October.

All samples have come back non- detect for coliform and E-coli bacteria.

The collection system is getting under way for the annual cleaning and CCTV inspection by hill & son construction. This is a contracted service we schedule about a third of the collection system to be cleaned and small portion of the storm drains in Town per year ideally the entire systems should be cleaned. This is where the Town would benefit from owning there own Jetter sewer service truck.

Reviewing the well #3 design from TDH Engineering this is getting ready to go out to bid. Project looked good just some minor design change. This will be an added benefit to the water system.

Turned water service on to the dining hall and museum for the 2025 summer season.

Cleaning storm drains out removing trash and debris from basins

Lift station service work and blower maintenance completed.

Public Works Report

Finished installation on the 7 new light poles on Electric St, Gibbon St, and Hayden St.

There was a damaged pole on Canyon St which we were able to repair the structural damage to the base and install a new original light pole to match the surrounding poles on Canyon St.

With the help from Sweet Electric all the light poles are now working throughout Town. Every light is now working properly and there are no more blinking lights. This is a refreshing look throughout Town.

Crews have been working very diligently to clean the mess left by the crows and debris at the Town Museum so that it can be opened on time. Along with the mess being cleaned we oiled the doors, polished the metal bases, and made sure every light is now working. The building is now clean and presentable for the tourists.

We have been bringing gravel to level and resurface the enter parkways and alleys. We will be scheduling for Mag chloride treatment to be applied in June for dust control.

Crews are working on repairing damaged sidewalks and signs throughout Town.

Crews have been working very hard to clean the Town with the sweeper. The sweeper ended up needing some repair which Joe Johnson Equipment came and completed.

Crews replaced landscaping railroad ties at the Museum that was damaged.

Working on potholes and parking lot asphalt repairs.

All the road-calming structures are in place on Hwy 20 and ready for flowers this will be taking place in the first week of June.

Lots of utility locates in the last few weeks

KC Tanner has been working on code enforcement.

Crews have been working on cleaning the trash throughout Town.

There is the annual Town Clean Up starting on 05/20/25 and ending on 05/23/25. Garbage bags and containers will be available the Town Park. There will be a Town lunch served at 2:00pm on 05/23/25. If you have any questions, please contact Vely Vazquez at 406.646.7715 or email ivazquez@townofwestyellowstone.com.

Public works crews have now completed the spring cleanup at the cemetery. It is ready for Memorial Day. We have a burial scheduled for May 17.

Sam and Michael have been attending the spring water school that DEQ put on at Kalispell MT.

Have been going over the plan documents for the police station new addition that TDH Engineering have provided this is getting ready to go out to bid soon.

Working with the contractors and material providers on the police station and museum roof for warranty work that is needed I will provide counsel with update in the next few weeks.

Public works crews have been attending CPR classes that the fire station has provided, they are all now certified.

Public works safety training videos every week for crews.

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: Bullet points 5/15/2025
Date: Thursday, May 15, 2025 8:12:43 AM
Attachments: [image001.png](#)

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Thursday, May 15, 2025 7:33 AM
To: Dan Walker <dwalker@townofwestyellowstone.com>
Cc: Jon Brown <jbrown@townofwestyellowstone.com>
Subject: Bullet points 5/15/2025

Bullet points 5/15/2025

#1 CPR class.

#2 Cemetery clean up, fixed fence, dirt added to graves, adjusted sunken headstones.

#3 Planter boxes on highway.

#4 Sign permits issued.

#5 Building permit for deck for 602 grouse.

#6 Code enforcement downtown walk about informing business's.

#7 Talked to Days Inn about garbage problem.

#8 Talked to contractor for Eagles about garbage problem.



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

Ktanner@townofwestyellowstone.com



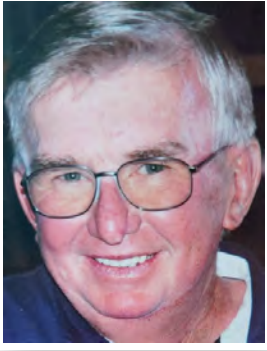
Town Council Agenda Item Summary Report

Meeting Date:	
Item Title:	
Submitted By (Name/Title):	
Discussion Only	Discussion/Action
Funding Source:	Budgeted
Estimated Date of Completion:	

Item Summary

Staff Recommendation

Suggested Motion



John M. McLaughlin

October 13, 1946 - February 08, 2025

John Martin McLaughlin passed away peacefully on February 8, 2025, at Orchard Hills Assisted Living in Eau Claire, Wisconsin. He was born on October 13, 1946, in Silesia, Montana, and spent his childhood in Laurel. After high school he left Laurel headed to see the world with a friend, stopped in West Yellowstone, Montana, and was offered a job at the sawmill and decided to stay. He was drafted to the Army and spent almost 2 years in Vietnam. He returned with the physical and mental scars he carried with him for the rest of his life. He decided to return to West Yellowstone where he became a member of the community, met his wife Kathy of 54 years, and raised his family.

John's knowledge and interest in heavy equipment led him to start his own excavating business that he and eventually his son grew into a lifelong career. Although he retired, he has never been without some kind of equipment in the shed for the odd job that came up, and to continue with his "hobby" of plowing snow.

John's love of snowmobiling and community events led to friendships that he treasured with local family and friends as well as visitors that became friends from far and wide.

John's role as provider for his family took on a new role in 2001 when he became caregiver to Kathy. He never complained or questioned it, he just did it and built a new version of life that they enjoyed together.

John is survived by his wife, Kathy, son and daughter-in-law Robin and Julie of Elk Mound, WI, grandson Matt and his wife Maddie of Chippewa Falls, WI, and grandson Dillon of Elk Mound, WI. He is also survived by his sister Marlisse Marsh, brother-in-law Bob Lacey and in-laws Cindy Saul, Sherry Odle, Rocky and Ann Hermanson, and Robbie and Debby Hermanson, along with many treasured nieces and nephews and lifelong friends.

He is preceded in death by his daughter Roxy, his parents Clarence and Elizabeth (Krug) McLaughlin, in-laws Herman and Lois Hermanson, sisters Verleen Lacey and Lonita Kuper, in-laws Mike and Dixie Klostrich, Wayne and Judy Hermanson, Kal Saul, and Ron Odle.

A Celebration of Life will be held at a later date in West Yellowstone.

Please join us for a
graveside service in honor of

JOHN MCLAUGHLIN

Saturday June 14th, 2025

Fir Ridge Cemetery

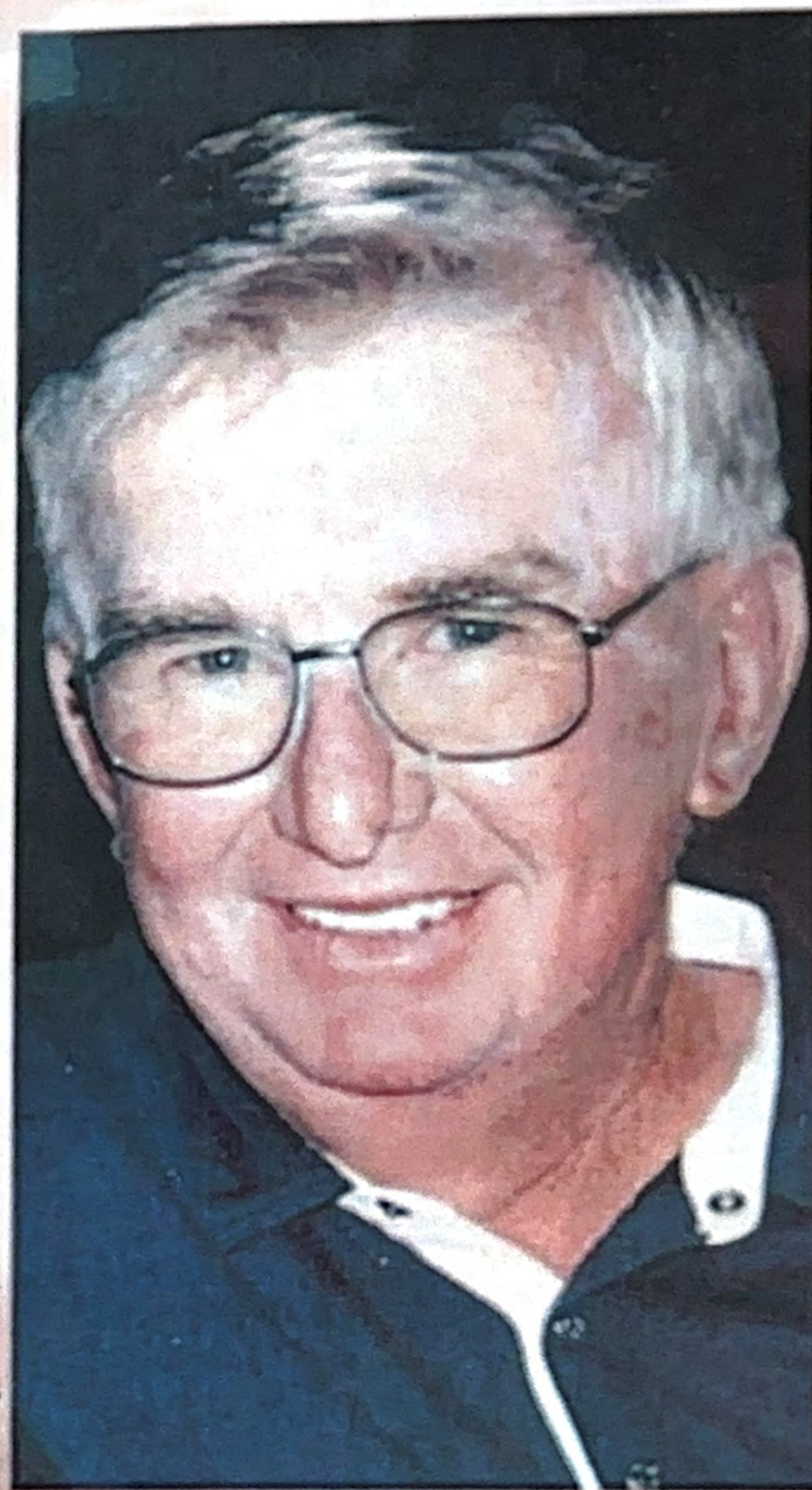
11 a.m.

Celebration of life

immediately after - 3 p.m.

Holiday Inn West Yellowstone

ALL ARE WELCOME



EXPOSITION LICENSE & SPECIAL EVENT PERMIT APPLICATION

Town of West Yellowstone, Montana



Event: Oregon Shortline Trail Grand Opening and Ribbon Cutting
 Sponsor Organization: Oregon Shortline Committee
 Sponsor Address: _____
 Contact Person: Melissa Alder and Kelli Hart
 Contact Phone: 406-646-7744 Fax: _____
 E-mail Address: kelli@freeheelandwheel.com; melissaalder22@gmial.com
 Date(s) of Event: Wednesday, June 11, 2025
 Location of Event: Oregon Shortline Trailhead and corridor behind the Museum and to West of Iris Street

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

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

paid
5/12/25

Maryanne Castello for OSI Committee
 Signature of Applicant

5/12/25
 Date

Date Received by the Town: _____



Event Detail: Oregon Shortline Trail Grand Opening/Ribbon Cutting

Wednesday, June 11, 2025

We anticipate participation in this event to be 150-200 guests.

This is our planned schedule of events:

- 9:00 – 10:30 am: Friends and guests arrive at the track-side porch of the Museum and all along the corridor to the Trailhead. We anticipate that some will participate in the Museum’s walking tour of the UPDH area.
- 10:30 – 11:00 am: Announcements, Speakers and Ribbon Cutting at the Trailhead
- 11:00 am - 1:00 pm: Reception with light refreshments at the Firehole Room of the Union Pacific Dining Lodge
- 1:00 – 3:00 pm: Guided bike and walking tours of the trail will be available.
- 3:00 pm: Event concludes

The committee will post directional signs along the track corridor from the Museum to the Trailhead. Signs with a “Stop Sign” printed on them will be at each intersection of the corridor with Town streets between the Museum and the Trailhead.

Committee members will remove the signs and police the corridor for trash beginning at 3:00 pm.

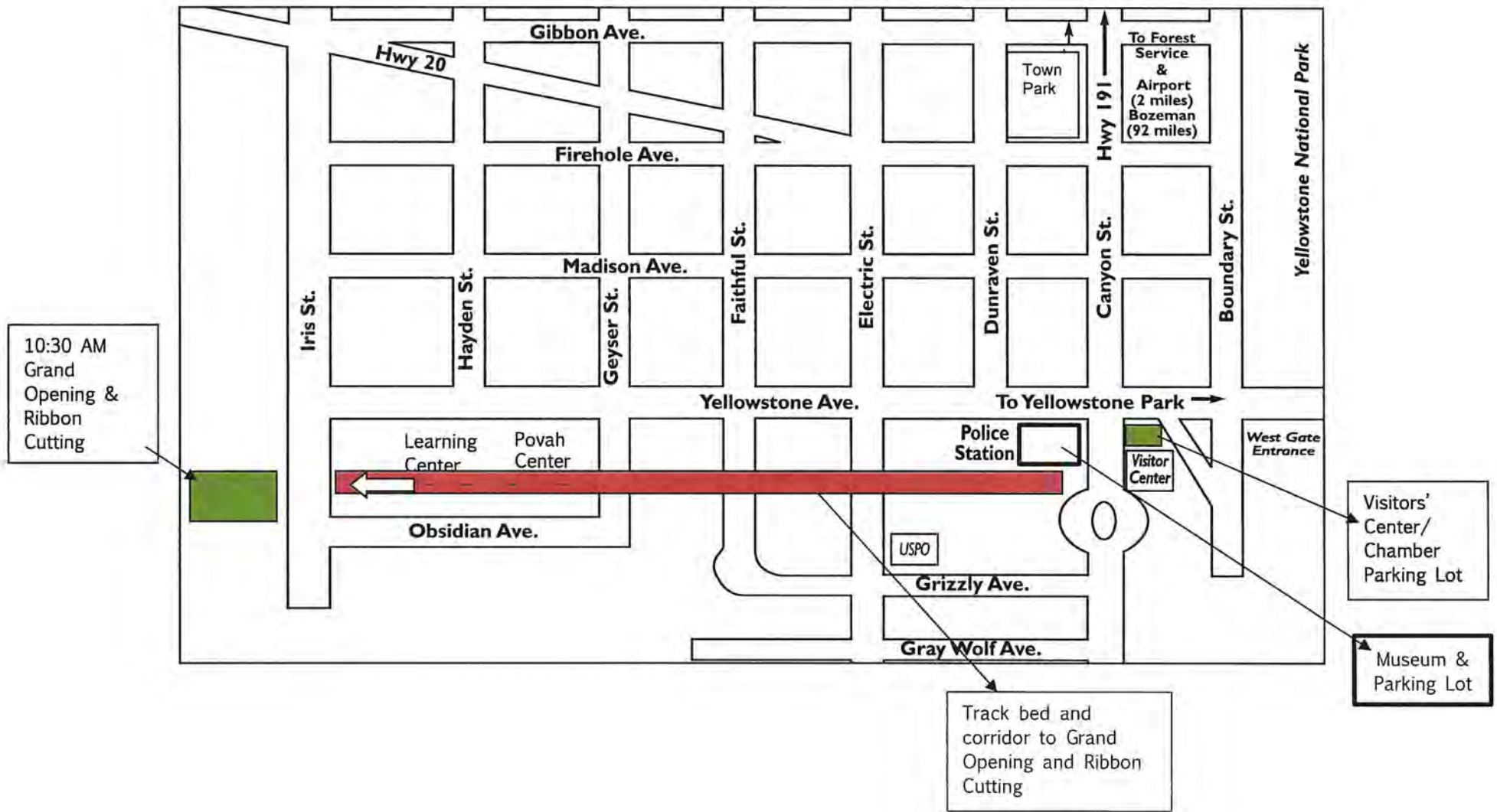
What we are asking of TOWY:

Closure, using barricades, of Iris Street south of Yellowstone Avenue and Obsidian Avenue from Faithful Street to Iris Street from 8:00 am until approximately 11:30 am (after the conclusion of the Ribbon Cutting).

“Event Parking” signs placed along Iris Street (also allowing folks to use the snow storage area of the 80 acres if needed).

Yellowstone Shortline Trail

Grand Opening & Ribbon Cutting: June 11, 2025



FOR OFFICE USE ONLY

Department	Initials	Date	Comments
Pub Services			
H20/Sewer			
Fire	SB	5/16/25	
Police			
Finance			
Administration			

Notes/Conditions: _____

Approved

Denied

Town Clerk

Date

ATTACHMENTS

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



Outside Amplification Permit Application Town of West Yellowstone

Event: Oregon Shortline Trail Grand Opening and Ribbon Cutting

Contact Person: Melissa Alder and Kelli Hart

Mailing Address: _____

Email Address: kelli@freeheelandwheel.com; melissaalder22@gmail.com

Phone Number: 406-646-7744

Signature of Property Owner of Record: _____

Date(s) of Event: Wednesday, June 11, 2025

Location: trailhead of the Oregon Shortline Trail West of Iris and North of Obsidian

Amplification between the hours of: 9:45 am and 11:15 am

Description of Event: A red ribbon will be extended across the start of the trailhead.

Several dignitaries and committee members will speak and the ribbon will be cut announcing the official opening of this world-class trail.

Maryse Stetler OSL COMMITTEE
Signature of Applicant
5/12/25
Date

FOR OFFICE USE ONLY

Decision by Town Council:

Approved

Disapproved

Conditions: _____

Signature of Mayor/Town Manager: _____

Date



Town Council Agenda Item Summary Report

Meeting Date: 5/19/25	
Item Title: 40 Year Lease for the West Yellowstone Foundation	
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: 5/19/25	

Item Summary

In January 2023, The Town Council authorized the Town Manager to negotiate a new 40-year lease with the West Yellowstone Foundation to accommodate their facility expansion. We were planning on bringing the lease back to the Town Council in February 2023, but upon request from the Director at the Foundation, the item was pulled due to factors on their end.

The project is now in final review by the Federal Transportation Administration, so they are requesting we consider approval of the 40-year lease that was negotiated in 2023. A copy of the agreement is attached.

The existing 10-year lease with the foundation was signed on March 18, 2020. If adopted, the new 40-year lease would run through 2065.

Staff Recommendation

Staff recommends the Town Council approve resolution 818, to enter into a new 40-year lease with the West Yellowstone Foundation to accommodate their facility expansion.

Suggested Motion

I move we approve resolution 818, to enter into a new 40-year lease with the West Yellowstone Foundation to accommodate their facility expansion.

Dan Walker

From: Carrie Coan <ed@wyfmt.org>
Sent: Tuesday, May 13, 2025 1:55 PM
To: Dan Walker
Subject: Lease Request

Hi Dan,

Thank you again for your continued work on the lease agreement between the Town and the West Yellowstone Foundation. As you prepare to share this with the Town Council, I wanted to provide context for the delay over the past few years to ensure there's no concern about the timeline on your end.

Over the past few years, I've been working closely with our state and federal partners to ensure that every step we take aligns with funding requirements for our \$1.7 million facility expansion project. During that time, the guidance I received evolved several times, creating uncertainty about the right course of action. At one point, I was advised not to sign the lease or risk losing our funding. Later, I was encouraged to move quickly — and then asked to hold off again.

Given the stakes, I chose to move cautiously and wait for firm direction before proceeding. Now that the project has reached the Federal Transit Administration (FTA) for final review, they've made one requirement very clear: the lease must be for a 40-year term, no exceptions. Our original draft included a 20-year term with automatic renewal, which unfortunately will not meet FTA's criteria. Based on that update, I've asked you to revise the lease accordingly so we can finalize it and avoid any risk of losing this significant funding opportunity.

We're excited to move forward with this project, which will expand critical community services, including public transportation and programming that strengthens West Yellowstone's social infrastructure. This facility represents a major step forward in our ability to serve the community, and I'm incredibly grateful for the Town's continued partnership in making it possible.

Please feel free to share this message with the Town Council if helpful. I take full responsibility for the delays, and I appreciate everyone's patience and support as we've navigated a complex process.

Thanks,

Carrie Coan
Executive Director

West Yellowstone Foundation
PO Box 255 | 420 Yellowstone Ave
West Yellowstone, MT 59758
406.646.1152

Building Community Together

[Home | West Yellowstone Foundation](#)
[Network for Good :: Make Donation](#)

Public Hearing: Ordinance No. 273, Marijuana Businesses Prohibition

Mayor Watt reads the hearing notice. The hearing was noticed in the Bozeman Daily Chronicle on December 27, 2022 and January 3, 2023. The question of whether to allow marijuana businesses in the Town of West Yellowstone was on the ballot in November 2022. The voters of West Yellowstone voted to prohibit marijuana businesses in West Yellowstone. He notes one letter they received from Julianna Pfeifer who is opposed to allowing marijuana businesses in the city limits. No other comments are received.

ACTION TAKEN

- 1) Griffith nominates Jeff McBirnie to serve as Deputy Mayor for 2023. (Griffith, McBirnie) Motion is unanimous.
- 2) Motion carried to elect Travis Watt to serve as Mayor for 2023. (McBirnie, Griffith) Motion is unanimous.
- 3) Motion carried to approve the claims, which total \$170,816.20. (Mathews, McBirnie)
- 4) Motion carried to approve the minutes of the December 20, 2022 Town Council meeting. (McBirnie, Mathews) Griffith is opposed.
- 5) Motion carried to approve the second reading of Ordinance No. 273, an ordinance prohibiting marijuana businesses in the Town of West Yellowstone, amended to be effect February 10, 2023. (Mathews, McBirnie)
- 6) Motion carried to approve Task Order 22-01 from Forsgren Associates to pursue land acquisition from the US Forest Service for the wastewater treatment plant. (McBirnie, Mathews) Griffith is opposed, motion passes.
- 7) Motion carried to authorize Town Manager Dan Walker to renegotiate the land lease with the West Yellowstone Foundation for the purpose of expanding their building and extending the lease for 40 years. (McBirnie, Mathews)
- 8) Motion carried to appoint John Greve and Kim Howell to the Marketing and Promotions Fund Advisory Board for three-year terms. (Griffith, McBirnie)

DISCUSSION

- 1) Griffith says that she would like to see more rotation in the leadership of the Council and suggests Jeff McBirnie and Brian Benike fulfill the positions for 2023.
- 5) Mayor Watt reads the ordinance aloud. Town Attorney Jane Mersen says that the effective date of the ordinance should be February 10, 2023 which is 30 days after the approval of the second reading. She explains that the requirement in MCA is to adopt the ordinance within 90 days of the vote, but Title 7 requires 30 days, so she recommends an effective date of February 10, 2023.
- 6) Walker explains that this task order is somewhat preemptive as they are still working with the Yellowstone Airport to build the wastewater treatment plant on leased land owned by the Yellowstone Airport/State of Montana. He explains that they have already submitted a letter to the US Forest Service requesting to purchase land, this task order allows Forsgren to represent the Town in the process. He says that if they reach an agreement with the airport, they will no longer pursue this option. Watt clarifies that this task order really just authorizes Walker to direct Forsgren to move forward. Walker agrees and says Town Engineer Dave Noel understands this is on hold until further notice. Griffith encourages Walker and the Town to push the airport as this is a very important issue.

Griffith makes a secondary motion to table Task Order 22-01 until the next meeting and they have a better answer about the airport progress. There is no second, motion dies for lack of a second.

- 7) Mayor Watt explains that the West Yellowstone Foundation is requesting a renegotiation of their lease to accommodate an expansion to their existing building on Yellowstone Avenue and enter into a 40 year lease. Carrie Coan, Executive Director for the West Yellowstone Foundation, explains that they are not required to have a 40-year lease but it will help considerably with their application to Montana Department of Transportation. They do anticipate applying for a considerable amount of money from MDT. She says they will accept whatever the Council is comfortable with, but the application will either be approved or not approved and they won't have another chance for a year. Walker says that he will meet with Coan and see if they can work out an acceptable lease term. Leslie Stoltz comments that she supports the West Yellowstone Foundation and this project.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker thanks the police and dispatch departments for their fortitude over the last couple of months, they have received a lot of snow and there have been a lot of crashes. He also thanks the Public Works Department for their efforts to clear the streets. Four applications for Library Director were received and interviews are being scheduled. They had an update on the FLAP grant project for the Rails to Trails project last week and there will be a webinar on the 18th of January. He reports on a meeting last week with HRDC regarding housing efforts in conjunction with the West Yellowstone Foundation. Griffith inquires about Police jurisdiction outside the city limits. Chief Mike Gavagan explains that officers have jurisdiction for five miles outside of the city limits. He says they also have mutual aid agreements with all the other law enforcement agencies in the area and they frequently work together.

CORRESPONDENCE

Mayor Watt explains that Jessica Piccone has resigned from the Parks & Recreation Advisory Board and the Business Improvement District due to personal reasons.

The meeting is adjourned at 8:05 PM. (McBirnle, Griffith)

Mayor

ATTEST:

Town Clerk

RESOLUTION NO. 818

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, TO APPROVE A 40 YEAR LEASE WITH THE WEST YELLOWSTONE FOUNDATION (WYF) FOR A PARCEL OF LAND ON WHICH WYF'S BUILDING AND GROUNDS WILL BE LOCATED AND TO AUTHORIZE THE MANAGER OF THE TOWN TO EXECUTE THE LEASE OF SUCH LAND

BE IT RESOLVED by the Town Council of the Town of West Yellowstone, Montana, that:

WHEREAS: The Town of West Yellowstone, (the "Town") owns a parcel of land, commonly known as 420 Yellowstone Avenue, within the Town which it has leased to the WYF for numerous years; and

WHEREAS: The previous lease has expired and the Town and WYF have negotiated a new lease, which is attached hereto as Exhibit A; and

WHEREAS: In order for WYF to obtain the best funding opportunities to pay for its desired upgrades, the lease for the land must have a term of at least 40 years in accordance with the requirements of the Federal Transit Administration (FTA); and

WHEREAS, The Town and WYF desire to enter into a new Lease (the "2025 Lease") in order to provide for an increase in the size of the parcel and to provide for a longer term; and

WHEREAS: The Town Council of the Town of West Yellowstone believes that entering into the 2025 Lease is in the best interests of the health, safety and welfare of citizens of the Town of West Yellowstone.

THEREFORE, BE IT RESOLVED:

The Town Council of the Town of West Yellowstone approves the attached 2025 Lease and hereby authorizes the Manager of the Town of West Yellowstone to enter into the 2025 Lease and to take all other steps necessary to fully execute and perform on behalf of the Town under such Agreement.

DATED this _____ day of _____, 2025.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Town Clerk



**LONG TERM GROUND LEASE
TOWN OF WEST YELLOWSTONE/ WEST YELLOWSTONE FOUNDATION**

THIS AGREEMENT, (the “Lease”) is made and entered into this ____ day of _____, 2025, by and between the TOWN OF WEST YELLOWSTONE, a Montana Municipal Corporation (hereinafter called "Town" or "Lessor"), and the WEST YELLOWSTONE FOUNDATION, a Montana non-profit corporation, (hereinafter called "Foundation" or Lessee").

WITNESSETH:

WHEREAS, the Town is the owner of certain real property in West Yellowstone, Montana, which is described as a rectangular tract of land as set forth and described as shown on **Exhibit "A"**, and labeled WYF, showing not only the WYF building but additional square footage for the parcel, which is attached hereto and by this reference incorporated herein;

WHEREAS, the Foundation desires to enter into a lease of said real property with the Town for the purpose of utilizing the property for a bus storage facility, office and community space and any other legitimate business purpose in the manner to which the parties are accustomed.

NOW, THEREFORE, in consideration of the mutual terms, covenants and conditions set forth herein, the Town and the Foundation agree as follows:

Section 1. Lease Term, Location and Improvements. The Lessor, for and in consideration of the covenants and payments hereinafter mentioned to be performed and made by the Lessee, hereby agrees to lease and let and does hereby lease and let unto the Lessee, the portion of the property of the Lessor at West Yellowstone, Montana as labeled WYF in Exhibit "A", attached hereto and made a part hereof, (the “leased premises”). The leased premises are further described as follows:

A parcel of land located on the South side of Yellowstone Avenue in the middle of the block between Faithful Street and Geyser Street. Specifically, the parcel is circumscribed by lines running as follows: beginning at the original point located 200 feet west of the back of the west side curb of Faithful Street and 30 feet from the back of the south side curb of Yellowstone Avenue; then measuring west to a point 250 feet west of the back of the west side curb of Faithful Street and 30 feet from the back of the south side curb ,of Yellowstone Avenue; then measuring south 85 feet from this point to a point 110 feet from the back of the south side curb of Yellowstone Avenue; then measuring east 65 feet; then measuring north 85 feet returning to the original point, and comprising an area measuring approximately 5525 square feet.

It is agreed that any improvements placed upon the leased premises by the Lessee, including but not limited to structures, shall not become a part of the realty, and shall remain the property of the Lessee.

This Lease shall begin on the ___ day of _____, 2025. The term of this Lease shall be FORTY (40) years, ending _____, 2065.

Section 2. Rental, Taxes and Assessments. The Lessee agrees to pay to the Lessor for the use of the leased premises rent at the rate of ONE HUNDRED AND NO/100 DOLLARS (\$100.00) per year, payable on or before May 10th of each year of the Lease. Acceptance of said rent payment in advance by the Lessor shall not act as a waiver of its right to terminate this lease as hereinafter provided.

The Lessee further agrees to pay, before the same shall become delinquent, all taxes levied during the life of this Lease upon the leased premises and upon any buildings, improvements, and personal property thereon, or to reimburse the Lessor for sums paid by the Lessor for such taxes.

Lessee shall fully and promptly pay for all water, gas, heat, light, power, telephone service, and other public utilities of every kind furnished to the leased premises throughout the term of this Lease, and all other costs and expenses of every kind whatsoever of or in connection with the use, operation, and maintenance of the premises and all activities conducted on the leased premises, and Lessor shall have no responsibility of any kind for any such utilities.

Section 3. Use of Leased Premises, Abandonment. The Lessee covenants that the leased premises shall not be used for any other purposes than for the site of office space, community space, a bus storage facility for West Yellowstone Foundation-owned vehicles, and any other legitimate business purpose, and agrees that if the Lessee abandons the leased premises, the Lessor may enter upon and take possession of the same. Non-use for the purpose mentioned continuing for thirty (30) days shall be sufficient and conclusive evidence of such abandonment of the entire facility.

Section 4. Lessee Not to Sublet or Assign. The Lessee agrees not to let or sublet the leased premises, in whole or in part, or to assign this lease without the consent in writing of the Lessor, and it is agreed that any transfer or assignment of this lease, whether voluntary, by operation of law or otherwise, without such consent in writing, shall be absolutely void and, at the option of the Lessor, shall terminate this lease. This non assignment provision shall not apply to the Lessee allowing other community members or organizations to use the designated community space.

Section 5. Use for Unlawful Purposes Prohibited. Indemnity. It is especially covenanted and agreed that the use of the leased premises or any part thereof for any unlawful or immoral purposes whatsoever is expressly prohibited; that the Lessee shall indemnify and hold harmless the Lessor and the leased premises from any and all liens, fines, damages, penalties, forfeitures or judgments in any manner accruing by reason of the use or occupation of said premises by the Lessee. The Lessee shall name the Lessor as an additional insured on a policy of premises casualty insurance, commercial liability insurance with minimum limits of \$1.0 million for each claim and \$1.5 million for each occurrence, automobile insurance and worker's compensation insurance.

Lessor shall not be liable for any loss, injury, death, or damage to persons or property that at any time may be suffered or sustained by Lessee or by any person whosoever may at any time be using or occupying or visiting the leased premises or be in, on, or about the leased premises, whether the loss, injury, death, or damage shall be caused by or in any way result from or arise out of any act, omission, or negligence of Lessee or of any occupant, subtenant, visitor, or user of any portion of the leased premises, or shall result from or be caused by any other matter or thing whether of the same kinds as or of a different kind than the matters or things above set forth. Lessee shall indemnify Lessor against any and all claims, liability, loss, or damage whatsoever on account of any such loss, injury, death, or damage. Lessee waives all claims against Lessor for damages to the building and improvements that are now on or hereafter placed or built on the leased premises and to the property of Lessee in, on, or about the leased premises, and for injuries to persons or property in or about the leased premises, from any cause arising at any time. The waiver above shall not apply to loss, injury, death or damage arising by reason of the negligence or misconduct of Lessor, its agents, or employees.

Section 6. Care of Premises and Improvements. The Lessee hereby covenants and agrees that any and all buildings erected upon the leased premises shall be designed to reflect the architecture in the area, and shall at all times be kept in good repair; including improvements of every kind that may be part of the leased premises, including all appurtenances such as sidewalks; that the roof of each such building shall be of fire-resistant material; that when such buildings are without solid foundation the openings between the ground and the floor thereof shall be covered with fire-resistant material; that the leased premises shall during the continuance of this lease be kept by the Lessee in a neat and tidy condition and free from all rubbish or other material which would tend to increase the risk of fire, or give the leased premises an untidy appearance; that none of the buildings or other structures erected on said premises shall be used for displaying posters or any signs or advertisements other than such notices and signs as may be connected with the business of the Lessee, and that such signs and notices shall be neat and shall be properly maintained. Lessee shall be responsible for all snow removal from the leased premises, including the sidewalk and entry ways. In the event any building or other improvement not belonging to the Lessor on the leased premises is damaged or destroyed by fire, storm or other casualty the Lessee shall, within thirty(30) days after such happening remove all debris and rubbish resulting therefrom; and if the Lessee fails to do so, the Lessor may enter the leased premises and remove such debris and rubbish; the Lessee agrees to reimburse the Lessor, within thirty (30) days after bill rendered, for the expense so incurred.

In the event the Lessee desires to construct new improvements, or to expand or alter existing improvements on the leased property, the Lessee shall comply with all state and local ordinances and regulations applicable to such improvements. At least 90 days before any construction or repairs begin, Lessee shall, at Lessee's sole expense, prepare plans and specifications for any construction or remodel work to be completed on the leased premises. Such plans and specifications shall be submitted to Lessor for Lessor's written approval or any revisions required by Lessor. Lessor shall not unreasonably withhold such approval, and in the

event of disapproval, Lessor shall give to Lessee an itemized statement of reasons for disapproval within thirty (30) days after the plans and specifications are submitted to Lessor.

Upon reasonable notice to the Lessee, the Lessor shall have the right to enter and inspect any improvements on the property, for compliance with the terms of this lease.

Lessor shall not be obligated to make any repairs, replacements, or renewals of any kind, nature or description, whatsoever to the leased premises or any buildings or improvements on the leased premises.

Section 7. Liens. The Lessee shall, when due and before any lien shall attach to the leased premises if the same may lawfully be asserted, pay all charges for water, sewer, gas, light and power, and shall fully pay for all materials joined or affixed to said premises, and shall not permit or suffer any mechanic's or materialman's or other lien of any kind or nature to be enforced against said premises for any work done or materials furnished thereon at the instance or request or on behalf of the Lessee; and the Lessee agrees to indemnify and hold harmless the Lessor and its property against and from any and all liens, claims, demands, costs and expenses of whatsoever nature in any way connected with or growing out of such work done, labor performed, or materials or other things furnished. In order to facilitate the aforementioned lien clause, the Town will require lien releases for initial construction and/or subsequent tenant improvements for all contractors, subcontractors and material suppliers.

In the event any lien, security interest or other encumbrance has been filed or will be filed on the leasehold or the building, Lessee shall give notice, in writing to the Lessor of the existence of the encumbrance and the address of the holder and shall provide copies to Lessor of any such lien, security interest or encumbrance with the notice. Lessee shall indemnify, defend and hold Lessor harmless for any such liens, encumbrances or security interests recorded against the leased premises.

Section 8. Superior Rights. This Lease is made subject to all outstanding superior rights, including, but not limited to, rights of way for highways and for power and communication lines, and the right of the Lessor to renew such outstanding rights and to extend the term thereof. Further, the Lessor specifically retains the right to access to water, sewer and other utility lines on and under the property, for the purpose of maintenance and repair, as well as any other lawful purpose.

Section 9. Explosives and Inflammables. It is further agreed that no gunpowder, gasoline, dynamite, or other explosives or flammable material shall be stored or kept upon the leased premises unless such items are stored in compliance with all applicable safety regulations.

Section 10. Liability of Lessee for Breach. The Lessee shall be liable for any and all injury or damage to persons or property, of whatsoever nature or kind, arising out of or contributed to by any breach in whole or in part of any covenant of this agreement.

Section 11. Water Damage Release. The Lessee hereby releases the Lessor from all liability for damage by water to the leased premises or to property thereon belonging to or in the

custody or control of the Lessee, including buildings and contents, regardless of whether such damage be caused contributed to by the position, location, construction or condition of the facilities of the Lessor.

Section 12. Termination and Default. It is further agreed that the breach of any covenant, stipulation or condition herein contained to be kept and performed by the Lessee, shall, at the option of the Lessor, forthwith work a termination of this Lease, and all rights of the Lessee hereunder; that no notice of such termination or declaration of forfeiture shall be required, and the Lessor may at once re-enter upon the leased premises and repossess itself thereof and remove all persons there from or may resort to an action of forcible entry and detainer, or any other action to recover the same. A waiver by the Lessor of the breach by the Lessee of any covenant or condition of this Lease shall not impair the right of the Lessor to avail itself of any subsequent breach thereof.

Section 13. Termination by Notice. This Lease may be terminated by written notice given by either the Lessor or the Lessee to the other party on any date in such notice stated, not less, however, than ninety (90) days subsequent to the date on which such notice shall be given. Said notice may be given to the Lessee by serving the Lessee personally or by posting a copy thereof on the outside of any door in any building upon the leased premises or by mailing said notice, postage prepaid, to the Lessee at the last address known to the Lessor. Said notice may be given to the Lessor by mailing the same, postage prepaid, to the Town office. Upon such termination and vacation of the premises by the Lessee, the Lessor shall refund to the Lessee on a pro rata basis any unearned rental paid in advance.

Section 14. Vacation of Premises, Removal of Lessee's Property. The Lessee covenants and agrees to vacate and surrender the quiet and peaceable possession of the leased premises upon the termination of this Lease. Within fifteen (15) days after giving the notice mentioned in the preceding Section, the Lessee shall post with the Town a performance bond in an amount not less than one hundred fifty percent (150%) of the estimated cost of removal from the leased premises all structures and other property not belonging to the Lessor, and restoration of the surface of the premises. Within thirty (30) days after such termination the Lessee shall (a) remove from the premises, at the expense of the Lessee, all structures and other property not belonging to the Lessor; and (b) restore the surface of the ground to as good condition as the same was in before such structures were erected, including, without limiting the generality of the foregoing, the removal of foundations of such structures, the filling in of all excavations and pits and the removal of all debris and rubbish, all at the Lessee's expense, failing in which the Lessor may perform the work and the Lessee shall reimburse the Lessor for the cost thereof within thirty (30) days after bill rendered.

In case of the Lessee's failure to remove said structures and other property, the same shall, upon expiration of said thirty (30) days after the termination of this lease, become and thereafter remain the property of the Lessor; and if within one (1) year after the expiration of such thirty (30) day period the Lessor elects to and does remove, or cause to be removed, said structures and other property from the leased premises, the cost of such removal plus the cost of restoring the

surface of the ground as aforesaid will be reimbursed to the Lessor by the Lessee within thirty (30) days after the bill is rendered.

Section 15. Successors and Assigns. Subject to the provisions of Section 4, hereof, this Lease shall be binding upon and inure to the benefit of the parties hereto and their heirs, executors, administrators, successors and assigns.

Section 16. Miscellaneous.

Time of the essence of this Lease, and of each and every covenant, term, condition, and provision of this Lease.

The captions appearing under the section number designations of this Lease are for convenience only and are not a part of this Lease and do not in any way limit or amplify the terms and provisions of this Lease.

It is agreed that this Lease shall be governed by, construed, and enforced in accordance with the laws of the State of Montana.

Any modification of this Lease or additional obligations assumed by either party in connection with this Lease shall be binding only if evidenced in a writing signed by each party or an authorized representative of each party.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and date first herein written.

TOWN OF WEST YELLOWSTONE

WEST YELLOWSTONE FOUNDATION

By: Daniel Walker
Town Manager

Carrie Coan
Foundation Director

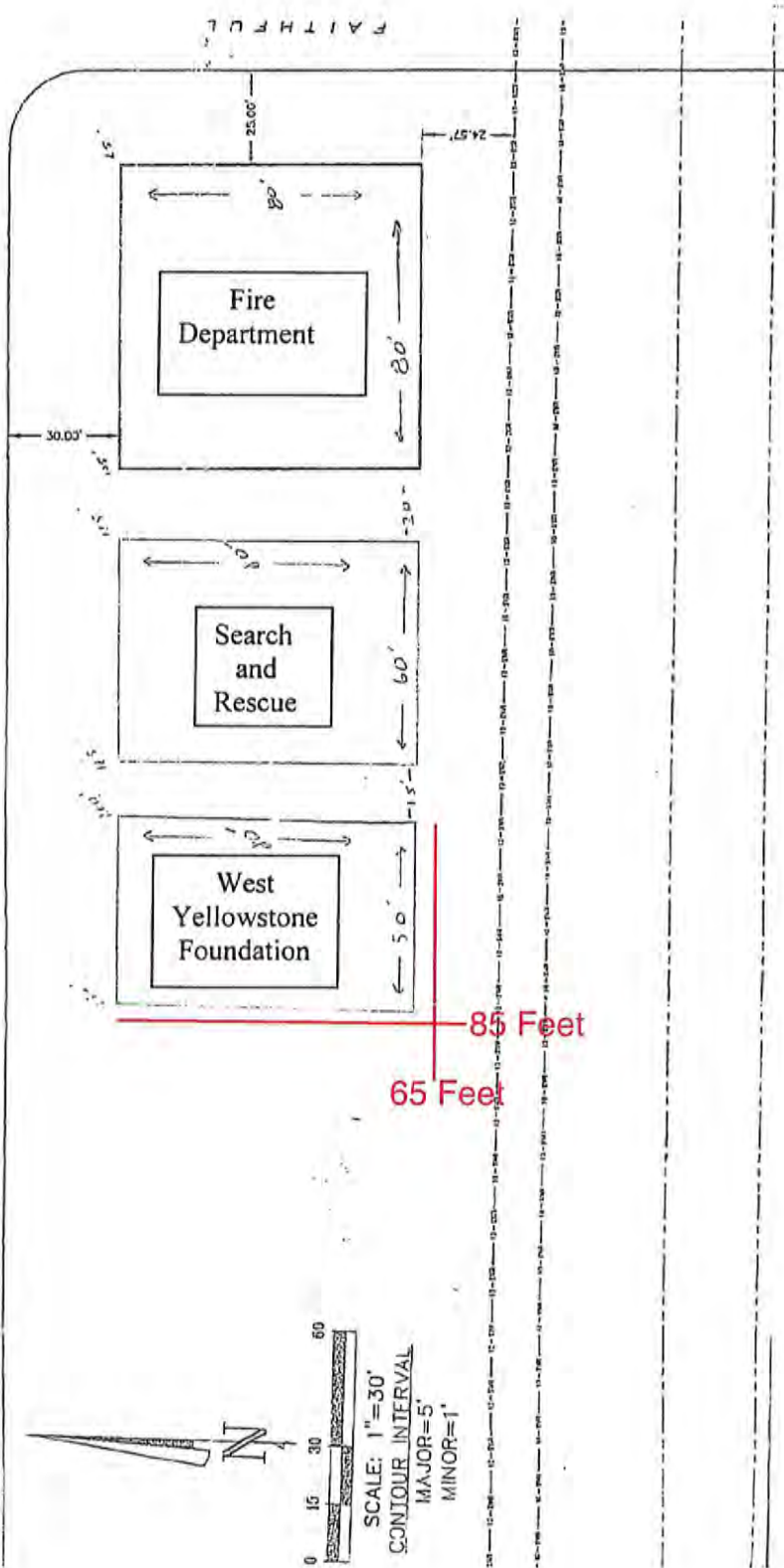
ATTEST:

Elizabeth Roos
Town Clerk

EXHIBIT A

YELLOWSTONE

PAITHFUL



Business Improvement Advisory Board

BOARD MEMBER	APPOINTED	EXPIRES	E-MAIL ADDRESS
Kelli Hart*	1/23/24	1/23/28	kelli@freeheelandwheel.com
Leah Sherman*	10/19/21	10/18/25	leahksherm@gmail.com
Carrie Coan**	10/18/22	10/18/26	ed@wyfmt.org
Marysue Costello**	2/21/23	2/20/27	marysuec43@gmail.com
Julia Wittmer*	3/18/25	3/17/29	juliawittmer23@gmail.com
Vacancy			
Jeff Mathews, Town Council – concurrent with term			jmathews@townofwestyellowstone.com
Vacancy – WY Chamber of Commerce representative, ex-officio member			

Staff Support – concurrent w/ employment
Public Services Director

Reorganized by the Town Council 2/18/2025 via Resolution No. 816, 4-year terms.

**4 positions – business owners*

***2 positions – community at large*

Updated 3/19/25 - er



APPLICATION FOR BOARDS AND COMMITTEES

Name Dashelle Boucher Date 5/13/2025

Address 504 Gallatin Ave

City West Yellowstone State MT Zip 59758

Phone (Home): _____ (Work): _____ (Cell/Other): 701-361-1297

E-Mail Address: dashellepurcell@gmail.com

Are you a resident of West Yellowstone? Yes/No Length of residency in West Yellowstone: 45

Board or Committee you are applying for: Business Improvement Advisory Board

Occupation: Co-owner of TRs Burgers

Employer: Self

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

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

Past Memberships and Associations: _____

Current Memberships and Associations: _____

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: I am passionate about creating positive, lasting change in our community. My ability to balance needs with long-term goals make me a valuable advocate for initiatives that improve quality of life, infrastructure, and public safety for residents and visitors alike.

What are your primary objectives for serving on this board? Help develop and enhance our town for our residents as well as new and returning visitors.

References (Individual or Organization):

Jerry Johnson Phone: 406-640-7000

Jeff McBirnie Phone: 360-850-3466

Leah Sherman Phone: 802-279-1031

Signature: *Dashelle Boucher* Date: 05/13/2025

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.

TBID Board of Trustees

NAME	APPOINTED	EXPIRES	LENGTH
Jeff Schoenhard, Chair 50-100	5/4/21	5/4/25	4 Years
Jerry Johnson 10-49	5/4/21	5/4/25	4 Years
Lisa Johnson 100+	9/6/22	9/6/26	4 Years
Sara Mauer 10-49 Rooms	6/4/24	6/4/28	4 Years
Jeremy Roberson 50-100 Rooms	5/9/23	5/9/27	4 Years
John Stallings At Large	4/18/23	4/18/27	4 Years
Alma Clark At Large	8/4/20	8/4/24	4 Years

* Terms are 4-year, some initial terms were shorter in order to provide for staggered terms

* Kristy Coffin was hired as the TBID Administrator. (10-18-12)

Updated 5/10/23 er



APPLICATION FOR BOARDS AND COMMITTEES

Name Brandi Kadlec Date 5/12/2025

Address 350 Aspen loop Rd.

City West Yellowstone State MT Zip 59758

Phone (Home): (Work): (Cell/Other): 406 640 2269

E-Mail Address: Brandi.Kadlec@gmail.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 13yr.

Board or Committee you are applying for: TBID

Occupation: Owner/Operator

Employer: Sweet Home Montana

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

If so, which board, and for how long?

Past Memberships and Associations: Chamber of Commerce

Current Memberships and Associations: Chamber of Commerce

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

What are your primary objectives for serving on this board?

References (Individual or Organization):

Amber Smith Phone: 406 640 2347

Stephanie Borash Phone: 406 539 5872

Neak Pringle Phone: 406 640 9025

Signature: [Handwritten Signature] Date: 5/12/2025

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.



From: Brandi Kadlec
Sweet Home Montana Property Management
PO Box 2108
520 Madison Ave
West Yellowstone, MT 59758

To: Town of West Yellowstone
PO Box 1570
440 Yellowstone Ave
West Yellowstone, MT 59758

RE: Application for Boards and Committees – TBID

I am an honored resident and business owner of the West Yellowstone community for over 13 years. I started several businesses from the ground up and have employed dozens of locals with competitive paying careers and benefits.

I am a licensed property manager with the State of Montana with which I operate three hotels, two residential apartment complexes, and several other businesses. As a property manager, coupled with a real estate background, and hotel owner, I possess the knowledge, skills and experience to make informative decisions and contributions at TBID.

As a hard-working enthusiastic community member, I can offer unique ideas and exceptional problem solving that build on the existing foundation at TBID. I look forward to promoting growth and supporting not only the traveling public and visitors of Yellowstone National Park, but also the remarkable community of West Yellowstone.

Thank you for your consideration,

A handwritten signature in blue ink, appearing to be "Brandi Kadlec", written over a horizontal line.

Brandi Kadlec



APPLICATION FOR BOARDS AND COMMITTEES

Name JERRY D. JOHNSON Date 5-13-25

Address 712 N HAYDEN ST.

City WEST YELLOWSTONE State MT Zip 59758

Phone (Home): 640-7000 (Work): 640-7000 (Cell/Other): 640-7000

E-Mail Address: Westmayor@AOL.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 65 yrs

Board or Committee you are applying for: TBID - SMALL MOTEL

Occupation: PROPERTY MANAGEMENT

Employer: SELF

Have you previously served on a County or City board? YES

If so, which board, and for how long? TBID^{15y} / WY TOWN COUNCIL^{24yrs} / WY Mayor^{15yrs}

Past Memberships and Associations: WY CHAMBER BOARD

YELLOWSTONE HISTORIC BOARD

Current Memberships and Associations: WY SEARCH AND RESCUE /

WY PLANNING BOARD / MAPFUND / TBID / WY CEMETARY BOARD

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: MOTEL OWNER / MANAGER / TBID OFFICER

CHAMBER MEMBER / RETAIL PROPERTY OWNER

What are your primary objectives for serving on this board? HELP, TBID CONTINUE

TO BE ONE OF, IF NOT THE, PRIMARY PROMOTER

OF WEST YELLOWSTONE.

- References (Individual or Organization):
- SARA MAUER Phone: 640-1287
 - JEFF SCHOENARD Phone: 640-1336
 - JEREMY ROBERSON Phone: 801-414-5058

Signature: Jerry D Johnson Date: 5-13-25

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.



APPLICATION FOR BOARDS AND COMMITTEES

Name Alma Clark Date 4/30/25

Address 518 Obsidian Ave

City West Yellowstone State MT Zip 59758

Phone (Home): 312-515-0560 (Work): _____ (Cell/Other): _____

E-Mail Address: almaclark@gmail.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 6+

Board or Committee you are applying for: _____

Occupation: Director of Marketing

Employer: Three Bear Lodge / West Yellowstone

Have you previously served on a County or City board? Yes

If so, which board, and for how long? Chamber of Comm, Library, TBID

Past Memberships and Associations: _____

Current Memberships and Associations: _____

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

What are your primary objectives for serving on this board? Represent the interests of the local residents and businesses.

References (Individual or Organization):
Travis Watt Phone: 406 640 0393
Phone: _____
Phone: _____

Signature: [Handwritten Signature] Date: 4/25/25

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.



APPLICATION FOR BOARDS AND COMMITTEES

Name Jeff Schoenhard Date 5/5/25

Address Box 1482

City W. Yellowstone State MT Zip 59758

Phone (Home): _____ (Work): _____ (Cell/Other): 406-640-1336

E-Mail Address: jschoenhard@kellyinns.com

Are you a resident of West Yellowstone? _____ Length of residency in West Yellowstone: _____

Board or Committee you are applying for: TBID

Occupation: Hotel Management

Employer: Kelly Inns

Have you previously served on a County or City board? yes

If so, which board, and for how long? TBID - since inception

Past Memberships and Associations: chamber board

Current Memberships and Associations: Billings TBID, West Yellowstone TBID

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: Been involved with West Yellowstone since November 1995

What are your primary objectives for serving on this board? putting more "heads in beds" for the community

References (Individual or Organization):
Travis Watt Phone: 640-0393
Mike Knop Phone: 640-1427
Jerry Johnson Phone: 640-7000

Signature: [Handwritten Signature] Date: 5/5/25

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.

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 westmayor@aol.com	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 wbroker@gmail.com	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 bschmier@outlook.com	8/3/22 9/3/24	8/2/24 9/2/26
4. Vacancy		
5. County Designee Chipper Smith 175 Grayling Canyon Road West Yellowstone, MT 59758 C: (406) 220-7778 GCRCHIP@Yahoo.com	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 jbrown@townofwestyellowstone.com		Concurrent with Employment
7. Jeff Mathews, Town Council Member PO Box 809 C: (805) 207-5270 jmathews@townofwestyellowstone.com		Concurrent with TC Term Appointed 6/7/20

Updated 4/15/25 - er



APPLICATION FOR BOARDS AND COMMITTEES

Name Casey McCray Date 5/1/25

Address 530 Apollinaris ct

City West Yellowstone State MT Zip 59758

Phone (Home): 406 539 3277 (Work): (Cell/Other): 406 539 3277

E-Mail Address: caseymccray@gmail.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 30 year

Board or Committee you are applying for: Planning Board

Occupation: Self Emp

Employer: Slippery Otter Pub

Have you previously served on a County or City board? Yes

If so, which board, and for how long? Town Government Review Board (current)

Past Memberships and Associations:

Current Memberships and Associations:

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

What are your primary objectives for serving on this board? to help Bring new idea w/ Development of the 80-acres

References (Individual or Organization):

Lynett west Phone: 831 345 9292

Brenda Panko Phone: 920 979 3404

Connie Cusick Phone: 406 646 9492

Signature: [Handwritten Signature] Date: 5/1/25

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.



West Yellowstone Nonprofit Financial Leadership Workshop

**FREE | Thursday, May 29
Three Bear Lodge, West Yellowstone**

Join Montana Nonprofit Association and the West Yellowstone Foundation for this FREE community workshop to learn the Board's role in financial leadership, to understand and analyze nonprofit financial statements, and discuss best practices for the purpose and function of the finance committee in support of the Board's work.

Workshop Agenda:

4:45 Registration & Dinner

5:00 Financial Leadership: Understanding
Financial Statements & Board Financials

6:30 Work Session with Adam Jespersen



This will include open time for a work session on either financial reporting or finance committee structure. Please bring your laptop, your most recent org budget, and your most recent completed financial statements (Income Statement and Balance Sheet).

To Register:

Scan this QR
code or visit:

[https://forms.gle/
B7U99EdFBNmjM1vQ6](https://forms.gle/B7U99EdFBNmjM1vQ6).

