

Town of West Yellowstone

Tuesday, August 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 – 5:00 PM

5:00 PM – The Town Council will participate in a tour of the wastewater treatment plant construction site. The public is invited to attend, safety vests and hats are required when on site. Please meet in the south parking lot of the Town Hall. The public must arrange private transportation. The address to the construction site is 861 Power Line Road, approximately one mile west of the Town off US Highway 20.

6:00 PM – Northern Rocky Mountain Economic Development District, Wylie Phillips
West Yellowstone Housing Needs and Market Analysis Proposal

TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders # 7093 to Mountain States Lighting, 40 light poles, \$221,496.40
7104 to Idaho Traffic Safety, street and parking lot striping, \$8500.00
7102, Fishers Technology, copier, \$9258.00

Claims

Business License Applications: Owl's Nest, short-term rental at 239 Madison Avenue, Unit #4
Corazon Tatuado, tattoo studio, 239 Firehole, Suite #102
Parkside Cabins, short-term rentals at 410 Parkway D

Minutes: August 5, 2025 Town Council Meeting

Town Manager & Staff Reports

Advisory Board Reports

Public Hearing – Ordinance No. 280, Travel Trailer Parks in the E-2 Zone

NEW BUSINESS

Ordinance No. 280, Travel Trailer Parks in the E-2 Zone, 1 st Reading	Discussion/Action
Housing Needs and Market Analysis Proposal	Discussion/Action
Marketing and Promotions Fund Award Recommendation <ul style="list-style-type: none">▪ Wildfire Defense Race Series 2026	Discussion/Action



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 meetingroom.
- 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.





Town Council Agenda Item Summary Report

Meeting Date: August 19, 2025	
Item Title: West Yellowstone Business Housing Needs & Market Analysis	
Submitted By (Name/Title): Dan Walker, Town Manager	
Discussion Only <input type="checkbox"/>	Discussion/Action <input checked="" type="checkbox"/>
Funding Source: FY 26- 80 acres prof. servs.	Budgeted <input checked="" type="checkbox"/>
Estimated Date of Completion: January 2026	

Item Summary

Northern Rocky Mountain Economic Development District (NRMEDD) has prepared a proposal to assist the Town with a Housing Needs & Market Analysis.

The study will focus on aligning housing development with the operational needs of local employers and the income realities of West Yellowstone's workforce. It will build on prior assessments and public input to deliver actionable recommendations that position the Town to create housing that is occupied, affordable, and responsive to both economic and community goals.

NRMEDD proposes a targeted analysis of housing market and business needs. This effort will:

- Gather hard, quantitative data on what types of housing are needed.
- Identify how many units are required.
- Define at what price points they must be offered.
- Document what barriers businesses face in the current labor and housing market.

The cost of the work is \$25,125. This item is included as part of the FY26 Budget.

They anticipate the work to be completed by January 2026.

Staff Recommendation

Staff recommends approval of this request.

Suggested Motion

I move we accept the proposal from Northern Rocky Mountain Economic Development District to perform the Business Housing Needs and Market Analysis at a cost not to exceed \$25,125.



Northern Rocky Mountain
ECONOMIC DEVELOPMENT DISTRICT

PO Box 3725, Bozeman, MT 59772-3725 | Phone (406) 518-1599 | wylie@nrmedd.org

West Yellowstone Business Housing Needs & Market Analysis

1. Activities:

The study will focus on aligning housing development with the operational needs of local employers and the income realities of West Yellowstone's workforce. It will build on prior assessments and public input to deliver actionable recommendations that position the Town to create housing that is occupied, affordable, and responsive to both economic and community goals.

NRMEDD proposes a targeted analysis of housing market and business needs. This effort will:

- Gather hard, quantitative data on what types of housing are needed.
- Identify how many units are required.
- Define at what price points they must be offered.
- Document what barriers businesses face in the current labor and housing market.

*** More detailed information is outlined in the attached Appendix - Item A and Item B

Scope of Work Specific to this Study:

- Business Housing Needs Survey Analysis
 - Summary of survey responses and qualitative employer feedback.
- Workforce Housing Demand Analysis
 - Data tables and narrative summarizing housing demand (taking into account wage, household type, job sector, and seasonality)
- Market Gap & Feasibility Analysis
 - Identification of gaps between existing housing supply and workforce needs, including unit types and price points.

"Serving Gallatin, Park and Madison Counties of Southwest Montana"



Northern Rocky Mountain
ECONOMIC DEVELOPMENT DISTRICT

PO Box 3725, Bozeman, MT 59772-3725 | Phone (406) 518-1599 | wylie@nrmedd.org

- Stakeholder Workshop & Engagement
 - Host a workshop with city officials, businesses, housing organizations, and community groups to review findings, discuss priorities, and build consensus on next steps.

*** More detailed information is outlined in the attached Appendix - Item B

Deliverables:

- A well-structured and concise report outlining the findings of the analysis.
 - Visualizations (charts, graphs, maps) to enhance understanding.
- Final Presentation to City Council & Stakeholders
 - A clear, visual presentation of key findings, recommendations, and suggested implementation actions.

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Northern Rocky Mountain
ECONOMIC DEVELOPMENT DISTRICT

PO Box 3725, Bozeman, MT 59772-3725 | Phone (406) 518-1599 | wylie@nrmedd.org

NRMEDD Scope of Work	Cost
NRMEDD work to complete, including subcontracts	
Estimated 275 Hours at \$75/hr.	\$20,625
Travel	\$500
Graphic Design for Final Document	\$4,000
Payment Schedule: 50% Upfront, 50% At Completion.	
Scheduled Completion Date: January 31, 2026	
TOTAL:	\$25,125

NRMEDD Scope of Work	Timeline				
Business Housing Needs & Market Analysis					
Survey data, collect and quantify existing data:	September 2025	October 2025	November 2025	December 2025	January 2025
Housing Needs Survey					
Public Data Collection					
Market Gap & Feasibility Research					
Data Analysis					
Narrative					
Stakeholder Workshop & Engagement					
Graphic Design					
Final Document					

“Serving Gallatin, Park and Madison Counties of Southwest Montana”



Northern Rocky Mountain
ECONOMIC DEVELOPMENT DISTRICT

PO Box 3725, Bozeman, MT 59772-3725 | Phone (406) 518-1599 | wylie@nrmedd.org

Make all checks payable to NRMEDD.

Mailing Address: **PO Box 3725, Bozeman, MT 59772**

Date:

Date:

Wylie Phillips

NAME

NRMEDD - Executive Director

ORG. - TITLE

"Serving Gallatin, Park and Madison Counties of Southwest Montana"



Northern Rocky Mountain
ECONOMIC DEVELOPMENT DISTRICT

PO Box 3725, Bozeman, MT 59772-3725 | Phone (406) 518-1599 | wylie@nrmedd.org

Appendix:

Item A: Background and Purpose -

The Town of West Yellowstone is at a pivotal moment for shaping its future housing landscape. The community's long-standing housing challenges — documented in the 2023 West Yellowstone Housing Needs Assessment and the 2024 Local Housing Strategy — have become a critical barrier to economic stability, business sustainability, and year-round community life.

The lack of affordable and workforce housing disproportionately affects local businesses. Employers in hospitality, tourism, retail, health care, education, government, and recreation services consistently report difficulty recruiting and retaining staff due to the absence of adequate housing options. Seasonal workers often live in RVs or substandard conditions; year-round employees struggle to find affordable rentals or entry-level homes; and local wage levels do not align with prevailing housing costs.

Compounding these challenges are unique local conditions:

- Extremely limited land availability due to public land boundaries
- Near-zero rental and housing vacancy rates
- A high share of homes is used for short-term rentals or seasonal/recreational purposes
- A moratorium on new sewer connections has delayed construction for years.

The 80-acre parcel acquired by the Town from the Custer Gallatin National Forest offers a once-in-a-generation opportunity to address these challenges. However, community leaders are rightly cautious about moving forward without strong data. The risk is clear: subdividing land and constructing housing that does not match the actual needs of the community — especially those of local businesses and workers — could result in vacant units, wasted investment, and unmet demand.

Item B: Activities Continued -

Business Survey & Employer Outreach: A central component of this project will be direct engagement with West Yellowstone's business community to understand their housing-related challenges, workforce needs, and expectations for the 80-acre development. While prior community surveys have focused on resident perspectives, few have systematically gathered input from employers — the key stakeholders experiencing the economic impacts of the local housing shortage.

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Northern Rocky Mountain
ECONOMIC DEVELOPMENT DISTRICT

PO Box 3725, Bozeman, MT 59772-3725 | Phone (406) 518-1599 | wylie@nrmedd.org

NRMEDD will design and implement a focused survey of local employers across key sectors — including hospitality, tourism, retail, public services, health care, and education — to collect direct input on workforce housing needs. The survey will gather data on:

- Number and type of employees (year-round, seasonal).
- Wage ranges and typical housing needs (e.g., unit type, size, affordability).
- Recruitment and retention challenges related to housing availability and cost.
- Interest in employer-assisted housing models or partnerships.

In addition to the survey, we will conduct a small number of targeted interviews with major employers to capture deeper insights and context. Outreach will be coordinated with local business groups and municipal leaders to ensure broad participation and strong representation across industries.

The results will help quantify how many units, what types, and at what price points are most needed to meet the workforce demand from the business perspective.

Workforce Data Analysis: Analyze local and regional data on employment patterns, wages, seasonality, and labor force trends. Quantify housing demand by income level, household type, and seasonal vs. year-round employment.

Housing Market Assessment: Review the existing housing stock: unit types, sizes, rental and ownership costs, occupancy rates, and vacancy rates. Identify mismatches between current housing availability and workforce needs.

“Serving Gallatin, Park and Madison Counties of Southwest Montana”

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795
FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date 7/1/25

Ship Via Road & Street Services
Street light equipment

Order No. **7093**

Department 1000-430263-938

TO: MOUNTAIN STATES Lighting

ADDRESS: PO Box 449 CONIFER CO 80433

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
40	concrete wood grain poles and arm
	LED Fixture
40	photo cell - Long Life RD8645

Estimated Cost \$ 221,496.40

Requested By: [Signature]

Accounting Code 1000-430263-938

Authorized By: [Signature]

VENDOR COPY - White OFFICE COPY - Canary

Approved By: _____



Mountain States Lighting

P.O. Box 449, Conifer, CO 80433
(303) 838-4430

To: Jon Brown WEST YELLOWSTONE 330 YELLOWSTONE AVE. (SHIP) PO BOX 1570 (BILL) WEST YELLOWSTONE, MT 59758	Proj: WEST YELLOWSTONE BP POLE/FIXT Bid Date: 06/27/25
--	---

Remarks:

Qty	Type	Mfg	Description	Price
			**CONCRETE WOODGRAIN POLE AND ARM **	
40		MSU	P150-APW-G-L70-A MOD KA57S C/W BPC-II	
			LED FIXTURE	
40		MSLU	K54-C-K24-P4NL-III-75 (SSL)-7030-120:277-PR7-3K-BK- #6-WS-3/8 BK HEX-GFI	
40		MSLU	**PHOTOCELL** RD8645 LED LONGLIFE PHOTOCELL	
			INCLUDES FREIGHT.	
			DOES NOT INCLUDE ANCHOR BOLTS.	
			DOES NOT INCLUDE SALES TAX.	
			SALES TAX WILL NOT BE CHARGED WITH EXEMPT FORM	
			THIS IS A BASEPLATED OPTION, 17" BOLT CIRCLE	
			GFI INCLUDED IN FIXTURE POD, NO WIRING NEEDED	
			MUST SHIP TO WEST YELLOWSTONE	
			PAYMENT DUE 30 DAYS AFTER FINAL SHIPMENT	
			LEAD TIME 20 WEEKS.	
Total =====				\$221496.40
F.O.B. Per Mfg		Terms: Standard		Lead time: MISC
Prices firm for entry by: 30 DAYS			Shipment by:	
Printed 06/27/25 07:45:23		Per:		

TOWN OF WEST YELLOWSTONE
MONTANA

info@townofwestyellowstone.com

PURCHASE ORDER

Date

Ship Via Road & Bridge

Order No. 7104

Department 1000 - 430200 - 368

TO: Idaho Traffic Safety Inc.

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
7	Town parking lots Striping

Estimated Cost \$ 8,500.00

Requested By: Jim Brown

Accounting Code 1000 430200 368 50

Authorized By: [Signature]

VENDOR COPY - White OFFICE COPY - Canary

Approved By: _____

Jon Simms

From: Luke Mecham <luke@idahotrafficsafety.com>
Sent: Thursday, August 14, 2025 10:38 AM
To: Jon Simms
Subject: Re: FW: parking stall markings

We can do the whole thing for \$8,500 that includes our mobilization fee and everything.

Let me know what you think.

Luke Mecham
General Manager
Idaho Traffic Safety, Inc.
ATSSA Certified Supervisor
ATSSA Certified Flagger Instructor
luke@idahotrafficsafety.com
cell-208-716-2924

On Tue, Aug 12, 2025 at 9:52 AM Jon Simms <jsimms@townofwestyellowstone.com> wrote:
Hi Luke, here is the pictures of the parking lots that need markings. Let me know if you need more info.
JB

-----Original Message-----

From: donotreply <donotreply@townofwestyellowstone.com>
Sent: Tuesday, August 12, 2025 9:49 AM
To: Jon Brown <jbrown@townofwestyellowstone.com>; Jon Simms <jsimms@townofwestyellowstone.com>
Subject:

TASKalfa 3552ci
[00:17:c8:4c:d8:44]

Idaho Traffic Safety, Inc.

Yellowstone Pavement Solutions

(406) 595-7471

www.YellowstonePavementSolutions.com



RECIPIENT:

Town of West Yellowstone

104 Yellowstone Avenue

West Yellowstone, Montana 59758

Estimate #25556

Sent on _____

Total \$12,265.44

Product/Service	Description	Qty.	Unit Price	Total
Police Station	*SEE ADDITIONAL PAGES FOR PROJECT PRICING BREAKDOWN*	1	\$360.00	\$360.00
Little Rangers Learning Center	*SEE ADDITIONAL PAGES FOR PROJECT PRICING BREAKDOWN*	1	\$1,455.04	\$1,455.04
Medical Center	*SEE ADDITIONAL PAGES FOR PROJECT PRICING BREAKDOWN*	1	\$1,965.56	\$1,965.56
Museum of The Yellowstone	*SEE ADDITIONAL PAGES FOR PROJECT PRICING BREAKDOWN*	1	\$933.04	\$933.04
City Hall	*SEE ADDITIONAL PAGES FOR PROJECT PRICING BREAKDOWN*	1	\$699.04	\$699.04
Town Park	*SEE ADDITIONAL PAGES FOR PROJECT PRICING BREAKDOWN*	1	\$2,066.68	\$2,066.68
Visitors Center	*SEE ADDITIONAL PAGES FOR PROJECT PRICING BREAKDOWN*	1	\$2,082.08	\$2,082.08
Mobilization	Cost to transport crews, equipment and materials to the jobsite.	1	\$2,704.00	\$2,704.00
Total				\$12,265.44

Terms, warranty, and conditions can be found at: <https://yellowstonepavementsolutions.com/learn/warranty-terms--conditions/>

*SCHEDULING: upon quote(s) approval, you will receive a booking confirmation email within approx. 3 days. We are typically booking out 3 weeks for work, weather + scope depending. Please reach out if you have scheduling restrictions.

*Additional charges apply for weekend or after-hours scheduling as required.

Signature: _____ Date: _____

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE
MONTANA

PHONE: 406-646-7795
FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date 8-19-25

Ship Via

Order No. 7102

Department Admin / Town Clerk

TO: Fishers Technology

ADDRESS: 215 Haggerty Lane
Bozeman, MT

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	Kyocera MZ3501ci copier

Estimated Cost \$ 9258.00

Requested By: Liz - Town Clerk *LR*

Accounting Code 1000-410210-941

Authorized By: *[Signature]*

VENDOR COPY - White OFFICE COPY - Canary

Approved By: _____

Equipment Copier Summary

Proposed

Kyocera MZ3501ci

Purchase Price

\$9,258.00

Monthly Service Agreement

\$51.05

B&W @ .0094

Color @ .0661

Equipment Machine Breakdown

- (1) Kyocera MZ3501ci Color Digital Copier**
 - 35 Copies Per Minute Color**
 - 35 Copies Per Minute Black and White**
 - Standard Printing & Scanning**
 - Color Scans @ 274 ipm**
 - Pin Point Scan App**
 - Two standard 500 sheet trays**
 - Two additional 1,500 sheet trays**
 - 4,000 Sheet Finisher staple/punch**
 - Fax**
 - 4800x1200 DPI**
 - Standard Duplex (Dual Scanning)**
 - Color Touch Screen Interface**
 - Network Print**



Town of West Yellowstone Business License Application

Business Name: Owl's Nest
 Applicant: Sweet Home Montana Property Management
 Contact Person: Brandi Kadlec
 Mailing Address: PO Box 2108
 Physical Address of Business: 239 Madison Ave, Unit 4
 Phone Number: 406-640-2088 Fax Number: _____
 Email Address: ap@sweethomemontana.com Website: sweethomemontana.com

Signature of Property Owner of Record:

Subdivision: 34 B-3 Central Business Distric (old town)
 Block: 17 Lot: 7

Zoning District, please mark one:

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

one short-term rental unit

Business License Fee: \$ 53.00

Resort Tax Bond: \$ _____

Total Amount Due: \$ 53.00

Signature of Applicant

Signature of Applicant

6/19/25
Date

FOR OFFICE USE ONLY

Date Approved: _____ Town Council Administration _____

Date 6/19/25 Check # 283 Amount \$ 53.00 License # _____

SCN _____ BLP _____ STX _____ RDX _____



July 3, 2025

To: Town of West Yellowstone, Resort Tax Council

RE: Owl's Nest, 239 Madison Ave, Unit #4
Resort Tax Bond Waiver Request

Please accept this as request to waive the Resort Tax Bond on the nightly rental at 239 Madison Ave, Unit #4 known as Owl's Nest. Sweet Home Montana Property Management represents the owner Marc McKee of DS McKee, LLC and will be responsible for submitting the monthly tax resort report and payment. This waiver is requested with Sweet Home Montana exhibiting timely reporting and payment of resort tax on 20+ other properties with the Town of West Yellowstone.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Brandi Kadlec". The signature is fluid and cursive, with a large initial "B" and a long, sweeping tail.

Brandi Kadlec, Owner
Sweet Home Montana Property Management



Town of West Yellowstone Business License Application

Business Name: Corazon Tattoo
 Applicant: Kylie Tatziri Vega
 Contact Person: Kylie Tatziri Vega
 Mailing Address: 227 N Electric St, Apt #5
 Physical Address of Business: 239 Firchole ave, suite 102
 Phone Number: (406) 640-0740 Fax Number:
 Email Address: Vegakylie09@gmail.com Website: Kyliejatzirivega@gmail.com

Signature of Property Owner of Record: [Signature]

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.

Its a tattoo studio, 1 artist.

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

[Signature]
 Signature of Applicant
[Signature]
 Signature of Applicant
08/07/2025
 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
Business License Application

Business Name: Barta Enterprises, Inc. DBA Parkside Cabins (A+B)
Applicant: Todd & Vickie Barta
Contact Person: Vickie Barta
Mailing Address: PO Box 37
Physical Address of Business: 4110 Parkway D.
Phone Number: 406-531-9742 Fax Number:
Email Address: tvbarta@aol.com Website:

Signature of Property Owner of Record: Vickie Barta

Subdivision: Old Town
Block: 5 Lot: 3

Zoning District, please mark one:

- B-3 Central Business District (Old Town) [checked]
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 [checked]
Transfer of Ownership
Change of Location
Name Change

- Is this business licensed by the State of Montana? [checked] Yes [] No
Appropriate Town/County/Health Dept approvals (if applicable) [checked] 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 N/A

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.

Nightly Rentals - 2, 864 sq ft each, 2 bedroom, 2 full bath. One cabin is ADA. Each will sleep 6 people, w/sofa beds in living area.

Business License Fee: \$56.00
Resort Tax Bond: \$500.00
Total Amount Due: \$556.00

Signature of Applicant: Todd Barta
Signature of Applicant: Vickie Barta
Date: 6/30/25

FOR OFFICE USE ONLY
Date Approved:
Town Council [] Administration []
Date Check # Amount \$ License #
SCN BLP STX RDX

08/15/25
15:39:55

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 8/25

Page: 1 of 8
Report ID: AP100

For dates posted from 08/07/25 to 08/15/25, FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52601		3467 Hyalite Engineers PLLC	6,192.50					
	12126	07/01/25 80 Acre Zoning	4,531.25		PLNNG	1000 411000	354	101000
	12182	08/02/25 80 Acre Zoning	1,661.25		PLNNG	1000 411000	354	101000
52602		266 Utilities Underground Location	42.00					
	5075387	07/31/25 excavation notifications	42.00		SEWER	5310 430600	357	101000
52603		2264 MORNING GLORY COFFEE & TEA	41.25					
	160882	08/01/25 Dispatch coffee	41.25		DISP	1000 420160	220	101000
52605		151 Gallatin County WY TS/Compost	2,032.00					
		07/31/25 Household waste	2,032.00		PARKS	1000 460430	534	101000
52607	E	2673 First Bankcard	969.58					
	07/03/25	Supplies	13.45		ADMIN	1000 410210	220	101000
	07/04/25	Supplies	12.79		FINADM	1000 410510	220	101000
	07/05/25	Keyboard	29.99		FINADM	1000 410510	212	101000
	07/19/25	RexburgRapidsSumRec	275.00		SUMREC	1000 460449	871	101000
	07/22/25	Supplies	5.99		FINADM	1000 410510	220	101000
	07/25/25	HeiseHotSpringsSumRec	438.53		SUMREC	1000 460449	871	101000
	07/29/25	TonerSocSer	166.00		SOC SER	1000 450135	220	101000
	07/31/25	Supplies	15.96		FINADM	1000 410510	220	101000
	08/03/25	Supplies	11.87		FINADM	1000 410510	220	101000
52608	E	2673 First Bankcard	746.91					
	07/02/25	Supplies	24.98		LIBRY	2220 460100	220	101000
	07/03/25	Supplies	44.41		LIBRY	2220 460100	220	101000
	07/08/25	FisherTech Copier	49.17		LIBRY	2220 460100	398	101000
	07/15/25	Membership Fee	14.99		LIBRY	2220 460100	398	101000
	07/16/25	Office Equipment	69.99		LIBRY	2220 460100	364	101000
	07/16/25	Books	22.03		LIBRY	2220 460100	215	101000
	07/17/25	Books	219.06		LIBRY	2220 460100	215	101000
	07/18/25	Books	46.17		LIBRY	2220 460100	215	101000
	07/21/25	Books	26.99		LIBRY	2220 460100	215	101000
	07/22/25	Supplies	8.49		LIBRY	2220 460100	220	101000
	07/23/25	Office Equipment	79.99		LIBRY	2220 460100	364	101000
	07/30/25	Supplies	140.64		LIBRY	2220 460100	220	101000
52612		95 NorthWestern Energy	525.06					
	07/30/25	nat gas 4295437-0 UPDL	90.28		UPDH	1000 411252	344	101000
	07/30/25	nat gas 4295438-8 Police	29.11		POLBLD	1000 411258	344	101000
	07/30/25	nat gas 425439-6 WY BuldDept	38.71		STREET	1000 430200	344	101000
	07/30/25	nat gas 4295447-6 Povah	90.28		POVAH	1000 411255	344	101000
	07/30/25	nat gas 4295466-9 Library	24.00		LBRY	1000 411259	344	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	07/30/25	nat gas 4295628-4 OldFirehall	16.47		PARK	1000 460430	344	101000
	07/30/25	nat gas 4295822-3 Iris Lift St	49.52		SEWER	5310 430600	344	101000
	07/30/25	nat gas 4295935-3 Mad Add Sew	16.47		SEWER	5310 430600	344	101000
	07/30/25	nat gas 4295947-8 PW Shop	16.47		STREET	1000 430200	344	101000
	07/30/25	nat gas 4295675-5 TwnHll	153.75		TWNHLL	1000 411250	344	101000
52613		2952 DIS Technologies	1,016.94					
	16942 08/05/25	Monthly Managed IT	910.99		IT	1000 410580	355	101000
	17025 08/07/25	Yearly Managed IT	105.95		IT	1000 410580	355	101000
52614		2421 NAPA Auto Parts	119.64					
	07/31/25	Napa Supplies	85.83		STREET	1000 430200	220	101000
	07/31/25	Napa repairs Supplies	33.81		STREET	1000 430200	361	101000
52615	E	2673 First Bankcard	585.13					
	07/03/25	Postage	5.35		POLICE	1000 420100	311	101000
	07/16/25	Postage	6.95		POLICE	1000 420100	311	101000
	07/16/25	AdobeInc	22.99		POLICE	1000 420100	870	101000
	07/17/25	Uniform - Boots	159.95		POLICE	1000 420100	226	101000
	07/18/25	Uniform - Boots	179.95		POLICE	1000 420100	226	101000
	07/18/25	AdobeInc	29.99		POLICE	1000 420100	870	101000
	07/22/25	Uniform - Boots	179.95		POLICE	1000 420100	226	101000
52616		2558 Hebgen Basin Fire District	57,536.96					
	08/01/25	August 2025	49,753.67		FIRE	1000 420400	357	101000
	08/01/25	August 2025	7,783.29		FIRE	1000 420400	140	101000
52617	E	2673 First Bankcard	2,995.58					
	07/03/25	VirginiaCitySumRec	146.66		SUMREC	1000 460449	871	101000
	07/03/25	VirginiaCitySumRec	290.80		SUMREC	1000 460449	871	101000
	07/07/25	Office Equipment	11.68		SOCSER	1000 450135	364	101000
	07/08/25	SmItemEquipment	21.24		SOCSER	1000 450135	212	101000
	07/08/25	Sum Rec Supplies	39.98		SUMREC	1000 460449	220	101000
	07/09/25	Supplies	9.99		SOCSER	1000 450135	220	101000
	07/09/25	OfficeEquipment	36.60		SOCSER	1000 450135	364	101000
	07/09/25	Opti Signs Yearly Renewal	486.00		SOCSER	1000 450135	330	101000
	07/11/25	BearWorld Sum Rec	271.92		SUMREC	1000 460449	871	101000
	07/12/25	SumRecSupplies	49.35		SUMREC	1000 460449	220	101000
	07/12/25	Sum RecSmItemsEquipment	94.99		SUMREC	1000 460440	212	101000
	07/13/25	CanvaSubscription	24.00		HELP	7010 450135	220	101000
	07/15/25	Lewis&ClarkStateParkSumRec	411.00		SUMREC	1000 460449	871	101000
	07/15/25	RexburgRapidsSumRec	80.00		SUMREC	1000 460449	871	101000
	07/16/25	HelpFundSmItemsEquipment	60.00		HELP	7010 450135	212	101000
	07/16/25	Supplies	33.99		SOCSER	1000 450135	220	101000
	07/17/25	SumRecSupplies	7.31		SUMREC	1000 460449	220	101000

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	07/17/25	Supplies	30.64		SOCSER	1000 450135	220	101000
	07/17/25	Help Fund Supplies	42.00		HELP	7010 450135	220	101000
	07/17/25	SumRec Supplies	323.29		SUMREC	1000 460449	220	101000
	07/17/25	SumRec sm ItemEquipment	124.97		SUMREC	1000 460440	212	101000
	07/18/25	SumRec Supplies	7.99		SUMREC	1000 460449	220	101000
	07/18/25	Fees	39.00		FINADM	1000 410510	631	101000
	07/18/25	Help Fund Supplies	54.23		HELP	7010 450135	220	101000
	07/20/25	Training supplies	26.88		SOCSER	1000 450135	380	101000
	07/20/25	Supplies	21.00		TWNHLL	1000 411250	220	101000
	07/21/25	Help Fund Supplies	52.67		HELP	7010 450135	220	101000
	07/23/25	Help Fund Supplies	12.34		HELP	7010 450135	351	101000
	07/23/25	Help Fund Supplies	15.99		HELP	7010 450135	220	101000
	07/28/25	SumRec Supplies	4.76		SUMREC	1000 460449	220	101000
	07/29/25	FatCats Credit	-100.00		SUMREC	1000 460449	871	101000
	07/29/25	Training SocSer	12.99		SOCSER	1000 450135	380	101000
	07/31/25	Help Fund Supplies	21.55		HELP	7010 450135	220	101000
	07/31/25	Help Fund Supplies	33.95		HELP	7010 450135	220	101000
	08/01/25	ScoopsSumRec	195.82		SUMREC	1000 460449	871	101000
52618		2952 DIS Technologies	745.00					
	16945	08/05/25 Monthly IT	745.00		IT	1000 420160	398	101000
52619	E	2673 First Bankcard	307.89					
	07/14/25	Dispatch/Police Supplies	129.18		POLICE	1000 420230	220	101000
	07/25/25	Supplies	17.11		DSPTCH	1000 420160	220	101000
	07/25/25	Travel	35.00		911	2850 420750	370	101000
	07/26/25	Travel	19.60		911	2850 420750	370	101000
	07/30/25	Travel	35.00		911	2850 420750	370	101000
	07/31/25	Travel	72.00		911	2850 420750	370	101000
52620		2852 Blackfoot Communications	1,977.27					
	08/01/25	646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	08/01/25	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	08/01/25	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	08/01/25	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	08/01/25	646-7311, social services	20.31		SOCSRV	1000 450135	345	101000
	08/01/25	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	08/01/25	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	08/01/25	646-7609, public works	42.97		PUBSVC	1000 430200	345	101000
	08/01/25	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	08/01/25	646-7715, povah center	25.05		POVAH	1000 411255	345	101000
	08/01/25	646-7795, town hall	232.37		TWNHAL	1000 411250	345	101000
	08/01/25	646-7845, court clerk	0.26		COURT	1000 410360	345	101000
	08/01/25	646-9017, library	44.05		LIBRAR	2220 460100	345	101000
	08/01/25	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000

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	08/01/25	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	08/01/25	ethernet, povah center	146.26		POVAH	1000 411255	345	101000
	08/01/25	ethernet, police station	359.95		POLICE	1000 411258	345	101000
	08/01/25	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	08/01/25	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	08/01/25	602-4909, town hall judge	14.58		COURT	1000 410360	345	101000
	08/01/25	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	08/01/25	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	08/01/25	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	08/01/25	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	08/01/25	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	08/01/25	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	08/01/25	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	08/01/25	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	08/01/25	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	08/01/25	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	08/01/25	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	08/01/25	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	08/01/25	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	08/01/25	6024044 Soc Ser Pantry	10.00		SOCSER	1000 450135	345	101000
52622	E	2964 CITI CARDS	1,128.46					
	07/09/25	Supplies	210.05		ADMIN	1000 410210	220	101000
	07/10/25	Supplies	266.45		ADMIN	1000 410210	220	101000
	07/18/25	Postage Court	10.77		COURT	1000 410360	311	101000
	07/22/25	Supplies TC	12.25		LEGIS	1000 410100	220	101000
	07/22/58	Supplies TC	211.38		LEGIS	1000 410100	220	101000
	07/24/25	Building Supplies	193.18		BLDINS	1000 420531	220	101000
	07/31/25	NotaryServices B White	189.00		ADMIN	1000 410210	380	101000
	07/31/25	Supplies	10.38		ADMIN	1000 410210	220	101000
	08/04/25	MT Sec of State Dues B White	25.00		ADMIN	1000 410210	335	101000
52623		2 Forsgren Associates P.A.	39,095.50					
	125321	07/25/25 WWTP	39,095.50		WWTP	5320 430640	951	101000
52628		2845 Kasting, Kauffman & Mersen, PC	9,500.96					
	240098	08/13/25 Legal Fees	9,477.50		LEGAL	1000 411100	352	101000
	240098	08/13/25 Postage	23.46		LEGAL	1000 411100	870	101000
52630		3324 Dan Walker	447.20					
	08/11/25	GOSCOMA Conference 8/5-8/8/25	447.20		ADMIN	1000 410210	370	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52631		2375 OCLC Inc. 08/06/25 LibraryContract 7/1/25-6/30/26	766.00 766.00		LIBRY	2220 460100	398	101000
52632	E	2673 First Bankcard 07/11/25 Equipment repairs 07/16/25 Sm ItemEquipmentPovah Center 07/17/25 Propane 07/23/25 Training BuldingInspection	1,412.04 644.60 370.99 31.45 365.00		STREET POVAH STREET BLDINS	1000 430200 1000 411255 1000 430200 1000 420531	369 212 231 380	101000 101000 101000 101000
52652		3524 Greater Yellowstone Cleaning 232 08/10/25 Town Hall Cleaning 7/25 232 08/10/25 Library Cleaning 7/25 232 08/10/25 Povah Cleaning 7/25 232 08/10/25 Rendezvous Cleaning 7/25	3,271.00 930.00 582.00 1,615.00 144.00		TWNHLL LIBRY POVAH RENDEZ	1000 411250 1000 411259 1000 411255 1000 411256	357 357 350 350	101000 101000 101000 101000
52653		2537 Balco Uniform Co., Inc. 59890 08/07/25 Uniform Supplies Sosa	117.40 117.40		POLICE	1000 420100	226	101000
52654		3320 Bonnie Sullivan 08/05/25 APCO Conference7/26-7/31/25	301.00 301.00		911	2850 420750	370	101000
52655		99943 Brenda Phillips 08/06/25 APCO Conference7/26-7/31/25	1,515.75 1,515.75		911	2850 420750	370	101000
52656		153 IIMC 07/10/25 Deputy ClerkfullMembershipWhit 07/10/25 FullMembershipRenewalRoos	330.00 135.00 195.00		ADMIN ADMIN	1000 410210 1000 410210	335 335	101000 101000
52657		533 Market Place 07/15/25 Sum Rec Supplies	18.06 18.06		SUMREC	1000 460449	220	101000
52658		135 Food Roundup 07/31/25 SummerRec Supplies 05/05/25 Rec Supplies 05/23/25 Supplies 05/23/25 Help Fund Supplies	723.04 217.85 91.21 401.52 12.46		SUMREC REC REC HELP	1000 460449 1000 460440 1000 460440 7010 450135	220 220 220 220	101000 101000 101000 101000
52659		254 Firehole Fill Up/Economart 071425 07/14/25 Fuel Voucher	60.00 60.00		HELP	7010 450135	231	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
52660		3523 Sunflower Peak Planning	1,150.00					
	25-0001	08/01/25 Planning Services	1,150.00		PLNNG	1000 411000	354	101000
52661		3314 Intrinsik Architecture	315.50					
	20250276	08/11/25 Zoning Permit-T&E	315.50		PLNNG	1000 411000	354	101000
52662		2546 Century Link QCC	403.33					
	748287657	08/01/25 Voice/Text2-911158435022	403.33		911	2850 420750	398	101000
52663		3437 T-Mobile	25.31					
	59434-22	07/30/25 Town Hall Device IT	25.31		TWNHLL	1000 411250	345	101000
52664		471 Northwest Pipe Fittings, Inc.	1,292.59					
	5381652	07/01/25 Water Supplies	1,292.59		WATER	5210 430500	220	101000
52665		2614 Clair & Dee's Operations, LLC	50.00					
	5007417	07/24/25 Flat Fix	50.00		STREET	1000 430200	369	101000
52666		3484 Sweet Electric LLC	3,240.00					
	1121	07/23/25 ElectricalRepairsStreetLights	3,240.00		STRLIT	1000 430263	357	101000
52667		3478 Inland Potable Services, Inc.	3,300.00					
	A114-08225	08/02/25 Clean&Inspect	3,300.00		WATER	5210 430550	357	101000
52668		2980 Montana Department of Labor &	72.00					
	08/02/25	OperatingCertificateFee8/12/24	36.00		BULDNG	1000 420531	335	101000
	08/02/25	OperatingCertificateFee8/1/25	36.00		BULDNG	1000 420531	335	101000
52669		266 Utilities Underground Location	12.56					
	800160	08/11/25 Underground Locates	12.56		SEWER	5310 430600	340	101000
52670		2822 Montana Drains LLC/Clear Blu	1,100.00					
	3160	08/11/25 HydroJet Service Calls	1,100.00		SEWER	5310 430600	357	101000
52671		3525 Hillyard/Montana	578.46					
	605907001	08/11/25 Cleaning Supplie	578.46		PARKS	1000 460430	220	101000
52672		2586 Waxie Sanitary Supply	1,359.84					
	83426832	08/11/25 Cleaning Supplies	1,359.84		PARKS	1000 460430	220	101000

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52673		3526 Brady Industries	2,255.93					
	10437146	08/04/25 Cleaning Supplies	2,255.93		PARKS	1000 460430	220	101000
52674		1454 Bozeman Daily Chronicle/Big Sky	120.00					
	664302	08/12/25 Adsfor BidofLightpoles	120.00		ADMIN	1000 410210	327	101000
52675		3440 APG West Payment Processing	218.75					
	664110	08/11/25 Adsfor BidofLightpoles	218.75		ADMIN	1000 410210	327	101000
52676		3241 Bridger Analytical Lab	330.00					
	2508259	08/13/25 Water Testing	330.00		WATER	5210 430500	348	101000
52677		999999 EDITH VAZQUEZ CORONA	350.00					
		08/14/25 RefundCleaningDepPovahCorona	350.00		POVAH	2210 214001		101000
52678		3462 Midnight Auto	389.49					
	86	08/14/25 RepairsPDVehicle19Durango	389.49		STREET	1000 430200	361	101000
52679		3418 Deere Credit, Inc.	29,256.55					
	3066488	08/08/25 Grader Lease payment	29,256.55		STREET	4060 430200	398	101000
		# of Claims 49	Total: 180,340.43					
			Total Electronic Claims 8,145.59			Total Non-Electronic Claims 172194.84		

Town of West Yellowstone
Town Council Meeting
August 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, Chief of Police Chris Wigner, Town Attorney Jane Mersen is present virtually by Zoom

Present by Zoom: Jan Neish-Island Park News,

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

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

Mayor Jeff McBirnie administers the Police Officer oath of office for newly hired police officer Tristen Tallerico.

Public Comment Period

No public comments are received.

Council Comments

Griffith asks about acknowledging a letter from Lindsey Charlton regarding pickleball courts, McBirnie indicates that they can discuss that at the end. Mathews says that Rod Run this past weekend was a great event and hopes it will continue in the future. Watt says that it was a good event, they had over 250 cars registered and have a couple interested people that might take over the event in the future. Watt also mentions the recent passing of Millie Melberg. He also acknowledges the Touch a Truck/Little Rangers event that is going on in the city park right now. More events are coming up the next two weekends.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$2,816,828.16. (Watt, Benike)
- 2) Motion carried to approve the business license for 529 DeLacy Avenue, a long-term residential rental. (Benike, Watt) Griffith is opposed, motion carries.
- 3) Motion carried to approve the minutes of the July 22, 2025 Town Council Meeting. (Watt, Mathews) Griffith is opposed, motion carries.
- 4) Motion carried to approve the Axon Camera contract. (Benike, Watt)
- 5) Motion carried to approve the replacement of the ridge cap with the flat metal ridge cap. (Watt, Benike)
- 6) Motion carried to accept the recommendation from the Planning Board to make no changes to the Transitional Zone. (Benike, McBirnie)
- 7) Motion carried to accept the recommendation from the Planning Board to add a text amendment to the E-2 to allow travel trailer parks as a conditional use. (Watt, Benike)
- 8) Motion carried to approve Resolution No. 823, a bond resolution for financing of the waste water treatment project. (Benike, Griffith)
- 9) Motion to approve Resolution No. 824, a resolution adopting the Records Retention Schedule for Local Governments, as set out by the Montana Local Government Records Committee. (Watt, Mathews)

- 10) Motion carried to approve Records Destruction Document (RM88) to dispose of Series 1110-19 Personnel Recruitment Files from 2//15/2015 to 7/31/2022 and authorize Town Staff to dispose of the records accordingly. (Griffith, Benike)
- 11) Motion carried to approve the Outside Amplification Permit for the Wretched Mess Fest, September 5-6, 2025 between the hours of 10 AM and 10:30 PM. (Watt, Benike)
- 12) Motion carried to approve Resolution No. 825, a resolution exempting Heritage Park from the open container ordinance during the Wretched Mess Fest, September 5-6, 2025 between the hours of 10 AM and 10:30 PM. (Watt, Benike)
- 13) Motion carried to close CD 1001860 at Madison Valley Bank and reinvest the funds in the Montana Short-Term Investment Pool (STIP). (Watt, Benike)

DISCUSSION

- 2) Griffith says she will not vote in favor of a license that does not include the parking plan and they should be following the procedures outlined in the ordinance. Mathews also states that he does not think a business license should be required for residential rentals and particularly for employee housing.
- 4) Benike comments that he still thinks this is a very expensive contract. Chief Wigner says he did look into the cost with another vendor, but they did not have the cloud storage capability. Thompson clarifies that they will budget the purchase over five years as it is an interest free purchase. Spencer of Axon Camera is present by Zoom. He indicates the shipping estimate is 30 days and briefly describes the system.
- 5) Interim Public Services Superintendent Jon Brown explains that they replaced the roof on the Museum and Police Station last year. The ridge cap that was put on the roofs has not held up and the company has agreed to warranty the product. He explains that instead of a metal ridge cap, they put on a different product that has been torn apart by bugs and ravens. He says they need to replace it with a metal ridge cap. Skylar of great West Construction is present. They explain that they can replace the ridge cap with a straight metal cap or one with a loop at the peak, which is what was on the buildings originally. Skylar points out that the flat ridge cap, which is cheaper, shows less damage when it is hit with a snow shovel or similar. The group discusses the options.
- 6) Scott Hazelton addresses the Council regarding two recommendations from the Planning Board. He explains that the first proposal is to allow towers as a conditional use in the Transitional Zones in the 80 acres addition. Approval of towers, such as communication towers, would require a conditional use permit and potential lease agreements with the Town. The Planning Board recommended no changes to the Transitional Zones and did not approve the change. The other proposal is to add travel trailer parks back to the E-2 Zone as a conditional use. This was allowed previously but was inadvertently left out of the updated code. This use would still be required to comply with the existing design standards and conditional use process. The Planning Board approved the travel trailer proposal.

The Council discusses the towers. The Council denied a proposal about a year ago to erect a communications tower in the historic district and considered allowing them in the future in the 80 acres. Walker clarifies that the Planning Board is an advisory board and the Council has the authority to make the decision.

- 8) Finance Direction Katie Thompson explains that they have drawn down approximately 80% of the current loans for the wastewater treatment plant project so it is now time to open Loan A for \$100,000 which has the potential to be forgiven and Loan B for \$15,000,000.

- 9-10) Roos explains that adoption of Resolution No. 824 establishes that the Town will follow the records schedule and then the next motion will be to authorize the staff to destroy the listed confidential records.
- 13) Finance Director Katie Thompson reports that they currently have a CD at Madison Valley Bank with a current balance of \$246,659.71 as of August 1, 2025. The CD matures August 18, 2025. MVB can renew the CD at 2.86% for 8 months but Thompson recommends moving the money into the Montana Short Term Investment Pool (STIP) where the current rate is 4.3467919%.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker congratulates Tristen Tallerico who will be sworn in tonight as a police officer. He reports that Neighborworks is working with the property owners of an apartment complex to create an affordable housing project. He reports that they had their first meeting of the 80 acres development committee regarding infrastructure needs in the 80 acres. The Planning Board met on the 24th of July, is recommending no changes to the Growth Policy except to add the housing strategy as an addendum. He says they will be holding a public hearing on the growth policy on September 16, 2025. The Department of Interior hosted a webinar regarding Order 3434 for the purpose of strengthening relationships between the national parks and gateway communities. He reports that they had a funding call with DNRC and the bond resolution for funding of the wastewater treatment plant is on the agenda tonight. They also participated in a call with Neighborworks about the Gallatin County Housing Impact Fund and possible funding sources for housing initiatives. They received five responses to the RFQ for the SCADA operation of the wastewater treatment plant. He reports that they had a dispatcher interview and made a conditional offer to a potential employee. He reports that Kyle Scarr notified them today that there will be new cameras put up in Town during the week of August 11 for a traffic study. Brown reports that MDT is going to be removing trees on the north side of Highway 20 to enable snow removal, about 500 feet from the highway. They completed the seal coating of the parking lots last night and will be working on the streets tonight south of Yellowstone. They are using a new product that is a little smellier but lasts longer. Mathews comments that the alleys look really good. Mathews inquires about the encroachment from MDT for the “Welcome to West Yellowstone” sign, Brown responds that he doesn’t have anything to report on that yet.
- B) **Advisory Board Reports:** Benike reports that last week, the Parks & Recreation Board approved writing a letter of support for the pickleball courts.

CORRESPONDENCE

McBirnie shares a letter from Lindsey Charlton explaining the process they have followed to generate support and raise funds for the purpose of a pickleball court.

The meeting is adjourned at 8:30 PM.

Mayor

ATTEST:

Town Clerk



Highlights

Week of August 8th through August 14th, 2025
Job and Social Services

Overview

of Clients Served: 74

Last Week Clients Served: 80

Highlights

Donations

A visiting family donated five sleeping bags, some dry goods, and a monetary donation.

Our local United Women donated a large amount of non-perishables.

We had two other food donations made by local community members.

An anonymous donation was made to the food bank to help those in need.

Clothing donations close tomorrow August 15th, and as of right now the office has received over 16 donations from generous members of our community.

Volunteer Update

This week we had two volunteers for the clothing bank that has greatly helped us get through the overwhelming amount of donations received this week. Our volunteers are working so hard to improve the way the clothing bank is looking by reorganizing.

We had a young assistant in the mornings that has helped Tia restock the lobby so community members have a large variety to chose from. He has also helped kept the office looking neat and tidy.

To thank our consistent volunteers who have donated something more valuable than money; their time, we are hosting a Thank You Luncheon at the end of this month to celebrate their tremendous efforts into really turning the Clothing Bank into a clean, organized environment. We are grateful that they have time and time again chosen to give their free time to us even though there are many other ways they could be using their free time.

Public Assistance

This week we had over 30 check-ins this week for lobby food. With putting more needed items such as milk, bread, meats and produce in our lobby we are happy to see so many utilize this great resource.

We had two clients this week use the shower here in the office.

Three applications for Medicaid/SNAP were given to community members.

Our office was able to assist a local with loaning medical equipment to aide in walking.

MFBN Pickup: 08/21/2025

Tia and Dianna are heading to Bozeman next Thursday to pick up the next round of food.

While in Bozeman, we will also be stopping by Costco to pick up some heavily needed items such as Ramen, Diapers, and other RTE items that are no longer available through MFBN and TEFAP ordering.

Upcoming Events:

We are excited about the great participation we are receiving for the upcoming Self-Care Fair, and we will be focusing on whole wellness this year and are excited about the speakers who will share insight to mental wellness.

August 21st: MFBN Pickup in Bozeman

Our next Birthday Potluck will be on September 19th, 2025 to celebrate those born July-September. With football season about to kick off, it is encouraged to bring your favorite gameday snack to share! Tia will be creating a sign up sheet for people to list what they are bringing. Email will be sent out to town employees next week with more details!

Notes

TOWN OF WEST YELLOWSTONE

07/31/2025 – 08/13/2025 Weekly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Dispatchers	6	3	1
Police Officers	7	6	1

Operations:

Operations Tempo				
	Current Stats	Previous Week	Monthly	2025 Total
Calls Total	202	99	459	3381
Reports Total	18	5	27	87
Citations	6	3	23	107
Warnings	63	49	158	810
Arrest	1	0	0	28
DUI	1	0	0	19
Fire/EMS Calls	14	4	55	254
Patrol Checks	3	3	70	694
Public Assist	9	12	30	217
Agency Assist	16	10	25	118
Crashes	17	2	23	107
Search and Rescue	0	0	2	11



TOWN OF WEST YELLOWSTONE

PERSONAL:

- Working on the background check of the dispatcher applicant.
- Officer Tallerico is starting his second phase of FTO, he is doing well.
- We are still accepting applications for dispatchers and officers.

TRAINING:

- Officer Sosa, Officer Slowinski, and Officer Tallerico attended a Domestic Violence Strangulation training.
- Officer Sosa, Officer Slowinski, Officer White and Chief Wigner had annual qualifications on their AR and Shotgun.
- Officer Tallerico will be attending some training at the Gallatin County Sheriffs Office.

Other

- Current stats are for the two weeks as we did not turn in stats last week.
- The Rod Run and Touch A Truck events went off without any problems.
- Had a meeting with the contractors reference to the remodel of the office at the Police Department.
- Montana Ride to Remember is this weekend. Chief Grube has been coordinating the road blockage.
- Mayor McBirnie signed the contract with AXON and I was advised this would give us a delivery date of September 15, 2025.
- Chief Wigner has been asked to speak at the Madison Addition Homeowners Association next week.





AUGUST 15, 2025

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Event season has been pretty impactful this year. We have struggled with issues including power access in the park, garbage control, bathroom maintenance, insurance, and permit compliance. I think Jon Brown's phone almost exploded because it's been called so many times. We will have a staff meeting in September, after the last the events conclude, and discuss what we can do better to manage events. The last two scheduled events for the season are:
 - August 16 – POW/MIA ride, Music in the Park
 - September 5-6 – Wretched Mess Fest
- We completed the employee health screenings, which are part of the wellness program offered through our health insurance policy. For the first time in several years, we had over 80% participation by the employee group – which means an extra \$50 incentive for everyone that participated.
- Lots of cemetery issues over the last two weeks, this is the time of year that people rush to get headstones set and conduct cremains burials so that they are done before winter sets in.
- We will have six candidates for the Town Council election in November. There are three seats on the Council up for election. Jeff McBirnie, Brian Benike, Lisa Griffith and Brock Wilson have filed as candidates and their names will be printed on the ballots. Julia Wittmer and Greg Forsythe have filed as write-in candidates. Their names will not be printed on the ballots, but there will be two blank lines. The ballots will be mailed October 17 and may be returned by mail or deposited in a dropbox. A dropbox will be available at the Town Hall Monday-Friday from 8 AM-5 PM and then on election day, Tuesday, November 4, 2025, from 7 AM-8 PM. Ballots that are returned by mail must be received by Gallatin County Elections by election day.
- Prepared the Town Council Agenda & Packet for August 19, 2025.



Public works report/Water wastewater report

August 11th thru 15th

RSCI contractors have the floor and walls poured on the solids handling building this was one pour for all four walls 28 feet high.

Metal building is going up, seepage test on aeration tanks and clarifiers being completed, walk ways, drain piping, and head works concrete structures being completed.

Scada controls programing submittals have been sent to forsgren engineering.

There were seven potential clients, forsgren engineering is in the process of review and will have the three-best qualified picked for Town review next week.

ASI Asphalt systems has completed all of the streets south of Yellowstone Ave and also the Town owned parking lots for seal coating.

Yellowstone pavement solutions have been striping the intersections and curb edges, stop bars and cross walks.

Idaho traffic safety will be striping the center lines in old town and parking lots starting the second week in September.

Working with MDT Josh Ritchie, he is the new maintenance Chief for the Bozeman division on some encroachment permits for projects like rock placement around the Town signs coming into Town on hwy 20 and 191 this is a project that the down town improvement board and public works have been working on. [Beatification project]. Josh seems like some one that is really willing be a great partner in working with the Town.

Working on water sampling for arsenic and fluoride in and bacteria Bac-tee sampling this has now been completed and has passed with no issues.

Working on PFAS paper work for state compliance.

We have received the results from DEQ on our water sanitary Survey that was completed in June. The report reflected good standing and no issues with the

water system and was very pleased with the documentation, we have not had a violation for 4 years.

Water usage for the month has been around 1.2 million gallons a day.

Wastewater usage for the month has been around 780,000 thousand gallons per day.

The park has been very busy with events public works department spends a considerable amount of time dealing with issues and clean-up making sure the park looks its best.

Building maintenance, air-conditioning and Furnas work has been completed throughout Town owned facilities.

Invasive weed spraying has now been completed on Town owned property's and will be re visited in September for a follow up spraying.

Lots of 811 locates have been coming in for water, sewer and fiber installs.

Cemetery has been very busy with burials and head stone Replacement.

Garbage pickup three time a day seven days weekly, lawns and weeding all around Town, sidewalks, street corners, parks, [everywhere] public works crews are really trying to make a difference this year in the Town appearance.

Work is being scheduled for the museum and the police station roofs for warranty work to begin in mid-September

Had a pre-construction meeting with Bridger built on moving forward with the police station up grade and well #3 this work should start on 19th of August and hopefully be completed in early November be for the heavy snows start flying.

If you have any questions please contact me. Jon Brown



Week of 08.11.2025

Early this week, I had to work on bond resolution items to make sure we were on track to close on August 28, 2025, on both 2025 Loan A and 2025 Loan B.

Met with Dan and Jon Brown regarding our Town's budget. Our main goal is to make sure we have everything covered for infrastructure and equipment for the next fiscal year with reliable quotes.

I have been working on the Planning Grant that needs to be closed out by the end of the month.

Completed MAP financials and attended the MAP meeting. This time I brought Brittany along so she could see what this board does.

Posted our public hearing notices for the budget adoption on September 2, 2025.

Reconciled bank accounts.

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: Bullet Points 8/15/2025
Date: Friday, August 15, 2025 8:18:47 AM
Attachments: [image001.png](#)

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Friday, August 15, 2025 7:12 AM
To: Jon Brown <jbrown@townofwestyellowstone.com>
Cc: Dan Walker <dwalker@townofwestyellowstone.com>
Subject: Bullet Points 8/15/2025

Bullet Points 8/15/2025

- #1 Mark, dig or mow 9 lots at Fir Ridge Cemetery
- #2 Building permit issued for re-siding 602 N Hayden and inspection
- #3 Encroachment permit for entrance signs meeting and applications
- #4 Business improvement meeting
- #5 Zoning and Building questions answered
- #6 Clean up at city park



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

Ktanner@townofwestyellowstone.com
Cell # 406-640-0141

TOWN OF WEST YELLOWSTONE

PUBLIC HEARING

Ordinance No. 280

Travel Trailer Parks in the E-2 Zone

NOTICE IS HEREBY GIVEN that the Town Council of the Town of West Yellowstone will conduct a Public Hearing on **August 19, 2025** regarding Ordinance 280. Ordinance No. 280 amends Chapter 17 of the West Yellowstone Municipal Code, commonly known as the Zoning Code, to allow travel trailer parks in the E-2 zone as a conditional use. The E-2 zone is located south of Yellowstone Avenue and east of South Canyon Street.

Complete copies of the ordinance are available at the Town Hall, 440 Yellowstone Avenue, West Yellowstone, MT or by email at eroos@townofwestyellowstone.com. The proposed ordinance is also posted on the Town's website: www.townofwestyellowstone.com. The public hearing will be held during the regular Town Council Meeting which begins at **7:00 PM on August 19, 2025**. The meeting will take place in the Town Hall, 440 Yellowstone Avenue in West Yellowstone, MT, at which time oral testimony will be taken from the public. The meeting will also be broadcast on the internet using the Zoom Meetings App or through zoom.us, meeting ID: 893 834 1297. Written testimony may be submitted until 5:00 PM on the date of the hearing to the Town Clerk at the Town Hall, by mail to P.O. Box 1570, West Yellowstone, MT 59758, or by email to eroos@townofwestyellowstone.com. For further information contact the Town Offices, 646-7795.

-- Elizabeth Roos, Town Clerk

440 Yellowstone Avenue * PO Box 1570 * West Yellowstone, MT 59758 * (406) 646-7795



ORDINANCE No. 280

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AMENDING TITLE 17 CHAPTER 25 OF THE WEST YELLOWSTONE TOWN CODE TO ADD TRAVEL TRAILER PARKS AS A CONDITIONAL USE IN THE E-2 DISTRICT

WHEREAS, the Town Council of the Town of West Yellowstone believes that including a historical conditional use in the E-2 District is in the best interests of the health, safety and welfare of the citizens of West Yellowstone; and

WHEREAS, the Town's zoning code was adopted in 1982 with various amendments having been made to it over the years, including allowing Travel Trailer Parks in the E-2 District; and

WHEREAS, on September 3, 2024, the Town Council adopted a Revised Zoning Code, which erroneously failed to include Travel Trailer Parks in the E-2 District; and

WHEREAS, it is in the best interest of the Town to minimize historical non-conforming uses within Town limits that present no negative impacts to adjacent landowners and one which complies with the current state regulations on local zoning; and

WHEREAS, the West Yellowstone Planning Commission has held several meetings to discuss the revisions and recommended that the Town include Travel Trailer Parks as defined in Title 17 Chapter 4 as a Conditional Use in the E-2 District that is attached hereto as **Exhibit 1**; and

WHEREAS, on August 5, 2025, the Town Council of the Town of West Yellowstone held a public meeting at which it was presented with the proposed zone text amendment as recommended by the Planning Commission; and

WHEREAS, the recommendation from the Planning Commission included re-establishing Travel Trailer Parks as a Conditional Use in the E-2 District. The Planning Commission recommended that the Town adopt the revised zoning code as submitted; and

WHEREAS, on August 19, 2025, the Town Council held a duly noticed public hearing for the first reading of the ordinance revising the zoning code as set out on Exhibit 1, at which it received public testimony in favor of or against the revised zoning code as well as information from Staff; and

WHEREAS, on _____, 2025, the Town Council held a duly

noticed public meeting on the second reading of the Ordinance revising the zoning code as set out on Exhibit 1 at which it received public testimony either in favor of or against the recommended revised zoning code; and

WHEREAS, based on the recommendation of the Planning Commission, the staff reports, and public testimony, the Town Council believes it is in the best interests of the citizens of the Town of West Yellowstone to adopt the Ordinance enacting the recommended revised zoning code.

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of West Yellowstone that the Revised Zoning Code as set out on **Exhibit 1**, attached hereto, is hereby adopted and shall entirely replace Title 17 Chapter 25 of the 2024 zoning code and its previous amendments.

REPEALER: All ordinances and parts of ordinances in conflict with provisions of this ordinance, except as provided above, are hereby amended or repealed.

EFFECTIVE DATE: This ordinance shall be in full force and effect thirty (30) days after final adoption by the Town Council of the Town of West Yellowstone.

SEVERABILITY: If any portion of this ordinance or the application therefore to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which may be given effect without the invalid provisions or application and, to this end, the provisions of this ordinance are declared to be severable.

PASSED BY the Town Council and approved by the Mayor of the Town of West Yellowstone, Montana, this _____ day of _____, 2025.

Mayor Jeff McBirnie

Council Member Jeff Mathews

Council Member Brian Benike

Council Member Travis Watt

Council Member Lisa Griffith

ATTEST:



Town Clerk Elizabeth Roos

EXHIBIT 1 TO ORDINANCE No. 280

Chapter 17.25 E-2 ENTERTAINMENT DISTRICT

Sections:

17.25.010	Intent.
17.25.020	Permitted uses.
17.25.025	Conditional uses.
17.25.030	Prohibited uses.
17.25.040	Lot area and width.
17.25.050	Lot coverage.
17.25.060	Yards.
17.25.070	Corner lots.
17.25.080	Yard encroachments.
17.25.090	Building height.
17.25.100	Off-street parking.
17.25.110	Off-street loading.
17.25.120	Visibility at intersections.
17.25.130	Outdoor lighting.
17.25.140	Signs.
17.25.150	Fences, walls, and hedges.
17.25.160	Curb cuts.

17.25.010 Intent.

For the purposes of this district, the uses of land shall be those of a public entertainment and educational nature for the purposes of providing educational and informative opportunities to the people visiting the area. In this district small commercial retail shall only be allowed when in conjunction as a complement to the permitted uses.

17.25.020 Permitted uses.

All permitted uses in this district shall undergo a zoning review during the building permit process. The required submittal for that can be found on the town website or at Town Hall. Permitted uses in the E-2 district are:

- A. Government buildings open to the public.
- B. Information center.
- C. Museum.
- D. Residential uses for caretakers, employees, or security people only.
- E. Theaters, including large format theaters such as IMAX.
- F. Visitor center.
- G. Zoos, wildlife sanctuary.

17.25.025 Conditional uses.

The uses that are permitted in the E-2 district if successful in acquiring a conditional use permit approval from the town of West Yellowstone are as follows:

- A. Communications tower.
- B. Live-work units.
- C. Public swimming pool.
- D. Public water park.
- E. Public splash pad.
- F. Travel Trailer Parks Subject to Chapter 17.33.

17.25.030 Prohibited uses.

The following uses are prohibited in the E-2 district:

- A. Heavy manufacturing.
- B. Industrial uses.
- C. Salvage yards.
- D. Short-term rentals.
- E. Timeshares.

17.25.040 Lot area and width.

In the E-2 district there is no minimum lot area or width requirements.

17.25.050 Lot coverage.

Buildings may cover the entire lot providing other requirements are met.

17.25.060 Yards.

The setbacks prescribed in this district are that no buildings or building development whatsoever shall be closer than thirty feet from the center line of a street and all outdoor merchandise as defined in Chapter [17.04](#) shall have an eighteen-inch setback from all property lines. No accessory building shall be erected within ten feet of any principal building unless a variance is granted by the town of West Yellowstone.

17.25.070 Corner lots.

When a lot faces more than one street and front yard setbacks have been established on both streets, corner lot setbacks shall be at least as great as the minimum front yard setback established for the district. If the lot is completely in one district then both sides of a corner lot shall conform to the front setback in that district.

17.25.080 Yard encroachments.

Every part of a required yard or court shall be open and unobstructed by any building or structure from its lowest point upward except as follows:

- A. Architectural features that include belfries, cornices, chimneys, canopies, eaves, balconies, steeples, or other similar features may extend into a required yard space not more than three feet.
- A. B. Open, unwallled, uncovered steps and entrance landings may extend into a required yard space not more than five feet.

17.25.090 Building height.

Maximum building height in this district shall be forty feet. All elements of a structure shall be at or below the maximum height in the district, unless it is an architectural feature, as defined in Chapter [17.04](#), which may extend to six feet above the maximum height.

17.25.100 Off-street parking.

Off-street parking shall be provided in accordance with Chapter [17.37](#).

17.25.110 Off-street loading.

Off-street loading for the district shall be provided in accordance with Chapter [17.38](#).

17.25.120 Visibility at intersections.

On corner lots on streets in all districts, no fence, wall, or planting in excess of four feet above the street centerline grade is permitted within the area defined as follows: beginning at the intersection of the physical roadway twenty feet along each roadway, except when traffic control signals are installed.

At the intersection of each driveway or alley with a street, no fence, wall, or planting in excess of four feet above the street centerline grade is permitted fifteen feet on each side of the physical intersection of the driveway or alley with the street.

17.25.130 Outdoor lighting.

Outdoor lighting shall not illuminate or be reflected upon any adjacent property.

17.25.140 Signs.

All signs in this district shall be in conformance with the requirements of Chapter [17.40](#).

17.25.150 Fences, walls, and hedges.

- A. Fences, walls, and hedges in any district may be located on lot lines provided such fences, walls, and hedges do not exceed eight feet in height, measured from the adjacent ground elevation. Fences, walls, and hedges exceeding eight feet in height, measured from the ground elevation, shall be subject to the minimum yard requirements of the district in which they are located unless a variance is granted by the town of West Yellowstone.
- B. No fences, walls, and hedges shall exceed four feet in any front yard as defined in this title.
- C. No barbed wire or other sharp fencing materials and no electrically charged fence shall be erected or maintained in any district created by this title.
- D. In case of a fence erected on top of a retaining wall, the height shall be measured from the grade of the high side of the wall.

17.25.160 Curb cuts.

Curb cuts for residential uses shall be a maximum of twelve feet throat width for a single-car garage and a maximum of twenty feet throat width for two or more stall garage.



Town Council Agenda Item Summary Report

Meeting Date: August 19, 2025	
Item Title: West Yellowstone Business Housing Needs & Market Analysis	
Submitted By (Name/Title): Dan Walker, Town Manager	
Discussion Only <input type="checkbox"/>	Discussion/Action <input checked="" type="checkbox"/>
Funding Source: FY 26- 80 acres prof. servs.	Budgeted <input checked="" type="checkbox"/>
Estimated Date of Completion: January 2026	

Item Summary

Northern Rocky Mountain Economic Development District (NRMEDD) has prepared a proposal to assist the Town with a Housing Needs & Market Analysis.

The study will focus on aligning housing development with the operational needs of local employers and the income realities of West Yellowstone's workforce. It will build on prior assessments and public input to deliver actionable recommendations that position the Town to create housing that is occupied, affordable, and responsive to both economic and community goals.

NRMEDD proposes a targeted analysis of housing market and business needs. This effort will:

- Gather hard, quantitative data on what types of housing are needed.
- Identify how many units are required.
- Define at what price points they must be offered.
- Document what barriers businesses face in the current labor and housing market.

The cost of the work is \$25,125. This item is included as part of the FY26 Budget.

They anticipate the work to be completed by January 2026.

Staff Recommendation

Staff recommends approval of this request.

Suggested Motion

I move we accept the proposal from Northern Rocky Mountain Economic Development District to perform the Business Housing Needs and Market Analysis at a cost not to exceed \$25,125.



RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: _____

Event or Project Name: _____

Date Submitted: _____

Date Approved by MAPFAB: _____

Requested Funding Amount: _____

Approved Funding Amount: _____

Comments:

Recommendation submitted by: John M. Greve, MAPFAB Secretary

This MAP Fund Award Recommendation is approved by the Town Council

This MAP Fund Award Recommendation is not approved by the Town Council

Signature _____

MAYOR OR APPOINTED REPRESENTATIVE

Date _____

Comments:

Copy 1 – Town Clerk

Copy 2 – Town Council

Copy 3 – MAP Fund Advisory Board



APPLICATION COVER PAGE

APPLICANT INFORMATION

Applicant Individual or Organization: Yellowstone Mushers Association

Event or Project Contact Person: Charlotte Mooney

Address: 580 Zoot Enterprises Lane, Bozeman, MT 59718

Phone: 406-646-4988 Email: cmooney@wildfire-defense.com

Application Submission Date: 7/24/2025

EVENT OR PROJECT INFORMATION

Event or Project Name: 2026 Wildfire Defense Race Series (Fun Run & Yellowstone Special)

Location of Event or Project: Madison Arm Loop Trail, start N. Dunraven, finish power substation

Date(s) of Event or Project: Fun Run = Jan. 17 & 18, Yellowstone Special = Jan. 30, 31, & Feb. 1 (2026)

Estimated Total Event or Project Cost: \$81,788

MAP Fund Amount Requested: \$37,925

SECTION 1 - PROPOSED EVENT OR PROJECT SUMMARY

Describe or explain your event or project. Provide enough detail so that those reviewing the application can comprehend or visualize the full scope of your event or project.

See attached

SECTION 2 - PROPOSED TIMELINE

- Provide your event or project schedule that identifies timelines for actions such as planning, construction, promotion and implementation of activities necessary for your event or project.
- Provide a schedule of events/activities occurring during your event time period.

See attached

SECTION 3 · PUBLICITY, PROMOTION, MARKETING

Describe how your event or project will be promoted or marketed to visitors, residents or participants. West Yellowstone, Montana or West Yellowstone, MT is to be listed, identified or present in all forms and methods of promotion and marketing of your event or project.

See attached

SECTION 4 · PROPOSED BUDGET

- Provide a detailed line item budget for your event or project.
- A Budget Template can be downloaded [here](#) or requested by email or in person from the Board member contact and adapted for your event or project. Use of this fill in the blank Template isn't required, but is provided as a convenience for applicants who want to use it.
- Your budget should include projected income from all sources, including income from requested/applied for grants, awards, donations, contributions and sponsorships.
- Identify the amount of MAP funds you are requesting and the expenses that will be paid in part or in full with MAP funds.
- **Your request can't exceed 50% of your event's or project's total expense budget or \$50,000 maximum. It is within the Board's discretion to consider additional funds.**
- All budget expenses must be subsequently supported with invoices, bills, receipts, electronic payment method statements etc.
- It's beneficial for an applicant to contribute a percentage of entry fees, registrations, admissions etc. to an event's (cash) prizes/purse. MAP funds can be used to pay for (cash) prizes, medals, trophies, rewards, appearance fees and/or purses, but requests cannot exceed 25% of the event's total expense request or final approved total award amount. Requests for reimbursement of this type of expense must include a list of individual cash amount winnings, names and signatures of winners and their contact info. Also note: Check current state and federal tax regulations for payout amounts that require you to issue an IRS Form 1099 to individuals.
- MAP funds can be used to pay for administrative (admin) expenses. Click on this [link](#) to view the Allowable Admin. Expenses document and certain admin expenses with funding request limit percentages.
- MAP funds may not be used for purchasing liquor or funding the distribution of liquor.
- Even though we ask you to submit a detailed line item budget, you can request disbursement or reimbursement in any amount for any approved expense, as long as the amounts requested aren't more than the specified limit percentages of certain expenses or the approved amount of total funding.

MAP Fund monies are generated from the collection of resort taxes. When applicable, please collect resort taxes for your event or project. If you're uncertain as to whether or not your event or project will be subject to remitting resort taxes, check with the town offices.

SECTION 4 - PROPOSED BUDGET

See attached

SECTION 5 - APPLICATION REVIEW CRITERIA

Applications will be reviewed against multiple criteria. Please provide answers to the following questions:

- 1** What are the economic, cultural, social and/or aesthetic impacts and benefits of your event or project on visitors, residents, businesses, organizations or other interests in the community and surrounding area?

See attached

- 2** If not answered in the previous question, then please list the methods and estimates by which you'll determine or measure the success of your event or project, i.e. increased, additional, new or different attendance, admissions, registrations, hotel stays, marketing, website hits, partnerships and sponsorships, fund raising, aesthetic appeal etc.

See attached

- 3** Has your organization received MAP funding in the past? If so, how many times and for what event(s) or project(s)?
Have all vendors and expenses been paid associated with the event(s) or project(s)?

See attached

- 4** Can your event or project proceed without MAP funds?

See attached

- 5** If your event or project is approved for funding, how will you acknowledge the receipt of MAP funds as a funding source? The MAP Fund consists of Resort Tax funds paid by town businesses. Once an award is approved, marketing methods need to indicate, "Supported by West Yellowstone Businesses"

See attached

SECTION 6 - APPLICATION SUPPORTING DOCUMENTATION

Provide any supporting documents, plans, pictures etc. that might be helpful to MAPFAB in reviewing and understanding your event or project. If this is a reoccurring event or project that received MAP funding last year, then please provide a copy of last year's Outcome Report.

See attached

Certification

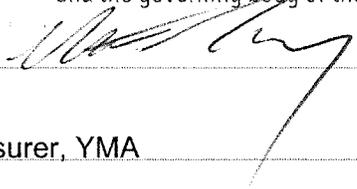
Applicant Individual or Organization: Yellowstone Musers Association

Event or Project Contact Person: Charlotte Mooney

On behalf of the individual or organization identified on this application, I understand that:

1. The submitted application meets the eligibility requirements for MAP funds.
2. MAP funds will not be awarded to this event or project without approval by the Town Council and written notification of that approval by MAPFAB.
3. If awarded funds, Awardee will be required to review and execute a separate contract with MAPFAB known as the "Event Award Agreement (EAA)" before any funds are disbursed or reimbursed. To preview the EAA, it can be linked to and downloaded [here](#).
4. MAP funded events or projects must comply with all federal, state and community licenses, permits, ordinances, laws and regulations.
5. To the best of my knowledge and belief the information in this application is true and correct and the governing body of the applicant has authorized the documentation.

Signature



Name (printed) Charlotte Mooney

Title Treasurer, YMA

Date 7/24/2025

FOR OFFICE USE ONLY

Application approved by MAPFAB for total requested amount of _____ Date _____

Application approved by MAPFAB for only _____ of total requested amount Date _____

Application not approved by MAPFAB Date _____

Reason:

Section 1 – Proposed Event or Project Summary

Two sled dog races, the Fun Run and the Yellowstone Special.

Fun Run – A 2-day race held on Saturday & Sunday, January 17 & 18, 2026. The race has two classes, the Pro and the Rec. Races are held on the Madison Arm Loop snowmobile trail. Races start each day at 9am on the north end of Dunraven Street. Spectators are welcome to observe at the start line. The races will finish each day at the power substation one mile west of town off of highway 20. Parking is limited in the finish area and spectators are not allowed to park. Spectators are welcome to watch from anywhere along the trail or at the finish line using skis, snowshoes, or snowmobiles for access.

New for the 2026 Fun Run! The plan is to offer free rides for kids 12 & under, a weight pull for dogs where entry is open to mushers as well as locals and spectators with their pet dog, a snowshoe race, and possibly an ice/snow sculpture competition. All activities would take place in the city park.

Yellowstone Special – A 3-day race with one class for professional level mushers. This race will be January 30, 31 & February 1, 2026. It will follow the same format at the same locations as the Fun Run.

Section 2 – Proposed Timeline

July 2025

- Create a budget for 2026 races
- Submit Race Plan and Budget for approval from YMA board of directors
- Apply for MAP Grant
- Secure race crew lodging at Bucking Moose in West Yellowstone
- Order additional anorak materials for race crew and series champion prize

August 2025

- Obtain insurance
- Start new website
- Verify details of timing equipment purchase
- Organize anorak production
- Reserve Povah Community Center for vet checks and musher sign-in

September 2025

- Submit Forest Service permit application
- Submit Town of West Yellowstone permit application
- Update race website with Entry Forms, Rules, Schedule of Events, etc.
- Make official race announcement on Facebook page
- Order promo items
- Line up musher and coordinators for city park events

October 2025

- Open race registration
- Reserve portable toilets
- Order permanent signs as needed
- Order race bibs
- Order trophies/prizes for both races

November 2025

- Start packing inner loop by snowmobile as backup trail in case low snow conditions
- Start social media posts advertising races and city park activities immediately after Thanksgiving

Section 2 – Proposed Timeline (continued)

December 2025

- Mark inner loop and training trail intersections when snow allows for mushers training ahead of the races
- Post "Caution" signs at snowmobile trailheads where teams will be training prior to the race

January/February 2026

- Arrange plowing of power substation for finish parking area
- Pack ungroomed portion of trail for finish chute at power substation, pack trail for rides in city park
- Mark race trail on January 15
- Set up start/finish chutes on January 16
- Set up for city park activities on January 16
- Races on January 17 & 18
- Cleanup completed by end of day on January 18
- Mark race trail on January 28
- Set up start/finish chutes on January 29
- Races on January 30, 31 & February 1
- Cleanup to be completed by end of day on February 1

2026 Fun Run Schedule of Events

Friday, January 16 - Musher Sign-in and Vet Checks, 2pm to 4pm at the Povah Community Center

Saturday, January 17 - Race Day 1, 9am start on north end Dunraven, Finish at substation by 11am

Saturday, January 17 – 12pm City Park Activities (sled dog rides, snow shoe race, weight pull)

Sunday, January 18 - Race Day 2, 9am Start on north end of Dunraven, Finish at substation. Awards are presented immediately following the race at the finish area

2026 Yellowstone Special Schedule of Events

Thursday, January 29 - Musher Sign-in and Vet Checks, 2pm to 4pm at the Povah Community Center

Friday, January 30 - Race Day 1, 9am start on north end of Dunraven, Finish at substation

Saturday, January 31 - Race Day 2, 9am start on north end of Dunraven, Finish at substation

Sunday, February 1 - Race Day 3, 9am start on north end of Dunraven. Finish at substation. Awards presented immediately following the race at the finish area

Section 3 – Publicity, Promotion, Marketing

- Official race website
- Word of Mouth
- Facebook/social media posts on Yellowstone Musers Association Page, other mushing club sites, and on local West Yellowstone and Island Park Community Info pages
- Increase regional social media posts to target dog owners and families with kids in Bozeman and Idaho Falls
- Local West Yellowstone and Island Park Calendar of Events
- Sled Dog Central listing
- Info provided to West Yellowstone and Island Park Chambers of Commerce to be included in chamber publications
- Media releases to Bozeman and Idaho Falls areas

Section 4 – Proposed Budget

MAP Contribution	Expenses	Proposed 2026
\$10,000.00	Website	\$10,000.00
\$10,000.00	Timing System	\$10,000.00
	Graphic Design	\$350.00
	Administrative	\$100.00
	Posters	\$100.00
\$9,000.00	Purse	\$42,000.00
\$250.00	Parking Area	
	Plowing	\$250.00
	Town Permit Fee	\$25.00
	Town tax 4% of entry fee	\$160.00
	Non-profit fees	\$600.00
\$2,250.00	Race Crew	\$2,250.00
\$1,500.00	Race Vet	\$1,500.00
per diem allowance	Vet & Crew	
	Lodging	\$1,500.00
\$700.00	Insurance	\$700.00
	Snowmobile Rental/Maintenance/Fuel	\$300.00
\$400.00	Portable Toilet	\$425.00
	Forest Service Permit	\$98.00
	Race Supplies	\$500.00
	Permanent Trail Signage	\$125.00
	Banners	\$0.00
	Race Crew Benefits	\$400.00
	Race Bibs	\$985.00
	Trail Passes	\$400.00
\$800.00	Trail Grooming	\$800.00
\$2,500.00	Promo Items	\$2,500.00
	Charitable Donations	\$500.00
	Trophies/Prizes	\$4,000.00
	Official Race Gear/Uniform	\$1,000.00
	Processing Fee Online Entry Payment	\$220.00
\$37,925.00	Paid with MAP Funds	
	Total Expense	\$81,788.00
Income		
	WDS Sponsorship	\$40,000.00
	MAP Grant	\$37,925.00
	Estimated Entry Fees - \$75/\$40/\$150	\$4,150.00
	Total Income	\$82,075.00
	Balance	\$287.00

Section 5 – Application Review Criteria

Part 1

Economic Impacts

- The races result in direct spending at local businesses by the race organization, race crew, and race competitors. This includes spending for fuel, lodging, restaurants, gift shops, bars, snowmobile parts rentals, snowcoach tours into Yellowstone, auto parts, hardware stores, coffee shops, ski shops and more.
- To increase the dollars spent in West Yellowstone, the race organization purchases gift cards from local businesses to give away in “goody bags” for the mushers and the race crew for each race. It is a natural tendency for the person redeeming a gift card to spend even more money while in that establishment. This was clearly demonstrated with the purchase and give away of Westmart gift cards as detailed by in the letter by Pam Talasco that was submitted as part of the MAP Final Outcome Report for the 2025 races
- The races complement, and add to, the diversity of existing winter events and activities in West Yellowstone, and they are specifically scheduled on weekends that are traditionally slower than average to help boost the local economy during those times.
- The races provide an advertising opportunity for West Yellowstone to help attract visitors. The populations of Bozeman and Island Park, and Idaho Falls are providing an ever growing market of regional visitors who live close enough to make multiple trips to West Yellowstone over time , visitors who will make the races a family tradition to be carried on by their kids and grandkids if given the opportunity. The race organization will increase efforts to advertise the race to regional markets using social media posts on relevant sites with the goal being to attract dog owners and families with children.

Cultural & Social Impacts

- The races provide a free activity for local residents during a time when activities are limited due to weather and snow conditions.
- The races help preserve the sport of sled dog racing and its history in the West Yellowstone area dating back to the first race in 1917 that was run from West Yellowstone to Ashton along the railroad grade during a blizzard. Tud Kent, from the Harriman Railroad Ranch in Island Park, was the winner of that first race.

Part 2

Determining Success

- An increase in spectator attendance year over year
- A full field of competitors
- Attract professional level competitors
- A professional appearance and presentation for a professional level event
- Increased hits on the official race website or Facebook page
- Increased viewership for live streaming during races
- Presence of mushers in town training in the days and weeks prior to the races

Part 3

Past MAP Funding

The sled dog races have received MAP funding on several occasions in the past, but most of these awards were to a different race organization that was dissolved in 2016. Starting in 2017, another individual organized sled dog races under a different name. These races continued until approximately 2022 and were in no way related to the current iteration of the sled dog races, as sponsored by Wildfire Defense Systems in Bozema. MAP has granted awards for the Wildfire Defense Race Series each of the last two years for the 2024 and 2025 race seasons. This will be the third year requesting MAP funds for the Wildfire Defense Race Series, and the second year for the request to be made by the Yellowstone Musher's Association as the race organization. All vendors and expenses have been paid for all previous events.

Part 4

Event Future without MAP Funds

Yes, the sled dog races can and will proceed without MAP funds. But it will be difficult to continue building the races into an event with a social media and online presence that will bring visitors to West Yellowstone for the express purpose of experiencing the races in person. Our priority now that the operational side of the races is well established is to increase advertising aimed at attracting regional residents who are most likely to return for multiple visits to West Yellowstone once they discover the possibilities for activities and events less than two hours from home.

The first step in our plan is to create a website that can be used for race updates and online registration for the 2026 season, then serve as a base platform for live tracking of musher progress and live streaming from the start, finish, and designated checkpoints along the trail for the 2027 season. This website will also provide a simple e-commerce platform where we can sell race paraphernalia to raise funds in support of the Yellowstone Musher's Association and the Wildfire Defense Race Series.

The next step will be to increase posts on regional social media sites such as sites related to area events and activities, sites for community information, sites related to dog ownership, sites for outdoor enthusiasts in general, and sites for families with children seeking things to do.

Part 5

Acknowledgement of MAP Funds

MAP will be acknowledged on the race website, on the race Facebook page, and in all print advertising using the phrase "Supported by West Yellowstone Businesses". MAP will also be mentioned during pre-race musher meetings and during the awards presentation for each race.

Section 6 – Supporting Documentation

Supporting information, documentation, and photos can be found on the race website:

<https://wdssleddograceseries.godaddysites.com>

The website address will change with the creation of a newer, more complex and robust website this fall. Additional information can be found on the Facebook page for the Yellowstone Musers Association.

Also, please find attached to this application the informational handouts intended for spectators to the races and a copy of the 2025 Outcome Report.



Wildfire Defense Race Series West Yellowstone, Montana 2025 Sled Dog Races

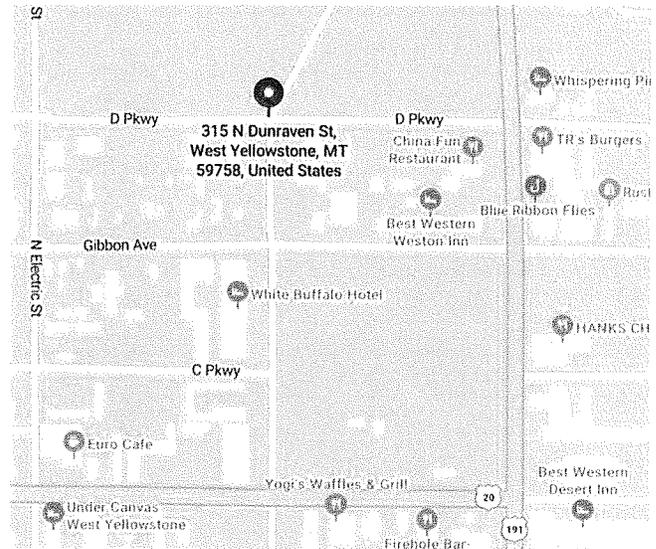
Fun Run
January 25-26



Yellowstone Special
February 7-9

**Spectators are welcome
at the Race Start and
Admission is Free!**

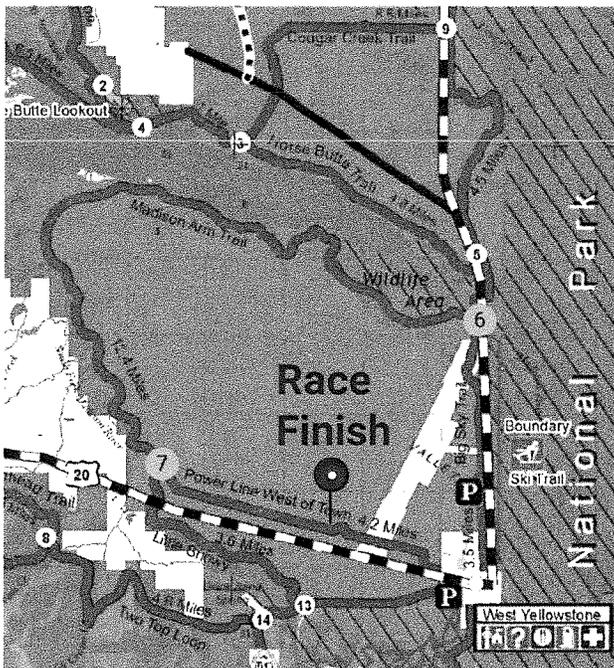
Race Start
315 Dunraven Street
West Yellowstone, MT
8am each day



**Spectators are also welcome
along the race route on the
Madison Arm Loop Trail.**

Suggested viewpoints:

- 6 Junction 6
- 7 Junction 7
- Race Finish



Suggested viewpoints are only accessible by over the snow travel. Snowmobiles, skis, and snowshoes are welcome.
No Wheeled Vehicles allowed!

Spectator Tips

*If you encounter a dog team on the trail, pull to the side and stop until they pass.
Do not bring your pet dog, it can distract the dog teams competing in the race.*